



CHAPMAN  
UNIVERSITY

ACADEMICS ▾ ADMISSION ▾ DISCOVER CHAPMAN ▾ SUPPORT CHAPMAN ▾ ATHLETICS RESEARCH

# Choosing Classes on Student Self Service Portal

STUDENT SERVICES

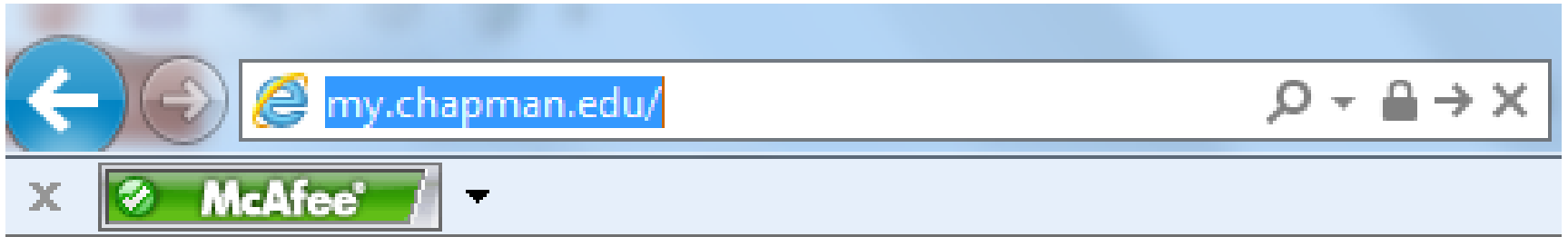


# How the registration process works:

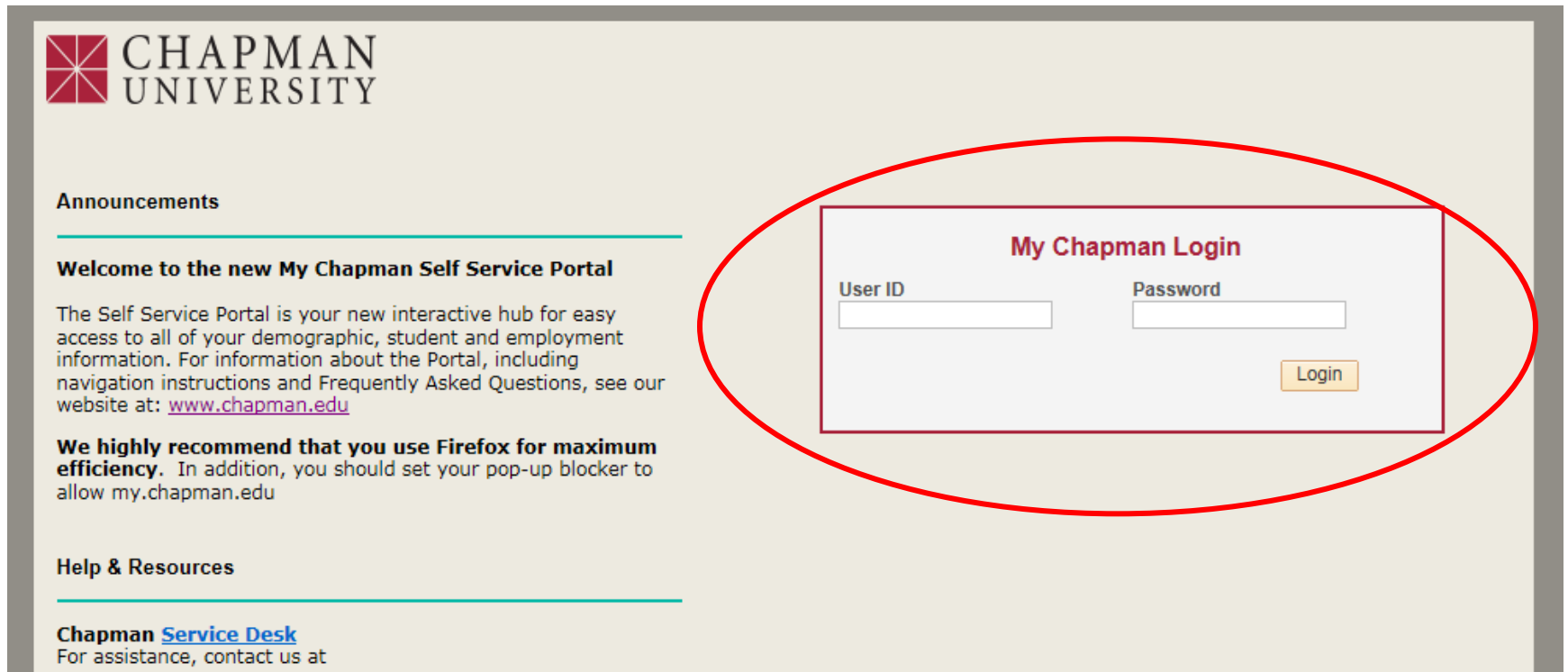
- 1) You will select the courses you are interested in taking (Taking into account the course times and prerequisites)
- 2) Add the courses to your IERF (Incoming Exchange Registration Form)
- 3) Send your IERF to [kbeavers@chapman.edu](mailto:kbeavers@chapman.edu)
- 4) We will register you for the classes manually and inform you once your course schedule is complete
- 5) During the “Add/Drop” period at the beginning of the semester, if you wish, you will have a chance to change your schedule

