



Loyola University Maryland
Student Planning
Graduate
Full Registration Instructions

Log into Inside Loyola

Go to

<https://Inside.loyola.edu>

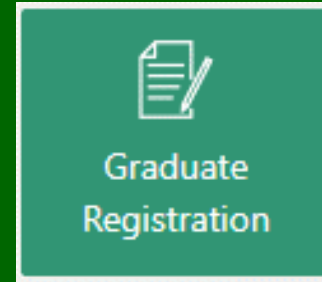
Login using your Loyola username and password

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

Enter your username information
again to go into Self-Service.

You will land on the Graduate Student
Demographic Entry screen.

Teaching, Learning, Working



Loyola University
Maryland Self
Service

User name

Forgot your [user name](#) ?

Continue

Graduate Student Demographic 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. Then click on the Home icon.

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 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, a user profile icon labeled 'Username', a 'Sign out' button, and a 'Help' button. Below the navigation bar, the page title 'Academics > Graduate Student Demographic Entry' is displayed. A prominent blue information banner contains the following text: 'PLEASE NOTE: Only submit new information if current displayed information is inaccurate. Directory Information is required every time this screen is submitted. Updates may take 1-3 business days to process. Contact the Records Office with questions.' Below this, a red instruction states: 'Press the *Submit* button at the bottom of the page when entry is complete.' Further down, a grey box provides instructions: 'To update address, personal email address, or phone number, click on your name in the upper right corner, select User Profile. To update emergency contact information, click on your name in the upper right corner, select Emergency Information. Be sure to click the *Confirm* button to store your changes before exiting either screen.' The main form area is titled 'Enter New Information' and contains 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.

A green success message banner with a white checkmark icon on the left. The text reads: '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 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.

The screenshot shows the Loyola University Maryland Colleague Self-Service portal. The left sidebar contains a menu with the following items: Home, Financial Information, Academics, Student Planning (selected), Register for Classes, Course Catalog, Grades, Unofficial Transcript, Transfer Summary, Test Summary, Vendor Information, and User Options. The main content area displays a grid of service tiles with the following descriptions:

- 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. (Indicated by a green arrow)
- 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).

New students: may not have degree information here until second registration term. To begin planning your course go to slide 17 – Course Catalog. Registration information is given to you by your academic department.

Continuing students: 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...

Search for courses...

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							
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:

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	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

Progress

Total Credits 27 of 60
3 / 24

Total Credits from this School 27 of 0
3 / 24

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

MS, Clinical Professional Counseling (1 of 1 programs)

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:

Progress

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

Total Credits 30 of 60
 3 24 3

Total Credits from this School 30 of 0
 3 24 3

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	Grade	Term	Credits
Completed	PY*615 Advanced Psychopathology	A	20/FA	3
In Progress	PY*620 Theor of Counsel & Psychotrv		20/FA	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	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)

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.

Offerings tend to be fewer in the summer. Students may find it easier to start at **Course Catalog**. Always review choices here to ensure they meet requirements.

Requirements [Collapse All](#) ^

Required Courses

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


A. Required

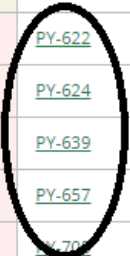
Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;

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

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

Status	Course	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&Psychotry			
🚫 Not Started	PY-624 Marriage & Family Therapy			
🚫 Not Started	PY-639 Alch&Drug Dep:Diag,Trrmts,Prvnt			
🚫 Not Started	PY-657 Lifestyle&Career Develop			
🚫 Not Started	PY-705 Eth,Leg & Pro Iss in Coun&Psy			





Add course(s) to plan

Courses can be planned without terms or course sections can be planned when terms are available prior to and during registration.

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) ➔ 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

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 in Fall/Spring:
 - 8-week Session 1
 - 8-week Session 2

Most other types apply to undergraduate students unless they have (GR) after them.

