



PERMIT TO REGISTER for NON-DEGREE SEEKING STUDENTS

REGISTRATION FOR NON-DEGREE-SEEKING PERMIT TO REGISTER STATUS BEGINS TWO WEEKS PRIOR TO THE TERM ATTENDED

- Enter all required information and sign this form.
- Obtain approval to enroll in classes indicated by signature of the instructor, or program department chair.
- Submit the completed form to the Registrar's Office and show a picture ID at the time of registration.
- High School students interested in taking Summer classes must also obtain approval from the *Office of Admission.

Permit to Register students are students not seeking a degree, certificate or credential but are allowed to take classes during the semester. Undergraduate students must show proof of high school diploma or completion of GED to register for undergraduate-level classes. Graduate-level students must provide unofficial transcripts indicating completion of a baccalaureate degree from an accredited institution, and have a minimum baccalaureate grade point average of 2.50.

Undergraduate students may take no more than 9 credits per semester. If they are admitted to a program, a maximum of 27 credits may count towards the degree requirements. Graduate students approved to take eligible graduate-level courses may take no more than 12 credits, and no more than 12 credits of graduate courses taken prior to achieving regular admission status may be applied toward a graduate degree at Chapman University. All requirements for regular admission to a program must be fulfilled for these courses to be accepted.

To register a class as an AUDIT, students must obtain the instructor's signature and indicate the audit status with an "A" on the A/CR column of the selected class below. No credit is earned from audited classes and no grade points are assigned to affect the grade point average. Audited classes may only be registered during the Add/Drop period of the semester with the instructor's permission, and audit fees apply (see current tuition and fees information on AUDIT FEES).

I am planning to pursue a degree at Chapman University at a later date. (If this box is checked, the *Office of Admission Approval is required on the last line below.)

Approved Term _____ Approved Level GR UG EXED M/F _____ DOB _____ SSN _____ ID# _____

Name _____ Last Name First Name M.I. Emergency Contact _____ Name Relationship

Address _____ Emergency Contact Phone _____

City/State/Zip _____ CA State Resident Billing Address _____

Phone _____ Email _____ International Student Billing City/State/Zip _____

RACE: American/Alaska Native Asian Black or African American Hawaiian/Pacific Islander White ETHNIC: Hispanic/Latino Hispanic-Central America
 Hispanic-Cuba Hispanic-Mexico Hispanic-Other Hispanic-Puerto Rico Hispanic-South America Hispanic-Spain

Term	Class Number	Subj – Course # – Section	Course Title	Course Credits	A/CR Audit/Cr	Instructor or Dept. Chair Signature	Lab Fees (if any)

Student Signature _____ Date _____ Registrar's Office _____

*Office of Admission Approval _____ Date _____ Registrar's Office _____