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.

1. Click on the Student Self Service link.

2. Click on the Student Center link.
3. Click the newly displayed Student Center link.

4. The Student Center opens.
5. There are twelve sections of the Student Center. Here is a brief description of each section. More details will be provided in additional training guides/videos.

- **Academics** – your Fall 2015 class schedule will appear once you have officially enrolled. There are links for searching for classes, viewing your weekly schedule and accessing your shopping cart, adjusting your schedule once registered and a series of enrollment reports.

- **Finances** – both Student Accounts and Financial Aid information are available in the section.
  - Only charges assessed to your student account for Fall 2015 will be reflected at this time. Any balance from the 2014-2015 academic year will be moved over to PeopleSoft during this Summer. You have links to pay tuition through TouchNet. The drop down menu allows you to enroll in a payment plan along with other Student Account inquiries.
  - Financial Aid links allow you to view, accept and decline award offers and report other financial aid received.

- **Personal Information** - this section contains demographic information on file at Chapman. You can update addresses, emergency contact information etc. from this section.

- **Admission** – students pursuing additional degrees may see information in this section.

- **Search for Classes** – this link is used to search the Fall 2015 class schedule and build a shopping cart.

- **Holds** – holds placed on your record by campus departments can be viewed here. Click on the “details” link to determine which office placed the hold and who to contact to resolve the issue.

- **To Do List** – campus departments that need documents or processes to be completed by you will list them in your To Do List. Click on the item to determine which office is requesting items and what is needed to resolve the To Do.

- **Milestones** – this section is not in use at this time.

- **Enrollment Dates** – your registration appointment will be in this section.

- **Advisor** – your Program Advisor and Academic Advising Center advisor will be in this section.

- **Enrollment Services** – links to webpages of these offices are provided

- **Student Services** - links to webpages of these offices are provided
6. To begin to build your shopping cart **click the Search for Classes button**. This will allow you to do a search and select multiple classes from the list to add to your Shopping Cart.

7. The Search Criteria page appears. The Term – Fall 2015 is autopopulated and is considered one of the two required criteria. To find classes, select additional criteria i.e. Session, Subject, Day of Week, Meeting Start Time etc. The more criteria you add, the search will return more specific results and a shorter list of classes. You will receive messages regarding the size of the search results if you are too general.
Use the drop down menus to select the criteria. In this example there are three criteria used: Session = Semester; Course Career = Undergraduate; Meeting Start time between 10 a.m. and 4 p.m. Click the Search button to begin search.

The results are displayed. Click the Select button next to a class for possible addition to your shopping cart.

Search Results
Chapman University | Fall 2015

My Class Schedule
You are not registered for classes in this term.

Shopping Cart
Your shopping cart is empty.

The following classes match your search criteria: Course Subject: Economics, Course Number greater than or equal to ‘300’, Show Open Classes Only: Yes, Session: Semester

NEW SEARCH  MODIFY SEARCH

20 class section(s) found

ECON 309 - Advanced Experimental Design and Statistics

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10239</td>
<td>01:LEC</td>
<td>TuTh 10:00AM - 11:15AM</td>
<td>TBA</td>
<td>Robert Kowalski</td>
<td>08/31/2015 - 12/19/2015</td>
<td>Open</td>
</tr>
</tbody>
</table>

ECON 315 - Economics of Religion

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10238</td>
<td>01:LEC</td>
<td>TuTh 3:00PM - 4:15PM</td>
<td>TBA</td>
<td>Brent Monte</td>
<td>08/31/2015 - 12/19/2015</td>
<td>Open</td>
</tr>
</tbody>
</table>
The class appears for adding to Shopping Cart. **Click the Next button to confirm the add or click the Cancel button to return to the search list.**

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The class is in your Shopping Cart. Click on the **Shopping Cart** link to open the Cart, or click the “show all” button to display the classes in the current screen. The search results are still available to select additional classes.

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**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. **You will use this function to navigate throughout the Student Center.**
8. Once the shopping cart is created you can add classes by selecting the “Enrollment: Add” option from the “other academic . . . “drop down menu on the main Student Center page.

After selecting the report, click the double arrow icon to go to the page.

9. Enter either the class number or click the search button. This is the same search function outlined in step 7. Once you’ve located the class, click the select button to review it before adding it to your Shopping Cart.

Click the NEXT button to proceed with adding the class to your Shopping Cart.
While you are in the Add screen you can delete classes from your Shopping Cart by clicking on the trash can icon next to the class.

10. The Validate function is a critical part of building your shopping cart. This will review prerequisites for courses to determine if you are eligible to enroll. The Validate step also checks your classes for any time conflicts. To validate your schedule, click on the shopping cart link from the Student Center.
11. 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.
Green checkmarks indicate class(s) are eligible for adding. If there are any scheduling conflicts or prerequisites are not satisfied, etc. a red X will appear. Click on the **Shopping Cart** button to return to the Shopping Cart for editing.

Review the classes in your shopping cart to determine which course you want to delete.
12. To delete classes from your Shopping Cart, select the class (or classes) and click the delete button.

The class is deleted from your Shopping Cart.