The Mane Event: A Guide to Registration is published yearly by the Office of the Registrar. It is distributed free of charge and can also be found online at http://registrar.lmu.edu.

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Information in this booklet is accurate at the time of printing but subject to change as deemed appropriate by the University in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes may be made and implemented without prior notice and without obligation and, unless otherwise specified, are effective when made. All dates cited in this booklet are subject to change due to forces beyond the University’s control or as deemed necessary in order to fulfill educational objectives.
The Mane Event: A Guide to Registration is provided to familiarize the student with the registration process at Loyola Marymount University. It is meant to be a guide, providing answers to frequently asked questions about registration. Within its pages, the online registration process is explained, as are other related academic policies, procedures, and requirements which may influence registration.

Current LMU students should check The Mane Event: A Guide to Registration for updates to the registration process that may have changed since the previous registration period.

The academic calendar, final examination schedule, and campus map are only a few of the additional items found in this publication which will hopefully make the registration process a simple and enjoyable experience for the LMU student.

The Office of the Registrar places service to students first among its priorities. As a primary information resource for students and faculty, the office actively seeks ways to effectively communicate and inform students of rights, responsibilities, and procedures. The office facilitates and maintains the University Bulletin, the schedule of classes, PROWL registration, CAPP, and graduation. It is the only official "Office of Records" for students and the only office authorized to issue official transcripts, to award degrees, or to certify the enrollment and attendance of students.

The Office of the Registrar publishes The Mane Event: A Guide to Registration and is dedicated to making the "Mane Event", registration, a process that is beneficial and rewarding to the LMU student's pursuit of academic excellence.

**ANNOUNCEMENTS-DATES-DEADLINES**

It is the responsibility of the LMU student to be aware of important deadlines throughout the year. Students have several resources for information regarding announcements, dates, and deadlines:

- Registration Deadlines ..... select Academic Calendar at registrar.lmu.edu
- Financial Aid Deadlines .... select Important Dates at www.lmu.edu/financialaid
- Housing Deadlines ............. select Important Dates at www.lmu.edu/housing
- Tuition Deadlines.............. select Financial Clearance Deadlines at www.lmu.edu/studentaccounts

Also available to students is the online information site used by the LMU community called mylmu. Campus announcements, events, and alerts are posted on mylmu. An email account is assigned to every student and is accessed through mylmu. The LMU email account can be easily forwarded to another private email account. Campus offices use this email account for direct communication in lieu of mailing paper.
ACADEMIC CALENDAR

This calendar represents the best judgment and projection of the University during the periods addressed and is subject to change due to forces beyond the University’s control or as deemed necessary by the University.

**Fall 2009**

Aug 31 ............... Mon ........... Fall classes begin
Sep 4 ............... Fri ........... Last day to file an application for a December 31st degree
Sep 4 ............... Fri ........... Last day to add or drop a class without a grade of W
Sep 7 ............... Mon ........... No classes—Labor Day
Sep 18 ............... Fri ........... Last day for undergrads to finish coursework for Spring or Summer grades of I (Incomplete)
Oct 2 ............... Fri ........... Last day for instructors to submit grades for undergrads with Spring or Summer grades of I
Oct 15 ............... Thur ........... Last day for instructors to submit mid-term deficiency grades
Oct 16 ............... Fri ........... No classes—Autumn Day
Nov 6 ............... Fri ........... Last day to withdraw from classes or apply for CR/NC (Credit/No Credit) grading
Nov 16 ............... Mon ........... Registration begins for Spring 2010 and Summer 2010
Nov 25-27 ........... Wed-Fri ........ No classes—Thanksgiving
Dec 11 ............... Fri ........... Last day of Fall classes
Dec 12-13 ........... Sat-Sun ........ No classes—Reading Days
Dec 14-18 ........... Mon-Fri ........ Final Examinations
Dec 23 ............... Wed ........... Last day for instructors to submit Fall final grades

**Spring 2010**

Jan 19 ............... Tue ........... Spring classes begin
Jan 25 ............... Mon ........... Last day to file an application to participate in May Commencement
Jan 25 ............... Mon ........... Last day to add or drop a class without a grade of W
Feb 5 ............... Fri ........... Last day for undergrads to finish coursework for Fall grades of I (Incomplete)
Feb 19 ............... Fri ........... Last day for instructors to submit grades for undergrads with Fall grades of I
Mar 5 ............... Fri ........... Last day to for instructors submit mid-term deficiency grades
Mar 26 ............... Fri ........... Last day to withdraw from classes or apply for CR/NC (Credit/No Credit) grading
Mar 29-Apr 2 ........ Mon-Fri ........ No classes—Spring Break
Apr 12 ............... Mon ........... Registration begins for Fall 2010
Apr 15 ............... Thur ........... Deadline for Dissertation Defense
Apr 30 ............... Fri ........... Last day of Spring classes
May 1-2 ............... Sat-Sun ........ No classes—Reading Days
May 3-7 ............... Mon-Fri ........ Final Examinations
May 8-9 ............... Sat-Sun ........ Commencement Weekend
May 12 ............... Wed ........... Last day for instructors to submit final grades

**Summer 2010**

May 17 ............... Mon ........... Session I classes begin
May 21 ............... Fri ........... Last day to add or drop a Session I class without a grade of W
May 31 ............... Mon ........... No classes—Memorial Day
Jun 11 ............... Fri ........... Last day to withdraw from classes or apply for CR/NC (Credit/No Credit) grading
Jun 25 ............... Fri ........... Session I classes end
Jun 30 ............... Wed ........... Last day for instructors to submit final grades
Jun 28 ............... Mon ........... Session II classes begin
Jul 2 ............... Fri ........... Last day to add or drop a Session II class without a grade of W
Jul 5 ............... Mon ........... No classes—Independence Day
Jul 23 ............... Fri ........... Last day to withdraw from classes or apply for CR/NC (Credit/No Credit) grading
Aug 6 ............... Fri ........... Session II classes end
Aug 11 ............... Wed ........... Last day for instructors to submit final grades
ONLINE REGISTRATION

Registration for classes is an online real-time process available through a secure web-based program called PROWL. Classes open and close as courses are added and dropped by PROWL users. Students are required to follow the registration procedure and requirements as established by the Office of the Registrar.

