



Loyola University Maryland Student Planning Graduate Full Registration Instructions

Log into Inside Loyola

Log into:

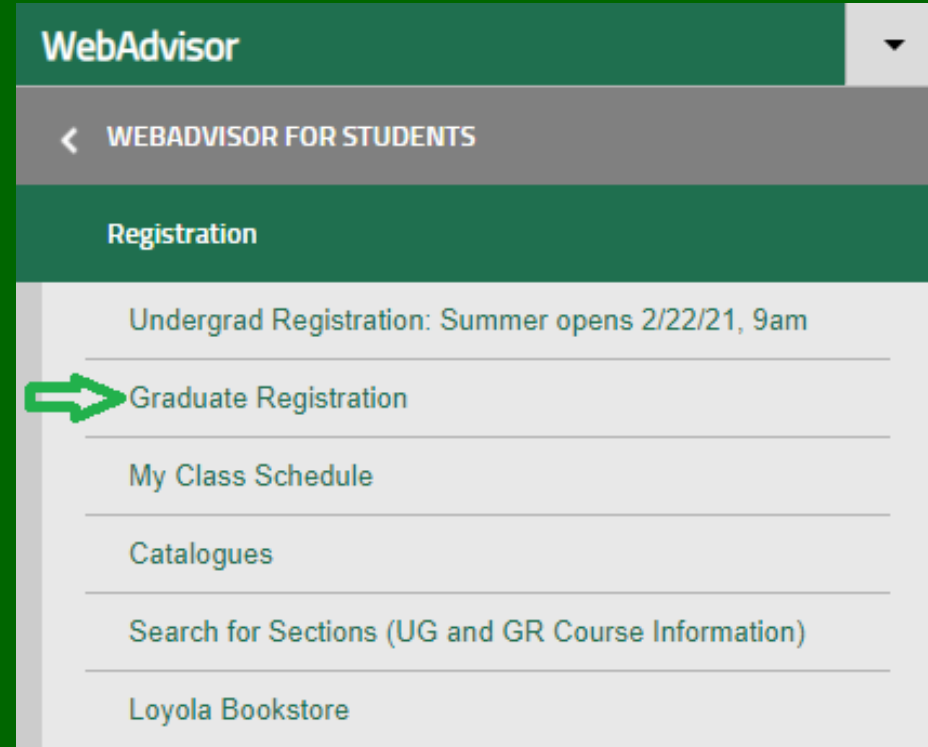
<https://Inside.loyola.edu>

Log in using your Loyola username and password

Select

WebAdvisor for Students,
then **Registration,**
then **Graduate Registration**

You will first see a WebAdvisor demographic screen. Review and update as needed.



Student Demographics

First step to begin the registration process is to verify demographic information and make any necessary updates.

Select Submit when your updates are complete.

Updating demographics can be done at any time, 24/7 but may take up to 3 working days to be updated within the system.

Click on Self Service Student Planning Registration to begin planning prior to registration, and to register when registration opens.

+Citizenship	<input type="text"/>	+VISA Type	<input type="text"/>
Religion	<input type="text" value="C - Catholicism"/>	Marital Status	<input type="text" value="S - Single"/>
+Current Employer <input type="text"/>			
+Job Title <input type="text"/>			
+Current Employer Address <input type="text"/>			
+Current Employer City, State, Zip: <input type="text"/>			
Ethnicity and race on record:			
Are you of Hispanic or Latino origin?		<input type="text" value="No"/>	
What is your race?		<input type="text" value="White"/>	
Update your ethnicity and race below:			
Are you of Hispanic or Latino origin?			
<input type="radio"/>	Yes		
<input type="radio"/>	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")			
<input type="radio"/>	Yes		
<input checked="" type="radio"/>	No		
Academic Program on record			
+Academic Program	<input type="text"/>		
+Anticipated Graduation Date	<input type="text"/>		
SUBMIT			

Self Service Registration

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

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

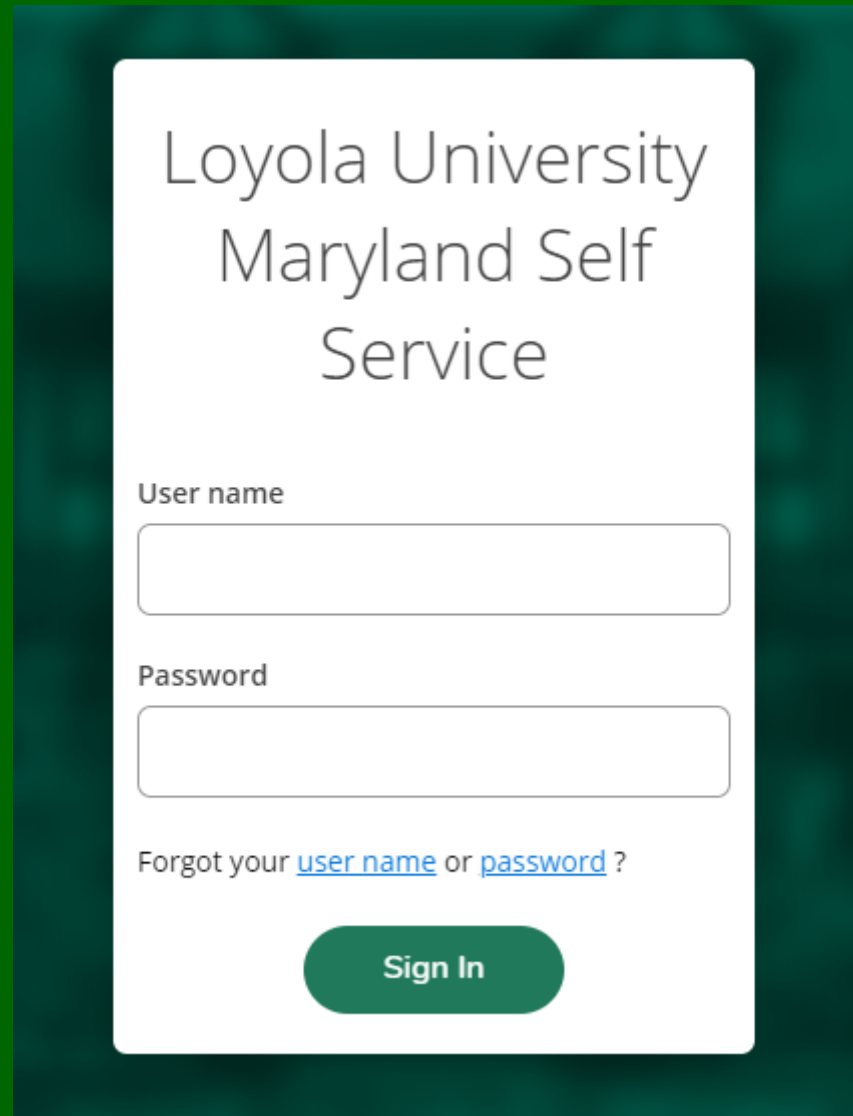
Students Menu

Self Service Log In

To get to the Self Service menu and Student Planning, you will first need to **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.