# Getting to the Student Self Service Portal

Type in the Web Address: [my.chapman.edu](http://my.chapman.edu)



# Enter your Chapman ID (ex: smit123) and password



The screenshot shows the 'My Chapman Login' portal. On the left, there is a sidebar with the Chapman University logo, an 'Announcements' section with a welcome message and a recommendation to use Firefox, and a 'Help & Resources' section with a link to the 'Chapman Service Desk'. The main content area on the right features a login form titled 'My Chapman Login' which is circled in red. The form contains two input fields labeled 'User ID' and 'Password', and a 'Login' button.

**CHAPMAN UNIVERSITY**

**Announcements**

**Welcome to the new My Chapman Self Service Portal**

The Self Service Portal is your new interactive hub for easy access to all of your demographic, student and employment information. For information about the Portal, including navigation instructions and Frequently Asked Questions, see our website at: [www.chapman.edu](http://www.chapman.edu)

**We highly recommend that you use Firefox for maximum efficiency.** In addition, you should set your pop-up blocker to allow my.chapman.edu

**Help & Resources**

**Chapman [Service Desk](#)**  
For assistance, contact us at


**My Chapman Login**

User ID

Password


Login


# Select: Student Self Service


CHAPMAN  
UNIVERSITY


Home | Logout

My Self Service **Student Self Service**


▶  My Personal Information

▶  My Benefits

▶  My Money

▶  My Training

Employee Leave Summary



News / Happenings

Happenings

- A Hillary win would be historic, but not a game changer for women, professor says
- Center for American War Letters awarded NEH grant to jump-start digital access


Chapman Events

Chapman University Events Calendar


- It's Your Estate: Newport Beach
- Cheer Tryouts Promotions
- APSA Boba Sale Fundraiser
- Lu'au Tabling



# Select: Student Center


[Home](#) | [Logout](#)


[My Self Service](#) | [Student Self Service](#)



**Admitted Student Message**

Please click on the Student Center below to view your academic records and to make your enrollment deposit or tuition payments

 [Student Center](#)

 [Student Center](#)

### Chapman Events

[Chapman University Events Calendar](#)

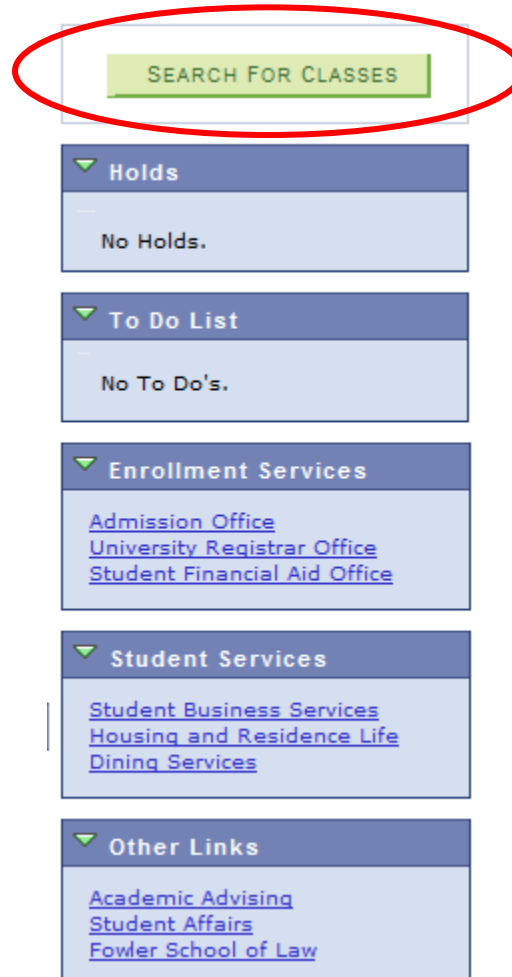
- It's Your Estate: Newport Beach
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- APSA Boba Sale Fundraiser
- Lu'au Tabling
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- Telephone Interviews: Non-Tenure Track
- Civic Engagement Tabling
- Civic Engagement Tabling
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### News / Happenings

