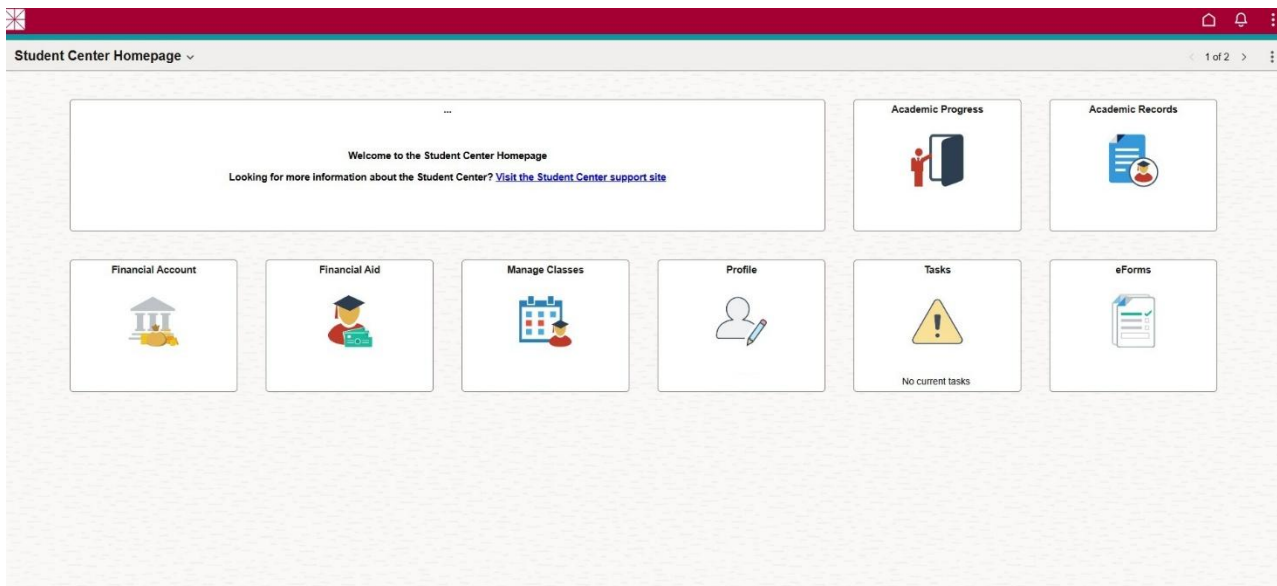**CHAPMAN UNIVERSITY**

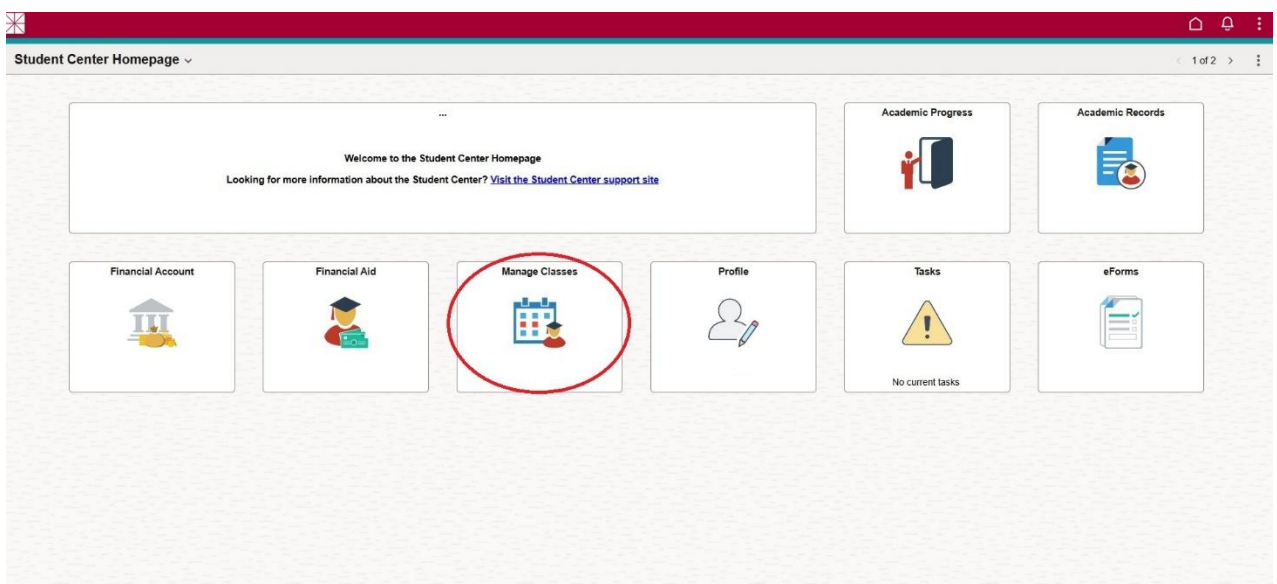# FINALIZING ENROLLMENT - REFERENCE GUIDE

## Studentcenter.chapman.edu

Access to the Student Center is provided through the studentcenter.chapman.edu link. Enter your regular Chapman User ID and Password.  Click Login.

1.  The Student Center Homepage Tiles:



2.  Click on the Manage Classes tile.

**3.** It will open to the View My Classes page. Click on Shopping Cart in the left column.



**4.** Validating Classes in your Shopping Cart- Validating the classes in your Shopping Cart can make you aware of potential problems that you may encounter when enrolling into the classes. For example, the class may require instructor consent or there may be a prerequisite issue.
   - Check the boxes of the classes in your Shopping Cart that you wish to validate
   - Click on the Validate button on the top right corner of the page

Green checkmarks indicate class(s) are eligible for adding.  If there are any scheduling conflicts or prerequisites are not satisfied, etc. a red X will appear.



5. To delete classes from your Shopping Cart, select the class (or classes) and click the Delete button on the top right of the page.



A confirmation box will appear and you will need to select yes in order to delete the class.

**6.** To Enroll from your Shopping Cart, simply select the class or classes and click on the green Enroll button on the top right of the page.



**7.** A confirmation box will appear and you will need to select yes in order to proceed to enroll into the class.



**8.** You will receive a confirmation that the class was added to your schedule. If the class could not be added, you will receive an explanation as to why your class could not be added.

**Spring 2022**
Undergraduate

**Confirmation**

‹ **Student Center Homepage**

🧮 Class Schedule ⌄

🛒 **Shopping Cart**

🔍 Class Search and Enroll

📑 Drop Classes

📝 Update Classes

⇄ Swap Classes

📅 Enrollment Dates

❌ **ENG  103 - Seminar in Rhetoric and Composition**
You are already enrolled in this class. Multiple enrollment for this class is not allowed.