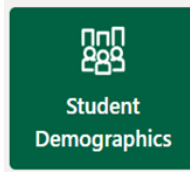


Loyola University Maryland
Quick Registration User Guide
Graduate Continuing Education

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

Under Teaching, Learning, Working
Select **Student Demographics**

Teaching, Learning, Working



Loyola Student Demographic Update Form

Please log into Self-Service User Profile to verify your legal name (under your photo), chosen name and birth date You section. Chosen name and birth date can be modified below.

Self Service User Profile: <https://colss-prod.ec.loyola.edu/Student/Account/Login?ReturnUrl=/student>

Legal Name Changes: Legal names cannot be altered without a copy of the legal supporting paperwork, such as a marriage certificate, divorce certificate, or legal name change document.

Loyola Student Demographics Update Form

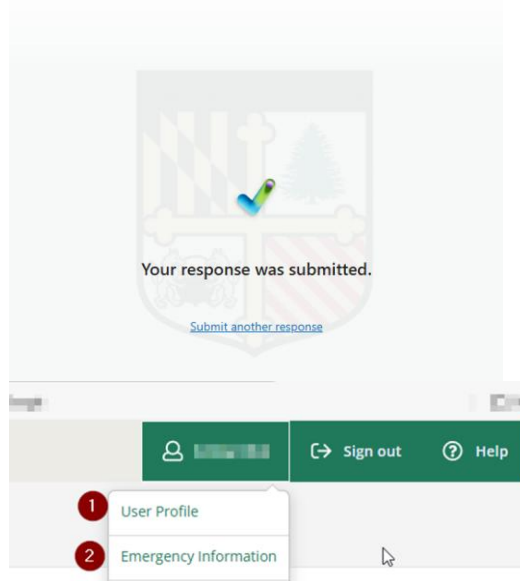
First step to begin the registration process is to verify demographic information and make any necessary updates. **Graduate Students can skip question 1.**

It is important for students to update their Directory Flag prior to registration.

Select **Submit** when your updates are complete.

Select Username in right corner to update/confirm address, phone, personal email, and gender identity **prior to registration.**

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.



Student Planning

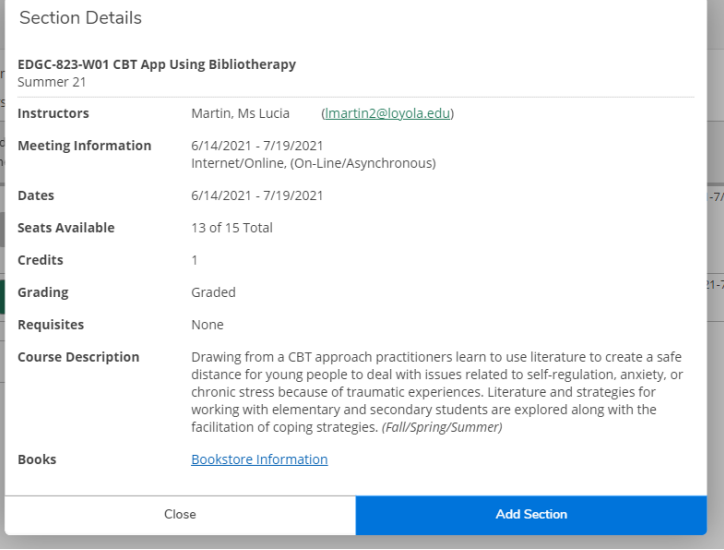
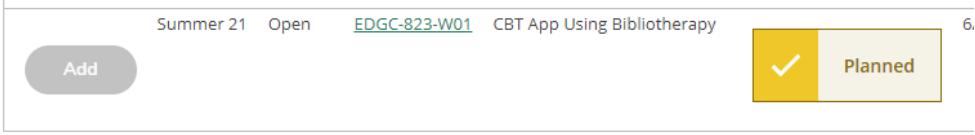
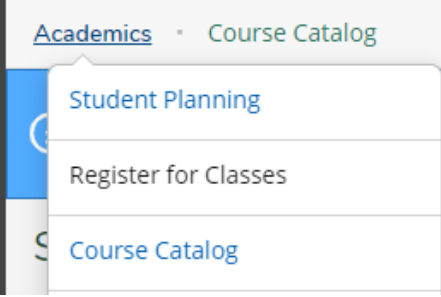
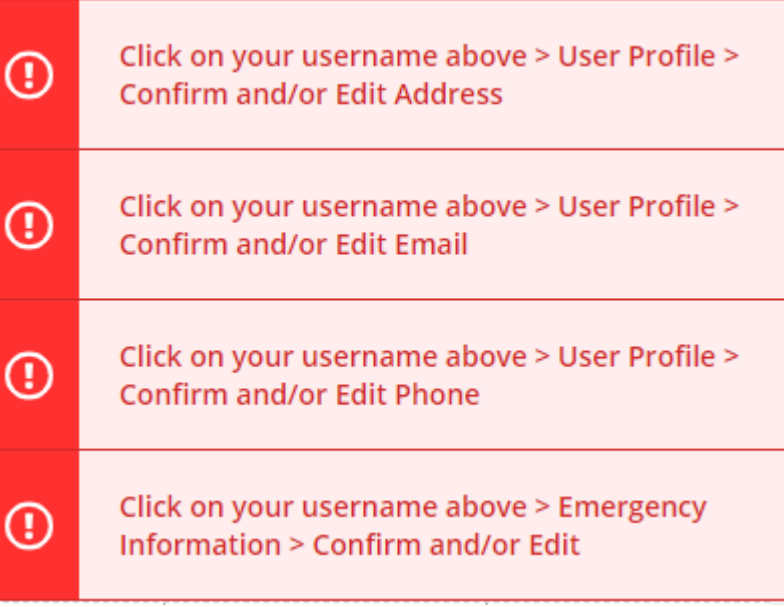
Here you can search for courses, plan your terms, and schedule & register your course sections.

