Log into: [https://Inside.loyola.edu](https://Inside.loyola.edu) Using your Loyola username and password

Select **Loyola Self-Service**

Self-Service Portal contains two sets of menus

On the left menu, select from the drop down to view menu items. Registration information is under **Academics**.

On the right side, select a link to go to desired process. For registration, 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) from your degree audit. 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.

**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: **6 of 1 Completed. Hide Details**

![Fine Arts course: 0 of 1 Courses Completed. Hide Details](image)

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>AH 110</td>
</tr>
<tr>
<td>Not Started</td>
<td>AH 111</td>
</tr>
<tr>
<td>Not Started</td>
<td>DR 250</td>
</tr>
</tbody>
</table>

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** on the left to narrow the display of courses.
1. Select **Add Course to Plan** if term is not open.
2. Select **Term** if available, **View Available Sections**, and **Add Section to Schedule**.
3. Select **Add Course to Plan**
4. 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 desire term.

**Permission to Register:** **Summer Registration only**

After selecting summer sections, summer permission to register is obtained from and granted by the Academic Advising and Support Center (AASC) via email at aasc@loyola.edu or call 410-617-5050.

If you see this message below for your selected section, you have not received permission from AASC:
Request Plan Review and Registration Permission: **Fall and Spring terms only**

1. Select **Go to Plan & Schedule**
2. Select the **Advising** tab
3. Use **Compose a Note** to send a request for permission to register to your advisor (if you are studying abroad, follow directions from OIP).
4. Select **Save Note**
5. Select **Request Review**
6. The note is sent to your current advisor(s) via student planning and via email.

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Confirm Advisor Permission to Register Granted: *(Fall / Spring only)*

1. Select **Student Planning** from the Self-Service Menu
2. Select **Go to Plan & Schedule**
3. Select the **Advising** tab.
4. View the Note history at the bottom of the screen.

---

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
3. Select Register
4. Select the course(s) you want to register for and click on Register.
5. Confirm registration on My Class Schedule or as ‘Registered’ on calendar.

Request 6th Course Permission: (Fall / Spring only)

Note: 6th courses are exclusive of one- and two-credit courses and all Military Science courses. 6th course permission is not required for these courses.
1. Select Student Planning from the Self-Service Menu
2. Select Go to Plan & Schedule
3. Select the Advising tab
4. Use Compose a Note and request permission from your advisor for the 6th course.
5. Select Save Note
6. Select Request Review

Confirm Advisor 6th Course Permission Granted: (Fall / Spring only)
1. Select Student Planning from the Self-Service Menu
2. Select Go to Plan & Schedule
3. Select the Advising tab.
4. View the Note history at the bottom of the screen.

View Note History

<table>
<thead>
<tr>
<th>Note</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>P621/SP</td>
<td>1/10/2021 4:29 PM</td>
</tr>
<tr>
<td>Please give me 6th course permission.</td>
<td>1/10/2021 4:37 PM</td>
</tr>
</tbody>
</table>

5. The format of the note is important. The format must be P6YY/SS or similar for it to work (for example, P621/FA). If you do not see this format, contact your advisor, and request the proper format. Contact AASC if you still cannot register for your 6th course at the proper time.
6. Register for the 6th course using the same steps as registering for other courses.

Note: 6th course registration begins for Fall in mid-July after first-year orientation and for Spring after all class years have registered in mid-November. Check the Records Office website academic calendar for dates.

Add/Drop Course Agreement

1. You can add and drop courses provided you stay below 6 courses anytime after registration opens to you, 24/7. Once the formal 6th course registration period begins, you can make 6th course selections, but you must first consent to the Add/Drop Agreement.
2. After logging into Inside.Loyola, Loyola Self-Service, select Student Planning, then select Go To Plan & Schedule. You will get a message indicating that you need to accept the Required Agreement.
3. Click on your username.
4. Select Required Agreements
5. Select View to read the agreement

<table>
<thead>
<tr>
<th>Add/Drop Agreement for Spring Term</th>
<th>FY2020</th>
<th>5/14/2020</th>
<th>Incomplete</th>
<th>View</th>
</tr>
</thead>
</table>

6. Select Accept

After making changes to my schedule, I will view my updated schedule and degree audit in Self Service Student Planning for Students.

The deadline for adding a course to my current schedule is 5pm, Friday, January 22. No retroactive registration will be granted.

Transactions that cannot be processed using Student Planning must be handled through the AASC.
7. The Add/Drop Agreement can be printed if desired
8. Select the Academic icon, then select Plan & Schedule. Continue with the registration procedures.

**Last Step: 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’.

Sign out of Self-Service.

Full registration instructions are available at [www.loyola.edu/department/records/undergraduate](http://www.loyola.edu/department/records/undergraduate), select Registration User Guide UG.