



Loyola University Maryland Student Planning Undergraduate Full Registration Instructions

Last Updated October 2021

Log into Self-Service

Log into:

<https://Inside.loyola.edu>

Log in using your Loyola username and then password

Select

Under Teaching, Learning, Working:

Loyola Self-Service

You will be directed to the Self-Service menu

Login to Self-Service using your Loyola username and password

Self-Service Menus

The Self-Service Portal contains two sets of menus – and menus may be different depending on constituency (Student/Faculty/Employee or any combination).

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.

Student Planning (Planning overview)

This screen will display two options plus the current term:

View Your Progress/Degree Audit

Plan your Degree & Register for Classes

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

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

Planning can be done prior to registration.

My Progress

My Progress is your degree audit.

At a Glance list details pertaining to your program.

Program Notes should be viewed for administrative detail such as advisor name and whether application for graduation has been received in the senior year.

My Progress continued

There are colored bars on the right-hand side of the screen to show your overall progress towards your degree but there are also numbers to represent the total credits towards your degree progress.

The Progress Bar has no number associated with it.

Total Credits has numbers for completed, in progress, and planned, in that order.

Total Credits from this School are the credits taken only at Loyola.

The Requirements section is where you begin to plan courses and section.

The Requirements are labelled as completed, planned, in progress, and not started.

Planning Course(s)

Scroll through the list of requirements to determine courses needing to be planned.

Begin planning needed courses by completing the following steps:

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

Add courses to plan

Courses can be planned without terms or course sections can be planned when terms are available prior to and during registration.

To use the search from Course Catalog, select from the options in Filter Results.

Select Open Sections Only

Select Show All Terms and select one.

Select other filtered options as desired.

Select Add Course to Plan if term is not open.

Select Term if available and Add Section to Schedule.

Select Add Course to Plan

Repeat steps as necessary.

Add Courses to Plan – Filter Results

The Course Types filter can be used to filter for:

Interdisciplinary majors or minors

Diversity course types such as Domestic Awareness or Global Awareness or Justice Awareness

Service-Learning

Summer Sessions such as S1 for Summer Session 1 or S2 for Summer Session 2 or S3 for Summer Session Alternate or S4 for Summer Maymester

Add course to Plan continued

Click on Add Courses and Sections to Plan until plan is complete.

Select the desired term if available.

This adds the course to your plan and the course section if registration is open.

When choices have been completed select Academics at the top left of the screen.

Select Student Planning

Then select Go to Plan & Schedule

Select Course Catalog from the Academic menu. The course catalog has two tabs, Subject Search and Advanced Search.

The default is for Advanced Search.

Enter the information relevant for the course information you desire. You can narrow your search for open courses, location, academic level, time of day and course type filters. Press Search at the bottom of the page to see the results for your search or select clear to enter new selection criteria.

You may also select the Subject Search tab, then select a subject to see the courses available for planning and to add to your schedule for the open term.

Planned Courses for Registration

The calendar will be presented for the current term.

Select the Plus / Minus sign to navigate to the desired registration term.

If the desired registration term is not appearing but course registration planning is available select the Plus sign to add the registration term.

If this does not work, then plan at least one course section for the term, and then you will be able to access the calendar.

On the left-hand side of the screen are planned courses.

Course requisites are displayed when required.

Permission to Register: Summer Registration only

After selecting summer sections, summer permission to register is obtained from and granted by the Academic Advising and Support Center (AASC).

Summer course selection can be discussed with your advisor, but registration permission is granted by AASC.

If you receive this message below when you attempt to register, it means you need AASC permission to register:

It reads

Email aasc@loyola.edu

or

Call 410-617-5050

Request Plan Review and Registration Permission

Fall and Spring terms only

Once term course sections are available, and your course sections are planned, you must request permission to register from your advisor.

Select Student Planning from the Self- Service Menu

Select Go to Plan & Schedule

Select the Advising tab

Use Compose a Note to send a request for permission to register to your advisor.

