Loyola University Maryland
Student Planning
Graduate
Full Registration Instructions

Log into Inside Loyola

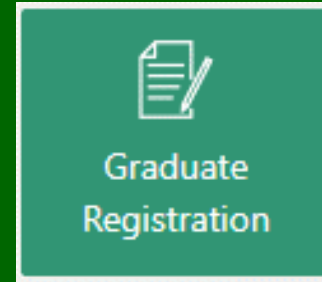Go to
https://Inside.loyola.edu

Login using your Loyola username and password

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

Enter your username information again to go into Self-Service.

You will land on the Graduate Student Demographic Entry screen.

Teaching, Learning, Working

Graduate Registration

Loyola University Maryland Self Service

User name

Forgot your user name ?

Continue

Graduate Student Demographic 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. Then click on the Home icon.

Updating demographics can be done at any time, 24/7 but may take up to 3 working days to be updated within the system.

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 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).
New students: may not have degree information here until second registration term. To begin planning your course go to slide 17 – Course Catalog. Registration information is given to you by your academic department.

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

Planning can be done prior to registration.

My Progress/Degree Audit

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, where applicable, and whether the application for graduation has been received and processed by the Records Office prior to the final semester of attendance.

My Progress

The bars on the right-hand side of the screen show your overall progress towards your degree
- **Progress**
- **Total Credits**
- **Total Credits from this School** (Loyola only)

Bar colors are as follows:
- Green = completed
- Mint green = in progress
- Gold = planned
- Totals for each show within the colored bar

The **Requirements** section is where you begin to plan course(s) / section(s).

My Progress continued

The **Requirements** section displays completed, planned, in progress, and outstanding requirements.

Completed requirements display with a green check mark.

In progress requirements display with a green check mark enclosed in a circle.

Planned requirements display a gold circle that looks like a clock.

Incomplete requirements display with a red triangle with a red exclamation point.

Requirements Collapse All ∧

Required Courses

Complete the following item. ⚠ **0 of 1 Completed.** Hide Details

A. Required
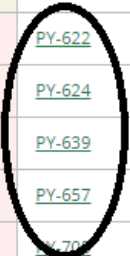
Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;
Complete all of the following items. ⚠ **0 of 1 Completed.** Hide Details

⚠ **1 of 20 Courses Completed.** Hide Details

Status	Course		Search	Grade	Term	Credits
✓ Completed	PY*615	Advanced Psychopathology		A	20/FA	3
⊘ In-Progress	PY*620	Theor of Counsel & Psychotpy			20/FA	3
⊘ In-Progress	PY*600	Assessment & Appraisal w/ Lab			20/FA	3
⊘ In-Progress	PY*715	Human Biopsychology			20/FA	3
⊘ In-Progress	PY*710	Diversity Issues in Psychology			21/SP	3
⊘ In-Progress	PY*664	Adv Develop Psy: Life Span			21/SP	3
⊘ In-Progress	PY*621	Prnc&Prct Psychotherapy w/Lab			21/SP	3
⊘ In-Progress	PY*603	Intro to Cognitive Assessment			21/SP	3
✓ Registered	PY*618	Group Therapy			21/SU	3
⏱ Planned	PY-602	Personality Assessment w/ Lab			21/SU	3
⊘ Not Started	PY-622	Adv Tech of Counsel&Psychothry				
⊘ Not Started	PY-624	Marriage & Family Therapy				

Planning Course(s)

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

Begin planning needed course(s) by completing the following steps:

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.

Offerings tend to be fewer in the summer. Students may find it easier to start at **Course Catalog**. Always review choices here to ensure they meet requirements.

Add course(s) 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**.

1. Select **Open Sections Only**
2. Select **Show All Terms** and select one.
3. Select other filtered options as desired.
4. Select **Add Course to Plan** if term is not open.
5. Select **Term** if available and **Add Section to Schedule.**
6. Select **Add Course to Plan**
7. Repeat steps as necessary.

