CHAPMAN UNIVERSITY
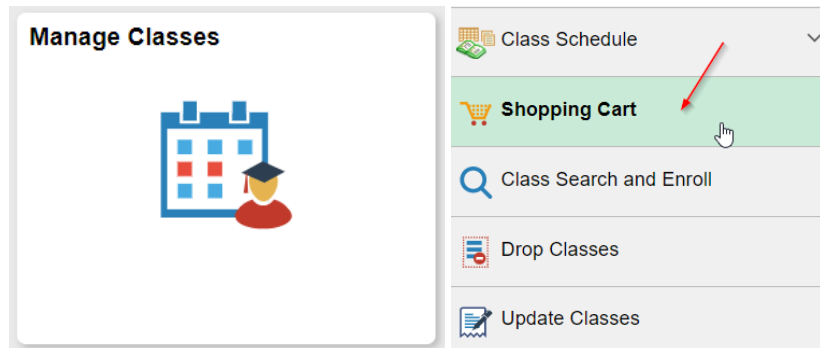
Undergraduate Reference Guide for Validating Courses

STUDENTCENTER.CHAPMAN.EDU

Found under 'Manage Classes" tile

- **COURSE VALIDATION -** The validate feature helps students determine if they are eligible to add specific courses in the upcoming semester. Validating your courses will simulate registration to check ahead of time if you meet the requirements to add classes. We highly recommend that students validate ALL their courses ahead of time.

  The validate button will check:
  - ✓ If you meet the prerequisites for a course
  - ✓ Whether any time conflicts exist between courses
  - ✓ If the course has instructor or department consent
  - ✓ Any other potential reason you are unable to add a class

  Students can begin validating courses as soon as the schedule is released for a future semester.

- The first step is to add all courses you would like to enroll into your shopping cart.

- Next, click on Shopping Cart to display all classes you have saved in your shopping cart:

- Check the boxes next to all courses you would like to validate. In this example, we will validate ENG 204 to make sure we are eligible to enroll and the class will fit our already existing schedule:

- Once the class is chosen and checked, hit the "Validate" button in the top right-hand corner:

- Classes marked with a **green check mark** should be OK to add on your registration date:

- Classes with a **red X** have identified a potential problem preventing you from enrolling in the course. In this example, we tried to validate CPSC 350, and received the following message:

Class Schedule ⌄	**✗ CPSC 350 - Data Structures and Algorithms** There is a time conflict for class number 2202 and class number 1188. 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	
Class Search and Enroll	
Drop Classes	
Update Classes	

Check with an advisor if you have a question about the message on a specific course

Finally – don't forget to monitor your shopping cart as your enrollment date gets closer. Your selected courses may fill or instructor consent, department consent, and reserved seats may prevent you from enrolling even after you have already validated.