Select Save Note

Select Request Review

The note is sent to your current advisor(s) via student planning and via email.

If you have multiple advisors, you only need permission to register from one, but your request will go to all.

Confirm Advisor Permission to Register Granted Fall and Spring only

To confirm that your advisor has approved or disapproved your plan:

Select Student Planning from the Self-Service Menu

Select Go to Plan & Schedule

Select the Advising tab.

View the Note history at the bottom of the screen.

You will receive an auto-generated email to your @loyola.edu address confirming permission was granted.

Correcting Personal Email Addresses

If your email notifications are going to a personal email account that may no longer be active, here are the steps to correct a personal email address:

Go to:

Inside Loyola

Select Loyola Self-Service

Click on your name, upper right-hand corner

Select User Profile

To edit your existing address, you must add a new address.

To edit your email address or phone number, click on the pencil icon and make your edit(s). To delete, click on the x.

Once the information is correct, select confirm next to each item.

Register for Planned Courses

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.

Select Register Now to register for all your planned courses

or

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

Follow these steps until registration is complete and all the courses on your calendar say 'Registered' on the left side bar. If they still say 'Planned', you have not registered for them.

Registered online courses without days or times will appear at the bottom underneath the sections with times.

Quick Registration from Self-Service Menu

Note: If you don't have any planned sections for the term or advisor approval – you will not see Register Now and the registration button will be grayed out.

If you have planned your sections for the term currently open and have received advisor approval, then:

After logging into Self-Service on or after your registration day and time you will have the Register Now button to select

Select Register

Select the courses you want to register for and click on Register.

This is the best method to register for concurrent/corequisite courses because you can select to register for them together.

Request 6th Course Permission

To request 6th Course Permission, follow the steps below.

Note: 6th courses are exclusive of one- and two-credit courses and all Military Science courses.

Select Student Planning from the Self-Service Menu

Select Go to Plan & Schedule

Select the Advising tab

Use Compose a Note and request permission from your advisor for the 6th course.

Select Save Note

Select Request Review

The note is sent to your current advisors via Student Planning and via email.

If you have multiple advisors, you only need permission to register from one, but your request will go to all.

Confirm Advisor 6th Course Permission Granted Fall and Spring only

To confirm that your advisor has approved or disapproved your 6th course:

Select Student Planning from the Self-Service Menu.

Select Go to Plan & Schedule.

Select the Advising tab.

View the Note history at the bottom of the screen.

The format of the note is important. The format must be P6YY/SS or similar for it to work. For example, P622/SP.

Register for 6th Course

Select Register Now to register for your 6th course

or

Select the planned courses on the left of your screen to register for your 6th course.

Confirm that the course you selected is now green on your calendar and that it is listed as Registered on the left side bar.

Add/Drop Course Agreement

You can add and drop courses provided you stay below 6 courses anytime after registration opens to you, 24 hours per day, 7 days a week.

Once the formal 6th course period begins, you can make 6th course selections, but you may have to consent to the Add/Drop Agreement.

After logging into Inside Loyola, select Loyola Self-Service, select Student Planning, then select Go To Plan & Schedule. You will get a message indicating that you need to accept the Required Agreement.

Click on your username at the upper right corner.

If you receive no error message at the beginning of the registration process, disregard these steps on the next slide for the Add/Drop Course Agreement.

Add/Drop Course Agreement Continued

Select Required Agreements

Select View to read the agreement

Select Accept

The Add/Drop Agreement can be printed if desired

Select the Academic icon, then select Plan & Schedule

Make your desired schedule changes

Student Planning Menu Options

After selecting Plan & Scheduling, these tab choices are also available and are hyperlinked below.

[Scheduling](#)

[Timeline](#)

[Advising](#)

[Petitions & Waivers](#)

Schedule

Schedule is where students register and add and drop courses.

