

Registration Policies

Registration Type	Information	Signature(s) Required
Add or Drop	<ul style="list-style-type: none"> ● Students may add or drop courses during the add/drop period stated in the academic calendar, either via the web or in person at the Office of the Registrar depending upon course requirements or course restrictions. ● Courses dropped by Friday of the second week of the standard semester will not be reported on the student's academic transcript (see academic calendar for interterm and summer deadlines). ● Students who do not attend during the first week of class, may be administratively dropped from the course. ● Students may not attend a course in which they are not enrolled. 	<ul style="list-style-type: none"> ● Instructor or Chair of Department where course is offered to waive pre-requisite and/or Class Size Limit ● A signature is not required to drop a course.
Audit	<ul style="list-style-type: none"> ● Students may only register to audit a course during the first two weeks of the standard semester (see academic calendar for interterm and summer deadlines). ● To audit a course, you must submit a "Registration Form" to the Office of the Registrar by the deadline date. ● NOTE: Some courses may not be eligible for Audit - See Office of the Registrar for course restriction. 	<ul style="list-style-type: none"> ● Instructor of course
Course Withdrawal	<ul style="list-style-type: none"> ● Students who officially withdraw from a course between the 3rd and 10th week of a standard semester (see academic calendar for interterm and summer deadlines) will receive a "W" on their transcript indicating the withdrawal. ● A "W" grade does not effect your GPA. ● It is the student's responsibility to officially withdraw from a course or all courses either via the web on in person at the Office of the Registrar. ● Failure to attend a course does not constitute withdrawal. ● Students who stop attending courses without notifying the Office of the Registrar by the end of the 10th week will receive an "FW" (failure to withdraw) grade which is calculated as an "F". 	<ul style="list-style-type: none"> ● None prior to withdraw deadline
Grade Change Option P/NP or Letter Grade	<ul style="list-style-type: none"> ● After initial registration in a course, in order to change your grade option to P/NP or letter grade, you must submit a "Registration Form" to the Office of the Registrar or an e-mail to registrar@chapman.edu from your Chapman University e-mail account by the end of the 10th week of a standard semester (see academic calendar for interterm and summer deadlines). ● "P" grades are equivalent to a "C" or higher letter grade. ● "NP" grades are equivalent to a "C-" or below. ● Once a course is graded, students cannot request a change in grading option. 	<p style="text-align: center;">None</p>
Lower Division Students enrolling in a 300/400 level course	<ul style="list-style-type: none"> ● A student with less than 30 completed credits wishing to enroll in a 300 level course, or a student with less than 60 completed credits wishing to enroll in a 400 level course will be required to obtain three signatures. 	<ul style="list-style-type: none"> ● Instructor of course, ● Your Faculty Advisor,& ● Chair of Department where course is offered
Overlap of Classes	<ul style="list-style-type: none"> ● To enroll in overlapping courses, you must have the signature of both instructors to enroll in both courses on the same Registration Form. 	<ul style="list-style-type: none"> ● Instructor of each overlapping course
Waiving Class Size Limit	<p>PRIOR THE BEGINNING OF THE TERM</p> <ul style="list-style-type: none"> ● If the signature of the instructor or Chair of the department where the course is offered has been obtained, but the course is full, you must bring the Registration Form to the Office of the Registrar to be placed on the waitlist for the course. ● The waitlist takes precedence over the waiver of class size limit prior to the beginning of the term. <p>AT THE START OF THE TERM</p> <ul style="list-style-type: none"> ● The waitlist will end on the first day of the term. ● If you were not enrolled via the waitlist prior to the start of the term, bring this form, with the original signatures, back to the Office of the Registrar during the add/drop period of the term to enroll in the course. ● Your enrollment in the course is not automatic. 	<ul style="list-style-type: none"> ● Instructor or Chair of Department where course is offered