Filter Results   Hide

Filters Applied: Fall 21 ✕

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

Availability ⌃

☐ Open and Closed Sections
☐ Open Sections Only

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

Subjects ⌃

☐ Psychology (1)

Locations ⌃

☐ Baltimore (1)

View Available Sections for PY-771   ⌃

Terms ⌃

☑ Fall 21 (1)

Fall 21

Days of Week ⌃

PY-771-401   Add Section to Schedule
Off-Campus Externship
Runs from 9/8/2021 - 12/23/2021

Time of Day ⌃

Select time range... ⌄

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

Starts by   **Ends by**
hh:mm AM/PM   hh:mm AM/PM

Instructors ⌃

☐ Howe, Dr Chelsea (1)

⊯ ‹ Page 1 of 1 › ⊮

Academic Levels ⌃

☐ Graduate Level (1)

Course Levels ⌃

Add Course to Plan – Filter Results

The **Course Types** filter can be used to filter for:

- Summer Sessions:
  - Summer Alternate
  - Summer 1
  - Summer 2

- Eight-Week sessions in Fall/Spring:
  - 8-week Session 1
  - 8-week Session 2

Most other types apply to undergraduate students unless they have (GR) after them.

Add Course(s) to Plan until Complete

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/or the course section if registration is open. **Note**: you cannot register or see the desired term unless you have added <u>sections</u> to your plan.

When choices have been completed select **Academics** at the top left of the screen.
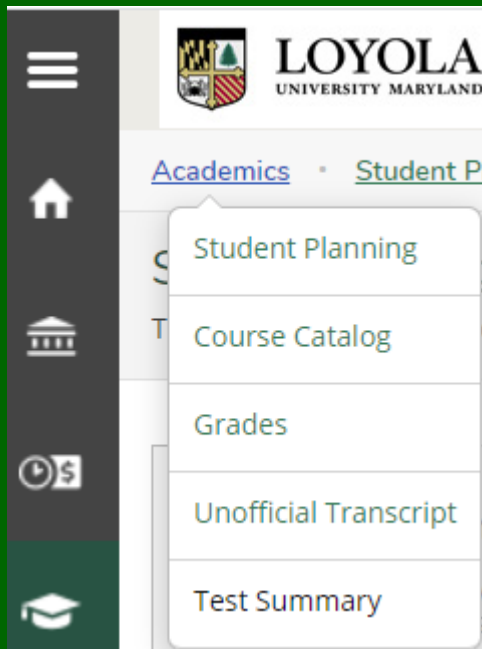
Register for Planned Course(s)

1. Select **Student Planning**

2. Select **Go to Plan & Schedule**

Confirm User Profile / Emergency Information

After selecting Go to Plan & Schedule you may encounter the red error messages shown in the screenshot.

Every 90 days you will be prompted to verify / update your contact information. This information includes your address, personal email, phone, gender identity, and emergency contact.

You should do this prior to registration opening; otherwise, you will be required to do this before you can register, and registration will be delayed.

Edit / Confirm Address / Email / Phone

Steps to confirm your current information:

1. Click on your name

2. Select User Profile

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

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

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

6. To edit your gender identity, click the pencil icon next to Edit Personal Identity, make your selection and save.

Edit / Confirm Emergency Contact Information

To confirm your emergency contact information:

1. Click on your username at top right of the screen.
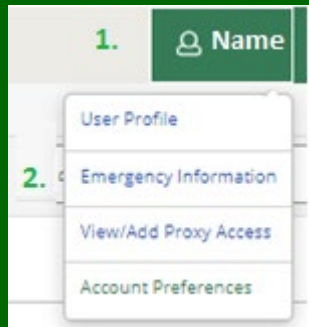
2. Select Emergency Information
3. Review / edit your emergency contact information.
4. If no emergency contact information appears, please click Add a New Contact.
5. Select confirm when information is complete.

Course Catalog

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

Select the **Subject Search** tab, then select a subject to see the course(s) available for planning and/or to add to your schedule for the term that is opened.

Select the **Advanced Search** tab, then enter the information relevant for the course information you desire. You can narrow you search by using the location, academic level, time of day and course type filters. Press Search to see the results for your search or select clear to enter new selection criteria.

You may also use the **Search for courses...** box located at the upper right-hand corner of the screen at any time if you know the course number desired.

