

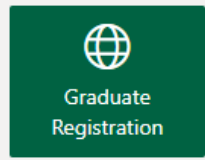
Loyola University Maryland
Student Planning Graduate
Quick Registration Instructions

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

A white login form with a green border. It contains the text "Loyola University Maryland Self Service", a "User name" field, a "Password" field, and a green "Sign In" button.

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.

A screenshot of the Loyola University Maryland self-service portal. The page title is "Academics - Graduate Student Demographic Entry". It features a navigation menu on the left with icons for Home, Academics, and a user profile icon. The main content area contains a "PLEASE NOTE" section, a red instruction to "Press the Submit button at the bottom of the page when entry is complete.", and a form titled "Enter New Information" with fields for "Current Legal First Name: John" and "Current Legal Middle Name: D". A green success message at the bottom states: "Your information was successfully submitted. To continue to registration, click on the Home icon on the left menu, then Student Planning or Course Catalog."

Self-Service Portal contains two sets of menus

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

On the right side, select a link to go to desired process.

For purposes of Student Planning, select the **Student Planning** link from the right menu.

The screenshot shows a dark green navigation menu on the left with the following items: Academics, Student Planning (highlighted with a dropdown arrow), Register for Classes, Course Catalog, Grades, Unofficial Transcript, Transfer Summary, and Test Summary. On the right, there is a 'Notifications' section with a table of notifications. Below that are links for Student Finance, Tax Information, Student Planning (highlighted with a green arrow), and Grades.

This screen will display two options plus the current term:

Select **Go to My Progress** to plan your course(s).

Select **Go to Plan & Schedule** to plan and/or register for course section(s).

Another option is start with the **Course Catalog** searches and select course sections as appropriate.

Planning must be done prior to registration.

The screenshot shows the Student Planning dashboard. It features two main action cards: 'View Your Progress/Degree Audit' with a 'Go to My Progress' button, and 'Plan your Degree & Register for Classes' with a 'Go to Plan & Schedule' button. Below these is a progress bar for 'BS, Biology/Statistics' showing a cumulative GPA of 4.000 (2,000 required). At the bottom, there is a 'Spring 21 Schedule' grid.

My Progress is your degree audit.

At a Glance lists details pertaining to your program.

The screenshot shows the 'My Progress' page for the 'MS, Clinical Professional Counseling' program. It includes an 'At a Glance' section with program details like cumulative GPA, degree, and anticipated completion date. A progress bar shows 24 total credits earned out of 60. Below, there is a 'Requirements' section with a table of required courses.

Status	Course	Grade	Term	Credits
Completed	PY*615 - Advanced Psychopathology	A	20/FA	3
In Progress	PY*620 - Theor of Counsel & Psychotherapy		20/FA	3

Planning Course(s): Scroll through the list of requirements to determine courses needing to be planned. Begin planning by:

1. Select a linkable course to view a list of courses/sections for each requirement.
- OR**
2. Select **Search** for all course options for the requirement.

Requirements [Collapse](#)

Required Courses

Complete the following term: **0 of 1 Completed** [Hide Details](#)

A. Required

Take PY#600 PY#602 PY#603 PY#615 PY#618 PY#620 PY#621 PY#622 PY#624 PY#629 PY#637 PY#644 PY#705 PY#710 PY#712 PY#713 PY#728 PY#728 PY#746 PY#750 PY#771 PY#771;

Complete all of the following terms: **0 of 1 Completed** [Hide Details](#)

1 of 20 Courses Completed [Hide Details](#)

Status	Course	Grade	Term	Credits
✓ Completed	PY#615 Advanced Psychopathology	A	20FA	3
✓ In Progress	PY#620 Theory of Counseling & Psychotherapy		20FA	3

Select **filter options** to narrow the display of courses.

1. Select **Add Course to Plan** if term is not open.
2. Select **Term** if available and **Add Section to Schedule**.
3. Click on **View Available Sections** for the selected course
4. Select **Add Section to Schedule** for the desired section

Filter Results [Hide](#)

Availability [^](#)

Open and Closed Sections

Open Sections Only

Subjects [^](#)

Psychology (1)

Locations [^](#)

Baltimore (1)

Terms [^](#)

Fall 21 (1)

Days of Week [^](#)

Time of Day [^](#)

Select time range...

Starts by Ends by

Instructors [^](#)

Howe, Dr Chelsea (1)

Academic Levels [^](#)

Graduate Level (1)

Course Levels [^](#)

Filters Applied: [Fall 21 X](#)

Once the desired course / section is located - Click on **Add Course to Plan** or **Add Section to Schedule**

PY-771 Off-Campus Externship (3 Credits) [Add Course to Plan](#)

Students engage in a supervised counseling experience where they develop and apply counseling and diagnostic skills in a mental health setting. Students are also required to register for on-campus supervision. *May be repeated twice for credit. Pass/Fail*

Requisites:
 PY770 - Must be completed prior to taking this course.
 PY728 - Must be taken at the same time as this course.

Offered:
 Fall & Summer Term, Annually

View Available Sections for PY-771 [^](#)

Fall 21

PY-771-401 [Add Section to Schedule](#)

Off-Campus Externship
 Runs from 9/8/2021 - 12/23/2021

Seats	Times	Locations	Instructors
24	TBD 9/8/2021 - 12/23/2021	Baltimore Internship/Externship	Howe, Dr Chelsea

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Repeat steps as necessary.

Register for Planned Course Sections

Select Academics, Register for Classes

Academics • [Student Planning](#)

- [Student Planning](#)
- [Register for Classes](#)
- [Course Catalog](#)
- [Grades](#)
- [Unofficial Transcript](#)
- [Transfer Summary](#)
- [Test Summary](#)

To advance to the desired term, you need to plan at least one course section for that term.

