

Loyola University Maryland
Student Planning Graduate
Quick Registration Instructions

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

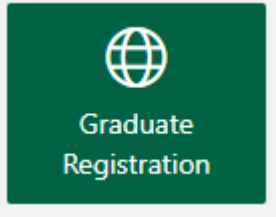
Select **Graduate Registration**

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

Select Students

Again, select **Graduate Registration**

Teaching, Learning, Working



[Graduate Registration](#)

Student Demographics

Review, update where necessary, and submit.

Click on the Self-Service Student Planning Registration link.

+Citizenship +VISA Type

Religion Marital Status

+Current Employer

+Job Title

+Current Employer Address

+Current Employer City, State, Zip:

Ethnicity and race on record:

Update your ethnicity and race below:

Are you of Hispanic or Latino origin?

Yes

No

What is your race? Choose as many as apply.

<input type="checkbox"/>	American Indian or Alaskan Native
<input type="checkbox"/>	Asian
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander
<input type="checkbox"/>	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 here to go to Self-Service Student Planning Registration.](#)

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

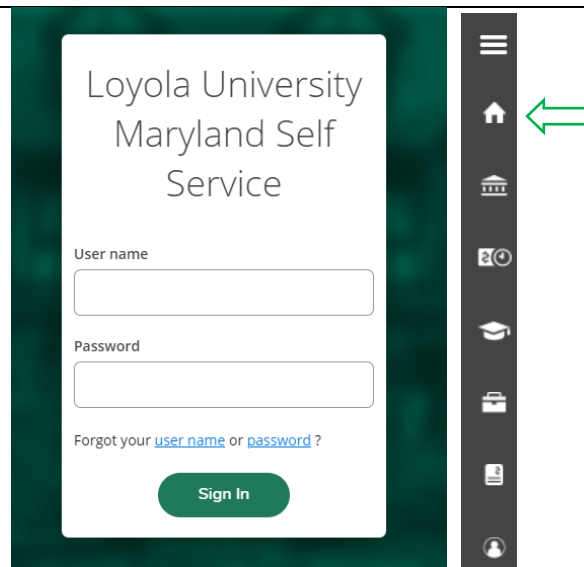
[Students Menu](#)

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 the error, on the left side menu bar, select the home icon to go to the main menu.

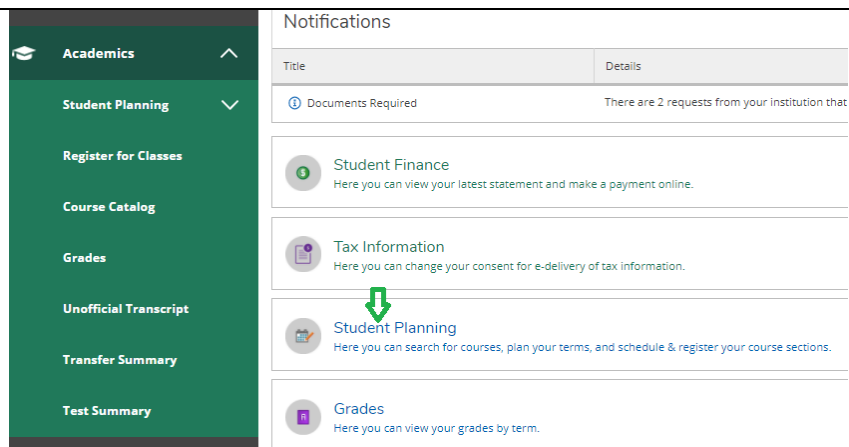


Self-Service Portal contains two sets of menus

On the left menu, select from the drop down to view menu items.

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.

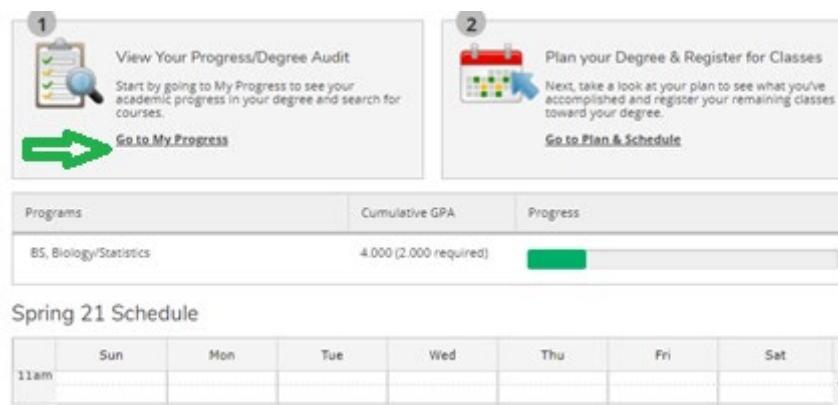


This screen will display two options plus the current term:

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 is your degree audit.

