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

Select Graduate Registration

Enter your login information again.

Again, select Graduate Registration

Student Demographics

Review, update where necessary, and submit.

Click on the Self-Service Student Planning Registration link.

Self-Service Log In

Log into the Self-Service screen.

The first time you do so, you may experience a time lag as the system is loading your personal data. You may even get an error message the first time you log in.

Once you are in Self-Service, to clear any error messages, on the left side menu bar, select the home icon to go to the main menu.
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 Advanced Search.

Choose Term (Summer 21 or Fall 21, 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

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

Click Add Section.

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

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

Then, you should be able to register for the course.

Click on the Home Icon

Once you have confirmed your demographic information and planned one course

Click Register Now.

Select the course(s) you want to register for and click on Register.

You may be asked to Go to Schedule to resolve any issues.

Click Go to Schedule.
Plan & Schedule displays courses you have successfully registered for and planned. This is your class schedule.

**Green** means registered.

**Gold** just means planned, not registered.

**Carefully Review Your Class Schedule to ensure you are registered.**

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

**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 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.