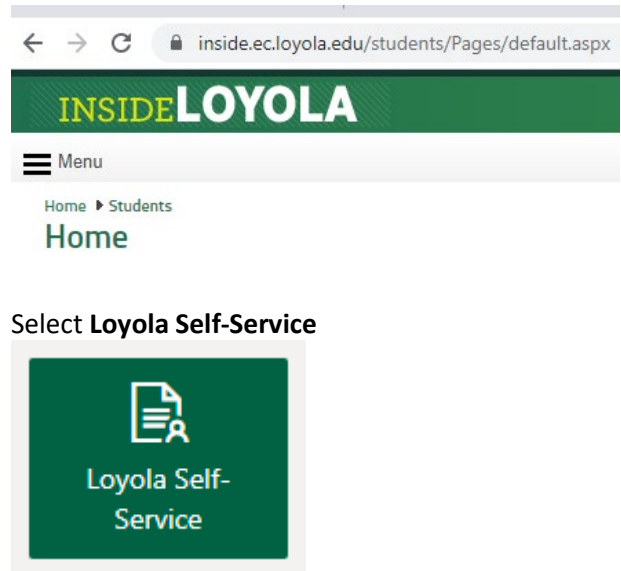
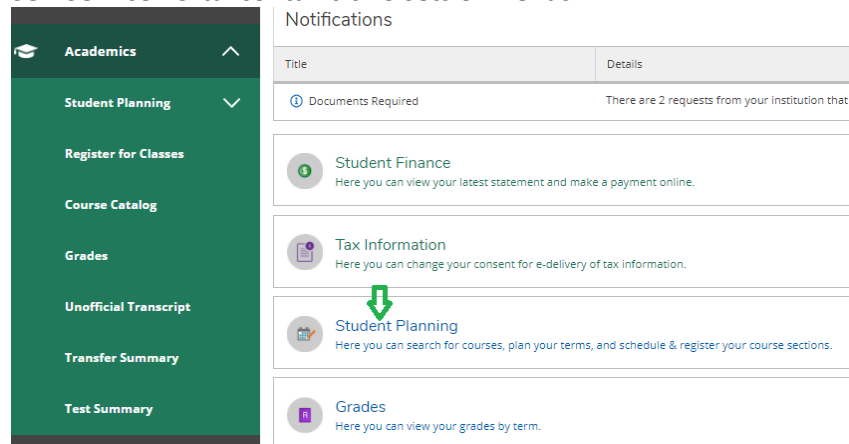


Loyola University Maryland
Student Planning for Undergraduate Students
Quick Registration Instructions

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



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:

1 View Your Progress/Degree Audit

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2 Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
BS, Biology/Statistics	4.000 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

Spring 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							

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.

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

<p>Cumulative GPA: 4.000 (2.000 required)</p> <p>Institution GPA: 4.000 (2.000 required)</p> <p>Degree: Bachelor of Science</p> <p>Majors: Biology/Statistics</p> <p>Departments: Biology</p> <p>Catalog: Mathematics and Statistics</p> <p>Anticipated Completion Date: 2019</p> <p>Alternate Catalog Year: 5/20/2023</p> <p>Description BS, Biology/Statistics</p> <p>Program Notes Show Program Notes</p>	<p>Program Completion must be verified by AACSB for Undergraduate Students, and by Department Program Directors for Graduate Students.</p> <p>Progress</p> <div style="width: 100%; height: 10px; background-color: green;"></div> <p>Total Credits 15 of 120</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%; text-align: center;">6</div> <div style="width: 33%; text-align: center;">6</div> <div style="width: 33%; text-align: center;">3</div> </div> <p>Total Credits from this School 15 of 60</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 33%; text-align: center;">6</div> <div style="width: 33%; text-align: center;">6</div> <div style="width: 33%; text-align: center;">3</div> </div>
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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. ▲ 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:Renais to Modern				
ⓘ Not Started	DR-250 Intro to Theatre History				

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.

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)

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

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

CI-104 Chinese IV (3 Credits)

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)*

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

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)

[Academics](#) > [Student Planning](#)

- Student Planning
- Register for Classes
- Course Catalog
- Grades
- Unofficial Transcript
- Transfer Summary
- Test Summary

Select Academics > Register for Classes

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

[Schedule](#) [Timeline](#) [Advising](#) [Petitions & Waivers](#)

< > Summer 21

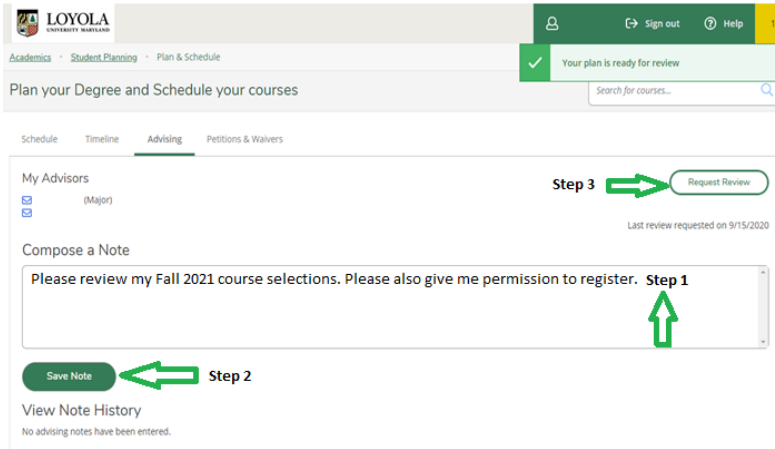
Permission to Register: Summer Registration only