At a Glance list details pertaining to your program.

Academics · Student Planning · My Progress

My Progress

Search for courses...

BS, Biology/Statistics (1 of 1 programs) View a New Program

At a Glance Print

Cumulative GPA: 4.000 (2.000 required)
Institution GPA: 4.000 (2.000 required)
Degree: Bachelor of Science
Majors: Biology/Statistics
Departments: Biology
Mathematics and Statistics

Catalog: 2019
Anticipated Completion Date: 5/20/2023
Alternate Catalog Year:

Description
BS, Biology/Statistics

Program Notes
[Show Program Notes](#)

Progress

Total Credits 15 of 120
6 6 3

Total Credits from this School 15 of 60
6 6 3

Program Completion must be verified by AASC for Undergraduate Students, and by Department Program Directors for Graduate Students.

Planning Course(s): Scroll through the list of requirements to determine courses needing to be planned. Begin planning by:

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.

C. Fine Arts

Take 1 Fine Arts course (AH 110, AH 111, DR 250, DR 251, DR 252, MU 201, MU 203, MU 204, PT 270, or SA 224)

Complete all of the following items. 0 of 1 Completed. [Hide Details](#)

Fine Arts course 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
Not Started	AH-110 Srvy of Art:Paleolit to Gthic				
Not Started	AH-111 Survey of Art:Renaïs to Modern				
Not Started	DR-250 Intro to Theatre History				

Select **filter options** to narrow the display of courses.

1. Select **Add Course to Plan** if term is not open.
2. Select **Term** if available and **Add Section to Schedule**.
3. Select **Add Course to Plan**

Repeat steps as necessary.

The following results match requirement: Take 1 Foreign Language course Intermediate II Level

Filters Applied: None

Filter Results

Availability Open and Closed Sections Open Sections Only

Subjects

- Arabic (1)
- Chinese (1)
- French (1)
- German (1)
- Greek (1)

[Show All Subjects](#)

Locations

- Baltimore (5)
- Class-Off Campus (3)
- Internet (1)

Terms

- Spring 21 (5)
- Fall 21 (4)
- Summer 21 (3)

AB-104 Arabic IV (3 Credits) Add Course to Plan

A continuation of AB103. *Heritage speakers should discuss placement with the instructor. Laboratory study outside the classroom is required. (Fall/Spring)*

Requires: AB103 or equivalent. - Must be completed prior to taking this course.
Offered: Fall & Spring Term, Annually

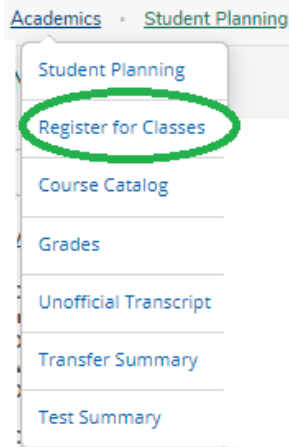
CI-104 Chinese IV (3 Credits) Add Course to Plan

A capstone course reviewing and reinforcing language skills learned in CI 101-103 to help students attain intermediate low level as defined by ACTFL guidelines in the five skills: reading, writing, speaking, comprehension, and culture in Chinese-speaking countries and regions. Engages students in more complicated communicative tasks with various vocabulary and sentence patterns. *Laboratory study outside the classroom is required. IA (Fall/Spring)*

Requires: CI103 or appropriate score on placement exam. - Must be completed prior to taking this course.
Offered: Fall & Spring Term, Annually

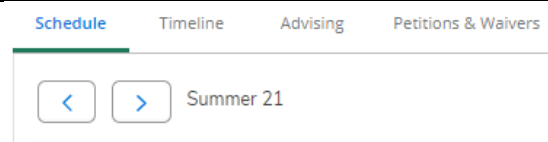
Register for Planned Course(s)

