



## Enrollment Form Los Angeles Basin & Orange County Campuses

Use this form for classes in the Los Angeles and Orange County areas and for On-line courses.

To register, complete this form and submit it by Fax to: (714) 997-6641

or Mail it to: Chapman University Extended Education  
One University Drive, Orange, CA 92866

Name \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_, \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_  
(required if IRS Form 1098 is needed)

E-mail \_\_\_\_\_

Comments \_\_\_\_\_

Course Title / Location \_\_\_\_\_

Registration Number \_\_\_\_\_ Price \$ \_\_\_\_\_

Course Title / Location \_\_\_\_\_

Registration Number \_\_\_\_\_ Price \$ \_\_\_\_\_

Course Title / Location \_\_\_\_\_

Registration Number \_\_\_\_\_ Price \$ \_\_\_\_\_

Total Payment \$ \_\_\_\_\_

Method of Payment:

Check/Money Order (*Made payable to Chapman University*)

Company Purchase Order (*attach invoicing information*)

MasterCard

Visa

Discover

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

**Confirmation, Grades and Transcripts:** You will receive confirmation of enrollment approximately one week after your registration is processed. It may not be processed until sufficient enrollments are received to hold the course. Upon completion of your course, you will automatically receive a grade report. After you have received this form, you may request an Official Transcript, if one is needed, by using the request form available on the web at: [www.chapman.edu/ExEd/k-12/forms/transcriptReq.asp](http://www.chapman.edu/ExEd/k-12/forms/transcriptReq.asp).

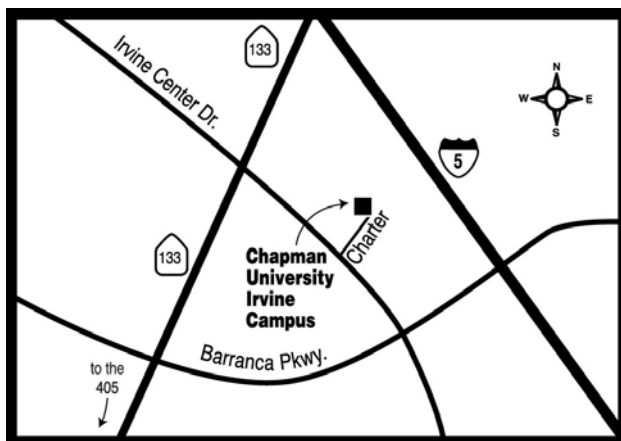
**Credit Information:** Course numbering system as printed on official transcript:

- 0001-0099 Non-degree or Continuing Education Unit (CEU) courses designed to meet specific needs.
- 001-099 Remedial courses designed to satisfy lower-division course prerequisites, semester hours.
- 100-299 Lower-division courses of freshman and sophomore level, semester hours.
- 300-399 Upper-division course of junior and senior level which do not give graduate credit, semester hours.
- 400-499 Upper-division course of junior and senior level which may be used as graduate credit for graduate students, semester hours.
- 500-599 Graduate course for graduate students and seniors by consent of department chair, semester hours.
- 600-799 Graduate course designed for graduate students only, semester hours.
- 8000-8999 Undergraduate-level professional development credit, semester hours.
- 9000-9999 Graduate-level professional development credit, semester hours. May be applied toward a degree at the University with programmatic and graduate studies approval.

*Those teachers intending to use this credit for salary increment steps and/or state licensure are advised to verify with their school district acceptance of such credit prior to enrollment in the course. Credit is not applicable for state licensing in some states.*

**Refund Policy:** For one or two meeting courses, students must request a refund before the start of class. For courses with three or more meetings, students must request a refund before the second class meeting. All refund requests must be made in writing and be received before the due date. A \$20 processing charge will be withheld from all tuition refunds. Students may also request a deferred enrollment. See the program information for restrictions. Materials issued for courses must be returned in re-sellable condition. A deduction in the refunded amount may be made for costs incurred to replace marked materials. *Note: Some programs may have special refund or deferral policies.*

**Special Needs:** Any individual who, because of a disability, needs special accommodations with respect to any policy, practice, service, or benefit should notify the university. Please refer to the university catalogue for more details about policy on this issue.



**Irvine Campus**  
7545 Irvine Center Drive, Suite 150  
Irvine, CA 92618

**The Orange campus is at**  
One University Drive  
Orange, CA 92866