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:

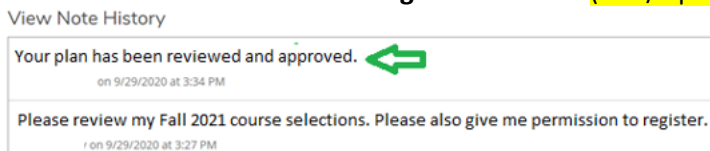


Request Plan Review and Registration Permission: **Fall and Spring terms only**



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.

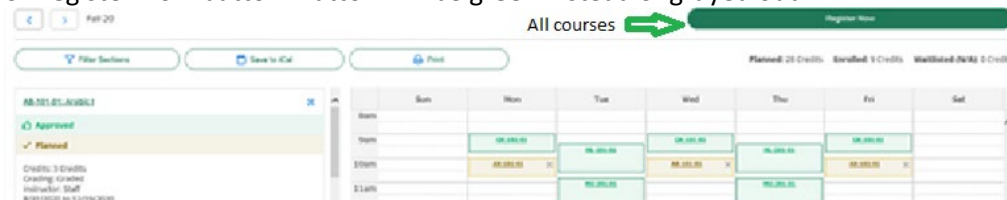
Confirm Advisor Permission to Register Granted: **(Fall / Spring only)**



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)

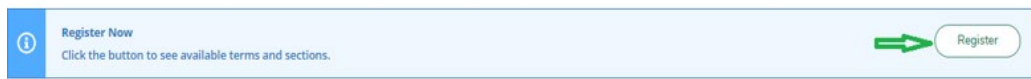
1. Confirm registration is open per emailed instructions from the Records Office and availability of Register Now button. Button will be green instead of grayed out.



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.

Register for Classes

Select sections you wish to register for.

Spring 21

BL-208-01: Human Anatomy & Physiology II (3 Credits)

CH-106-01: General Chemistry Lab II (1 Credits)

Cancel 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.

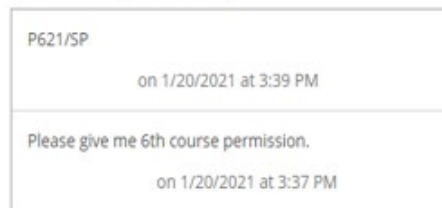
5. Select Save Note
6. Select Request Review

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

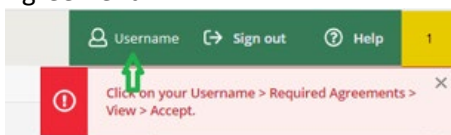


5. The format of the note is important. The format must be P6YY/SS or similar for it to work (for example, P621/FA). If you do not see this format, contact your advisor, and request the proper format. Contact AASC if you still cannot register for your 6th course at the proper time.
6. Register for the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

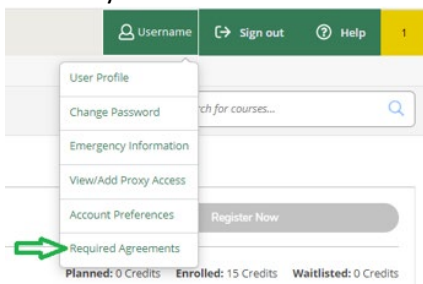
Note: 6th course registration begins for Fall in mid-July after first-year orientation and for Spring after all class years have registered in mid-November. Check the Records Office website academic calendar for dates.

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

Title	Agreement Period	Due Date	Status	Action
Add/Drop Agreement for Spring Term	FY2020	5/14/2020	Incomplete	View

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 extensions will be granted.

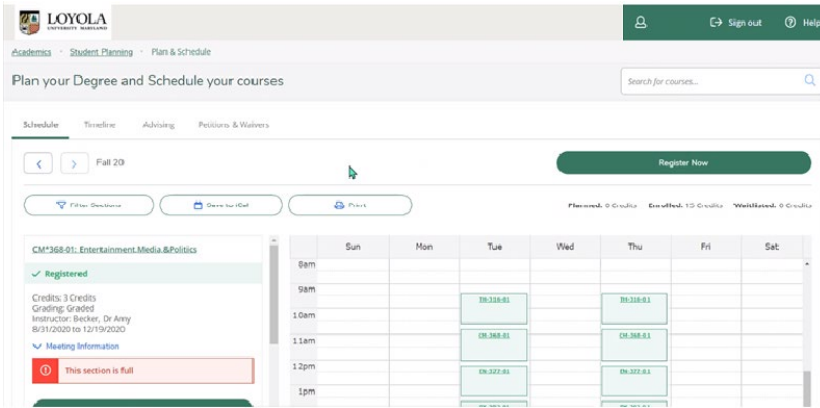
Transactions that cannot be processed using Student Planning: must be handled through the AASC

Cancel Accept

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, select Registration User Guide UG.