The screenshot shows a search interface for courses and sections. On the left, a 'Filter Results' sidebar contains several categories: Subjects (Psychology (1)), Locations (Baltimore (1)), Terms (Summer 21 (1)), Days of Week (Tuesday (1), Thursday (1)), Time of Day (a dropdown menu), Starts by (hh:mm AM/PM), Ends by (hh:mm AM/PM), Instructors (Sentz, Dr Dustin (1)), Academic Levels (Graduate Level (1)), Course Levels (600 level (1)), and **Course Types** (Summer I (1), Summer II (1)). The 'Course Types' filter is circled in red. The main content area shows details for 'PY-602 Personality Assessment w/ Lab (3 Credits)'. It includes a description, prerequisites (PY601 or PY603), and offered terms (Summer Term, Annually). Below this, there are sections for 'View Available Sections for PY-602' for 'Summer 21'. Three sections are listed: PY-602-401 (16 seats), PY-602-402 (17 seats), and PY-602-403 (17 seats). Each section table includes columns for Seats, Times, Locations, and Instructors. An 'Add Section to Schedule' button is present for each section.

Add Course(s) 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.

Note: you cannot register or see the desired term unless you have added sections to your plan.

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

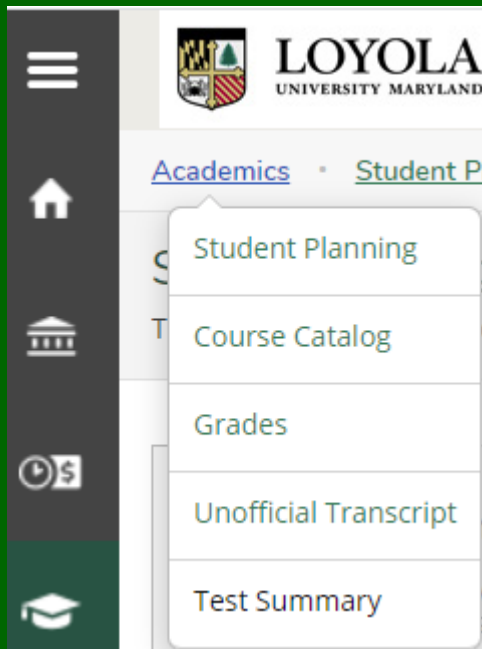
The screenshot displays a web interface for selecting courses. On the left, a 'Filter Results' sidebar allows filtering by Subjects (Psychology), Locations (Baltimore), Terms (Summer 21), Days of Week (Tuesday, Thursday), Time of Day, Starts by, Ends by, Instructors (Sentz, Dr Dustin), Academic Levels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

- 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. 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 for 'Summer 21' and 'Fall 21'.

Buttons for 'Add Course to Plan' and 'Add Section to Schedule' are visible throughout the interface.

Register for Planned Course(s)

1. Select Student Planning



2. Select Go to Plan & Schedule

A screenshot of the Loyola University Maryland Student Planning interface. The page title is 'Steps to Getting Started'. Below the title, there are two numbered steps:

- 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](#)

The 'Go to Plan & Schedule' link is highlighted with a green arrow. Below the steps, there is a progress bar for the program 'MS, Clinical Professional Counseling' with a cumulative GPA of 4.000 (3.000 required). The progress bar is empty.

Below the progress bar, there is a section titled 'Spring 21 Schedule' with a table showing the schedule for the semester.

	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 address, personal email, phone, gender identity, and emergency contact.

You should do this **prior to** registration opening; otherwise, you will be required to do this before you can register, and registration will be delayed.

The screenshot displays the Loyola University Maryland Student Planning interface. The top navigation bar includes the university logo, "Academics", "Student Planning", and "Plan & Schedule". 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 for "Fall 20". The calendar grid shows courses scheduled for Monday, Tuesday, and Wednesday. On the left, two course details are visible: "SP*601-W01: Lng Disorders: Aphasiology" and "SP*602-W01: Lng Dis:Infancy Thgh Erly Chld". Both are marked as "Registered".

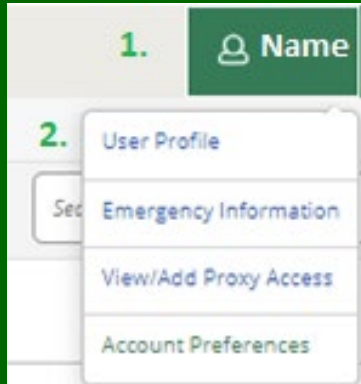
Overlaid on the right side of the screenshot are four red error messages, each with a red exclamation mark icon and a close button (X). The messages are:

- 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.
6. To edit your gender identity, click the pencil icon next to Edit Personal Identity, make your selection and save.



