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

Under Teaching, Learning, Working
Select Graduate Registration

Enter your username information again and click Continue.

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. These course subjects are 4-letters beginning with ED (EDAD, EDCS, EDCT, EDGC, EDHE, EDTP).

Click Search at the bottom.

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

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** means planned, not registered.
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’.

<table>
<thead>
<tr>
<th>Course</th>
<th>EDGC*823-W01: CBT App Using Bibliotherapy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔ Registered, but not started</td>
</tr>
<tr>
<td>Credits</td>
<td>1 Credits</td>
</tr>
<tr>
<td>Grading</td>
<td>Graded</td>
</tr>
<tr>
<td>Instructor</td>
<td>TBD</td>
</tr>
<tr>
<td>Dates</td>
<td>6/14/2021 to 7/19/2021</td>
</tr>
<tr>
<td>✔ Meeting Information</td>
<td></td>
</tr>
</tbody>
</table>

Sections with no meeting time

<table>
<thead>
<tr>
<th>Course</th>
<th>EDGC*823 CBT App Using Bibliotherapy Section W01</th>
</tr>
</thead>
</table>

Billing and Payment

The cost of the course can be viewed in the Course Catalog Comments, and department information is [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 2.4% convenience fee ($0.25 min). 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**.