Choosing Classes on Student Self Service Portal
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
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
Enter your Chapman ID (ex: smit123) and password.
Select: Student Self Service
Select: Student Center
Select: Search for Classes
To search for all classes under one subject: For example, to search for all “Marketing” Courses

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

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)

Subject Selection Examples:
FIN-Finance
BUS-Business
COM- Communication Studies,
HIS-History
MKTG - Marketing

Course Level Examples:
100- Lower Division-Freshman (1st Year)
200 - Lower Division-Sophomore (1st Year)
300 - Upper Division-Junior (2nd /3rd Year)
400- Upper Division-Senior (3rd Year)
To search for one specific course (For example: MKTG 409)

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”

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

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

Add courses to your “Shopping Cart” continued
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”

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

Search for Classes

Search Results

Chapman University | Fall 2015

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

Shopping Cart
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
Looking at your “Shopping Cart” Continued

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

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.
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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Section (Day/Time)</th>
<th>Location</th>
<th>Instructor</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 406-01 (9382)</td>
<td>TuTh 8:30AM - 9:45AM Beckman Hall 212 Staff</td>
<td>3.00</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>MKTG 406-02 (9383)</td>
<td>TuTh 10:00AM - 11:15AM Beckman Hall 212 Staff</td>
<td>3.00</td>
<td>Green</td>
<td></td>
</tr>
</tbody>
</table>
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
## Incoming Exchange Registration Form

**Name:** ____________________________________________  **Term:** ________________

**LAST NAME** ______________________________  **FIRST** ____________________________  **M.I.** ____________________________

**Student ID #:** ____________________________

**DEPARTMENT, COURSE # AND ADD GRADED SECTION**

<table>
<thead>
<tr>
<th></th>
<th>DEPARTMENT, COURSE # AND SECTION</th>
<th>ADD</th>
<th>GRADED</th>
<th>DEPARTMENT OR INSTRUCTOR'S APPROVAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Ex: ART 410-03</td>
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<table>
<thead>
<tr>
<th></th>
<th>SIGNATURE Enrollment/Waive Pre-Req</th>
<th>SIGNATURE Waive Class Size Limit</th>
<th>DATE</th>
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<tbody>
<tr>
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<tr>
<td>8</td>
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### Home Institution Approvals

**Pre-requisite Substitutions**

<table>
<thead>
<tr>
<th></th>
<th>Chapman Course:</th>
<th></th>
<th>Instructor/Advisor</th>
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<tbody>
<tr>
<td></td>
<td>Home Institution equivalent:</td>
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<td>Approval Signature</td>
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<td>Home Institution equivalent:</td>
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<td>Chapman Course:</td>
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<td>Chapman Course:</td>
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<td>Home Institution equivalent:</td>
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</table>

**Department Chair Approval**

- Student's Signature ____________________________  **Date** ____________________________
- Department Chair Approval ____________________________  **Date** ____________________________

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**OFFICE USE ONLY:**

Processed by ____________________________  **Date** ____________________________

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**CHAPMAN UNIVERSITY**

**CENTER FOR GLOBAL EDUCATION**
# Incoming Exchange Registration Form

**Name:** GIBSON MINDY T.  **Term:** FALL 2014

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Department</th>
<th>Home instructor's approval for prerequisites</th>
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<tbody>
<tr>
<td>COM - 402 - 01</td>
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<tr>
<td>ACT G - 211 - 03</td>
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<tr>
<td>FIN - 301 - 03</td>
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</tr>
<tr>
<td>PSY - 100 - 01</td>
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<td></td>
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<tr>
<td>BUS - 215 - 05</td>
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<tr>
<td>HIS - 101 - 02</td>
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<tr>
<td>HIS - 400 - 08</td>
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</tr>
<tr>
<td>ART - 232 - 02</td>
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<td></td>
</tr>
</tbody>
</table>

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**Home Institution Approvals**

1. Chapman Course: ECON 200  **Home Institution equivalent: PRINCIPLES OF MICRO ECON**
2. Chapman Course:  **Home Institution equivalent: INTRO TO FINANCIAL ACTG**
3. Chapman Course:  **Home Institution equivalent:**
4. Chapman Course:  **Home Institution equivalent:**
5. Chapman Course:  **Home Institution equivalent:**

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**For Chapman use**

Department Chair Approval:  
Date:  

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**Don’t have to fill out this part**
Now, email Registration Form to Kristin Beavers at 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.
Log On to the Student Self Service Portal
Type in the Web Address: my.chapman.edu
Enter your Chapman ID (ex: smit123) and password
Select: Student Self Service
Select: Student Center
Select: Enroll
Select: My Class Schedule
Your course schedule will be here once we have registered you for the courses.
Please email Kristin Beavers at kbeavers@chapman.edu if you have any questions

Thank you!