

# ENROLLMENT AND REGISTRATION

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## Attendance

Class attendance expectations and consequences for absences from class are left to the discretion of individual instructors and shall be announced by the faculty member at the first class meeting or listed on the class syllabus. Students are accountable for all course assignments, whether or not the assignments were announced during an absence.

In order for a student to earn academic credit for a course, they must be enrolled officially in the course. Students who are not registered in a class are not allowed to attend a course, submit coursework, or take an exam including the final exam.

## Course Information

### Classification of Courses

This section contains a list of symbols for all courses offered at the University.

#### Undergraduate Courses

- 000-099: Courses offered in this number range do not carry degree-granting credit.
- 100-299: Lower division undergraduate courses with degree-granting credit.
- 300-499: Upper division undergraduate courses with degree-granting credit.
- 500-599: Upper division undergraduate courses in which graduate students may enroll and receive graduate credit. Undergraduate students may not enroll in 500-level courses offered by the School of Education.
- 1000-2999: Lower division undergraduate courses with degree-granting credit.
- 3000-4999: Upper division undergraduate courses with degree-granting credit.

#### Graduate Courses

Only students accepted into the Graduate Division may register for these courses.

- 600-699: Graduate courses with degree-granting credit.
- 5000-6999: Graduate courses with degree-granting credit.
- 7000-7999: School of Education Doctor of Education courses with degree-granting credit.
- 8000: School of Education required course for credential program.

#### Extension Courses

- 800-999: LMU Extension courses. Courses offered in this number range do not carry LMU degree-granting credit.
- 9000-9999: LMU Extension courses with degree-granting credit.

## Course Audit

After the registration period and space permitting, enrolled students may be permitted to register as auditors only for exceptional reasons and with the authorization of the Dean of the college or school of the course. Not all courses are open to auditors. Auditors are not held responsible for the

work expected of regular students and receive no grade or credit for the course. Regular attendance at class is expected.

In order to audit courses, you must be admitted to the University as either a degree seeking or non-degree seeking student. The audited course will not count toward the student's current degree program or any future degrees. A student who has previously enrolled as an auditor may not take the course for credit in the subsequent term except by special permission of the Dean of the college or school in which the course is offered. Individuals enrolled in a degree-seeking program must be registered in credit-bearing courses in order to audit another course. Enrolled LMU students may not enroll as auditors in a regularly scheduled LMU course through LMU Extension.

## Course Challenge

A student may request credit by examination for selected courses provided that the student meets all eligibility requirements of the course. It is the responsibility of the student to arrange for a challenge examination, including a faculty member willing to administer the challenge, as then approved by the course Chairperson and student's Dean. A course may be challenged only once.

### Undergraduate

- To challenge an undergraduate course by examination, a student must be regularly enrolled and a full-time student. Students may not challenge a course that is at a level more elementary than one in which they are currently enrolled or for which they have already received credit. Students may not challenge a course for which they have previously registered until a period of one year has elapsed from the time of their original registration in the course. A challenge examination once failed may not be repeated. 1000- and 2000-level courses in the Department of Modern Languages and Literatures may not be challenged.

### Graduate

- If the student passes the challenge exam, that is equivalent to waiving the course requirement but not the total unit requirement for the degree.

## Course Load

In a Fall or Spring semester, the normal load for full-time, degree-seeking undergraduate students in good standing from the previous semester is 15-18 semester hours. For summer, undergraduate students in good standing may register for up to eight semester hours per session; six semester hours is considered full-time for summer.

## Course Terminology

- Core courses are identified as fulfilling the University Core requirements.
- Major courses are identified as fulfilling the academic major requirements.
- Minor courses are identified as fulfilling the academic minor requirements.
- Elective courses are identified as not fulfilling core, major, or minor requirements, but do fulfill overall semester hours requirements.

## Cross-Listed Courses

A cross-listed course is one that carries credit in more than one department or program. Students may not enroll in more than one section of a cross-listed course and may receive credit in one department only.

## Special Studies/Independent Studies/Tutorial Courses

### Special Studies

Courses whose numbers have as the last two digits "98" are Special Studies. These courses have a special syllabus and description not listed in the Bulletin. They can be held in a lecture, discussion, or seminar format at a specified or arranged time and place for a group of students. Each department sponsoring Special Studies courses maintains these course descriptions.

### Independent Studies

Courses whose numbers have as the last two digits "99" are Independent Studies. This is an individualized study arranged by a student with a full-time faculty member and approved by the Chairperson of the Department and the Dean. An Independent Studies course is considered part of the student's semester program. Registration for such courses takes place only during the regular registration periods.

These courses are for the educational enrichment of the student particularly qualified for the kind of experiences that are beyond the scope of a regular course. Under the supervision of a faculty member, the work will be of research or similarly creative nature and will normally culminate in a project or examination. First-year students, first-semester transfer students, and part-time undergraduates are not eligible.

