**REGISTRATION ADJUSTMENT**

**LMU ID NUMBER**

**NAME (LAST, FIRST)**

**SIGNATURE OF STUDENT**

**DATE**

**EMAIL**

**PHONE**

**COLLEGE/SCHOOL**

- [ ] BCLA
- [ ] CBA
- [ ] CFA
- [ ] FTV
- [ ] SOE
- [ ] FRCSE
- [ ] LEVEL
- [ ] UG
- [ ] GR
- [ ] NO

**TERM FOR WHICH REQUEST IS BEING MADE**

- [ ] FALL
- [ ] SPRING
- [ ] SUMMER I
- [ ] SUMMER II
- [ ] YEAR

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**PLEASE SELECT ONE OF THE REGISTRATION ADJUSTMENTS BELOW AND SUBMIT WITH APPROVING SIGNATURES.**

1. **UNIT OVERLOAD**
   - Processed 2 weeks prior to start of semester. Adding the course is the student's responsibility and all registration restrictions apply.
   - **HOURS ALLOWED**
   - **STUDENT DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**

2. **UNIT ADJUSTMENT - LATE**
   - **REVISED HOURS**
   - **COURSE DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**
   - **STUDENT DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**

3. **TIME CONFLICT**
   - **I AM REGISTERED IN THIS COURSE**
   - **INSTRUCTOR**
   - **DATE**
   - **COURSE DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**
   - **I WISH TO ADD THIS COURSE**
   - **INSTRUCTOR**
   - **DATE**
   - **COURSE DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**

4. **CREDIT / NO-CREDIT GRADING**
   - **INSTRUCTOR**
   - **DATE**
   - **COURSE DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**

5. **EXTENSION OF INCOMPLETE**
   - **INSTRUCTOR**
   - **DATE**
   - **COURSE DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**

6. **COURSE AUDIT**
   - **INSTRUCTOR**
   - **DATE**
   - **COURSE DEAN'S OR DIRECTOR'S OFFICE**
   - **DATE**

**APPROVE**

**DENY**

**UNIVERSITY REGISTRAR**

**DATE**

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**Office of the Registrar**

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