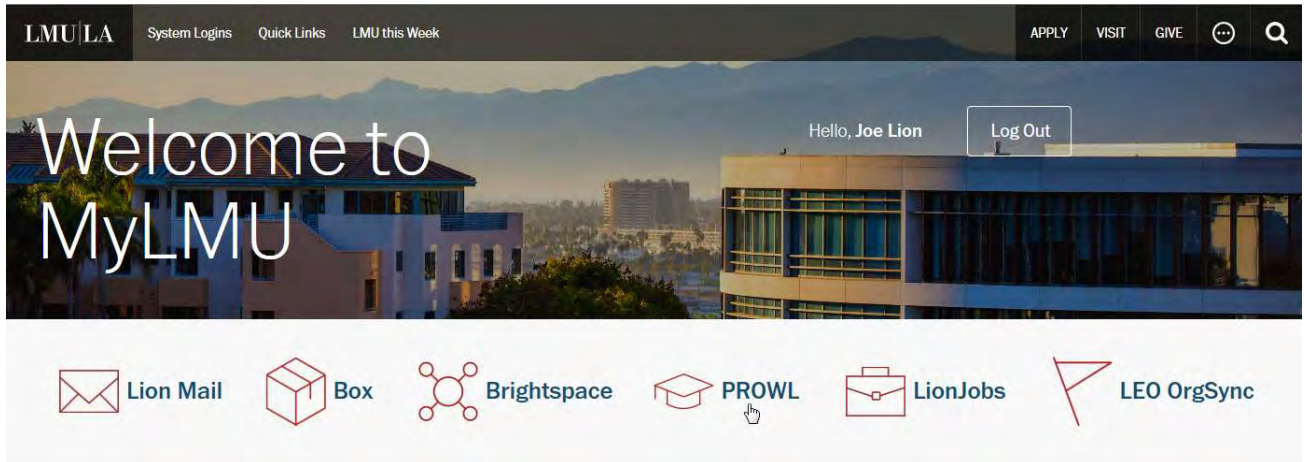
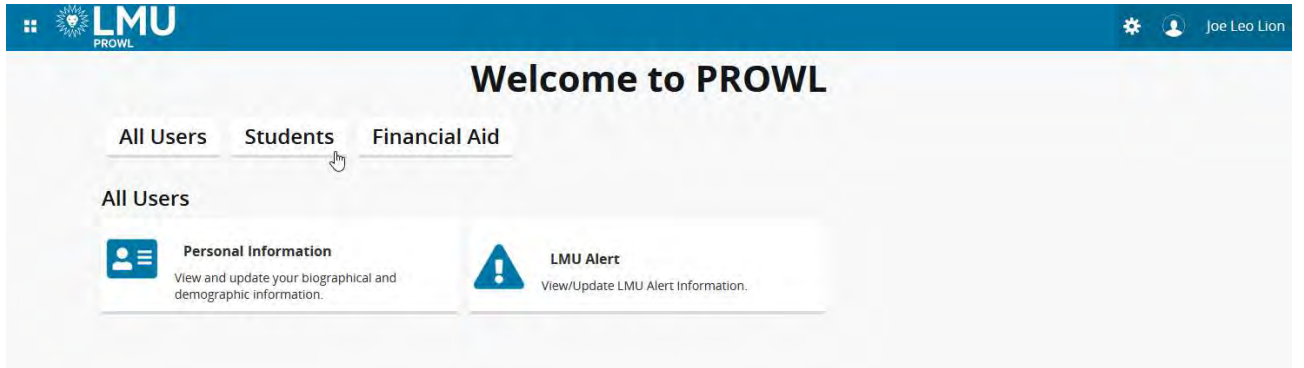


