

Loyola University Maryland
 Quick Registration User Guide
 Graduate Continuing Education

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

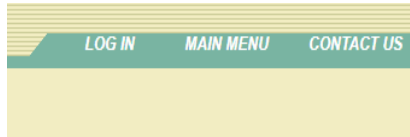
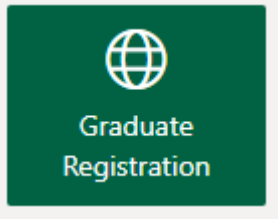
Select **Graduate Registration**

Enter your login information again by clicking Log In at top right.

Select Students

Again, select **Graduate Registration**

Teaching, Learning, Working



Student Demographics

Review, update where necessary, and submit.

+Citizenship +VISA Type

Religion Catholicism Marital Status S - Single

+Current Employer

+Job Title

+Current Employer Address

+Current Employer City, State, Zip:

Ethnicity and race on record:

Are you of Hispanic or Latino origin? No What is your race? White

Update your ethnicity and race below:

Are you of Hispanic or Latino origin?

Yes No

What is your race? Choose as many as apply.

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Include information in Directory? (For more information click [here](#).)
 (No response is considered a "Yes")

Yes No

Academic Program on record

+Academic Program

+Anticipated Graduation Date

SUBMIT

Click on the Self-Service Student Planning Registration link.

[Click here to go to Self-Service Student Planning Registration.](#)

Click the 'Students Menu' button to return to the menu without registering.

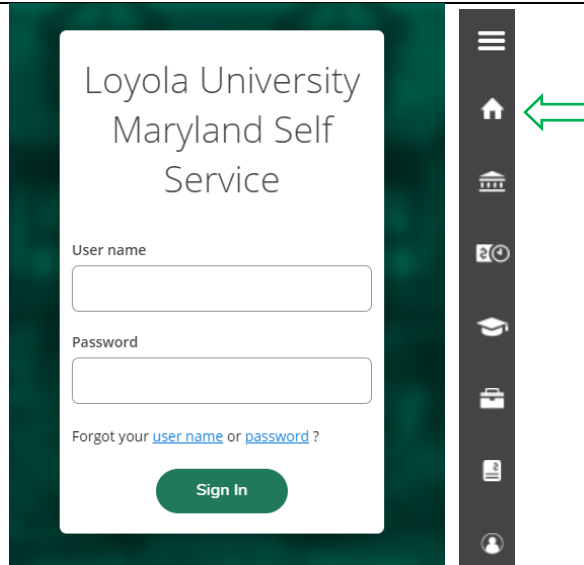


Self-Service Log In

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.

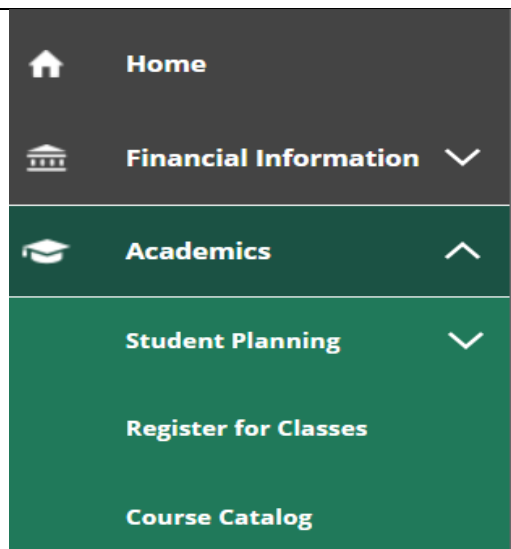
Once you are in Self-Service, to clear any error messages, on the left side menu bar, select the home icon to go to the main menu.



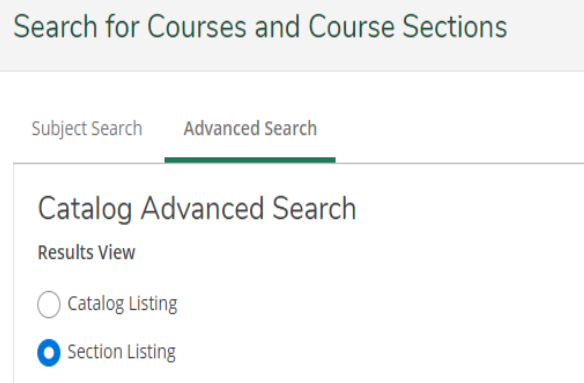
Self-Service Portal contains two sets of menus

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.

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

Click Search at the bottom.

Term

Summer 21

Courses And Sections

EDGC-Educ School Counseling

Clear

Search

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

Advanced Search Selection: EDGC

Filters Applied: Summer 21 x

Add To Schedule	Term	Status ^ v	Section Name ^	Title
Add	Summer 21	Open	EDGC-822-W01	Laurn's Law:Couns Resp Indic
Add	Summer 21	Open	EDGC-823-W01	CBT App Using Bibliotherapy

Click Add Section.

