

Loyola University Maryland
Student Planning for Undergraduate Students
Quick Registration Instructions

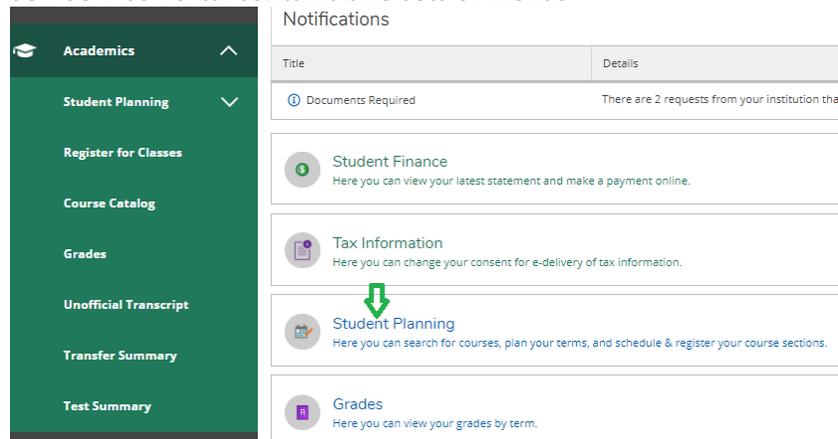
Log into: <https://Inside.loyola.edu> Using your Loyola username and password



Select **Loyola Self-Service** and provide **Username**



Self-Service Portal contains two sets of menus



On the left menu, registration is under **Academics**. Select from the drop down to view menu items.

On the right menu, select the **Student Planning** link for registration.

The **Student Planning** link will display two options plus the current term:

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
BS, Biology/Statistics	4.000 (2.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

Spring 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							

Select **Go to My Progress** to plan your course(s) from your degree audit.
 Select **Go to Plan & Schedule** to plan and/or register for course section(s).
 Planning should be done prior to registration.

My Progress is your degree audit.
At a Glance gives details pertaining to your program.

Academics > Student Planning > My Progress

My Progress

BS, Biology/Statistics
(1 of 1 programs)
View a New Program

At a Glance Print

Cumulative GPA:	4.000 (2.000 required)	Program Completion must be verified by AACSB for Undergraduate Students, and by Department Program Directors for Graduate Students.
Institution GPA:	4.000 (2.000 required)	
Degree:	Bachelor of Science	
Majors:	Biology/Statistics	
Departments:	Biology Mathematics and Statistics	
Catalog:	2019	
Anticipated Completion Date:	5/20/2023	
Alternate Catalog Year:	<input type="text" value="Select catalog year..."/>	
Description		
BS, Biology/Statistics		
Program Notes		
Show Program Notes		

Progress

Total Credits	15 of 120
<div style="width: 100%; height: 10px; background-color: green;"></div> <div style="width: 100%; height: 10px; background-color: #ffc107;"></div> <div style="width: 100%; height: 10px; background-color: #dc3545;"></div>	6 6 3
Total Credits from this School	15 of 60
<div style="width: 100%; height: 10px; background-color: green;"></div> <div style="width: 100%; height: 10px; background-color: #ffc107;"></div> <div style="width: 100%; height: 10px; background-color: #dc3545;"></div>	6 6 3

Planning Course(s): Scroll through the list of requirements to determine courses needing to be planned.

C. Fine Arts

Take 1 Fine Arts course (AH 110, AH 111, DR 250, DR 251, DR 252, MU 201, MU 203, MU 204, PT 270, or SA 224)

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

Fine Arts course ▲ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started	AH-110 Srvy of Art:Paleolit to Gthic	<input type="text" value="Search"/>		
ⓘ Not Started	AH-111 Survey of Art:Renais to Modern			
ⓘ Not Started	DR-250 Intro to Theatre History			

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** on the left to narrow the display of courses.

The following results match requirement: Take 1 Foreign Language course Intermediate II Level
Filters Applied: None

Filter Results

Availability ^

Open and Closed Sections
 Open Sections Only

Subjects ^

Arabic (1)
 Chinese (1)
 French (1)
 German (1)
 Greek (1)
[Show All Subjects](#)

Locations ^

Baltimore (5)
 Class-Off Campus (3)
 Internet (1)

Terms ^

Spring 21 (5)
 Fall 21 (4)
 Summer 21 (3)

AB-104 Arabic IV (3 Credits)

A continuation of AB103. *Heritage speakers should discuss placement with the instructor. Laboratory study outside the classroom is required. (Fall/Spring)*

Requisites:
AB103 or equivalent. - Must be completed prior to taking this course.
Offered:
Fall & Spring Term, Annually