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

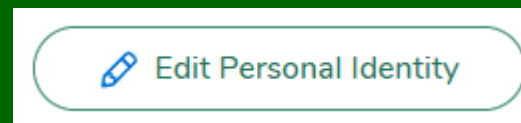
Email	Type	Preferred	Remove or Edit
student@gmail.com	Personal		

Phone Numbers

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

[Add New Phone](#)

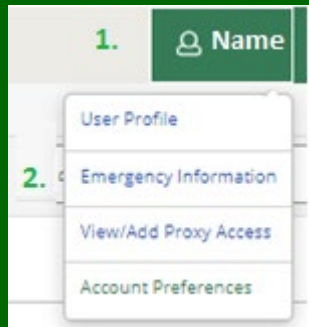
Phone Number	Type	Remove or Edit
410-555-1234	Cell Phone	



Edit / 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 in a web application. The page title is 'User Options - Emergency Information'. A blue information banner at the top contains 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.' Below this is the 'Emergency Information' section, which has a yellow warning banner with a warning icon, the text 'Not Confirmed', and a confirmation message: 'I confirm that this information is accurate and current as of today.' A 'Confirm' button is located on the right side of this banner. Below the confirmation section is the 'Emergency Contacts' section, which features a '+ Add New Contact' button.

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 your 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 if you know the course number desired.

The screenshot displays the 'Academics' menu with 'Course Catalog' selected. A blue sidebar contains an information icon and three paragraphs of text: 'UNDERGRADUATE SEARCHES' (explaining search filters and degree requirements), 'SUMMER SEARCHES' (explaining search filters and registration timing), and 'SERVICE-LEARNING SEARCHES' (explaining search filters and course listings). The main content area is titled 'Search for Courses and Course Sections' and features a search box with the placeholder 'Search for courses...'. Below this, there are two tabs: 'Subject Search' and 'Advanced Search'. The 'Advanced Search' tab is active, showing a 'Catalog Advanced Search' form. This form includes a 'Results View' section with radio buttons for 'Catalog Listing' and 'Section Listing' (selected). It also has three input fields: 'Term' (a dropdown menu), 'Meeting Start Date' (with a date format 'M/d/yyyy'), and 'Meeting End Date' (with a date format 'M/d/yyyy'). Below these are three rows of 'Courses And Sections' filters, each with a 'Subject' dropdown, a 'Course number' input, and a 'Section' input. At the bottom of the form is a '+ Add More...' button.

Planned Course(s) for Registration

1. The landing calendar will be for the current term.
2. If the term desired cannot be accessed with the greater than (>) sign, add at least one planned *section* from the Course Catalog for the term.
3. On the left-hand side of the screen are planned courses in gold.
4. Course requisites are displayed when required.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

<
>
Fall 21
-
←
Remove Planned Courses
Register Now

Your registration period for Fall 21 begins on 4/8/2021 at 12:00 AM Refresh

Filter Sections
Save to iCal
Print
Planned: 3 Credits
Enrolled: 0 Credits
Waitlisted (N/A): 0 Credits

PY-622-401: DBT ×

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Quickel, Dr Emalee
9/8/2021 to 12/23/2021
Seats Available: 24

Meeting Information

Register

[View other sections](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

PY-622-401 ×

Advising Notes and Requesting Reviews

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

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

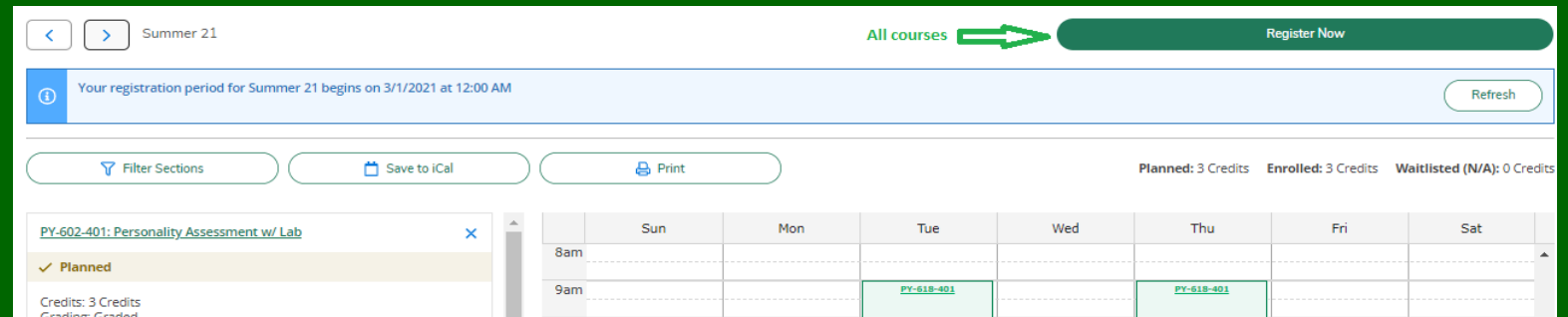
Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

