CHAPMAN UNIVERSITY

Internship Temporary Subject Code Course Registration Form

Your registration in the Internship Temporary Subject Code (**INTP**) course serves as an internship placeholder to be used for on-time financial aid eligibility in the first weeks of the semester while you work to secure an internship and formally register it. INTP credits are subject to regular tuition and fees and follow Chapman University's Add/Drop or Withdrawal tuition refund policy.

To Register For an INTP Course

Read, complete and submit this form to internships@chapman.edu with the subject line "INTP Course Enrollment – [Insert Student Name]". The Office of Career and Professional Development will oversee your enrollment with the Office of the Registrar.

Name _____   Date _____

ID _____   Chapman Email _____

Term _____   Credits (0.5-6) _____

Course level ☐ 290 (first year/sophomore) ☐ 490 (junior/senior) ☐ 690 (graduate)

Important Next Steps

Once you secure your internship, you must register it on the Internship Portal by the posted date ("Last day to add internships, experiential learning projects, individual study, reading and conference" on the Chapman University Academic Calendar) in order to become enrolled in a formal academic internship, which replaces the INTP course on your schedule.

Be advised that if you do not complete the internship application process by the posted deadline, the INTP course status will be changed to a non-punitive Withdraw (W) on your schedule and transcript and may impact your financial aid. Please contact the Financial Aid Office at 714-997-6741 with any questions regarding your financial aid.

Deadlines and other internship registration information can be found at chapman.edu/internships.

Student Agreement

I understand the terms and conditions of the INTP course - including relevant deadlines, business policies, and implications for financial aid - and wish to register in the course.

Signature _____   Date _____