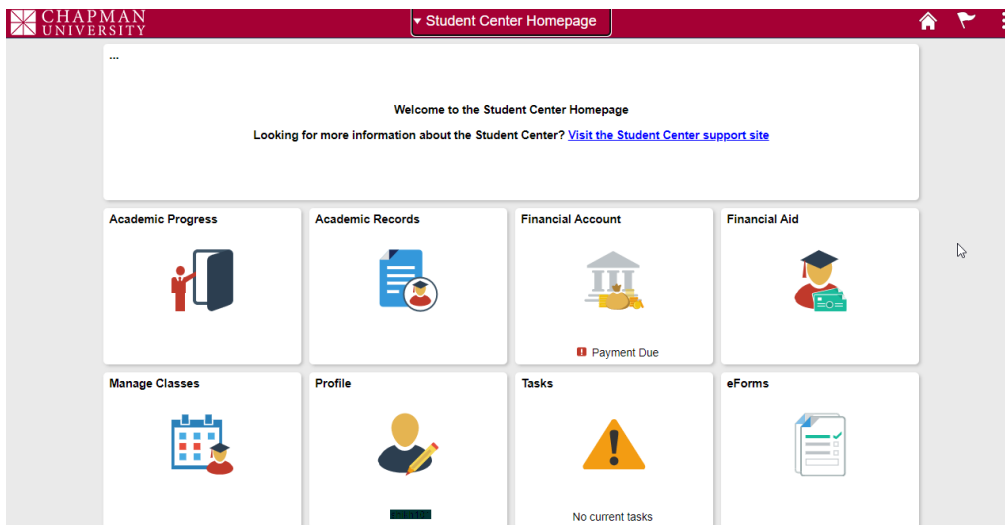


REFERENCE GUIDE TO THE STUDENT CENTER

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:

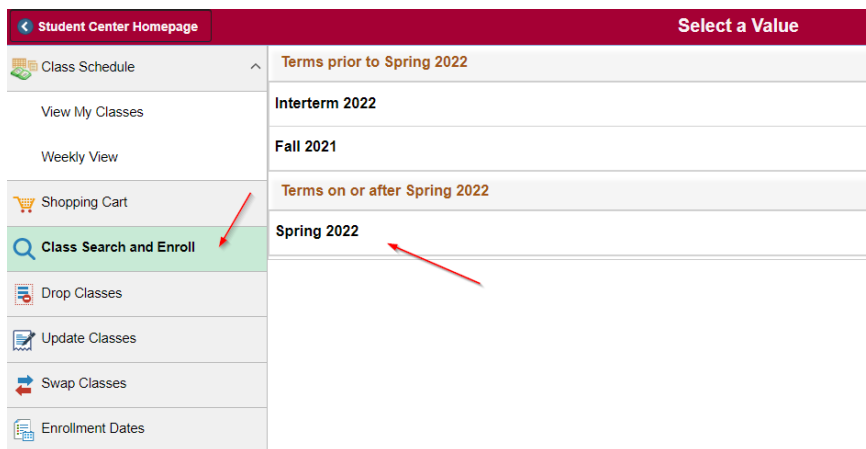


2. There are several tiles in the Student Center. Here is a brief description of each section.

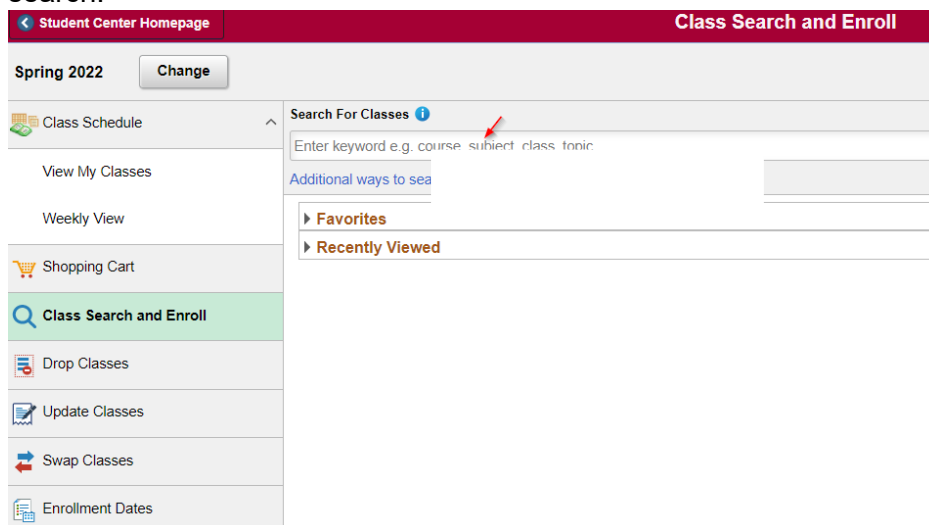
- **Academic Progress** – This tile includes information on your program and you can access your Program Evaluation. You can also view your Advisors and What-If Report. You also Apply for Graduation in this tile.
- **Academic Records** – In this tile, you can view your course history and grades. You can obtain an enrollment verification and an unofficial transcript. You can request an official transcript here and view your transfer credit report.
- **Financial Account** – this tile provides information about your financial account. For more information about this tile, you will need to check with Student Business Services.
- **Financial Aid** – this tile provides information about your financial aid package. For more information about this tile, you will need to check with the Financial Aid Office.