The screenshot shows a web interface for 'Plan & Schedule' under 'Student Planning'. The main heading is 'Plan your Degree and Schedule your courses'. A search bar on the right contains the text 'Search for courses...'. Below the heading are four tabs: 'Schedule', 'Timeline', 'Advising' (which is selected and underlined), and 'Petitions & Waivers'. The 'Advising' section is titled 'Advising Office' with an envelope icon. It includes a 'Compose a Note' section with a large text input area. Below the input area is a green 'Save Note' button. Underneath the button is a 'View Note History' link and a message that reads 'No advising notes have been entered.' In the top right corner of the 'Advising Office' section, there is a link for 'View Plan Archive'.

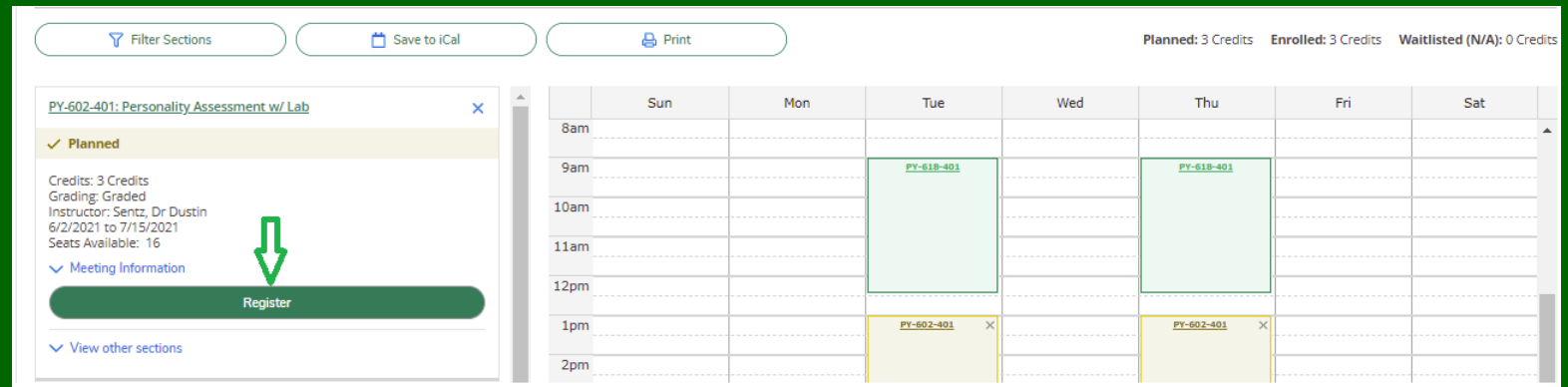
Register for Planned Course(s)

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 course sections.
or
3. View the planned courses on the left of your screen to **Register** for each course separately.
4. Courses are shown as subject + course number (PY 602). Course sections are shown as subject + course number + section (PY 602 401). You can only register for course sections.
5. 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.
6. Registered online courses without days/times will appear at the bottom, in green.

