



Loyola University Maryland Student Planning Faculty Advising

Family Educational Rights and Privacy Act (FERPA)

It is Our Responsibility

Loyola University Maryland has a commitment to protect the confidentiality of student records. The University makes every effort to release information only to those individuals who have established a legitimate educational need for the information. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, among other support staff or university positions.

FERPA violations could result in Loyola losing the privilege of awarding federal financial aid to our students.

It is Your Responsibility

As faculty or staff, you have a legal responsibility under FERPA to protect the confidentiality of student educational records.

You have access to student information only for legitimate use in the completion of your responsibilities as a University employee. Need-to-know is the basic principle.

Your access to student information is based on your role as a University faculty or staff member. You may only view students who you have a legitimate educational interest in assisting.

You may not release lists or files with student information to any third party outside your college or department unit.

Notes are accessible to current and future advisors and to the advisee. Notes are considered discoverable when records are subpoenaed.

Apart from non-suppressed directory information, student educational records are considered private and may not be released without the written consent of the student.

Family Educational Rights and Privacy Act (FERPA) continued

More Information is available

- Go to the Records Office website <https://www.Loyola.edu/records> and click on 'Faculty' at the top, and then FERPA Overview which is a pdf that will download to your screen.
- Go to the current catalogues here: <https://www.loyola.edu/departments/records/catalogues> click on either Undergraduate Catalogue or Graduate Catalogue and use advanced search on the right for Buckley Amendment (select "Find whole word or phrase only"). It is in the Student Life area of the undergraduate catalogue and under Academic Regulations and Policies in the graduate catalogue.



The Academic Catalogue lists all of Loyola's courses, descriptions, and degree requirements.

- [Undergraduate Catalogue](#)
- [Graduate Catalogue](#)

Log into Loyola Self-Service

Log into:

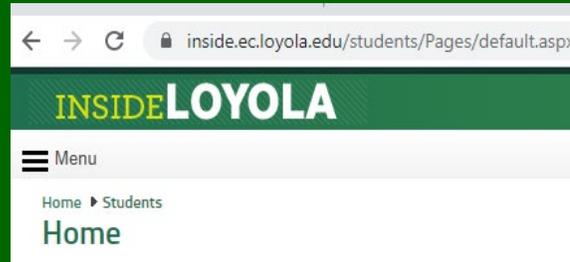
<https://Inside.loyola.edu>

Log in using your Loyola username and password

Under Teaching, Learning, Working:
Select **Loyola Self-Service**

You will be directed to the **Self-Service menu**

Login to Self-Service using your Loyola username



Teaching, Learning, Working

A screenshot of the Loyola University Maryland Self Service login page. The title is 'Loyola University Maryland Self Service'. There is a 'User name' label above a text input field. Below the input field is a link that says 'Forgot your user name?'. At the bottom is a green 'Continue' button.

If you receive this Self-Service home menu, select **Advising**

If you are unable to access this link, contact the Records Office.

You will only have access to the **Advising** link if you have at least one assigned advisee or you are a department chair.

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.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- 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.
- Grades**
Here you can view your grades by term.
- Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.

Student Planning Advising

The Advising screen lists your current advisees assigned to you within Colleague.

If no advisees are assigned to you but you are assisting a colleague with advising, first select the **Student** radio button and find the student by entering their ID number or name in the search bar.

Students that have requested a review are at the top of the list with a **check** in the **Review Requested** column.

To review and approve an advisee's plan, select: **View Details** for the chosen advisee.

