

# **CHECKLIST FOR FALL 2015 REGISTRATION**

- STEP #1 Log-in to PROWL through MYLMU. Once in the PROWL system, click on the **Student Services** link; then click on the **Registration** link; finally click on the **Check Your Registration Status** link. Make sure to put **Fall 2015 term** (should be ready by March 23). Listed on this page will be important information in regards to registering for class (Advisor name/email and any holds). Your registration date should be listed as **April 10 @ 08:00am**.
- STEP #2 Meet with your Primary Academic Advisor at some point in between March 16 - April 9 to discuss what classes to enroll in for the spring semester. For some majors, a registration hold has been placed on your account, which will prevent you from registering for classes until you meet with your advisor. Make sure to be fully prepared when you meet with your advisor.
- STEP #3 Go to the **Check Your Registration Status** link in PROWL to see if you have any holds (**Controller, Health Center, Registrar, Dean's, LMU Alert, Emergency Contact Information, or Off-Campus**) on your account, especially during March 23 – April 9.
- STEP #4 Click on the **Student Accounts and Billing Menu** in PROWL (within the Student Services Page) to find out information about your financial **account summary**. If you do owe money, you will have a **Controller's Hold**, which can be placed on an account the week prior to registration; therefore it is important to check on your account balance early. If you have a Controller's Hold, go to the Controller's Office (Von Der Ahe 250) to settle the issue and have the hold removed.
- STEP #5 Early Registration begins on **Friday, April 10 at 8AM**. To register for classes in the PROWL system, click the **Add/Drop** link (on the Registration page).

**TAKE ADVANTAGE OF THE EARLY REGISTRATION PERIOD.**  
**Regular Registration begins on Monday, April 13th.**

## **ADDITIONAL INFORMATION**

**Talk to your coaches about practice and competition schedules for the fall semester. Do not sign up for a class that you will miss regularly.**

**Class Schedules can be accessed Monday, March 23 on PROWL and the Registrar's Webpage (<http://www.lmu.edu/about/services/registrar/registration/classes.htm>.) although it is subject to change.**

**The Undergraduate Bulletin (Course Catalog) can be picked up at the Registrar's Office (VDA 150) or can be accessed online at: <http://bulletin.lmu.edu/>**

**If anyone is considering changing their major, declaring a major and/or minor, please see your advisor in Student-Athlete Services for details on how to go about this (*Students who will be junior status in fall 2015 need to be declared in a major by the start that semester*).**

**If you are having problems accessing MYLMU or PROWL please contact ITS in the basement of Von Der Ahe Building at 310-338-7777.**