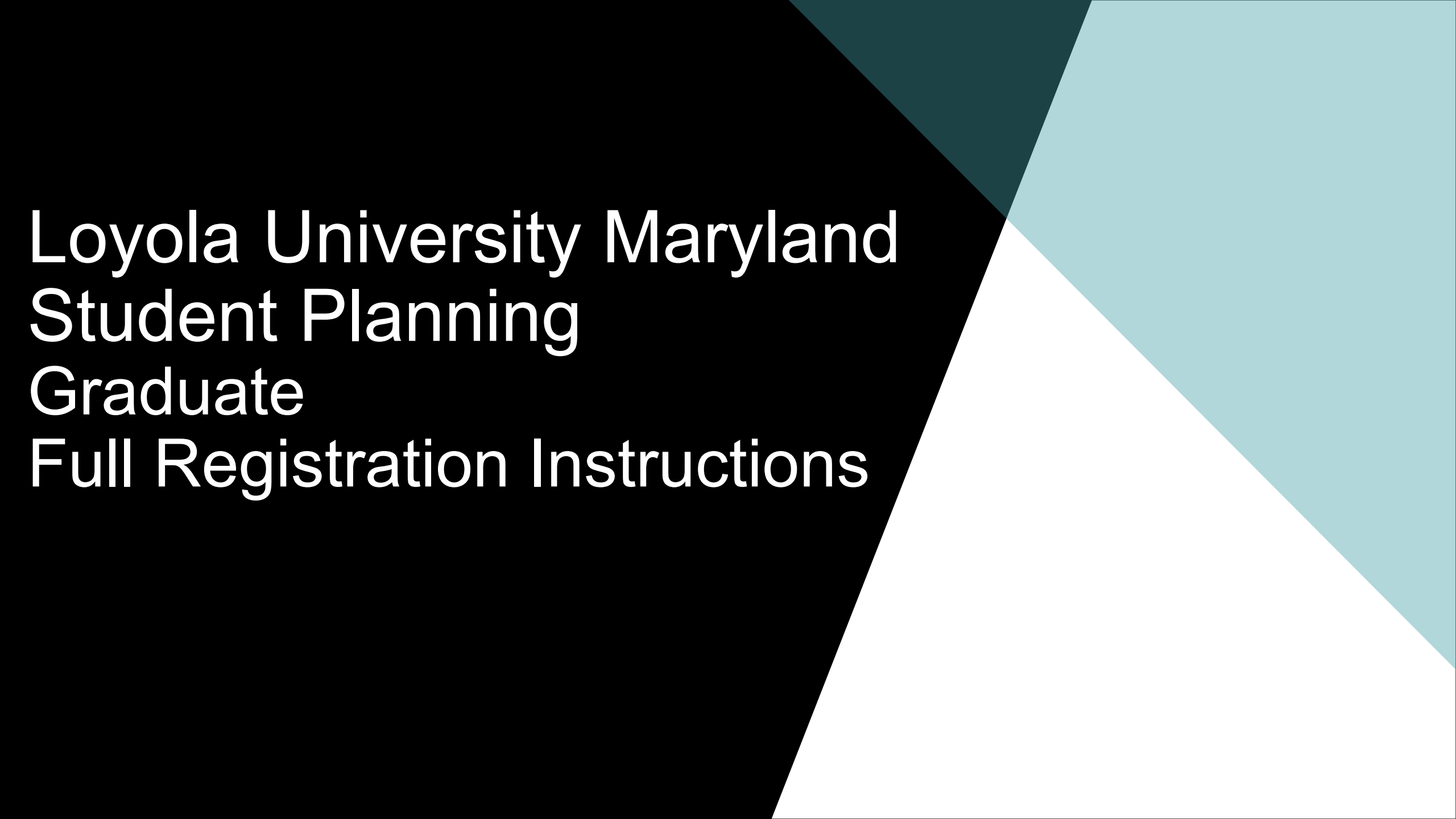




Loyola University Maryland Student Planning Graduate Full Registration Instructions

Log into Inside Loyola

2

Go to

<https://Inside.loyola.edu>

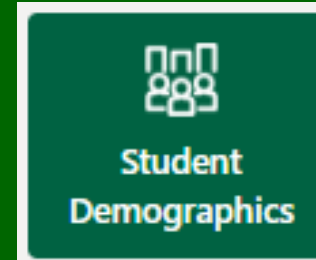
Login using your Loyola username and password

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

You will be redirected to the Loyola Student Demographic Update form.

