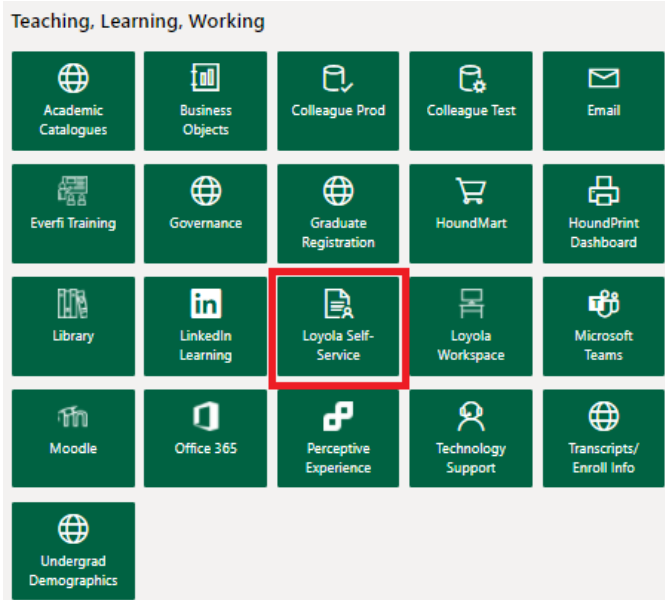


SELF-SERVICE FOR FACULTY AND ADVISORS

Click the links below and jump to a section:

- [Advising/Permit to Register](#)
- [Course Catalog/Search for Sections](#)
- [Class Roster](#)
- [Grading](#)
- [Faculty Permissions](#)
- [Electronic Forms](#)
 - Catalogue Course Update
 - Change of Course Status
 - Change of Grade
 - Class Roster Verification Report
 - Failure Report
 - Incomplete Report
 - Midterm Action Report
- [Perceptive Content](#)
- [Resources](#)

ACCESSING SELF-SERVICE



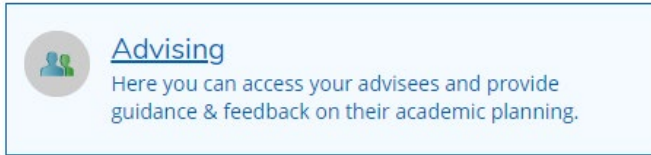
- Go to inside.loyola.edu
- Login with your Loyola username
 - same as email address (minus @loyola.edu)
 - Get assistance access issues by contacting the Help Center at ots@loyola.edu or 410-617-5555.
- Faculty functions are all under the ‘Teaching, Learning, Working’ area of the portal.
- All directions below assume you are logged into inside.loyola.edu and you click on Loyola Self-Service and enter your username again.

TIPS FOR NAVIGATION AND ASSISTANCE

- Realize that if you remain in a screen, idle, for even a brief time, you may need to refresh your browser or even log out and back into Self-Service.
- For security reasons there are time limits. Log out and log back in or refresh your browser if the system is not acting as you expect.
- Be prepared to re-enter information if the time limit expires and you are unable to access the information you need.
- If a printer is attached to your computer and printing is essential, check your page setup prior to printing.

ADVISING/PERMIT TO REGISTER

1. After selecting the Loyola Self-Service option:
2. Select the *Advising* link.




3. Your currently assigned advisees will appear in a list.
4. Other students may be viewed with an educational need to know by searching on name or ID number and clicking on the magnifying glass.
5. Find your advisee and click View Details. Start here for giving permission to register.


ADVISING/PERMIT TO REGISTER CONTINUED




1. Your currently assigned advisees will appear in a list.
2. Find your advisee and click View Details to start the permission process.

Which student do you want to work with?
Find a student by searching or selecting below.

Student Advisor

Type a name or ID... 

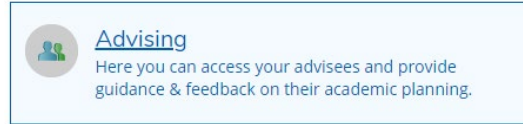
 Email All My Advisees

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
					BS, Biology/Statistics	Last advising date: N/A	Advisor(s):	View Details

3. Select an action from the tabs across the top of the page to view other student information.
4. Go to the [Office of the Registrar website](#) for full Student Planning Advisor instructions and click on Student Planning Guide for Undergraduate Advisors

EMAIL ALL YOUR ADVISEES

1. After selecting the Loyola Self-Service option:
2. Select the *Advising* link.



3. Your currently assigned advisees will appear in a list.
4. Select the *Email All My Advisees* link at the top right of the screen.

