

# Add/Drop Courses



If you have already web registered for courses (or been registered automatically in a course) and need to add or drop more courses, please follow these instructions.

**Note:** Adding and/or dropping courses may affect your Financial Aid package or incur fees. Please contact the Office of the Registrar with any questions regarding adding/dropping courses at registrar@lls.edu.



Go to [prowl.lls.edu](http://prowl.lls.edu)



Click on **Student Services**



Then click **Registration**



Then click **Add/Drop Classes**



Then **select your term** from the drop-down menu.



Make sure your term starts with **Law**



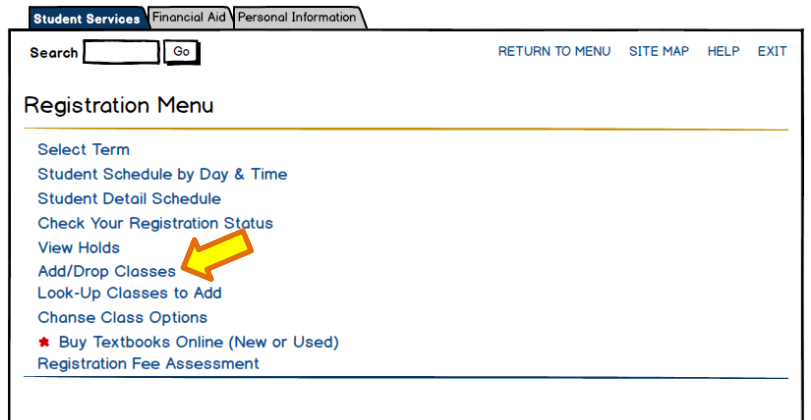
You will see your Current Schedule and Web Registered/Registered courses.



To **Drop** a course, use the drop-down arrow under **Action** to select **Web Drop**.



You can drop multiple courses at a time by selecting **Web Drop** next to each course you wish to drop.



Once you have selected **Web Drop** next to each course you wish to drop, click the **Submit Changes** button to drop the courses.

Warning: Dropping courses and/or filing a withdrawal or leave of absence may have ramifications on any Federal, State, or Institutional financial aid awarded. Please contact the Financial Aid office regarding financial aid adjustments.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 1, 2015	None	35028	LAWG	4004	D1	Juris Doctor	2.000	Standard Grade		Chinese Law
**Web Registered** on Jun 1, 2015	None	5072	LAWP	4016	E1	Juris Doctor	2.000	Standard Grade		Electronic Discovery
**Web Registered** on Jun 1, 2015	None	5072	LAWI	4025	D2	Juris Doctor	2.000	Standard Grade		Family Law
	Web Drop									

Total Credit Hours: 6.000  
 Billing Hours: 6.000  
 Minimum Hours: 12.000  
 Maximum Hours: 16.000  
 Date: Jul 01, 2015 10:10am

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

## Add/Drop Courses – Page 2

**Note:** While the add/drop process remains the same functionally, there will be different drop options as the semester progresses:

- **Course Drop LLS** – This will drop the selected course, but with penalties.
- **Course Withdraw LLS** – This will withdraw you from the course. You will have a “W” on your transcript.

If you have any questions, please contact the Office of the Registrar at registrar@lls.edu.

To **Add** a course, use the Classes Worksheet area at the bottom of the *Current Schedule* screen.

▲ Enter the **CRNs** of the courses you wish to register for in the **Add Classes Worksheet** area.

▲ Click **Submit Changes** when you are finished.

Warning: Dropping courses and/or filing a withdrawal or leave of absence may have ramifications on any Federal, State, or Institutional financial aid awarded. Please contact the Financial Aid office regarding financial aid adjustments.

▲ Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Jun 1, 2015	None	35028	LAWG	4004	D1	Juris Doctor	2.000	Standard Grade		Chinese Law
**Web Registered** on Jun 1, 2015	None	35058	LAWP	4016	E1	Juris Doctor	2.000	Standard Grade		Electronic Discovery

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 12.000  
Maximum Hours: 16.000  
Date: Jul 01, 2015 10:12:am

### Add Classes Worksheet

CRNs

▲ If you have successfully registered for a class, it will be listed under **Current Schedule** as **\*\*Web Registered\*\*** or **\*\*Registered\*\***

▲ To view your schedule and see your registered classes, click on **Student Schedule by Day and Time** at the bottom of the page.

[View Holds](#) | [Change Course Options](#) | [Student Schedule by Day and Time](#) | [Student Detail Schedule](#) | [Buy Textbooks Online](#)

### Troubleshooting

- ▼ Using the **Class Search** button to add classes can be cumbersome. It is much better to find and use the CRNs. However, you can use the **Class Search** button to find courses if you do not have the correct CRNs or need to find alternative courses.
- ▼ If you have any questions regarding adding, dropping, or withdrawing from courses, please contact the Office of the Registrar at registrar@lls.edu.