Use the Self-Service User Profile link at the top to verify your legal name, chosen name, birthdate, email, phone number, and emergency contact information.

Teaching, Learning, Working

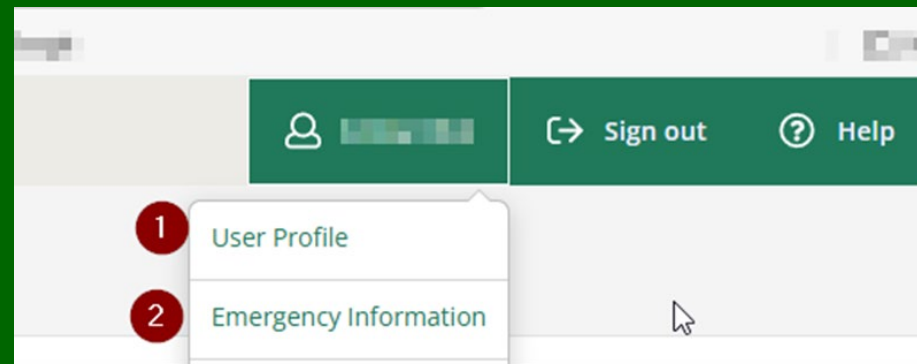


Loyola Student Demographic Update Form

Please log into Self-Service User Profile to verify your legal name (under your photo), chosen name and birth date in the 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 driver's license change document.



Loyola Student Demographic Update Form

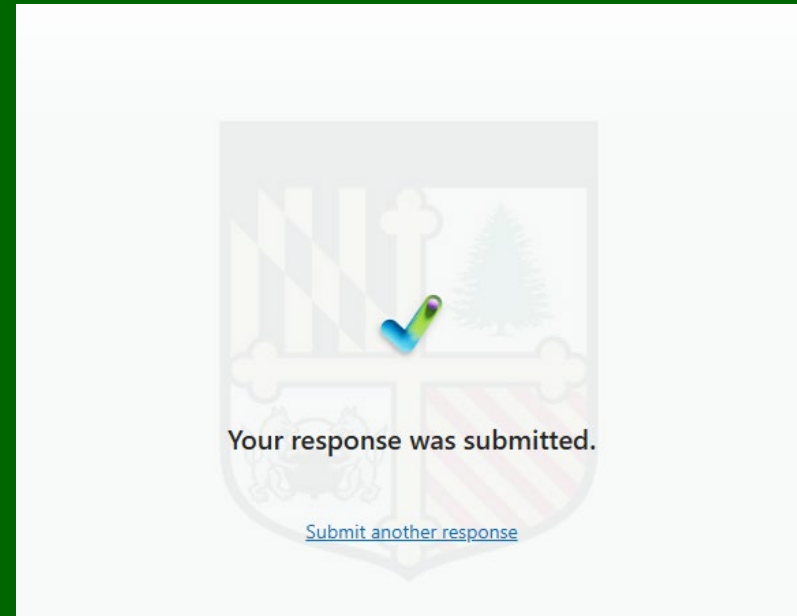
First step to begin the registration process is to verify demographic information and make any necessary updates. **Graduate Students can skip question 1.**

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

Select **Submit** when your updates are complete. Then return to Inside Loyola.

Updating demographics can be done at any time, 24/7 but may take up to 3 working days to be updated within the system.