THE SCHEDULE OF CLASSES

A schedule of classes is available a few weeks prior to the beginning of registration. It is found as a link (registrar.lmu.edu) or by referring to PROWL (Student Services / Registration / Look-up Classes to Add). Both versions of the schedule of classes are updated in real time. Open and closed classes can be viewed on registrar.lmu.edu but only open classes are displayed on PROWL.

REGISTRATION TIME PERIOD

Fall semester registration begins during the month of April. Spring and Summer registration begins in November. Registration ends at midnight on the fifth day of a semester. Courses may be added and dropped on PROWL during the registration time period without academic or financial penalty. Classes dropped after this time period but before the deadline to withdraw from a class become a grade of W (Official Withdrawal) on the student's academic record.

Students may not attend a course if not officially registered for it. A student may petition to add a course late by submitting an approved General Petition form to the Office of the Registrar.

THE BEGINNING AND END DATES OF REGISTRATION FOR THE 2009-2010 YEAR

- 2009 Fall registration begins April 13, 2009...ends September 4, 2009
- 2010 Spring registration begins November 16, 2009...ends January 25, 2010
- 2010 Summer I registration begins November 16, 2009...ends May 21, 2010
- 2010 Summer II registration begins November 16, 2009...ends July 2, 2010
- 2010 Fall registration begins April 12, 2010...ends September 3, 2010

APPOINTMENTS FOR REGISTRATION

Students are assigned an appointed registration time each semester and can register on or after that time but not before. Students should refer to PROWL (Student Services / Registration / Check Your Registration Status) for the assigned registration time which is determined by the number of semester hours completed (not counting work-in-progress). The more hours completed, the earlier the student is allowed to register.

FINANCIAL CLEARANCE FOR REGISTRATION

A student is not officially registered until financial clearance is obtained by submitting a Calculation of Charges Agreement to the Student Accounts Department. Financial clearance is due by July 31st for the Fall semesters and November 30th for the Spring semesters.
PROWL

PROWL is the secure online link used for LMU registration. On PROWL students can view academic records and check financial status 24/7. PROWL accounts are never deactivated and after leaving, LMU students can always request transcripts, view records, and maintain correct contact information.

PROWL accounts are protected with a User ID and PIN (Personal Identification Number). PROWL can be accessed through mylmu or through a direct link (www.lmu.edu/PROWL). mylmu is the online portal used to stay connected at LMU. mylmu can be accessed through the link (www.lmu.edu) located on the LMU home page. When PROWL is accessed through mylmu, the ID and PIN are not required, however, when accessed by using the direct link or after a period of inactivity, PROWL will require a User ID and PIN:

- The User ID is the student's 9-digit University ID or the student’s Social Security Number.
- The PIN is the 6-digit number created by the student after the initial login to PROWL. The student's birth date (MMDDYY) is the default PIN for the first PROWL session.

PROWL is disabled after three invalid attempts at login. If PROWL is disabled, contact the Office of the Registrar by e-mail (registrar@lmu.edu). The Office of the Registrar offers PROWL assistance and maintains computers where PROWL can be accessed Monday through Friday from 8 am to 5 pm.

**Steps to PROWL Registration**

1. Select Student Services
2. Select Registration
3. Select Add/Drop Classes
4. Select the term from a drop-down box
5. Review and accept Registration Terms and Conditions
6. Enter the 5 digit Course Reference Number (CRN) or select Look-up Classes to Add
7. Wait for PROWL to confirm registration or give an error message. (See page 6)

**Viewing the Student Schedule**

After a successful PROWL registration, the student’s schedule may be viewed and printed. Two formats of the student schedule can be selected from PROWL:

- (Student Services / Registration / Student Schedule by Day & Time) - weekly block-calendar
- (Student Services / Registration / Student Detail Schedule) - list with instructor, course title, etc.

Student schedules are intended for personal use are not official proof of registration when printed. Official proof of registration may be printed from PROWL (Student Services / Student Records / Enrollment Verification). More information can be found on page 10.

Students are responsible for checking PROWL for any changes in the student schedule that may occur during the registration time period (class cancellations, course meeting times, room changes, etc.).
Holds which prevent registration may be placed on a student's PROWL account by various campus offices. These holds can be viewed on PROWL (Student Services / Registration / View Holds). PROWL displays information on how the student can remove the hold. Three of the most common holds are:

1. **Address and Emergency Contact Hold** - Disappears as soon as the student submits the necessary information in PROWL (Personal Information / View/Update Emergency Contact Information).
2. **Controller’s hold** - Removed only after the student has contacted the Department of Student Accounts (studacct@lmu.edu) and satisfied the reason for the hold.
3. **Advisor hold** - Removed by the academic advisor after the student meets for advisement.

**Registration Error Messages**

The student may see an error message on PROWL after submitting a CRN during the registration process. Registration in the class will be prevented. The student may be able to gain approval to override these restrictions. These are error messages with possible solutions for the student:

- **Class Restriction** - The number of semester hours required for the class has not been completed. (PROWL counts in-progress hours as completed for this restriction.)
- **Closed Section** - Enrollment for the class has reached a limit determined by the department. The student should choose another section of the course or may contact the course department for an override.
- **College Restriction** - The student's major is not within the college or school required for the class. The student may contact the course department for an override.
- **Major Restriction** - The student's major is not one of those allowed for the class. The student may contact the course department for an override.
- **Maximum Hours Exceeded** - Total semester hours exceed the amount allowed for the student. Undergraduates are restricted to 17 hours until shortly before the beginning of the semester when limits are raised to 18 or more hours. Graduate students may take no more than 15 hours per semester. Summer students are restricted to 6 hours per session.
- **Preq and Test Score Error** - The student has not completed the required prerequisite or received the required score on a Placement Examination. (See page 19.) The course must be completed and graded in a previous term for this restriction to be satisfied. The course department may allow an override to this restriction if the prerequisite is in-progress.
- **Time Conflict** - The meeting time of the class conflicts with another class, or one class starts exactly at the same time as another ends. (10 minutes is required between classes.) Allowed time conflicts must be approved by the instructors and the deans of both courses. An approved General Petition must be submitted to the Office of the Registrar so that the student can be registered in both courses. The student should register in one of the courses prior to the submission of the form.