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



Loyola University
Maryland Self
Service

User name

Password

Forgot your [user name](#) or [password](#) ?

Sign In



Self Service Menus

The Self Service Portal contains two sets of menus – and menus may be different depending on constituency (Student/Faculty/Employee or any combination).

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.

LOYOLA UNIVERSITY MARYLAND

Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access your financial aid checklist, helpful links, and your award.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Undergraduate Tuition Rates**
Takes you to the SAS Undergraduate Tuition Rates page
- Graduate Tuition Rates**
Takes you to the SAS Graduate Tuition Rates page

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Student Planning (Planning Overview)

This screen will display two options plus the current term:

- **View Your Progress/Degree Audit**
- **Plan your Degree & Register for Classes**

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.

LOYOLA UNIVERSITY MARYLAND

Academics • Student Planning • Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps t...

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
MS, Clinical Professional Counseling	4.000 (3.000 required)	<div></div>

Spring 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							

My Progress/Degree Audit

My Progress is your degree audit.

At a Glance list details pertaining to your program.

Program Notes should be viewed for administrative detail such as advisor name, where applicable, and whether the application for graduation has been received and processed by the Records Office prior to the final semester of attendance.

Academics
Student Planning
My Progress

My Progress
Search for courses...

MS, Clinical Professional Counseling
(1 of 1 programs)
View a New Program
Print

At a Glance

Cumulative GPA: 4.000 (3.000 required)
Institution GPA: 4.000 (3.000 required)
Degree: Master of Science
Majors: Clinical Professional Counsel
Departments: Psychology
Catalog: 2020
Anticipated Completion Date: 9/30/2023
Alternate Catalog Year: Select catalog year...

Description
MS, Clinical Professional Counseling

Program Notes
[Show Program Notes](#)

Progress

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

Total Credits 27 of 60
3 24

Total Credits from this School 27 of 0
3 24

Requirements [Collapse All](#)

Required Courses

Complete the following item. ⚠ 0 of 1 Completed. [Hide Details](#)

A. Required
Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;
Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 1 of 20 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	PY*615 Advanced Psychopathology		A	20/FA	3
✓ In-Progress	PY*620 Theor of Counsel & Psychotpy			20/FA	3
✓ In-Progress	PY*600 Assessment & Appraisal w/ Lab			20/FA	3

My Progress

The bars on the right-hand side of the screen show your overall progress towards your degree

- **Progress**
- **Total Credits**
- **Total Credits from this School (Loyola only)**

Bar colors are as follows:

- Green = completed
- Mint green = in progress
- Gold = planned
- Totals for each show within the colored bar

The **Requirements** section is where you begin to plan course(s) / section(s).

Home • Student Planning • My Progress

My Progress

Search for courses...

MS, Clinical Professional Counseling (1 of 1 programs) View a New Program

Print

At a Glance

Cumulative GPA: 4.000 (3.000 required)
 Institution GPA: 4.000 (3.000 required)
 Degree: Master of Science
 Majors: Clinical Professional Counsel
 Departments: Psychology
 Catalog: 2020
 Anticipated Completion Date: 9/30/2023
 Alternate Catalog Year: Select catalog year...

Description
 MS, Clinical Professional Counseling

Program Notes
[Show Program Notes](#)

Requirements [Collapse All](#)

Required Courses

Complete the following item. ⚠ 0 of 1 Completed. [Hide Details](#)

A. Required

Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 1 of 20 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	PY*615 Advanced Psychopathology		A	20/FA	3
🔄 In Progress	PY*620 Theor. of Counsel & Psychot...			20/FA	3

Progress

Total Credits 30 of 60

3 24 3

Total Credits from this School 30 of 0

3 24 3

My Progress continued
















The **Requirements** section displays completed, planned, in progress, and outstanding requirements.

Completed requirements display with a green check mark.

In progress requirements display with a green check mark enclosed in a circle.

Planned requirements display a gold circle that looks like a clock.

Incomplete requirements display with a red triangle with a red exclamation point.

Requirements Collapse All					
Required Courses					
Complete the following item.  0 of 1 Completed. Hide Details					
A. Required					
Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;					
Complete all of the following items.  0 of 1 Completed. Hide Details					
 1 of 20 Courses Completed. Hide Details					
Status	Course	<input type="text" value="Search"/>	Grade	Term	Credits
 Completed	PY*615	Advanced Psychopathology	A	20/FA	3
 In-Progress	PY*620	Theor of Counsel & Psychotpy		20/FA	3
 In-Progress	PY*600	Assessment & Appraisal w/ Lab		20/FA	3
 In-Progress	PY*715	Human Biopsychology		20/FA	3
 In-Progress	PY*710	Diversity Issues in Psychology		21/SP	3
 In-Progress	PY*664	Adv Develop Psy: Life Span		21/SP	3
 In-Progress	PY*621	Prnc&Prct Psychotherapy w/Lab		21/SP	3
 In-Progress	PY*603	Intro to Cognitive Assessment		21/SP	3
 Registered	PY*618	Group Therapy		21/SU	3
 Planned	PY-602	Personality Assessment w/ Lab		21/SU	3
 Not Started	PY-622	Adv Tech of Counsel&Psychothry			
 Not Started	PY-624	Marriage & Family Therapy			

Planning Course(s)

10

Scroll through the list of requirements to determine courses needing to be planned.

Begin planning needed course(s) by completing the following steps:

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.

