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.”
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 “Unit Adjustment” from the “Registrar Service” dropdown menu.

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