[Happenings](#)

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- "Frozen Conflicts" Conference to examine simmering world tensions on April 16
- Dance team wins seventh consecutive national championship
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- Chapman Guitar Quartet wins prestigious national competition
- Tree-free toilet paper gets alumnus rolling with eco-friendly business
- Frozen Conflicts conference to examine simmering conflicts around the globe
- Chapman professor to develop business presentation series for The Great Courses
- Kerk Kee awarded half-million-dollar CAREER grant from National Science Foundation

# Select: Search for Classes



SEARCH FOR CLASSES

▼ Holds  
No Holds.

▼ To Do List  
No To Do's.

▼ Enrollment Services  
[Admission Office](#)  
[University Registrar Office](#)  
[Student Financial Aid Office](#)

▼ Student Services  
[Student Business Services](#)  
[Housing and Residence Life](#)  
[Dining Services](#)

▼ Other Links  
[Academic Advising](#)  
[Student Affairs](#)  
[Fowler School of Law](#)

To search for all classes under one subject:  
For example, to search for all “Marketing” Courses

**Search for Classes**

**Institution** Chapman University ▼

**Term** Fall 2015 ▼

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

**Session** ▼

**Subject** Marketing ▼

**Course Number** ▼

**Course Career** ▼

☒ **Show Open Classes Only**

**Days of Week** include only these days ▼

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

**Meeting Start Time** greater than or equal to ▼

**Meeting End Time** less than or equal to ▼

**Course Attribute** ▼

**Course Attribute Value** ▼

**Instructor Last Name** begins with ▼

Select “Chapman University” and “Fall 2015”

Select the “subject” you are interested in taking


Select the blank option for “Course Number” and leave the box to the right blank



# For example, to search for all “Marketing” Courses Continued


19 class section(s) found

MKTG 304 - Marketing							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">9350</a>	<a href="#">01-LEC Semester</a>	TuTh 8:30AM - 9:45AM	Beckman Hall Auditorium 104	Prashanth Nyer	08/31/2015 - 12/19/2015		<a href="#">select</a>
<a href="#">9375</a>	<a href="#">02-LEC Semester</a>	TuTh 10:00AM - 11:15AM	Beckman Hall Auditorium 104	Prashanth Nyer	08/31/2015 - 12/19/2015		<a href="#">select</a>
<a href="#">9376</a>	<a href="#">03-LEC Semester</a>	TuTh 1:00PM - 2:15PM	Beckman Hall 102	Prashanth Nyer	08/31/2015 - 12/19/2015		<a href="#">select</a>
<a href="#">9377</a>	<a href="#">04-LEC Semester</a>	TuTh 2:30PM - 3:45PM	Beckman Hall 102	Prashanth Nyer	08/31/2015 - 12/19/2015		<a href="#">select</a>
<a href="#">9378</a>	<a href="#">05-LEC Semester</a>	MoWeFr 10:00AM - 10:50AM	Beckman Hall 106	Sherri Treasurywala	08/31/2015 - 12/19/2015		<a href="#">select</a>
<a href="#">9379</a>	<a href="#">06-LEC Semester</a>	MoWeFr 11:00AM - 11:50AM	Beckman Hall 106	Sherri Treasurywala	08/31/2015 - 12/19/2015		<a href="#">select</a>

 MKTG 305 - Fundamentals of Marketing for Non-Majors  
MKTG 405 - Internet Marketing  
MKTG 406 - International Marketing  
MKTG 407 - Marketing Research  
MKTG 408 - New Product Development

This will show you all the Marketing courses available. Select the arrow to show you all the course sections (day/time) options available.