Requirements [Collapse All](#)

Required Courses

Complete the following item. **0 of 1 Completed.** [Hide Details](#)

A. Required

Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;

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

1 of 20 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
✓ Completed	PY*615		A	20/FA	3
✓ In-Progress	PY*620			20/FA	3
✓ In-Progress	PY*600			20/FA	3
✓ In-Progress	PY*715			20/FA	3
✓ In-Progress	PY*710			21/SP	3
✓ In-Progress	PY*664			21/SP	3
✓ In-Progress	PY*621			21/SP	3
✓ In-Progress	PY*603			21/SP	3
✓ Registered	PY*618			21/SU	3
🕒 Planned	PY-602			21/SU	3
🕒 Not Started	PY-622				
🕒 Not Started	PY-624				
🕒 Not Started	PY-639				
🕒 Not Started	PY-657				
🕒 Not Started	PY-705				

To use the search from **Course Catalog**, select from the options in **Filter Results**.

1. Select **Open Sections Only**
2. Select **Show All Terms** and select one.
3. Select other filtered options as desired.
4. Select **Add Course to Plan** if term is not open.
5. Select **Term** if available and **Add Section to Schedule**.
6. Select **Add Course to Plan**
7. Repeat steps as necessary.

Filter Results Hide

Availability ^

☐ Open and Closed Sections
☒ Open Sections Only

Subjects ^

☐ Psychology (1)

Locations ^

☐ Baltimore (1)

Terms ^

☒ Fall 21 (1)

Days of Week ^

Time of Day ^

Select time range... ▼
 Starts by hh:mm AM/PM Ends by hh:mm AM/PM

Instructors ^

☐ Howe, Dr Chelsea (1)

Academic Levels ^

☐ Graduate Level (1)

Course Levels ^

Filters Applied: Fall 21 X

Once the desired course / section is located - Click on Add Course to Plan or Add Section to Schedule

PY-771 Off-Campus Externship (3 Credits)

Students engage in a supervised counseling experience where they develop and apply counseling and diagnostic skills in a mental health setting. Students are also required to register for on-campus supervision. *May be repeated twice for credit. Pass/Fail*

Requisites:
 PY770. - Must be completed prior to taking this course.
 PY728. - Must be taken at the same time as this course.

Offered:
 Fall & Summer Term, Annually

View Available Sections for PY-771 ^

Fall 21

PY-771-401

Off-Campus Externship

Runs from 9/8/2021 - 12/23/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
24	TBD 9/8/2021 - 12/23/2021	Baltimore Internship/Externship	Howe, Dr Chelsea

⏪
⏴
Page 1 of 1
⏵
⏩

Add Course to Plan – Filter Results

The **Course Types** filter can be used to filter for:

- Summer Sessions:
 - Summer Alternate
 - Summer 1
 - Summer 2
- Eight-Week sessions:
 - 8-week Session 1
 - 8-week Session 2

All other types apply to undergraduate students.

Search for Courses and Course Sections

[Back to My Progress](#)

Filter Results

Hide

Subjects

☐ Psychology (1)

Locations

☐ Baltimore (1)

Terms

☐ Summer 21 (1)

Days of Week

☐ Tuesday (1)
☐ Thursday (1)

Time of Day

Select time range...

Starts by Ends by

hh:mm AM/PM hh:mm AM/PM

Instructors

☐ Sentz, Dr Dustin (1)

Academic Levels

☐ Graduate Level (1)

Course Levels

☐ 600 level (1)

Course Types

☐ Summer I (1)
☐ Summer II (1)

Filters Applied: None

PY-602 Personality Assessment w/ Lab (3 Credits)

Add Course to Plan

Students are instructed in the most recent developments and current status of the assessment of personality using objective and projective personality measures. The focus is on the theoretical basis, administration, scoring, and rudimentary interpretation and report writing skills regarding objective personality assessment measures. Students are also instructed in the use of brief symptom inventories. Students are trained to assist in performing psychological evaluations under the supervision of licensed psychologists. Instruction is given on the background and historical use of projective measures. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed.

Requisites:
PY601 or PY603. - Must be completed prior to taking this course.
Offered:
Summer Term, Annually

View Available Sections for PY-602

Summer 21

PY-602-401

Personality Assessment w/ Lab

Runs from 6/2/2021 - 7/15/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
16	T 1:00 PM - 5:10 PM 6/2/2021 - 7/15/2021	Baltimore, Overages - Sched25 TBO Lecture	Sentz, Dr Dustin
	Th 1:00 PM - 3:10 PM 6/2/2021 - 7/15/2021	Baltimore, Overages - Sched25 TBO Laboratory	Sentz, Dr Dustin

PY-602-402

Personality Assessment w/ Lab

Runs from 7/19/2021 - 8/26/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
17	T 1:00 PM - 5:10 PM 7/19/2021 - 8/26/2021	Baltimore, Overages - Sched25 TBO Lecture	Sentz, Dr Dustin
	Th 1:00 PM - 3:10 PM 7/19/2021 - 8/26/2021	Baltimore, Overages - Sched25 TBO Laboratory	Sentz, Dr Dustin

PY-602-403

Personality Assessment w/ Lab

Runs from 6/2/2021 - 7/15/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
-------	-------	-----------	-------------

Add Courses to Plan until Complete

Click on **Add Courses** and Sections to Plan until plan is complete.

Select the desired term if available.

This adds the course to your plan and/or the course section if registration is open.

When choices have been completed select **Academics** at the top left of the screen.

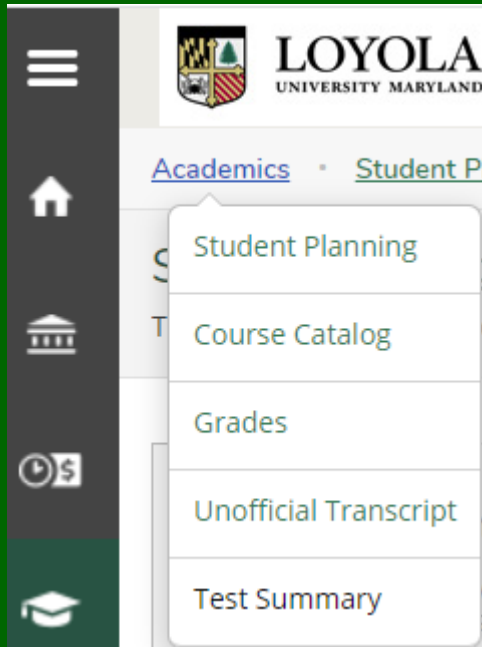
The screenshot displays a web interface for searching and adding courses to a plan. On the left, a 'Filter Results' sidebar allows filtering by Subjects (Psychology), Locations (Baltimore), Terms (Summer 21), Days of Week (Tuesday, Thursday), Time of Day, Starts by, Ends by, Instructors (Sentz, Dr Dustin), Academic Levels (Graduate Level), Course Levels (600 level), and Course Types (Summer I). The main area shows search results for 'PY-602 Personality Assessment w/ Lab (3 Credits)'. A modal window is open, displaying the following details:

