

## Student Registration in PROWL

1. Log in to PROWL via MyLMU.

The screenshot shows the LMU|LA homepage. At the top, there's a navigation bar with links for System Logins, Quick Links, and LMU this Week. On the right side of the header, there are buttons for APPLY, VISIT, GIVE, and a search icon. Below the header, a large banner image features a building and mountains. On the left side of the banner, the text "Welcome to MyLMU" is displayed. In the top right corner of the banner, it says "Hello, Joe Lion" and has a "Log Out" button. Below the banner, there's a row of icons with labels: Lion Mail, Box, Brightspace, PROWL (which is highlighted with a cursor), LionJobs, and LEO OrgSync.

2. Click on Student Services.

The screenshot shows the PROWL student services page. At the top, there's a banner with the word "PROWL" and a decorative background of palm trees and buildings. Below the banner, a navigation menu includes "Student Services", "Financial Aid", "Personal Information", "Proxy Menu", "Search", and a "Go" button. The "Personal Information" link is currently selected. Below the menu, the page title is "Main Menu". Under "Student Services", there are links for "Student Services" (with a sub-note about academic records and accounts), "Financial Aid" (with a sub-note about applying for aid and reviewing loans), "Personal Information" (with a sub-note about changing PINs, security questions, addresses, emergency contact info, etc.), "Vehicle Registration Permit Application" (with a note for Law Students), and "Parking Management Vehicle Registration Permit Application".

3. Click on Registration.

PROWL

pbahr

Student Services Financial Aid Personal Information Proxy Menu

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

## Student Services Menu

\* [Registration](#)  
Prepare for Registration, Register for Classes, Browse Classes, and View Registration Information

[Student Records](#)  
Display your grades, view transfer course information, view an unofficial transcript, and access your Degree Works (or CAPP) audit.

[Student Accounts and Billing Menu](#)  
Review Account History, Electronic Check Payment, Pay Housing Processing Fee, make Flexi and S Deposits by Webcheck.

4. Click on Register for Classes.

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PROWL

Banner Self-Service • Student • Registration

## Registration

What would you like to do?

[Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.

[Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.

[Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

[Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.

[View Registration Information](#)  
View your past schedules and your ungraded classes.

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

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Banner Self-Service • Student • Registration • Select a Term

## Select a Term

Terms Open for Registration

Fall 2018

Continue

6. Add classes to your summary.

The screenshot shows the LMU LA PROWL interface for registering classes. At the top, there's a navigation bar with links to Banner Self-Service, Student, Registration, Select a Term, and Register for Classes. The user is identified as Lion, Joe. Below the navigation is a section titled "Enter Your Search Criteria" with a "Term: Fall 2018" dropdown. It includes fields for Subject, Course Number, Keyword, and Core Attribute, each with a clear button. There are "Search", "Clear", and "Advanced Search" buttons. To the right is a "Summary" panel stating "No registered or pending classes." Below the search criteria is a "Schedule" panel titled "Class Schedule for Fall 2018" showing a grid from 6am to 1pm on Sunday through Saturday. At the bottom right of the main area are "Conditional Add and Drop" and "Submit" buttons.

a. Find Classes

- Enter criteria and click the Search button

This example searches for History or Theological Studies courses with Writing Flags:

The screenshot shows the "Enter Your Search Criteria" form. The "Term: Fall 2018" is selected. In the "Subject" field, "History" and "Theological Studies" are listed, each preceded by a clear button. The "Core Attribute" field contains "FLAG: Writing". The "Search" button is highlighted with a cursor icon.