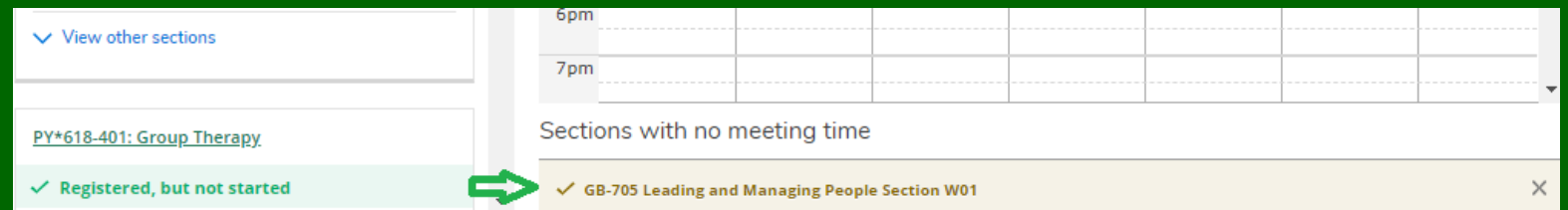
Register for all courses at once



Register for one course at a time



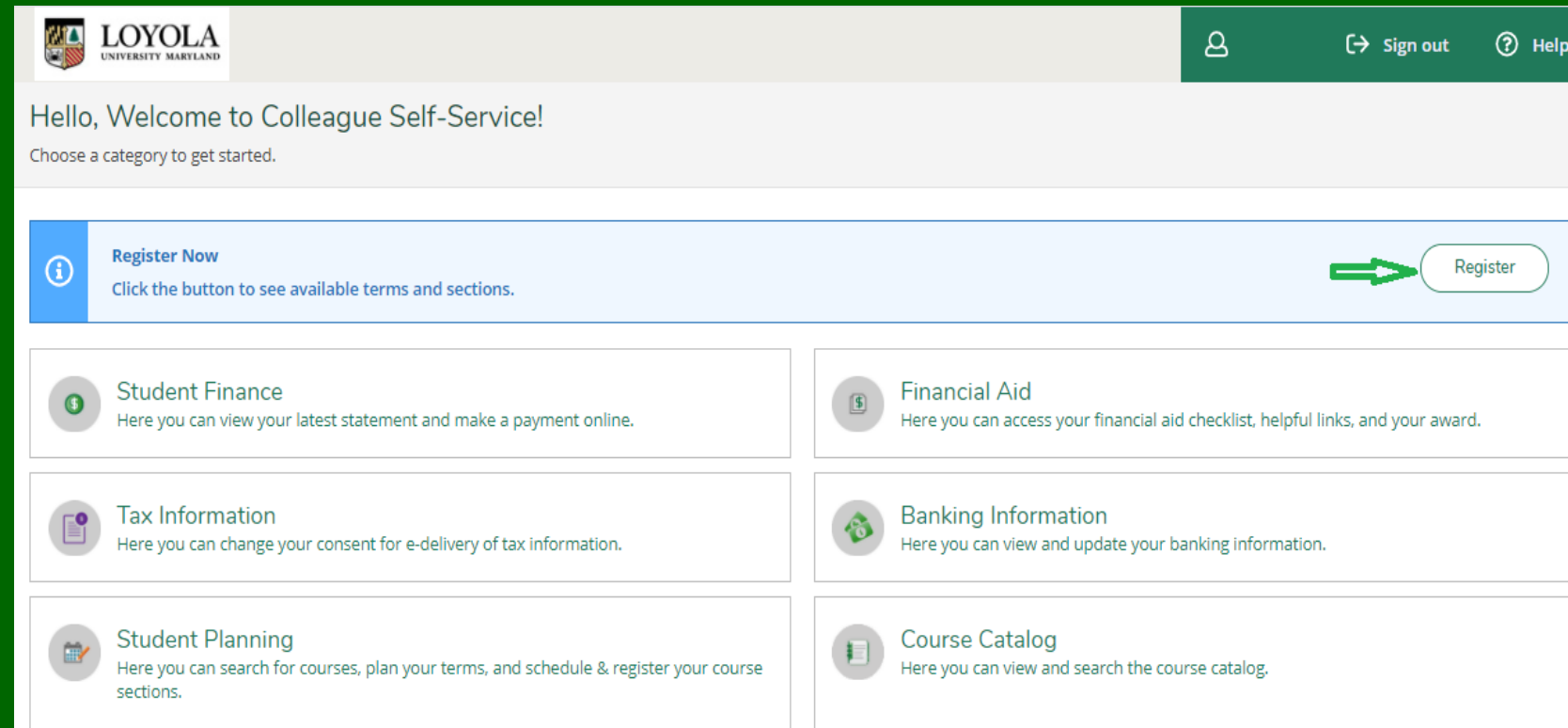
Registration Complete



Quick Registration from Self-Service Menu

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 on the Home screen.
3. Select **Register** on the right.
4. Select the course(s) you want to register for and click on **Update**.
5. Go to Plan and Schedule to confirm your registration is complete.