Most graduate programs will allow graduate students to take no more than two classes as independent study. Consult the individual Program Director for future information and limitations.

### Tutorials

A course tutorial is an option to register for an LMU course which is not otherwise offered in the term. Students may individually arrange with a faculty member to take the course as a tutorial. The tutorial must be based on an existing LMU course and all arrangements for the tutorial are the responsibility of the student. A tutorial course is considered part of a student's semester program. Registration for it takes place during the regular registration periods. Only full-time students are eligible, and approval will be given for only one tutorial course per semester. First-year and first-semester transfer students are not eligible. Approval of the Department Chair and Dean's Office is required.

## Enrollment

Students must be officially registered via PROWL for all classes in accordance with the regulations, procedures, and dates published in the Schedule of Classes and the University Bulletin. Registration is subject to full payment of tuition, room and board charges, and other fees associated with enrollment. The University reserves the right to deny registration to any student for reasonable cause.

## Final Examinations

Final examinations are to be held at the time published by the Office of the Registrar.

## Registration

All students must follow the registration procedures as established by the Office of the Registrar. A student is not considered registered until official clearance has been obtained from the Controller's Office and successful registration has been processed in and posted to PROWL. The student's official academic program consists of the courses in which the student is enrolled at the close of official registration.

Students register for classes via PROWL during the times assigned by the Office of the Registrar. Through the first week of each term, students may register or change their registration schedule by adding and dropping classes without a grade of "W" in accordance with the procedures established by the Office of the Registrar. Registration for a term or registration changes are not accepted after the last day of the registration period.

Students may withdraw from a course (and receive a grade of 'W') until the date published in the Academic Calendar. Students who do not complete a course and/or do not withdraw from a class in accordance with the required procedures will receive an appropriate grade in the class as assigned by the instructor.

LMU does not allow a student who is not registered for a course to attend the class. Registration must be completed in accordance with the regulations, procedures, and dates in the University Bulletin. Sitting in a class or obtaining an instructor's signature on a petition form does not constitute enrollment.

The University does not remove courses for those students who stop attending a course. It is the sole responsibility of the student to ensure that his/her class schedule is correct, including dropping or withdrawing from any courses prior to the respective deadlines in the semester. Failure to withdraw officially from a course will result in a grade of "F" or other as assigned by the instructor.

## Registration Restrictions

Courses may have registration restrictions, and students wishing to register for these courses must have met the criteria of the restriction. Restrictions and other registration considerations are enforced in PROWL and are identifiable in the Schedule of Classes.

Students who have not earned 60 units, including transfer credit, may not enroll in upper division courses without the approval of the instructor and the chair of the department of the course. This restriction does not apply to upper division foreign language courses for which a student has demonstrated sufficient proficiency.

Any holds on the student's record for academic, financial, student conduct, or other reasons may inhibit eligibility for registration. A student is not considered registered until official clearance has been obtained from Student Accounts and successful registration through PROWL has been processed by the Office of the Registrar.

## Military Credit

Loyola Marymount University will transfer credits listed on the Joint Services Transcript with ACE recommendations of lower- or upper-division as elective credit. Courses whose recommendations are listed as vocational credit will not transfer. LMU will transfer a maximum of 20 credits from the JST for elective credit only. JST credits will be included in the student's total number of transferable units and will count towards the following maximums: 60 semester hours for undergraduate course work from community colleges, or 90 semester hours allowed for undergraduate course work from four-year institutions.

## Repeat Courses

Certain courses such as special studies and performance courses are repeatable for credit. Please consult the University Bulletin and your advisor in order to confirm that a given course may be repeatable for credit.

Students may repeat a non-repeatable LMU course once, including withdrawals, in order to improve academic performance in that course. The prior occurrence is excluded from the cumulative grade point average and earned hours but remains on the transcript. The grade of the latest occurrence of the repeated course will be the one calculated into the GPA and earned hours. The grade of the latest occurrence of the repeated course will be the one calculated into the GPA and earned hours. The third and final time a course is taken requires approval from the Dean of the offering College and the Dean of the student's College.

- A repeat course must be taken on the same grade basis as the original occurrence. A course taken for a grade may only be excluded by the same course with a grade. Similarly, a course taken on a CR/NC basis may only be excluded by the same course taken on a CR/NC basis.
- Undergraduate students may not repeat an elementary or intermediate foreign language course after successful completion of a more advanced course in the same language.
- Courses taken at LMU after a degree has been granted will not change the graduation GPA.

## Unit Overload

Undergraduate students are limited to enrolling in a maximum of 18 semester hours up until the second week prior to the first week of classes. Beginning the second week prior to classes and running through the first week of the term, undergraduate students are eligible to enroll in 18 or more semester hours with the approval of their Dean's Office.

