

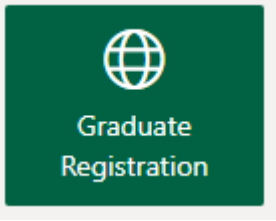
Loyola University Maryland
Quick Registration User Guide
Graduate Continuing Education

Log into: <https://Inside.loyola.edu>
 Using your Loyola username and password

Under Teaching, Learning, Working:
 Select **Graduate Registration**

Enter your login information again by clicking Log In at top right.

Teaching, Learning, Working



Loyola University
Maryland Self
Service

User name

Password

Sign In

Graduate Student Demographics Entry

First step to begin the registration process is to verify demographic information and make any necessary updates.

Students who have not yet updated the Directory Flag must do so before they can exist screen or continue to registration.

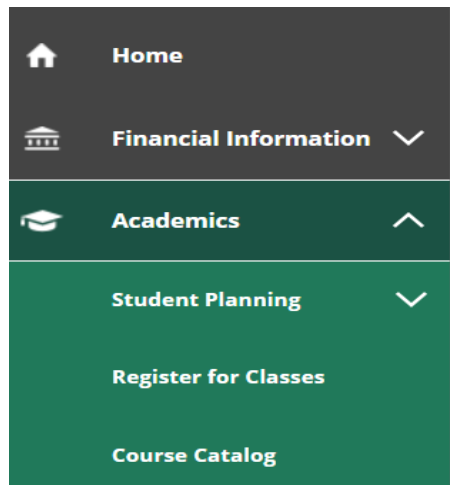
Select **Submit** when your updates are complete.

Click on the **Home** icon on the left menu, then **Student Planning** or **Course Catalog** to begin planning prior to registration, and **Student Planning** to register when registration opens.

Self-Service Portal contains two sets of menus

On the left menu, select from the drop down to view menu items.

Choose Course Catalog.



Choose Term (Spring, Summer, or Fall depending on need).

Choose Subject, either EDGC or EDHE.

Click Search at the bottom.

Instructions are for Summer 2021 below, but the process is the same for Fall 2021 and all terms.

Term

Summer 21

Courses And Sections

EDGC-Educ School Counseling

Click Add next to the section of the desired course(s).

Advanced Search Selection: EDGC

Filters Applied: Summer 21

Add To Schedule	Term	Status	Section Name	Title
<input type="button" value="Add"/>	Summer 21	Open	EDGC-822-W01	Laurn's Law:Couns Resp Indic
<input type="button" value="Add"/>	Summer 21	Open	EDGC-823-W01	CBT App Using Bibliotherapy

Click Add Section.

Section Details

EDGC-823-W01 CBT App Using Bibliotherapy
Summer 21

Instructors	Martin, Ms Lucia (lmartin2@loyola.edu)
Meeting Information	6/14/2021 - 7/19/2021 Internet/Online, (On-Line/Asynchronous)
Dates	6/14/2021 - 7/19/2021
Seats Available	13 of 15 Total
Credits	1
Grading	Graded
Requisites	None
Course Description	Drawing from a CBT approach practitioners learn to use literature to create a safe distance for young people to deal with issues related to self-regulation, anxiety, or chronic stress because of traumatic experiences. Literature and strategies for working with elementary and secondary students are explored along with the facilitation of coping strategies. (Fall/Spring/Summer)
Books	Bookstore Information

Close Add Section

It will show as Planned. **You are not registered yet!**

Summer 21 Open [EDGC-823-W01](#) CBT App Using Bibliotherapy 6.