LOYOLA UNIVERSITY MARYLAND

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

Add/Drop Course Sections

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:

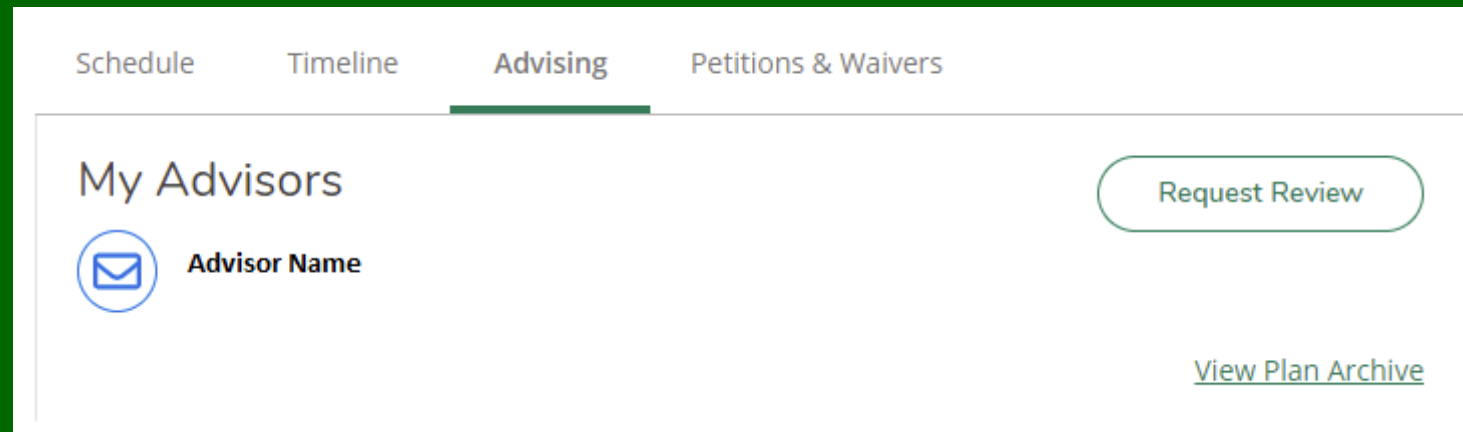
PY-602-401 (3 Credits)

Cancel Update

Student Planning Menu Options

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

- [Schedule](#)
- [Timeline](#)
- [Advising](#)
- [Petitions & Waivers](#)
- [View Plan Archive](#)
- [Other Student Options](#)



Student Planning **Schedule**

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

The date/time grid displays courses a student has planned or 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 displays a student planning schedule for Summer 21. The interface includes a navigation bar with tabs for Schedule, Timeline, Advising, and Petitions & Waivers. A 'Register Now' button is prominently displayed. A notification indicates that the registration period for Summer 21 begins on 3/1/2021 at 12:00 AM. Below this, there are options to filter sections, save to iCal, and print. The main area features a date/time grid showing the student's schedule. The grid has columns for days of the week (Sun-Sat) and rows for time slots (8am-8pm). Courses are represented by colored boxes: green for planned courses and yellow for registered courses. The left sidebar provides details for two courses:

- PY-602-401: Personality Assessment w/ Lab** (Planned): Credits: 3 Credits, Grading: Graded, Instructor: Sentez, Dr Dustin, 6/2/2021 to 7/15/2021, Seats Available: 16. A 'Register' button is visible.
- 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 visible.

The date/time grid shows the following course placements:

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

Student Planning Timeline

Timeline displays your previous, current, and registered term courses. If a course has been graded, the grades 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

