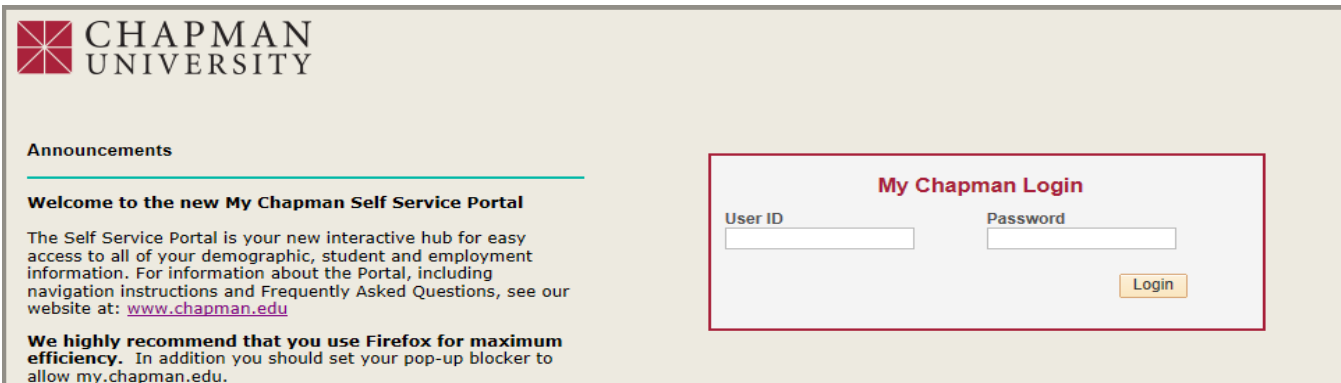


REFERENCE GUIDE TO THE STUDENT CENTER MY.CHAPMAN.EDU

Access to the Student Center is provided through the Student Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.



CHAPMAN UNIVERSITY

Announcements

Welcome to the new My Chapman Self Service Portal

The Self Service Portal is your new interactive hub for easy access to all of your demographic, student and employment information. For information about the Portal, including navigation instructions and Frequently Asked Questions, see our website at: www.chapman.edu

We highly recommend that you use Firefox for maximum efficiency. In addition you should set your pop-up blocker to allow my.chapman.edu.

My Chapman Login

User ID Password

Login

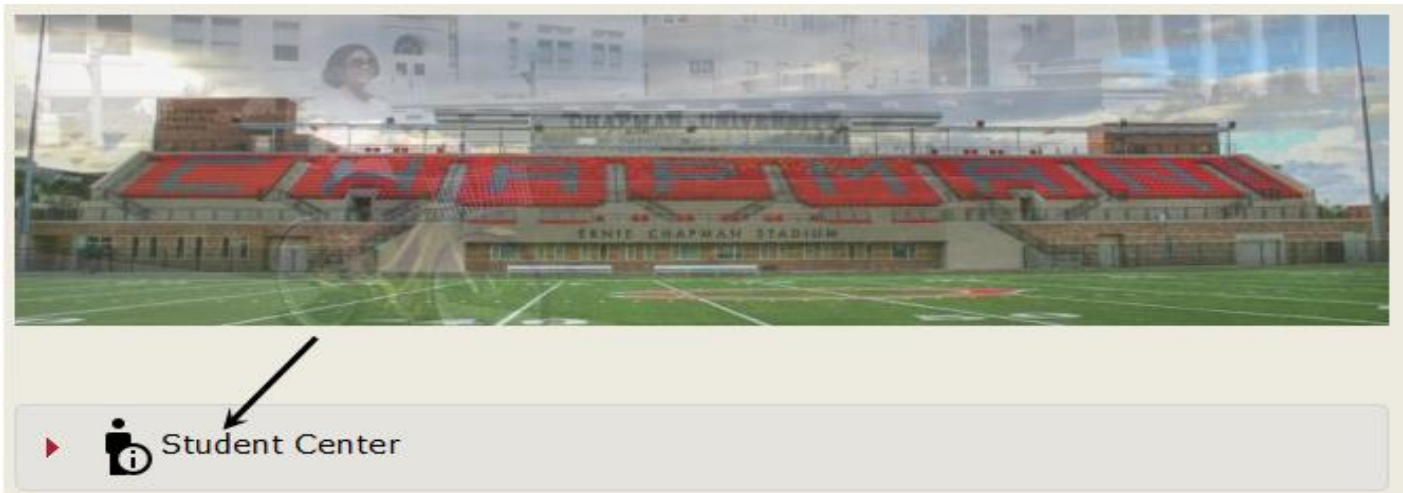
1. Click on the Student Self Service link.