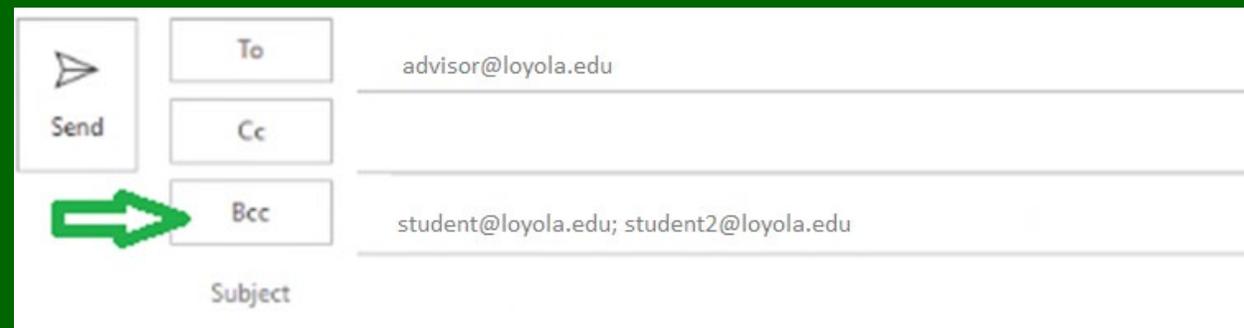
The screenshot displays the 'Advising Overview' page in the Colleague system. At the top, there is a navigation bar with 'Daily Work', 'Advising', and 'Advising Overview'. A notification banner states, 'You have one or more advisees who have requested a review.' Below this, a heading asks 'Which student do you want to work with?' followed by a search bar with the placeholder 'Type a name or ID...'. A radio button labeled 'Student' is selected. Below the search bar is a table of advisees. The first row shows a student with a checkmark in the 'Review Requested' column and a 'View Details' button. The second row shows a student with 'N/A' in the 'Review Requested' column and a 'View Details' button. A green arrow points to the 'Review Requested' column, and another green arrow points to the 'View Details' button for the student with the checkmark.

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
					BBA, Accounting	Last advising date: 8/5/2020	Advisor(s):	View Details
		N/A			BA.SH.CSE.15	Last advising date: N/A	Advisor(s):	View Details

Email All Your Advisees

To email all your advisees:

1. Select the **Email All My Advisees** icon on the of the Advising Overview screen.
2. This will open a new email message in your default email client, with all your advisees in the blind copy (Bcc) portion, to protect your advisee's privacy.
3. To receive a copy of your email, enter your email address in “To”, complete your email and select Send.
4. If you need assistance making outlook your default email, please contact the Help Center at ots@loyola.edu or 410-617-5555.



Explanation of Student Planning Advising Tabs

After selecting **View Details**, these tab choices are available:

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Transfer Summary Grades Petitions & Waivers

- [Course Plan](#)
- [Timeline](#)
- [Progress](#)
- [Course Catalog](#)
- [Notes](#)
- [Plan Archive](#)
- [Test Scores](#)
- [Unofficial Transcript](#)
- [Transfer Summary](#)
- [Grades](#)
- [Petitions & Waivers](#)

Student Planning Advising Tabs: Course Plan

Course Plan: Advisee Details brings you to your advisee's **Course Plan**. The course plan contains course(s) / section(s) the student has chosen.

The course plan tab displays course section(s) the students have placed on their schedule for registration permission.

Each course may be individually approved or denied but these decisions do not impact student choices.

Overall approval is given by performing the steps beginning on next slide regardless of what you have approved or denied.

The screenshot displays the 'Advisee Details' page in the Advising System. The 'Course Plan' tab is selected, showing a list of courses for the 'Fall 20' semester. The interface includes navigation links, a search bar, and buttons for 'UG Permit to Register for Fall/Spring' and 'Review Complete'. A table lists the approved course sections.

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	CS*151-04: Computer Sci thrh Programming ✓ Registered	4 Credits	Staff	MWF 10:00 AM - 10:50 AM 8/31/2020 - 12/9/2020	Internet Knott Hall, 108 Lecture
<input type="checkbox"/>				Th 12:15 PM - 1:30 PM 8/31/2020 - 12/9/2020	Internet

Approving Advisee's Plan

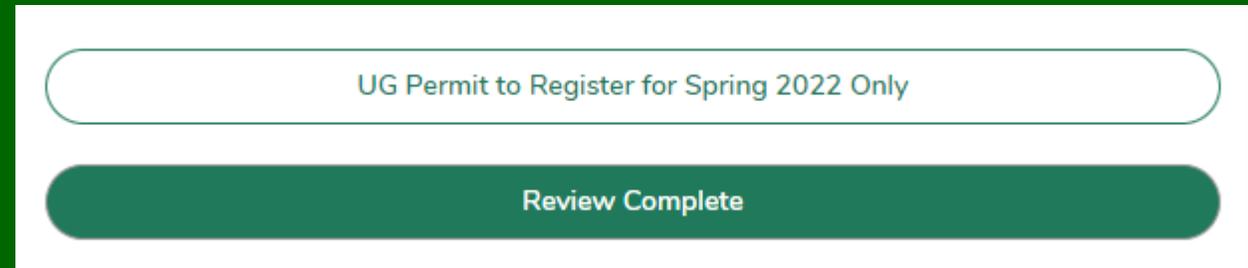
1. Select the **Checkbox** to approve all courses or select the box next to the individual course(s) you are approving.
2. Selecting **Approve** or **Deny** is unnecessary to the process and will not hinder a student's choices. It is the registration process you are permitting, not the individual choices.
3. Conversation between the student and advisor should occur at this time.

