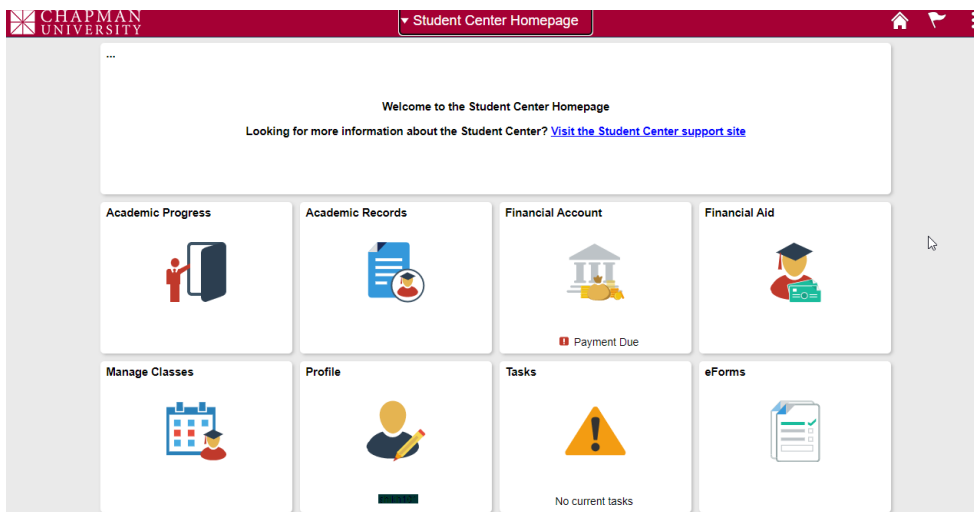


## FINALIZING ENROLLMENT - REFERENCE GUIDE

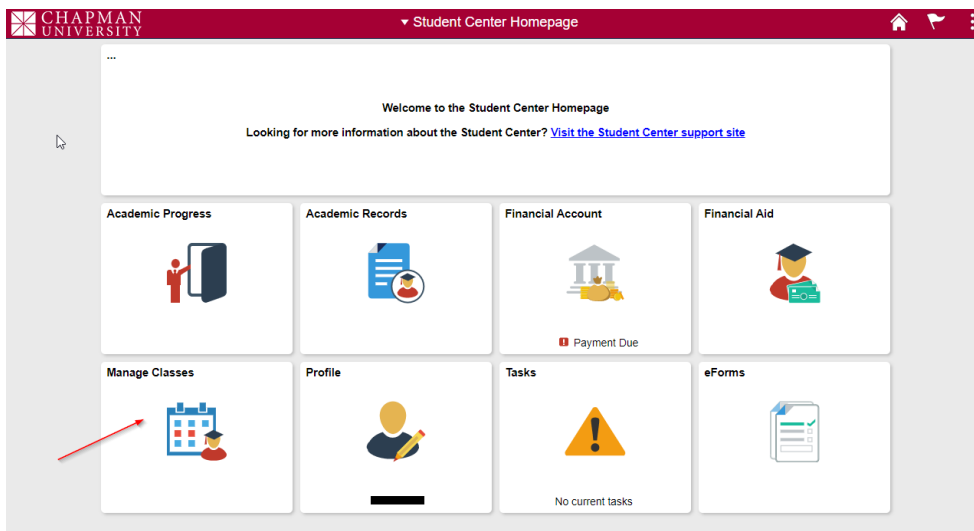
### Studentcenter.chapman.edu

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.

