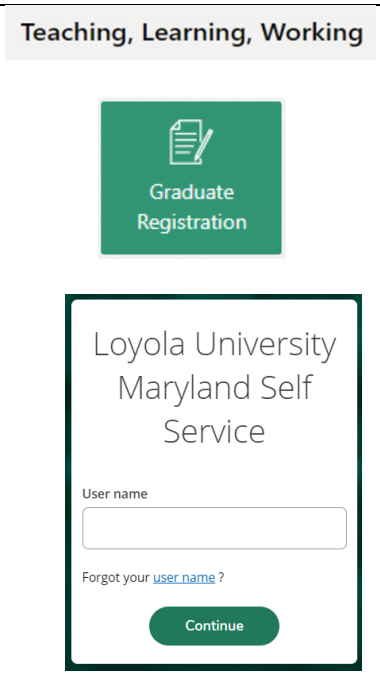
Loyola University Maryland
Student Planning Graduate
Quick Registration Instructions

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

Under Teaching, Learning, Working:
Select **Graduate Registration**

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



Graduate Student Demographics Entry

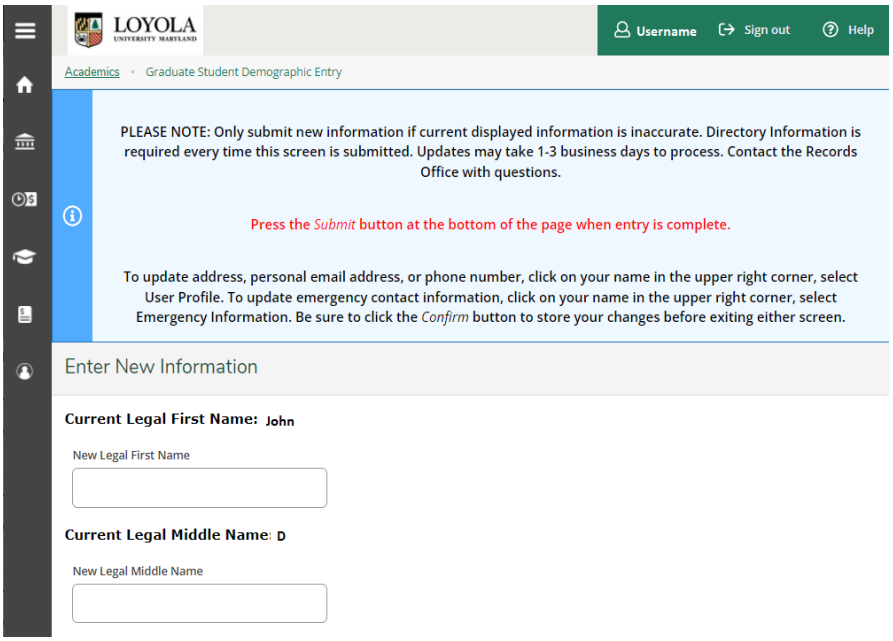
First step to begin the registration process is to verify demographic information and make any necessary updates.

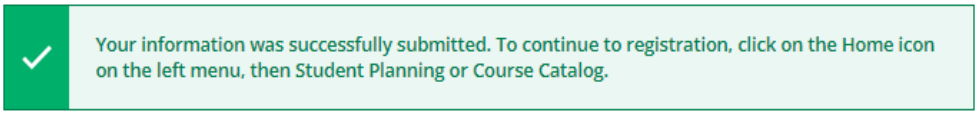
Students who have not yet updated the Directory Flag must do so before they can exist screen or continue to registration.

Select **Submit** when your updates are complete.

Select Username in right corner to update/confirm address, phone, personal email, and gender identity **prior to** registration.

Click on the **Home** icon on the left menu, then **Student Planning** or **Course Catalog** to begin planning prior to registration, and **Student Planning** to register when registration opens.