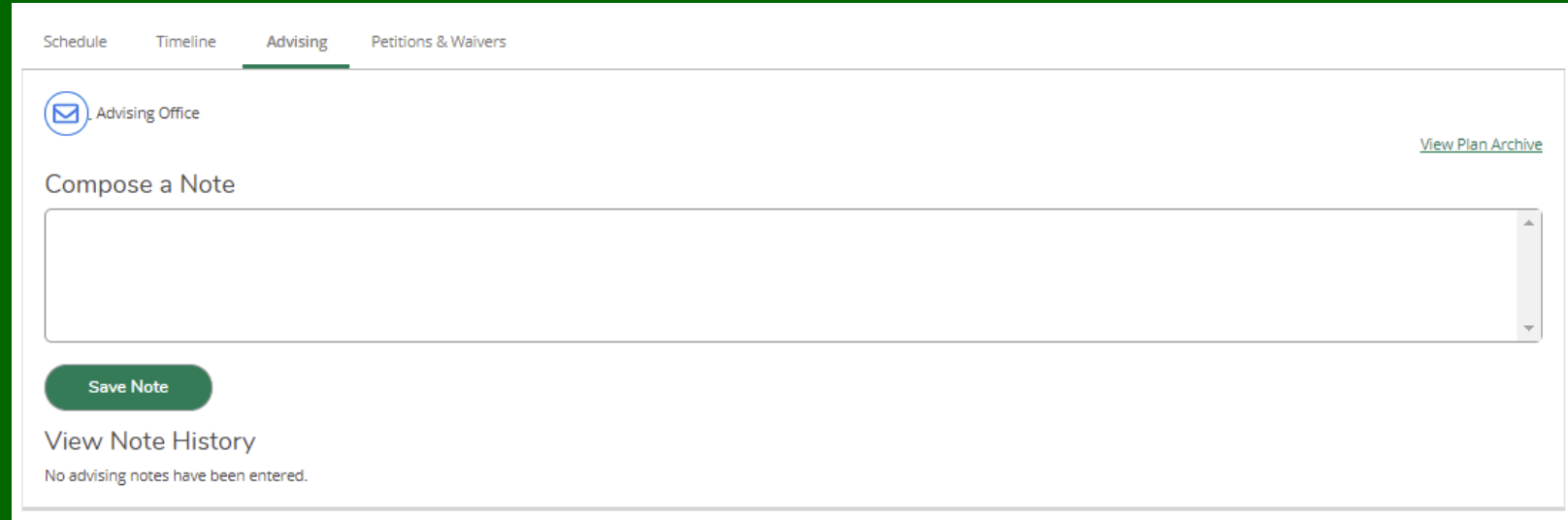
	Fall 20	Spring 21	Summer 21	Fall 21
	<p>PY*600-W03: Assessment & Appraisal w/ Lab Credits: 3 Credits</p> <p>PY*615-W02: Advanced Psychopathology A Credits: 3 Credits</p> <p>PY*620-402: Theor of Counsel & Psychotpy ✓ Credits: 3 Credits</p> <p>PY*715-W01: Human Biopsychology ✓ Credits: 3 Credits</p>	<p>PY*603-401: 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 shows a web interface with a navigation bar at the top containing four tabs: "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The "Advising" tab is currently selected and highlighted with a green underline. Below the navigation bar, the main content area is titled "Advising Office" and includes a blue envelope icon. In the top right corner of this section, there is a link labeled "View Plan Archive". The central part of the interface is a "Compose a Note" section, which features a large, empty text input field with a vertical scrollbar on the right side. Below the text field is a dark green button with the text "Save Note" in white. At the bottom of the section, there is a link labeled "View Note History" and a 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.

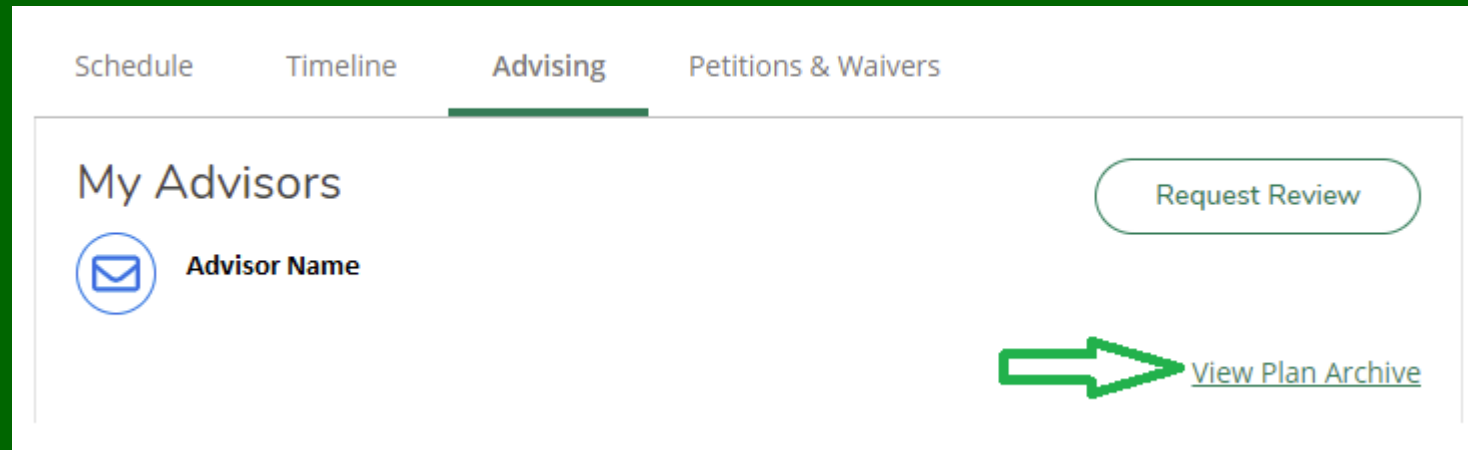
Request these permissions through your academic department.