PROWL Registration Guide

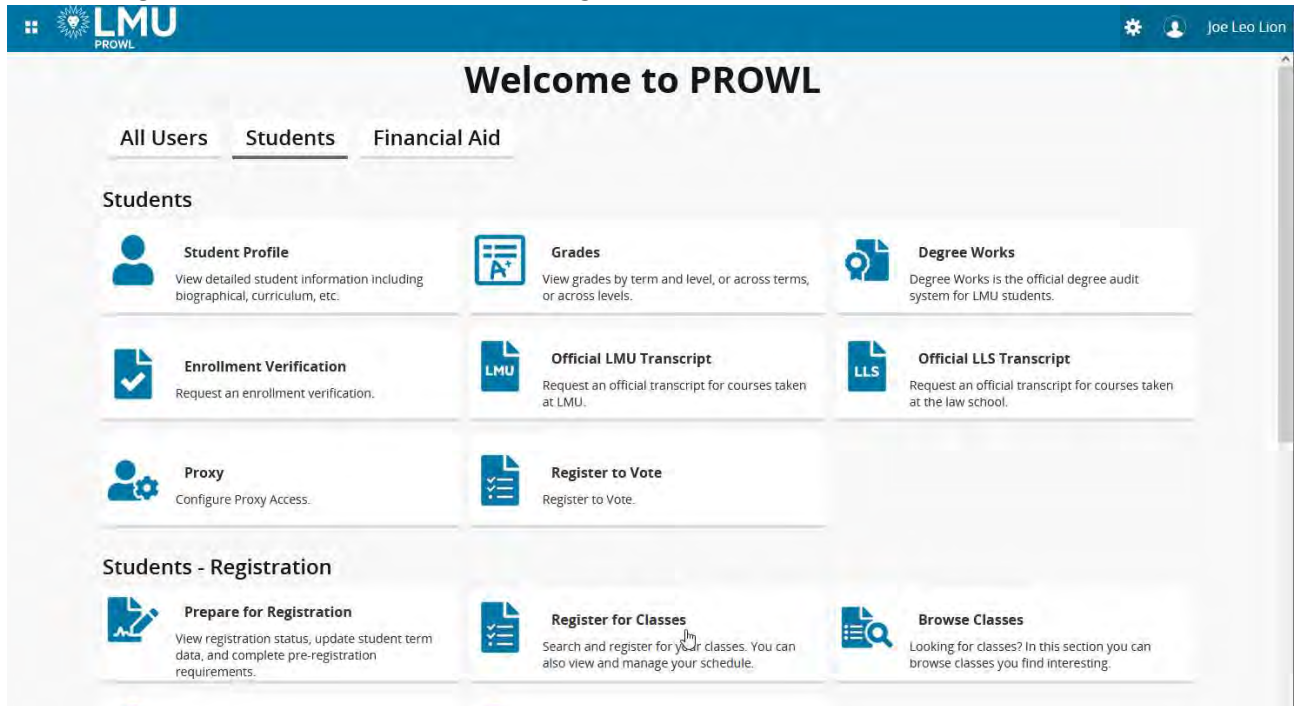
1. Log in to PROWL via MyLMU.



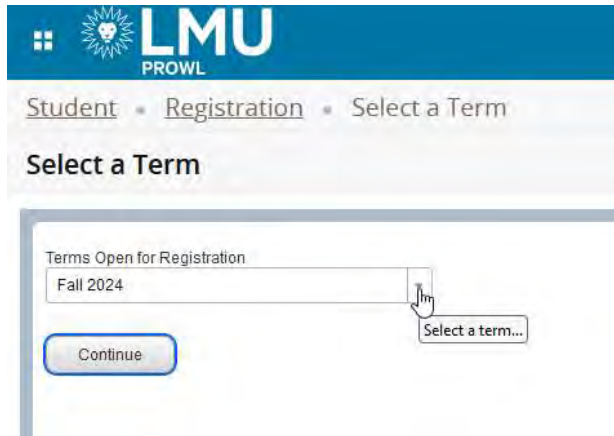
2. Click on the Students tab.



3. Click on Register for Classes in the *Students – Registration* section.



4. Select the Term for which you want to register and click the Continue button.



5. Add classes to your summary.

The screenshot displays the LMU Prowl registration system. At the top, the navigation bar includes the LMU logo, a settings icon, a user profile icon for 'Lion, Joel', and a breadcrumb trail: Student > Registration > Select a Term > Register for Classes. The main heading is 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing a search form titled 'Enter Your Search Criteria' for the term 'Fall 2024'. The form includes input fields for 'Subject', 'Course Number', 'Keyword', and 'Core Attribute', along with 'Search', 'Clear', and 'Advanced Search' buttons. Below the search form, there are two panels: 'Schedule' and 'Summary'. The 'Schedule' panel shows a 'Class Schedule for Fall 2024' grid with columns for days of the week (Sunday to Saturday) and rows for times (6am to 11am). The 'Summary' panel displays 'No registered or pending classes.' and a status bar at the bottom indicating 'Total Hours | Registered: 0 | Billing: 0 | CEM: 0 | Min: 0 | Max: 0'. A 'Panels' dropdown menu is visible at the bottom left, and a 'Conditional Add and Drop' checkbox is at the bottom right.

