

# Time Conflict Form

Student Instructions for Registrar Portal Services

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

Forms marked with an asterisk (\*) are part of the Registrar Portal Services online forms processing.

Request to Inspect and Review Education Records

Summer Application (non-LMU students)

Time Conflict\*

Transfer Course Review Form

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

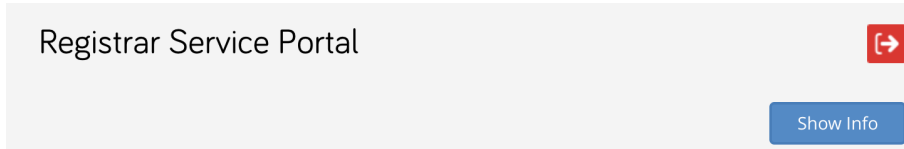


Enter your Username and Password:

Username	Password
<input type="text" value="iggy lion"/>	<input type="password" value="....."/>
<input type="button" value="Log In"/>	
<a href="#">Password Reset Tool</a>	

**Security Notice:** Remember to close your browser window when you are done.

**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

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, Mitratech.

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... \*



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

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Registrar Service \*

-- Select one --

*This field is required*

A dropdown menu with a red oval around it. The text "Registrar Service \*" is above the dropdown. The dropdown itself contains "-- Select one --" and a small downward arrow. Below the dropdown, the text "*This field is required*" is displayed in red.

**Step 5:** You will then be prompted to select your Primary College and indicate the term for which you are requesting Time Conflict approval.

Select Your Primary College \*

Term for which this request is being made \*

**Step 6:** The page will instruct you to enter information for the course that you are **currently** enrolled in. Then, enter information for the conflicting course that you are attempting to add. (Note: The course information can be found under the “Course Details” tab within the PROWL registration page).

### Time Conflict

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Complete the fields below for the course in which you are **currently registered** that conflicts with the course you want to add.

Enter Course (CRN) and Press Tab \*

Instructor \*

Subject \*

Course Number \*

Section Number \*

Semester Hours \*



Complete the fields below for the course you want to add.

Enter Course (CRN) and Press Tab \*

Instructor \*

Subject \*

Course Number \*

Section Number \*

Semester Hours \*

You may modify the semester hours, if needed.

**Step 7:** After you fill out the information, check the “Agreement” box which states that you are aware of the changes that may be applied to your student account and sign your name.

- 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. \*

Signature of Student \*

Signer's Name

Type Draw Upload

Clear

Date \*

06/16/2021

**Step 8:** Click submit.