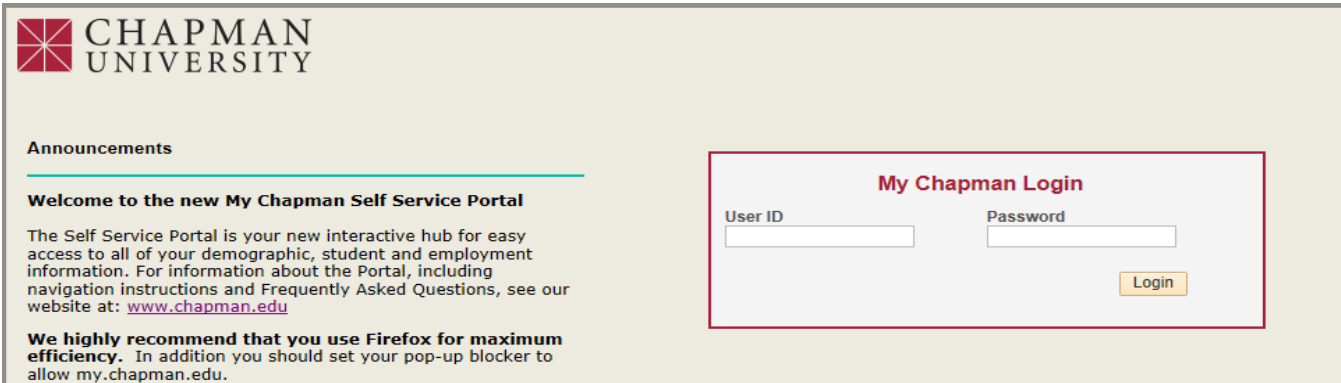


FINALIZING ENROLLMENT - REFERENCE GUIDE

STUDENT CENTER - MY.CHAPMAN.EDU

Access to the Student Center is provided through the Student Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.



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

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

My Chapman Login

User ID Password

Login

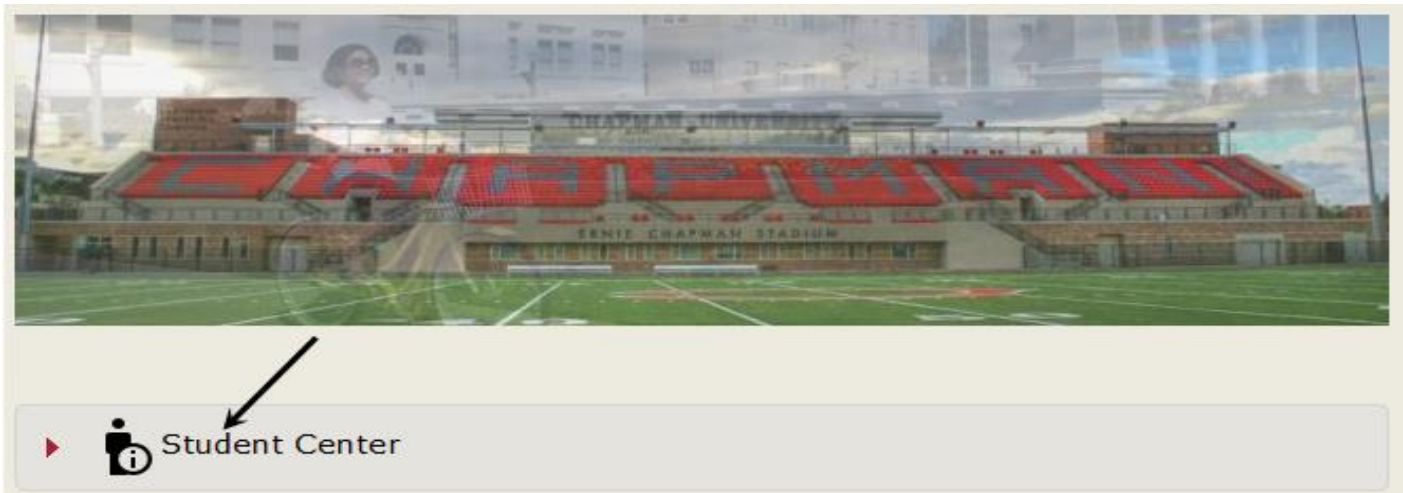
1. Click on the Student Self Service link.





