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.

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.

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 absense 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 10:12am

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

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

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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.