Students are not permitted to register in more than one section of the same course. Multiple listings of courses with the same title are removed from a student’s schedule.
ADDING AND DROPPING CLASSES

Students may add or drop classes until midnight of the fifth day of the semester without financial or academic penalty. At the close of registration it is the student's responsibility to confirm that the schedule on PROWL is correct. Errors must be reported to the Office of the Registrar (registrar@lmu.edu).

- Late Add (after the 5th day of the semester) - An approved General Petition form should be submitted to the Office of the Registrar for a late add.
- Late Drop (after the 5th day of the semester) - A class dropped after the 5th day of the semester but before the last day to withdraw from classes as noted on the academic calendar can be dropped on PROWL but will remain on the student’s transcript as a W (Official Withdrawal).
- Late Withdrawal (after the last day to withdraw from classes) - An approved General Petition form must be submitted to the Office of the Registrar or the student will receive a grade of F (Failure).

WITHDRAWAL AND LEAVE OF ABSENCE FROM LMU

- A withdrawal is the termination of the student's academic program and campus privileges.
- A leave of absence is a break in academic progress. Campus privileges are suspended while a student is on a leave, which may be granted for up to 2 years. The student may not attend another institution without submitting an approved Transfer Course Approval form to the Office of the Registrar.

A withdrawal or leave of absence must be made by the deadline noted in the academic calendar as the last day to withdraw from classes. The student will receive grades of W for all courses in that semester. Students finding it necessary to withdraw from classes after this deadline will receive grades of F in all courses for the semester. A General Petition form may be submitted to the Office of the Registrar with medical or other pertinent documentation attached, supplying proof as to why the student was unable to drop classes by the published deadline.

STEPS TO COMPLETING A WITHDRAWAL OR LEAVE OF ABSENCE:

1. Drop all classes on PROWL
2. Complete the online Withdrawal or Leave of Absence form (registrar.lmu.edu).
3. Contact the Financial Aid Office (finaid@lmu.edu) to determine adjusted eligibility.
4. Cancel campus housing with the Student Housing Office (shousing@lmu.edu).
5. Within 10 days, check PROWL (Student Services / Student Accounts and Billing Menu / Account Summary) for any adjustments. Refunds are granted only after the withdrawal or leave of absence process is complete and all classes dropped. A percentage scale established by the Student Accounts Department (www.lmu.edu/studentaccounts) is applicable for most refunds.

A Tuition Refund Plan (TRP) offered through A.W.G. Dewar, Inc., can protect an undergraduate’s tuition. TRP is designed to refund up to 100% of semester tuition when a student withdraws for medical reasons. For more information regarding this insurance plan contact A.W.G. Dewar, Inc. (www.tuitionrefundplan.com).
ASSIGNED FACULTY ADVISORS

LMU instructors serve as academic advisors to assist students in planning programs of study while at LMU. Seeking the guidance of an advisor is not always required, but is helpful to the student when making important academic and career decisions. Advisors hold office hours during the school year or can be contacted through email. Students are assigned an advisor for each major and each minor. The advisor's name can be found in PROWL (Student Services / Registration / Check Your Registration Status).

THE UNIVERSITY BULLETIN

The University Bulletin is produced by the Office of the Registrar and is available online (registrar.lmu.edu / Bulletin) or as a printed publication distributed free-of-charge. It contains the policies that govern the enrollment of students at LMU. Specific requirements of each major and minor are found in the University Bulletin as well as courses necessary to fulfill the University Core curriculum. Course descriptions, along with the pre-requisites and requirements needed for each course, can also be found.

This publication is a valuable reference guide to be used by the student. Since requirements change from year-to-year, students must follow the guidelines of the University Bulletin which reflect the date the student entered the program of study.

ACADEMIC RECORDS COORDINATORS

Academic Records Coordinators (ARCs) are available to assist students with questions regarding academic policies and procedures. There are six ARCs, each processing student records for a specific college or school. Students should feel free to contact the ARC whenever there is a question regarding the academic record or registration process. ARCs may be contacted Monday through Friday at registrar@lmu.edu, by calling (310) 338-2740, or in-person at the Office of the Registrar, St. Robert's Hall 107.

CAPP (CURRICULUM, ADVISING, AND PROGRAM PLANNING)

CAPP is LMU's online degree-auditing system for undergraduate and graduate academic programs. It is designed to show how courses fit into a student's program. CAPP is not meant to replace a personal meeting with the academic advisor but is an online guide to be used by the academic advisor and the student for tracking progress towards degree completion.

CAPP is designed to include all of the student's coursework including: advanced placement (AP) credit; transferred courses taken at other institutions; and LMU courses that are graded, in-progress, and registered for in the upcoming semester.

All requirements for the student's degree are listed on CAPP. A message of met or not met is displayed next to each requirement showing the student which courses remain for degree completion. Further explanation of program requirements can be found in the University Bulletin.

When any aspect of a student's program changes, it is reflected immediately in CAPP. For this reason CAPP becomes an important tool for the registration process. During and after registration the student can check CAPP to determine how the courses count for degree requirements.
CAPP groups courses by area (Core, Electives, Major, Upper Division, etc.) to show how they count toward degree requirements. A course may appear in two areas if the course can count for both requirements.