# To search for one specific course (For example: MKTG 409)



**Institution** Chapman University

**Term** Fall 2015

Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

**Session** Semester

**Subject** Marketing

**Course Number** is exactly 409

**Course Career**

☒ Show Open Classes Only

**Days of Week** include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

**Meeting Start Time** greater than or equal to

**Meeting End Time** less than or equal to

**Course Attribute**

**Course Attribute Value**

**Instructor Last Name** begins with

**Additional Search Criteria**

**CLEAR** **SEARCH**

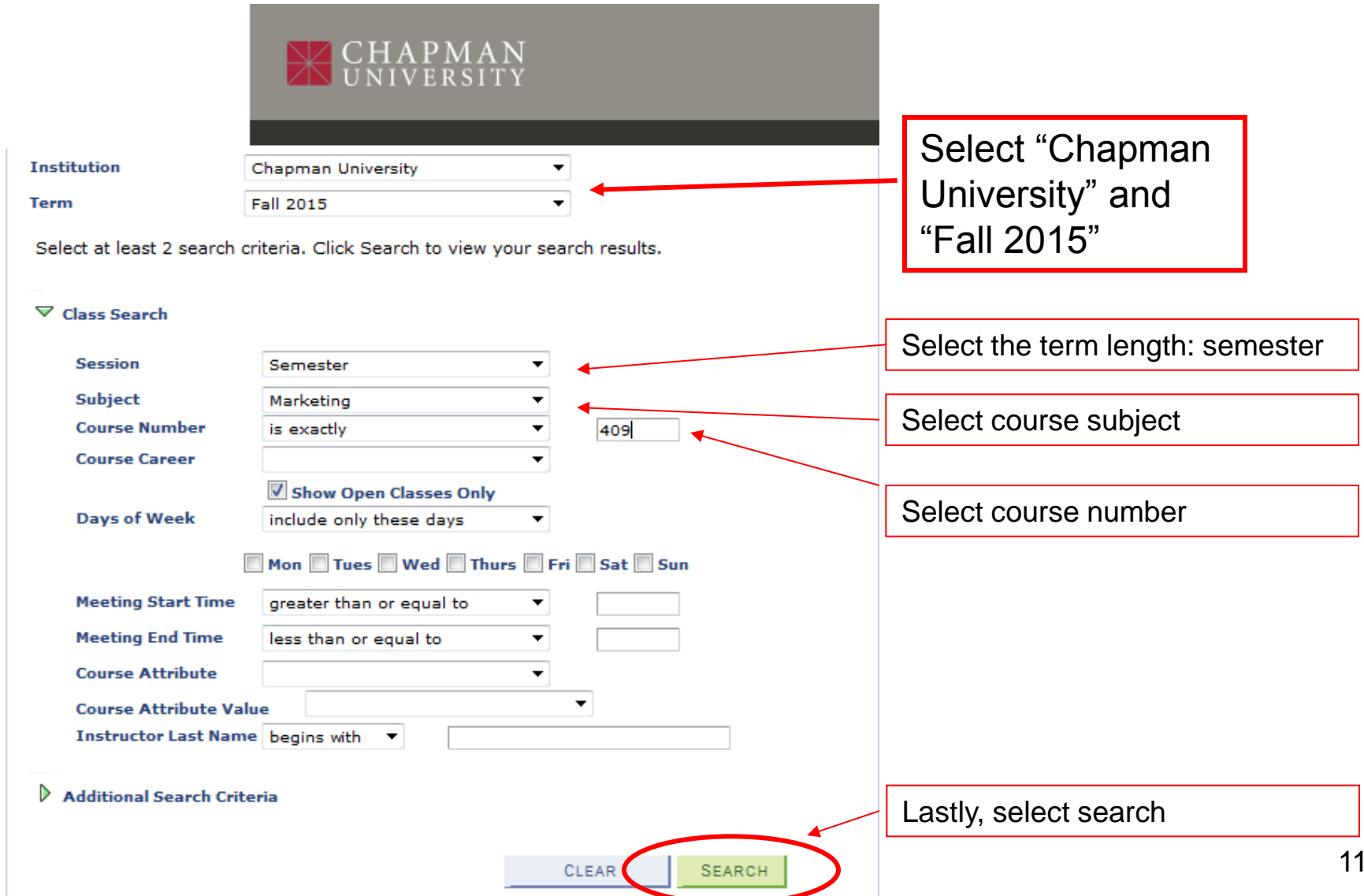
## Subject Selection Examples:

