Business Office Hold

This usually means you have not completed your master payment contract or you are behind on your payment plan. To have the Business Office hold removed, you will need to go to the Business Office to talk to an account specialist. For more information on Business Office holds, please use the following link: http://www.chapman.edu/sbs/holds.asp

Dean of Students Hold

A Dean of Students Hold is placed on a student’s account usually when he/she has not completed sanctions from a student conduct hearing. Chapman University also requires new students to complete some type of alcohol and drug education program; when a student does not complete that program by the prescribed deadline, a Deans hold may be placed on the student’s account until it is completed satisfactorily. In order to have the Dean of Students hold removed you will need to complete your sanctions and/or alcohol education program. Check your email for a hearing outcome detailing the sanctions assigned to you during your hearing or for information regarding the required alcohol education program. If you can’t find your hearing outcome email, please call the Dean of Students Office (714.997.6721) and you will be provided with an additional copy of your hearing outcome notice. It is important to note that once you have submitted the assigned sanction(s), it could take 2 to 5 business days to review your sanctions and remove the Dean's Hold. The Dean's Hold will only be removed when the sanction(s) assigned are deemed satisfactory by the reviewer.

Student Health Center Hold

A Student Health Center Hold is placed on a student’s account when the student hasn’t completed his/her Health Record and Examination form. Once you have completed this form, you will need to take it to the Student Health Center. To access this form and get more info, please use the following link: http://www.chapman.edu/studentLife/CUSH/preEnroll.asp