



# Enrollment Form Los Angeles & Irvine Campuses

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

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/RegOffice/OC/forms/Transcript\\_Request\\_Form.pdf](http://www.chapman.edu/RegOffice/OC/forms/Transcript_Request_Form.pdf).

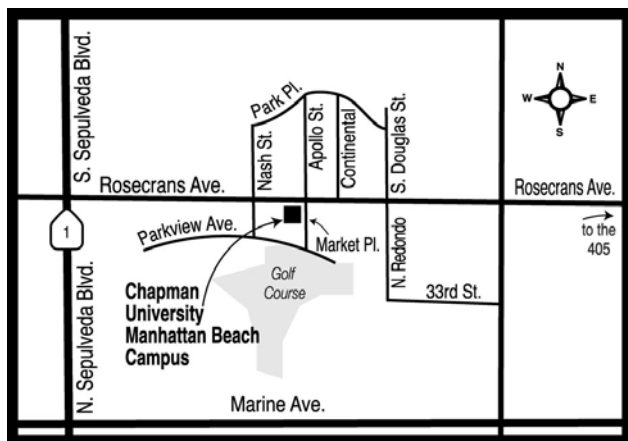
**Credit Information:** Course numbering system as printed on official transcript:

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

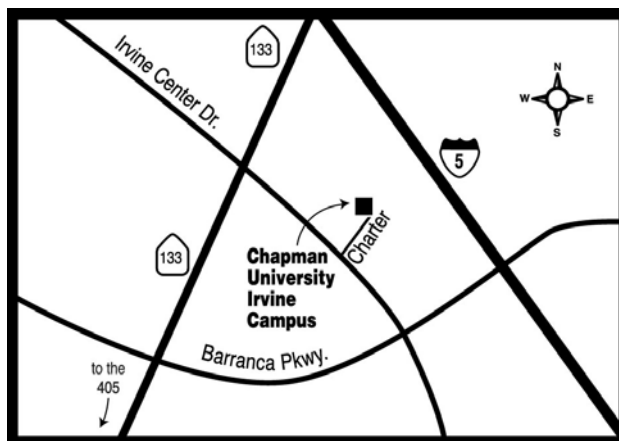
*Those teachers intending to use this credit for salary increment steps and/or state licensure are advised to verify with their school district acceptance of such credit prior to enrollment in the course. Credit is not applicable for state licensing in some states.*

**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 for the full amount of the courses to enroll in another course at another time without a processing charge. 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 courses may have special refund 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.



**Manhattan Beach Campus**  
1500 Rosecrans Ave., Suite 200  
Manhattan Beach, CA 90266



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