- Course Details:** PY-602 Personality Assessment w/ Lab. Description: Students are instructed in the most recent developments and current status of the assessment of personality using objective and projective personality measures. The focus is on the theoretical basis, administration, scoring, and rudimentary interpretation and report writing skills regarding objective personality assessment measures. Students are also instructed in the use of brief symptom inventories. Students are trained to assist in performing psychological evaluations under the supervision of licensed psychologists. Instruction is given on the background and historical use of projective measures. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed.
- Credits:** 3
- Locations Offered:** TBD
- Requisites:**
 - Warning: PY601 or PY603. - Must be completed prior to taking this course.
 - Warning: This course is typically offered: Summer Term
 - Warning: This course is typically offered: Annually
- Term:** A dropdown menu is open, showing options: 'Select a term...', 'Summer 21', and 'Fall 21'.

Buttons for 'Add Course to Plan' and 'Add Section to Schedule' are visible. The background shows a list of course sections with instructors and dates.

Register for Planned Course(s)

1. Select Student Planning



2. Select Go to Plan & Schedule

The screenshot shows the 'Student Planning' overview page. It includes a search bar, a 'Steps to Getting Started' section with two numbered steps, and a progress bar for the 'MS, Clinical Professional Counseling' program. A green arrow points to the 'Go to Plan & Schedule' link in step 2.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps t...

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

MS, Clinical Professional Counseling 4.000 (3.000 required)

Spring 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							

Confirm User Profile / Emergency Information

After selecting Go to Plan & Schedule you may encounter the **red** error messages shown in the screenshot.

Every 90 days you will be prompted to verify / update your contact information. This information includes your phone, email, address and emergency contact.

You should do this prior to registration opening; otherwise, you will be required to do this prior to registering, and registration will be delayed.

The screenshot displays the Loyola University Maryland Student Planning interface. At the top, the university logo and navigation links (Academics, Student Planning, Plan & Schedule) are visible. The main heading is "Plan your Degree and Schedule your courses". Below this, there are tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The "Schedule" tab is active, showing a calendar view for "Fall 20". The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 10am to 8pm. Several course sections are listed on the left, including "SP*601-W01: Lng Disorders: Aphasiology" and "SP*602-W01: Lng Dis:Infancy Thgh Erly Chld". Each section is marked as "Registered".

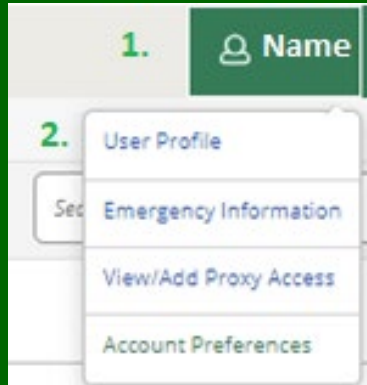
Overlaid on the right side of the screenshot are four red error messages, each with a red exclamation mark icon and a close button (X):

- Click on your username above > User Profile > Confirm and/or Edit
- Click on your username above > User Profile > Confirm and/or Edit
- Click on your username above > Emergency Information > Confirm and/or Edit
- Click on your username above > User Profile > Confirm and/or Edit

Edit / Confirm Address / Email / Phone

Steps to confirm your current information:

1. Click on your name



2. Select User Profile

3. To edit your existing address, you must add a new address.

4. To edit your email address or phone number, click on the pencil icon and make your edit(s). To delete, click on the x.

5. Once the information is correct, select confirm next to each item.

Addresses

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

[+ Add New Address](#)

Address	Type	Preferred	Remove or Edit
4501 N. Charles St., Baltimore, MD 21210	Home (permanent)	✓	

Email Addresses

Last Confirmed On:
Click to confirm that the personal (non-Loyola) email(s) below is accurate as of today. [Confirm](#)

[+ Add New Email](#)

Email	Type	Preferred	Remove or Edit
student@gmail.com	Personal		Edit Delete

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. [Confirm](#)

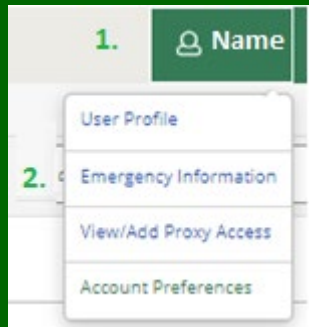
[+ Add New Phone](#)

Phone Number	Type	Remove or Edit
410-555-1234	Cell Phone	Edit Delete

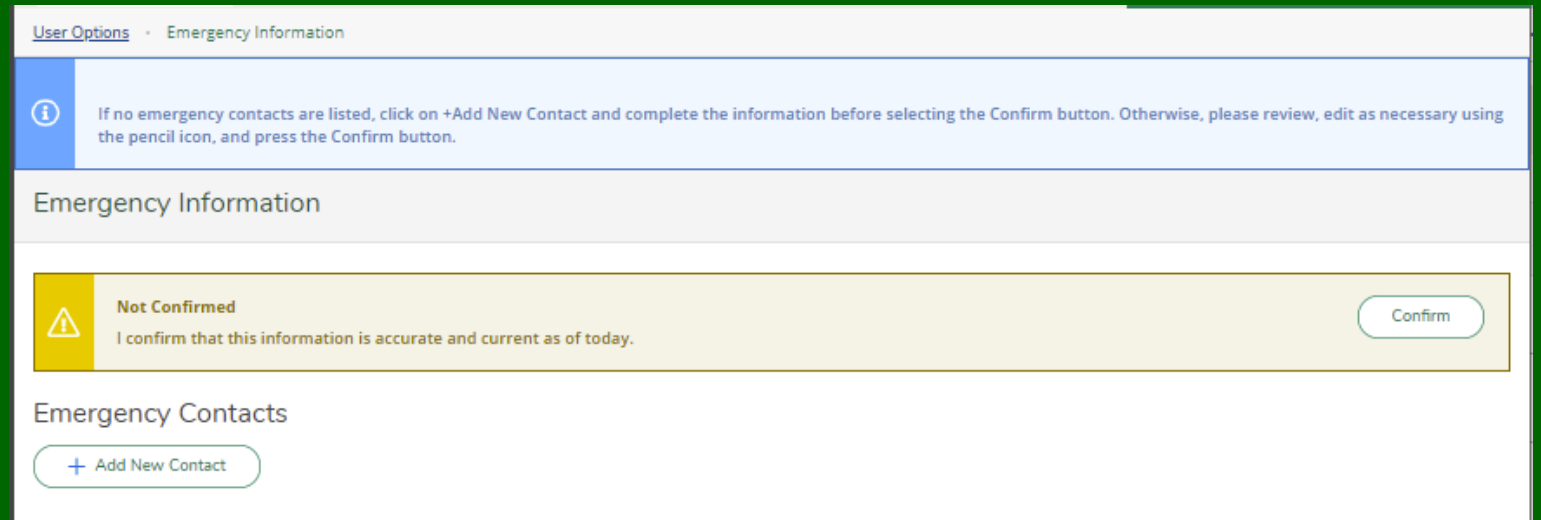
Edit / Confirm Emergency Contact Information