The screenshot shows the 'Advising Overview' page for an advisee. At the top, there is a navigation bar with 'Daily Work', 'Advising', and 'Advising Overview'. Below this is the 'Advisee Details' section, which includes a search bar, a 'UG Permit to Register for Fall/Spring' button, and a 'Review Complete' button. The 'Student Name' and 'Student ID' are displayed, along with the advisor's name, 'Joseph Farrell Phyllis Tripp'. The 'Course Plan' tab is selected, showing a 'Fall 20' plan. A 'Print' button and credit summary ('Planned: 3 Credits', 'Enrolled: 16 Credits', 'Waitlisted: 0 Credits') are visible. Below the plan, there are 'Approve' and 'Deny' buttons. A table lists the course 'AC*201-08: Financial Accounting' with a checked checkbox and the status 'Registered, but not started'. The table columns are 'Approval', 'Course', 'Credits', 'Instructor', 'Time', and 'Location'.

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	AC*201-08: Financial Accounting ✓ Registered, but not started	3 Credits	Soroosh, Dr Jalal	MW 3:00 PM - 4:15 PM 8/31/2020 - 12/9/2020	Internet Maryland Hall, 342 Lecture

Composing a Note

1. Review note from advisee.
2. Compose a note to the advisee including the **TERM** you are giving permission for and select **Save Note**.
3. Even though you may inform the student that you have reviewed their plan and approved it, please note that permission has not been granted until you complete the next steps.
4. Select **Review Complete**.
5. **Note**: if you do not click on the Review Complete button, future notes from advisees will not go to your email.



Notifications 0

Course Plan Timeline Progress Course Catalog **Notes** Plan Archive Test Scores Unofficial Transcript Transfer Summary Grades Petitions & Waivers

Compose a Note (Advisors: Spring 2022 6th Course Permission code is P622/SP)

Save Note

View Note History

You now have permission to register since I will next click the Review Complete button, archive the plan, and then click the UG Permit to Register for Spring 2022 only button.

Dalrymple, Pat on 10/5/2021 at 7:05 AM

Please give me permission to register.

Dalrymple, Pat on 10/5/2021 at 7:03 AM

Review Complete

1. After selecting **Review Complete**, next select the **Plan Archive** tab to keep an electronic copy of the review and any notes you may have taken and saved.
2. Therefore, it is important to write your note before archiving, so that the notes are part of the plan **Archive**.
3. Select **Archive**.

The screenshot displays the Loyola University Maryland Advising Overview page. The page header includes the university logo and navigation links for Daily Work, Advising, and Advising Overview. The main content area shows 'Advisee Details' for a student, including their program (BA, EN, CCM, 11) and advisor(s). A green arrow points to the 'Plan Archive' tab in the bottom navigation bar. A modal dialog box is open on the right, displaying a green checkmark and the message 'The review has been completed.' Below this, a blue information icon is followed by the question 'Would you like to archive this course plan?'. Two buttons, 'Cancel' and 'Archive', are visible. A green arrow points to the 'Archive' button. At the bottom of the dialog, a green bar contains the text 'Review Complete' and 'Course Plan last reviewed on 9/15/2020 by'.

UG Permit to Register for Fall/Spring

The following slides are to be used for **Fall or Spring** advising only.

Summer permission to register is only given by the Academic Advising and Support Center (AASC).

Your process, conversations, advice, relationship with your advisee should continue for summer, but the action of giving electronic permission to register for summer is only given by AASC.

The initial reason for this difference in process was to give students an electronic permission pathway even when advisors were unavailable throughout the entire summer and to ensure students must have a conversation concerning their educational path prior to registration.

UG Permit to Register for: **Fall/Spring only**

To finalize the approval and review of an advisee's plan select:

- **UG Permit to Register for Fall/Spring.**
- Then select **Continue.**

- This button may not always be available. It is available within a certain number of days prior to Fall/Spring registrations.