FIN-Finance  
BUS-Business  
COM- Communication Studies,  
HIS-History  
MKTG - Marketing

## Course Level Examples:

100- Lower Division-Freshman (1<sup>st</sup> Year)  
200 - Lower Division-Sophomore (1<sup>st</sup> Year)  
300 - Upper Division-Junior (2<sup>nd</sup> /3<sup>rd</sup> Year)  
400- Upper Division-Senior (3<sup>rd</sup> Year)

# To search for one specific course (For example: MKTG 409)



The image shows a web form for searching classes at Chapman University. The form is titled "CHAPMAN UNIVERSITY" at the top. It has several sections: "Institution" and "Term" at the top, followed by a instruction "Select at least 2 search criteria. Click Search to view your search results." Below this is the "Class Search" section, which includes fields for "Session", "Subject", "Course Number", "Course Career", "Days of Week", "Meeting Start Time", "Meeting End Time", "Course Attribute", "Course Attribute Value", and "Instructor Last Name". At the bottom is the "Additional Search Criteria" section. The "SEARCH" button is highlighted with a red circle and an arrow pointing to it from the text "Lastly, select search".

**Institution** Chapman University

**Term** Fall 2015

Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

**Session** Semester

**Subject** Marketing

**Course Number** is exactly 409

**Course Career**

☒ Show Open Classes Only

**Days of Week** include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

**Meeting Start Time** greater than or equal to

**Meeting End Time** less than or equal to

**Course Attribute**

**Course Attribute Value**

**Instructor Last Name** begins with

**Additional Search Criteria**

**SEARCH**

Select "Chapman University" and "Fall 2015"

Select the term length: semester

Select course subject

Select course number

Lastly, select search

# Add courses to your “Shopping Cart”

## Search for Classes

## Search Results

Chapman University | Fall 2015

### [My Class Schedule](#)

You are not registered for classes in this term.

### [Shopping Cart](#)


[show all](#)

The following classes match your search criteria Course Subject: **Marketing**, Course Number is exactly '409', Show Open Classes Only: **Yes**, Session: **Semester**

Pay attention to the “Days & Times” to make sure that other classes are not occurring at the same time

 Open

 Closed

 Wait List

[NEW SEARCH](#)

[MODIFY SEARCH](#)

2 class section(s) found

### ▼ MKTG 409 - Consumer Behavior

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">9388</a>	<a href="#">01-LEC Semester</a>	TuTh 2:30PM - 3:45PM	Beckman Hall 212	Gokcen Coskuner-Balli	08/31/2015 - 12/19/2015		<a href="#">select</a>
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
<a href="#">9389</a>	<a href="#">02-LEC Semester</a>	TuTh 4:00PM - 5:15PM	Beckman Hall 212	Gokcen Coskuner-Balli	08/31/2015 - 12/19/2015		<a href="#">select</a>

“Select” the courses that you wish to add to you “Shopping Cart”. The courses in your “Shopping Cart” are those that you are interested in taking

# Add courses to your “Shopping Cart” continued

## Search for Classes

### Add to Shopping Cart - Enrollment Preferences

Fall 2015 | Undergraduate | Chapman University

#### MKTG 409 - Consumer Behavior

##### Class Preferences

MKTG 409-01

Lecture



Open

Wait List



Wait list if class is full

Permission Nbr

Session

Semester

Career

Undergraduate

Grading

Graded

##### Enrollment Information

- TAKE MKTG-304 OR MKTG-305  
Enrollment limited to Juniors or Above

Units

3.00

Look “enrollment information” to see if there are any prerequisites for the course. If there are prerequisites, make sure you obtain signed permission from your home university on your IERF form (shown in a later slide)

Click “Next” to add the course to your “Shopping Cart”

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 2:30PM - 3:45PM	Beckman Hall 212	Gokcen Coskuner-Balli	08/31/2015 - 12/19/2015

# Add courses to your “Shopping Cart” continued

## Search for Classes

## Search Results

Chapman University | Fall 2015

### [My Class Schedule](#)

You are not registered for classes in this term.

### [Shopping Cart](#)

[show all](#)

FIN 410      MoWe 5:30PM - 6:45PM  
Beckman Hall 101

The following classes match your search criteria Course Subject: **Marketing**, Course Number is exactly '**409**', Show Open Classes Only: **Yes**, Session: **Semester**



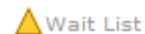
**MKTG 409** has been added to your Shopping Cart.