The Office of the Registrar uses CAPP to clear students for graduation. When degree completion is near, students are requested to attach a final CAPP to the Application for Degree form proving that all requirements have been completed for a degree. All areas in CAPP must show met before the student can be cleared to graduate. CAPP areas include not only core, major, and minor requirements, but also the required amount of upper division hours and the total number of hours necessary to complete a degree.

Students should review CAPP often to make sure that courses are listed in the correct areas. CAPP may be adjusted by the student to allow for course substitutions, waived requirements, or any other variances in the program of study. Students must submit an approved Petition for CAPP Adjustments form to the Office of the Registrar in order to adjust CAPP.

CAPP is intended for use as a reference guide and is not considered an official verification of grades or GPA. When printed, CAPP will exclude the student name for security and privacy. CAPP displays a student’s grade point average (GPA) in several ways:

- Overall GPA is the cumulative GPA.
- Program GPA is the GPA for all courses that CAPP uses to fulfill the program requirements.
- Core, Major, Minor, Upper Division, and Elective GPAs are found under the respective areas.

The Office of the Registrar maintains CAPP and members of the office, including the ARCs are available to answer questions regarding it. A pamphlet explaining CAPP is available in the Office of the Registrar. It is mailed upon request. Further information can be found by selecting CAPP at registrar.lmu.edu.

**HOW TO VIEW AND PRINT CAPP FROM PROWL**

1. Select Student Services
2. Select Student Records
3. Select CAPP Report
4. Select the current term from the drop-down box and submit
5. Select desired version of CAPP from the options available at the bottom of screen:
   - View Previous Evaluations - view a CAPP that was previously viewed.
   - Generate New Evaluation - view the most current CAPP.
   - What-if Analysis - view a CAPP with any program (use if major is undeclared)
6. Check the circle next to the academic program to be viewed and Generate Request
7. Select one of the following CAPP display options:
   - General Requirements - an overview of progress toward a degree
   - Detail Requirements - specific requirements for completion of program
   - Additional Information - courses not used for degree requirements.
8. For best results print CAPP in landscape format
To serve students, LMU has authorized the National Student Clearinghouse (NSC) to act as an agent for verification of LMU student enrollment. The NSC is a well-known source for student enrollment and degree verification. LMU reports student data to the NSC after the close of the registration period (see page 4). Students can obtain official enrollment verifications through PROWL shortly after the close of registration.

The verification prints on the letterhead of the NSC and should be used whenever official proof of enrollment is required. Since the NSC is a nationally recognized source for student verifications, this certificate is accepted by most companies and organizations as verification of a student’s enrollment in lieu of the student attaining the signature of the University Registrar. LMU enrollment is updated to the NSC monthly throughout the semester. The NSC automatically updates student status with all major lenders, however, if a lender sends a deferment form, it should be submitted to the Office of the Registrar.

When verification of enrollment is needed prior to the close of registration, before the NSC receives data from LMU, the Office of the Registrar will furnish verification. Contact registrar@lmu.edu or (310) 338-7053. Forms requiring the University Registrar’s signature to confirm a student’s eligibility for a good student discount and other miscellaneous forms needed to prove a student’s enrollment are processed by the Office of the Registrar within 3-5 days after submission of the form.

Cal Grant forms do not need to be submitted to the Office of the Registrar for GPA verification. GPA verifications for Cal Grant are processed electronically by the University through the Financial Aid Office.

Official transcripts include all courses completed at LMU as well as classes that are in-progress. LMU transcripts are free of charge and can be requested on PROWL. (Student Services / Student Records / Request Official Transcripts). The student must designate whether the transcript is to be mailed or held for in-person pickup at the Office of the Registrar. (Valid photo ID is required for pick-up.) There is no limit to the amount of transcripts a student can request, although PROWL will limit the student to 10 requests per PROWL session. As an added convenience, a $10 while-you-wait service is provided most days at the Office of the Registrar in St. Robert’s Hall, room 107.

Courses completed at other institutions and transferred to LMU are not listed individually on the student's transcript, but are visible as total hours accepted from the other institution. Similarly, advance placement (AP) courses accepted by LMU will appear on the transcript as a total of AP hours accepted. For official proof of AP or transfer courses, a student must request a transcript from the institution offering the course.
SUMMER REGISTRATION

Summer at LMU consists of two consecutive 6-week sessions, each the equivalent of a 16-week semester. The sessions do not overlap and students are welcome to attend both sessions. Because of the compressed nature of the classes, students are limited to 6 semester hours per session, which translates as two classes per session. Summer students with six hours in a 6-week session are classified as full time.

Summer classes are a means for students to get ahead or catch up with required courses. It provides students with the opportunity to enrich the learning experience with classes that may not fit into the program of study during the Fall and Spring semesters. Classes during Summer are taught by LMU faculty and are smaller than Fall or Spring semester courses which allows the student more one-on-one time with the instructor.

Campus facilities including the library, computer labs, bookstore, recreation center, and pool are open to Summer students. And on-campus housing is available to most students. Classes are offered on campus as well as through various study abroad programs around the world and select classes are available online.

Undergraduate Summer courses at LMU are open to everyone as long as the requirements, prerequisites, and academic standards of the course can be met by the student. High school students looking for the opportunity to earn college credits may attend as soon as the 11th grade is completed. Graduate level courses are restricted to students formally admitted to the University through Graduate Admissions.

Registration for Summer begins in November. The Summer schedule of classes is available about 2 weeks prior to registration and can be found online (registrar.lmu.edu) or on PROWL (Student Services / Registration / Look-up Classes to Add). Current LMU students register on PROWL. Visiting students must submit the Calculation of Charges Agreement to the Department of Student Accounts and the Application for Summer Registration to the Office of the Registrar. Both can be found online (Summer / registrar.lmu.edu).

