Time Conflict Form
Student Instructions for Registrar Portal Services

**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.”

![Authentication Page]

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).

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

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.