a. Find Classes

i. Enter criteria and click the Search button

This example searches for History or Theological Studies courses with Historical Analysis and Perspectives attribute:

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2024

Subject:

Course Number:

Keyword:

Core Attribute:

[▶ Advanced Search](#)

This example searches for any course with a Foundations: Theological Studies attribute:

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2024

Subject:

Course Number:

Keyword:

Core Attribute:

[▶ Advanced Search](#)

ii. Click the Add button for the course you wish to add to your Summary.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 27 Classes

Term: Fall 2024 | Subject: Theological Studies | Core Attribute: FND: Theological Inquiry

Course Title	Subject	Day	CRN	Instructor	Days	Time	Location	Action
H. BUNYAT, Theo. II Lecture	Theolo	TH	1000 02 4	Smith, Christop	S	12:15 PM - 01:25	Classroom Ba	<input type="button" value="Add"/>
New Testament Co-Lecture	Theolo	TH	1010 01 4	Peters, Janette	S	06:00 PM - 07:40	Classroom Ba	<input type="button" value="Add"/>
New Testament Co-Lecture	Theolo	TH	1010 02 4	Shirley, Willa	S	01:45 PM - 03:25	Classroom Ba	<input type="button" value="Add"/>
American Catholic... Lecture	Theolo	TH	1020 01 4	Karst, Leah (P)	S	12:15 PM - 01:25	Classroom Ba	<input type="button" value="Add"/>

- iii. Your added course will display in the Summary and Schedule panes with a “pending” status. Click the Submit button to complete the process.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a search results table with columns for course title, section, day, time, instructor, and status. The search results show several courses, including 'H Bible OT Theo. H Lecture', 'New Testament Co-Lecture', 'New Testament Co-Lecture', 'American Catholic Lecture', and 'Exodus Cath The Lecture'. The 'Status' column for the selected course is 'Pending'. Below the search results is a 'Schedule' panel showing a weekly grid for Fall 2024. The 'Summary' panel on the right shows the course details, including the title 'New Testament Co-Lecture', CRN '42488', and status 'Pending'. A 'Submit' button is visible at the bottom right.

- iv. Successful registrations will show like this:

The screenshot shows the 'Register for Classes' interface after a successful registration. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. A green banner at the top right says 'Save Successful'. Below this is the same search results table as in the previous screenshot. The 'Status' column for the selected course is now 'Registered'. Below the search results is the 'Schedule' panel showing a weekly grid for Fall 2024. The 'Summary' panel on the right shows the course details, including the title 'New Testament Co-Lecture', CRN '42488', and status 'Registered'. A 'Submit' button is visible at the bottom right.

- v. Look for “Registered” in the Status column of the Summary panel and for the course to display with a color in the Schedule panel.
- vi. Click on the Search Again button to perform a new search.

b. Enter CRNs

- i. Enter the CRN number and click the Add to Summary button. To add additional CRNs at the same time, click the +Add Another CRN link.

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN The God of Faith and Reason PHIL 3440, 02

CRN

[+ Add Another CRN](#) **Add to Summary**

- ii. Your added course will display in the Summary and Schedule panes with a “pending” status. Click the Submit button to complete the process.

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

[+ Add Another CRN](#) **Add to Summary**

Schedule **Summary**

Class Schedule for Fall 2024

Title	Details	Hour	CRN	Schedule Type	Status	Action
The God of Faith and Reason	PHIL 3440 02	4	42154	Lecture	Pending	View Registration
New Testament Contexts	THOT 1010 02	4	42488	Lecture	Registered	None

Total hours / Registered = 4 / Billing = 1 / CEU = 1 / Min: 0 / Max: 15

Conditional Add and Drop **Submit**

iii. Successful registrations will show like this:

The screenshot displays the LMU Registrar's Office interface. At the top, the LMU logo and user name 'Lion, Joel' are visible. The navigation path is 'Student > Registration > Select a Term > Register for Classes'. A green notification bar at the top right says 'Save Successful'. The main heading is 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter Course Reference Numbers (CRNs) to Register' section is active, showing a search bar for CRNs and buttons for '+ Add Another CRN' and '+ Add to Summary'. The bottom section shows a 'Class Schedule for Fall 2024' grid and a 'Summary' table.

