



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 the required information and sign this form. Fill out the form and save on your desktop before printing or attaching to email for signatures.
- Obtain approval to enroll in classes indicated by signature of the instructor, or program department chair.
- Email the completed form to the Office of the University Registrar at regforms@chapman.edu.
- 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 a 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 and no more than 27 credits without being officially admitted at Chapman University. 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.

Audit fees and any tuition charges will be assessed for all units added by this process based on current posted rates.

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 GENDER _____ DOB _____ 9-Digit SSN _____ ID# _____

Name _____ Title _____ Last Name _____ First Name _____ Middle Name _____ Emergency Contact _____ Name _____ Relationship _____

Address _____ Emergency Contact Phone _____

City/State/Zip _____ CA State Resident Emergency Contact Address _____

Phone _____ Email _____ International Student Billing Address _____

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 _____