CI-104 Chinese IV (3 Credits)

A capstone course reviewing and reinforcing language skills learned in CI 101-103 to help students attain intermediate low level as defined by ACTFL guidelines in the five skills: reading, writing, speaking, comprehension, and culture in Chinese-speaking countries and regions. Engages students in more complicated communicative tasks with various vocabulary and sentence patterns. *Laboratory study outside the classroom is required. IA (Fall/Spring)*

Requisites:
CI103 or appropriate score on placement exam. - Must be completed prior to taking this course.
Offered:
Fall & Spring Term, Annually

1. Select **Add Course to Plan** if term is not open.
2. Select **Term** if available, **View Available Sections**, and **Add Section to Schedule**.
3. Select **Add Course to Plan**
4. Repeat steps as necessary.

Register for Planned Course(s)

[Academics](#) > [Student Planning](#)

- Student Planning
- Register for Classes
- Course Catalog
- Grades
- Unofficial Transcript
- Transfer Summary
- Test Summary

Select Academics > Register for Classes

Click on the + sign to add a term **or** click on the > to advance to the desire term **or** add at least one course to your plan from the desired term through the home menu, Course Catalog.

[Schedule](#) | [Timeline](#) | [Advising](#) | [Petitions & Waivers](#)

Summer 21

Permission to Register: Summer Registration only

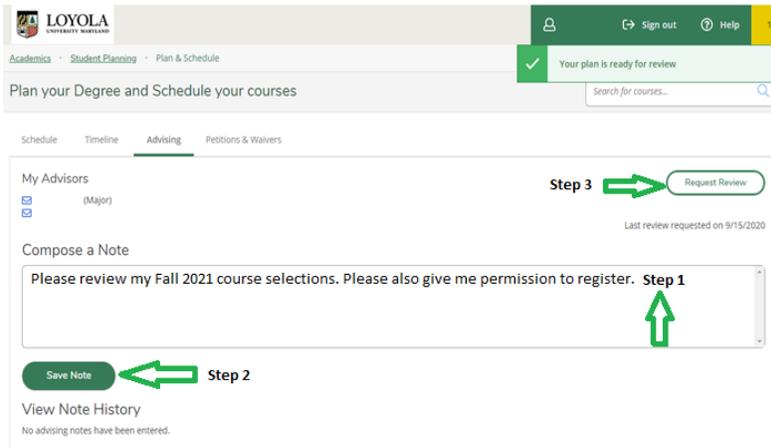
After selecting summer sections, summer permission to register is obtained from and granted by the Academic Advising and Support Center (AASC) via email at aasc@loyola.edu or call 410-617-5050.

If you see this message below for your selected section, you have not received permission from AASC:



Summer registrations open at **midnight** on the date specified in the academic calendar.

Request Plan Review and Registration Permission: **Fall and Spring terms only**



1. Select **Go to Plan & Schedule**
2. Select the **Advising** tab.
3. Use **Compose a Note** to send a request for permission to register to your advisor (if you are studying abroad, follow directions from OIP).
4. Select **Save Note**
5. Select **Request Review**
6. The note is sent to your current advisor(s) via student planning and via email.

Confirm Advisor Permission to Register Granted: **(Fall / Spring only)**



1. Select **Student Planning** from the Self-Service Menu
2. Select **Go to Plan & Schedule**
3. Select the **Advising** tab.
4. View the Note history at the bottom of the screen.
5. View the date approval was granted and be sure the permission refers to the **upcoming** term and not a **past/current** term.

Register for Planned Course(s)

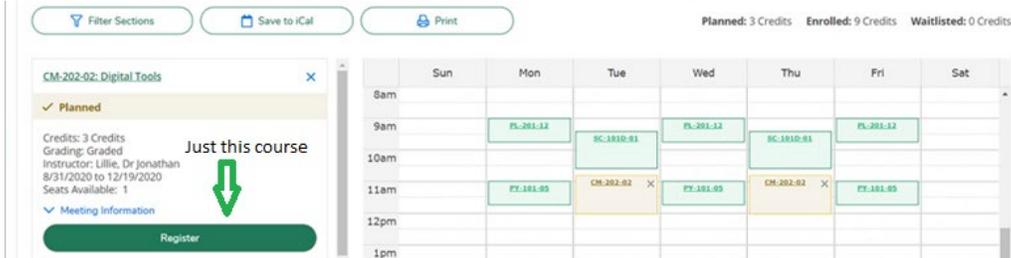
1. Confirm registration is open per emailed instructions from the Records Office and availability of Register Now button. Button will be green instead of grayed out.



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.