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

**Register for Classes**

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

**Enter Your Search Criteria** ⓘ

**Term: Fall 2018**

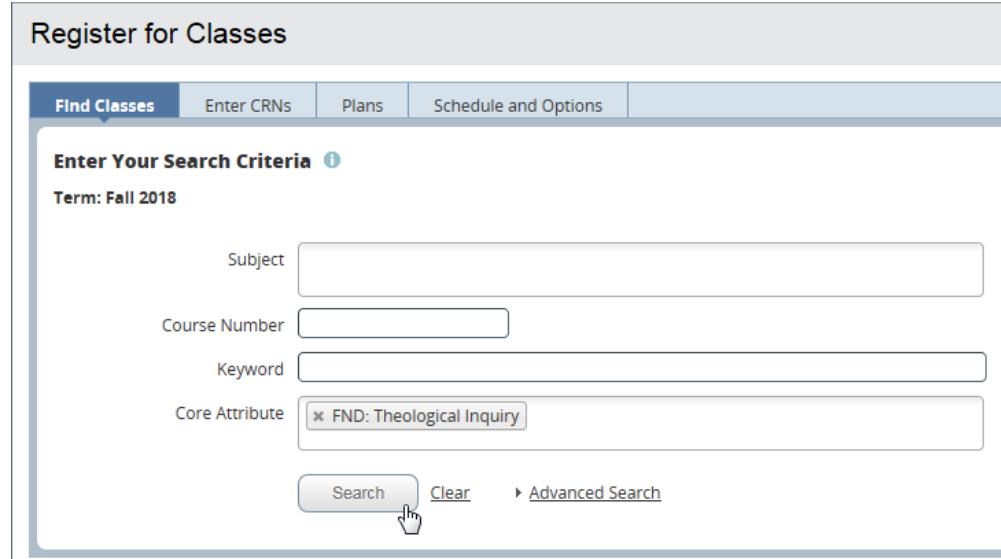
Subject

Course Number

Keyword

Core Attribute  FND: Theological Inquiry

**Search** **Clear** [Advanced Search](#)



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

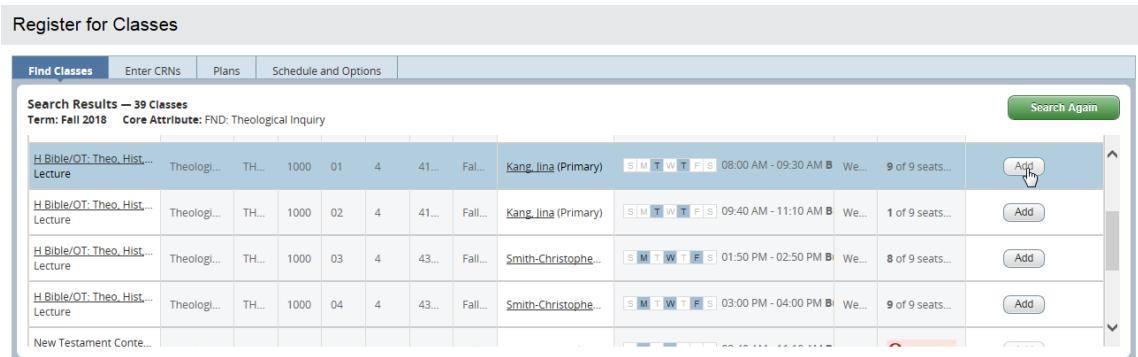
**Register for Classes**

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

**Search Results — 39 Classes**  
Term: Fall 2018 Core Attribute: FND: Theological Inquiry

**Search Again**

H Bible/OT: Theo. Hist... Lecture	Theologi...	TH...	1000	01	4	41...	Fall...	Kang, Jina (Primary)	S M T W T F S	08:00 AM - 09:30 AM	B	We...	9 of 9 seats...	Add
H Bible/OT: Theo. Hist... Lecture	Theologi...	TH...	1000	02	4	41...	Fall...	Kang, Jina (Primary)	S M T W T F S	09:40 AM - 11:10 AM	B	We...	1 of 9 seats...	Add
H Bible/OT: Theo. Hist... Lecture	Theologi...	TH...	1000	03	4	43...	Fall...	Smith-Christophe...	S M T W T F S	01:50 PM - 02:50 PM	B	We...	8 of 9 seats...	Add
H Bible/OT: Theo. Hist... Lecture	Theologi...	TH...	1000	04	4	43...	Fall...	Smith-Christophe...	S M T W T F S	03:00 PM - 04:00 PM	B	We...	9 of 9 seats...	Add
New Testament Conte...														



- 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" page. At the top, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". Below the tabs, a search results table displays 39 classes for Fall 2018, filtered by core attribute "FND: Theological Inquiry". One class, "H Bible/OT: Theo. Hist. Lecture", is selected and highlighted in blue. The "Summary" pane on the right shows the details for this class: Title H Bible/OT: Theo. Hist. Lecture, CRN 41325, Status Pending, and Action \*\*Web Registered\*\*. The "Schedule" and "Schedule Details" panes show the class times (8am-12pm) and days (Tuesday, Wednesday, Thursday) on the schedule grid. The "Submit" button is visible at the bottom right of the summary pane.

- iv. Successful registrations will show like this:

The screenshot shows the "Register for Classes" page after a successful registration. The "Save Successful" message is displayed in a green bar at the top. The "Summary" pane now shows the status as "Registered" for the selected class. The "Schedule" and "Schedule Details" panes show the class times and days on the schedule grid. The "Submit" button is visible at the bottom right of the summary pane.