Selecting the **UG Permit to Register for Fall/Spring, Continue** buttons gives the permission to register. Follow these steps even if communication with your advisee is through the phone or email.

Your advisees can register when registration opens on their day/time.

If you are denying your advisee registration privileges, do not select **UG Permit to Register for Fall/Spring** or select **Continue.** Your advisee cannot register.

Advisee Details

Search for courses...

Back to Advisees

Program(s): BA, Forensic Studies

Advisor(s):

Student Name:

Student ID:

UG Permit to Register for Fall/Spring

Last advised on 1/12/2021 by

Review Complete

Course Plan last reviewed on 1/12/2021 by

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

Compose a Note

Save Note

View Note History

Complete Advisement?

Are you sure you want to mark this student's advisement complete as of 9/15/2020?

Cancel Continue

UG Permit to Register for: **Fall/Spring only**

Once you have completed the steps for advisement, the screen displays the actions taken with dates and advisement information.

Be certain that the 'Last advised' date is for the current registration term, and not for the prior term.

To return to the Advising screen:

1. Select **Daily Work briefcase icon on the left**
2. Select **Advising/Advising Overview**

OR

3. Select the **Home** icon to return to **Self-Service** menu.

The screenshot displays the 'Advisee Details' page. At the top, there is a search bar for courses. Below it, the student's profile is shown with a placeholder icon, program information (BA, Forensic Studies), and advisor information. A green arrow points to the text 'Last advised on 1/12/2021 by'. To the right, there is a button for 'UG Permit to Register for Fall/Spring' and a 'Review Complete' button. Another green arrow points to the text 'Course Plan last reviewed on 1/12/2021 by'. Below this, there are tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', and 'Unofficial Transcript'. The 'Notes' tab is currently selected, showing a 'Compose a Note' section with a text input area and a 'Save Note' button. At the bottom, there is a link for 'View Note History'.

Approving Advisee's 6th Course Requests: **Fall/Spring only**

1. When assigning 6th course permission enter the code using the exact format below as the first line item in **Notes**:

P6YY/SS

For example: the code for Spring 2022 would be P622/SP and is shown in the header.

2. Additional notes may be added but you must put in a hard return; otherwise, the permission will not be granted.
3. Select **Save Note**.
4. If you would like to archive these notes, follow the same process for archiving as above.
5. It is unnecessary to select Permit to Register/Advisement Complete

This concludes the Permission to Register portion.

Course Plan Timeline Progress Course Catalog **Notes** Plan Archive Test Scores Unofficial Transcript Transfer Summary Grades Petitions & Waivers

Compose a Note (Advisors: Spring 2022 6th Course Permission code is P622/SP)

Save Note

View Note History

P622/SP

Student Planning Advising Tabs: Timeline

Timeline:

The left and right arrows can be used to scroll through a compact version of the student's progress by terms:

- Planned courses are displayed in dark gray.
- Ungraded courses display with a check mark.
- Graded courses display with the grade received.
- Other Credits are equivalencies taken other places as transfer credits and have no grades. See transfer policies in the catalogue for more information.
- Non-term courses are not completed courses but are prerequisite equivalencies based on placement testing. They do not show on transcripts.

Advisee Details Search for courses...

[Back to Advisees](#)

Program(s): BSE, Engineering, Computer Engineering & Electrical Eng

Advisor(s): Glenn Kohne

Student ID: [redacted]

UG Permit to Register for Fall/Spring

Review Complete

Course Plan | **Timeline** | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades | Petitions & Waivers