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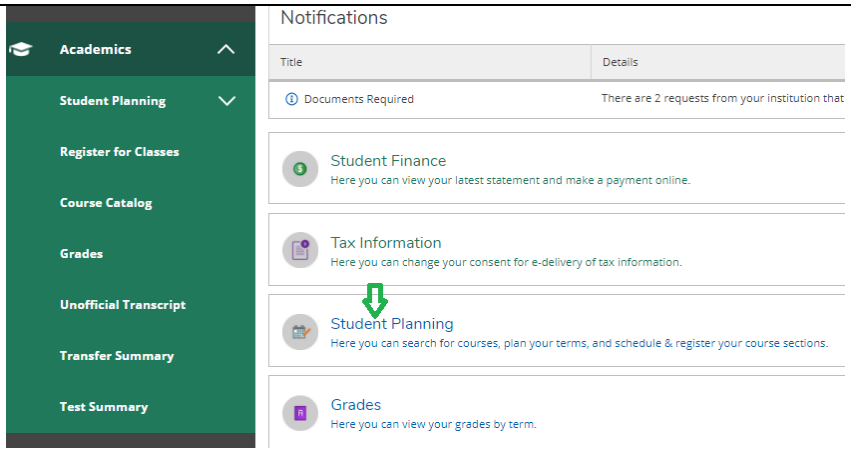
Self-Service Portal contains two sets of menus

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.



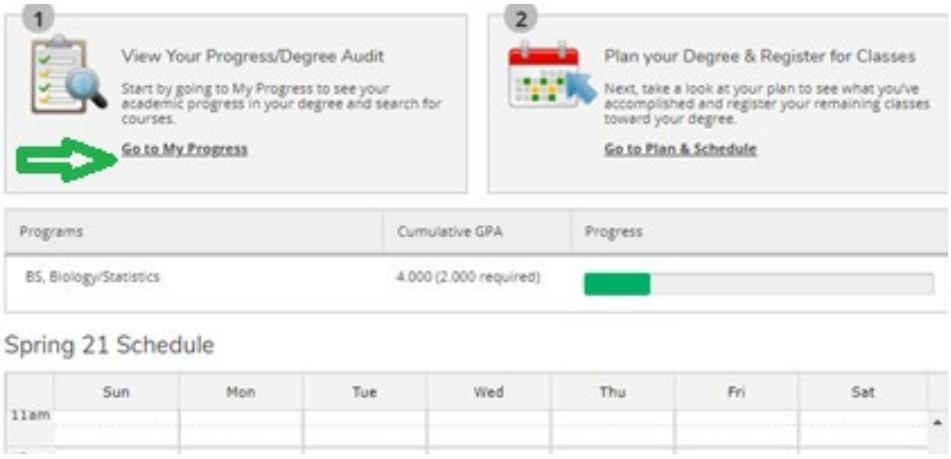
This screen will display two options plus the current term:

Select **Go to My Progress** to plan your course(s).

Select **Go to Plan & Schedule** to plan and/or register for course section(s).

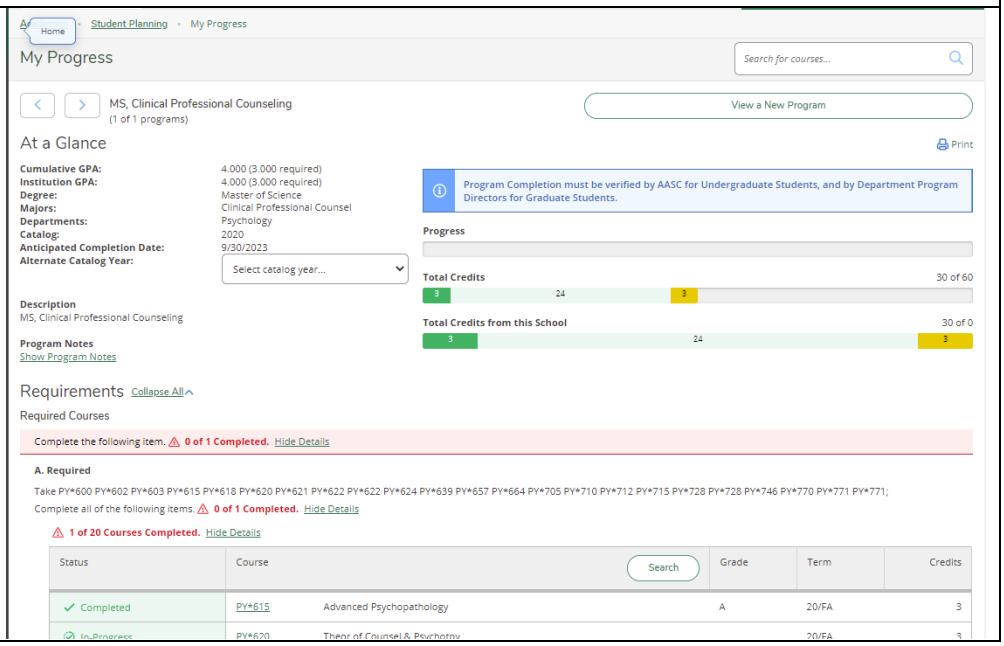
Another option is start with the **Course Catalog** searches and select course sections as appropriate. New students without a degree audit progress template should start here.

