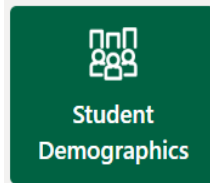


Loyola University Maryland
Student Planning Graduate
Quick Registration Instructions

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

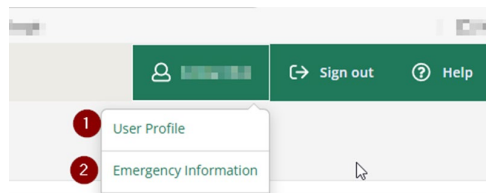
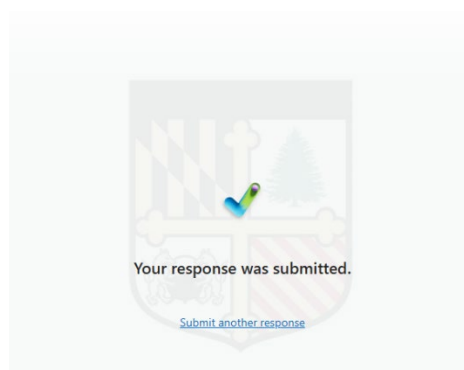
First step to begin the registration process is to verify demographic information and make any necessary updates. **Graduate Students can skip question 1.**

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.**

In Self-Service, on the **Home** screen select **Student Planning** or **Course Catalog** to begin planning prior to registration, and **Student Planning** to register when registration opens.



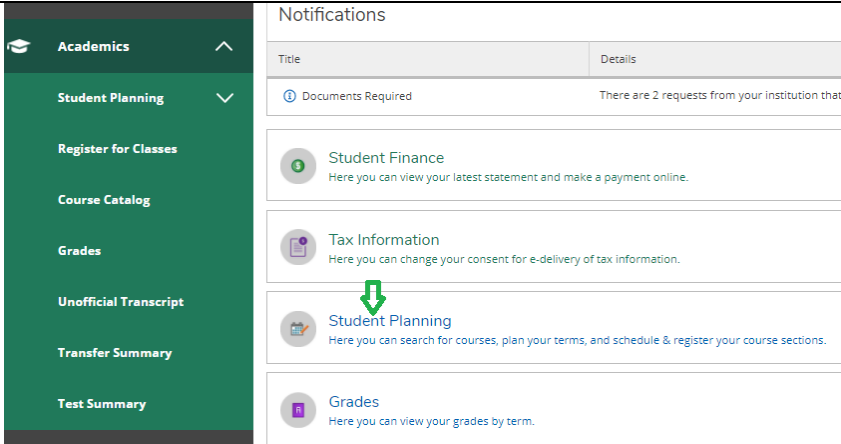
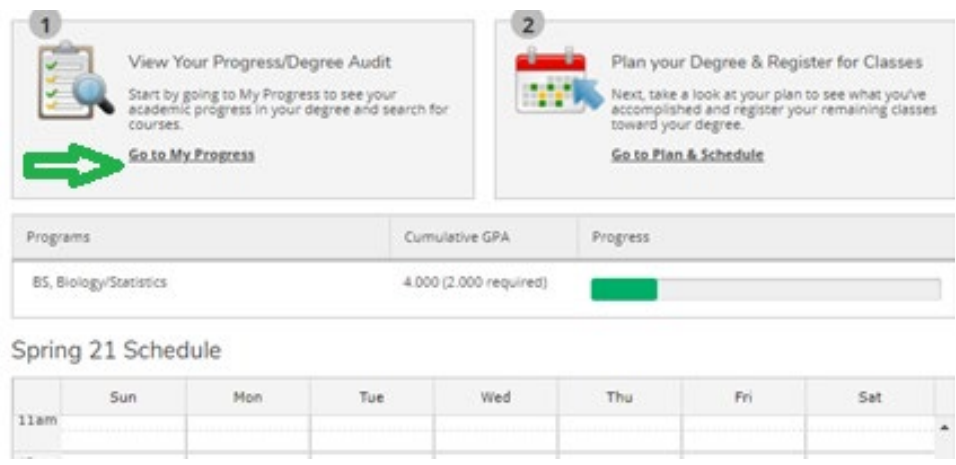
Student Planning

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.	
This screen will display two options plus the current term: Select Go to My Progress to plan your course(s). Select Go to Plan & Schedule to plan and/or register for course section(s). Another option is start with the Course Catalog searches and select course sections as appropriate. New students without a degree audit progress template should start here. Planning must be done prior to registration.	