Section Details

EDGC-823-W01 CBT App Using Bibliotherapy
Summer 21

Instructors Martin, Ms Lucia ([lmartin2@loyola.edu](mailto:martin2@loyola.edu))

Meeting Information 6/14/2021 - 7/19/2021
Internet/Online, (On-Line/Asynchronous)

Dates 6/14/2021 - 7/19/2021

Seats Available 13 of 15 Total

Credits 1

Grading Graded

Requisites None

Course Description Drawing from a CBT approach practitioners learn to use literature to create a safe distance for young people to deal with issues related to self-regulation, anxiety, or chronic stress because of traumatic experiences. Literature and strategies for working with elementary and secondary students are explored along with the facilitation of coping strategies. *(Fall/Spring/Summer)*

Books [Bookstore Information](#)

Close Add Section

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

Summer 21 Open [EDGC-823-W01](#) CBT App Using Bibliotherapy 6.

Add

✓
Planned

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

[Academics](#) · [Course Catalog](#)

- Student Planning
- Register for Classes
- Course Catalog

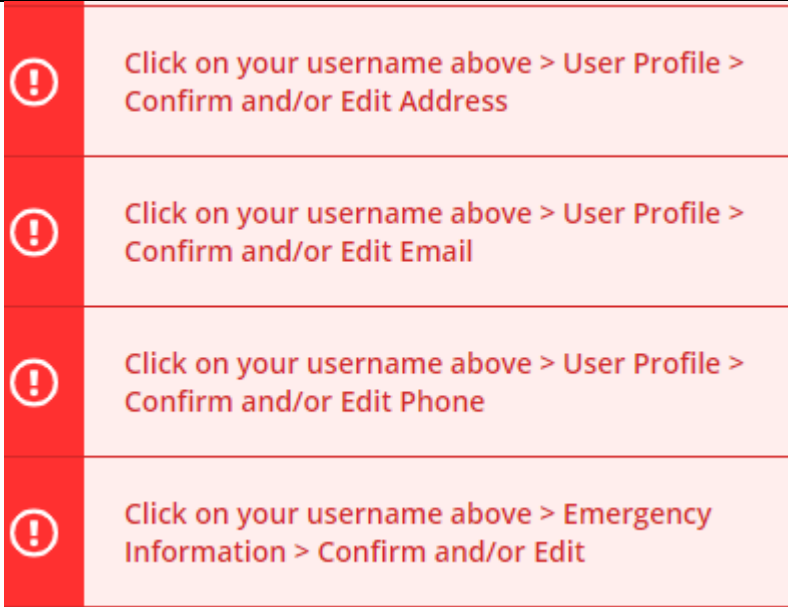
You may receive error messages on the screen. Read them and follow the instructions or call the department if you are unsure what to do.

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

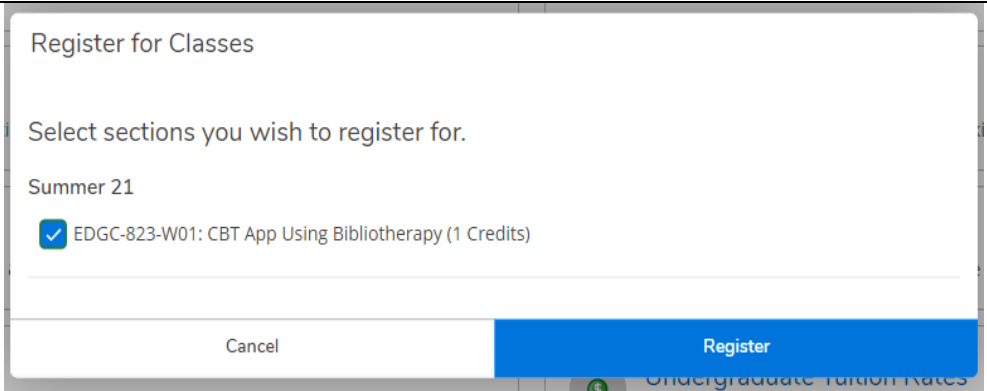


Once you have confirmed your demographic information and planned one course

Click Register Now.

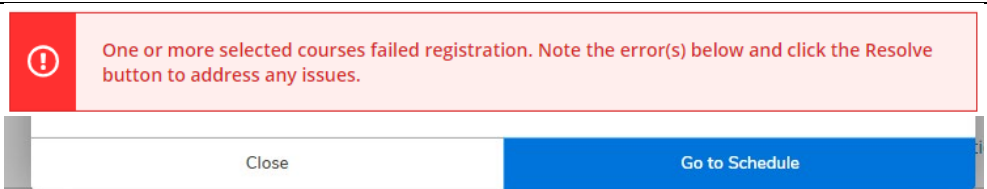


Select the course(s) you want to register for and click on Register.



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.

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](#).