Log into: [https://Inside.loyola.edu](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**

**Student Demographics**

Review, update where necessary, and submit.

Click on the Self-Service Student Planning Registration link.

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Click here to go to [Self-Service Student Planning Registration](https://Inside.loyola.edu).
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 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.

**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.

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.
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 desired 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.

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.

3. Select Register.

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

### Other Issues/Questions

Go to the Records Office web site: [www.loyola.edu/records](http://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](http://www.loyola.edu/records).

Payments for tuition and fees are due within 10 days of registering for courses. There are various [payment options](http://www.loyola.edu/records) 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](http://www.loyola.edu/records), Select Student Finance, then [Make Payments](http://www.loyola.edu/records) 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](http://www.loyola.edu/records).