My Progress is your degree audit.

At a Glance lists details pertaining to your program.

Home Student Planning My Progress

My Progress Search for courses...

MS, Clinical Professional Counseling (1 of 1 programs) View a New Program Print

At a Glance

Cumulative GPA: 4.000 (3.000 required)
 Institution GPA: 4.000 (3.000 required)
 Degree: Master of Science
 Majors: Clinical Professional Counsel
 Departments: Psychology
 Catalog: 2020
 Anticipated Completion Date: 9/30/2023
 Alternate Catalog Year: Select catalog year...

Description
 MS, Clinical Professional Counseling

Program Notes [Show Program Notes](#)

Requirements [Collapse All](#)

Required Courses

Complete the following item: 0 of 1 Completed [Hide Details](#)

A. Required
 Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;
 Complete all of the following items: 0 of 1 Completed [Hide Details](#)

1 of 20 Courses Completed [Hide Details](#)

Status	Course	Grade	Term	Credits
Completed	PY*615 Advanced Psychopathology	A	20/FA	3
In Progress	PY*620 Theor of Counsel & Psychotherapy		20/FA	3

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

Requirements [Collapse All](#)

Required Courses

Complete the following item: 0 of 1 Completed [Hide Details](#)

A. Required
 Take PY*600 PY*602 PY*603 PY*615 PY*618 PY*620 PY*621 PY*622 PY*622 PY*624 PY*639 PY*657 PY*664 PY*705 PY*710 PY*712 PY*715 PY*728 PY*728 PY*746 PY*770 PY*771 PY*771;
 Complete all of the following items: 0 of 1 Completed [Hide Details](#)

1 of 20 Courses Completed [Hide Details](#)

Status	Course	Grade	Term	Credits
Completed	PY*615 Advanced Psychopathology	A	20/FA	3
In Progress	PY*620 Theor of Counsel & Psychotherapy		20/FA	3

Select **filter options** to narrow the display of courses.

1. Select **Add Course to Plan** if term is not open.
2. Select **Term** if available and **Add Section to Schedule**.
3. Click on **View Available Sections** for the selected course
4. Select **Add Section to Schedule** for the desired section

Repeat steps as necessary.

Filter Results Hide

Filters Applied: Fall 21 X Once the desired course / section is located - Click on Add Course to Plan or Add Section to Schedule

PY-771 Off-Campus Externship (3 Credits) Add Course to Plan

Students engage in a supervised counseling experience where they develop and apply counseling and diagnostic skills in a mental health setting. Students are also required to register for on-campus supervision. *May be repeated twice for credit. Pass/Fail*

Requisites:
 PY*770 - Must be completed prior to taking this course.
 PY*728 - Must be taken at the same time as this course.