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

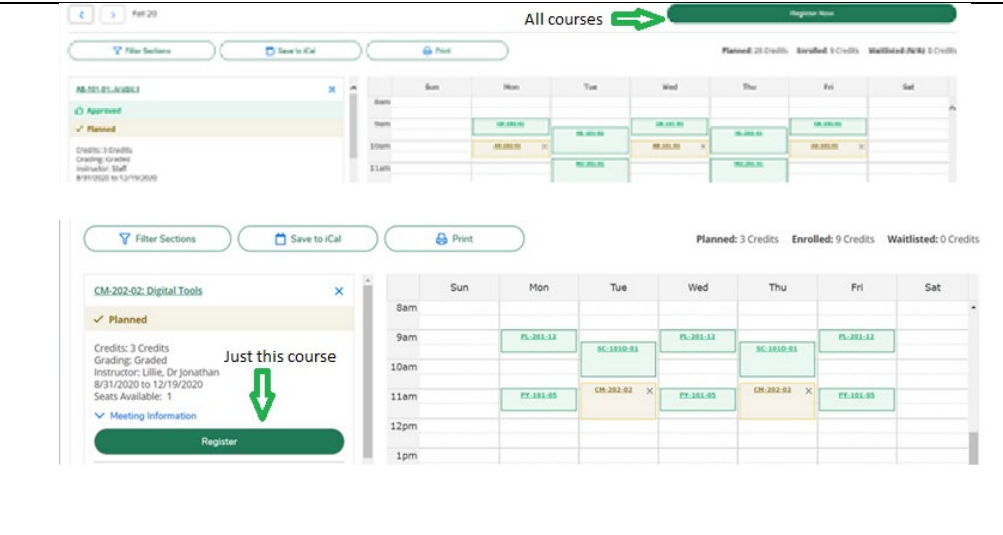
[<](#) [>](#) Summer 21

Register for Planned Course(s)

1. Confirm registration is open per emailed instructions from the Records Office and availability of Register Now button. Button will be green instead of grayed out.
2. Select Register Now to register for all your planned courses

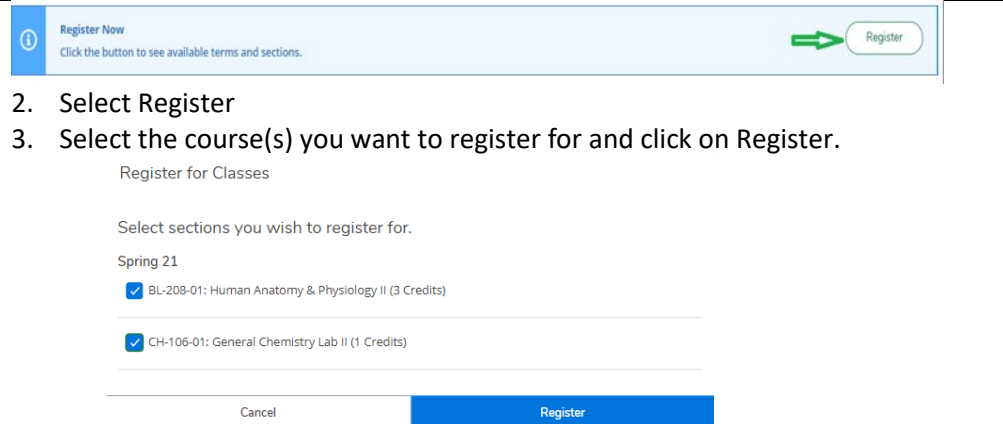
or

3. View the planned courses on the left of your screen to Register for each course separately.



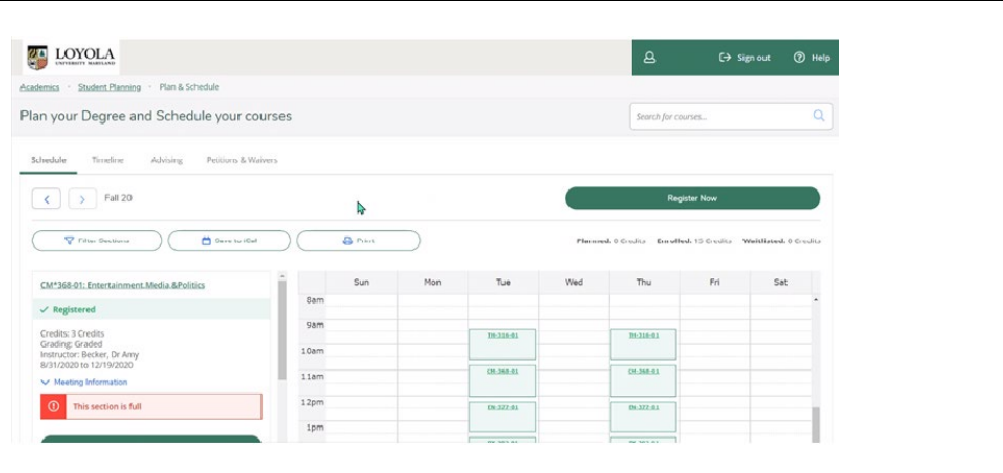
Quick Registration

1. If you have planned your sections for the term currently open, after logging into Self-Service on or after registration day/time, you will see the Register Now button



Carefully Review Your Class Schedule

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



Other Issues/Questions

Go to the Records Office web site: www.loyola.edu/records and click on the **Graduate** tab at the top of the page for the more complete instructions in the **Graduate Student Planning User Guide**.

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](#).