Academics · Course Catalog

UNDERGRADUATE SEARCHES: When searching for diversity, global studies, interdisciplinary major or minor, service-learning, or summer session courses, and especially when the Search button is grayed out when reviewing the degree audit requirements, go to Course Catalog Advanced Search and filter on Course Type.
SUMMER SEARCHES: Choose Course Types when searching for summer session I (S1), II (S2), Alternate (S3), or Maymester (S4 - Undergraduate only) courses. When registering for summer courses, you may web register for sections up to 5 days prior to the course's start date, if web registration is open.
SERVICE-LEARNING SEARCHES: Use the Course Types drop-down menu below to search for Service-Learning (SL) designated sections of individual courses, or Course Listings in the Quick Links menu on Inside Loyola. On Course Listings, the Service-Learning designation will appear with course information under the Course Types column.

Search for Courses and Course Sections

Search for courses...

Subject Search | Advanced Search

Search for a course subject: | Type a subje

Accounting

Arabic

Art History

Biology

Business Admin

Subject Search | Advanced Search

Catalog Advanced Search

Results View

○ Catalog Listing

● Section Listing

Term | **Meeting Start Date** | **Meeting End Date**

Select Term | M/d/yyyy | M/d/yyyy

Courses And Sections

Subject | Course number | Section

Subject | Course number | Section

Subject | Course number | Section

+ Add More...

Planned Course(s) for Registration

1. The landing calendar will be for the current term.
2. If the term desired cannot be accessed with the greater than (>) sign, add at least one planned *section* from the Course Catalog for the term.
3. On the left-hand side of the screen are planned courses in gold.
4. Course requisites are displayed when required.

Please note that Graduate students are not required to get electronic permission to register for courses through this screen.

Advising for graduate students is done through the graduate academic departments.

Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule   Timeline   Advising   Petitions & Waivers

✉ L Advising Office

View Plan Archive

Compose a Note

Save Note

View Note History

No advising notes have been entered.

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 course sections.

   or

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

4. Courses are shown as subject + course number (PY 602). Course sections are shown as subject + course number + section (PY 602 401). You can only register for course sections.

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

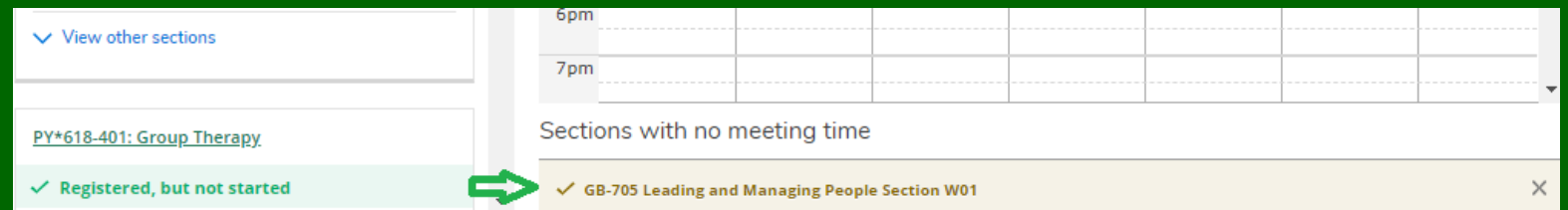6. Registered online courses without days/times will appear at the bottom, in green.

