Advising Checklist: Registration for Spring 2021

An overview of how to prepare for your advising appointment and spring 2021 registration.
Registering for classes can be an exciting process. We are here to help you navigate the registration process.

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- Registration Assistance
1. Find Your Faculty Advisor on PROWL
   PROWL > Student Services > Student Records
   > Student Information

2. Locate Your Registration Appointment Time
   PROWL > Student Services > Registration
   > Prepare for Registration > Select Term Spring 2021

   (On your designated date, use PROWL to register for classes)

3. Find and Clear Registration Holds
   PROWL > Student Services > View Holds
   • Email your advisor if you don't hear from them a week before your registration time.
What to expect during your advising appointment?

- You will not register for your spring semester classes during your advising appointment.
- You will register for spring semester classes in PROWL on your designated appointment day/time.
- You and your advisor will review academic progress via your Degree Works degree audit.
- Your advisor can provide an overview of the courses in your major (course sequence offerings)
- You can address any of your academic questions or concerns
- Your advisor will remove your ‘Advisor’s Hold’ on PROWL

What do you take to your advising appointment?

- Your Degree Works degree audit (Tip: have it open in a separate window)
- List of classes you plan to take in the spring semester
- Academic related questions (major classes, unit overloads, prerequisites)
- Research and career related questions specific to your field of study
- Summer plans, including summer school (which needs pre-approval for classes outside of LMU)
Online Registration Resources and Tools
1. Read the LMU Bulletin (http://bulletin.lmu.edu/) to review the recommended fall schedule for students in your major.

2. Based on this list of classes, use the LMU Schedule of Classes to determine the class offerings (day, time, location, instructor).

3. Write down the course registration numbers (CRN) of sections you want to add for easier access when it is your designated time to register.

4. Create a mock schedule (with various back-up plans) to review with your advisor.

5. At your designated registration window, log into PROWL and add courses for spring 2021.
Read and review the LMU Bulletin at http://bulletin.lmu.edu/

The Bulletin has information about:
- Degree Requirements
- Major 4-year coursework plans
- Course Descriptions
- Academic Policies

Use the Bulletin before registering for classes to see:

1. Your major’s fall semester suggested course plan for students in your major.
2. Course descriptions of the classes you want to take.
3. Whether the courses you want to take have prerequisites or co-requisites.
4. How many units each course you plan to take has.
Seaver students are considered to have fulfilled the following requirements through their major work:

- Qualitative reasoning
- Nature of science, technology & math
- Quantitative literacy

Seaver students must take the following at LMU:

- First year seminar
- Rhetorical arts
- Ethics and justice core
- Faith and reasoning

Science and Mathematics majors must accrue at least 32 units in the Core.

Engineering majors must accrue at least 30 units in the Core.
<table>
<thead>
<tr>
<th>B.S. Degree in Health and Human Sciences</th>
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</table>

**Freshman Year**

**Fall Semester**
- HHSC 190 Medical Terminology and Seminar 3 semester hours
- BIOL 101 General Biology I 3 semester hours
- BIOL 111 General Biology I Lab 2 semester hours
- CHEM 110 General Chemistry I 3 semester hours
- CHEM 111 General Chemistry I Lab 1 semester hours
- FFYS 1000 First Year Seminar 3 OR 4 semester hours

Total: 15-16 semester hours

**Spring Semester**
- HHSC 155 Human Anatomy and Physiology I 3 semester hours
- HHSC 156 Human Anatomy and Physiology I Lab 1 semester hours
- HHSC 230 Nutrition 3 semester hours
- CHEM 112 General Chemistry II 3 semester hours
- CHEM 113 General Chemistry II Lab 1 semester hours
- MATH 122 Calculus for the Life Sciences I 3 semester hours
- RHET 1000 Rhetorical Arts 3 OR 4 semester hours

Total: 17-18 semester hours
LMU Schedule of Classes

There are two versions of the schedule of classes:
- Within PROWL
- MyLMU shortcuts menu

Tips:
- Look for overlap in course offerings (i.e. two required classes at same time.)
- Generate list of CRNs while planning. Some students use an excel file to stay organized.
- Have back-up options: you will get the classes you need for graduation; however, you might not get your preferred time or instructor.
Pay attention to CORE attributes and prerequisites when exploring the Schedule of Classes.
Degree Works and PROWL

Using Degree Works

• Log into MyLMU
• Click on the DegreeWorks link (systems logins)
• Once logged in, you will be able to view your personalized academic profile (degree audit)
• Check your degree progress (including classes you have taken and those you need to take) for graduation.