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 Menus

The Self-Service Portal contains two sets of menus – and menus may be different depending on constituency (Student/Faculty/Employee or any combination).

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.

LOYOLA UNIVERSITY MARYLAND

Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access your financial aid checklist, helpful links, and your award.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Course Catalog**
Here you can view and search the course catalog.
- Undergraduate Tuition Rates**
Takes you to the SAS Undergraduate Tuition Rates page
- Graduate Tuition Rates**
Takes you to the SAS Graduate Tuition Rates page
- Grades**
Here you can view your grades by term.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.

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Student Planning (Planning Overview)

This screen will display two options plus the current term:

- **View Your Progress/Degree Audit**
- **Plan your Degree & Register for Classes**

Select **Go to My Progress** to plan your course(s).

New students: may not have degree information here until second registration term. To begin planning your course go to slide 17 – Course Catalog. Registration information is given to you by your academic department.

Continuing students: Select **Go to Plan & Schedule** to plan and/or register for course section(s).

Planning can be done prior to registration.

LOYOLA UNIVERSITY MARYLAND

Academics • Student Planning • Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps t...

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
MS, Clinical Professional Counseling	4.000 (3.000 required)	

Spring 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							

My Progress/Degree Audit

My Progress is your degree audit.

At a Glance lists details pertaining to your program.

Program Notes should be viewed for administrative detail such as advisor name, where applicable, and whether the application for graduation has been received and processed by the Office of the Registrar prior to the final semester of attendance.

Academics
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](#)

Progress

Program Completion must be verified by AASC for Undergraduate Students, and by Department Program Directors for Graduate Students.

Total Credits 27 of 60
3 24

Total Credits from this School 27 of 0
3 24

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	Search	Grade	Term	Credits
✓ Completed	PY*615 Advanced Psychopathology		A	20/FA	3
✓ In-Progress	PY*620 Theor of Counsel & Psychotpy			20/FA	3
✓ In-Progress	PY*600 Assessment & Appraisal w/ Lab			20/FA	3

My Progress

The bars on the right-hand side of the screen show your overall progress towards your degree

- **Progress**
- **Total Credits**
- **Total Credits from this School (Loyola only)**

Bar colors are as follows:

- Green = completed
- Mint green = in progress
- Gold = planned
- Totals for each show within the colored bar

The **Requirements** section is where you begin to plan course(s) / section(s).

Home • Student Planning • My Progress

My Progress

Search for courses...

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

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...

Program Completion must be verified by AASC for Undergraduate Students, and by Department Program Directors for Graduate Students.

Progress

Total Credits 30 of 60

Total Credits from this School 30 of 0

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 & Psychotrv		20/FA	3

My Progress continued

The **Requirements** section displays completed, planned, in progress, and outstanding requirements.

Completed requirements display with a green check mark.

In progress requirements display with a green check mark enclosed in a circle.

Planned requirements display a gold circle that looks like a clock.

Incomplete requirements display with a red triangle with a red exclamation point.

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	Search	Grade	Term	Credits
 Completed	PY*615	Advanced Psychopathology	A	20/FA	3
 In-Progress	PY*620	Theor of Counsel & Psychotpy		20/FA	3
 In-Progress	PY*600	Assessment & Appraisal w/ Lab		20/FA	3
 In-Progress	PY*715	Human Biopsychology		20/FA	3
 In-Progress	PY*710	Diversity Issues in Psychology		21/SP	3
 In-Progress	PY*664	Adv Develop Psy: Life Span		21/SP	3
 In-Progress	PY*621	Prnc&Prct Psychotherapy w/Lab		21/SP	3
 In-Progress	PY*603	Intro to Cognitive Assessment		21/SP	3
 Registered	PY*618	Group Therapy		21/SU	3
 Planned	PY-602	Personality Assessment w/ Lab		21/SU	3
 Not Started	PY-622	Adv Tech of Counsel&Psychothry			
 Not Started	PY-624	Marriage & Family Therapy			

Planning Course(s)

9

Scroll through the list of requirements to determine courses needing to be planned.