To confirm your emergency contact information:

1. Click on your username at top right of the screen.



2. Select Emergency Information
3. Review / edit your emergency contact information.
4. If no emergency contact information appears, please click Add a New Contact.
5. Select confirm when information is complete.

A screenshot of the 'Emergency Information' page. The page has a header 'User Options - Emergency Information'. Below the header is a blue box with an information icon and text: 'If no emergency contacts are listed, click on +Add New Contact and complete the information before selecting the Confirm button. Otherwise, please review, edit as necessary using the pencil icon, and press the Confirm button.' The main section is titled 'Emergency Information' and contains a yellow box with a warning icon, the text 'Not Confirmed', and a confirmation statement: 'I confirm that this information is accurate and current as of today.' A 'Confirm' button is in the top right of this box. Below this is the 'Emergency Contacts' section with a '+ Add New Contact' button.

Course Catalog

Select **Course Catalog** from the Academic menu. The course catalog has two tabs, **Subject Search** and **Advanced Search**.

Select the **Subject Search** tab, then select a subject to see the course(s) available for planning and/or to add to your schedule for the term that is opened.

Select the **Advanced Search** tab, then enter the information relevant for the course information you desire. You can narrow you search by using the location, academic level, time of day and course type filters. Press Search to see the results for your search or select clear to enter new selection criteria.

You may also use the **Search for courses...** box located at the upper right-hand corner of the screen at any time.

Academics

Course Catalog

UNDERGRADUATE SEARCHES: When searching for diversity, global studies, interdisciplinary major or minor, service-learning, or summer session courses, and especially when the Search button is grayed out when reviewing the degree audit requirements, go to Course Catalog Advanced Search and filter on Course Type.

SUMMER SEARCHES: Choose Course Types when searching for summer session I (S1), II (S2), Alternate (S3), or Maymester (S4 - Undergraduate only) courses. When registering for summer courses, you may web register for sections up to 5 days prior to the course's start date, if web registration is open.

SERVICE-LEARNING SEARCHES: Use the Course Types drop-down menu below to search for Service-Learning (SL) designated sections of individual courses, or Course Listings in the Quick Links menu on Inside Loyola. On Course Listings, the Service-Learning designation will appear with course information under the Course Types column.

Search for Courses and Course Sections

Search for courses...

Subject Search

Advanced Search

Search for a course subject: Type a subject

Accounting

Arabic

Art History

Biology

Business Admin

Subject Search

Advanced Search

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term

Meeting Start Date

Meeting End Date

Select Term

M/d/yyyy

M/d/yyyy

Courses And Sections

Subject

Course number

Section

Subject

Course number

Section

Subject

Course number

Section

+ Add More...

Advising Notes and Requesting Reviews

20

Please note that Graduate students are not required to get prior permission to register for courses through this screen.

Advising for graduate students is done through the graduate academic departments.

Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

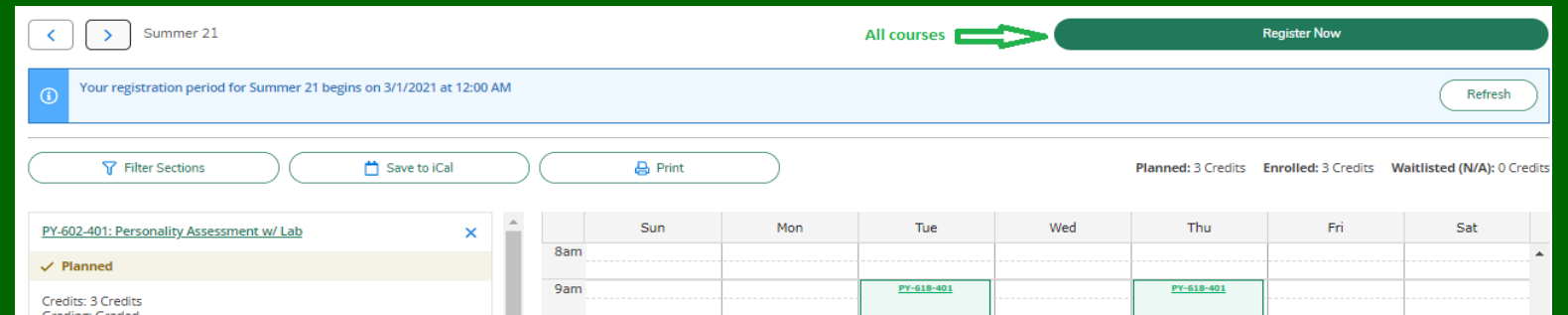
The screenshot displays a web interface for planning a degree and scheduling courses. The breadcrumb trail at the top reads 'Academics > Student Planning > Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses', followed by a search bar labeled 'Search for courses...'. Below this is a navigation bar with four tabs: 'Schedule', 'Timeline', 'Advising' (which is selected and underlined), and 'Petitions & Waivers'. The 'Advising' section features a header with an envelope icon and the text 'Advising Office'. To the right of this header is a link labeled 'View Plan Archive'. The main area is titled 'Compose a Note' and contains a large, empty text input field. Below the input field is a green button labeled 'Save Note'. At the bottom, there is a section titled 'View Note History' with the text 'No advising notes have been entered.'

