

Exception to University Policy

Student Instructions for Registrar Portal Services

Step 1: Select the “Exception to University Policy” option on the Registrar’s “Forms” page (<https://registrar.lmu.edu/forms/>).

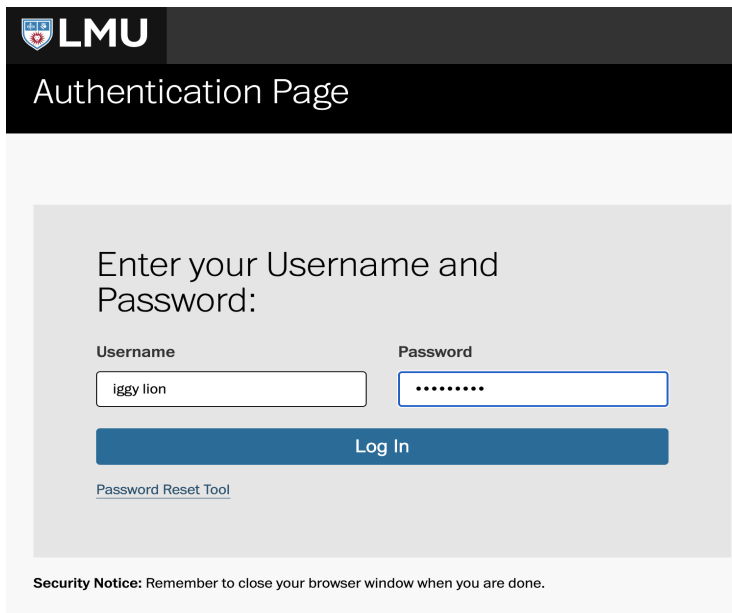
Diploma or Certificate - Request re-issue

Exception to University Policy* 

Independent or Tutorial Studies

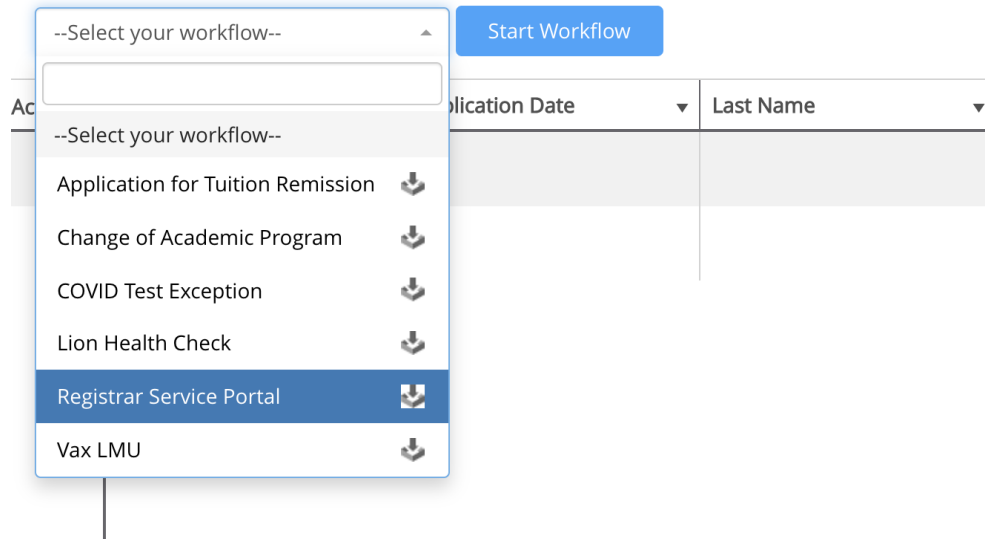
Internship Course Credit

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:". There are two input fields: "Username" with the text "iggy lion" and "Password" with masked characters "*****". Below the fields is a blue "Log In" button. At the bottom left of the form area is a link for "Password Reset Tool". Below the form area is a "Security Notice" that reads: "Remember to close your browser window when you are done."

Step 3: Inside the Workflow dashboard select the drop down menu, to select 'Registrar Service Portal' and click 'Start Workflow.'



Step 4: 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, Mitrtech.

LMU Office of the Registrar is available via phone (310.338.2740) and email (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 5: Once the page loads, select “Exception to University Policy” from the “Registrar Service” dropdown menu. Then, click “Submit.”

Registrar Service Portal

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Registrar Service *

-- Select one --

This field is required

[Save](#) [Submit](#)

Step 6: You will then be prompted to select the term and year that your request is being made for. In the box below, describe what you are requesting and why. (Note: If you have any forms to support your request, upload them by clicking the select files button).

Exception to University Policy Description

Term for which this request is being made *

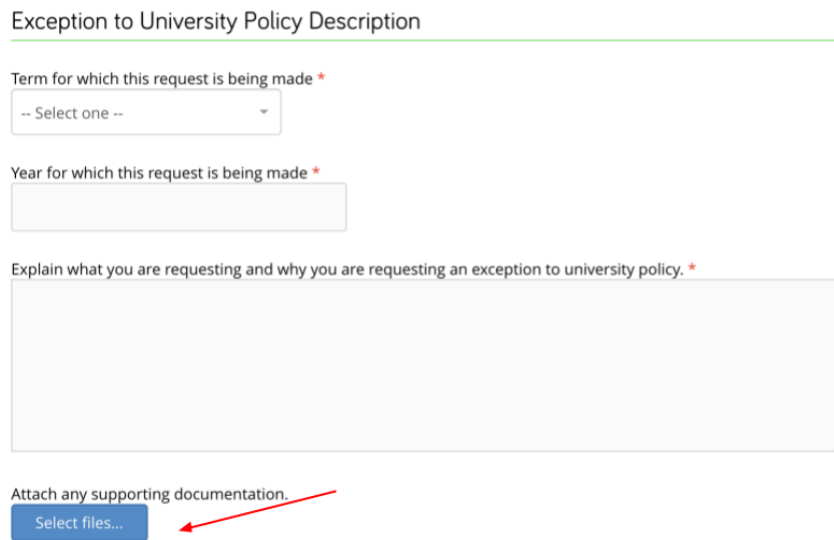
-- Select one --

Year for which this request is being made *

Explain what you are requesting and why you are requesting an exception to university policy. *

Attach any supporting documentation.

Select files...



Step 7: Sign the document and click submit.

Student Signature *

Signer's Name Type Draw Upload Clear

Signature Date *

08/19/2021

Save Submit