CHAPMAN UNIVERSITY Home | Logout

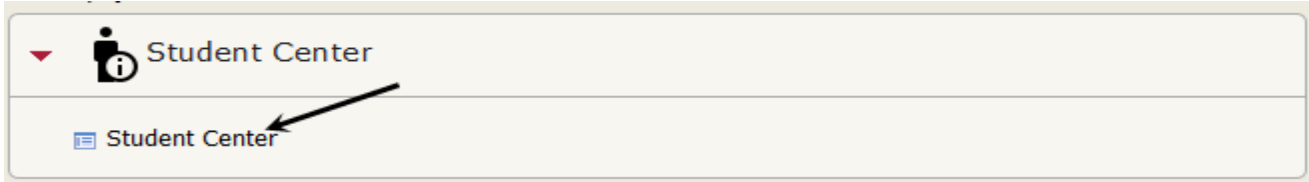
[My Self Service](#) [Student Self Service](#) [Faculty Self Service](#) [Advisor Self Service](#)

2. Click on the Student Center link.



 Student Center

3. Click the newly displayed Student Center link.



4. The Student Center opens.

Marty Student ID: [dots] [lock] [star] [desktop]

student center | general info | admissions | transfer credit | academics | finances | financial aid

Marty's Student Center

Academics

[Search Plan](#)

other academic... [dropdown] [arrow]

| | Class | Schedule |
|--------|------------------------|-----------|
| [icon] | MATH 099-02 LEC (6013) | Room: TBA |
| [icon] | SPAN 101-07 LEC (6824) | Room: TBA |

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

[Pay your eDeposit](#)
[Access ePay](#)

other financial... [dropdown] [arrow]

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... [dropdown] [arrow]

Contact Information

| | |
|-----------------------------------|--------------------------------|
| Permanent Address | Home Address |
| None | Anaheim, CA 92808 Orange |
| Cell Phone | Chapman Email |
| | None |

Admission

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates
[Open Enrollment Dates](#)

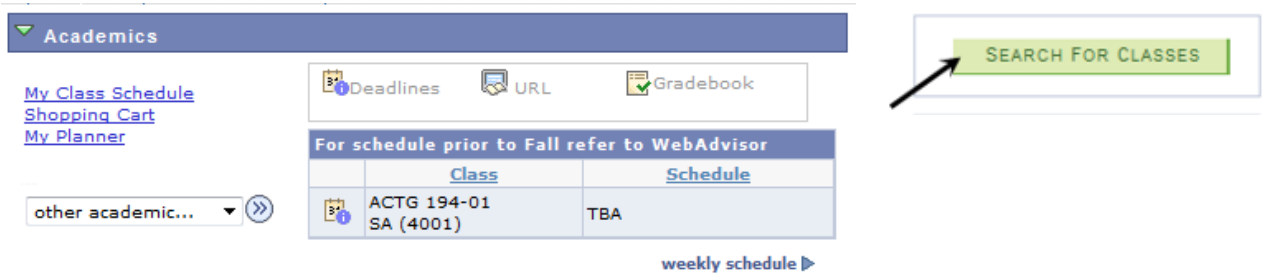
Advisor
Program Advisor
 Tekle Woldemikael
 Lemuel Day
[details ▶](#)

