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**





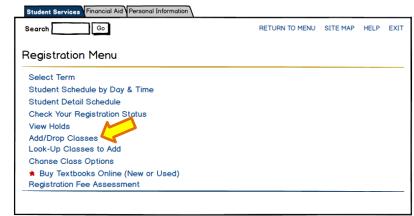
Click on **Student Services**



Then click Registration

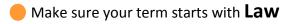


Then click Add/Drop Classes





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



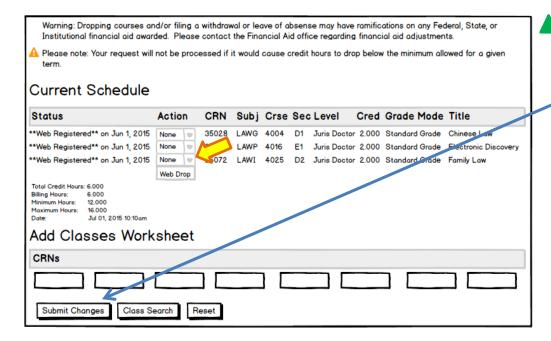


You will see your Current Schedule and Web Registered/Registered courses.



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.

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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.

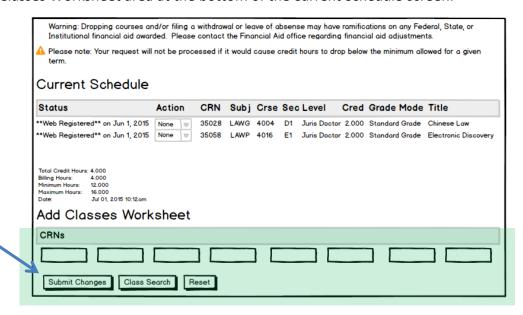
If you have any questions, please contact the Office of the Registrar at registrar@lls.edu.



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.





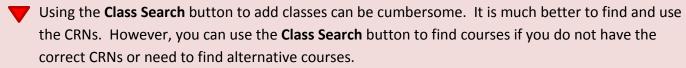
If you have successfully registered for a class, it will be listed under **Current Schedule** as ****Web Registered**** or ** **Registered****



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



If you have any questions regarding adding, dropping, or withdrawing from courses, please contact the Office of the Registrar at registrar@lls.edu.