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.



Other student options

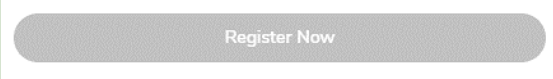

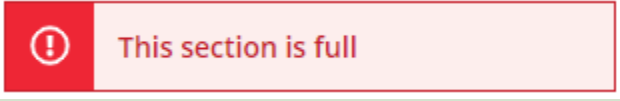
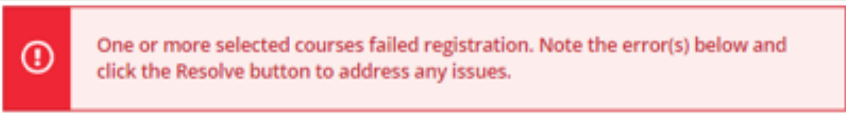
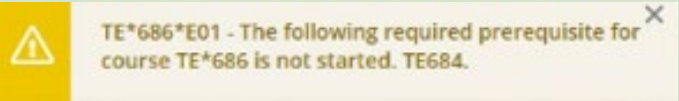
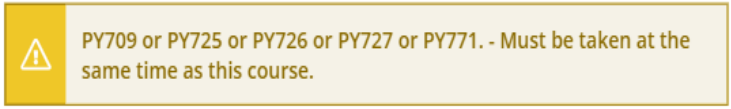
Other student options are available along the left menu bar.


Please review all options, but some under the 'Cap' Academics icon include:

Grades: click here to print an official grade report.

Unofficial Transcript: click here to view select a pdf of your transcript.

GR Application to Graduate: Prior to your last term of degree or advanced certificate course work, complete this application. It is due the first day according to the academic calendar of regular graduate classes.

Error Message	Reason for Message
<p>Register Now grayed out:</p> 	<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. • You have planned the course but not selected a <u>section</u>.
<p>Not your day/time to register</p> 	<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>
<p>Section Closed</p> 	<p>The course selected is full. Make another selection.</p>
<p>Course registration failed</p> 	<p>The course registration failed – select another course to register for and/or contact your department for options.</p>
<p>Another section must be taken <u>prior</u> to this course</p> 	<p>Click on the course hyperlink to select from the sections available for the requirement.</p>
<p>Another course section must be taken <u>with</u> this course</p> 	<p>To register for corequisites, you must register for them at the same time. Click the 'Home' icon and use the Register Now button, which will allow you to select the two course sections together.</p>

Error Message	Reason for Message
<p>Conflicting sections</p>  <p>The screenshot shows a yellow warning box with a triangle icon and a close button. The text inside reads: "GB*702*601 - GB*702*601 conflicts with RE*744*W01."</p>	<p>Remove or register for one of the conflicting sections. Then remove the other from your schedule.</p>

Final Registration Step before Payment: Carefully Review

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.

The screenshot displays a registration interface with two course cards on the left and a weekly calendar grid on the right.

Course Card 1: PY*618-401: Group Therapy

- Status: ✓ Registered, but not started
- Credits: 3 Credits
- Grading: Graded
- Instructor: Jacobson, Dr Cara
- Dates: 7/19/2021 to 8/26/2021
- Meeting Information: [View other sections](#)
- Action: [Drop](#)

Course Card 2: PY*624-401: Marriage & Family Therapy

- Status: ✓ Registered, but not started
- Credits: 3 Credits
- Grading: Graded
- Instructor: Lyons, Dr Heather
- Dates: 6/2/2021 to 7/15/2021
- Meeting Information: [View other sections](#)
- Action: [Drop](#)

Calendar Grid:

	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

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. From inside.Loyola, go to *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 about billing questions, contact Student Administrative Services at 410-617-5047. Also, you have the option to [Schedule a Meeting with an Accounts Specialist](#).