Open



Closed



Wait List

[NEW SEARCH](#)

[MODIFY SEARCH](#)

The course has now been added to your “Shopping Cart”

Select “New Search” to find a new course that you wish to take  
OR: Select “Modify Search” to make changes to your previous selection



Repeat slides 8-14 to add more courses to your shopping cart

# Looking at your “Shopping Cart”

## Search for Classes

## Search Results

Chapman University | Fall 2015

### [My Class Schedule](#)

You are not registered for classes in this term.

### [Shopping Cart](#)

[show all](#)

FIN 410

MoWe 5:30PM - 6:45PM  
Beckman Hall 101

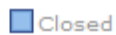
The following classes match your search criteria Course Subject: **Marketing**, Course Number is exactly '**409**', Show Open Classes Only: **Yes**, Session: **Semester**



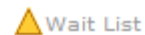
**MKTG 409** has been added to your Shopping Cart.



Open



Closed



Wait List

[NEW SEARCH](#)


[MODIFY SEARCH](#)

Select “Shopping Cart” to view the list of courses that you would potentially like to take

# Looking at your “Shopping Cart” Continued

Fall 2015 | Undergraduate | Chapman University

 Open

 Closed

 Wait List

These do not apply to you because we will go into the system and register you manually.







Add to Cart:

Enter Class Nbr

Find Classes

☒ Class Search

Fall 2015 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">FIN 410-01 (9140)</a>	MoWe 5:30PM - 6:45PM	Beckman Hall 101	Staff	3.00	
<input type="checkbox"/>	<a href="#">MKTG 405-01 (9380)</a>	MoWe 1:00PM - 2:15PM	Beckman Hall Auditorium 104	N. Myhr	3.00	
<input type="checkbox"/>	<a href="#">MKTG 405-02 (9381)</a>	MoWe 2:30PM - 3:45PM	Beckman Hall Auditorium 104	N. Myhr	3.00	
<input type="checkbox"/>	<a href="#">MKTG 406-01 (9382)</a>	TuTh 8:30AM - 9:45AM	Beckman Hall 212	Staff	3.00	
<input type="checkbox"/>	<a href="#">MKTG 406-02 (9383)</a>	TuTh 10:00AM - 11:15AM	Beckman Hall 212	Staff	3.00	
<input type="checkbox"/>	<a href="#">MKTG 409-01 (9388)</a>	TuTh 2:30PM - 3:45PM	Beckman Hall 212	G. Coskuner- Balli	3.00	



Again, make sure that your courses do not conflict in the Days/Times column. We cannot register you for two classes at the same time.

Click on the course title to check if there are prerequisites for the course. Again, if there are prerequisites, you must obtain an approval signature from your home university.

for selected:

# Course Selection Select Results

**\*TIP:** Pay attention to the Course Number as well as the Course Section; they are important factors to the times and dates of the classes you are selecting. It is recommended that you select more classes than you are actually planning on taking in order to give yourself options when you are figuring out your schedule.

<div>Course Number</div>						
<input type="checkbox"/>	<a href="#">MKTG 406-01</a> <a href="#">(9382)</a>	TuTh 8:30AM - 9:45AM	Beckman Hall 212	Staff	3.00	
<input type="checkbox"/>	<a href="#">MKTG 406-02</a> <a href="#">(9383)</a>	TuTh 10:00AM - 11:15AM	Beckman Hall 212	Staff	3.00	

Course Section (Day/Time)

# REGISTRATION FORM

- Now that you can view the courses you have searched, you can build your schedule by completing the Incoming Exchange Registration Form ***located on the next slide.***

## **Please do the following:**

1. **Print** out Registration Form on the next page.
2. Complete form by listing your preferred courses from your “Shopping Cart”. You must have a minimum of at least 12 credits.

\*\*\*the more choices for classes you provide, the more likely you'll be signed up for one you want

3. If a course requires a **prerequisite** that you have taken at your home institution, you must have your instructor sign for approval.
4. Scan and upload and the completed form to Kristin Beavers at [kbeavers@chapman.edu](mailto:kbeavers@chapman.edu)

# Incoming Exchange Registration Form

OFFICE USE ONLY:

Name: \_\_\_\_\_ Term: \_\_\_\_\_

LAST NAME

FIRST

M.I.