Which student do you want to work with?

Find a student by searching or selecting below.

Student Advisor

Type a name or ID...

5. If Microsoft Outlook is your default email client, this link will open a new email message with all your advisees in the blind copy (Bcc) portion, to protect their privacy.

student@loyola.edu; student2@loyola.edu

Subject

6. In the 'To' portion, place your name/email address to receive a copy of the email. Complete your email and select send.

[Back to beginning](#)

[Advising continued](#) →

EMAIL ALL YOUR ADVISEES

TECHNICAL TROUBLESHOOTING






Advising
Here you can access your advisees and provide guidance & feedback on their academic planning.

1. Select the *Email All My Advisees* link at the top right of the screen.


Which student do you want to work with?
Find a student by searching or selecting below.


Student Advisor

Type a name or ID... 

  Email All My Advisees

2. This link will open a new email message in your default email client with all your advisees in the blind copy (Bcc) portion, to protect their privacy.



 student@loyola.edu; student2@loyola.edu

3. If the email doesn't open or send properly, contact the Loyola Help Center if you need assistance setting the default email on your device. You may be able to copy and paste the email addresses into the email client you use to email Loyola advisees.
4. It is difficult for us to advise you because of the many devices and email clients that are available for use.

[Back to beginning](#)

[Advising continued](#) 

PERMIT TO REGISTER

UNDERGRADUATE ADVISEES ONLY; **FALL AND SPRING** REGISTRATIONS ONLY

- After selecting the Loyola Self-Service option:
- Select the *Advising* link.



[Advising](#)

Here you can access your advisees and provide guidance & feedback on their academic planning.

- Only undergraduates are given permission to register, and only for Fall/Spring terms.
- Please do not give students permission to register for summer – it could inadvertently give them permission to register for fall.
- Go to the [Office of the Registrar website](#) for full Student Planning Advisor instructions and click on Student Planning Guide for Undergraduate Advisors

PERMIT TO REGISTER FOR SIXTH COURSE

UNDERGRADUATE ADVISEES ONLY; FALL AND SPRING REGISTRATIONS ONLY

- After selecting the Loyola Self-Service op
- Select the *Advising* link.



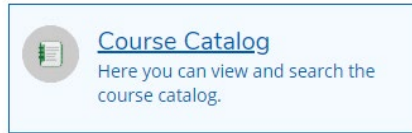
Advising

Here you can access your advisees and provide guidance & feedback on their academic planning.

- Only undergraduates are given 6th course permissions.
- Faculty advisors assign 6th course permissions for the fall and spring terms only.
- Select View Details of your advisee.
- The 6th course permission code is assigned in the NOTES section of each advisee.
- In the **Compose a Note** box, enter the special code in this format: P6Term –
- For example: for Spring 2024 6th course permission, enter code: **P624/SP**
- **Do not enter any other words/data, and remember to click **SAVE NOTE****
- **You can go back in and add notes separately but not together with this code.**
- Go to the [Office of the Registrar website](#) for full Student Planning Advisor instructions and click on Student Planning Guide for Undergraduate Advisors

COURSE CATALOG/SEARCH FOR SECTIONS

1. After selecting the Loyola Self-Service option:
2. Select *Course Catalog*.



3. Choose the subject or advanced search option, the default is Advanced Search – the instructions below are for Advanced Search.
4. Under **Term**, select the term desired. Only 3 terms are searchable. Talk to your department Administrative Assistant/DPO for a report if you need other terms. They can contact the Office of the Registrar if they need assistance.
5. Select subjects and course numbers as desired from the drop-downs.
6. For your teaching schedule, go to **Advanced Search**, select the *Term*. If you know the *Subject(s)* code of the sections you are teaching, select that as well for a faster result.
7. Click **Search** at the bottom.
8. Under *Instructors* in the **Filter Results** on the left menu bar, click the box with your name and view results. Contact your department chair if information is inaccurate and needs to be updated or the Office of the Registrar to correct errors.