Add

Planned

Click on Academics in the upper left corner, then select Register for Classes

Academics · Course Catalog



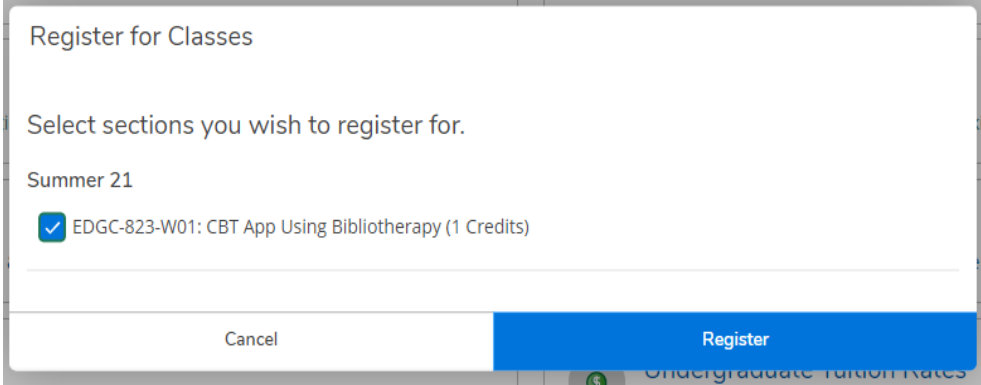
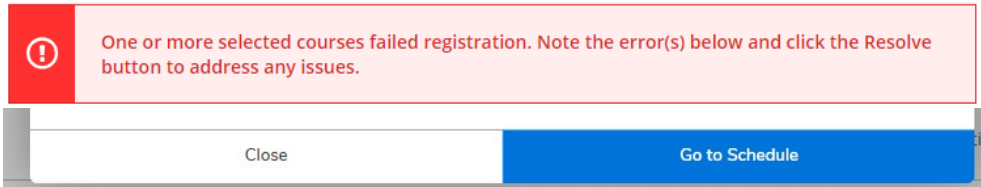
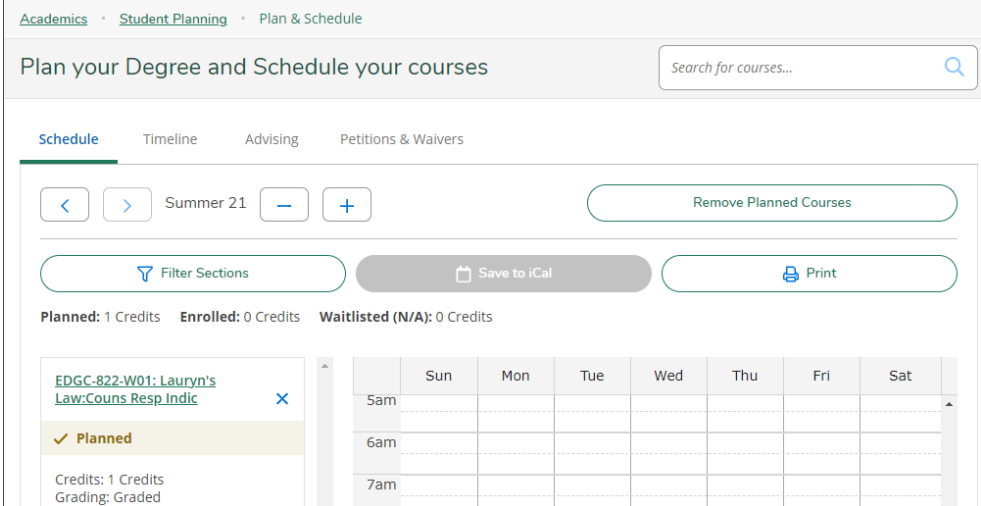
- Student Planning
- Register for Classes
- Course Catalog

You may receive error messages on the screen. Read them and follow the instructions or call the department if you are unsure what to do.

To clear the errors for updating address, email, phone, and emergency contact, do as the message reads: go to your username in the right corner and click, click User Profile, confirm and/or edit your address, email, phone, and confirm.

Go to username in the right corner and click, click Emergency Information, and edit and/or confirm.

- Click on your username above > User Profile > Confirm and/or Edit Address
- Click on your username above > User Profile > Confirm and/or Edit Email
- Click on your username above > User Profile > Confirm and/or Edit Phone
- Click on your username above > Emergency Information > Confirm and/or Edit

<p>Then, you should be able to register for the course.</p> <p>Click on the Home Icon</p>	
<p>Once you have confirmed your demographic information and planned one course</p> <p>Click Register Now.</p>	
<p>Select the course(s) you want to register for and click on Register.</p>	
<p>You may be asked to Go to Schedule to resolve any issues.</p> <p>Click Go to Schedule.</p>	
<p>Plan & Schedule displays courses you have successfully registered for and planned. This is your class schedule.</p> <p>Green means registered.</p> <p>Gold means planned, not registered.</p>	

Carefully Review Your Class Schedule to ensure you are registered.

Review your calendar to ensure all registered courses show as green and/or check the left side bar for the word 'Registered'.

[EDGC*823-W01: CBT App Using Bibliotherapy](#)

✓ Registered, but not started

Credits: 1 Credits
Grading: Graded
Instructor: TBD
6/14/2021 to 7/19/2021

∨ Meeting Information

Sections with no meeting time

✓ EDGC*823 CBT App Using Bibliotherapy Section W01

Billing and Payment

For tuition and fee costs, click [here](#).

Payments for tuition and fees are due within 10 days of registering for courses. There are various [payment options](#) available. All debit/credit card payments must be made online via Self-Service and incur a mandatory 2.5% convenience fee. E-Check payments are offered at no cost via Self-Service. Visit *Loyola Self-Service*, Select *Student Finance*, then *Make Payments* to make payments.

For a copy of the statement, on the left side of the Self-Service screen, choose *Financial Information*, click on *Student Finance*, then *Account Activity*.

To speak with an Accounts Specialist, contact Student Administrative Services at 410-617-5047 with billing questions. Also, you have the option to [Schedule a Meeting with an Accounts Specialist](#).