CHAPMAN UNIVERSITY Home | Logout

[My Self Service](#) [Student Self Service](#) [Faculty Self Service](#) [Advisor Self Service](#)

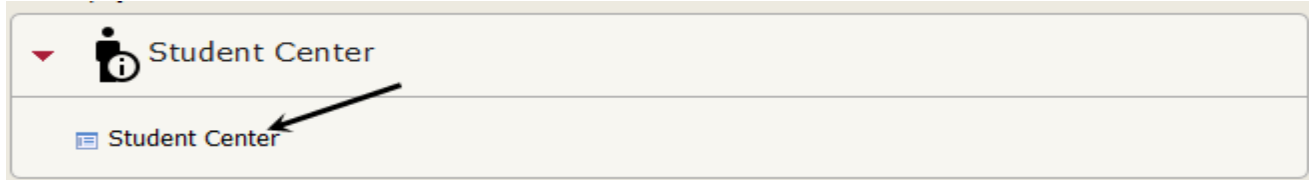
2. Click on the Student Center link.





 Student Center

- Click the newly displayed Student Center link.



- The Student Center opens.

Any's Student Center

Academics

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

other academic... ▾

Deadlines URL Gradebook

For schedule prior to Fall refer to WebAdvisor

	Class	Schedule
B	FS 443A-01 LEC (5820)	Room: TBA
B	PHIL 102-03 LEC (5877)	Room: TBA

[weekly schedule ▸](#)
[enrollment shopping cart ▸](#)

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

i We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... ▾

Contact Information

Permanent Address None	Home Address None
Cell Phone 714/997-6600	Chapman Email regstu29@chapman.edu

Admission

i You do not have any pending applications at this time.

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the Fall 2015 Semester session is available for use beginning April 15, 2015.

Enrollment Appointment
You may begin enrolling for the Fall 2015 Semester session on April 13, 2015.
[details ▸](#)

Advisor

Program Advisor
Nam Lee
[details ▸](#)

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](#)

- Click on the **enrollment shopping cart** link to open your Shopping Cart. The Shopping Cart contains the courses you have selected for enrollment for the term.

The Academics page features a navigation menu with links for Search, Plan, Enroll, and My Academics. A search box contains the text "other academic...". A table titled "For schedule prior to Fall refer to WebAdvisor" lists two classes:

	Class	Schedule
	FS 443A-01 LEC (5820)	Room: TBA
	PHIL 102-03 LEC (5877)	Room: TBA

Below the table are links for "weekly schedule" and "enrollment shopping cart". An arrow points from the "enrollment shopping cart" link to the next screenshot.

- Your Shopping Cart will open. Review the classes selected. You can continue to add classes by entering the Class Nbr and clicking enter or clicking on the search button to search the schedule.

The Shopping Cart page has a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Below the buttons are links for "shopping cart" and "course history". A search area includes a "go to ..." dropdown and a search button.

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Fall 2015 | Undergraduate | Chapman University

The page shows a legend for class status: Open (green circle), Closed (blue square), and Wait List (yellow triangle). The "Add to Cart" sidebar includes an input field for "Enter Class Nbr" with an "enter" button, and a "Find Classes" section with a "Class Search" radio button and a "search" button.

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	ART 211-01 (9184)	MoWe 4:00PM - 6:50PM	Moulton Center Drawing Rm 228	K. Liebowitz	3.00	
<input type="checkbox"/>	BIOL 102-01 (8013)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	
<input type="checkbox"/>	CPSC 230-01 (9254)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	
<input type="checkbox"/>	ENG 204-02 (8016)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	
<input type="checkbox"/>	ENG 260-01 (8040)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	
<input type="checkbox"/>	POSC 120-05 (8516)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	

At the bottom, there are buttons for "delete", "validate", and "enroll" for the selected classes.

7. The Validate function is a critical step in the enrollment process. This will review prerequisites for courses and checks your classes for any time conflicts. **It is important to select all courses in your shopping cart to check for any scheduling conflicts.** You can validate one course at a time for prerequisites but the schedule check does not function properly unless all classes are checked. After selecting the classes, click the **Validate** button.

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes
 Class Search
search

Fall 2015 Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Status	
<input checked="" type="checkbox"/>	ART 211-01 (9184)	MoWe 4:00PM - 6:50PM	Moulton Center Drawing Rm 228	K. Liebowitz	3.00	●	
<input checked="" type="checkbox"/>	BIOL 102-01 (8013)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	●	
<input checked="" type="checkbox"/>	CPSC 230-01 (9254)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	●	
<input checked="" type="checkbox"/>	ENG 204-02 (8016)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	●	
<input checked="" type="checkbox"/>	ENG 260-01 (8040)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	●	
<input checked="" type="checkbox"/>	POSC 120-05 (8516)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	●	

for selected: delete validate enroll

Green checkmarks indicate class(s) are OK to add. Any scheduling conflicts or if prerequisites are not met, etc. a red X will appear. Click on the **Shopping Cart** button to return and edit your Cart.

