



HOW PARENTS CAN SUPPORT STUDENTS WITH REGISTRATION

The mission of the Academic Advising Center is to cultivate an educational partnership with students, guiding and supporting them toward the development and achievement of their academic goals. While the Academic Advising Center is here to help, we want to empower students to take initiative in navigating their college experience which includes their preparation for course registration. As parents, you play an important role in this process.

We recommend that students plan for their upcoming semester schedule ahead of time before registration, which happens in November and April. It is essential that you maintain an open dialogue with your student and encourage them to seek out the following resources offered at Chapman which will help ease the registration process:



1. Program Evaluation

- Encourage your student to become familiar with their program evaluation. The program evaluation will allow the student to review their remaining degree requirements (GE, major, minor, etc.). This can be found online via their Student Center (my.chapman.edu).

2. University Catalog

- Catalogs are available online for students to review courses, requirements, and prerequisites for majors and minors (chapman.edu/catalog). Make sure that your student reviews their catalog year.

3. Meet with an Academic Advisor during Fall and Spring semester

- This will help ensure that your student understands their overall degree requirements.
- It is the student's responsibility to initiate contact with the Academic Advising Center. Student appointments must be scheduled by the student and cannot be scheduled by a parent or guardian. We cannot meet with a parent or guardian without the student present.



Your student should also be proactive during and after their appointment:

- Have their ID number, list of questions, tentative course schedule ready.
- Be familiar with the university catalog
- Observe academic deadlines
- Follow through with referrals and recommendations made by their advisor
- Keep notes regarding what was discussed during their appointments and copies of forms submitted for processing

4. Meet with a Program Advisor

- Program advisors are faculty members within the student's major department who are available to assist with major-specific questions and requirements.

5. Shopping Cart (via Student Center)

- Your student should build their shopping cart and validate their courses in advance before their appointed registration date and time.
- Steps to register and tutorial videos are available online from the Registrar's Office: www.chapman.edu/registration
- Link to more information for parents:
<https://www.chapman.edu/students/academic-resources/advising/parent/index.aspx>