Add a Term

Spring 19	Summer 19 Transfer	Fall 19	Spring 20	Summer 20 Transfer
<ul style="list-style-type: none">EG*032-01: Electronics Lab Credits: 1 Credits B+EG*071-01: Digital Logic Laboratory Credits: 1 Credits BEG*333-01: Signals and Systems Credits: 3 Credits B-EG*432-01: Electronics Credits: 3 Credits C+EG*471-01: Digital Logic Credits: 3 Credits B-MA*304-01: Ordinary Differential Equations Credits: 3 Credits ASN*104-02: Intermediate Spanish II Credits: 3 Credits C+	<ul style="list-style-type: none">MA*3: Math 300 Level Credits: 1 Credits ✓MA*301: Introduction to Linear Algebra Credits: 3 Credits ✓SC*103: American Society Credits: 3 Credits ✓	<ul style="list-style-type: none">EG*360-01: Ob-Oriented Engineering Design Credits: 3 Credits AEG*381-01: Probability and Statistics Credits: 3 Credits BEG*390-01: Experimental Methods Credits: 2 Credits B+EG*475-01: FPGA Design Credits: 3 Credits CEG*481-01: Communications Credits: 3 Credits D+MU*201-02: Music Fundamentals Credits: 3 Credits B-	<ul style="list-style-type: none">EG*441-01: Engineering Systems Analysis Credits: 3 Credits AEG*478-01: Computer Architecture Credits: 3 Credits AEG*485-01: Digital Signal Processing Credits: 3 Credits BHS*309-01: Law, Lawyers & Litig Europe His Credits: 3 Credits A-TH*265-02: World Christianity Credits: 3 Credits A-	<ul style="list-style-type: none">EG*487: Electromagnetics Credits: 3 Credits
GPA: 2.843 17 Enrolled Credits		GPA: 2.686 17 Enrolled Credits	GPA: 3.668 15 Enrolled Credits	

Student Planning Timeline – Study Abroad

The Office of International Programs (OIP) first receives official abroad transcripts, reviews and notes equivalencies, and sends to the Records Office for processing onto the student's transcript/degree audit.

Coursework for students who are abroad for one term will appear under that term.

Coursework for students who are abroad for one year will appear under an 'OC' term, Other Credits (example, 19/OC).

Under the appropriate term, note that:

- Study abroad courses are graded and appear on the transcript
- Equivalencies appear with a check mark and appear on My Progress/Degree Audit
- Study Abroad placeholder course appears with an NG and is not shown on the transcript or My Progress/Degree Audit.

Study Abroad country/institution is listed eventually on the unofficial transcript advisors may view, at the top of the course work.

The screenshot shows a web interface with a navigation bar at the top containing 'Schedule', 'Timeline', 'Advising', and 'Petit'. The 'Timeline' tab is selected. Below the navigation bar is a dark green button labeled 'Add a Term'. The main content area displays a list of courses for the term 'Fall 19'. Each course entry includes the course ID, title, credits, and a grade or status indicator.

Course ID	Course Title	Credits	Grade/Status
COMMS*204	Social Media	4 Credits	B+
ENGL*310	Shakespeare: Comedies and	4 Credits	B
MEDIA*101	Film Studies	4 Credits	A-
PHIL*105	Critical Thinking	4 Credits	B+
CM*3	COMMS 204	3 Credits	✓
CM*316-W01	Travel Reporting	3 Credits	A-
EH*1	With Extra Credit		✓

Student Planning Advising Tabs: Progress

Progress:

The Requirements section displays the advisee's completed, in-progress, and outstanding requirements.

The bars on the right-hand side of the screen shows the student's overall progress towards the degree.

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

Bar colors are as follows:

- Green = completed
- Mint green = in progress
- Gold = planned

The screenshot shows the 'Advisee Details' page for a student. The 'Progress' tab is selected, displaying the following information:

- Program(s):** BA.EN.CCM.11
- Advisor(s):** (empty)
- Student's Name:** (redacted)
- Student ID:** 1753028
- Course Plan:** BA.EN.CCM.11 (1 of 1 programs)
- At a Glance:**
 - Cumulative GPA:** 3.398 (2.000 required)
 - Institution GPA:** 3.398 (2.000 required)
 - Degree:** Bachelor of Arts
 - Majors:** English
 - Minors:** Communication
 - Departments:** English
 - Catalog:** 2017
 - Anticipated Completion Date:** 5/22/2021
 - Alternate Catalog Year:** Select catalog year...
- Description:** BA, English
- Program Notes:** [Show Program Notes](#)
- Requirements:** [Collapse All](#)

On the right side, there are several progress bars and buttons:

- UG Permit to Register for Fall/Spring:** (button)
- Last advised on 1/7/2021 by:** (text)
- Review Complete:** (button)
- Course Plan last reviewed on 1/7/2021 by:** (text)
- View a New Program:** (button)
- Print:** (button)
- Program Completion must be verified by AASC for Undergraduate Students, and by Department Program Directors for Graduate Students.** (notification)
- Progress:** (bar chart showing 100% completion)
- Total Credits:** 127 of 120 (94 completed, 30 in progress, 3 planned)
- Total Credits from this School:** 111 of 60 (78 completed, 30 in progress, 3 planned)

Student Planning Advising Tabs: Course Catalog

Course Catalog:

Select **Course Catalog** from the Advisor's menu to see a listing of courses and sections by subject or Advanced Search.