LMU students, as well as visiting students, may participate in various study abroad programs offered through LMU during Summer provided that all requirements for the program are met. Visit the Study Abroad web site for more information (www.lmu.edu/studyabroad).

TRANSFERRING COURSES

A student who elects to take courses at an institution other than LMU must submit an approved Transfer Course Approval form prior to taking the course. After the course is completed an official transcript from the transfer institution must be submitted to the Office of the Registrar before transfer courses can be added to the student’s record. Transfer courses add to the student’s semester hours completed but do not have a grade value assigned. Students may need to submit a Petition for CAPP Adjustments form for the transfer course to complete the correct requirement on CAPP.

Articulation Agreements and Existing Histories help LMU students identify which courses at other institutions can apply to LMU degree programs. An Articulation Agreement is an approved list of courses that are transferable to LMU. Existing Histories are individual courses previously transferred in by LMU students that are not yet a part of Articulation Agreements. Both help students identify which courses at other institutions can apply to an LMU degree program. Articulation Agreements and Existing Histories are found by selecting Articulation Agreements at registrar.lmu.edu.
LOYOLA MARYMOUNT UNIVERSITY MAP

CAMPUSS BUILDINGS

BUR Burns Fine Arts Center
BLD Baseball Lion Cage
BRC Burns Rec. Center
BUR Burns Fine Art Center
SAN Burns Annex
BFC Murphy Recital Hall
HGN Hogan Hall
LAG Laband Gallery
LEM Lemos Hall
MUR Murphy Recital Hall

CPL Central Plant
CCC Child Care Center
COM Communication Arts
DAU Daum Hall
DHA Daum Hall Annex
DOO Doolan Hall
EST East Hall
EDC Engineering Design Ctr.
FAN Foley Annex
FMA Facilities Management
FTM F.M. Craft Shops
FTT F.M. Transportation
FOL Foley Building
FOU Founders Pavilion
GKR Gorsten Pavilion
GRE Greenhouse
HNL Hannon Loft
HIL Hilton Center for Bus.
LEV Leeway Hall
MAL Malone Student Center

NOR North Hall
PBS Page Baseball Stadium
PER Pereira Hall of Engineer.
PAN Pereira Annex
RAX Research Annex
SHC Sacred Heart Chapel
SEA Seaver Science Hall

SOU South Hall
STR St. Robert's Hall
UNI University Hall

WHH William H. Hannon Library

BUILDINGS WHERE COURSES ARE HELD

These abbreviations for buildings with classrooms are used in PROWL and in the Schedule of Classes:
**COURSES**

**STUDENT COURSE LOAD**

The optimum course load for a full-time undergraduate student is 15-18 semester hours. Undergraduates are limited to a maximum of 17 hours until shortly before the beginning of the semester when enrollment in up to 18 hours is allowed. Graduate students are limited to 15 hours per semester. Summer students are restricted to 6 hours per session. Students who qualify for more than 18 hours may register on PROWL as soon as an approved *General Petition* form is submitted to the Office of the Register.

**STUDENT CLASSIFICATIONS**

As courses are completed with passing grades LMU degree-seeking undergraduate students are classified according to the following norms:

- **Freshman** .......... 0-29 semester hours completed
- **Sophomore** ....... 30-59
- **Junior** ............ 60-89
- **Senior** ............ 90+

**STUDENT STATUS**

Undergraduate students with 12 or more semester hours and graduate students with 6 or more semester hours are classified as full-time. Summer students enrolled in 6 or more semester hours in a session are classified as full-time. Students with fewer semester hours are considered as part-time.

**TIME PATTERN FOR COURSES**

Most Fall and Spring semester classes follow a weekly 150-minute meeting pattern with a 10-minute break between scheduled class times. Monday, Wednesday, and Friday classes meet three times a week for 50 minutes. Tuesday and Thursday classes meet twice a week for 75-minutes. Evening classes meet once a week for 150 minutes. No classes are scheduled Tuesday and Thursday from 12:15 pm to 1:25 pm.

**DESCRIPTIONS OF COURSES**

Descriptions of LMU courses are found in the University Bulletin which is distributed free of charge through the Office of the Registrar and is found online (*registrar.lmu.edu*). Course descriptions are accompanied by requirements for the class including prerequisites and co-requisites.

**NUMBERING SYSTEM FOR COURSES WITH DEGREE CREDIT**

<table>
<thead>
<tr>
<th>Number Range</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-299</td>
<td>Lower division undergraduate courses</td>
</tr>
<tr>
<td>300-499</td>
<td>Upper division undergraduate courses</td>
</tr>
<tr>
<td>500-599</td>
<td>Graduate and upper division undergraduate courses</td>
</tr>
<tr>
<td>600-699</td>
<td>Graduate courses</td>
</tr>
<tr>
<td>5000-6999</td>
<td>Graduate courses</td>
</tr>
</tbody>
</table>
HOW COURSES ARE CLASSIFIED

The Schedule of Classes may list a course as “12345 ENGL 110 12 College Writing” which translates as:

- 12345 = 5 digit CRN (Course Reference Number) which is used for PROWL
- ENGL = 4 letter abbreviation of the department in which the course is offered
- 110 = 3 or 4 digit course number
- 12 = 2 digit section number
- College Writing = course title

CORE CURRICULUM COURSES

Core curriculum courses are required of all LMU undergraduates. Core courses span lower and upper division and may be completed at anytime through the student’s course of study with the exception of upper division Philosophy and Theology which are reserved for students who have completed 60 hours.

CROSS-LISTED COURSES

A cross-listed course is a course offered through more than one department in a semester. Students attending a cross-listed course may be registered for it under different numbers or departments.

ELECTIVE COURSES

Electives are those courses which do not fulfill requirements in the student’s core, major, or minor programs, but do fulfill overall semester hour requirements.

