

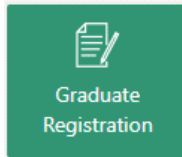
Loyola University Maryland Student Planning Graduate Quick Registration Instructions

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.

Teaching, Learning, Working



Loyola University
Maryland Self
Service

User name

Forgot your [user name](#) ?

Continue

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.

The screenshot shows the "Graduate Student Demographic Entry" page. At the top, there is a navigation bar with the Loyola University Maryland logo and links for "Username", "Sign out", and "Help". Below the navigation bar, a blue banner contains a "PLEASE NOTE" and a red instruction: "Press the Submit button at the bottom of the page when entry is complete." The main content area is titled "Enter New Information" and includes two sections: "Current Legal First Name: John" with a "New Legal First Name" input field, and "Current Legal Middle Name: D" with a "New Legal Middle Name" input field. At the bottom, a green success message box with a checkmark icon states: "Your information was successfully submitted. To continue to registration, click on the Home icon on the left menu, then Student Planning or Course Catalog."

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.

The screenshot shows a navigation menu on the left with the following items: Academics, Student Planning (highlighted with a green arrow), Register for Classes, Course Catalog, Grades, Unofficial Transcript, Transfer Summary, and Test Summary. On the right, the 'Notifications' section contains several items: Documents Required (with a sub-notification: 'There are 2 requests from your institution that...'), Student Finance, Tax Information, Student Planning (highlighted with a green arrow and a green downward arrow), and Grades.

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.

The dashboard features two main action cards: 'View Your Progress/Degree Audit' with a 'Go to My Progress' button and 'Plan your Degree & Register for Classes' with a 'Go to Plan & Schedule' button. Below these is a table for 'Programs' showing 'BS, Biology/Statistics' with a 'Cumulative GPA' of 4.000 (2,000 required) and a progress bar. A 'Spring 21 Schedule' table is also visible, showing a grid for days of the week and times.

My Progress is your degree audit.

At a Glance lists details pertaining to your program.

The 'My Progress' page displays program details for 'MS, Clinical Professional Counseling'. It includes an 'At a Glance' section with metrics like Cumulative GPA (4.000), Institution GPA (4.000), Degree (Master of Science), and Majors (Clinical Professional Counsel). A 'Progress' bar shows 'Total Credits' of 24 out of 30, with 3 credits from this school. A 'Requirements' section lists 'Required Courses' and shows a table of completed and pending courses.

Status	Course	Grade	Term	Credits
Completed	PY*615 Advanced Psychopathology	A	20/FA	3
In-Progress	PY*620 Theor of Counsel & Reurbntov		20/FA	3

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.

Requirements [Collapse](#)

Required Courses

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

A. Required

Take PY600 PY602 PY603 PY615 PY618 PY620 PY621 PY622 PY624 PY639 PY657 PY664 PY705 PY710 PY712 PY713 PY714 PY715 PY716 PY717 PY718 PY719 PY720 PY721 PY722 PY723 PY724 PY725 PY726 PY727 PY728 PY729 PY730 PY731 PY732 PY733 PY734 PY735 PY736 PY737 PY738 PY739 PY740 PY741 PY742 PY743 PY744 PY745 PY746 PY747 PY748 PY749 PY750 PY751 PY752 PY753 PY754 PY755 PY756 PY757 PY758 PY759 PY760 PY761 PY762 PY763 PY764 PY765 PY766 PY767 PY768 PY769 PY770 PY771 PY772 PY773 PY774 PY775 PY776 PY777 PY778 PY779 PY780 PY781 PY782 PY783 PY784 PY785 PY786 PY787 PY788 PY789 PY790 PY791 PY792 PY793 PY794 PY795 PY796 PY797 PY798 PY799 PY800

Complete all of the following items. **0** of **11** Completed. [Hide Details](#)

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

Status	Course	Grade	Term	Credits
✓ Completed	PY615 Advanced Psychopathology	A	2016A	3
✓ In Progress	PY670 Theory of Ecological & Evolutionary		2016A	3

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

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 Ends by

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) [Add Course to Plan](#)

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 [Add Section to Schedule](#)

Off-Campus Externship
 Runs from 9/8/2021 - 12/23/2021

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

Page 1 of 1

Repeat steps as necessary.