COURSE CATALOG

CONTINUED



[Course Catalog](#)

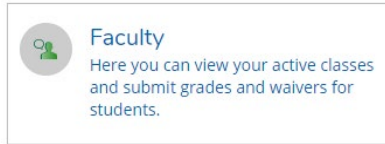
Here you can view and search the course catalog.

1. On the left side, under **Filter Results**, narrow your search with other options if desired, including Open Sections Only.
2. Narrow your search using **Course Types** for diversity, interdisciplinary majors and minors, summer sessions, and Service-Learning courses. Select *Search*.
3. The screen shows information related to your searched courses. If you hover over the information icon under 'Availability', it shows the order of the meaning of the numbers presented: available slots/taken slots/course capacity/waitlisted – we are currently not using the waitlisting feature.
4. Select *Section Name* (course number) hyperlink for more course information.
5. The up and down symbols in the header allow you to resort in ascending or descending order for that column heading.
6. If you are also a student, you will see 'Add' to the left of all the courses. The system allows you to pick courses you may want to take from the list.
7. Navigate out of this feature by clicking on the home icon or use the left side panel for more selections.

CLASS ROSTER

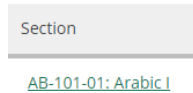
1. After selecting the Loyola Self-Service option:

2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.

4. Select the course section and title hyperlink.



5. Select *Roster*.

6. This screen also includes term, location, days/times, dates, and seats available/seats taken/seat capacity. To see the credit value of the course, select *Grading*, explained on another slide.

7. View roster, including:

- Student name
- ID
- Class Level – see slide 13 for additional information
- Pass/Audit information
- Loyola email address

8. If your course is cross-listed, it will show which students are in the other cross-listed section when you open one of the rosters. Combined information shows on the roster tab and the grading tabs.

[Back to beginning](#)

[Class Roster continued](#) →

CLASS ROSTER – CLASS LEVEL

- Class level appears in Self-Service based on credits completed, not based on class year:

Freshman First-Year
Freshman
Sophomore
Junior

- A Freshman First-Year indicates a student who is a first-year student for the current academic year and has less than 30 credits completed.
- A Freshman indicates a student who is not a first-year for the current academic year and has less than 30 credits completed.
- A Sophomore First-Year indicates a student who is a first-year student for the current academic year and has 30 or more completed credits, usually meaning the student brought in Advanced Placement or other credits.
- Students are defined in Loyola's system in this way:
 - Freshmen have less than 30 completed credits
 - Sophomores have greater than or equal to 30 and less than 60 completed credits
 - Juniors have greater than or equal to 60 and less than 90 completed credits
 - Seniors have greater than or equal to 90 completed credits

CLASS ROSTER OPTIONS

Fall 21
Baltimore

M/W/F 1:00
9/7/2021 - 1:
Selling Hall

Seats Available

Roster

Student Name

Student Photo

BBA, Business Administration, International Business

Loyola email address (Loyola)

(Cell Phone)
(Home Phone)

View Full Profile

Student

- Hover over the student's name and select *View Full Profile*
- Provides additional information, including:
 - Student's Loyola and Personal email (if the student has one)
 - Phone number(s)
 - Academic program
 - Anticipated graduation date
 - Major
 - Minor, if applicable
 - Advisor name and email.
- Shows student registration status of Pass/Fail (P) or Audit (A)
 - Otherwise assume students shown on this screen are registered for regular credit.
 - Students who have officially dropped do not show on your roster.
- Other options:
 - Print the roster – you may have to tweak your printer device
 - Email all students (see next slide for details)
 - Export – allows you to export a csv file and put into Excel or other applications.

CLASS ROSTER – LARGER PHOTO PRINTING

Windows PC

To print larger copy of your class roster

1. Go to Loyola Self-Service and sign in, select Faculty then click on the course section you want to print.
2. Once the roster displays, using the snipping tool, snip about 4 or 5 students with their names and photos.
3. Open a Word document, select blank document and click on paste.
4. Click on the snippet image to select it then drag one of the corners to enlarge. Repeat as needed to get a complete roster.
5. Print the Word document.