Processed by

Date

Student ID #: \_\_\_\_\_

	DEPARTMENT, COURSE # AND SECTION	ADD	GRADED	DEPARTMENT OR INSTRUCTOR'S APPROVAL		
	Ex: ART 410-03			SIGNATURE Enrollment/Waive Pre-Req	SIGNATURE Waive Class Size Limit	DATE
1						
2						
3						
4						
5						
6						
7						
8						

Home Institution Approvals		
	Pre-requisite Substitutions	Instructor/Advisor
		Approval Signature Title
1	Chapman Course: Home Institution equivalent:	
2	Chapman Course: Home Institution equivalent:	
3	Chapman Course: Home Institution equivalent:	
4	Chapman Course: Home Institution equivalent:	
5	Chapman Course: Home Institution equivalent:	

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Approval \_\_\_\_\_ Date \_\_\_\_\_



CHAPMAN  
UNIVERSITY

CENTER FOR  
GLOBAL EDUCATION



Course #

Incoming Exchange Registration Form

EXAMPLE

Name: GIBSON MINDY T. Term: FALL 2014

LAST NAME FIRST M.I.  
Student ID #: 1400000

Department

Section

	DEPARTMENT, COURSE # AND SECTION	ADD	GRADED	DEPARTMENT OR INSTRUCTOR'S APPROVAL		
				SIGNATURE	SIGNATURE	DATE
	Ex: ART 410-03			Enrollment/Waive Pre-Req	Waive Class Size Limit	
1	COM - 402 - 01					
2	ACTG - 211 - 03					
3	FIN - 301 - 03					
4	PSY - 100 - 01					
5	BUS - 215 - 05					
6	HIS - 101 - 02					
7	HIS - 400 - 03					
8	ART - 232 - 02					

Don't have to fill out this part

Home instructor's approval for prerequisites

Home Institution Approvals	
Prerequisite Substitutions	Instructor/Advisor
	Approval Signature Title
ACTG 210	
1 Home Institution equivalent: INTRO to FINANCIAL ACTG	Ken Murphy Dr.
Chapman Course: ECON 200	
2 Home Institution equivalent: PRINCIPLES OF MICRO ECON	Ken Murphy Dr.
Chapman Course:	
3 Home Institution equivalent:	
Chapman Course:	
4 Home Institution equivalent:	
Chapman Course:	
5 Home Institution equivalent:	

Mindy T Gibson 4/1/14  
Student's Signature Date

Department Chair Approval Date



CHAPMAN

For Chapman use

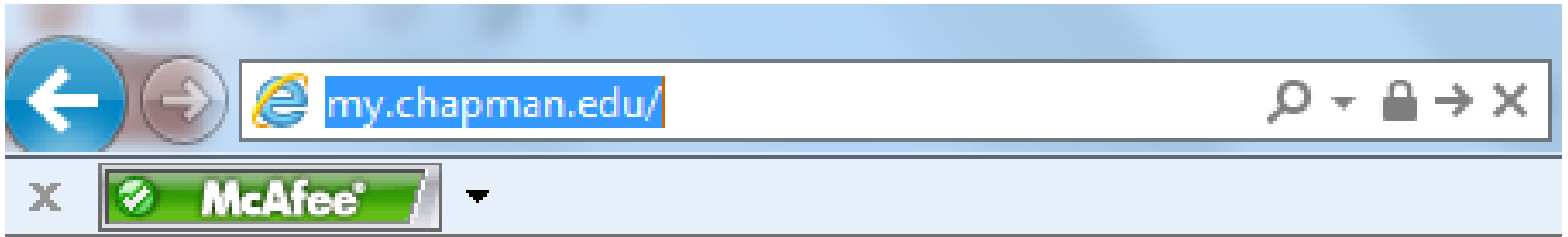
Now, email Registration Form to  
Kristin Beavers at  
[kbeavers@chapman.edu](mailto:kbeavers@chapman.edu)