- **Manage Classes** – this tile is where you will search for classes, build your shopping cart, enroll and drop classes.
- **Profile** – this tile provides your demographic information and allows you to update your address, phone number and contacts.
- **Tasks** – this tile is where you can check your To Do List and also review any holds on your record.
- **eForms** – this tile contains the Student Business Services eForms.

3. To begin to build your shopping cart click the Manage Classes tile. On the left hand column, click on Class Search and Enroll and select the Term that you are going to search for classes in.



4. You can type a keyword in the Search For Classes box or click on the link for Additional ways to search.



5. **Keyword Search For Classes-** If you search for classes using a keyword, the Search Results will include courses that include the keyword. You can filter the search using the options on the left column. For example, you can filter it to include Open Classes Only and then by Subject.

The screenshot shows the 'Class Search Results' page. On the left, there are three filter sections: 'Class Status' with 'Open Classes Only' selected (indicated by a red arrow), 'Course Career' with 'Undergraduate' selected, and 'Subject' with 'HIST / History' selected (indicated by a red arrow). The main area displays 'View Search Results' for the keyword 'HIST', showing 57 courses. The first few results are: AH 203 (Exchange and Evolution in the Arts of China and Japan), AH 204 (Introduction to Museum Studies), AH 205 (Arts of the Ancient Americas), AH 229 (Experimental Course), AH 324 (The Visual and Material Culture of the Early Modern World), AH 329 (Experimental Course), and AH 331 (History of Photography).

6. You can filter your search results further using the left column or you can select a class to proceed.

This screenshot shows the 'Class Search Results' page with additional filters. The 'Class Status' filter is set to 'Open Classes Only'. The 'Subject' filter is set to 'HIST / History'. The 'Class Attribute' filter is set to 'GE Req/Citizenship, Community, Service'. The 'Number of Units' filter is set to '1 - 1.99 Units'. The 'Location' filter is set to 'main campus'. The main area displays 'View Search Results' for the keyword 'HIST', showing 19 courses. At the top of the results, there are filter buttons: 'Open Classes Only' (with an 'x' icon), 'HIST / History' (with an 'x' icon), and 'Clear All'. The first result, HIST 190 (East Asia History and Popular Culture), is highlighted in yellow and has a red arrow pointing to it.

7. You can click on the Class link for details about the class.

Course Information

HIST 190
East Asia History and Popular Culture

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester	Class: 1460-01-Lecture	01/31/2022 - 05/21/2022	Tuesday Thursday 8:30AM to 9:45AM	Thomas Reins	Open Seats 17 of 30

8. The Class Information has multiple tabs. You can select any of these tabs to see details about the class such as Meeting Information and Class Availability.

Class Information

Class Details Meeting Information **Enrollment Information** Class Availability Textbook/Other Materials

HIST 190 East Asia History and Popular Culture
Class: 1460-01-Lecture Status : Open

No Enrollment Requirements

No Class Notes

Class Attributes 1 GE Req 1 - GE Global Studies Inquiry
Class Attributes 2 GE Req 2 - GE Social Inquiry

9. To add this class to your Shopping Cart or to Enroll in it, click on the box and it will take you to Step 1 of 4: Review Class Selection page. If you want to proceed, you will need to select the Next button on the top right of the page.