Register for all courses at once
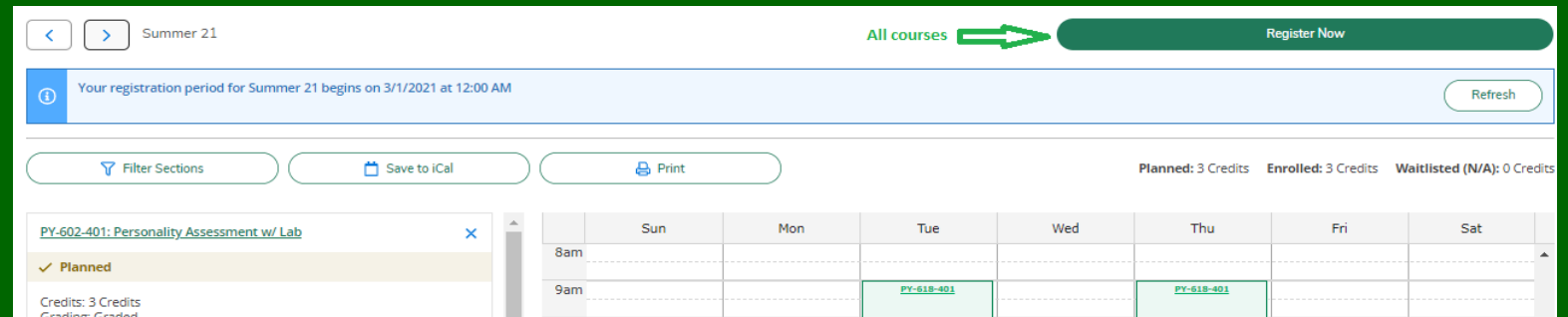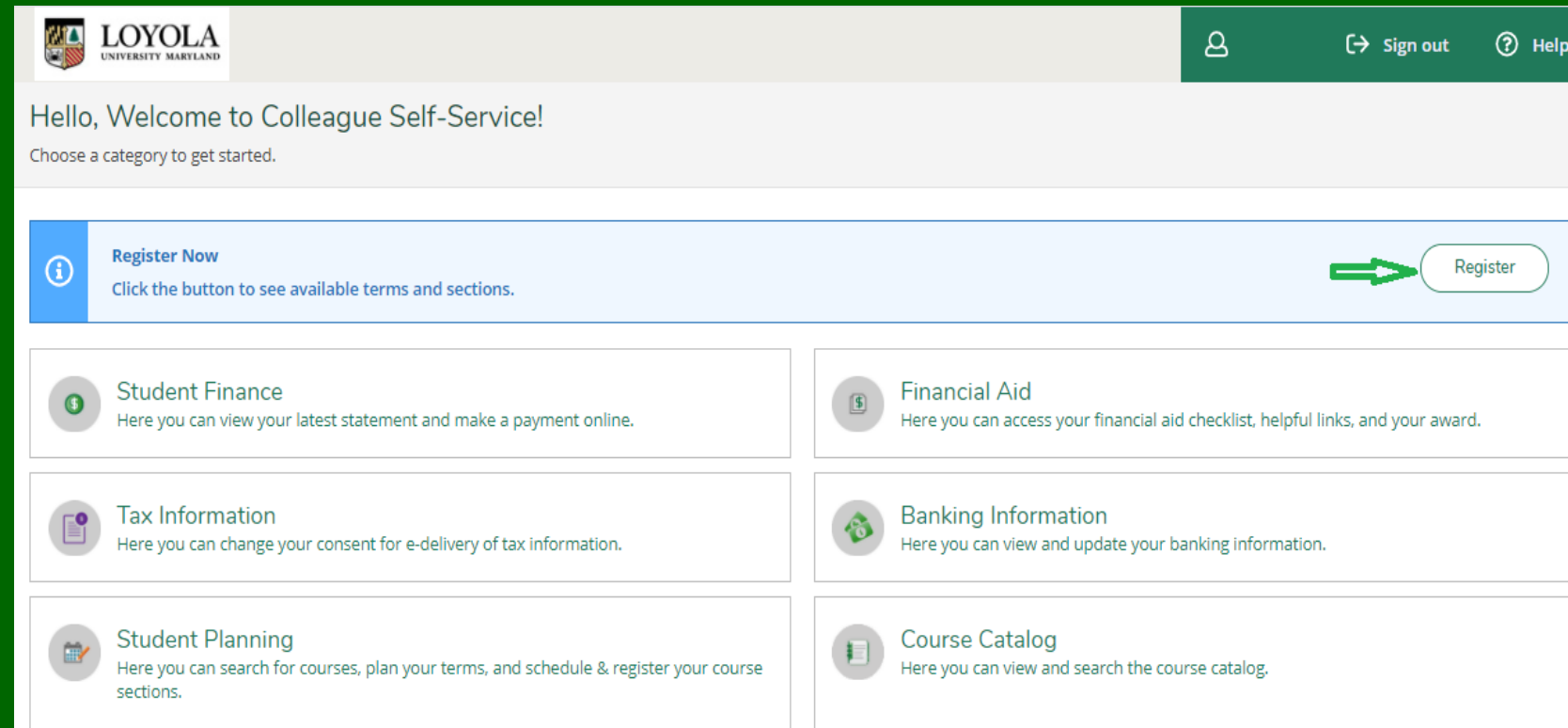