Offered:
 Fall & Summer Term, Annually

View Available Sections for PY-771

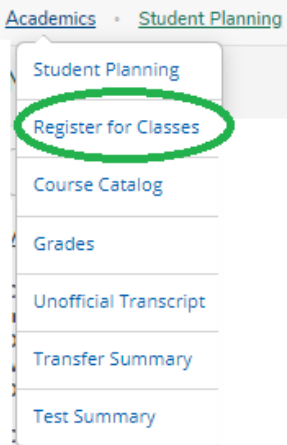
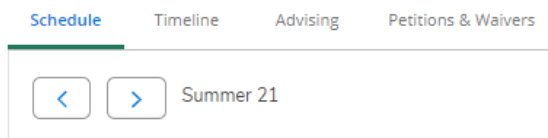
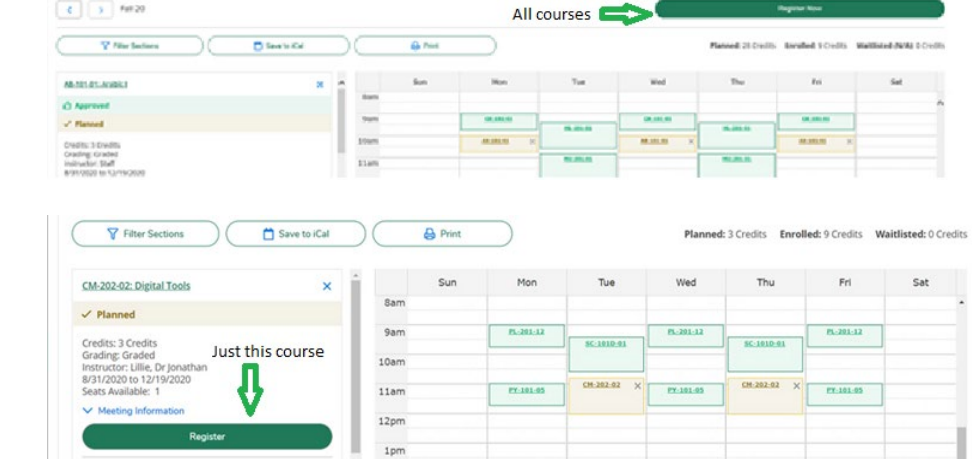
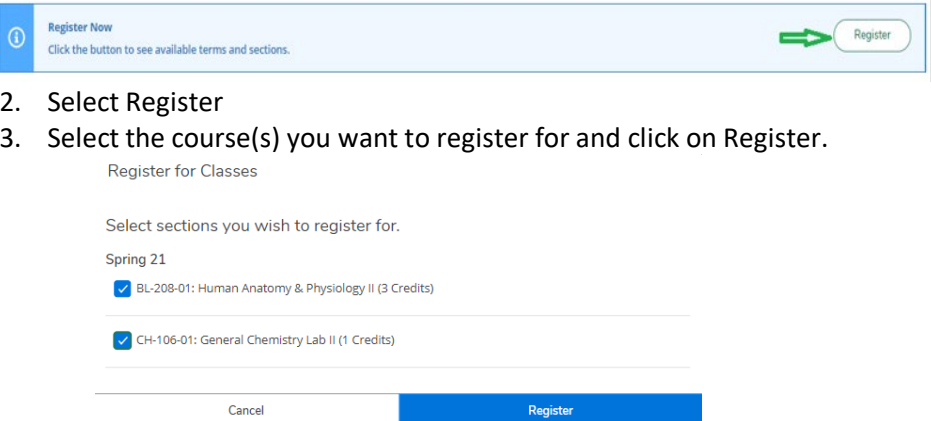
Fall 21

PY-771-401 Add Section to Schedule

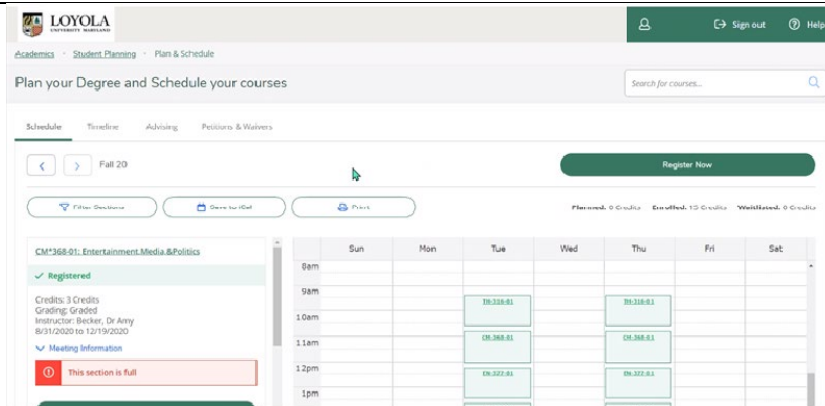
Off-Campus Externship
 Runs from 9/8/2021 - 12/23/2021

Seats	Times	Locations	Instructors
24	TBD 9/8/2021 - 12/23/2021	Baltimore Internship/Externship	Howe, Dr Chelsea

Page 1 of 1

Register for Planned Course Sections Select Academics, Register for Classes	
To advance to the desired term, you need to plan at least one course <u>section</u> for that 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, after logging into Self-Service on or after registration day/time, you will see the Register Now button	
Carefully Review Your Class Schedule Review your calendar to ensure all registered courses show as green	

and/or check the left side bar for the word 'Registered'.



Other Issues/Questions

Go to the Records Office web site: www.loyola.edu/records and click on the **Graduate** tab at the top of the page for the more complete instructions in the **Graduate Student Planning User Guide**.

Billing and Payment

For tuition and fee costs, click [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 2.5% convenience fee. 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](#).