PROWL’s Registration Interface

• View your Registration Appointment Date on ‘Prepare for Registration Tab’
• Register for Classes
  • Add/Drop
  • Waitlist
  • Search by subject, core attribute, or day/time

This is why Degree Works is an important tool.
Register for Classes

Enter Your Search Criteria

Term: Fall 2018

- Subject
- Course Number
- Keyword
- Core Attribute

Search  Clear  Advanced Search

Schedule Details

Class Schedule for Fall 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td></td>
<td></td>
<td>Interaction Design</td>
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<td></td>
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<tr>
<td>11am</td>
<td>Ethics</td>
<td></td>
<td></td>
<td>Interaction Design</td>
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<td>Artifical Intelligence</td>
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<td>Interaction Design</td>
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<tr>
<td>3pm</td>
<td></td>
<td></td>
<td></td>
<td>Interaction Design</td>
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Summary

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<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Status</th>
<th>Action</th>
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<tbody>
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<td>41370</td>
<td>Lecture</td>
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<td>None</td>
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<td>40325</td>
<td>Lecture</td>
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<td>40014</td>
<td>Lecture</td>
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<tr>
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<td>3</td>
<td>42055</td>
<td>Lecture</td>
<td>Registered</td>
<td>None</td>
</tr>
</tbody>
</table>

Total Hours: 16  | Registered: 16  | Billing: 16  | CEU: 0  | Min: 0  | Max: 18

Submit
Course Registration Assistance

Overrides
• If a class is closed, identify an open section and add the class.
  • No capacity overrides are issued for core classes.
  • Capacity overrides for major course sections will only be issued in rare circumstances (e.g., time conflict).

Unit Overloads
• If you wish to enroll in 19+ units, email a Registration Adjustment Form to Isabella Rand for consideration.

Degree Audit Adjustment Forms
• Communicate with your advisor about making corrections to your degree audit. This will start the process of submitting degree audit adjustment forms.
Course Registration Assistance

• Lower division courses: (BIOL, BCHM, CHEM, CIVL, CMSI, ELEC, ENGR, ENVS, MECH)
  Ms. Isabella Rand – Isabella.rand@lmu.edu

• Math – lower division/upper division courses:
  Prof. Ortiz – Natalie.Ortiz@lmu.edu
  Dr. Shanahan – pshanaha@lmu.edu

• Physics – lower division/upper division courses:
  Dr. Berube – dberube@lmu.edu

• Health & Human Sciences courses:
  Dr. Almstedt - hawley.almstedt@lmu.edu

• Major upper division courses: Chairperson of your major
Changing your Major?

Outside FRSCSE

- Discuss your plans to change your major with your faculty advisor.
- Your faculty advisor can then remove your advisor’s hold and refer you to the right department for additional guidance.

Within FRSCSE

- Contact the chairperson of the major you want to add to start the process of changing your major.
- If you need a change of program form, you can find one on the registrar’s office website.
**Summer School**

If you plan to **take classes from your major outside LMU**, do the following:

1. Send an email to Isabella Rand listing:
   - The name of the school.
   - The syllabus of the course.
   - What you hope the course will substitute in your major.
2. Fill out a **Transfer Course Review (TCR)** form online.

The registrar’s office reviews the TCR form to determine:

- Whether the course is transferrable
- How many units transfer over
- Whether the units transfer in as lower division or upper division credit.

3. Once you hear back from Isabella and the Registrar’s Office about the summer school class, you can decide whether to register for the course.

If you plan to **take core classes outside LMU**, do the following:

1. Fill out a **Transfer Course Review form** online.

The registrar’s office reviews the TCR form to determine:

- Whether the course is transferrable as core credit
- How many units transfer over
- Whether the units transfer in as lower division or upper division credit.

2. Once you hear back from Isabella and the registrar’s office, you can decide whether to register for the course.

Keep in mind that the following core classes have to be taken at LMU:

- First Year Seminar Core
- Rhetorical Arts Core
- Faith and Reasoning Core
- Ethics and Justice Core

For any questions about Summer School, email Isabella Rand at Isabella.Rand@lmu.edu
Support Resources

Please note the university has resources and services available to support and assist our students:

- **Student Health Services** – 310.338.2881
- **Community of Care** – 310.338.3756
- **Campus Ministry** – 310.338.2860
- **Office for International Students and Scholars** – 310.338.2937
- **Public Safety** – 310.338.2893
- **Student Psychological Services** – 310.338.2868
- **Parent and Family Programs** – 310.338.1798 (for parents)

- All University Updates: [https://www.lmu.edu/coronavirus/](https://www.lmu.edu/coronavirus/)
- For Academic Questions: email  [Seaver@lmu.edu](mailto:Seaver@lmu.edu)
Frank R. Seaver College of Science and Engineering
Center for Student Success

For questions about registration,

Email: CSS@lmu.edu
OR
Isabella.Rand@lmu.edu