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

✓ OK to Add ✗ Potential Problem

Description	Message	Status
BIOL 102	OK to Add.	✓
ENG 204	OK to Add.	✓
ENG 260	OK to Add.	✓
POSC 120	OK to Add.	✓
ART 211	Enrollment Requisites are not met.	✗
CPSC 230	OK to Add.	✓

SHOPPING CART

8. Review the classes in your shopping cart. To delete classes from your Shopping Cart, select the box next to the class (or classes) and click the delete button. This example is deleting the course where the prerequisites were not met.

Fall 2015 | Undergraduate | Chapman University

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

search

Fall 2015 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	ART 211-01 (9184)	MoWe 4:00PM - 6:50PM	Moulton Center Drawing Rm 228	K. Liebowitz	3.00	●
<input type="checkbox"/>	BIOL 102-01 (8013)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	●
<input type="checkbox"/>	CPSC 230-01 (9254)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	●
<input type="checkbox"/>	ENG 204-02 (8016)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	●
<input type="checkbox"/>	ENG 260-01 (8040)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	●
<input type="checkbox"/>	POSC 120-05 (8516)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	●

for selected:
 delete
validate
enroll

The class is deleted from your Shopping Cart.

Fall 2015 | Undergraduate | Chapman University

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

search

Fall 2015 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOL 102-01 (8013)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	●
<input type="checkbox"/>	CPSC 230-01 (9254)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	●
<input type="checkbox"/>	ENG 204-02 (8016)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	●
<input type="checkbox"/>	ENG 260-01 (8040)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	●
<input type="checkbox"/>	POSC 120-05 (8516)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	●

for selected:
 delete
validate
enroll

9. To finalize your enrollment in the courses in your Shopping Cart, select the classes by checking the boxes next to each class. Click the green **enroll** button.

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes
 Class Search
search

Fall 2015 Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Status	
<input checked="" type="checkbox"/>	ART 211-01 (9184)	MoWe 4:00PM - 6:50PM	Moulton Center Drawing Rm 228	K. Liebowitz	3.00	●	
<input checked="" type="checkbox"/>	BIOL 102-01 (8013)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	●	
<input checked="" type="checkbox"/>	CPSC 230-01 (9254)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	●	
<input checked="" type="checkbox"/>	ENG 204-02 (8016)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	●	
<input checked="" type="checkbox"/>	ENG 260-01 (8040)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	●	
<input checked="" type="checkbox"/>	POSC 120-05 (8516)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	●	

for selected: delete validate enroll

10. If you are attempting to enroll prior to your scheduled appointment, you will receive an alert message above your shopping cart.

Any Student go to ... ▾

Search

Plan

Enroll

My Academics

shopping cart

course history

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

You are not authorized for self service enrollment at this time.

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● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Fall 2015 Shopping Cart							
Select	Class	Days/Times	Room	Instructor	Units	Status	
<input checked="" type="checkbox"/>	BIOL 102-01 (8013)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	●	

11. If you are eligible to enroll, you will be prompted to confirm your classes. You can cancel out of the Shopping Cart or return to the previous screen. Click on the green **FINISH ENROLLING** button to finalize your classes.

Shopping Cart



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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● Open ■ Closed ▲ Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 102-01 (8013)	Forensics (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	●
CPSC 230-01 (9254)	Computer Science I (Lecture)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	●
ENG 204-02 (8016)	Intro To Creative Writing (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	●
ENG 260-01 (8040)	Literature Into Film (Lecture)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	●
POSC 120-05 (8516)	Intro to International Relatio (Lecture)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

12. You will see the results screen, classes successfully added will display a green checkmark, any classes that were not added will be marked with a red **X**. Click on the **MY CLASS SCHEDULE** button to view your completed schedule. NOTE: You can also click the **ADD ANOTHER CLASS** to search for additional classes.

Shopping Cart



3. View results

View the following status report for enrollment confirmations and errors:

Fall 2015 | Undergraduate | Chapman University

✓ Success: enrolled ✗ Error: unable to add class		
Class	Message	Status
BIOL 102	Success: This class has been added to your schedule.	✓
CPSC 230	Success: This class has been added to your schedule.	✓
ENG 204	Success: This class has been added to your schedule.	✓
ENG 260	Success: This class has been added to your schedule.	✓
POSC 120	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE ADD ANOTHER CLASS

13. Your Class Schedule can be viewed in a List or Weekly Calendar View by selecting the radio buttons. Here is a **List View**.