Spring 2022 Undergraduate

View My Classes

Class Schedule

View My Classes

Weekly View

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Enrollment Dates

Exam Schedule

By Class

By Date

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

Printable Page

HIST 229 Experimental Course

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Undergraduate Degree	

Class	Start/End Dates	Days and Times	Room
Class: 1702-01-Lecture	01/31/2022 - 05/21/2022	Days: Tuesday Thursday Times: 10:00AM to 11:15AM	To be Announced

Enrollment Deadlines

POSC 110 Intro to American Politics

Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
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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

Student Center Homepage

Shopping Cart

Spring 2022 Undergraduate

Class Schedule

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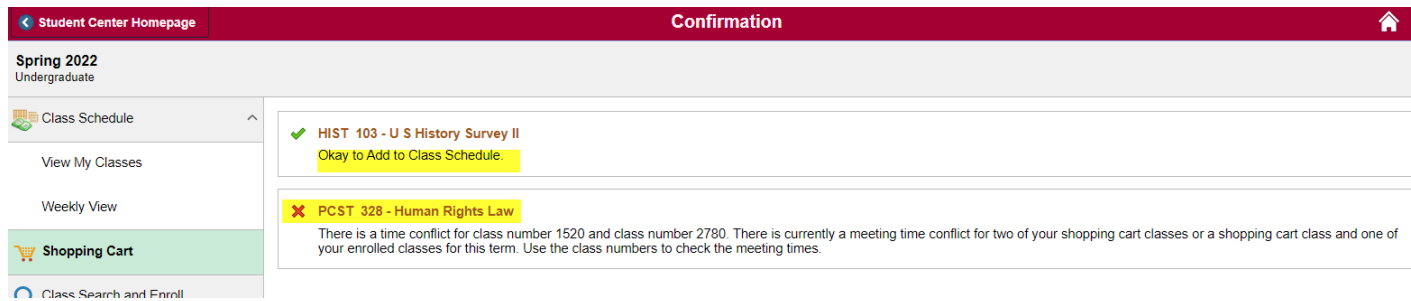
Enrollment Dates

Enroll Delete Validate

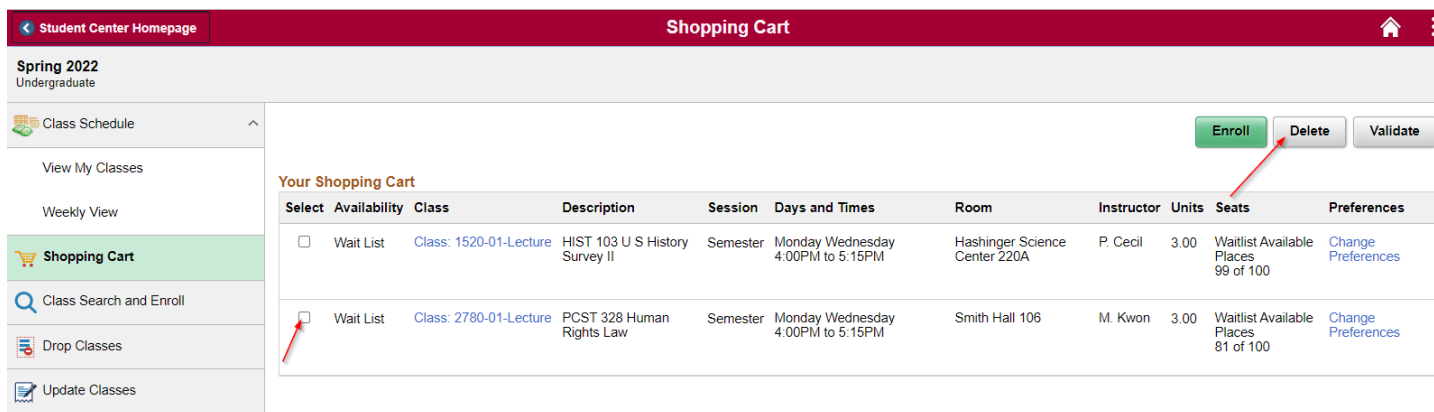
Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Wait List	Class: 1520-01-Lecture	HIST 103 U S History Survey II	Semester	Monday Wednesday 4:00PM to 5:15PM	Hashinger Science Center 220A	P. Cecil	3.00	Waitlist Available Places 99 of 100	Change Preferences
<input type="checkbox"/>	Wait List	Class: 2780-01-Lecture	PCST 328 Human Rights Law	Semester	Monday Wednesday 4:00PM to 5:15PM	Smith Hall 106	M. Kwon	3.00	Waitlist Available Places 81 of 100	Change Preferences