After selecting a term, this process can also be used to find your **teaching schedule** using the filters and filtering on **Instructors**.

Course Plan
Timeline
Progress
Course Catalog
Notes
Plan Archive
Test Scores
Unofficial Transcript

Subject Search
Advanced Search

Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term

Spring 22
▼

Meeting Start Date

M/d/yyyy

Meeting End Date

M/d/yyyy

Courses And Sections

CM-Communication
▼

Course number

Course number

Section

Section

Instructors ▲

- Atticks, Dr Kevin (2)
- Babcock, Mr Bryan (2)
- Becker, Dr Amy (2)
- Belz, Mr David (5)
- Biswas, Dr Masudul (3)
- Blair, Mr Gerard R (4)
- Cantrell Rosas-Moreno, Dr Tani (3)
- Dichiera, Ms Noelle (4)
- Dunmore, Mr Herbert (1)
- Fino, Mr Joseph (2)
- Frenkiel, Ms Nora (2)
- Glick, Ms Jenny (4)
- Gunnerson, Ms Ronnie (2)
- King, Dr Elliot (2)
- Magee, Dr Sara (2)
- Malis, Dr. Jon (1)
- Newton, Ms April (4)
- Nguyen, Mr Nguyen Khoi (4)
- O'Reilly, Mr Bart (1)
- Pascual-Ferra, Dr Paola (2)
- Staff (3)
- Warfield, Mr Reagan (1)
- Winter, Mr Joseph (1)

Spring 22	Open	CM*203*01	Intro to Communication
Spring 22	Open	CM*203*02	Intro to Communication
Spring 22	Open	CM*203*03	Intro to Communication
Spring 22	Open	CM*301*01	News Reporting and Writing
Spring 22	Open	CM*303D*01	Media Ethics
Spring 22	Open	CM*307*01	Fund of Advert&Public Relat
Spring 22	Open	CM*307*02	Fund of Advert&Public Relat
Spring 22	Open	CM*307*03	Fund of Advert&Public Relat

Student Planning Advising Tabs: Notes

Notes:

Select **Notes** to view or communicate with your advisee.

View Note History displays all notes, sent and received.

Reminder: Notes are accessible to current and future advisors and to the advisee. Notes are considered discoverable when records are subpoenaed.

The screenshot displays the 'Notes' tab in a web application. At the top, there is a 'Notifications' header with a red circle containing the number '0'. Below this is a navigation menu with tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes' (which is highlighted with a green underline), 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Transfer Summary', 'Grades', and 'Petitions & Waivers'. The main content area is titled 'Compose a Note (Advisors: Spring 2022 6th Course Permission code is P622/SP)' and features a large text input field. Below the input field is a 'Save Note' button. Underneath the button is a section titled 'View Note History' which contains a list of notes. The first note reads: 'You now have permission to register since I will next click the Review Complete button, archive the plan, and then click the UG Permit to Register for Spring 2022 only button.' followed by 'Dalrymple, Pat on 10/5/2021 at 7:05 AM'. The second note reads: 'Please give me permission to register.' followed by 'Dalrymple, Pat on 10/5/2021 at 7:03 AM'.

Student Planning Advising Tabs: Plan Archive

Plan Archive:

Advisors can view and archive student plans to maintain complete records.

The archived plans can be downloaded and viewed by the advisor.

The screenshot displays the 'Advising Overview' page for an advisee. The top navigation bar includes 'Daily Work', 'Advising', and 'Advising Overview'. A notification banner at the top right states 'An archive has been created.' Below this is a search bar for courses. The main content area shows 'Advisee Details' with a profile picture, program information (BA, EN, COM, 11), and advisor information. A green arrow points to the 'UG Permit to Register for Fall/Spring' button. Below the buttons is a 'Review Complete' button. The 'Plan Archive' tab is selected in the navigation menu. A table below shows the archive details:

Archived PDF	Archive Date	Archived By
Download	9/15/2020 11:31:11 AM	

A green arrow points to the 'Download' link in the table.