Title	Details	Hour	CRN	Schedule Type	Status	Action
The God of Faith and R...	PHIL 3440.02	4	42154	Lecture	Registered	Name
Mike Teasdale's Contests	THST 1010.02	4	42480	Lecture	Registered	Name

iv. Look for "Registered" in the Status column of the Summary panel and for the course to display with a color in the Schedule panel.

c. Plans

i. Courses in your plan will display here.

ii. Click on the View Sections link to see all sections of that course.

The screenshot displays the 'Register from a plan.' section for the Fall 2024 term. The plan is 'Plan: BBA - Marketing - MRKT - Fall Start'. A table lists courses with columns for Critical, Title, Details, Hours, Delivery, Choice Group, Choice Description, Attribute Summary, Note, Course Sections, and Add. Each course has a 'View Sections' link.

Critical	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	Course Sections	Add
	Business for Good	BCOR 1910	2						View Sections	
	Introductory Economics	ECON 1050	4						View Sections	
	First Year Forum	ORNT 1000	0						View Sections	
	First Year Seminar	FFYS 1000	4		1	FFYS 1000 or RHET 100...			View Sections	
	Rhetorical Arts	RHET 1000	4		1	FFYS 1000 or RHET 100...			View Sections	

- iii. Click the Add button for the course you wish to add to your Summary.

Register for Classes

Search Results — 47 Classes
Term: Fall 2024 : RHET1000

Course ID	Section	CRN	Days	Time	Status	Section Type	Location	Action			
RA_Thinking_Speak...	Lecture	RH... 1000 27	4	40	Fal	Wagner, Athaly	10:50 AM - 12:00 We...	FULL	FND: Rhetorical Arts	Classroom Bas...	Add
RA_Thinking_Speak...	Lecture	RH... 1000 28	4	40	Fal	Wagner, Kira (Ph)	12:15 PM - 01:25 We...	FULL	FND: Rhetorical Arts	Classroom Bas...	Add
RA_Thinking_Speak...	Lecture	RH... 1000 29	4	40	Fal	Hiram, Vermeer	01:40 PM - 02:50 We...	FULL	FND: Rhetorical Arts	Classroom Bas...	Add
RA_Thinking_Speak...	Lecture	RH... 1000 30	4	40	Fal	Prince, Stéphan	01:40 PM - 02:50 We...	1 of 19 se...	FND: Rhetorical Arts	Classroom Bas...	Add

Records: 47

- iv. Your added course will display in the Summary and Schedule panes with a “pending” status. Click the Submit button to complete the process.

Register for Classes

Schedule

Class Schedule for Fall 2024

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm			RA_Thinking_Speak... (Purple)		RA_Thinking_Speak... (Purple)		
1pm							
2pm		RA_Thinking_Speak... (Green)	RA_Thinking_Speak... (Green)	RA_Thinking_Speak... (Green)	RA_Thinking_Speak... (Green)		

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
RA_Thinking_Speak...	RHET 1000 27 4	455/2	Lecture	Pending	**Web Registered**	
New Testament Cont...	THST 1010 02 4	42486	Lecture	Registered	None	
The God of Faith and B...	PHIL 3440 02 4	42154	Lecture	Registered	None	

Total Hours: Registered 8 | Billing: 1 CRN (0) | Max: 10

Submit

- v. Successful registrations will show like this:

The screenshot shows the LMU Registrar's Office interface. At the top, there's a navigation bar with "Student", "Registration", "Select a Term", and "Register for Classes". A green notification bar says "Save Successful". Below this is the "Register for Classes" section with tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active, showing search results for Fall 2024. The results table lists courses like "BA Thinking, Speaking, Writing" with details on CRN, hours, and status. A "Return to Plan" button is visible. Below the search results is a "Schedule" panel showing a weekly grid for Fall 2024 with colored blocks representing registered courses. To the right is a "Summary" panel with a table of registered courses, including columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The status column shows "Registered" in green. At the bottom, it says "Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18".

- vi. Look for "Registered" in the Status column of the Summary panel and for the course to display with a color in the Schedule panel.
 - vii. Click the Return to Plan button to search for other courses in your Plan.
- d. Schedule and Options
- i. Click on the Schedule and Options tab to view and/or print your schedule.

This screenshot shows the "Schedule and Options" tab selected in the "Register for Classes" section. The "Summary" panel is active, displaying a table of registered courses. The table has columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. The registered courses listed are:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Calculus for Business	MATH 112, 08	3	41715	Lecture	Standard Grade	Undergraduate	None	06/27/2024	Registered	**Web Register...
U.S. History Through the Lens of...	THST 1000, 01	4	42483	Lecture	Standard Grade	Undergraduate	None	06/27/2024	Registered	**Web Register...
Introduction to Economics	ECON 1050, 07	4	40174	Lecture	Standard Grade	Undergraduate	None	06/27/2024	Registered	**Web Register...
SS: Intro to Medication	DHVC 186, 02	3	42316	Lecture	Standard Grade	Undergraduate	None	06/27/2024	Registered	**Web Register...