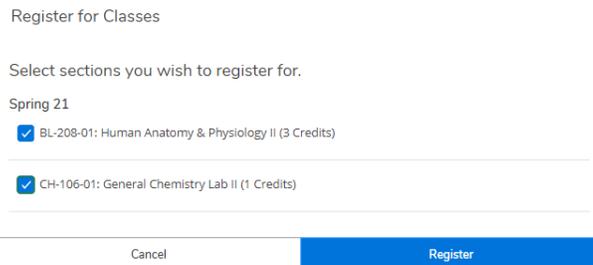


Quick Registration

1. If you have planned your sections for the term currently open and have received advisor approval, then:
2. After logging into Self-Service on or after registration day/time you will see the Register Now button



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

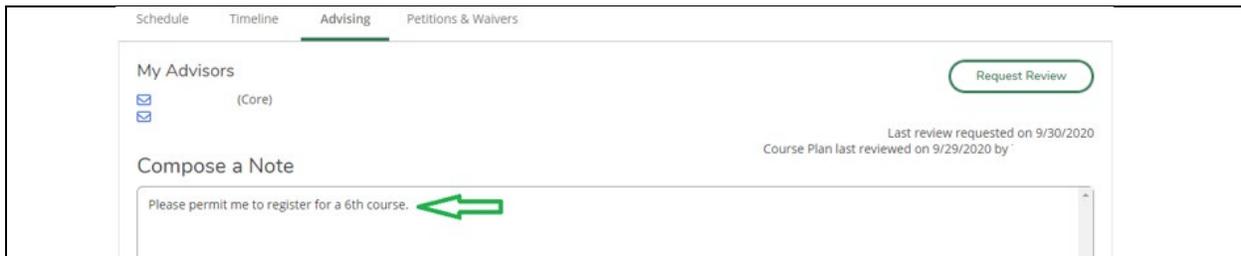


5. This is the **BEST CHOICE** for concurrent/corequisite courses because it allows you to choose them together.
6. Confirm registration for each course as 'Registered' on calendar. Make sure nothing is still marked **Planned**.

Request 6th Course Permission: (Fall / Spring only)

Note: 6th courses are exclusive of one- and two-credit courses and all Military Science courses. 6th course permission is not required for these courses.

1. Select Student Planning from the Self-Service Menu
2. Select Go to Plan & Schedule
3. Select the Advising tab.
4. Use Compose a Note and request permission from your advisor for the 6th course.

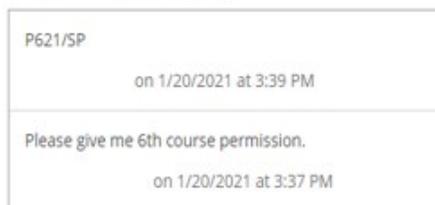


5. Select Save Note
6. Select Request Review

Confirm Advisor 6th Course Permission Granted: (Fall / Spring only)

1. Select Student Planning from the Self-Service Menu
2. Select Go to Plan & Schedule
3. Select the Advising tab.
4. View the Note history at the bottom of the screen.

View Note History



5. The format of the note is important. The format must be P6YY/SS or similar for it to work (for example, **P624/SP**). If you do not see this format, contact your advisor, and request the proper format. Contact AASC if you still cannot register for your 6th course at the proper time.
6. Register for the 6th course using the same steps as registering for other courses.

Note: 6th course registration begins for Fall in mid-July after first-year orientation. For Spring, seniors begin the day after their initial registration day, and for all other class years, after all class years have registered in mid-November. Check the Records Office website academic calendar for dates. All 6th course registrations begin at **midnight**.

Adding/Dropping Courses

1. You can add and drop courses provided you stay below 6 courses any time after registration opens to you, 24/7. Once the formal 6th course registration period begins, you can make 6th course selections, but you must first have an advisor consent.
2. After ensuring you have advisor consent, register for your 6th course as for any other course.

Last Step: Carefully Review Your Class Calendar

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

LOYOLA
UNIVERSITY MARYLAND

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule · Timeline · Advising · Petitions & Waivers

← Fall 20 Register Now

Filter: On-campus Save to Cart Print

Planned: 0 Credits Enrolled: 10 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
9am							
10am			EN 358.01		EN 358.01		
11am			EN 368.01		EN 368.01		
12pm			EN 322.01		EN 322.01		
1pm							

CM*368-01: Entertainment Media & Politics

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Becker, Dr Amy
8/31/2020 to 12/19/2020

Meeting Information

⚠ This section is full

Sign out of Self-Service.

Full registration instructions are available at www.loyola.edu/department/records/undergraduate, select Registration User Guide UG.