

## 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:

CHAP UNIVEI	MAN RSITY	▼ Student Cent	er Homepage		â	۲ :
	 Looking	Welcome to the Stude	ent Center Homepage at Center? <u>Visit the Student Center su</u>	pport site		
	Academic Progress	Academic Records	Financial Account	Financial Aid	1	
	Ύ		<u> </u>		1	nd and a second s
			Payment Due			
	Manage Classes	Profile	Tasks	eForms		
			No current tasks			

2. Click on the Manage Classes tile.

CHAPI UNIVER	M A N RSITY	✓ Student Center Homepage								
Ç	 Lookir	Welcome to the Stuc ng for more information about the Stude	lent Center Homepage nt Center? <u>Visit the Student Center s</u> t	upport site						
	Academic Progress	Academic Records	Financial Account	Financial Aid						
/	Manage Classes	Profile	Tasks No current tasks	eForms						

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

Student Center Homepage			View My C	asses				â	:
Spring 2022 Undergraduate									L.
Class Schedule		By Cla	55			By Date			
View My Classes		Show En	rolled Classes	Show Waitli	sted Classes	Show Dropped Classe	es		
Weekly View	Printable Pag	e rimental Course							
Shopping Cart	• HIST 229 Expe	nmental Course							
Q Class Search and Enroll	Status	Units Grading Basi	s Grade	Academic	Program	Requirement Des	signation		
Drop Classes	Enrolled	3.00 Graded		Undergradi	uate Degree				
	Class	St	art/End Dates		Days and Times	R	Room		
Update Classes	Class: 1702-01-	_ecture 01	/31/2022 - 05/21/2022	[	Days: Tuesday Thursday	т	o be Announced	>	
arr Swap Classes	Enrollment	Deadlines			11105. 10.00 AWI to 11.10				
Enrollment Dates	▼ POSC 110 Intro	to American Politics							
Exam Schedule									
	Status V	Vaitlist Position	Units Grading Basis	Grade	Academic Progra	n Require	ment Designation		

- **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				Sho	opping C	art					â i
Spring 2022 Undergraduate											
Class Schedule										Enroll Delet	e Validate
View My Classes	Your SI	hopping Ca	rt								
Weekly View	Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Y Shopping Cart	1	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
Q Class Search and Enroll		Wait List	Class: 2780-01-Lecture	PCST 328 Human	Semester	Monday Wednesday	Smith Hall 106	M. Kwon	3.00	Waitlist Available	Change
Drop Classes				Rights Law		4:00PM to 5:15PM				Places 81 of 100	Preferences
Update Classes	-										
🔁 Swap Classes											
Enrollment Dates											

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.

🔇 Student Center Homepage	Confirmation	â
Spring 2022 Undergraduate		
Class Schedule	✓ HIST 103 - U S History Survey II	
View My Classes	Okay to Add to Class Schedule.	
Weekly View	🗶 PCST 328 - Human Rights Law	
Shopping Cart	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 your enrolled classes for this term. Use the class numbers to check the meeting times.	d one of
Class Search and Enroll		

**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.

Student Center Homepage				Sho	opping C	art					<b>^</b> :
Spring 2022 Undergraduate											
Class Schedule										Enroll Delet	e Validate
View My Classes	Your S	hopping Ca	t								
Weekly View	Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Y Shopping Cart		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
Q Class Search and Enroll			01 0700 04 1 1	DOOT 000 U			0			147 M 4 4 11 1 1	0
Drop Classes	1	Wait List	Class: 2780-01-Lecture	PCST 328 Human Rights Law	Semester	4:00PM to 5:15PM	Smith Hall 106	M. Kwon	3.00	Valtist Available Places 81 of 100	Change Preferences
Update Classes											

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

Student Center Homepage			Sho	opping C	art					A :
Spring 2022 Jndergraduate										
Class Schedule									Enroll Dele	te Validate
View My Classes	Your Shopping	Cart								
Weekly View	Select Availab	lity Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
🕎 Shopping Cart	🗆 Wait Lis	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
Class Search and Enroll	Mait Lie	Class: 2780.01.Lecture	PCST 228 Human	Samastar	Monday Wednesday	Smith Hall 106	M Kwop	2.00	Waitlist Available	Change
B Drop Classes	NIII VVOILLIS	01033. 2100-01-200010	R Are you sure you w	ant to delete	the Class(es) ?	Shinarrian 100	III. IWIOIT	5.00	Places 81 of 100	Preferences
Update Classes			Yes	N	•					
🚔 Swap Classes			/							
Enrollment Dates										

**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.

Student Center Homepage			Shop	ping Carl	i de la companya de l					Â
Spring 2022 Undergraduate										
Class Schedule								-	Enroli Delet	e Validate
<b>`₩</b> Shopping Cart	Your Shopping C	art					/			
Q Class Search and Enroll	Select Availabilit	y Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
Drop Classes	Open /	Class: 2356-21-Lecture	ENG 103 Semnr in Rhetoric & Composit	Semester	Monday Wednesday 1:00PM to 2:15PM	To be Announced	J. Dye	3.00	Open Seats 7 of 18	Change Preferences
Update Classes	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	Change Preferences
arr Swap Classes									99 of 100	
Enrollment Dates										

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

scription Session	Days and Times	Room
IG 103 Semnr in Semester etoric & Composit	Monday Wednesday 1:00PM to 2:15PM	To be Annou
ST 103 U S History Semester	Monday Wednesday 4:00PM to 5:15PM	Hashinger So Center 220A
Are you sure you want to er	nroll?	
Yes No		
s III	cription Session   3 103 Semnr in toric & Composit Semester   T 103 U S History Semester   Are you sure you want to end Yes	cription Session Days and Times   3 103 Semnr in toric & Composit Semester Monday Wednesday 1:00PM to 2:15PM   T 103 U S History Semester Monday Wednesday 4:00PM to 5:15PM   Are you sure you want to enroll? Yes No

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.

Student Center Homepage	Confirmation	Â	:
Spring 2022 Undergraduate			
Class Schedule V	✓ HIST 250 - Why Africa Matters: African History 1800-Present		1
ৃশ্বু Shopping Cart	This class has been added to your schedule.		
Q Class Search and Enroll			
Drop Classes			
Jupdate Classes			
🔁 Swap Classes			
Enrollment Dates			

🔇 Student Center Homepage	Confirmation
Spring 2022 Undergraduate	
Class Schedule	ENG 103 - Seminar in Rhetoric and Composition
Shopping Cart	You are already enrolled in this class. Multiple enrollment for this class is not allowed.
Q Class Search and Enroll	
Drop Classes	
Update Classes	
韋 Swap Classes	
Enrollment Dates	