My Class Schedule

Select Display Option List View Weekly Calendar View

Fall 2015 | Undergraduate | Chapman University

[View Textbook Summary](#)

Class Schedule Filter Options						
<input checked="" type="checkbox"/>	Show Enrolled Classes	<input checked="" type="checkbox"/>	Show Dropped Classes	<input checked="" type="checkbox"/>	Show Waitlisted Classes	filter

BIOL 102 - Forensics						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8013	01	Lecture	MoWeFr 11:00AM - 11:50AM	TBA	Pamela Yang	08/31/2015 - 12/19/2015


CPSC 230 - Computer Science I						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9254	01	Lecture	TuTh 1:00PM - 2:15PM	TBA	Elizabeth Stevens	08/31/2015 - 12/19/2015

ENG 204 - Intro To Creative Writing						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8016	02	Lecture	MoWeFr 9:00AM - 9:50AM	TBA	Tiffany Monroe	08/31/2015 - 12/19/2015

ENG 260 - Literature Into Film						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8040	01	Lecture	MoWeFr 10:00AM - 10:50AM	TBA	Mildred Lewis	08/31/2015 - 12/19/2015

POSC 120 - Intro to International Relatio						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8516	05	Lecture	MoWeFr 12:00PM - 12:50PM	TBA	Andrew Manson	08/31/2015 - 12/19/2015

Here is the **Weekly Calendar View**.

Any Student go to ... 

[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**

<< previous week
 Week of 8/31/2015 - 9/6/2015
 next week >>

Show Week of
 Start Time
 End Time

Time	Monday Aug 31	Tuesday Sep 1	Wednesday Sep 2	Thursday Sep 3	Friday Sep 4	Saturday Sep 5	Sunday Sep 6
8:00AM							
9:00AM	ENG 204 - 02 Lecture 9:00AM - 9:50AM Location: TBA		ENG 204 - 02 Lecture 9:00AM - 9:50AM Location: TBA		ENG 204 - 02 Lecture 9:00AM - 9:50AM Location: TBA		
10:00AM	ENG 260 - 01 Lecture 10:00AM - 10:50AM Location: TBA		ENG 260 - 01 Lecture 10:00AM - 10:50AM Location: TBA		ENG 260 - 01 Lecture 10:00AM - 10:50AM Location: TBA		
11:00AM	BIOL 102 - 01 Lecture 11:00AM - 11:50AM Location: TBA		BIOL 102 - 01 Lecture 11:00AM - 11:50AM Location: TBA		BIOL 102 - 01 Lecture 11:00AM - 11:50AM Location: TBA		
12:00PM	POSC 120 - 05 Lecture 12:00PM - 12:50PM Location: TBA		POSC 120 - 05 Lecture 12:00PM - 12:50PM Location: TBA		POSC 120 - 05 Lecture 12:00PM - 12:50PM Location: TBA		
1:00PM		CPSC 230 - 01 Lecture 1:00PM - 2:15PM Location: TBA		CPSC 230 - 01 Lecture 1:00PM - 2:15PM Location: TBA			
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							


Display Options

Show AM/PM
 Monday
 Thursday
 Show Class Title
 Tuesday
 Friday
 Sunday

 Show Instructors
 Wednesday
 Saturday

14. To return to the main page of your Student Center or one of the other sections, scroll to the bottom of the screen and click the down arrow next to “go to . . .” select Student Center and click the double arrow icon.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)
[Shopping Cart](#) [Course History](#)



15. You can also view your Fall Class Schedule by clicking on the **enrollment shopping cart** link on your Student Center main page.

Any Student go to ... ▾ >>

Search	Plan	Enroll	My Academics
shopping cart		course history	

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

Fall 2015 | Undergraduate | Chapman University

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr

 enter

Find Classes

Class Search

search

Fall 2015 Shopping Cart

Your enrollment shopping cart is empty.

My Fall 2015 Class Schedule

✓ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 102-01 (8013)	Forensics (Lecture)	MoWeFr 11:00AM - 11:50AM	TBA	P. Yang	3.00	✓
CPSC 230-01 (9254)	Computer Science I (Lecture)	TuTh 1:00PM - 2:15PM	TBA	E. Stevens	3.00	✓
ENG 204-02 (8016)	Intro To Creative Writing (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	T. Monroe	3.00	✓
ENG 260-01 (8040)	Literature Into Film (Lecture)	MoWeFr 10:00AM - 10:50AM	TBA	M. Lewis	3.00	✓
POSC 120-05 (8516)	Intro to International Relatio (Lecture)	MoWeFr 12:00PM - 12:50PM	TBA	A. Manson	3.00	✓

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

[Shopping Cart](#) [Course History](#)

go to ... ▾ >>