Select Academics > Register for Classes



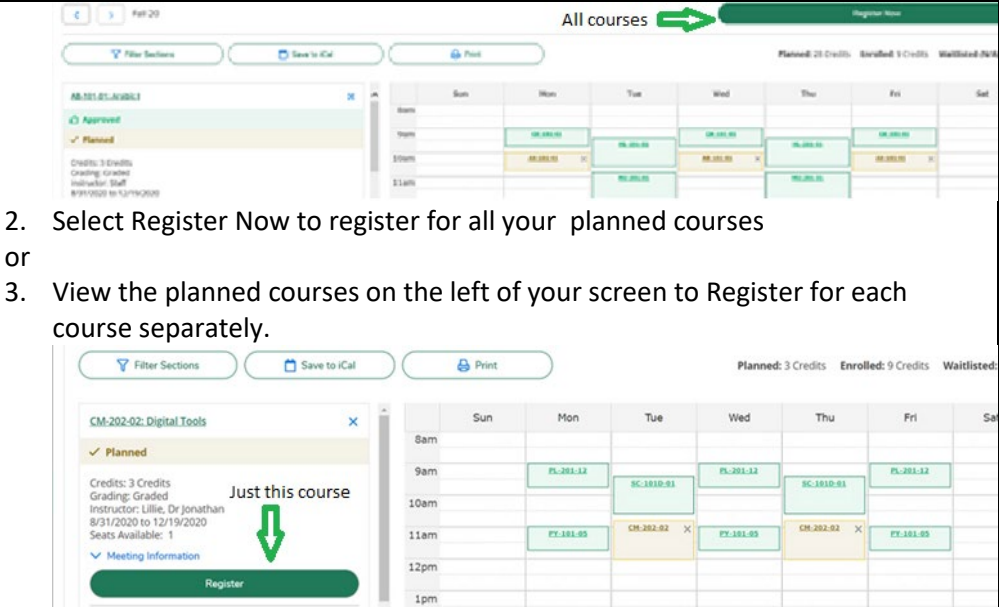
Click on the + sign to add a term or click on the > to advance to the desire term.

If this does not get you to the term you need and that is open for registration, add at least one planned course section from that term.



Register for Planned Course(s)

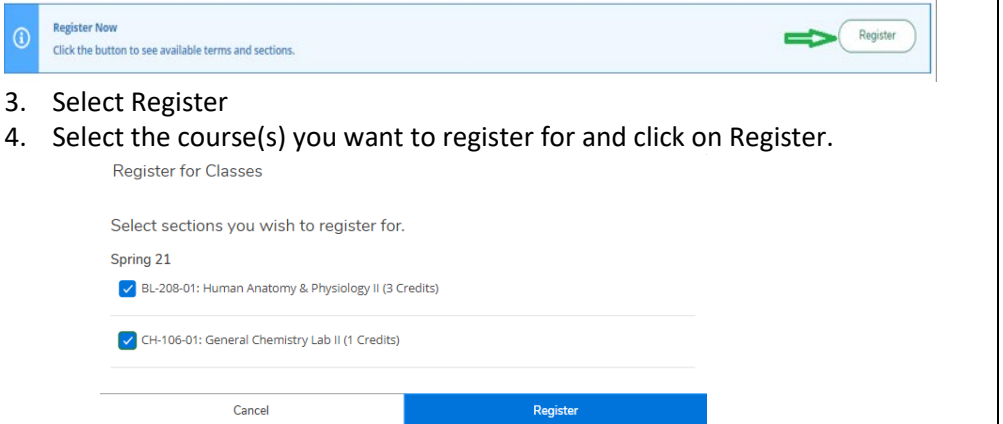
1. Confirm registration is open per emailed instructions from the Records Office and availability of Register Now button. Button will be green instead of grayed out.



2. Select Register Now to register for all your planned courses or
3. View the planned courses on the left of your screen to Register for each course separately.

Quick Registration

1. If you have planned your sections for the term currently open and have received advisor approval, then:
2. After logging into Self-Service on or after registration day/time you will see the Register Now button



Carefully Review Your Class Schedule

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

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

The screenshot displays the Loyola University Chicago Student Planning interface. At the top, there are navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this, the user is prompted to 'Plan your Degree and Schedule your courses'. The main area shows a course schedule for 'Fall 2020'. A course titled 'CM*368-01: Entertainment Media & Politics' is highlighted in green and marked as 'Registered'. The course details on the left include 'Credits: 3 Credits', 'Grading: Graded', 'Instructor: Becker, Dr Amy', and '8/31/2020 to 12/19/2020'. A red banner at the bottom of the course details states 'This section is full'. The schedule grid shows classes on Tuesdays and Thursdays from 10am to 12pm. A 'Register Now' button is visible in the top right corner.

Other Issues/Questions

Go to the Records Office web site: www.loyola.edu/records and click on the **Graduate** tab at the top of the page for the more complete instructions in the **Graduate Student Planning User Guide**.

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](#).