Register for one course at a time
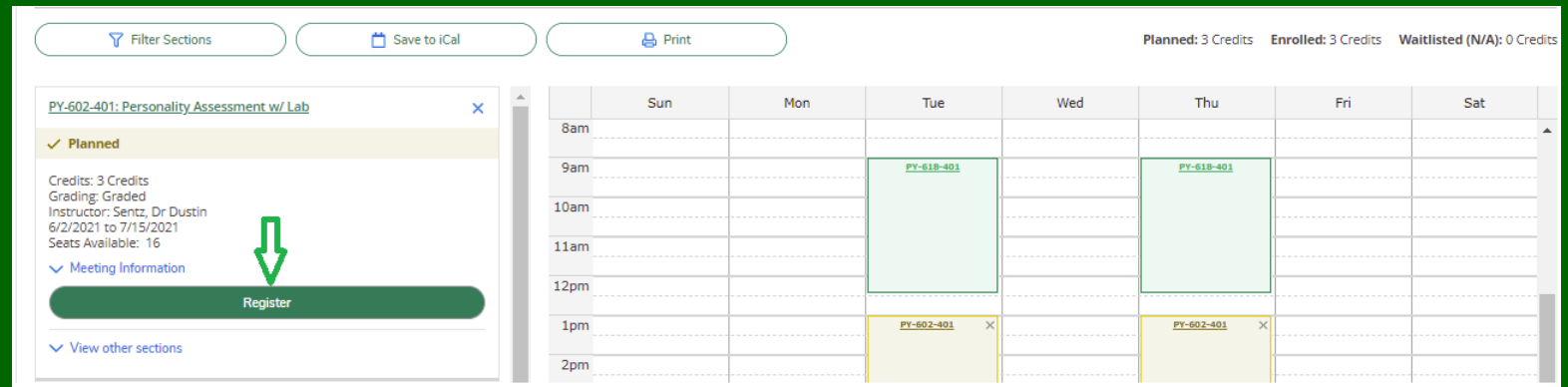
Registration Complete

Quick Registration from Self-Service Menu

Note: If you don't have any planned <u>sections</u> for the term, you will **not** see **Register Now** and the registration button will be grayed out.

1. If you have planned your sections for the term currently open, then:

2. After logging into Self-Service on or after the open registration day/time you will see the **Register Now** button on the Home screen.

3. Select **Register** on the right.

4. Select the course(s) you want to register for and click on **Update**.

5. Go to Plan and Schedule to confirm your registration is complete.

Add/Drop Course Sections

1. 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.
2. 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.
3. Select **Drop** for the course you want to drop on the left side bar. The **Register and Drop Sections** window appears.
4. Select the course(s) you want to add / drop.
5. Select **Update**.

PY*618-401: Group Therapy

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Jacobson, Dr Cara
7/19/2021 to 8/26/2021

˅ Meeting Information

Drop

Register and Drop Sections

You have elected to drop: PY*618-401 (3 Credits)

Select sections to drop:
☑ PY*618-401 (3 Credits)

Select sections to add:
☐ PY-602-401 (3 Credits)

Cancel   Update

Student Planning Menu Options

After selecting Plan & Scheduling, these
tab choices are available:

- Schedule
- Timeline
- Advising
- Petitions & Waivers
- View Plan Archive
- Other Student Options