Mac

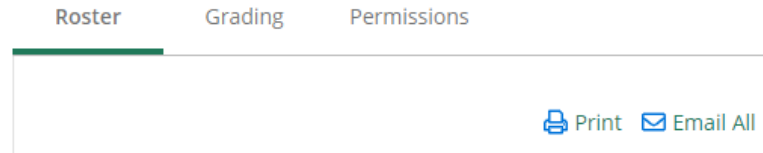
1. Same as step one above
2. Together press and hold Shift, Command and 4
3. Drag the crosshair to select 4 or 5 students with their names and photos.
4. Same as steps four and five above.

[Back to beginning](#)

[Class Roster continued](#) →

CLASS ROSTER EMAIL STUDENTS

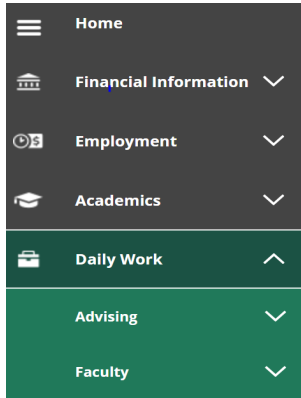
- On the first screen after choosing a class and going to the Roster tab, above the student names to the right, select the link that says *Email All*.



- If Microsoft Outlook is your default email client, this link will open a new email message with all your students in the blind copy (Bcc) portion.
- Put your email address in 'To'.
- The student email addresses will all be in Bcc, the blind copy area, which is appropriate to maintain student privacy.
- You have the choice of emailing all the students or selecting a subset to email by removing student emails. After choosing the appropriate group to email, complete your email and send.
- If Outlook is not your default browser, see slide 7 for how to get assistance.

CLASS ROSTER

NOTIFYING THE OFFICE OF THE REGISTRAR OF REGISTRATION ISSUES



Change Of Grade Form

Failure Grade Report

Incomplete Report

Class Roster Verification

Midterm Action Report

Change Of Course Status

Catalog Course Update

- If student registration information is inaccurate on your roster, go to *Loyola Self-Service*
- Select the Daily Work icon (looks like a briefcase) from the left-side menu.
- Select Faculty
- All faculty forms used by the Office of the Registrar appear here.
- Select *Class Roster Verification*
- Complete the report to notify the Office of the Registrar of students registered but not attending or attending but not registered.
- **Why this is important:** to comply with Federal Title IV Student Aid Program regulations, the annual OMB A-133 Compliance Audit, F-1 Visa regulations, the National Student Clearinghouse Enrollment Verification System, NCAA Division I regulations, and other enrollment verification reporting requirements. Students also benefit from your alert about nonattendance. Students are sent emails reminding them to withdraw before the withdrawal deadline.
- The Office of the Registrar will notify the student to rectify the enrollment discrepancy in accordance with registration policies. The Office of the Registrar does not de-register students unless directed to by the student or another authorized office who has received written instructions from the student.
- By notifying the Office of the Registrar, your grading roster may be more accurate when it comes time to submit final grades. A grade is required for every student on your grade roster.

[Back to beginning](#)

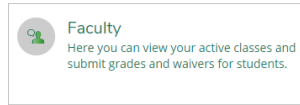
Loyola University Maryland Internal Use Only

[To Grading](#) →

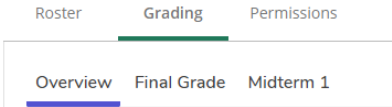
GRADING (GENERAL INSTRUCTIONS)

PLEASE NOTE: GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. After selecting the Loyola Self-Service option:
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
4. Select the course section and title hyperlink.
5. Select *Grading*.