INDEPENDENT STUDIES COURSES

Independent Studies are courses with numbers ending in -99 and are created for the student seeking an educational experience beyond the scope of a regular course. Independent Studies are arranged by the student with a faculty member and approval of the department. An approved Independent Studies form submitted to the Office of the Registrar is needed to enroll the student in an Independent Studies course. These courses are considered part of the student’s semester program.

SPECIAL STUDIES COURSES

Special Studies courses are courses with numbers ending in -98. They are courses which may be taken for degree credit but have a description maintained by the department and not listed in the University Bulletin. Students may need to submit a Petition for CAPP Adjustments form for the course to fulfill the correct requirement on CAPP.

TUTORIAL STUDIES COURSES

Tutorial Studies are courses listed in the University Bulletin which are not offered in a semester. The student may arrange a Tutorial Studies through the course department. An approved Tutorial Studies form submitted to the Office of the Registrar is needed to add the class to the student’s semester course load.
Final Grades

The coursework of a student is reported and measured with a final grade at the end of each semester by the instructor of the course. Final grades are posted to PROWL approximately one week after exam week and final grade reports are emailed to the student at the end of each semester. Official transcripts can be requested free-of-charge on PROWL whenever official proof of grades is required.

The LMU Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>Satisfactorily demonstrated potential for professional achievement in field of study</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>Passed the course but did not do work indicative of potential for professional achievement in field of study</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>N/A</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>Failure</td>
</tr>
<tr>
<td>CR</td>
<td>Credit, C or higher</td>
<td>Credit, B or higher</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit, C- or lower</td>
<td>No Credit, B- or lower</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Work incomplete</td>
<td>Work incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>N/A</td>
<td>Work in-progress</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal</td>
<td>Official withdrawal</td>
</tr>
</tbody>
</table>

‘A’ may be modified by a minus suffix; ‘B’ or ‘C’ may be modified with a plus or minus suffix.

Grades of Audit (AU)

Students may audit courses with the approval of the dean of the college or school in which the course is offered. Not all courses are open to auditors. Auditors are expected to attend class and will receive a grade of AU for the course. A student who has enrolled as an auditor may not take the course for credit in a subsequent term.

Grades of Credit/No Credit (CR/NC)

Students may apply for a grade of CR/NC for courses that are not part of a major, minor, or core curriculum. To apply for CR/NC grading, a student must submit an approved General Petition form to the Office of the Registrar by the published deadline. For a grade of CR, the work must be of C or better for undergraduates and B or better for graduates. CR courses count as degree requirements but do not affect the GPA. Students may be graded on this basis for no more than 20% of total semester hours at LMU.

Grades of Incomplete (I)

If the instructor permits, a grade of I may be assigned when a student has completed at least 80% of the coursework but cannot complete the remaining 20% by the end of the semester. Graduates are given a year to finish the incomplete coursework, but undergraduates must complete the coursework by the deadline as noted in the academic calendar (3 weeks into the following semester).
GRADE POINT AVERAGE (GPA)

GPA is determined by dividing the total number of LMU grade points by the number of LMU semester hours completed with a letter grade. Grade points are a measure of the quality of the work completed, just as semester hours are a measure of the quantity of this work.

<table>
<thead>
<tr>
<th>GRADES AND POINT VALUES USED TO CALCULATE THE GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A ......................... 4.0 grade points</td>
</tr>
<tr>
<td>A-  ....................... 3.7 grade points</td>
</tr>
<tr>
<td>B+ ....................... 3.3 grade points</td>
</tr>
<tr>
<td>B  ......................... 3.0 grade points</td>
</tr>
<tr>
<td>B-  ....................... 2.7 grade points</td>
</tr>
<tr>
<td>C+  ....................... 2.3 grade points</td>
</tr>
<tr>
<td>C  ......................... 2.0 grade points</td>
</tr>
<tr>
<td>C-  ....................... 1.7 grade points</td>
</tr>
<tr>
<td>D  ......................... 1.0 grade points</td>
</tr>
<tr>
<td>F  ......................... 0.0 grade points</td>
</tr>
</tbody>
</table>

Grades of AU, CR, NC, I, IP, and W have no point value and do not calculate into the GPA.

MID-TERM DEFICIENCIES

Mid-term deficiencies are grades posted to PROWL informing students of unsatisfactory work. Mid-term grades are issued prior to the last day to withdraw from a course during the semester. These grades are advisory in nature and are not recorded as part of the student’s permanent academic record.

PROBATION AND DISQUALIFICATION

Academic probation carries a serious warning to the student that the scholastic record is unsatisfactory and continued failure to improve this record may result in being declared ineligible to attend the University. Students on probation may also have restrictions imposed regarding the program of studies and participation in extracurricular activities.

Academic disqualification terminates a student’s relationship with the University. A disqualified student may not register in any division of the University and is denied all privileges of the University and of all organizations or activities connected with it.

REPEATING COURSES

A student may try to improve the final grade received in a course by retaking the same course at LMU. It need not be taken with the same instructor, but the course number and title must match.

When a student repeats a course to improve the grade, the previous grade can be seen on the student’s academic transcript but is not included in the calculation of the GPA nor in the total amount of hours earned. The latest grade of the repeated course, whether higher or lower, is used to calculate the GPA.

A course repeated at LMU may not be taken for a grade of CR/NC (credit/no credit). Also a course repeated for a better grade may not be taken at another institution.

Some LMU courses are established by departments as courses that may be taken more than once for credit. These courses are listed in the University Bulletin as repeatable for credit. The grades received for each occurrence of these courses will calculate into the student’s GPA.
EXAMINATIONS

COMPREHENSIVE EXAMINATION AND MASTERS THESIS

Graduate degree programs may require a comprehensive examination or thesis as a final requirement. The student must register on PROWL for the examination or thesis as listed in the Schedule of Classes for the semester in which the degree is to be completed. If the examination or thesis has semester hours associated with it, tuition per semester hour is charged.