Student Planning Advising Tabs: Test Scores

Test Scores:

Lists raw scores for Placement tests, Advance Placement, and other test scores.

The screenshot shows the 'Advising' section of the Loyola University Maryland system. The user is viewing the 'Test Scores' tab for an advisee. The page includes a navigation menu on the left, a top header with the university logo and user options, and a main content area with tabs for Course Plan, Timeline, Progress, Course Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Grades, Petitions & Waivers, and Graduation Application. The 'Test Scores' tab is active, showing sections for Admission Tests and Placement Tests. A message states 'No tests of this type have been recorded.' under Admission Tests. Under Placement Tests, a table lists two German Placement Exam results.

Program(s): BA, Global Studies
Advisor(s):

Student ID: [Redacted]

Buttons: UG Permit to Register for Fall/Spring, Review Complete

Admission Tests: No tests of this type have been recorded.

Placement Tests:

Test	Date Taken	Score	Percentile	Status	Status Date
German Placement: Exam	5/21/2020	486 of 948		Accepted	6/1/2020
German Placement: Exam	5/20/2020	486 of 948		Notational Only	6/1/2020

Other Tests:

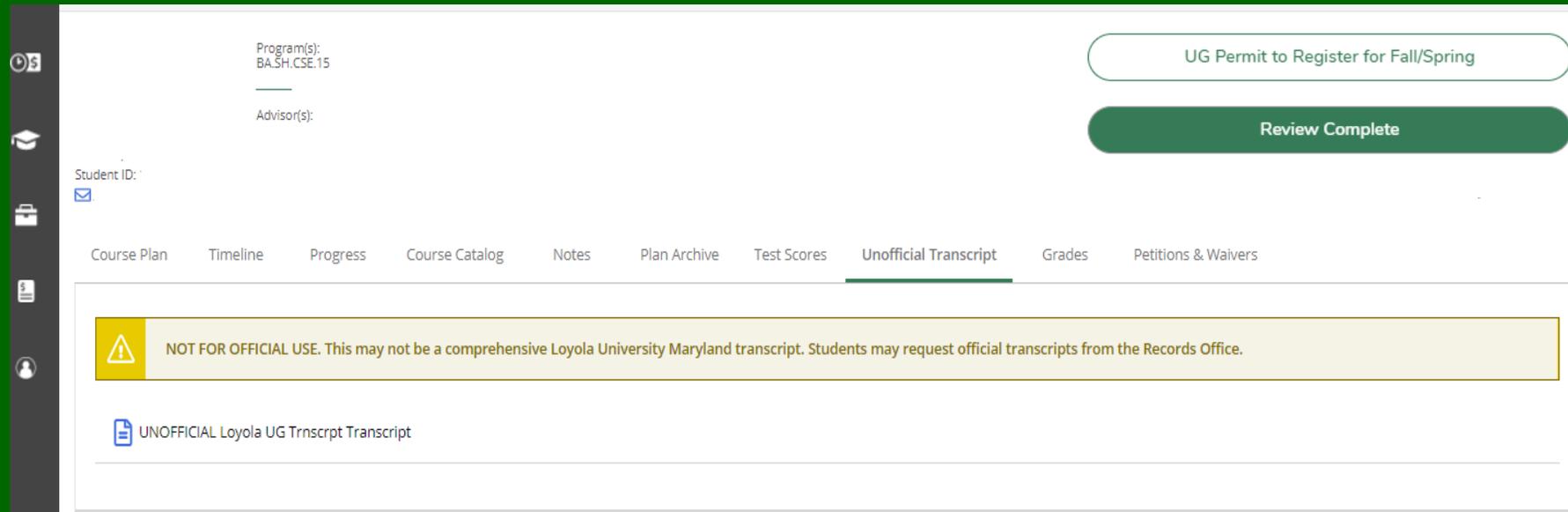
Student Planning Advising Tabs: Unofficial Transcript

Unofficial Transcripts:

Advisors can view the student's unofficial transcript.

This unofficial transcript should never be used for official purposes, and it should never be shared with anyone else under any conditions without the student's written consent or according to FERPA exceptions.

Be patient when selecting the unofficial transcript download process. It takes a moment to configure and load.