Class Search and Enroll Next >

Spring 2022
Undergraduate
Chapman University

1 Review Class Selection Visited

2 Review Class Preferences Not Started

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 1 of 4: Review Class Selection
You have selected
HIST 190 East Asia History and Popular Culture
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class: 1460-01-Lecture	Semester	01/31/2022 - 05/21/2022	Tuesday Thursday 8:30AM to 9:45AM	Open Seats 17 of 30

10. Step 2 of 4: Review Class Preferences- This page will allow you to:

- Waitlist if the class is full
- Use a Permission Number
- Change your Grading Basis (if applicable)

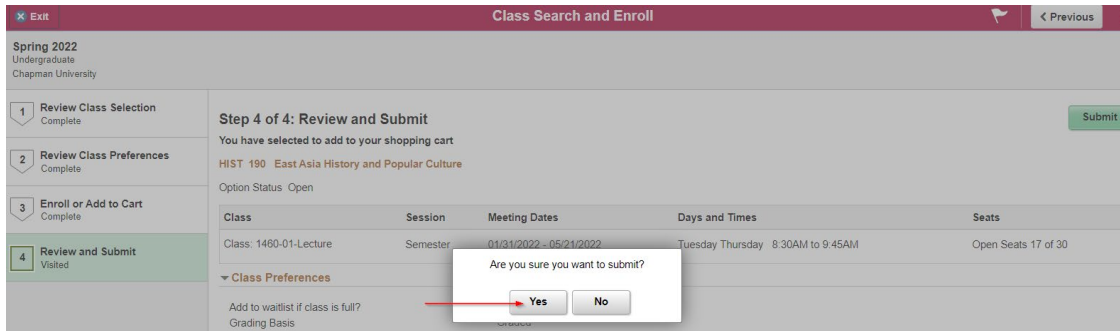
Once you have made your updates, you will need to select Accept at the top right of the page.

11. Step 3 of 4: Enroll or Add to Cart- At this point, if your Enrollment Appointment has not opened yet, you can add the class to your Shopping Cart. If you want to Enroll in the class directly and your Enrollment Appointment has opened, you can select Enroll. Once you make a selection, click on the Next button on the top right corner.

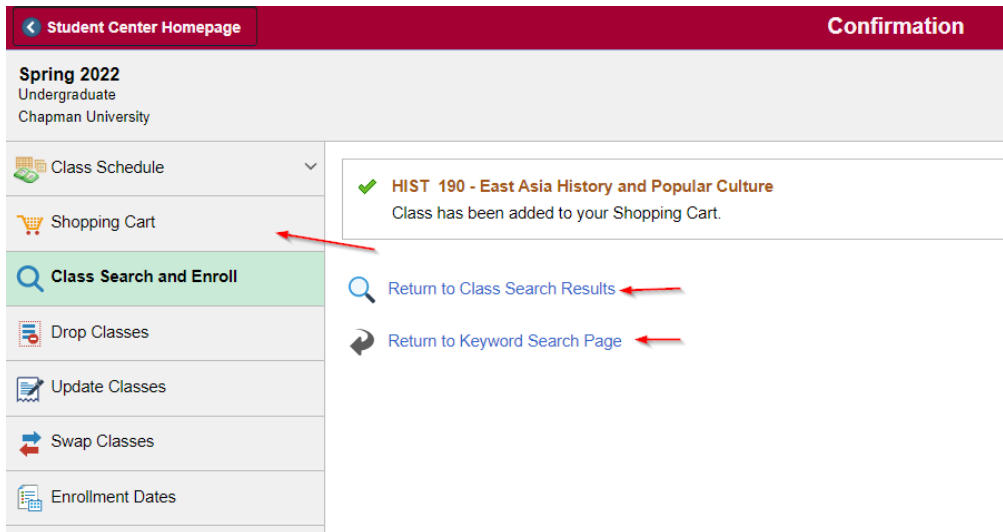
12. Step 4 of 4: Review and Submit- You will now be able to review your selection one more time. If you click on the Class Preferences drop down menu, you will be able to verify your selections before selecting Submit on the top right.

Class	Session	Meeting Dates	Days and Times	Seats
Class: 1460-01-Lecture	Semester	01/31/2022 - 05/21/2022	Tuesday Thursday 8:30AM to 9:45AM	Open Seats 17 of 30