The date and time calendar grid displays courses you have planned and registered for. It will also indicate scheduling conflicts if they exist because course sections will be at the same day and time.

Another item to note is whether the section is full and has prerequisites.

This is your class schedule for the term indicated at the top left of the screen.

Timeline

Timeline displays the student's previous, current, and registered term courses. If a course has been graded, the grade will be on this screen.

Non-term courses display course equivalents for testing completed by the student that are used to fulfill prerequisites to get into the proper level of the course.

Other credits display transfer, study abroad course and their associated Loyola equivalent credits.

Timeline – Study Abroad

The Office of International Programs first receives official abroad transcripts, reviews and notes equivalencies, and sends to the Records Office for processing onto the student's transcript and degree audit.

Students who are abroad for one term will see abroad information under that term.

Students abroad for one year will see information under an OC term, for other credits. For example, 19/OC.

Under the appropriate term, note that:

Study abroad courses are graded and appear on the transcript.

Equivalencies appear with a check mark and appear on My Progress/Degree Audit.

Study Abroad placeholder course appears with an NG and is not shown on the transcript or My Progress/Degree Audit.

Advising

Advising is used for you to request permission to register and for 6th course permission.

When you select Request Review an email is sent to alert your advisor of your request.

Advising - View Plan Archive

When you select Request Review an email is sent to your advisor alerting them of this action.

Your advisor has the option of archiving the plan once they complete their review.

The archived plan contains all the saved notes and the course they approved or denied.

Available archived course plans can be downloaded to your device and reviewed.

Petitions & Waivers

Petitions and Waivers display petitions, waivers, and consents you have received for courses that require them.

Add/Drop Course Sections

When you drop a course, be mindful that it may not be available to re-add if space is limited and another student gets there before you.

If you are dropping a course with the intent of adding another, it is recommended that you add the course first then drop the course you no longer want, provided it isn't at the same time.

Select Drop for the course you want to drop on the left side bar. The Register and Drop Sections window appears.

Select the course(s) you want to add or drop.

Select Update.

Error Message

Register Now button is grayed out:

Not your day/time to register

Section Closed

Course registration failed

Another section must be taken prior to or with this course

Conflicting sections

Unable to register for 6th course

Reason for Message

This can mean one or more of the following items:

- Registration is not opened yet, refer to the registration information email sent from Records Office.
- You are in the wrong term. Confirm that the term is accurate.
- You planned a course but have not yet planned a section.
- Fall or Spring only: You do not have advisor permission .
- Summer only: you do not have AASC permission.

This message may change. Initially, it will be the date registration opens. The time is incorrect. Once you receive your advisor permission to register, it will display your specific date and time when registration opens for you. Refer to the Records Office notice sent to your email two weeks prior to registration for information on your specific date and time.

The course selected is full.

The course registration failed. You must select another course to register for.

Click on the course hyperlink to select from the sections available for the requirement.

Remove or register for one of the conflicting sections. Then remove the other from your schedule.

You must wait until 6th course registration is open and have advisor approval. When 6th course registration opens, you can register for 6th courses.

Error Message

Cannot register for corequisite course sections

Reason for Message

You must register for corequisite or concurrent courses together. There are two options for resolving this.

Option one:

Option One:

- Click the Register Now button at the top of the page
 - Be careful with this option, because it will attempt to register you for ALL planned sections, not just the two you want.
 - If you do this, carefully review you schedule and drop any inadvertently added sections.

Option two:

Option Two:

- Go to the home screen by clicking the icon on the left-menu bar:
- To the right of the Register Now message, click Register
- A list will appear of all your planned but not registered for sections.
- Select the two courses together.
- Click Register.

Last Step: Carefully Review

Carefully review your calendar to ensure all registered courses show as Registered.

Return to [View Your Progress/Degree Audit](#) and ensure that your selected registered courses are fulfilling the necessary requirement.

[Sign Out](#)