Register for Planned Course Sections

Select Academics, Register for Classes

Academics • [Student Planning](#)

- [Student Planning](#)
- [Register for Classes](#)
- [Course Catalog](#)
- [Grades](#)
- [Unofficial Transcript](#)
- [Transfer Summary](#)
- [Test Summary](#)

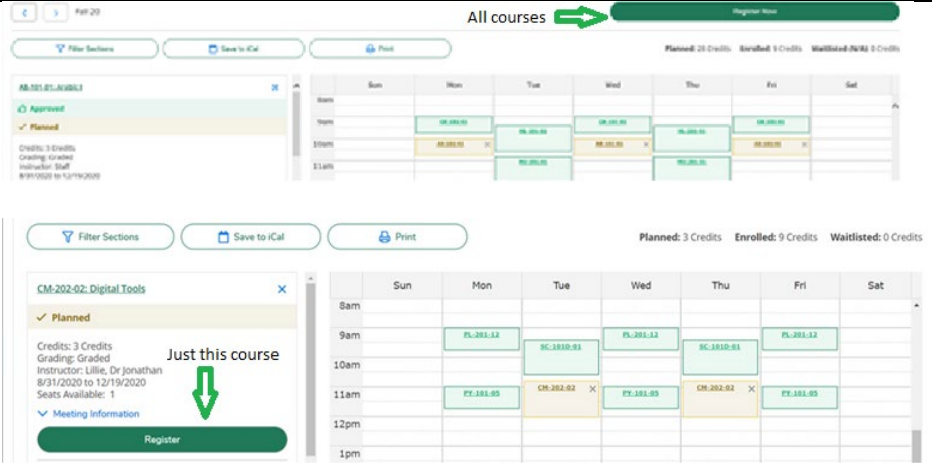
To advance to the desired term, you need to plan at least one course section for that term.

Schedule | Timeline | Advising | Petitions & Waivers

< > Summer 21

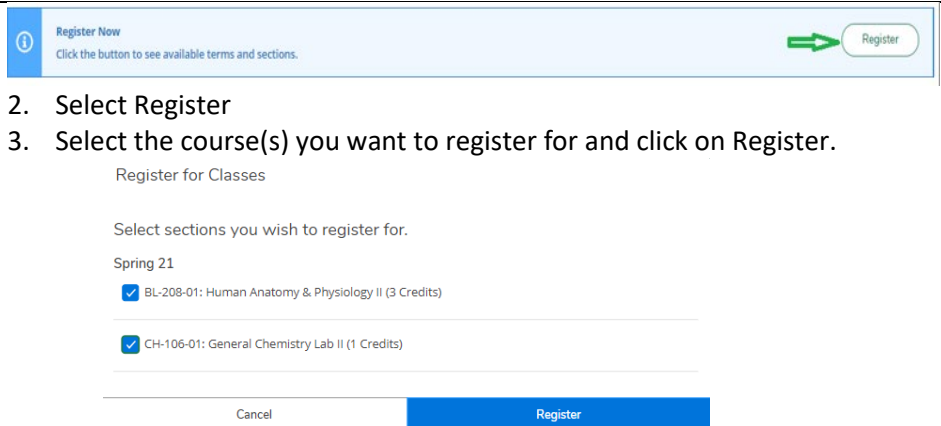
Register for Planned Course(s)

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.



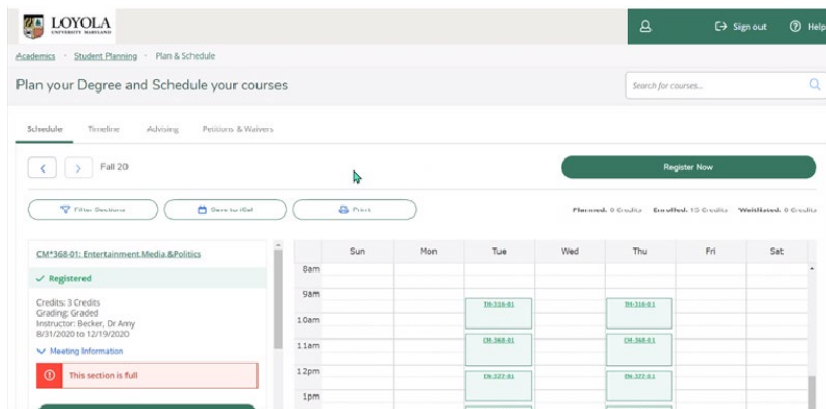
Quick Registration

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



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**.

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](#).