 At the bottom, it indicates "Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18" and "Records: 4".

- ii. You can update credit hours (for variable unit courses) by clicking on the hyperlinked unit value in the Hours column.

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary
Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type
Calculus for Business	MATH 112, 08	3	41715	Lecture
H Bible/OT: Theo. Hist. Interp	THST 1000, 01	4	42483	Lecture
Introductory Economics	ECON 1050, 07	4	40174	Lecture
SS: Intro to Meditation	DANC 198, 02	0	42316	Lecture

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18

- iii. Enter the value and click the Submit button at the bottom of the screen to save.

Register for Classes

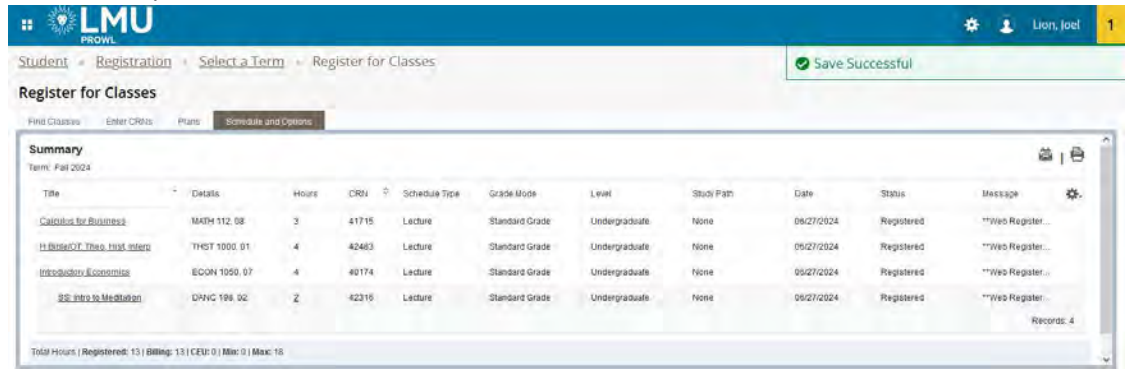
Find Classes Enter CRNs Plans **Schedule and Options**

Summary
Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type
Calculus for Business	MATH 112, 08	3	41715	Lecture
H Bible/OT: Theo. Hist. Interp	THST 1000, 01	4	42483	Lecture
Introductory Economics	ECON 1050, 07	4	40174	Lecture
SS: Intro to Meditation	DANC 198, 02	<input type="text" value="2"/> Must be from 0 to 2	42316	Lecture

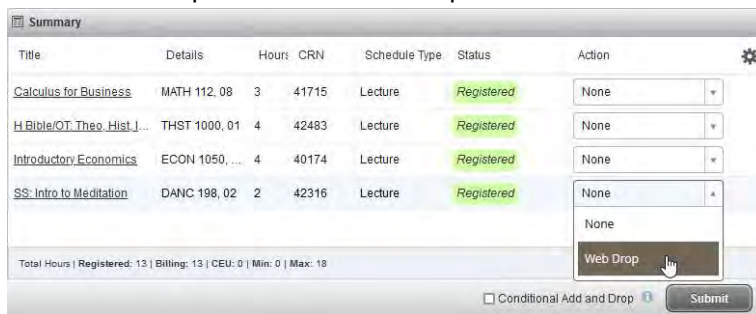
Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18

iv. Successful updates will show like this:

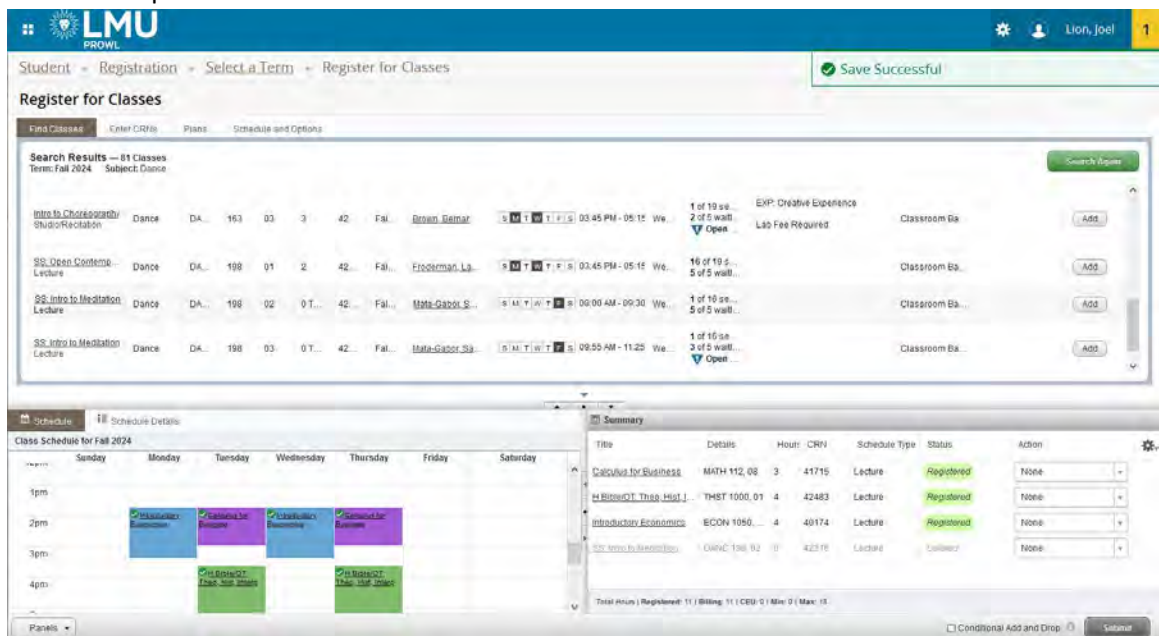


6. To drop a class:

a. Select Web Drop from the Action drop-down menu in the Summary panel and click the Submit button.



b. Successful updates will show like this:



7. Common Registration Errors

During the registration process you may encounter errors when trying to add a course. The following are some of the more common errors you might see:

- a. **This section is closed to new registrations. Choose another course/section.**
This error means there are no seats available for the sections and no waitlists exists.
- b. **This section is closed and the waitlist is full. Choose another section or another course.**
This error means there are no seats available for the sections and the waitlist is also at capacity.
- c. **This section is closed. The waitlist is open. There are 0 already on the waitlist. To be added to the Waitlist select a status of 'Wait List' and click 'Submit'.**
This error means there are no seats available for the section, but there are one or more seats available on the waitlist for the course.
- d. **Prerequisite or Test Score Error - This course has a prerequisite course and/or requires a placement test to enroll. The system does not show you completing these requirements.**
This error means the sections has one or more prerequisites that are not met. This could be one or more other courses that need to be taken prior to registering for this class, or you must have taken a placement test to be enrolled.
- e. **This section has a Co-Requisite requirement. You must add the CRNs for both sections at the same time to complete your registration.**
This error means that another course must also be registered for at the same time. You will need to add both courses to your summary before clicking the Submit button to add them both.
- f. **Class Restriction - This course is restricted to students in a particular class year. Choose another section or course.**
This error means that the section is restricted to students who have a particular class standing (e.g. Sophomore or Senior).
- g. **Field of Study Restriction - Major - This course is restricted to students in a particular field of study. Choose another section or course.**
This error means that the section is restricted to students in particular major programs.
- h. **Level Restriction - This course is restricted to a particular level of students. Choose another section or course.**
This error means that the section is restricted to students who are at a particular level of student (e.g. UG or GR).
- i. **Student Attribute Restriction**
This error means that the section is restricted to students who have a particular attribute assigned (e.g. Honors or Four Plus One).

- j. **College Restriction - This course is restricted to students in a particular college or school. Choose another section or course.**
This error means that the section is restricted to students who are in a particular college or school (e.g. Business Administration or Film and Television).

- k. **Consent of Prof Reqd**
This error means that the section requires the prior approval of the instructor of the course.

- l. **Consent of Chair Reqd**
This error means that the section requires the prior approval of the Department Chair (of the department associated with the course).

- m. **Consent of Assoc Deans Ofc**
This error means that the section requires the prior approval of the Associate Dean's office (of the college or school associated with the course).

- n. **Consent of Coordinator Reqd**
This error means that the section requires the prior approval of the Program Coordinator associated with the course.

- o. **Consent of Director Reqd**
This error means that the section requires the prior approval of the Program Director associated with the course.