In order for an undergraduate student to enroll in 19 or more semester hours, the following criteria must be met:

1. A 3.50 overall GPA
2. A minimum of 15 semester hours completed during the prior full semester
3. A Unit Overload form to adjust hours signed by the Associate Dean's office and submitted to the Office of the Registrar.

The maximum load for graduate students during a Fall or Spring semester is 15 semester hours.

## Study Abroad

Loyola Marymount University's mission inspires a strong commitment to global education. As part of a broad network of institutional partnerships, LMU offers an array of approved study abroad programs in locations around the world. These semester and summer academic programs are administered by LMU Study Abroad and may include internships, service-learning, or research components. LMU Study Abroad provides students with exceptional opportunities to engage with other cultures, earn credit toward graduation, and develop a global perspective.

## Participation Requirements

To participate, students must apply through LMU Study Abroad, be in good standing with the university, and meet all program eligibility requirements. Once abroad, students are expected to fully comply with all program requirements, LMU's Student Codes and Policies, as well as those of the host institution or program provider, and must adhere to the laws of the host country.

## Enrollment and Financial Aid

While participating in LMU-approved semester programs, students maintain full-time LMU enrollment and must take a full-time course load. For most semester programs, students pay LMU tuition plus a program fee and retain applicable financial aid and scholarships. LMU's short-term summer programs abroad have separate fees, deadlines, and billing policies which can be found on the LMU Study Abroad website.

## Earning Credit for LMU-Approved Study Abroad Programs

Students can earn academic credit for successful participation in LMU-approved programs. Courses may fulfill major, minor, or core requirements with prior approval from the Office of the Registrar and the corresponding school or college. Most program courses are taught in English, with options for language study available. Advanced planning is strongly recommended to maximize program options.

### For programs offering transfer credit:

Students will register for courses through the host institution or partner organization. Students must submit a completed Transfer Course Review (TCR) form to the Office of the Registrar as part of the study abroad process to understand the transferability of these courses to LMU. This form should list all intended courses, along with several alternates. The Office of the Registrar and the respective college(s) will evaluate courses for transferability and determine their applicability toward major, minor, or core requirements.

- Coursework completed through an LMU-approved sponsoring institution must be documented on an official transcript from a regionally accredited U.S. college or university.
- Coursework completed through an LMU-approved international partner institution must be documented on an official academic record from an institution recognized by that country's Ministry or Department of Education.
- A maximum of 18 units earned as transfer credit through LMU-approved study abroad programs may be applied toward LMU's residency requirement. These units count toward the overall transfer limit of 90 units, which includes no more than 60 lower-division units.

### For programs offering LMU credit:

Students register for courses directly through PROWL. A TCR form is not required for these programs.

## Academic Planning

All students are strongly encouraged to develop a four-year academic plan that includes study abroad. Early consultation with an Academic Advisor and the Study Abroad Office is essential to determine which major or minor courses must be taken on campus and which requirements can be fulfilled through coursework abroad.

For more information about LMU's study abroad opportunities and a full list of available programs, please visit: [lmu.edu/studyabroad](https://lmu.edu/studyabroad) (<https://academics.lmu.edu/studyabroad/>)

## VA Certification

Students must apply for educational benefits through the Department of Veterans Affairs. Qualified students will receive from the VA a Certificate of Eligibility indicating the educational benefits to which they are entitled. Once committed to LMU and registered in classes, students must submit their Certificate of Eligibility to the Office of the Registrar for enrollment

certification processing. Enrollment certification will be performed prior to each semester of enrollment until the University is notified that benefits have been exhausted or the student is no longer enrolled at LMU.

The Office of the Registrar acts as liaison between the student and the Veterans Administration. Any student eligible to receive educational benefits under one of the various Veterans Administration programs must, at the beginning of each term for which they are registered, complete and/or submit the appropriate application for certification of educational benefits. Information or consultation regarding Veterans educational benefits is available at any time during regular office hours. For more information regarding how to apply for Veterans' educational benefits, visit <http://registrar.lmu.edu/services/veteranandmilitaryeducationbenefits/>.

LMU participates in the Yellow Ribbon Program; which is a Post-9/11 GI Bill® enhancement program for students who qualify for 100% of the Post-9/11 GI Bill. This program allows institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that may exceed the higher of the actual tuition and fees for a private school. The number of students sponsored for Yellow Ribbon Program benefits is limited. For additional information on this and other Chapter financial considerations, please see the Financial Aid website.

Federal Law requires that educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward their degree objective. Individuals who qualify, and wish to receive veterans' educational benefits, must meet the published academic standards and requirements of the University in order to be certified for Veterans educational benefits.