Planning must be done prior to registration.



My Progress is your degree audit.

At a Glance lists details pertaining to your program.



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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.

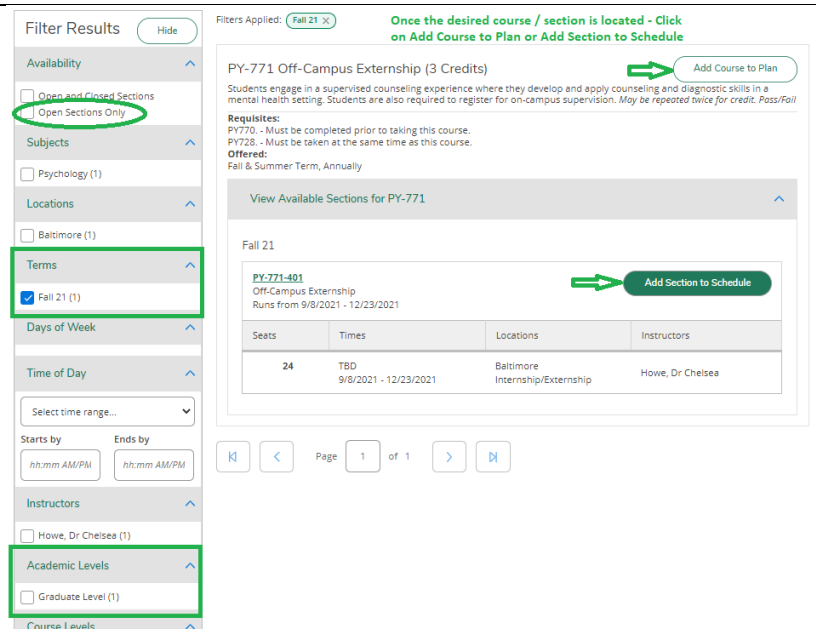
1. Select **Add Course to Plan** if term is not open.

2. Select **Term** if available and **Add Section to Schedule.**

3. Click on **View Available Sections** for the selected course

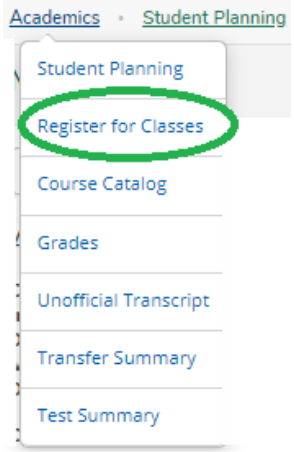
4. Select **Add Section to Schedule** for the desired section

Repeat steps as necessary.

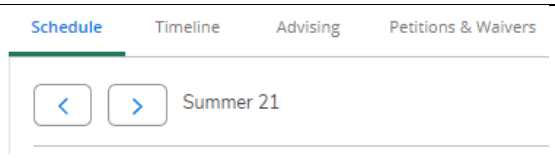


Register for Planned Course Sections

Select Academics, Register for Classes



To advance to the desired term, you need to plan at least one course section for that term.