Register for Planned Course(s)

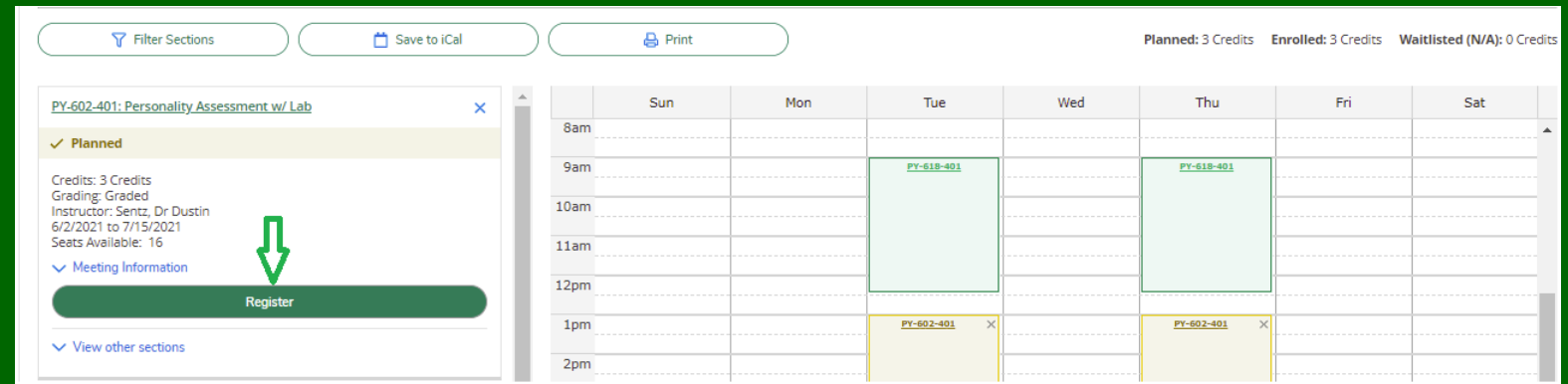
21

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.
4. Follow these steps until registration is complete and all the courses on your calendar are green and say 'Registered' on the left side bar. If they are in gold and say 'Planned', you have not registered for them.
5. Registered online courses without days/times will appear at the bottom, in green.

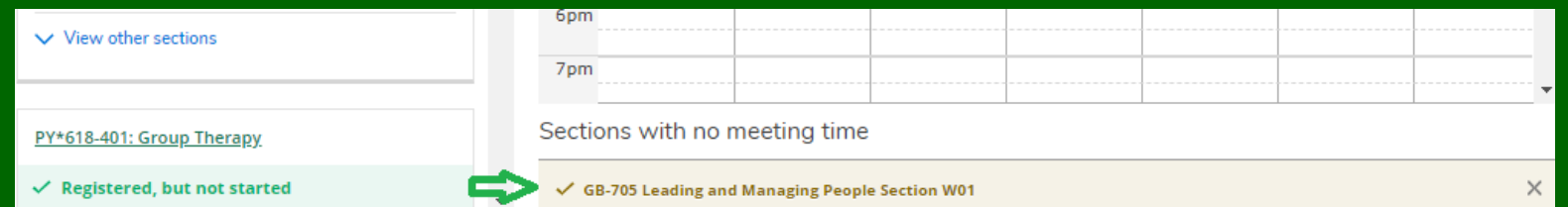
Register for all courses at once



Register for one course at a time



Registration Complete



Quick Registration from Self Service Menu

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Note: If you don't have any planned sections for the term, you will **not** see **Register Now** and the registration button will be grayed out.

1. If you have planned your sections for the term currently open, then:
2. After logging into Self Service on or after the open 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 **Update**.

LOYOLA UNIVERSITY MARYLAND

Sign out Help

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Register Now
Click the button to see available terms and sections.

Register

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access your financial aid checklist, helpful links, and your award.

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Course Catalog
Here you can view and search the course catalog.

Register and Drop Sections

You have elected to drop: PY*618-401 (3 Credits)

Select sections to drop:

☒ PY*618-401 (3 Credits)

Select sections to add:

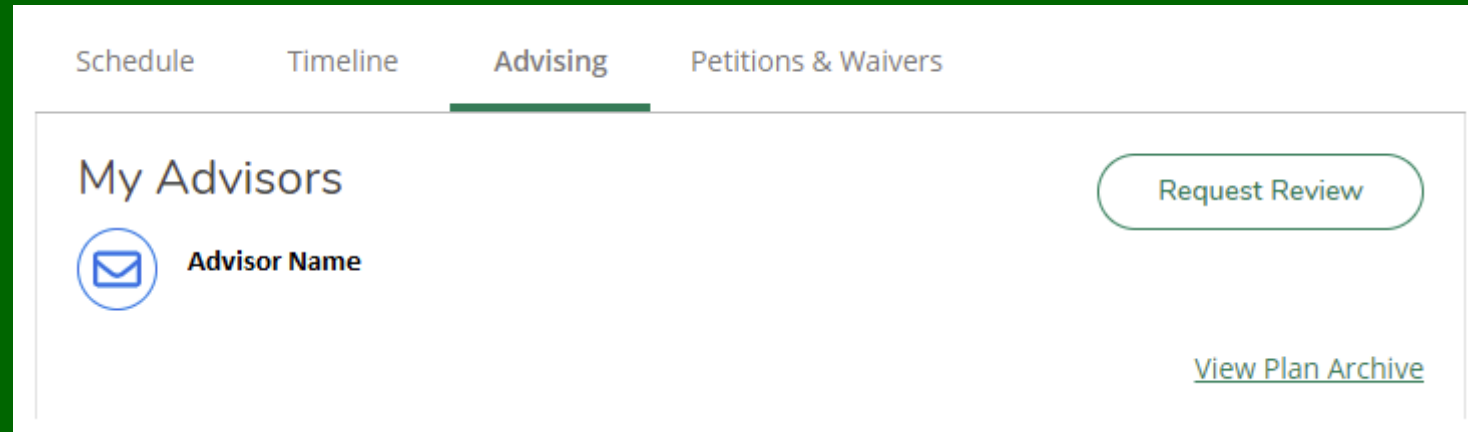
☐ PY-602-401 (3 Credits)

Cancel Update

Student Planning Menu Options

After selecting Plan & Scheduling, these tab choices are available:

- [Scheduling](#)
- [Timeline](#)
- [Advising](#)
- [Petitions & Waivers](#)
- [View Plan Archive](#)



Student Planning Schedule

Schedule is where students register and/or add/drop courses.

