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/).

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

**Step 5:** Once the page loads, select “Exception to University Policy” from the “Registrar Service” dropdown menu. Then, click “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**

**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**

**Signature Date**

08/19/2021