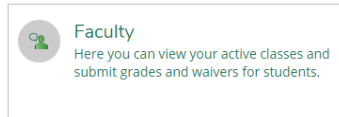


6. There are 3 tabs underneath the *Grading* tab.
7. *Overview*: This tab is a student list but will also be used for grading confirmation.
8. *Final Grade*: Enter Final Grades here.
9. *Midterm 1*: Enter Midterm Grades here – only permissible for undergraduate courses.
10. Enter grades according to University and departmental requirements. Click in the grade box to select the grade from the dropdown. Review the grade to ensure accuracy before moving to the next student.
11. An Expiration Date is required for I final grades. Format is M/d/yyyy. At midnight of the expiration date, the system converts I (incomplete) grades to Fs. If you enter an expiration date that is not in the future, you will receive an error message asking you to change it to a date in the future. See slide about Electronic Forms for more information.
12. **IMPORTANT**: *There is no submit button.* When you enter a grade, it is automatically updated to the Office of the Registrar unless you miss an error message at the top of the page or the page times out. Error messages may occur involving a date incorrectly entered for incompletes or for grades of FW (Failure to Withdraw).
13. For grades of FW ONLY, Failure to Withdraw, you must enter a Last Date of Attendance, format M/d/yyyy, or check the Never Attended box.
14. **IMPORTANT**: Once all grades are entered, review the entered grades on *Overview* tab and proofread for accuracy.
15. To ensure grading is complete, review grades just submitted on the *Overview* tab. If you cannot see them, the Office of the Registrar cannot see them. Re-enter them if you cannot see them.

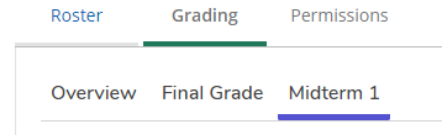
GRADING: MIDTERM GRADES

PLEASE NOTE: GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. After selecting the Loyola Self-Service option:
2. Select the *Faculty* link.



1. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
2. Select the course section and title hyperlink.
3. Select *Grading*.
4. There are 3 tabs underneath the *Grading* tab.
5. Select *Midterm 1*: Enter Midterm Grades here – only permissible for undergraduate courses.
6. Select the proper grade from the dropdown according to University and departmental requirements.



GRADING: MIDTERM GRADES CONTINUED

PLEASE NOTE: GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

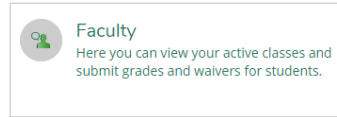
1. **IMPORTANT:** To identify freshmen to assign all freshmen a midterm grade, look for the class level of “First-Year”. Disregard whether they are marked freshmen first-year or sophomore first-year – just look for first-year.
2. **IMPORTANT:** There is no *Submit* button. You can make changes and remove the grade until the Office of the Registrar marks grading complete at the end of the midterm grading period. You may also hit the Midterm Grading Complete button, but no changes will be permitted for any student after it is marked Complete. **It is not necessary to mark grades complete.**
3. **IMPORTANT:** Review entered grades on *Overview* tab. This is your confirmation page.

Note: To ensure grading is complete, review grades just submitted on the *Overview* tab. If you cannot see them, the Office of the Registrar cannot see them. Re-enter them if you cannot see them.

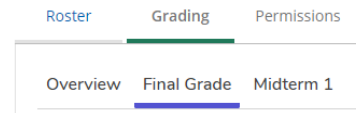
GRADING: FINAL GRADES

PLEASE NOTE: GRADING SHOULD BE DONE ONLY WHEN THE COURSE IS COMPLETE AS NOTED BY THE OFFICIAL END DATE OF THE COURSE AND WITHIN 72 HOURS OF THE COURSE END DATE

1. After selecting the Loyola Self-Service option:
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
4. Select the course section and title hyperlink.



5. Select *Grading*.
6. There are 3 tabs underneath the *Grading* tab.
7. Select *Final Grade*: Enter Final Grades here.
8. Select the proper grade from the dropdown according to University and departmental requirements.
9. **IMPORTANT:** There is no *Submit* button. When you enter the grade, it is final. You can make changes and remove the grade until the Office of the Registrar verifies the grade which is usually within 24 hours of submission.
10. Expiration date required for I final grades. Format is M/d/yyyy. At midnight on the expiration date, the system converts I grades to Fs. If you enter an expire date that is not in the future, you will receive an error message asking you to change it to a date in the future.
11. **Note:** Read any error messages in **red** outlined in a box at the bottom left of the box.
12. **IMPORTANT:** Review entered grades on *Overview* tab. This is your confirmation page.
13. **Note:** To ensure grading is accurate and complete, review grades just submitted on the *Overview* tab. If you cannot see them, the Office of the Registrar cannot see them. Resubmit them if you cannot see them.