# Viewing and Printing Class Schedule

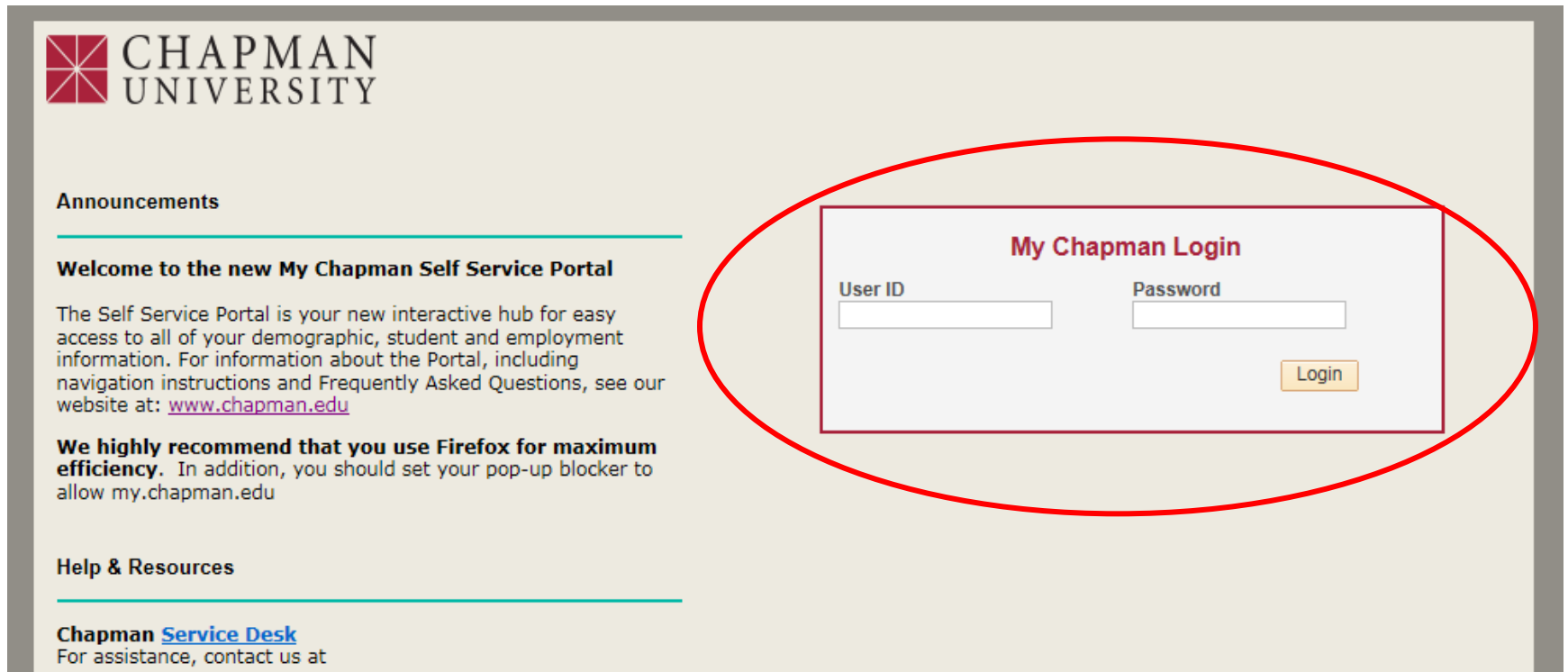
- After the Center for Global Education registers you, you may complete the following steps to view and print your schedule.


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Type in the Web Address: [my.chapman.edu](http://my.chapman.edu)



# Enter your Chapman ID (ex: smit123) and password



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UNIVERSITY

**Announcements**

---

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**We highly recommend that you use Firefox for maximum efficiency.** In addition, you should set your pop-up blocker to allow my.chapman.edu

**Help & Resources**

---

**Chapman [Service Desk](#)**  
For assistance, contact us at


**My Chapman Login**

User ID

Password


Login


# Select: Student Self Service


CHAPMAN  
UNIVERSITY


[Home](#) | [Logout](#)

[My Self Service](#) | [Student Self Service](#)


▶  My Personal Information

▶  My Benefits

▶  My Money

▶  My Training

[Employee Leave Summary](#)



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- Chapman professor to develop business presentation series for The Great Courses
- Kerk Kee awarded half-million-dollar CAREER grant from National Science Foundation

# Select: Enroll



Academics

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

# Select: My Class Schedule

Search		Plan		Enroll		My Academics	
my class schedule	add	drop	swap	edit	term information		

# My Class Schedule

Search		Plan		Enroll		My Academics	
my class schedule		add	drop	swap	edit	term information	

## My Class Schedule

Select Display Option ☒ List View ☐ Weekly Calendar View

Fall 2015 | Undergraduate | Chapman University

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ... 

Your course  
schedule will be  
here once we have  
registered you for  
the courses

Please email Kristin Beavers at  
[kbeavers@chapman.edu](mailto:kbeavers@chapman.edu) if you have any  
questions

Thank you!