Enrollment Services
[Admission Office](#)
[University Registrar Office](#)
[Student Financial Aid Office](#)

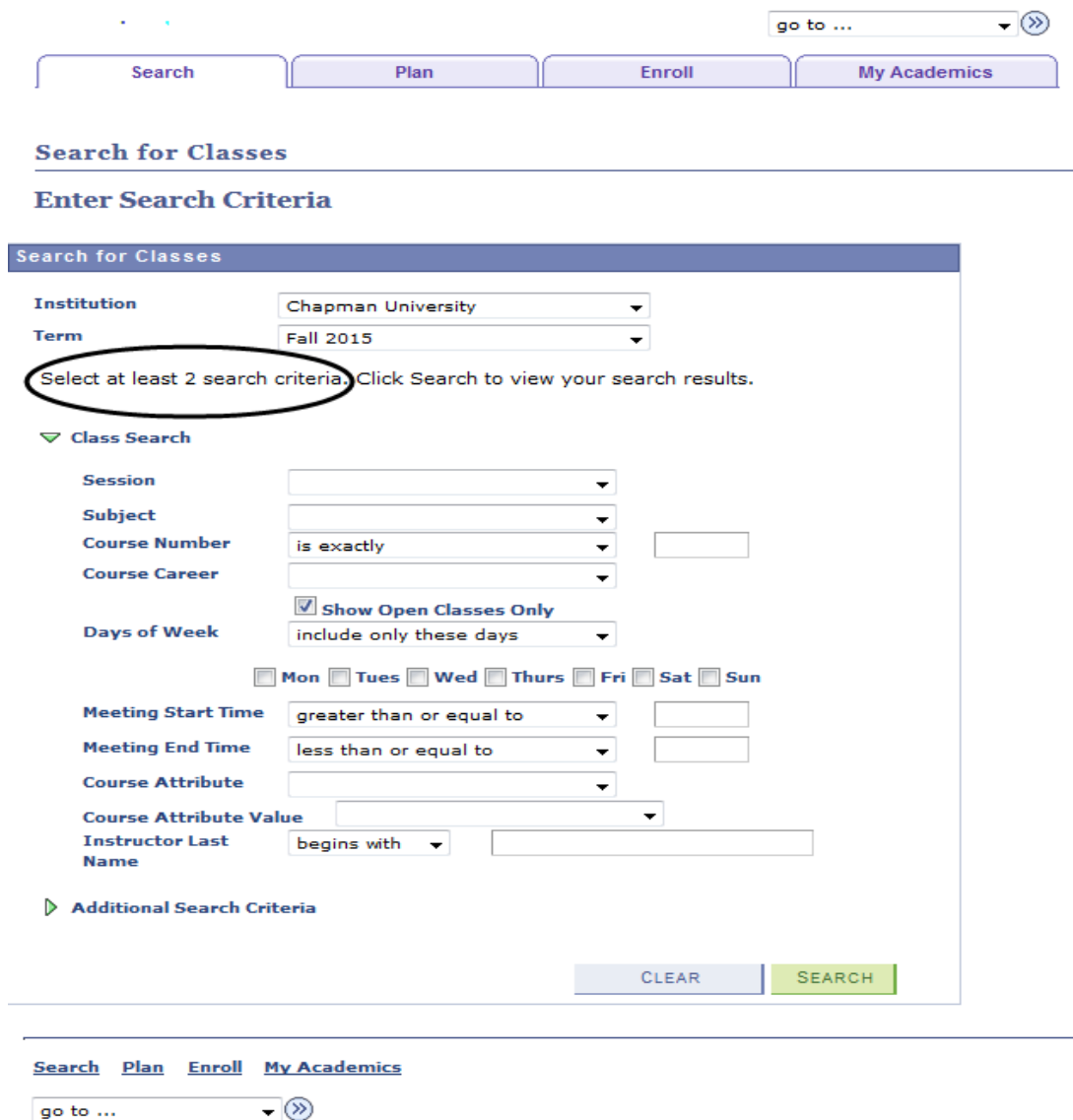
Student Services
[Student Business Services](#)
[Housing and Residence Life](#)
[Dining Services](#)