[Back to beginning](#)

[Grading continued](#) →

GRADING TIPS

- **Entering grades:** Be very careful with your mouse that you do not select an incorrect grade. For grading scales and special grades, please visit the Catalogue homepage and select the catalogue for the appropriate academic level.
- **Partial submissions:** When Self-Service grading is open, after the official end date of the course has passed and once the course is officially ended, **you may submit a partially graded roster**. You may submit one or more grades, and then go back in later to enter remaining grades, provided electronic grading has not closed. You will not receive a confirmation email. The Office of the Registrar recommends submitting the entire grade roster at one time, by the due date.
- **Confirmation page:** You will receive a confirmation email that your final grades were submitted once all students are graded. To validate the grade entries, select the *Grading* tab, then select the ***Overview*** tab underneath, and review the grades for accuracy. If you do not see the grades on the ***Overview*** tab, please begin again, re-enter grades, and be sure to review the ***Overview*** tab.

GRADING TIPS CONTINUED

- **Cross-listed courses:** Cross-listed courses can be graded in entirety under any of the cross-listed course numbers. The *Grading* screen will show the course number of the cross-listed section to the right of the student's name.
- **When students view official grades:** For final grades, there is a delay between your submission and the Office of the Registrar posting grades to Self-Service for students to view (24 hours during business hours, longer over weekends and holidays).
- **Changing grades:** Once final grades are verified and students can see them, you cannot change grades via the web for that course. After that point, you must complete an [electronic](#) Change of Grade eForm. The steps are:
 - On the Self-Service main menu, select the Daily Work icon (looks like a briefcase) from the left-side menu.
 - All faculty forms used by the Office of the Registrar appear here.
 - Select *Change of Grade*.
 - Follow the Grade Appeal Policy if appropriate in the [current catalogue](#).
- **Midterm grades:** There is no delay in posting grades for midterm rosters. Midterms are posted immediately upon your entering them. Midterm grades can be changed via the web until web grading is turned off at the grading deadline. After the deadline, you must complete a Change of Grade eForm. The steps are:
 - On the Self-Service main menu, select the Daily Work icon (looks like a briefcase) from the left-side menu.
 - All faculty forms used by the Office of the Registrar appear here.
 - Select *Change of Grade*.
- **Midterm Grade tips:** Graduate students do not receive official midterm grades and no official midterm grades are issued during the summer for any students.

GRADING TIPS CONTINUED


- **Pass/Fail and Auditing:** If a student is taking a course pass/fail or auditing a course, the system may translate a grade entered by you to fit the registration status. For example, if you assign an *A*, the system will translate that grade into a *P* or *L*, depending on registration status. You will only notice this when reviewing the grades after you have submitted the grades and the Office of the Registrar has updated them for students to view (usually within 24-72 hours, depending on timing, weekends, holidays, etc.).
- **Supporting Forms:** If you enter a final grade of *F* or *I* or a midterm grade of *C-* or below, you are also asked to submit the appropriate forms (Failure, Incomplete, or Midterm Action Report respectively), available for submission via Self-Service under the Daily Work icon (looks like a briefcase) from the left-side Self-Service Faculty menu.
- **Nonattendance and *FW* grade:** If a student has either never attended or has stopped attending, hopefully you have already notified the Office of the Registrar. At this point, you have two options. You may issue an *F* for failure if the student earned the *F*, or an *FW* for failure to withdraw. An *FW* grade is assigned when, in the opinion of the instructor, the student stopped attending or never attended the course and did not officially drop the course according to University policy, making normal evaluation of academic performance impossible. Grades of *FW* are replaced by the Office of the Registrar with an official grade of *F*, after ensuring that no official withdrawal information was received, for the purpose of the academic transcript. The student can make an appeal through the appropriate channels. **A grade of *FW* requires a Last Date of Attendance or a check box in the Never Attended column of the grading screen.**
- **Availability of web grading:** Electronic grading is turned off at the deadlines, communicated via email to the faculty by the Office of the Registrar. Grading screens are available in inquiry mode for a brief period following the closing deadline. Because students (and parents, if students grant parent/guardian proxy) can view grades via Self-Service and will know when grades have not been issued, it is important that grades be submitted on time.

GRADING TIPS

SAMPLE ERROR MESSAGES

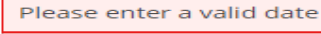
NOTE: YOU MUST RESOLVE ERROR MESSAGES FOR YOUR ENTRIES TO BE PROPERLY FILED.