- 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.
- 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 2018

CRN  X

+ Add Another CRN   **Add to Summary** Hand cursor icon

- 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 2018

CRN  X

+ Add Another CRN   **Add to Summary**

**Schedule**   **Schedule Details**

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			Introductory Economics		Introductory Economics		Introductory Economics
9am							
10am							
11am							
12pm							
1pm							

**Summary**

Title	Details	Hour	CRN	Schedule	Status	Action
Introductory Econo...	ECON 1050...	4	42154	Lecture	Pending	**Web Registered**
H.Bible/OT-Theo...	THST 1000...	4	41325	Lecture	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Panels    Conditional Add and Drop   **Submit** Hand cursor icon

- iii. Successful registrations will show like this:

The screenshot shows the LMU PROWL registration interface. At the top, there's a red header bar with the LMU PROWL logo and a user profile for 'Lion, Joe'. Below the header, a green banner displays a success message: 'Save Successful'. The main page title is 'Register for Classes'. There are tabs for 'Find Classes', 'Enter CRNs' (which is selected), 'Plans', and 'Schedule and Options'. A sub-section titled 'Enter Course Reference Numbers (CRNs) to Register' shows a text input field for 'CRN' and two buttons: '+ Add Another CRN' and 'Add to Summary'. Below this is a 'Schedule' panel for 'Class Schedule for Fall 2018', showing a grid of days and times with course details. To the right is a 'Summary' panel listing registered courses with columns for Title, Details, Hour, CRN, Schedule, Status, and Action. One course is listed as 'Registered'. At the bottom, there are buttons for 'Conditional Add and Drop' and 'Submit'.

- 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 shows the LMU PROWL registration interface with the 'Plans' tab selected. The main title is 'Register from a plan.' It shows a section for 'BBA - Marketing - First Semester' created by 'Scalin, Judith M.'. Below is a table of courses with columns for Critical, Title, Details, Hours, Delivery, Choice Group, Choice Description, Attribute Summary, Note, and a 'View Sections' button. The 'Calculus for Business' row has its 'View Sections' button highlighted with a mouse cursor. The table also includes rows for 'Intro to LMU for Freshmen' and 'Business Institutions'.

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

Title	Subject Descrpt	Subject	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Calculus for Business Lecture	Mathem...	MA...	112	01	3	40...	Fall...		S M T W T F S 08:00 AM - 08:50 AM B We...		10 of 10 sea... Time Conflict!	<input type="button" value="Add"/>
Calculus for Business Lecture	Mathem...	MA...	112	02	3	40...	Fall...		S M T W T F S 08:00 AM - 09:15 AM B We...		9 of 10 seat... Time Conflict!	<input type="button" value="Add"/>
Calculus for Business Lecture	Mathem...	MA...	112	03	3	40...	Fall...		S M T W T F S 09:15 AM - 10:05 AM B We...		10 of 10 sea...	<input type="button" value="Add"/>
Calculus for Business Lecture	Mathem...	MA...	112	04	3	40...	Fall...		S M T W T F S 10:25 AM - 11:15 AM B We...		9 of 10 seat...	<input type="button" value="Add"/> <input checked="" type="button" value="Add"/>
Calculus for Business Lecture	Mathem...	MA...	112	05	3	40...	Fall...		S M T W T F S 11:30 AM - 12:45 PM B We...		2 of 10 seat...	<input type="button" value="Add"/>

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

Title	Details	Hour	CRN	Schedule	Status	Action
Calculus for Business	MATH 112...	3	40237	Lecture	Pending	<input type="button" value="**Web Registered**"/>
Introductory Econo...	ECON 105...	4	42154	Lecture	Registered	<input type="button" value="None"/>
H Bible/OT-Theo...	THST 1000...	4	41325	Lecture	Registered	<input type="button" value="None"/>

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

- v. Successful registrations will show like this:

The screenshot shows the LMU PROWL registration system. At the top, a red banner displays the LMU PROWL logo and the user's name, Lion, Joe. Below the banner, a green message bar says "Save Successful". The main page title is "Register for Classes". There are tabs for "Find Classes", "Enter CRNS", "Plans", and "Schedule and Options". The "Schedule and Options" tab is selected. A search results table titled "Search Results — 11 Classes" shows 11 registered courses. The table includes columns for Title, Subject, Description, Subject, Course#, Section#, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Add button. Several rows show "Time Conflict!" messages. Below the table is a "Schedule Details" section titled "Class Schedule for Fall 2018". It shows a grid of days (Sunday-Saturday) and times (8am-1pm). Courses are listed in the grid cells, with some colored green or purple. To the right is a "Summary" panel listing the registered courses with their details, status (all Registered), and action buttons. At the bottom, there are links for "Conditional Add and Drop" and "Submit".

- 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.

