

OFFICE OF THE REGISTRAR

Please read the following information prior to completing this form:

If an undergraduate student left the university in good academic standing or on academic probation and was gone for **5** consecutive semesters or more (excluding interterm and summer sessions), and has not since earned an undergraduate degree from another institution, the student must submit an Application for Re-Enrollment to the Office of the University Registrar. The Application for Re-Enrollment must include all required official transcripts for review of re-enrollment eligibility. Official transcripts must be received in the Office of the University Registrar within 30 days of submission of the Application for Re-Enrollment. Otherwise the application will be cancelled.

If students take coursework during their absence from Chapman University, they must provide **official transcripts** of that work to the Office of the University Registrar. Students who have been away from the university for more than **5** years must provide official transcripts from **all institutions attended**. Chapman University will verify enrollments at other institutions to confirm that all official transcripts have been submitted.

Prior to applying for re-enrollment:

- Review the policy for Undergraduate Re-enrollment as stated above.
- Provide official transcripts from all institutions attended.
- Submit the Application for Re-Enrollment Form.

Official review of the Application for Re-Enrollment will not begin until all official transcripts have been received.

Students wishing to return to Chapman University are eligible for Re-Enrollment so long as the major and/or minor meet the following criteria:

- The major and/or minor are still being offered by Chapman University.
- The major and/or minor have not had significant changes due to regulatory requirements.
- The major and/or minor are not impacted programs calling for selective admission.

The student will enroll under the general education and major or degree requirements in effect at the time the student returns to Chapman. The Office of the University Registrar will review student program requirements and evaluations under the student's previous catalog year. Once reviewed, and previous information and evaluation are compiled, the information will be submitted to the academic department for review. Decisions made by the academic departments or schools on catalog requirements are final.

Name: _____ DOB: _____
 SSN: _____ Phone: _____
 Address: _____ Email: _____
 City: _____ State: _____ Zip: _____

Name While Attending Chapman: _____

Do you intend to enroll at Chapman to complete your degree requirements?

Yes _____
 If Yes, provide Semester/Year

No _____
 If No, provide institution you will attend

Dates of Attendance at Chapman: From _____ To _____

Original Catalog: _____ Original Major: _____

Original Minor: _____ Original Emphasis: _____

List all colleges you have attended. Note: Official transcripts are required for any school you attended after leaving Chapman. If you have been absent more than five years, official transcripts are required from every school you have attended.	Institution Name	City/State	Dates Attended
	1		
	2		
	3		
	4		
	5		
	6		

Signature: _____ Date: _____

For Office Use Only

Original Catalog: _____ Academic Standing: _____

Department Response

Request to return to Chapman University: Yes No

Request to return to Original Catalog/Major/Minor: Yes No

_____ _____ _____
 Dept Department Chair Signature Date