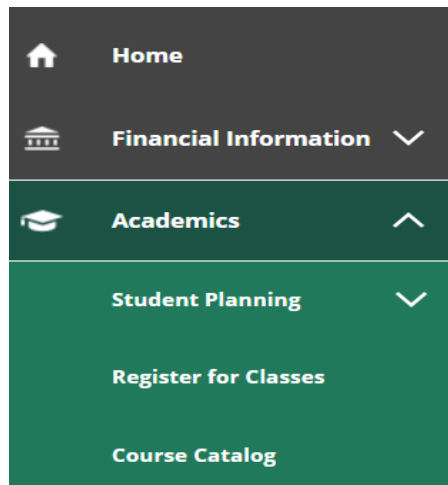|	
Log into: https://Inside.loyola.edu Using your Loyola username and password Under Teaching, Learning, Working Select **Graduate Registration** Enter your username information again and click Continue.	**Teaching, Learning, Working** Graduate Registration Loyola University Maryland Self Service User 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. 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.	LOYOLA UNIVERSITY MARYLAND — Username — Sign out — Help Academics · Graduate Student Demographic Entry 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. Press the *Submit* button at the bottom of the page when entry is complete. 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. Enter New Information **Current Legal First Name:** John New Legal First Name **Current Legal Middle Name:** D New Legal Middle Name ✓ 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. Choose Course Catalog.	**Home** **Financial Information** ⌄ **Academics** ⌃ **Student Planning** ⌄ **Register for Classes** **Course Catalog**
Choose Term (Spring, Summer, or Fall depending on need). Choose Subject. These course subjects are 4-letters beginning with ED (EDAD, EDCS, EDCT, EDGC, EDHE, EDTP). Click Search at the bottom.	Instructions are for Summer 2021 below, but the process is the same for Fall 2021 and all terms. Term Summer 21 ⌄ Courses And Sections EDGC-Educ School Counseling ⌄ Clear Search
Click Add next to the section of the desired course(s).	Advanced Search Selection: EDGC Filters Applied: (Summer 21 ×) | Add To Schedule	Term	Status ⌃⌄	Section Name ⌃	Title
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Add	Summer 21	Open	EDGC-822-W01	Lauryn's Law:Couns Resp Indic
Add	Summer 21	Open	EDGC-823-W01	CBT App Using Bibliotherapy	