CREDIT BY CHALLENGE EXAMINATION

A student may obtain credit for undergraduate courses by examination with approval of the course chairperson and student's dean. To challenge a course by examination, a student must be a full-time degree seeking student. An approved Request to Challenge a Course form must be submitted to the Office of the Registrar before the class is posted to the student's transcript. There is a $50 processing fee.

FINAL EXAMINATIONS

Final examinations are 2 hours in duration and are administered during the last week of the semester in the regular classroom according to the schedule below. Examinations for courses that begin after 3 pm are held at the regular course time in the regular classroom during examination week. Students should check the final exam schedule before registration to confirm availability for the exam. In cases where classes do not conform to the standard class meeting times, the instructor will inform the class of the exam time and location. Summer final examinations are administered on the last day of class.

<table>
<thead>
<tr>
<th>Class Start Time</th>
<th>Class Days ............................................</th>
<th>Exam Start Time</th>
<th>Exam Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>8 am</td>
<td>Monday</td>
</tr>
<tr>
<td>8 am</td>
<td>Tuesday, Thursday .....................................................</td>
<td>8 am</td>
<td>Tuesday</td>
</tr>
<tr>
<td>9 am</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>8 am</td>
<td>Wednesday</td>
</tr>
<tr>
<td>9:25 am</td>
<td>Tuesday, Thursday .....................................................</td>
<td>8 am</td>
<td>Thursday</td>
</tr>
<tr>
<td>10 am</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>8 am</td>
<td>Friday</td>
</tr>
<tr>
<td>10:50 am</td>
<td>Tuesday, Thursday .....................................................</td>
<td>11 am</td>
<td>Tuesday</td>
</tr>
<tr>
<td>11 am</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>11 am</td>
<td>Monday</td>
</tr>
<tr>
<td>12 pm</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>11 am</td>
<td>Wednesday</td>
</tr>
<tr>
<td>1 pm</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>2 pm</td>
<td>Thursday</td>
</tr>
<tr>
<td>1:35 pm</td>
<td>Tuesday, Thursday .....................................................</td>
<td>11 am</td>
<td>Thursday</td>
</tr>
<tr>
<td>2 pm</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>2 pm</td>
<td>Monday</td>
</tr>
<tr>
<td>3 pm</td>
<td>Monday, Wednesday .....................................................</td>
<td>2 pm</td>
<td>Wednesday</td>
</tr>
<tr>
<td>3 pm</td>
<td>Monday, Wednesday, Friday ............................................</td>
<td>2 pm</td>
<td>Wednesday</td>
</tr>
<tr>
<td>3 pm</td>
<td>Tuesday, Thursday .....................................................</td>
<td>2 pm</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>
ADVANCED PLACEMENT

LMU participates in the Advanced Placement (AP) program of the College Board. Students may be granted credit at the time of entrance into the University for subjects completed with scores of 5 or 4. As soon as scores are received from the College Board, students receive course credit in accordance with guidelines which can be found in the University Bulletin.

It is the responsibility of the student to be aware of AP courses successfully transferred into the LMU program of study. Students should not register in LMU courses that are the equivalents of successfully completed AP courses.

AP courses which have become a part of the student’s record can be viewed on PROWL (Student Services / Student Records / Transfer Information).

PLACEMENT EXAMINATIONS

Placement Examinations assist in placing students in mathematics classes and foreign language courses. The Learning Resource Center (LRC) administers the examinations during orientation sessions and at the beginning of the Fall and Spring terms.

Math Placement Testing

All first-year students with majors in the Frank R. Seaver College of Science and Engineering or the College of Business Administration, or who are Economics majors or Liberal Studies majors within the Bellarmine College of Liberal Arts, must take the mathematics placement examination.

The placement examination is waived for those students who have successfully completed a college algebra or higher level college mathematics class approved by the Mathematics Department prior to entering LMU. The mathematics placement examination may only be taken once.

Any student who plans to register for MATH 106, 111, 112, 120, 122, or 131 and who has not transferred a college algebra or higher level college mathematics class must take the mathematics placement examination.

Foreign Language Testing

Students with knowledge of or prior instruction in a foreign language in high school or at a college or university other than LMU must take the foreign language placement test before registering for a foreign language course at LMU. This requirement includes students who have passed AP Examinations.
SERVICES AND SUPPORT

**OneCard**

OneCard is LMU's identification card. Students are required to have a OneCard as soon as registration is complete. The OneCard serves as a library card, meal card, rec-center card, residence hall key, and a debit card for purchases on and off campus. OneCards are processed by the Campus Business Services Office located in the St. Robert's Hall Annex. For more information visit [www.lmu.edu/onecard](http://www.lmu.edu/onecard).

**Vehicle Registration**

Student vehicles must be assigned a parking permit which allows parking and access to the campus entry gates. Bicycles should also be registered. From the Main Menu of PROWL, students can select Vehicle Registration Permit Application to begin the vehicle registration process. As soon as the student has a OneCard, the vehicle parking permit can be picked up in the Public Safety Office which never closes. It is located in Foley Annex. For details on requirements for the parking permit, visit [www.lmu.edu/publicsafety](http://www.lmu.edu/publicsafety).

**Textbooks**

After PROWL registration, students can select the Buy Textbooks Online (New or Used) link found on the PROWL Registration menu. After selecting the term, the required textbooks for the student's courses are displayed. By selecting Buy Books the student may purchase the required textbooks online. Textbooks may also be purchased in-person at the LMU Bookstore located on the 1st floor of the Malone Student Center.