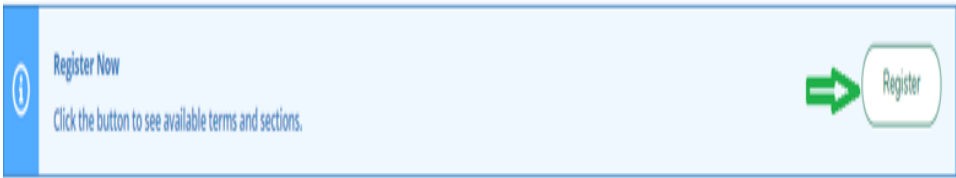
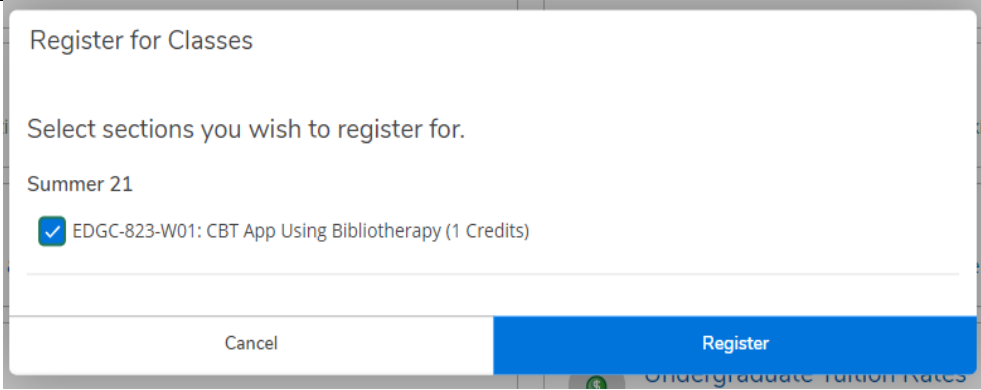
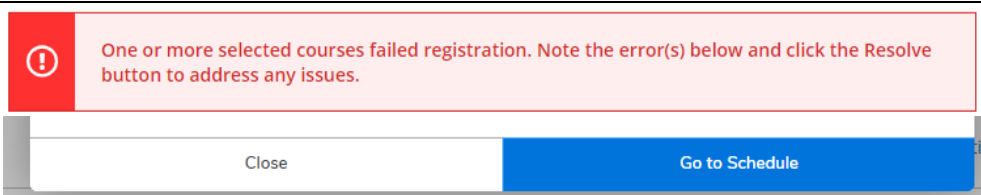
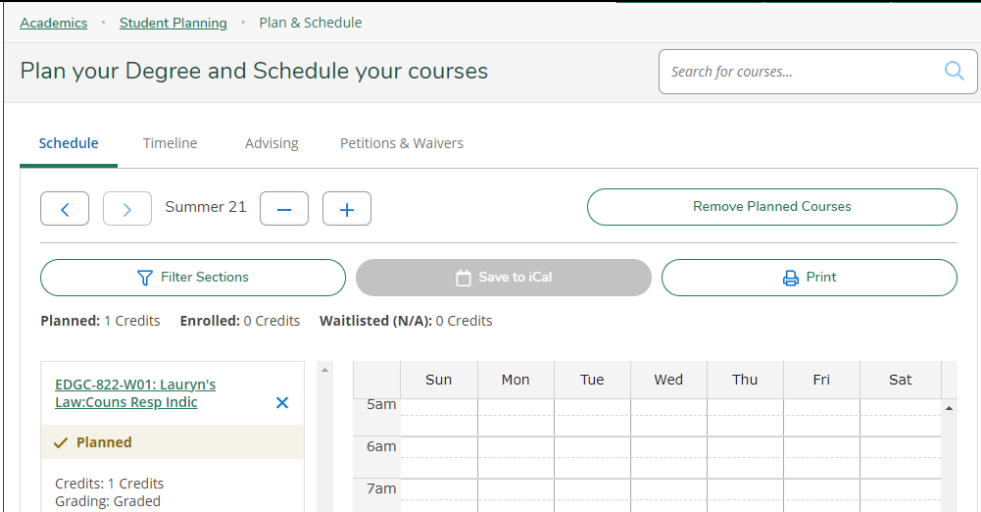


