



Enrollment Form Los Angeles & Orange County Campuses and Locations

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: (949) 754-1337

or **Mail it to:** Chapman University College Extended Education
16355 Laguna Canyon Rd., Irvine, CA 92618

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:

Company Purchase Order (attach authorization/billing instructions) MasterCard Visa

Check/Money Order (Made payable to Chapman University) 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 Transcript Request Information link on this web page: www.chapman.edu/exed.

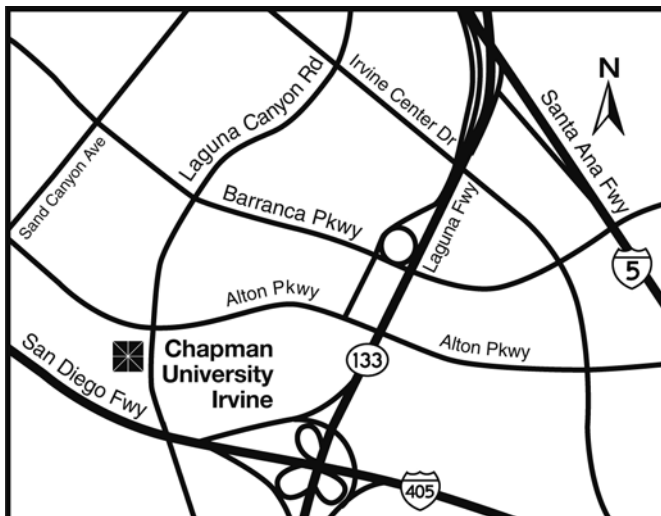
Credit Information: Course numbering system as printed on official transcript:

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
16355 Laguna Canyon Road
Irvine, CA 92618

The Orange Campus is at
One University Drive
Orange, CA 92866