| Schedule | Timeline | Advising | Petitions & Waivers |

My Advisors

✉ **Advisor Name**

Request Review

View Plan Archive
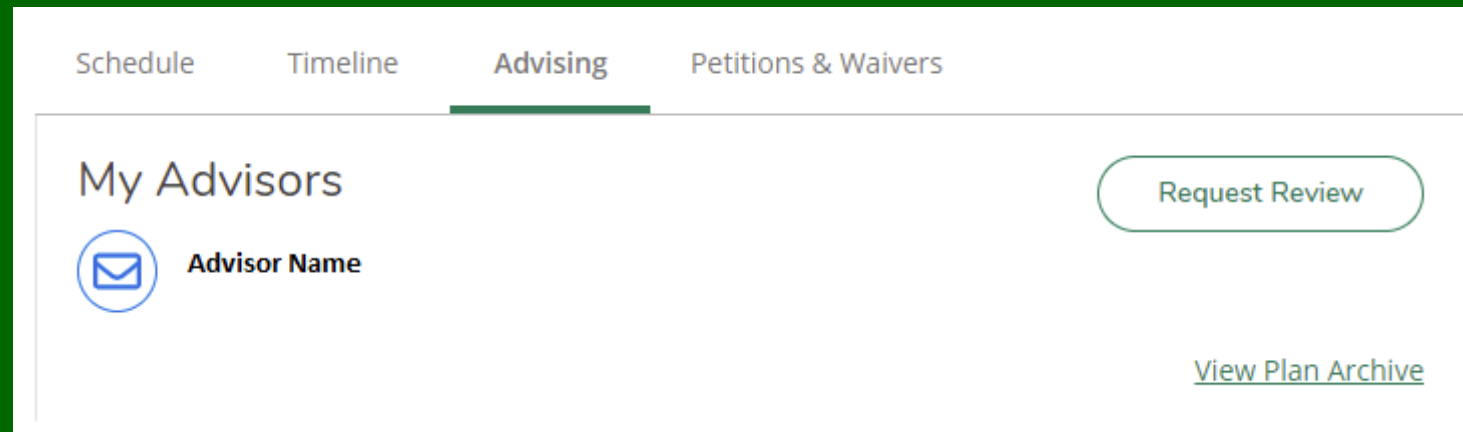
Student Planning Schedule

Schedule is where students register and/or add/drop courses.

The date/time grid displays courses a student has planned or registered for, and/or scheduling conflicts. Other items to note is whether the section is full and has prerequisites.

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

Student Planning Timeline

Timeline displays your previous, current, and registered term courses. If a course has been graded, the grades show.

Other credits display advanced standing/transfer and waivers, and their associated Loyola equivalent credits, if applicable.

Student Planning Advising

As noted above, Graduate students are not required to get prior permission to register for courses through this screen.

Advising for graduate students is done through the graduate academic departments.

Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

Student Planning Petitions & Waivers

Petitions & Waivers display petitions, waivers, and consents the student has received for courses that require them.

Request these permissions through your academic department.

View Plan Archive

This plan archive area is likely to be empty for Graduate students.