---

**LMU Contacts**

<table>
<thead>
<tr>
<th>Office of the Registrar</th>
<th>LMU (general)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(310) 338-2740</td>
<td>(310) 338-2700</td>
</tr>
<tr>
<td>registrar.lmu.edu</td>
<td><a href="http://www.lmu.edu">www.lmu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Accounts Department</th>
<th>Student Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>(310) 338-2711</td>
<td>(310) 338-2963</td>
</tr>
<tr>
<td><a href="http://www.lmu.edu/studentaccounts">www.lmu.edu/studentaccounts</a></td>
<td>housing.lmu.edu</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Aid</th>
<th>Information Technology Help Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>(310) 338-2753</td>
<td>(310) 338-7777</td>
</tr>
<tr>
<td>financialaid.lmu.edu</td>
<td><a href="mailto:studenthelp@lmu.edu">studenthelp@lmu.edu</a></td>
</tr>
</tbody>
</table>
The Learning Resource Center (LRC) is a place where LMU students can enlist the help of specialists and tutors to enhance the learning process. Specialists in the fields of writing, reading, mathematics, study skills, as well as a peer tutoring staff, are available free of charge. For more information visit www.lmu.edu/lrc.

Disability Support Services (DSS) provides specialized assistance and resources that enable students with physical, psychological, and learning disabilities to achieve maximum independence. More information can be found at www.lmu.edu/dss.

The LMU Library provides the materials and services needed to support academic success. The library's extensive web site can be found at www.lmu.edu/library.

The First Year Experience (FYE) office provides first-year students with an opportunity to establish a connection with campus life through a variety of programs. For further information visit www.lmu.edu/fye.

Campus Ministry embraces students of all faith traditions and promotes spiritual growth. Visit Campus Ministry in the Malone Student Center or ministry.lmu.edu.

The Student Health Center is a medical clinic located on campus. Services are available to all LMU students enrolled in six or more hours. More information can be found at www.lmu.edu/health.

The Student Housing Office creates a living and learning environment in the student residences on campus. More information can be found at housing.lmu.edu.

The Information Technology (IT) Help Desk provides students with computing, network, communications, and limited computer hardware support. IT also maintains computer labs open to all students. The IT Help Desk located in the basement of St. Robert's Hall can be contacted at studenthelp@lmu.edu.
FAQs

Q: How do I find PROWL online?
A: www.lmu.edu/prowl or as a link through mylmu.

Q: What is mylmu?
A: mylmu is the secure on-line portal used by the LMU community to “stay connected”. In mylmu the student can access email, view campus announcements, keep up with campus events, and find links to campus services.

Q: How do I login to mylmu?
A: mylmu is accessed through a link on www.lmu.edu. First-time users should select reset your password from the mylmu login page and follow the directions for new users.

Q: How do I find my LMU email account?
A: In mylmu select the System Logins pull-down menu and select the link titled Lion Mail.

Q: How do I find my University ID Number?
A: The ID can be found in PROWL (Personal Information / View University ID Number).

Q: How do I find my PIN?
A: The PIN (personal identification number) is used to access PROWL. It is a combination of six numbers created by the user. For first-time users the PIN is set as student’s birth date (MMDDYY).

Q: How do I find my academic advisor?
A: Find the academic advisor’s name in PROWL (Student Services / Registration / Check Your Registration Status). The name will link automatically to the advisor’s email account.

Q: When can I register?
A: In PROWL select Student Services then Registration then Check Your Registration Status to view the student’s registration day and time.

Q: What if I have a class during my registration appointment?
A: The registration day and time is the earliest time a student can register. The student may register anytime after the appointment time.

LMU REGISTRATION TERMINOLOGY
- bulletin: Catalog of policy, requirements and courses
- CAPP: online degree audit which tracks academic progress
- Core: general university course requirements
- co-requisites: courses that must be taken in the same semester
- hold: a “stop” placed on PROWL activities
- hours: units of semester credit
- mylmu: online LMU community information base
- OneCard: the LMU Identification and debit card
- prerequisite: a required course completed prior to another course
- PROWL: online system of student records & registration
Q: What do I do if there is a hold in PROWL?
A: Offices on campus can place a “hold” on a student’s PROWL account. Most of these holds will prevent registration. Holds can be viewed on PROWL (Student Services / Registration / View Holds). Contact information for removal of the hold is displayed on PROWL.

Q: What if I try to register for a class and there is an error message?
A: The student may see an error message on PROWL after submitting a CRN. Registration in the class will be prevented. See page 6 for possible overrides to these restrictions.

Q: What do I do if a class I need is closed?
A: The student can register in another section of the course or the student can try the same section again, since PROWL is a real time process and classes open and close as classes are added and dropped by system users. The course department may be contacted for an override into the class.

Q: When can I register for more than 17 hours?
A: Undergraduates are restricted to 17 hours until shortly before the start of each semester when limits are raised to 18 or more hours.

Q: How do I register for a class with a lab?
A: When registering for a class with a required lab, both CRN’s must be submitted at the same time.

Q: Where are my classes located?
A: The student schedule can be viewed on PROWL (Student Services / Registration / Student Schedule by Day & Time or Student Detail Schedule). The map on page 12 has a list of campus building abbreviations.

Q: What is CAPP?
A: CAPP is LMU’s online degree-auditing system designed to show how courses fit into a student’s program. It is accessed through PROWL (Student Services / Student Records / CAPP Report). A detailed explanation of CAPP can be found on page 8.

Q: Why are my current classes not on CAPP?
A: A user must select Generate New Evaluation in order to view the most current version of CAPP.

Q: How can I report an error on CAPP?
A: Contact the Office of the Registrar at registrar@lmu.edu or (310) 338-2740.

Q: How do I see grades?
A: A final grade report is emailed to the student’s LMU email account at the end of each semester. A student can also view grades on PROWL (Student Services / Student Records / Midterm Grades, Final Grades, or Academic Transcript).

Q: How do I change my address?
A: Correct contact information can be updated in PROWL. Select Personal Information and view or update any of the contact information links listed.

Q: How do I prove to my loan and insurance companies that I am registered?
A: Official enrollment verification certificates can be printed from PROWL (Student Services / Student Records / Enrollment Verification). See page 10 for details.
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