***I* is entered without an expiration date:**

- Error message reads: 

To resolve: Enter the date you will submit the final grade change to the Office of the Registrar. Be certain to use the M/d/yyyy format and enter a future date. *Examples of date form: 12/2/2024, 1/21/2025.*

***I* is entered with a past expiration date:**

- Error message reads: 

To resolve: Enter the *I* and be certain to use the M/d/yyyy format with a future date.

Grade is showing but it cannot be changed or updated.

- **Reason:** Make sure you are not in the Overview tab underneath the Grading Tab. If you are in the correct Grading screen, grades may have already been verified by the Office of the Registrar. Change of Grade Form(s) are now required to be submitted to the Office of the Registrar, with the appropriate signatures.
- **To resolve:** Submit a Change of Grade by going to *Loyola Self-Service, Daily Work Briefcase* icon on left-side menu, click *Faculty*, then *Change of Grade Form*.

[Back to beginning](#)

[Grading continued →](#)

GRADING TIPS

INCOMPLETE GRADES

Incomplete Policy for undergraduate v. graduate students in the catalogues. To get to catalogues:

- Go to Inside Loyola
- Click Academic Catalogues
- Choose the appropriate catalogue
- Choose Advanced Search and enter Incomplete Grade, click on Find whole word or phrase only, and click Search
- Click on Curriculum and Policies (UG) or Academic Regulations and Policies (GR) and do a find on the page for Incomplete Grade

Incomplete Expiration date:

- The “I” expires to an “F” at midnight (in the early morning hours) of the date you enter in Self-Service grading – not what you enter on the Incomplete Report form if you do not meet your own deadline for submission of a final grade.

To resolve an incomplete to a final grade: Submit a Change of Grade form

- Go to Inside Loyola
- Loyola Self-Service
- Daily Work Briefcase icon on left-side menu
- Click *Faculty*, then *Change of Grade Form*.

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[Grading continued](#) →

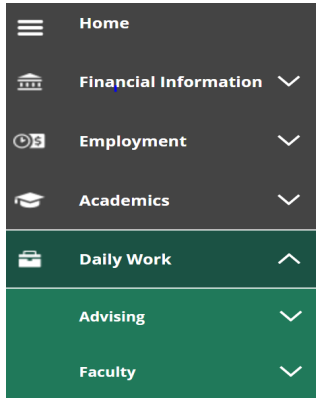
GRADING TIPS

INCOMPLETE GRADES

Extending the incomplete: Fill out another Incomplete Report

- Go to Inside Loyola
- Loyola Self-Service
- Daily Work Briefcase icon on left-side menu
- Click Faculty dropdown
- Click Incomplete Report
- Complete the form including checking the third box and providing the new due dates.
- The Office of the Registrar will route it to the appropriate Dean for approval of the extension.
 - If the Dean approves, just be sure to turn in a final grade before midnight on the date you provided.
 - If the Dean does not approve, you will be informed by the Office of the Registrar.

ELECTRONIC FORMS



Change Of Grade Form

Failure Grade Report

Incomplete Report

Class Roster Verification

Midterm Action Report

Change Of Course Status

Catalog Course Update

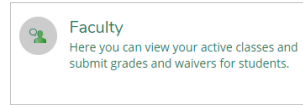
- Go to *Loyola Self-Service*
- Select the Daily Work icon (looks like a briefcase) from the left-side menu, then Faculty.
- Open the desired form and tab into the first field.
- Entering the ID number in these forms, when appropriate, auto-populates the student's name, and other student information.
- Use the tab key to move sequentially through the form to activate the auto-populate feature.
- Selecting **Sign and Date** serves as your electronic signature. Select **Submit**.
- After submission, you will receive a confirmation email with the form submitted attached.
- Closing the browser window returns you to Self-Service to open another blank form.
- See full instructions for each form on the [Office of the Registrar website](#), click on eForm Instructions and in the grading emails that are sent from the Office of the Registrar prior to each Midterm or Final Grading period.
- See Perceptive Content slide for information about access.

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[To Faculty Permissions](#) →

FACULTY PERMISSIONS

1. After selecting the Loyola Self-Service option:
2. Select the *Faculty* link.



3. Here is information about each course section for the viewable terms including days/times, location(s) and instructional methods.
4. Select the course section and title hyperlink.
5. Select *Permissions*.
6. The *Faculty Consent* screen gives faculty control over which students can register for an instructor permission course section, provided the section is open. Consent cannot be given for any other reason. It does not give override permission for prerequisites, restrictions, etc.