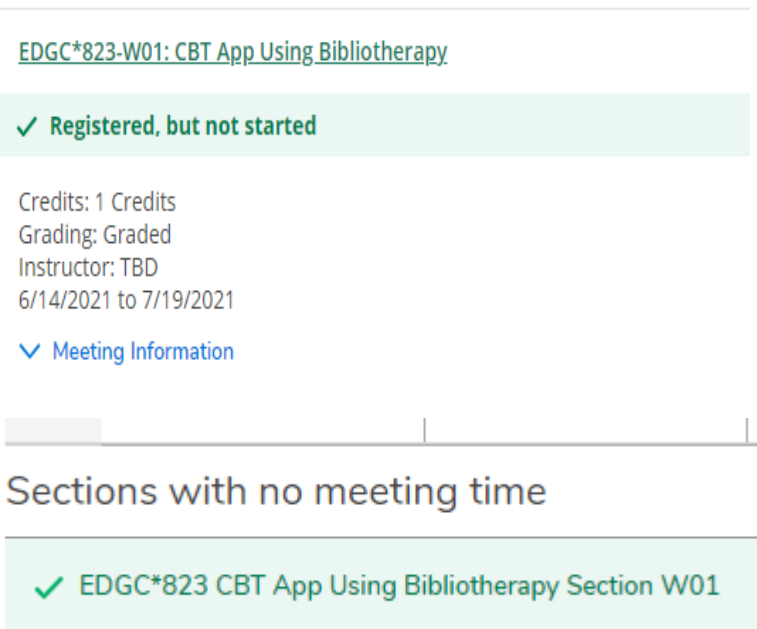
Course Catalog

Here you can view and search the course catalog.

Self-Service Portal contains two sets of menus 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.	Academics Student Planning Register for Classes Course Catalog Grades Unofficial Transcript Transfer Summary Test Summary Notifications <table><thead><tr><th>Title</th><th>Details</th></tr></thead><tbody><tr><td>Documents Required</td><td>There are 2 requests from your institution that</td></tr></tbody></table> Student Finance Here you can view your latest statement and make a payment online. Tax Information Here you can change your consent for e-delivery of tax information. Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections. Grades Here you can view your grades by term.	Title	Details	Documents Required	There are 2 requests from your institution that											
Title	Details															
Documents Required	There are 2 requests from your institution that															
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 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 <table><thead><tr><th>Add To Schedule</th><th>Term</th><th>Status</th><th>Section Name</th><th>Title</th></tr></thead><tbody><tr><td>Add</td><td>Summer 21</td><td>Open</td><td>EDGC-822-W01</td><td>Laurn's Law:Couns Resp Indic</td></tr><tr><td>Add</td><td>Summer 21</td><td>Open</td><td>EDGC-823-W01</td><td>CBT App Using Bibliotherapy</td></tr></tbody></table>	Add To Schedule	Term	Status	Section Name	Title	Add	Summer 21	Open	EDGC-822-W01	Laurn's Law:Couns Resp Indic	Add	Summer 21	Open	EDGC-823-W01	CBT App Using Bibliotherapy
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Click Add Section.	
It will show as Planned. You are not registered yet!	
Click on Academics in the upper left corner, then select Register for Classes	
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.	

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.	
Select the course(s) you want to register for and click on Register.	
You may be asked to Go to Schedule to resolve any issues. Click 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.	

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'.	
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 <i>Loyola Self-Service</i>, Select <i>Student Finance</i>, then <i>Make Payments</i> to make payments. For a copy of the statement, on the left side of the Self-Service screen, choose <i>Financial Information</i>, click on <i>Student Finance</i>, then <i>Account Activity</i>. 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.