Begin planning needed course(s) by completing the following steps:

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.

Offerings tend to be fewer in the summer. Students may find it easier to start at **Course Catalog**. Always review choices here to ensure they meet requirements.

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	Search	Grade	Term	Credits
✓ Completed	PY*615 Advanced Psychopathology		A	20/FA	3
✓ In-Progress	PY*620 Theor of Counsel & Psychotpy			20/FA	3
✓ In-Progress	PY*600 Assessment & Appraisal w/ Lab			20/FA	3
✓ In-Progress	PY*715 Human Biopsychology			20/FA	3
✓ In-Progress	PY*710 Diversity Issues in Psychology			21/SP	3
✓ In-Progress	PY*664 Adv Develop Psy: Life Span			21/SP	3
✓ In-Progress	PY*621 Prnc&Prct Psychotherapy w/Lab			21/SP	3
✓ In-Progress	PY*603 Intro to Cognitive Assessment			21/SP	3
✓ Registered	PY*618 Group Therapy			21/SU	3
🕒 Planned	PY-602 Personality Assessment w/ Lab			21/SU	3
⌚ Not Started	PY-622 Adv Tech of Counsel&Psychothry				
⌚ Not Started	PY-624 Marriage & Family Therapy				
⌚ Not Started	PY-639 Alch&Drug Dep:Diag,Trmnts,Prvnt				
⌚ Not Started	PY-657 Lifestyle&Career Develop				
⌚ Not Started	PY-705 Eth,Leg,&Pro Iss in Coun&Psy				

Add course(s) to plan

Courses can be planned without terms or course sections can be planned when terms are available prior to and during registration.

To use the search from **Course Catalog**, select from the options in **Filter Results**.

1. Select **Open Sections Only**
2. Select **Show All Terms** and select one.
3. Select other filtered options as desired.
4. Select **Add Course to Plan** if term is not open.
5. Select **Term** if available and **Add Section to Schedule**.
6. Select **Add Course to Plan**
7. Repeat steps as necessary.

Filter Results Hide

Availability

☐ Open and Closed Sections
 ☒ Open Sections Only

Subjects

☐ Psychology (1)

Locations

☐ Baltimore (1)

Terms

☒ Fall 21 (1)

Days of Week

Time of Day

Select time range...

Starts by

Ends by

Instructors

☐ Howe, Dr Chelsea (1)

Academic Levels

☐ Graduate Level (1)

Course Levels

Filters Applied: Fall 21

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)

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:
 PY770. - Must be completed prior to taking this course.
 PY728. - 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

Off-Campus Externship

Runs from 9/8/2021 - 12/23/2021

Add Section to Schedule

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

⏪

⏩

Page 1 of 1

⏪

⏩

Loyola University Maryland Internal Use Only

Add Course to Plan – Filter Results

The **Course Types** filter can be used to filter for:

- Summer Sessions:
 - Summer Alternate
 - Summer 1
 - Summer 2
- Eight-Week sessions in Fall/Spring:
 - 8-week Session 1
 - 8-week Session 2

Most other types apply to undergraduate students unless they have (GR) after them.

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

Filter Results

Hide

Subjects

☐ Psychology (1)

Locations

☐ Baltimore (1)

Terms

☐ Summer 21 (1)

Days of Week

☐ Tuesday (1)
☐ Thursday (1)

Time of Day

Select time range...

Starts by

hh:mm AM/PM

Ends by

hh:mm AM/PM

Instructors

☐ Sentz, Dr Dustin (1)

Academic Levels

☐ Graduate Level (1)

Course Levels

☐ 600 level (1)

Course Types

☐ Summer I (1)
☐ Summer II (1)

Filters Applied: None

PY-602 Personality Assessment w/ Lab (3 Credits)

Add Course to Plan

Students are instructed in the most recent developments and current status of the assessment of personality using objective and projective personality measures. The focus is on the theoretical basis, administration, scoring, and rudimentary interpretation and report writing skills regarding objective personality assessment measures. Students are also instructed in the use of brief symptom inventories. Students are trained to assist in performing psychological evaluations under the supervision of licensed psychologists. Instruction is given on the background and historical use of projective measures. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed.