The screenshot shows the LMU PROWL registration system with the "Schedule and Options" tab selected. The main title is "Register for Classes". Below it is a "Summary" section for Fall 2018. The summary table lists four registered courses: Calculus for Business, H Bible/OT: Theo. Hist. Interp., Introductory Economics, and Principles of Movement. The table includes columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. Below the summary is a message bar stating "Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18".

- 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		
<b>Summary</b> Term: Fall 2018					
Title	Details	Hours	CRN	Schedule Type	Grade Mode
<a href="#">Calculus for Business</a>	MATH 112, 04	3	40237	Lecture	Standard Grade
<a href="#">H Bible/OT: Theo, Hist, Interp</a>	THST 1000, 01	4	41325	Lecture	Standard Grade
<a href="#">Introductory Economics</a>	ECON 1050, 01	4	42154	Lecture	Standard Grade
<a href="#">Principles of Movement</a>	DANC 101, 01	0	40414	Studio/Reci...	Standard Grade

- 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	
<b>Summary</b> Term: Fall 2018				
Title	Details	Hours	CRN	Schedule Type
<a href="#">Calculus for Business</a>	MATH 112, 04	3	40237	Lecture
<a href="#">H Bible/OT: Theo, Hist, Interp</a>	THST 1000, 01	4	41325	Lecture
<a href="#">Introductory Economics</a>	ECON 1050, 01	4	42154	Lecture
<a href="#">Principles of Movement</a>	DANC 101, 01	1 Must be from 0 to 1	40414	Studio/Reci...

- iv. Successful updates will show like this:

The screenshot shows the LMU LA PROWL interface for 'Register for Classes'. At the top, there's a red header bar with the LMU LA logo and a user profile for 'Lion, Joe'. Below it, a green banner displays a 'Save Successful' message with a checkmark icon. The main content area is titled 'Register for Classes' and has tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Schedule and Options' tab is selected. A 'Summary' section shows the term as 'Fall 2018'. Below this is a table listing four registered courses:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Calculus for Business	MATH 112, 04	3	40237	Lecture	Standard Grade	Undergraduate	None	04/17/2018	Registered	**Web Regi...
H Bible/OT- Theo, Hist, Interp	THST 1000, 01	4	41325	Lecture	Standard Grade	Undergraduate	None	04/17/2018	Registered	**Web Regi...
Introductory Economics	ECON 1050, 01	4	42154	Lecture	Standard Grade	Undergraduate	None	04/17/2018	Registered	**Web Regi...
Principles of Movement	DANC 101, 01	1	40414	Studio/Reci.	Standard Grade	Undergraduate	None	04/17/2018	Registered	**Web Regi...

At the bottom of the table, it says 'Records: 4'. Below the table, a message box shows 'Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18'.

7. To drop a class:

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

This screenshot shows the 'Summary' panel with a list of registered courses. The fourth row, 'Principles of Move...', has its 'Action' dropdown menu open. The menu is a small window with three options: 'Web Drop', 'None', and 'Web Drop' again, where the second 'Web Drop' option is highlighted with a blue background. At the bottom of the panel, there's a message box with 'Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18' and a 'Submit' button.

- b. Successful updates will show like this:

The screenshot shows the LMU LA PROWL registration system. At the top, there's a red header bar with the LMU LA PROWL logo, a user profile for 'Lion, Joe', and a notification badge '1'. Below the header, the URL 'Banner Self-Service • Student • Registration • Select a Term • Register for Classes' is visible. A green success message 'Save Successful' is displayed on the right.

The main area is titled 'Register for Classes' and contains a search form with fields for Subject, Course Number, Keyword, and Core Attribute, along with 'Search', 'Clear', and 'Advanced Search' buttons.

On the left, a 'Schedule' tab is selected, showing a 'Class Schedule for Fall 2018' grid. The grid displays course offerings from 8am to 1pm on various days of the week. Courses listed include 'Introductory Economics', 'H. Bible/OT', 'Theo. Hist. Interp.', 'Calculus for Business', and 'Principles of Move...'. Some cells in the grid contain checkmarks or course titles.

On the right, a 'Summary' panel lists registered courses with columns for Title, Details, Hour, CRN, Schedule 1, Status, and Action. The courses listed are:

Title	Details	Hour	CRN	Schedule 1	Status	Action
Calculus for Business	MATH 112,...	3	40237	Lecture	Registered	None
H. Bible/OT-Theo...	THST 1000...	4	41325	Lecture	Registered	None
Introductory Econo...	ECON 105...	4	42154	Lecture	Registered	None
Principles of Move...	DANC 101...	0	40414	Studio...	Deleted	None

At the bottom of the summary panel, it says 'Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18'. There are 'Conditional Add and Drop' and 'Submit' buttons at the bottom right.