5. There are twelve sections of the Student Center. Here is a brief description of each section. More details will be provided in additional training guides/videos.
- **Academics** – your Fall 2015 class schedule will appear once you have officially enrolled. There are links for searching for classes, viewing your weekly schedule and accessing your shopping cart, adjusting your schedule once registered and a series of enrollment reports.
 - **Finances** – both Student Accounts and Financial Aid information are available in the section.
 - Only charges assessed to your student account for Fall 2015 will be reflected at this time. Any balance from the 2014-2015 academic year will be moved over to PeopleSoft during this Summer. You have links to pay tuition through TouchNet. The drop down menu allows you to enroll in a payment plan along with other Student Account inquiries.
 - Financial Aid links allow you to view, accept and decline award offers and report other financial aid received.
 - **Personal Information** - this section contains demographic information on file at Chapman. You can update addresses, emergency contact information etc. from this section.
 - **Admission** – students pursuing additional degrees may see information in this section.
 - **Search for Classes** – this link is used to search the Fall 2015 class schedule and build a shopping car.
 - **Holds** – holds placed on your record by campus departments can be viewed here. Click on the “details” link to determine which office placed the hold and who to contact to resolve the issue.
 - **To Do List** – campus departments that need documents or processes to be completed by you will list them in your To Do List. Click on the item to determine which office is requesting items and what is needed to resolve the To Do.
 - **Milestones** – this section is not in use at this time.
 - **Enrollment Dates** – your registration appointment will be in this section.
 - **Advisor** – your Program Advisor and Academic Advising Center advisor will be in this section.
 - **Enrollment Services** – links to webpages of these offices are provided
 - **Student Services** - links to webpages of these offices are provided

- To begin to build your shopping cart **click the Search for Classes button**. This will allow you to do a search and select multiple classes from the list to add to your Shopping Cart.



- The Search Criteria page appears. The Term – Fall 2015 is autopopulated and is considered one of the two required criteria. To find classes, select additional criteria i.e. Session, Subject, Day of Week, Meeting Start Time etc. The more criteria you add, the search will return more specific results and a shorter list of classes. You will receive messages regarding the size of the search results if you are too general.



Use the drop down menus to select the criteria. In this example there are three criteria used: Session = Semester; Course Career = Undergraduate; Meeting Start time between 10 a.m. and 4 p.m. Click the Search button to begin search.

Class Search

Session: Semester
 Subject:
 Course Number: is exactly
 Course Career: Undergraduate
 Show Open Classes Only
 Days of Week: include only these days
 Mon Tues Wed Thurs Fri Sat Sun
 Meeting Start Time: between 10:00AM and 4:00PM
 Meeting End Time: less than or equal to
 Course Attribute:
 Course Attribute Value:
 Instructor Last Name: begins with

The results are displayed. Click the **Select** button next to a class for possible addition to your shopping cart.

