Keep Your Windows Open
To plan for registration and to register, you must have access to the internet. Keep multiple windows open for access to all of your materials.

Steps to prepare for registration

- Review & print your CAPP Report! Not sure how? We’ll tell you inside.
- Read up on your academic program(s) in the Bulletin, especially your four-year plan. Between your CAPP & the Bulletin, write down classes you think you should be taking next semester.
- Review the live, updated schedule of classes: cut-and-paste the CRNs of classes you need in a separate document to speed up registration later.
- Take these classes, your CAPP, and Qs to your advising appointment.

For more information about Registration procedures, review the Office of the Registrar’s (VDA 150) website: www.lmu.edu/registrar

How to Find Your Advisor & Registration Time

1) Log in to PROWL
2) Click on “Student Services”
3) Click on “Registration”
4) Click on “Check Your Registration Status”
5) You’ll see your registration day & time & your advisor’s name.
6) Contact info is available in the LMU directory:
   www.lmu.edu/directory

Check (& Clear) Your Holds!

1) Log in to PROWL
2) Click on “Student Services”
3) Click on “Registration”
4) Click on “View Holds”
5) Use the information to find out more about the type of hold on your account: visit those offices if necessary.
6) All freshmen have an advising hold until meeting with their assigned advisor.
Know Your CAPP Report

The CAPP Report is the formal record of your progress on your graduation requirements. It shows the classes you’ve taken AND those you still need to take.

Why do I need it?
Understanding your CAPP Report is the key to understanding your graduation requirements and feeling in control of your course planning. It’s also the best way to prepare for a meeting with your assigned advisor.

While your transcript shows you the courses you took in chronological order, your CAPP report arranges your courses thematically, including separate areas for your core, your major, and elective requirements.

Look for this:
In the picture below, find the column on the left that says “Met?” To graduate, the Office of the Registrar must see “Yes” in all areas.

How do I use it to plan and register?
Use a combination of your CAPP and the Bulletin to review course descriptions for classes that fulfill your requirements. Record multiple options, and then look at the Schedule of Classes to see what’s offered in the coming semester.

Below is the core section of a CAPP. Look for areas that say “No” in the “Met?” column and review specific courses in the Bulletin and Schedule of Classes that will fulfill that area requirement.

Requirements are listed in a general order; those designed to be taken near the beginning of your academic career appear at the top: consider unmet area near the top first in your planning.

Courses you have completed, and those in which you are currently registered ("Reg") will appear next to the areas they fulfill.

How to View Your CAPP

1) Log in to PROWL.
2) Click on “Student Services”
3) Click on “Student Records”
4) Click on “CAPP Report”
5) Find the link at the top or bottom for “Generate New Evaluation”
6) Select your program, and be patient while your CAPP loads.

Considering a change of major or adding a minor?
Run a “What If” CAPP Report instead of “Generate New Evaluation.” The “What If” Report accounts for your existing classes as if you were already a student in the major and/or minor program(s) you select. Just “add more” to choose the right program(s) and evaluate!
Flagged Courses

Flagged courses ensure that you continue to develop the skills you begin in your 100-level core courses.

Think of a “flag” as a marker overlaid on top of other courses you already need to take: flagged courses may appear in your core, major, or elective courses. This requirement is NOT 6 separate, additional courses. Some flags will fit naturally into your four-year plan. Taking one when you have the option is great planning!

One course may carry up to two flags. Courses must be at the 200-level or above to carry a flag.

Search the Schedule of Classes for Flags

1) Log in to the MyLMU Portal: http://my.lmu.edu
2) Locate the “Shortcuts” box
3) Click on “Schedule of Classes”
4) Pick either “all subjects” OR at least one department.
5) Select a flag topic from the “attributes” list.

Use the Bulletin

The Bulletin includes all of LMU’s formal policies, the requirements for core, all majors and minors, and course descriptions.

It also includes the “four-year plan” for your major, which tells you the recommended course selection for each semester to stay on track for graduation.

http://bulletin.lmu.edu

For major search: Use the search box and “limit search” drop-down to “Programs Only.”
Using the Schedule of Classes

1) Log in to the MyLMU Portal: http://my.lmu.edu
2) Locate the "Shortcuts" box
3) Click on "Schedule of Classes"
4) Select the upcoming term.
5) Press "ctrl" to select/unselect options from the boxes.

Find a major/minor class
Search a specific department in the top "Select Subjects" box. Do not select anything from the “attribute” field below.

Find a core or flagged class
Select “all subjects” box and choose at least one “attribute”: a core or flag area. Flags are listed at the bottom.

"Attributes" (like core or flag areas) appear on right.

Once you “generate schedule,” the courses in black are available; courses in red are full. You may also see courses or sections that are reserved for specific groups. The CRN is the 5-digit code on the left: record these for a faster registration.

The Day of Registration (in PROWL)
Student Services > Registration > Add/Drop Classes

As you plan, create multiple mock schedules with the CRNs for each course. Once you are finished submitting your courses, review your schedule in PROWL under “Student Schedule by Day and Time.”

Most students will register for 15 units (12 units is full time). Strive to register for 15 units during your registration window.