The screenshot displays the Student Planning Advising interface. At the top, the program is identified as BA.SH.CSE.15. Below this, there are buttons for "UG Permit to Register for Fall/Spring" and "Review Complete". The "Student ID:" field is visible with a blue envelope icon. A navigation menu includes "Course Plan", "Timeline", "Progress", "Course Catalog", "Notes", "Plan Archive", "Test Scores", "Unofficial Transcript" (which is the active tab), "Grades", and "Petitions & Waivers". A prominent yellow warning banner states: "NOT FOR OFFICIAL USE. This may not be a comprehensive Loyola University Maryland transcript. Students may request official transcripts from the Records Office." Below the banner, a document icon is labeled "UNOFFICIAL Loyola UG Trnscript Transcript".

Student Planning Advising Tabs: Transfer Summary

Transfer Summary:

Displays detailed information on courses transferred from other institutions.

Check the online catalogue for the catalogue year in question for the policy regarding transfer course requirements.

Program(s): BA, Writing

Advisor(s):

Student ID: [Not Pictured]

UG Permit to Register for Fall/Spring

Review Complete

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | **Transfer Summary** | Grades | Petitions & Waivers

Expand All

Frederick Community College

Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs
EN 101 00/English Composition	3.00	-	12/20/2018	WR*100	3.00	-	Undergraduate	
HI 102 00/Hist of Western Civilization	3.00	-	12/20/2018	HS*101	3.00	-	Undergraduate	
SO 102 00/Social Problems	3.00	-	12/20/2018	SC*107	3.00	-	Undergraduate	
THR 101 00/Introduction to Theatre	3.00	-	12/20/2018	DR*250	3.00	-	Undergraduate	
BI 130 00/Forensic Biology	4.00	-	5/5/2019	BL*101	4.00	-	Undergraduate	
CMSP 103 00/Speech Fundamentals	3.00	-	5/5/2019	CM*310	3.00	-	Undergraduate	
HE 201 00/Stress Management	3.00	-	5/5/2019	PY*325	3.00	-	Undergraduate	

Student Planning Advising Tabs: Grades

Grades:

Advisors and students can view the student's grades by term.

To view grades for a specific term, click on the dropdown to the right of the term.

Grades should never be shared with anyone else under any conditions without the student's written consent or according to FERPA exceptions.

The screenshot displays the 'Advising Overview' page for an advisee. The header includes the Loyola University Maryland logo and navigation links for 'Daily Work', 'Advising', and 'Advising Overview'. A search bar for courses is located in the top right. The main content area shows the advisee's profile, including a 'Not Pictured' placeholder, program information (BA, Global Studies), and advisor information. A navigation menu at the bottom includes tabs for 'Course Plan', 'Timeline', 'Progress', 'Course Catalog', 'Notes', 'Plan Archive', 'Test Scores', 'Unofficial Transcript', 'Grades' (which is currently selected), 'Petitions & Waivers', and 'Graduation Application'. Below the 'Grades' tab, a dropdown menu is open, showing the selected term: 'Fall 20 (8/22/2020-12/22/2020)'. Two buttons are visible on the right side: 'UG Permit to Register for Fall/Spring' and 'Review Complete'. The footer contains copyright information for Ellucian Company L.P. and its affiliates.

Student Planning Advising Tabs: Petition & Waivers

Petitions & Waivers:

Displays:

- **Student Petition(s)**
 - Granted in Summer by AASC (UG)
 - Granted in Fall/Spring by Administrative Assistants (UG)
 - Granted by DPOs (GR)
- **Faculty Consent(s)**
 - Granted by Administrative Assistants or Faculty (UG)
 - Granted by DPOs (GR)
 - May be granted by faculty
- **Requisite Waiver(s)**
 - Granted by AASC (UG)
 - Granted by DPOs (GR)

LOYOLA UNIVERSITY MARYLAND

Daily Work · Advising · Advising Overview

Advisee Details

Search for courses...

Program(s): MBA, Business Administration

UG Permit to Register for Fall/Spring

Review Complete

Student Name:
Student ID:

Course Plan Timeline Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript Grades **Petitions & Waivers** Graduation Application

Student Petition(s)
No existing petitions

Faculty Consent(s)
No existing faculty consents

Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
GB-736		Spring 19	Waived	GB730 or written permission of the instructor.

Sign out and Contact Information

Remember to sign out when your work in Self-Service is complete.

Contact the Records Office with questions, 410-617-2263 or go to our [Contact Page](#) for other options