The date/time grid displays courses a student has planned, registered for and/or scheduling conflicts. Other items to note is whether the section is full and has prerequisites.

This is your class schedule for the term specified at the top left of the screen.

The screenshot shows the 'Schedule' tab selected in a navigation bar. At the top, it says 'Summer 21' with navigation arrows and a 'Register Now' button. A blue banner indicates 'Your registration period for Summer 21 begins on 3/1/2021 at 12:00 AM' with a 'Refresh' button. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right, it shows 'Planned: 3 Credits', 'Enrolled: 3 Credits', and 'Waitlisted (N/A): 0 Credits'.

On the left, two course details are shown:

- PY-602-401: Personality Assessment w/ Lab** (Planned): Credits: 3 Credits, Grading: Graded, Instructor: Sentz, Dr Dustin, 6/2/2021 to 7/15/2021, Seats Available: 16. A 'Register' button is present.
- PY*618-401: Group Therapy** (Registered, but not started): Credits: 3 Credits, Grading: Graded, Instructor: Jacobson, Dr Cara, 7/19/2021 to 8/26/2021. A 'Drop' button is present.

The main grid shows a weekly schedule from Sunday to Saturday, 8am to 8pm. The following table summarizes the visible course placements:

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			PY-618-401		PY-618-401		
10am							
11am							
12pm							
1pm			PY-602-401		PY-602-401		
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

Student Planning Timeline

Timeline displays your previous, current, registered term courses. If a course has been graded, the grade will show.

Other credits display advanced standing/transfer and waivers, and their associated Loyola equivalent credits, if applicable.

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

Add a Term Remove Planned Courses

	Fall 20	Spring 21	Summer 21	Fall 21
	<p>PY*600-W03: Assessment & Appraisal w/ Lab Credits: 3 Credits ✓</p> <p>PY*615-W02: Advanced Psychopathology A Credits: 3 Credits</p> <p>PY*620-402: Theor of Counsel & Psychotpy ✓ Credits: 3 Credits</p> <p>PY*715-W01: Human Biopsychology ✓ Credits: 3 Credits</p>	<p>PY*603-401: Intro to Cognitive Assessment ✓ Credits: 3 Credits</p> <p>PY*621-402: Prnc&Prct Psychotherapy w/Lab Credits: 3 Credits</p> <p>PY*664-W01: Adv Develop Psy: Life Span ✓ Credits: 3 Credits</p> <p>PY*710-401: Diversity Issues in Psychology ✓ Credits: 3 Credits</p>	<p>PY*602-401: Personality Assessment w/ Lab ✕ Credits: 3 Credits</p> <p>PY*618-401: Group Therapy ✓ Credits: 3 Credits</p>	<p>PY*622-401: DBT ✕ Credits: 3 Credits</p>
Credits	GPA: 4.000 12 Enrolled Credits	12 Enrolled Credits	3 Enrolled Credits, 3 Planned Credits	3 Planned Credits

Student Planning Advising

As noted above, Graduate students are not required to get prior permission to register for courses through this screen.

Advising for graduate students is done through the graduate academic departments.

Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

The screenshot displays a web interface with four tabs: 'Schedule', 'Timeline', 'Advising' (which is the active tab), and 'Petitions & Waivers'. Below the tabs, there is a header area with a blue envelope icon and the text 'Advising Office'. To the right of this header is a link labeled 'View Plan Archive'. The main content area is titled 'Compose a Note' and features a large, empty text input field with a vertical scrollbar on the right. Below the input field is a green button with the text 'Save Note'. At the bottom of the section, there is a link 'View Note History' and a status message that reads 'No advising notes have been entered.'

Student Planning Petitions & Waivers

Petitions & Waivers display petitions, waivers and consents the student has received for courses that require them.

Request these permissions through your academic department.

Schedule

Timeline

Advising

Petitions & Waivers

Student Petition(s)

No existing petitions

Faculty Consent(s)

No existing faculty consents

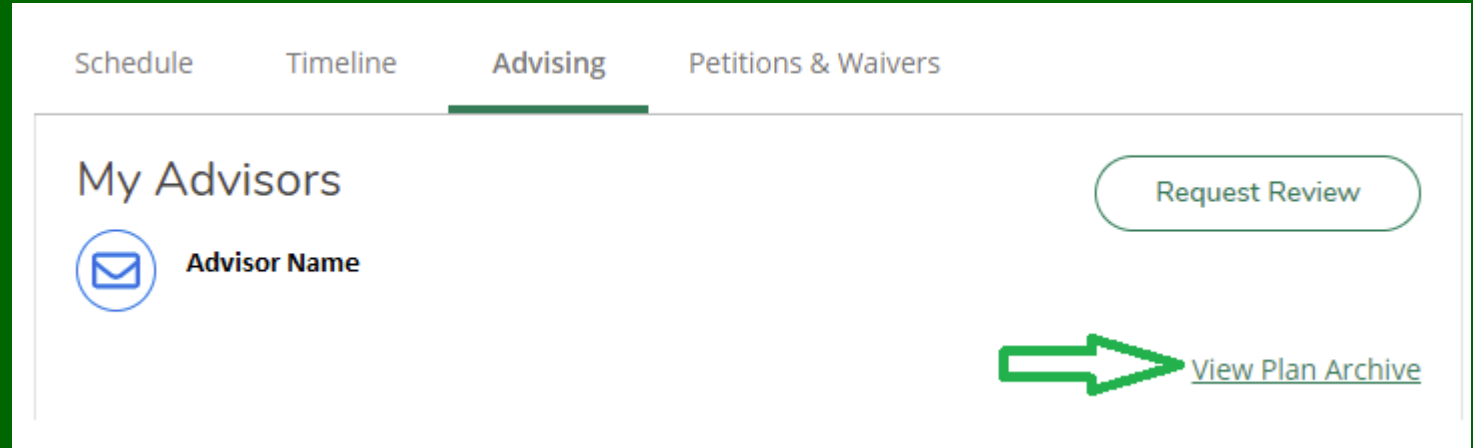
Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
PY-621		Spring 21	Waived	PY620.

