

# Unit Overload Form

Student Instructions for Registrar Portal Services

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**Step 1:** Select the “Registrar Portal Services” option on the Registrar’s “Forms” page (<https://registrar.lmu.edu/forms/>).

**Students** may access these forms at the online [Registrar Portal Services](#):

- Change of Academic Program\*
- Course Audit
- Credit / No Credit Grading
- Exception to University Policy
- Extension of Incomplete
- Late Add Course
- Leave of Absence / Withdrawal
- Time Conflict
- Unit Adjustment — Late
- Unit Overload

\*Graduate students should consult their advisors/program directors to process a change of program.

**Step 2:** Enter your myLMU credentials and click “Log In.”

The screenshot shows the LMU Authentication Page. At the top left is the LMU logo. Below it, the text "Authentication Page" is displayed. The main content area contains the instruction "Enter your Username and Password:". Below this instruction are two input fields: "Username" with the text "iggy lion" and "Password" with masked characters ".....". A blue "Log In" button is positioned below the fields. At the bottom left, there is a link for "Password Reset Tool".

**Step 3:** You will then be redirected to Workflow's Registrar Service Portal. Please wait for the portal options to load (Note: this may take up to a minute).



## Registrar Service Portal



Show Info

### Registrar Service Portal

You may select a service option below. If you already submitted a request and would like to know it's status, click [here](#) to access your workflow dashboard. For information on how to configure your dashboard, click [here](#) to review an article on the subject provided by our service provider, Mitratesch.

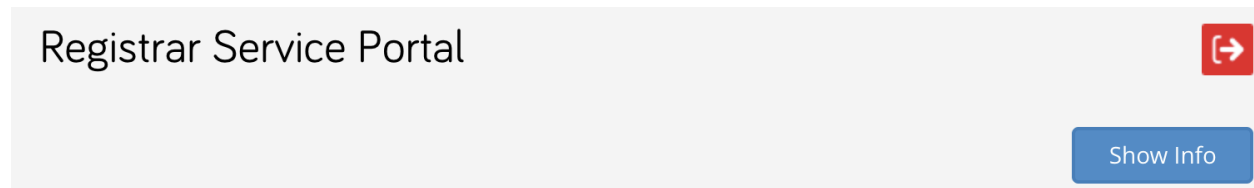
LMU Office of the Registrar is available via phone (310.338.2740) and email ([registrar@lmu.edu](mailto:registrar@lmu.edu)) between the hours of 8:00 a.m. and 5:00 p.m., Pacific Daylight Time, Monday through Friday.

Service options are loading. Please wait... \*

Save

Submit

**Step 4:** Once the page loads, select “Unit Overload” from the “Registrar Service” dropdown menu. Then, click “Submit.”



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A screenshot of a web form. The label "Registrar Service \*" is positioned above a dropdown menu. The menu currently displays "-- Select one --" and has a small downward-pointing triangle on its right side. A red oval is drawn around the entire dropdown menu area. Below the menu, the text "This field is required" is written in red. To the right of the dropdown menu are two blue buttons: "Save" and "Submit".

**Step 5:** Using the drop down menus, select your college and which term you are requesting Unit Overload for.

A screenshot of a web form. The label "Select Your Primary College \*" is positioned above a dropdown menu. The menu currently displays "-- Select one --" and has a small downward-pointing triangle on its right side. A red arrow points from the right towards the dropdown menu. Below the menu, the text "This field is required" is written in red.A screenshot of a web form. The label "Term for which this request is being made \*" is positioned above a dropdown menu. The menu currently displays "-- Select one --" and has a small downward-pointing triangle on its right side. A red arrow points from the right towards the dropdown menu. Below the menu, the text "This field is required" is written in red.

**Step 6:** Fill in the required information for the number of units for the course you are adding

### Unit Overload

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Enter the number of units for the course you are adding (e.g. 0 - 4 units) \*

*This field is required*

By clicking this box, you assume full responsibility for financial adjustments that may be incurred to your student account by the approval of this petition. \*

**Step 7:** Sign the document and click submit.

By signing below, I request to make a change to my academic program. Once processed, I understand that I may not rescind the request.

Student Signature \*

Signer's Name

Type

Draw

Upload

Clear

Request Date

06/15/2021

Save

Submit

**Check your LION email for next steps to submit your Four-Year Plan and a letter to the Assistant Dean explaining why you are requesting a Unit Overload. Please note that the UOL has two additional requirements:**

- 1. Students must have a 3.5 overall GPA**
- 2. The student must be either a Junior or Senior**