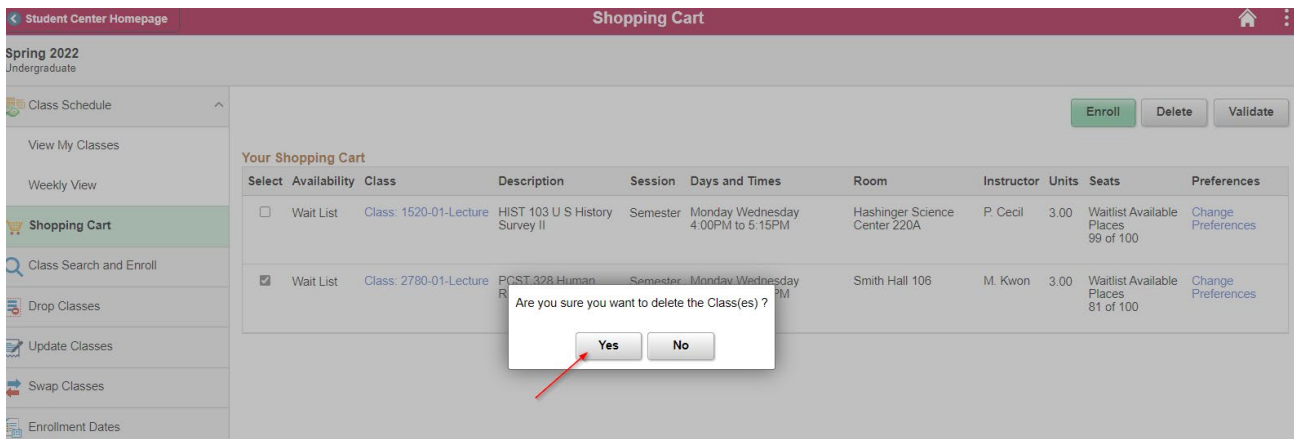
Green checkmarks indicate class(s) are eligible for adding. If there are any scheduling conflicts or prerequisites are not satisfied, etc. a red X will appear.



- 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.



- 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.

The screenshot shows the 'Shopping Cart' page for Spring 2022 Undergraduate. On the left is a navigation menu with options like 'Class Schedule', 'Shopping Cart', 'Class Search and Enroll', 'Drop Classes', 'Update Classes', 'Swap Classes', and 'Enrollment Dates'. The main area displays 'Your Shopping Cart' with a table of classes:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Class: 2356-21-Lecture	ENG 103 Semnr in Rhetoric & Composi	Semester	Monday Wednesday 1:00PM to 2:15PM	To be Announced	J. Dye	3.00	Open Seats 7 of 18	Change Preferences
<input type="checkbox"/>	Wait List	Class: 1520-01-Lecture	HIST 103 U S History Survey II	Semester	Monday Wednesday 4:00PM to 5:15PM	Hashinger Science Center 220A	P. Cecil	3.00	Waitlist Available Places 99 of 100	Change Preferences

At the top right of the table area, there are three buttons: 'Enroll' (highlighted in green), 'Delete', and 'Validate'. A red arrow points to the 'Enroll' button.


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


This screenshot shows the same 'Shopping Cart' page as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the text 'Are you sure you want to enroll?' and two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.


- 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.


The screenshot shows the 'Confirmation' page. The navigation menu on the left is the same as in previous screenshots. The main content area displays a green checkmark icon followed by the text: 'HIST 250 - Why Africa Matters: African History 1800-Present'. Below this, a yellow highlighted box contains the message: 'This class has been added to your schedule.'


Spring 2022  
Undergraduate

 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.