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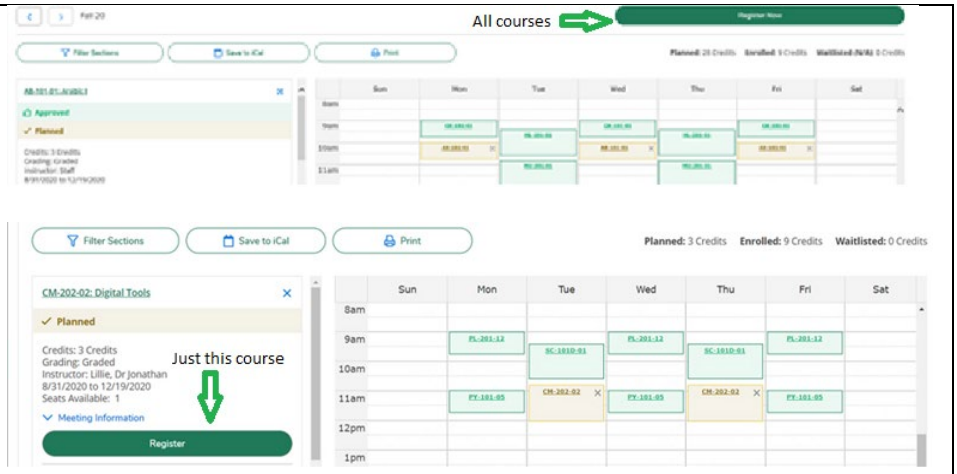
Register for Planned Course(s)

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

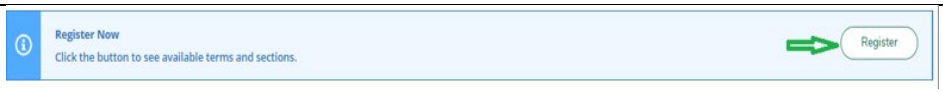
or

3. View the planned courses on the left of your screen to Register for each course separately.

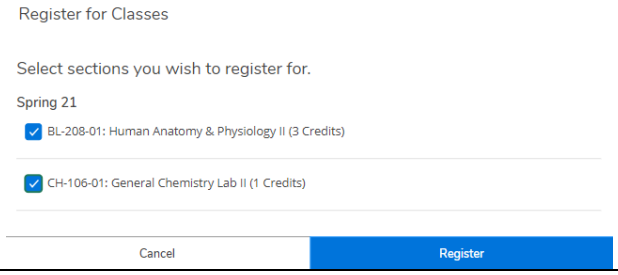


Quick Registration

1. If you have planned your sections for the term currently open, after logging into Self-Service on or after registration day/time, you will see the Register Now button

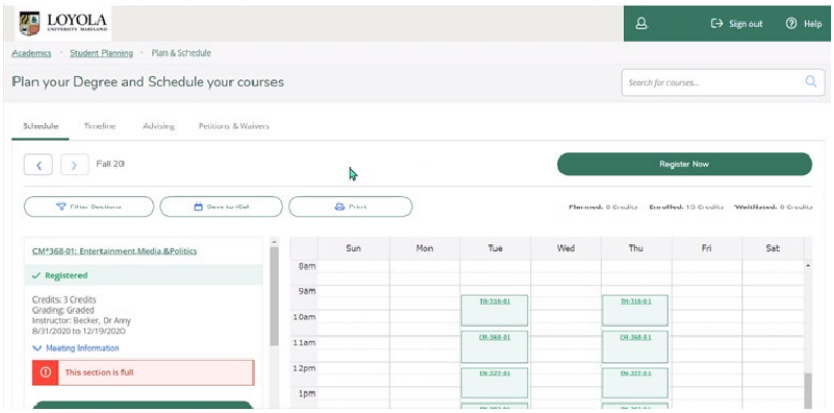


2. Select Register
3. Select the course(s) you want to register for and click on Register.



Carefully Review Your Class Schedule

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 and click on the **Graduate** tab at the top of the page for the more complete instructions in the **Graduate Student Planning User Guide**.

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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 debit/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.**

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