

# REGISTRATION FORM

All forms must be submitted by the student in person at the Office of the University Registrar with a photo ID, via Chapman email, or directly from the department.

**Please Print All Information Legibly**

Name: \_\_\_\_\_

LAST NAME

FIRST

M.I.

STUDENT I.D. NUMBER

OFFICE USE ONLY:

\_\_\_\_\_

Processed by \_\_\_\_\_ Date \_\_\_\_\_

	TERM & YEAR	CLASS NUMBER	SUBJ - COURSE # - SECTION	CHECK ONE:			CHECK ONE:			C R E D I T	PRINT INSTRUCTOR'S OR DEPT. CHAIR'S NAME (REQUIRED)	INSTRUCTOR'S APPROVAL OR ACADEMIC DEPT. CHAIR'S APPROVAL		
				ADD	DROP	CHANGE GRADE OPTION	GRADED	PASS/NO PASS	AUDIT			SIGNATURE <small>Enrollment/Waive Pre-req</small>	SIGNATURE <small>Waive Class Size Limit (See item G on Page 2)</small>	DATE
	FA 2018	1234	EX. ART 410-03											
1														
2														
3														
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**REGISTRATION POLICIES** see page 2 for complete list

- Registration Policies and deadlines for the academic year can be found in the current Chapman University Catalog or online at [chapman.edu/academics](http://chapman.edu/academics)
- Clear any Business Office and/or Financial Aid holds prior to registering for courses.
- The instructor's signature is always required to waive the pre-requisite and/or class size limit.
- To obtain special forms required for Individual Study and Reading & Conference Courses, go to [chapman.edu/registrar/forms](http://chapman.edu/registrar/forms)
- Register your Internship at [chapman.edu/internships](http://chapman.edu/internships)
- Register your Research/Creative Activity Course (291 & 491) at [chapman.edu/cue](http://chapman.edu/cue)
- Register for Study Abroad or Travel Courses at [chapman.edu/cge](http://chapman.edu/cge)
- Undergraduate students on academic probation should check [my.chapman.edu](http://my.chapman.edu) to view their credit limitation.
- During Interterm, students may register for a maximum of 4 credits.

\_\_\_\_\_  
Student's Signature Date

**Additional Approvals required for items E & F (see page 2)**

Department Chair Approval	course-section	Date
Department Chair Approval	course-section	Date
Instructor Approval	course section	Date

## Page 2: Registration Policies

Registration Type	Information	Signature(s) Required
A. Add or Drop	<ul style="list-style-type: none"> <li>Students may add or drop courses during the add/drop period stated in the academic calendar, either via the web or in person at the Office of the Registrar depending upon course requirements or course restrictions.</li> <li>Courses dropped by <b>Friday of the second week of the standard semester</b> will not be reported on the student's academic transcript (see academic calendar for Interterm and Summer deadlines).</li> <li>Students who do not attend during the first week of class, may be administratively dropped from the course. However, it is the student's responsibility to ensure they are officially withdrawn from a course.</li> <li>Students may not attend a course in which they are not enrolled.</li> <li>Enrollment to course overload of more than 18 and up to 21 credits during regular semesters including course work concurrently enrolled at other institutions, requires at least a 3.00 Chapman GPA.</li> </ul>	<ul style="list-style-type: none"> <li>Instructor or Chair of Department where course is offered to waive pre-requisite and/or Class Size Limit</li> <li>A signature is <b>not</b> required to drop a course</li> <li>None required of students qualifying for overload</li> </ul>
B. Audit	<ul style="list-style-type: none"> <li>Students may only register to audit a course during the <b>first two weeks of the standard semester</b> (see academic calendar for Interterm and Summer deadlines).</li> <li>To audit a course, you must submit a registration form to the Office of the Registrar by the deadline date.</li> <li>See the Course Catalog for course restrictions at <a href="http://www.chapman.edu/academics/course-catalogs">www.chapman.edu/academics/course-catalogs</a></li> </ul>	<ul style="list-style-type: none"> <li>Instructor of course</li> </ul>
C. Course Withdrawal	<ul style="list-style-type: none"> <li>Students who officially withdraw from a course between the <b>3rd and 10th week of a standard semester</b> (see academic calendar for Interterm and Summer deadlines) will receive a "W" on their transcript indicating the withdrawal.</li> <li>A "W" grade does not affect the GPA, and its removal may not be petitioned.</li> <li>It is the student's responsibility to officially withdraw from a course or all courses either via the web or in person at the Office of the Registrar.</li> <li>Failure to attend a course does not constitute withdrawal.</li> <li>Students who stop attending courses without notifying the Office of the Registrar by the end of the 10th week will receive an "FW" (failure to withdraw) grade which is calculated as an "F".</li> </ul>	<ul style="list-style-type: none"> <li>None prior to withdrawal deadline</li> </ul>
D. Grade Change Option P/NP or Letter Grade	<ul style="list-style-type: none"> <li>After registration in a course, to change your grade option to P/NP or to a letter grade, submit a registration form to the Office of the Registrar, or e-mail <a href="mailto:registrar@chapman.edu">registrar@chapman.edu</a> from your Chapman University e-mail account by the <b>end of the 5th week of a standard semester</b> (see academic calendar for Interterm and Summer deadlines).</li> <li>"P" grades are equivalent to a "C-" or higher letter grade.</li> <li>"NP" grades are equivalent to a "D+" or below.</li> <li>Once a course is graded, students cannot request a change in grading option.</li> <li>Some courses require letter grades only, and other courses allow only Pass/No Pass. These restrictions are noted in the course descriptions.</li> </ul>	None
E. Lower Division Students enrolling in higher level courses	<ul style="list-style-type: none"> <li>A student with less than 30 completed credits wishing to enroll in a 300 level course, or a student with less than 60 completed credits wishing to enroll in a 400 level course will be required to obtain the instructor's and department chair's signatures.</li> <li>Freshman students may not enroll in a 400 level course.</li> </ul>	<ul style="list-style-type: none"> <li>Instructor of course and Chair of Department where course is offered</li> </ul>
F. Overlap of Classes	<ul style="list-style-type: none"> <li>To enroll in overlapping courses, you must have the signature of both instructors to enroll in both courses on the same Registration Form.</li> </ul>	<ul style="list-style-type: none"> <li>Instructor of each overlapping course</li> </ul>
G. Waiving Class Size Limit	<p><b>PRIOR TO THE BEGINNING OF THE TERM</b></p> <ul style="list-style-type: none"> <li>If the signature of the instructor or Chair of the department where the course is offered was obtained but the course is full, bring the signed registration form to the Office of the Registrar to be placed on the waitlist for the course.</li> <li>Students will be notified by email only if waitlisted class was enrolled. If students do not meet the criteria to be enrolled, or have a hold, the waitlist process will skip ineligible students and enroll the next eligible student on the waitlist.</li> </ul> <p><b>AT THE START OF THE TERM</b></p> <ul style="list-style-type: none"> <li>The waitlist will end on the last Friday before the term begins. (Add</li> <li>If you were not enrolled by waitlist prior to start of term, submit original signature approvals to add waitlisted class during add/drop period.</li> <li>All signature waivers to class size limits are limited by the assigned classroom's fire code capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Instructor or Chair of Department where course is offered</li> </ul>