Search Results

Chapman University | Fall 2015

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Economics**, Course Number greater than or equal to '300', Show Open Classes Only: **Yes**, Session: **Semester**

Open
 Closed
 Wait List

20 class section(s) found

| ECON 309 - Advanced Experimental Design and Statistics | | | | | | | |
|--|--|------------------------|------|----------------|-------------------------|----------------------------------|---------------------------------------|
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
| 10239 | 01-LEC Semester | TuTh 10:00AM - 11:15AM | TBA | Robert Kovacev | 08/31/2015 - 12/19/2015 | <input checked="" type="radio"/> | <input type="button" value="select"/> |
| ECON 315 - Economics of Religion | | | | | | | |
| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Status | |
| 10238 | 01-LEC Semester | TuTh 3:00PM - 4:15PM | TBA | Brent Monte | 08/31/2015 - 12/19/2015 | <input checked="" type="radio"/> | <input type="button" value="select"/> |

The class appears for adding to Shopping Cart. **Click the Next button to confirm the add or click the Cancel button to return to the search list.**

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Fall 2015 | Undergraduate | Chapman University

ECON 309 - Adv Experimental Design & Stat

Class Preferences

| | | | | |
|--------------------|----------------|--|-----------------------|---|
| ECON 309-01 | Lecture | ● Open | Wait List | <input type="checkbox"/> Wait list if class is full |
| Session | Semester | | Permission Nbr | <input type="text"/> |
| Career | Undergraduate | | Grading | Graded |
| | | | Units | 3.00 |

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|------------------------|------|----------------|-------------------------|
| 01 | Lecture | TuTh 10:00AM - 11:15AM | TBA | Robert Kovacev | 08/31/2015 - 12/19/2015 |

The class is in your Shopping Cart. Click on the [Shopping Cart](#) link to open the Cart, or click the “show all” button to display the classes in the current screen. The search results are still available to select additional classes.

Search Results

Chapman University | Fall 2015

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

ECON 309 TuTh 10:00AM - 11:15AM
Room: TBA

The following classes match your search criteria Course Subject: **Economics**, Course Number greater than or equal to '300', Show Open Classes Only: **Yes**, Session: **Semester**

✔ **ECON 309 has been added to your Shopping Cart.**

● Open ■ Closed ▲ Wait List

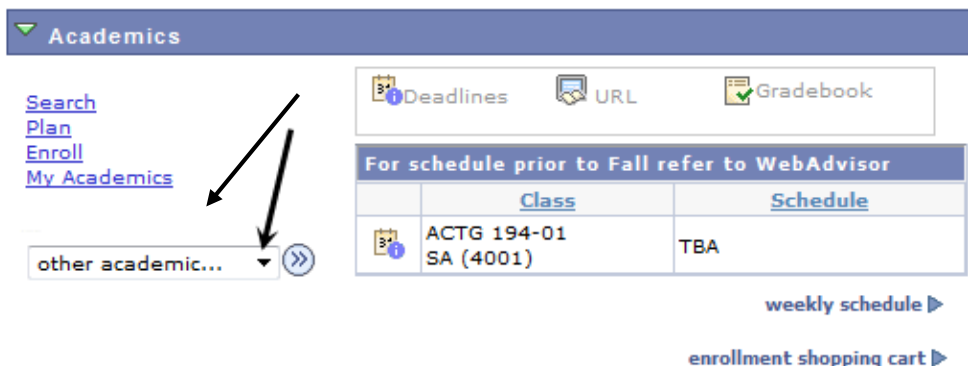
To return to the main page of your Student Center or one of the other sections, scroll to the bottom of the screen and click the down arrow next to “go to . . .” select Student Center and click the double arrow icon. **You will use this function to navigate throughout the Student Center.**

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Shopping Cart](#) [Course History](#)

Student Center ▼ ⏏

- Once the shopping cart is created you can add classes by selecting the “Enrollment: Add” option from the “other academic . . .” drop down menu on the main Student Center page.



After selecting the report, click the double arrow icon to go to the page.

- Enter either the class number or click the **search** button. This is the same search function outlined in step 7. Once you’ve located the class, click the **select** button to review it before adding it to your Shopping Cart.

Click the **NEXT** button to proceed with adding the class to your Shopping Cart.

