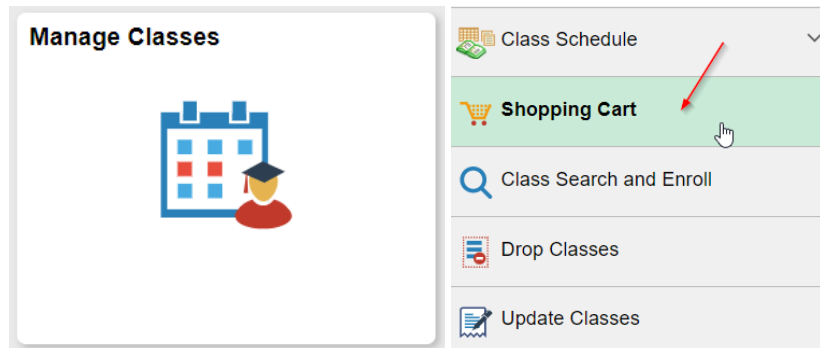


## Undergraduate Reference Guide for Validating Courses

**STUDENTCENTER.CHAPMAN.EDU**

Found under 'Manage Classes" tile



- **COURSE VALIDATION** - The validate feature helps students determine if they are eligible to add specific courses in the upcoming semester. Validating your courses will simulate registration to check ahead of time if you meet the requirements to add classes. We highly recommend that students validate ALL their courses ahead of time.

The validate button will check:

- ✓ If you meet the prerequisites for a course
- ✓ Whether any time conflicts exist between courses
- ✓ If the course has instructor or department consent
- ✓ Any other potential reason you are unable to add a class

Students can begin validating courses as soon as the schedule is released for a future semester.

- The first step is to add all courses you would like to enroll into your shopping cart.
- Next, click on Shopping Cart to display all classes you have saved in your shopping cart:

											Enroll	Delete	Validate
<b>Your Shopping Cart</b>													
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences			
<input type="checkbox"/>	Open	<a href="#">Class: 1188-03-Lecture</a>	CPSC 350 Data Structures and Algorithms	Semester	Tuesday Thursday 2:30PM to 3:45PM	Keck Center 156 Software Engin	R. Ali	3.00	Open Seats 6 of 34	<a href="#">Change Preferences</a>			
<input type="checkbox"/>	Open	<a href="#">Class: 2335-07-Lecture</a>	ENG 103 Semnr in Rhetoric & Composi	Semester	Monday Wednesday Friday 8:00AM to 8:50AM	To be Announced	K. Trejo Melendez	3.00	Open Seats 4 of 18	<a href="#">Change Preferences</a>			
<input type="checkbox"/>	Open	<a href="#">Class: 1619-05-Lecture</a>	ENG 204 Intro To Creative Writing	Semester	Monday Wednesday Friday 11:00AM to 11:50AM	To be Announced	L. Esdale	3.00	Open Seats 1 of 15	<a href="#">Change Preferences</a>			
<input type="checkbox"/>	Wait List	<a href="#">Class: 2201-01-Lecture</a>	LEAD 397 Leading as a Way of Serving	Semester	Tuesday Thursday 1:00PM to 2:15PM	To be Announced	M. Maier	4.00	Waitlist Available Places 99 of 100	<a href="#">Change Preferences</a>			

- Check the boxes next to all courses you would like to validate. In this example, we will validate ENG 204 to make sure we are eligible to enroll and the class will fit our already existing schedule:

- Class Schedule
- Shopping Cart**
- Class Search and Enroll
- Drop Classes
- Update Classes
- Swap Classes
- Enrollment Dates
- Exam Schedule

Enroll
Delete
Validate

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Class: 1188-03-Lecture	CPSC 350 Data Structures and Algorithms	Semester	Tuesday Thursday 2:30PM to 3:45PM	Keck Center 156 Software Engin	R. Ali	3.00	Open Seats 6 of 34	<a href="#">Change Preferences</a>
<input type="checkbox"/>	Open	Class: 2335-07-Lecture	ENG 103 Semnr in Rhetoric & Composi	Semester	Monday Wednesday Friday 8:00AM to 8:50AM	To be Announced	K. Trejo Melendez	3.00	Open Seats 4 of 18	<a href="#">Change Preferences</a>
<input checked="" type="checkbox"/>	Open	Class: 1619-05-Lecture	ENG 204 Intro To Creative Writing	Semester	Monday Wednesday Friday 11:00AM to 11:50AM	To be Announced	L. Esdale	3.00	Open Seats 1 of 15	<a href="#">Change Preferences</a>
<input type="checkbox"/>	Wait List	Class: 2201-01-Lecture	LEAD 397 Leading as a Way of Serving	Semester	Tuesday Thursday 1:00PM to 2:15PM	To be Announced	M. Maier	4.00	Waitlist Available Places 99 of 100	<a href="#">Change Preferences</a>

- Once the class is chosen and checked, hit the “Validate” button in the top right-hand corner:

- Class Schedule
- Shopping Cart**
- Class Search and Enroll
- Drop Classes
- Update Classes
- Swap Classes
- Enrollment Dates
- Exam Schedule

Enroll
Delete
Validate

**Your Shopping Cart**

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Class: 1188-03-Lecture	CPSC 350 Data Structures and Algorithms	Semester	Tuesday Thursday 2:30PM to 3:45PM	Keck Center 156 Software Engin	R. Ali	3.00	Open Seats 6 of 34	<a href="#">Change Preferences</a>
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- Classes marked with a **green check mark** should be OK to add on your registration date:






- Class Schedule
- Shopping Cart**
- Class Search and Enroll
- Drop Classes
- Update Classes

✔

**ENG 204 - Introduction To Creative Writing**

Okay to Add to Class Schedule.

- Classes with a **red X** have identified a potential problem preventing you from enrolling in the course. In this example, we tried to validate CPSC 350, and received the following message:

 Class Schedule	<b>✘ CPSC 350 - Data Structures and Algorithms</b> There is a time conflict for class number 2202 and class number 1188. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.
 <b>Shopping Cart</b>	
 Class Search and Enroll	
 Drop Classes	
 Update Classes	

Check with an advisor if you have a question about the message on a specific course

Finally – don't forget to monitor your shopping cart as your enrollment date gets closer. Your selected courses may fill or instructor consent, department consent, and reserved seats may prevent you from enrolling even after you have already validated.