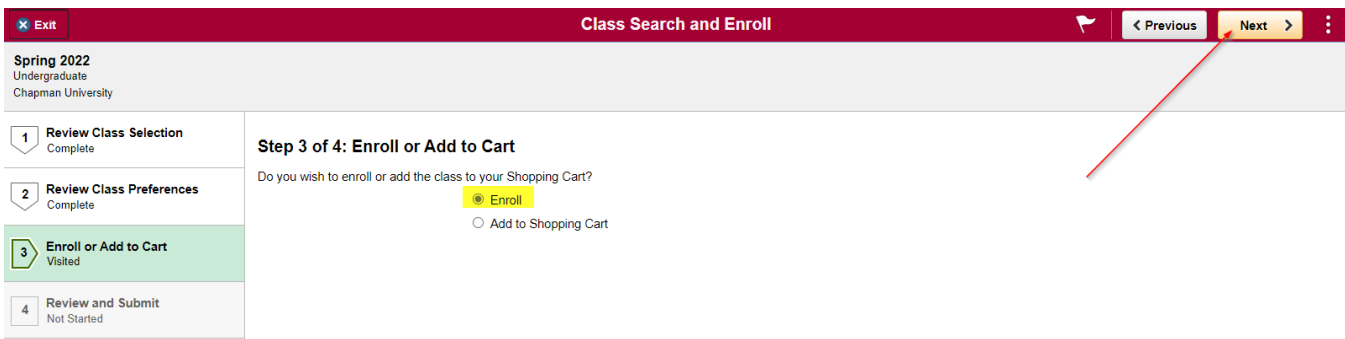
13. A pop up menu will ask you if you want to submit and you will need to select Yes or No.



14. After selecting Yes, it will then take you to a Confirmation page that verifies that the course has been added to your Shopping Cart. You can click on the links to Return to Class Search Results or to Return to Keyword Search Page. You can also click on the Shopping Cart option on the left column to view your Shopping Cart.



15. Step 3 of 4: Enroll or Add to Cart- If you decide to Enroll into a class directly at this step, you will need to select Enroll and then click on the Next button on the top right.



16. Step 4 of 4: Review and Submit- You will now be able to review your selection one more time. If you click on the Class Preferences drop down menu, you will be able to verify your selections before selecting Submit on the top right.

17. A pop up menu will ask you if you want to submit and you will need to select Yes or No.

18. After selecting Yes, it will then take you to a Confirmation page that verifies that the course has been added to your schedule. You can click on the links to Return to Class Search Results or to Return to Keyword Search Page. You can also click on the Shopping Cart option on the left column to view your Shopping Cart. This page will also notify you if the class was not added to your schedule and the reason.

19. 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

The screenshot shows the 'Shopping Cart' interface for Spring 2022 Undergraduate. On the right, there are three buttons: 'Enroll', 'Delete', and 'Validate'. A red arrow points to the 'Validate' button. Below the buttons is a table titled 'Your Shopping Cart' with the following data:

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.

The screenshot shows the 'Confirmation' page. It displays two items:

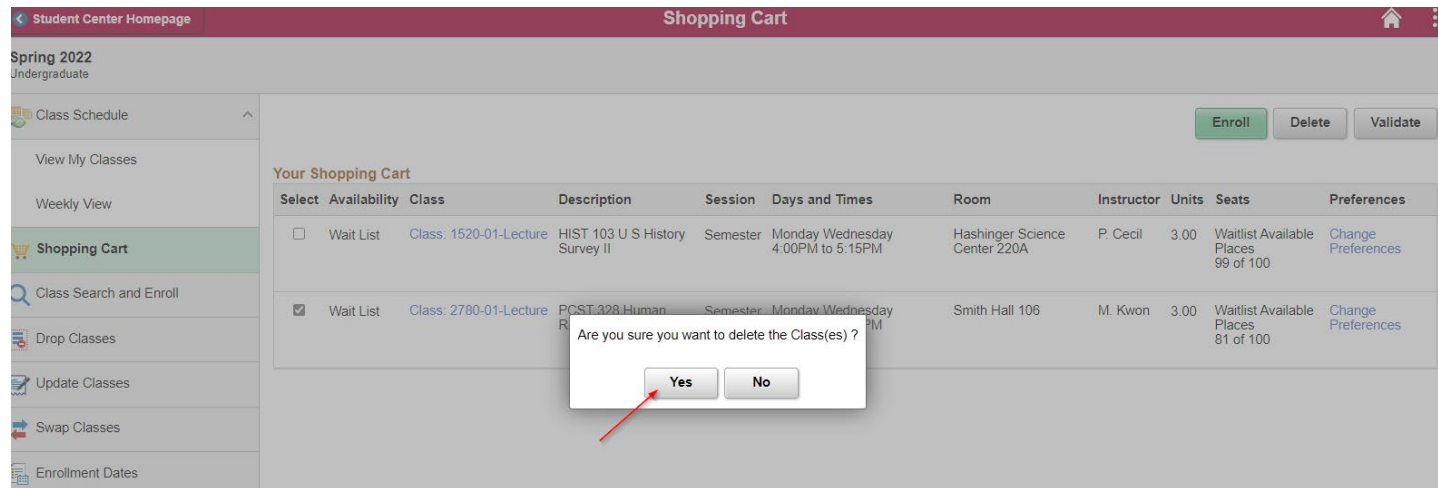
- A green checkmark next to 'HIST 103 - U S History Survey II' with a yellow box below it that says 'Okay to Add to Class Schedule.'
- A red X next to 'PCST 328 - Human Rights Law' with a yellow box below it that says: 'There is a time conflict for class number 1520 and class number 2780. There is currently 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.'