Add Classes



1. Select classes to add - Enrollment Preferences

Fall 2015 | Undergraduate | Chapman University

AS 150 - Introduction to Asian Studies

Class Preferences

AS 150-01 Lecture ● Open **Wait List** Wait list if class is full

Session Semester **Permission Nbr**

Career Undergraduate **Grading** Graded

Units 3.00

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------------------|------|-----------------|-------------------------|
| 01 | Lecture | MoWeFr 10:00AM - 10:50AM | TBA | Loretta Sanchez | 08/31/2015 - 12/19/2015 |

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ AS 150 has been added to your Shopping Cart.

Fall 2015 | Undergraduate | Chapman University

● Open ■ Closed ▲ Wait List

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search

| Fall 2015 Shopping Cart | | | | | | |
|-------------------------|--|--------------------------------|------|------------|-------|--------|
| Delete | Class | Days/Times | Room | Instructor | Units | Status |
| | AS 150-01 (10237) | MoWeFr 10:00AM - 10:50AM | TBA | L. Sanchez | 3.00 | ● |
| | ECON 309-01 (10239) | TuTh 10:00AM - 11:15AM | TBA | R. Kovacev | 3.00 | ● |
| | ENG 252-01 (10240) | Mo 4:00PM - 6:50PM | TBA | C. Keefe | 3.00 | ● |

PROCEED TO STEP 2 OF 3

▼ My Fall 2015 Class Schedule
You are not registered for classes in this term.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

While you are in the Add screen you can delete classes from your Shopping Cart by clicking on the trash can icon next to the class.

| Fall 2015 Shopping Cart | | | | | | |
|-------------------------|--|--------------------------------|------|------------|-------|--------|
| Delete | Class | Days/Times | Room | Instructor | Units | Status |
| | AS 150-01 (10237) | MoWeFr 10:00AM - 10:50AM | TBA | L. Sanchez | 3.00 | ● |

- The Validate function is a critical part of building your shopping cart. This will review prerequisites for courses to determine if you are eligible to enroll. The Validate step also checks your classes for any time conflicts. To validate your schedule, click on the shopping cart link from the Student Center.

▼ Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

Deadlines URL Gradebook

For schedule prior to Fall refer to WebAdvisor

| | Class | Schedule |
|--|--------------------------|----------|
| | ACTG 194-01 SA (4001) | TBA |

[weekly schedule ▶](#)
[enrollment shopping cart ▶](#)

11. It is important to select all courses in your shopping cart to check for any scheduling conflicts. You can validate one course at a time for prerequisites but the schedule check does not function properly unless all classes are checked. After selecting the classes, click the **Validate** button.

Hilary · go to ...


Search Plan Enroll My Academics

shopping cart course history

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.

 **ECON 309 has been added to your Shopping Cart.**

Fall 2015 | Undergraduate | Chapman University

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

search

| Fall 2015 Shopping Cart | | | | | | |
|-------------------------------------|--|--------------------------------|------|------------|-------|--------|
| Select | Class | Days/Times | Room | Instructor | Units | Status |
| <input checked="" type="checkbox"/> | AS 150-01 (10237) | MoWeFr 10:00AM - 10:50AM | TBA | L. Sanchez | 3.00 | ● |
| <input checked="" type="checkbox"/> | AT 204-01 (10241) | TuTh 2:00PM - 3:15PM | TBA | J. Bennett | 3.00 | ● |
| <input checked="" type="checkbox"/> | ECON 309-01 (10239) | TuTh 10:00AM - 11:15AM | TBA | R. Kovacev | 3.00 | ● |
| <input checked="" type="checkbox"/> | ECON 315-01 (10238) | TuTh 3:00PM - 4:15PM | TBA | B. Monte | 3.00 | ● |
| <input checked="" type="checkbox"/> | ENG 252-01 (10240) | Mo 4:00PM - 6:50PM | TBA | C. Keefe | 3.00 | ● |

for selected: delete validate enroll

▼ My Fall 2015 Class Schedule

You are not registered for classes in this term.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Shopping Cart](#) [Course History](#)

go to ... »

My.Chapman – Student Center – April 17, 2015

9 |
Page

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. Click on the **Shopping Cart** button to return to the Shopping Cart for editing.