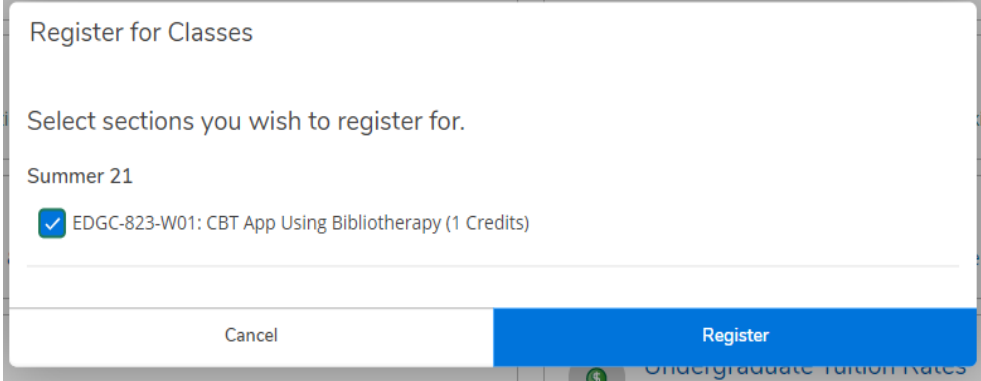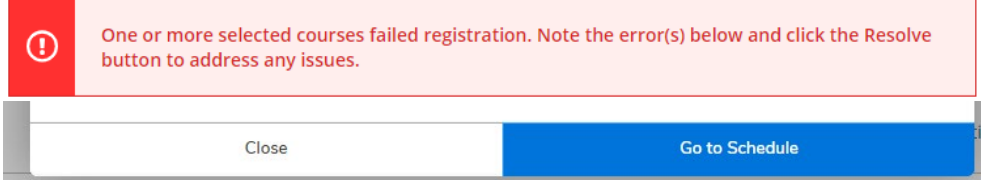|	
Click Add Section.	**Section Details** **EDGC-823-W01 CBT App Using Bibliotherapy** Summer 21 **Instructors** — Martin, Ms Lucia (lmartin2@loyola.edu) **Meeting Information** — 6/14/2021 - 7/19/2021 Internet/Online, (On-Line/Asynchronous) **Dates** — 6/14/2021 - 7/19/2021 **Seats Available** — 13 of 15 Total **Credits** — 1 **Grading** — Graded **Requisites** — None **Course Description** — Drawing from a CBT approach practitioners learn to use literature to create a safe distance for young people to deal with issues related to self-regulation, anxiety, or chronic stress because of traumatic experiences. Literature and strategies for working with elementary and secondary students are explored along with the facilitation of coping strategies. *(Fall/Spring/Summer)* **Books** — Bookstore Information Close / **Add Section**
It will show as Planned. **You are not registered yet!**	Summer 21 Open EDGC-823-W01 CBT App Using Bibliotherapy Add ✓ Planned
Click on Academics in the upper left corner, then select Register for Classes	Academics · Course Catalog Student Planning Register for Classes Course Catalog
You may receive error messages on the screen. Read them and follow the instructions or call the department if you are unsure what to do. To clear the errors for updating address, email, phone, and emergency contact, do as the message reads: go to your username in the right corner and click, click User Profile, confirm and/or edit your address, email, phone, and confirm. Go to username in the right corner and click, click Emergency Information, and edit and/or confirm.	⊘ Click on your username above > User Profile > Confirm and/or Edit Address ⊘ Click on your username above > User Profile > Confirm and/or Edit Email ⊘ Click on your username above > User Profile > Confirm and/or Edit Phone ⊘ Click on your username above > Emergency Information > Confirm and/or Edit
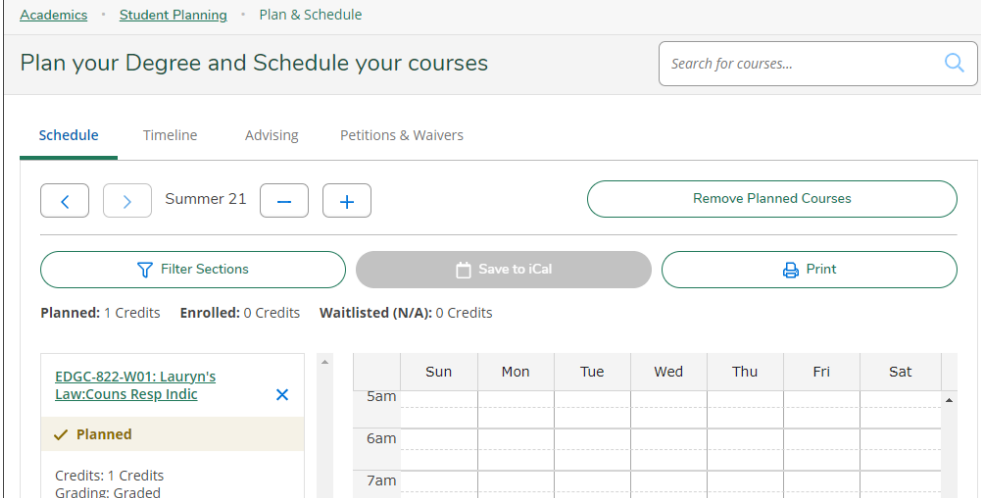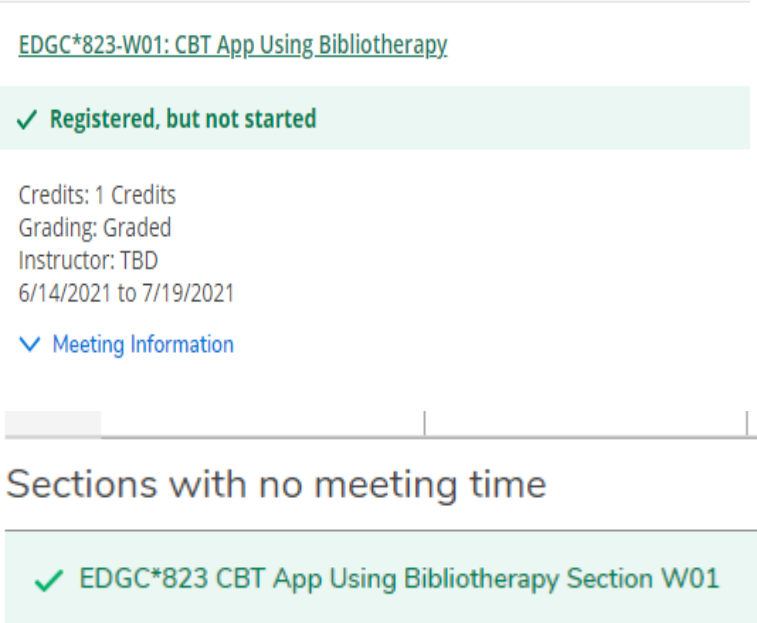
3

Then, you should be able to register for the course. Click on the Home Icon	
Once you have confirmed your demographic information and planned one course Click Register Now.	**Register Now** Click the button to see available terms and sections. ➡ Register
Select the course(s) you want to register for and click on Register.	Register for Classes Select sections you wish to register for. Summer 21 ☑ EDGC-823-W01: CBT App Using Bibliotherapy (1 Credits) Cancel Register
You may be asked to Go to Schedule to resolve any issues. Click Go to Schedule.	⊘ One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues. Close Go to Schedule
Plan & Schedule displays courses you have successfully registered for and planned. This is your class schedule. **Green** means **registered**. **Gold** means **planned**, **not** registered.	Academics · Student Planning · Plan & Schedule Plan your Degree and Schedule your courses Search for courses... Schedule Timeline Advising Petitions & Waivers < > Summer 21 − + Remove Planned Courses ⌄ Filter Sections 📅 Save to iCal 🖶 Print **Planned:** 1 Credits **Enrolled:** 0 Credits **Waitlisted (N/A):** 0 Credits EDGC-822-W01: Lauryn's Law:Couns Resp Indic ✕ ✓ Planned Credits: 1 Credits Grading: Graded (Sun Mon Tue Wed Thu Fri Sat / 5am 6am 7am)

Carefully Review Your Class Schedule to ensure you are registered. Review your calendar to ensure all registered courses show as green and/or check the left side bar for the word 'Registered'.	EDGC*823-W01: CBT App Using Bibliotherapy ✓ **Registered, but not started** Credits: 1 Credits Grading: Graded Instructor: TBD 6/14/2021 to 7/19/2021 ∨ Meeting Information Sections with no meeting time ✓ EDGC*823 CBT App Using Bibliotherapy Section W01
Billing and Payment	The cost of the course can be viewed in the Course Catalog Comments, and department information is **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 2.4% convenience fee ($0.25 min). 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**.