As noted above, Graduate students are not required to get prior permission to register through this screen, and as such, are unlikely to have advising notes or approvals to archive.
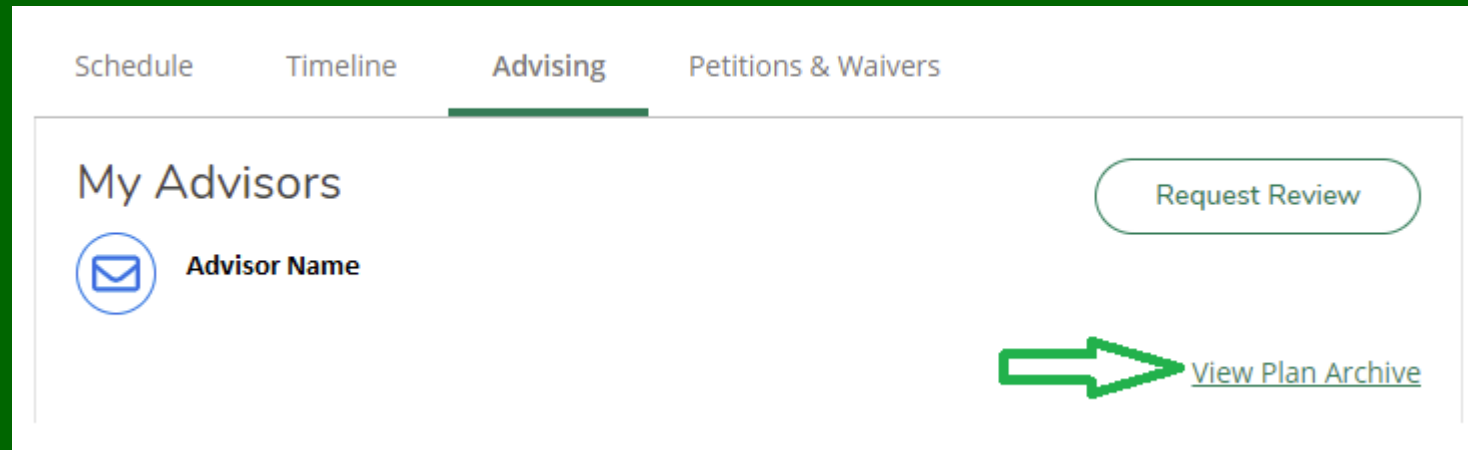
Other student options
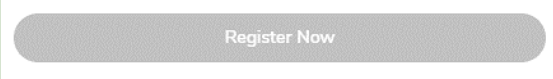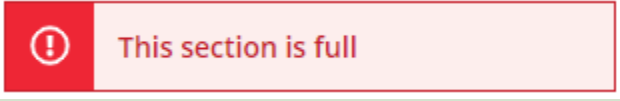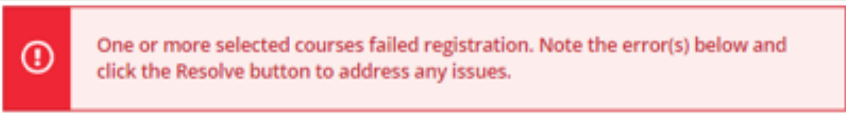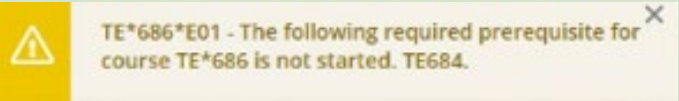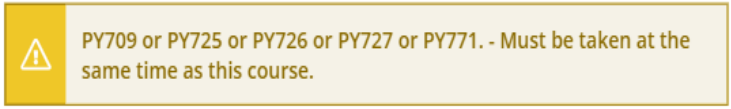
Other student options are available along the left menu bar.

Please review all options, but some under the 'Cap' Academics icon include:

Grades: click here to print an official grade report.

Unofficial Transcript: click here to view select a pdf of your transcript.

GR Application to Graduate: Prior to your last term of degree or advanced certificate course work, complete this application. It is due the first day according to the academic calendar of regular graduate classes.

Error Message	Reason for Message
Register Now grayed out: Register Now	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 have planned the course but not selected a <u>section</u>.
Not your day/time to register ⓘ Your registration period for Fall 21 begins on 4/8/2021 at 12:00 AM	This message displays until the announced date/time for when registration opens. Please note that graduate registrations usually open at 7am, not midnight. We are unable to edit the time. Refer to the Records Office email to know the date/time registration opens.
Section Closed ⊘ This section is full	The course selected is full. Make another selection.
Course registration failed ⊘ One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.	The course registration failed – select another course to register for and/or contact your department for options.
Another section must be taken <u>prior to</u> this course ⚠ TE*686*E01 - The following required prerequisite for course TE*686 is not started. TE684. ✕	Click on the course hyperlink to select from the sections available for the requirement.
Another course section must be taken <u>with</u> this course ⚠ PY709 or PY725 or PY726 or PY727 or PY771. - Must be taken at the same time as this course.	To register for corequisites, you must register for them at the same time. Click the 'Home' icon and use the Register Now button, which will allow you to select the two course sections together.

Error Message		Reason for Message
Conflicting sections	⚠ GB*702*601 - GB*702*601 conflicts with RE*744*W01. ✕	Remove or register for one of the conflicting sections. Then remove the other from your schedule.

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

Return to **View Your Progress/Degree Audit** and ensure that your selected registered courses are fulfilling the necessary requirement.

Billing and Payment

For tuition and fee costs, click <u>here</u>.

Payments for tuition and fees are due within 10 days of registering for courses. There are various <u>payment options</u> 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. From inside.Loyola, go to *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 about billing questions, contact Student Administrative Services at 410-617-5047. Also, you have the option to <u>Schedule a Meeting with an Accounts Specialist</u>.