Hilary · go to ...

Search Plan Enroll My Academics

shopping cart course history

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

| Description | Message | Status |
|-------------|---|--------|
| AS 150 | OK to Add. | ✓ |
| ECON 315 | OK to Add. | ✓ |
| ECON 309 | OK to Add. | ✓ |
| ENG 252 | OK to Add. | ✓ |
| AT 204 | There is a time conflict for class number 10238 and class number 10241. 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. | ✗ |

SHOPPING CART

Search Plan Enroll My Academics

Shopping Cart Course History

go to ...

Review the classes in your shopping cart to determine which course you want to delete.

Add to Cart:

Enter Class Nbr

Find Classes
 Class Search

| Select | Class | Days/Times | Room | Instructor | Units | Status |
|--------------------------|--|--------------------------------|------|------------|-------|--------|
| <input type="checkbox"/> | AS 150-01 (10237) | MoWeFr 10:00AM - 10:50AM | TBA | L. Sanchez | 3.00 | ● |
| <input type="checkbox"/> | AT 204-01 (10241) | TuTh 2:00PM - 3:15PM | TBA | J. Bennett | 3.00 | ● |
| <input type="checkbox"/> | ECON 309-01 (10239) | TuTh 10:00AM - 11:15AM | TBA | R. Kovacev | 3.00 | ● |
| <input type="checkbox"/> | ECON 315-01 (10238) | TuTh 3:00PM - 4:15PM | TBA | B. Monte | 3.00 | ● |
| <input type="checkbox"/> | ENG 252-01 (10240) | Mo 4:00PM - 6:50PM | TBA | C. Keefe | 3.00 | ● |

for selected:

12. To delete classes from your Shopping Cart, select the class (or classes) and click the delete button.

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search

| Fall 2015 Shopping Cart | | | | | | |
|-------------------------------------|--|--------------------------------|------|------------|-------|--------|
| Select | Class | Days/Times | Room | Instructor | Units | Status |
| <input type="checkbox"/> | AS 150-01 (10237) | MoWeFr 10:00AM - 10:50AM | TBA | L. Sanchez | 3.00 | ● |
| <input type="checkbox"/> | AT 204-01 (10241) | TuTh 2:00PM - 3:15PM | TBA | J. Bennett | 3.00 | ● |
| <input checked="" type="checkbox"/> | ECON 309-01 (10239) | TuTh 10:00AM - 11:15AM | TBA | R. Kovacev | 3.00 | ● |
| <input type="checkbox"/> | ECON 315-01 (10238) | TuTh 3:00PM - 4:15PM | TBA | B. Monte | 3.00 | ● |
| <input type="checkbox"/> | ENG 252-01 (10240) | Mo 4:00PM - 6:50PM | TBA | C. Keefe | 3.00 | ● |

for selected:

The class is deleted from your Shopping Cart.

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search

| Fall 2015 Shopping Cart | | | | | | |
|--------------------------|--|--------------------------------|------|------------|-------|--------|
| Select | Class | Days/Times | Room | Instructor | Units | Status |
| <input type="checkbox"/> | AS 150-01 (10237) | MoWeFr 10:00AM - 10:50AM | TBA | L. Sanchez | 3.00 | ● |
| <input type="checkbox"/> | AT 204-01 (10241) | TuTh 2:00PM - 3:15PM | TBA | J. Bennett | 3.00 | ● |
| <input type="checkbox"/> | ECON 315-01 (10238) | TuTh 3:00PM - 4:15PM | TBA | B. Monte | 3.00 | ● |
| <input type="checkbox"/> | ENG 252-01 (10240) | Mo 4:00PM - 6:50PM | TBA | C. Keefe | 3.00 | ● |

for selected: