

Unit Adjustment Form Instructions

Student Instructions for Registrar Portal Services

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

[Student Data Request](#)

[Student Information Systems Access Request](#)

[Request to Inspect and Review Education Records](#)

[Summer Application](#) (non-LMU students)

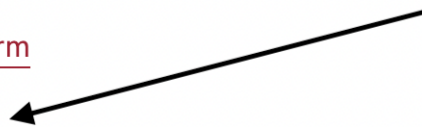
[Time Conflict*](#)

[Transfer Course Review Form](#)

[Unit Adjustment - Late*](#)

[Unit Overload*](#)

[VA Educational Benefits Semester Enrollment](#)



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". At the very bottom of the page, a "Security Notice" states: "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



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, Mitratech.

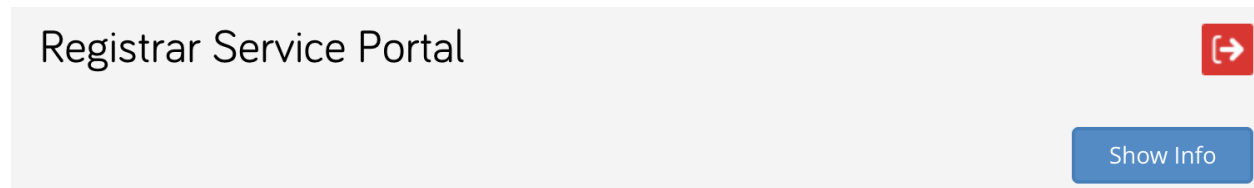
LMU Office of the Registrar is available via phone (310.338.2740) and email (registrar@lmu.edu) between the hours of 8:00 a.m. and 5:00 p.m., Pacific Daylight Time, Monday through Friday.

Service options are loading. Please wait... *

Save

Submit

Step 4: Once the page loads, select “Unit Adjustment” from the “Registrar Service” dropdown menu.



Registrar Service Portal

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A screenshot of a form field. The label "Registrar Service *" is positioned above a dropdown menu. The dropdown menu currently displays "-- Select one --" and has a small downward-pointing arrow on its right side. Below the dropdown 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". A red circle is drawn around the dropdown menu and its label.

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

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

Step 6: Fill in the required information for the class you wish to apply a Unit Adjustment to (Note: multiple requests must be submitted through additional forms).

Unit Adjustment - Late

Complete the fields below for the course whose units you want to adjust.

Enter Course (CRN) and Press Tab *

Instructor *

Subject *

Course Number *

Section Number *

Current Hours *

Revised Hours *

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