View Plan Archive

This plan archive area is likely to be empty for Graduate students.

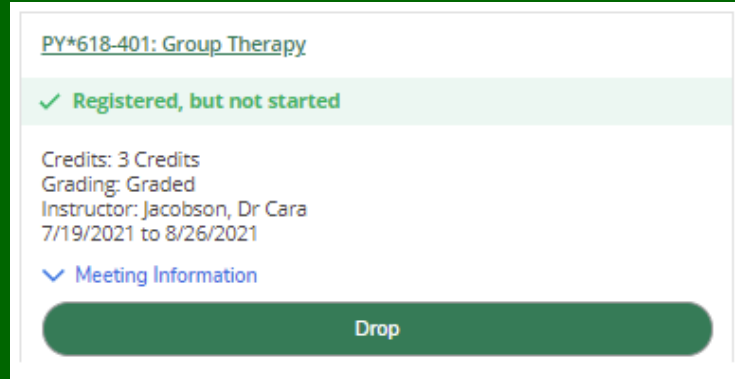
As noted above, Graduate students are not required to get prior permission to register through this screen, and as such, are unlikely to have advising notes or approvals to archive.



Add/Drop Course Sections

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1. When you drop a course, be mindful that it may not be available to re-add if space is limited and another student gets there before you.
2. If you are dropping a course with the intent of adding another, it is recommended that you add the course first then drop the course you no longer want, provided it isn't at the same time.
3. Select **Drop** for the course you want to drop on the left side bar. The **Register and Drop Sections** window appears.
4. Select the course(s) you want to add / drop.
5. Select **Update**.



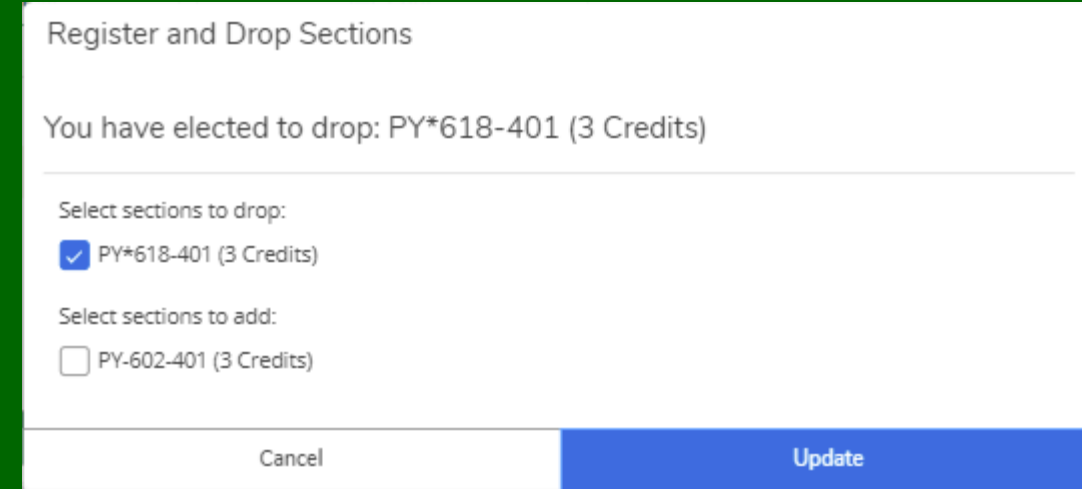
PY*618-401: Group Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Jacobson, Dr Cara
7/19/2021 to 8/26/2021

Meeting Information

Drop



Register and Drop Sections

You have elected to drop: PY*618-401 (3 Credits)

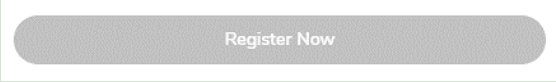

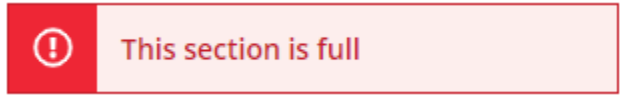
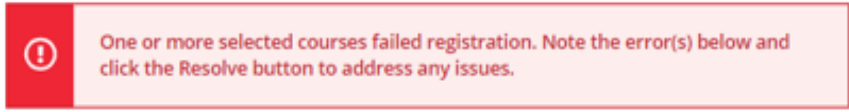


Select sections to drop:

☒ PY*618-401 (3 Credits)

Select sections to add:

☐ PY-602-401 (3 Credits)

Cancel Update

Error Message	Reason for Message
Register Now grayed out: 	<p>This can mean one or more of the following items:</p> <ul style="list-style-type: none"> Registration is not opened yet, refer to the registration information email sent from Records Office. You are in the wrong term. Confirm that the term is accurate.
Not your day/time to register 	<p>This message displays until the announced date/time for when registration opens. Please note that graduate registrations usually open at 7am, not midnight. We are unable to edit the time. Refer to the Records Office email to know the date/time registration opens.</p>
Section Closed 	<p>The course selected is full.</p>
Course registration failed 	<p>The course registration failed – select another course to register for and/or contact your department for options.</p>
Another section must be taken prior to/with this course 	<p>Click on the course hyperlink to select from the sections available for the requirement.</p>
Conflicting sections 	<p>Remove or register for one of the conflicting sections. Then remove the other from your schedule.</p>

Final Registration Step: Carefully Review

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

Return to **View Your Progress/Degree Audit** and ensure that your selected registered courses are fulfilling the necessary requirement.

PY*618-401: Group Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Jacobson, Dr Cara
7/19/2021 to 8/26/2021

Meeting Information

Drop

View other sections

PY*624-401: Marriage & Family Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Lyons, Dr Heather
6/2/2021 to 7/15/2021

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am		PY-624-401	PY-618-401	PY-624-401	PY-618-401		
10am							
11am							
12pm							
1pm							

Billing and Payment

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For tuition and fee costs, click [here](#). The 2021-2022 information will be updated shortly.

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 WebAdvisor and incur a mandatory 2.5% convenience fee. E-Check payments are offered at no cost via WebAdvisor. Visit *WebAdvisor for Students*, Select *Financial Information*, then *View Account and Make Payments* to make payments.

For a copy of the statement, at the top left of the *Make a Payment* page, 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](#).