FACULTY PERMISSIONS

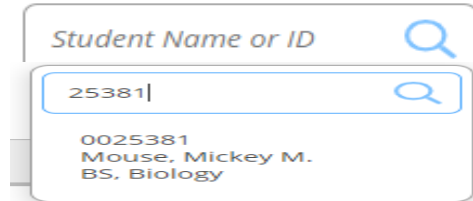
FACULTY CONSENT



Faculty Consent

Review and manage faculty consent.

- This screen allows you to control who gets into an instructor consent course.
- Instructor Consent courses are determined by the department chair in conjunction with the faculty member and must be submitted to the Office of the Registrar by the department chair for the official Loyola catalogue.
- Administrative assistants/DPOs with chair permission can also assist faculty with this process.
- To issue consent, it is best practice to have the student give you their name and ID number.
- Enter the student ID number in the box and click the magnifying glass icon:
- Select the student from the list by clicking once on the student:



Student Name or ID

25381

0025381
Mouse, Mickey M.
BS, Biology

FACULTY PERMISSIONS

FACULTY CONSENT CONTINUED



Faculty Consent

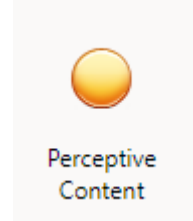
Review and manage faculty consent.

- A box will appear for you to fill out information.
- Select a status in the dropdown: Permission of Instructor
- Select the only reason presented: Web Registration
- Add any additional comments.
- Click Save
- The student now has permission to register for your course at the appropriate time.
- Your permission **does not** register students. **The students must register themselves.**
- Your permission **does not** waive requisites or override course capacity.
- Be sure not to give more permissions than the course capacity will hold. If you do, it is first-come, first-served.
- Look at your roster to determine whether students have registered.

Add Faculty Consent

AC-702-W02: Advanced Financial Accounting		Summer 21
Student	Mouse, Mickey M. Student 0025381 mmouse@adtest.loyola.edu	
Status	<input type="text" value="Select a status..."/>	
Reason	<input type="text" value="Select a reason..."/>	
Additional Comments	<input type="text" value="Additional Comments"/>	
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>

PERCEPTIVE CONTENT



- Access to information within Perceptive Content (PC), which is where forms end up after they are submitted, eventually, is sometimes through the Office of the Registrar but mostly through Technology Services.
- New Deans and new Chairs: the Office of the Registrar will submit a ticket to Technology Services for PC access and Academic Departments Business Objects access. Supervisors should submit the ticket for their Administrative Assistants/DPOs.
- Deans have access to grading queues mainly for Incomplete Expiration approvals or changes of grade that department chairs submit.
- Chairs have access to:
 - Grading queues from departmental faculty for approvals.
 - Course Catalogue Update (CCU) queues for answering questions after the CCU is submitted.
 - Change of Course Status (CCS) queues answering questions after the CCS is submitted.
- Email alerts/notifications when items are sent to a queue are asked for through ots@loyola.edu Technology Services tickets.
- Advisors go to Perceptive Content to view Midterm Action Reports (MARs).
 - Advisors who have advisees assigned and can see the advisees in Loyola Self-Service, should be able to open PC to see the MARs.
 - Be certain that you are either logged into the Loyola VPN or into Loyola Workspace, especially for MAC users off campus.
 - Clearing your cache or restarting your system are two ways to trouble-shoot before calling Technology Services at 410-617-5555 or emailing them at ots@loyola.edu.

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THANK YOU

- Select the *Sign Out* option prior to leaving.
- For further assistance, contact:
 - The Office of the Registrar or 410-617-2263
 - Academic Advising & Support Center (AASC) at aasc@loyola.edu or 410-617-5050
 - Office of Technology Support (OTS) at ots@loyola.edu or 410-617-5555
- Report any inaccurate instructions you detect to the Office of the Registrar for correction.

**IMPORTANT: DO NOT SHARE YOUR PASSWORD WITH ANYONE.
IF YOUR PASSWORD HAS BEEN COMPROMISED, PLEASE CHANGE IT IMMEDIATELY.**

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