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

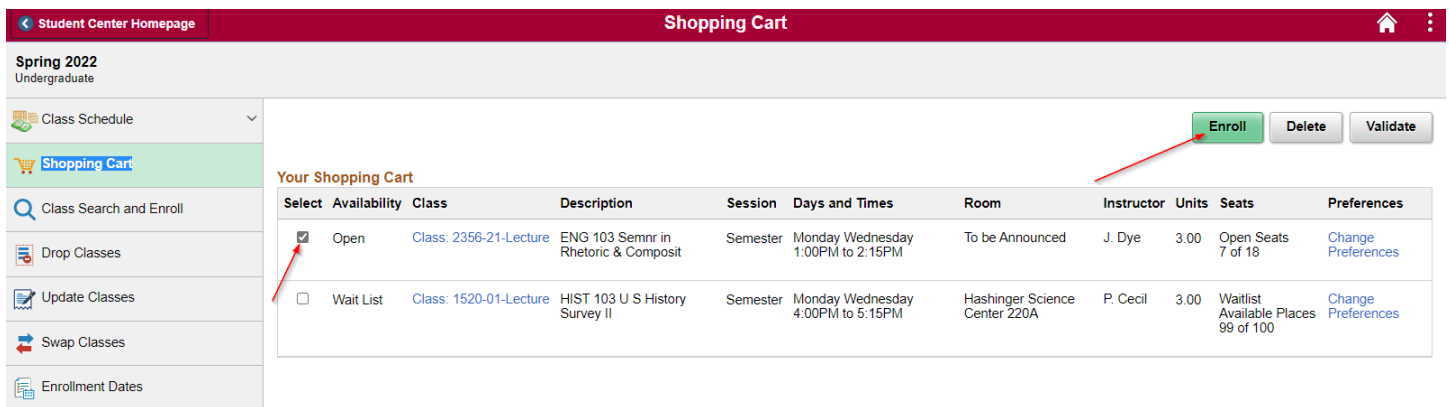
The screenshot shows the 'Shopping Cart' interface. On the right, there are three buttons: 'Enroll', 'Delete', and 'Validate'. A red arrow points to the 'Delete' button. Below the buttons is a table titled 'Your Shopping Cart' with the following data:

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

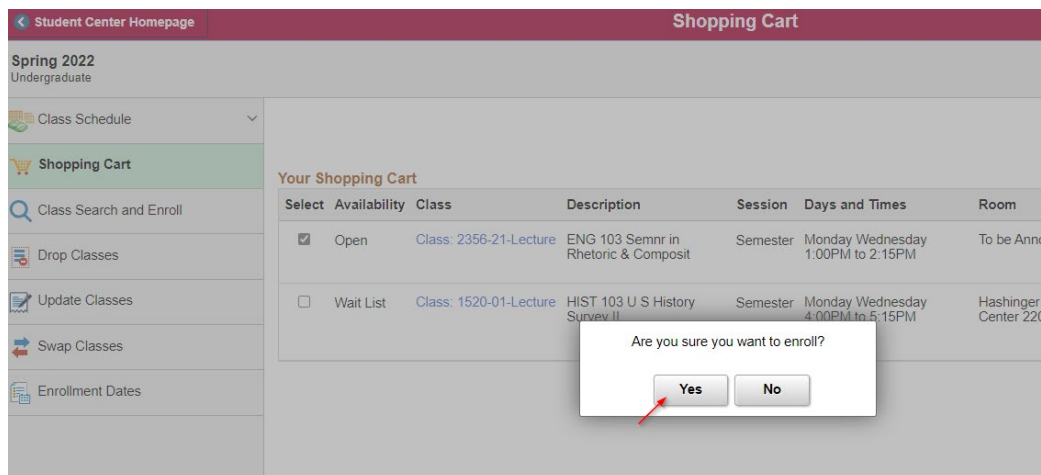
A confirmation box will appear and you will need to select yes in order to delete the class.





21. 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.



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



23. 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.

[Student Center Homepage](#) Confirmation  

Spring 2022
Undergraduate

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

✔ HIST 250 - Why Africa Matters: African History 1800-Present
This class has been added to your schedule.

[Student Center Homepage](#) Confirmation

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.