Requisites:
PY601 or PY603. - Must be completed prior to taking this course.

Offered:
Summer Term, Annually

View Available Sections for PY-602

Summer 21

PY-602-401

Personality Assessment w/ Lab

Runs from 6/2/2021 - 7/15/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
16	T 1:00 PM - 5:10 PM 6/2/2021 - 7/15/2021	Baltimore, Overages - Sched25 TBO Lecture	Sentz, Dr Dustin
	Th 1:00 PM - 3:10 PM 6/2/2021 - 7/15/2021	Baltimore, Overages - Sched25 TBO Laboratory	Sentz, Dr Dustin

PY-602-402

Personality Assessment w/ Lab

Runs from 7/19/2021 - 8/26/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
17	T 1:00 PM - 5:10 PM 7/19/2021 - 8/26/2021	Baltimore, Overages - Sched25 TBO Lecture	Sentz, Dr Dustin
	Th 1:00 PM - 3:10 PM 7/19/2021 - 8/26/2021	Baltimore, Overages - Sched25 TBO Laboratory	Sentz, Dr Dustin

PY-602-403

Personality Assessment w/ Lab

Runs from 6/2/2021 - 7/15/2021

Add Section to Schedule

Seats	Times	Locations	Instructors
-------	-------	-----------	-------------

Loyola University Maryland Internal Use Only

Add Course(s) to Plan until Complete

Click on **Add Courses** and Sections to Plan until plan is complete.

Select the desired term if available.

This adds the course to your plan and/or the course section if registration is open.

Note: you cannot register or see the desired term unless you have added sections to your plan.

When choices have been completed select **Academics** at the top left of the screen.

Search for Courses and Course Sections

< [Back to My Progress](#)

Search for courses...

Filter Results Hide

Subjects

☐ Psychology (1)

Locations

☐ Baltimore (1)

Terms

☐ Summer 21 (1)

Days of Week

☐ Tuesday (1)
☐ Thursday (1)

Time of Day

Select time range...

Starts by Ends by

Instructors

☐ Sentz, Dr Dustin (1)

Academic Levels

☐ Graduate Level (1)

Course Levels

☐ 600 level (1)

Course Types

☐ Summer I (1)

Filters Applied: None

PY-602 Personality Assessment w/ Lab (3 Credits)

Students are instructed in the most recent developments and current status of the assessment of personality using objective and projective personality measures. The focus is on the theoretical basis, administration, scoring, and rudimentary interpretation and report writing skills regarding objective personality assessment measures. Students are also instructed in the use of brief symptom inventories. Instruction is given on the background and historical use of projective measures. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed.

Course Details

PY-602 Personality Assessment w/ Lab

Students are instructed in the most recent developments and current status of the assessment of personality using objective and projective personality measures. The focus is on the theoretical basis, administration, scoring, and rudimentary interpretation and report writing skills regarding objective personality assessment measures. Students are also instructed in the use of brief symptom inventories. Students are trained to assist in performing psychological evaluations under the supervision of licensed psychologists. Instruction is given on the background and historical use of projective measures. Ethical and diversity issues, in accordance with the current version of the APA Ethics Code, are also addressed.

Credits 3

Locations Offered TBD

Requisites

- PY601 or PY603. - Must be completed prior to taking this course.
- This course is typically offered: Summer Term
- This course is typically offered: Annually

Term

Select a term...
Summer 21
Fall 21

Add Course to Plan

[PY-602-403](#)
Personality Assessment w/ Lab
Runs from 6/2/2021 - 7/15/2021

[Add Section to Schedule](#)

[Add Section to Schedule](#)

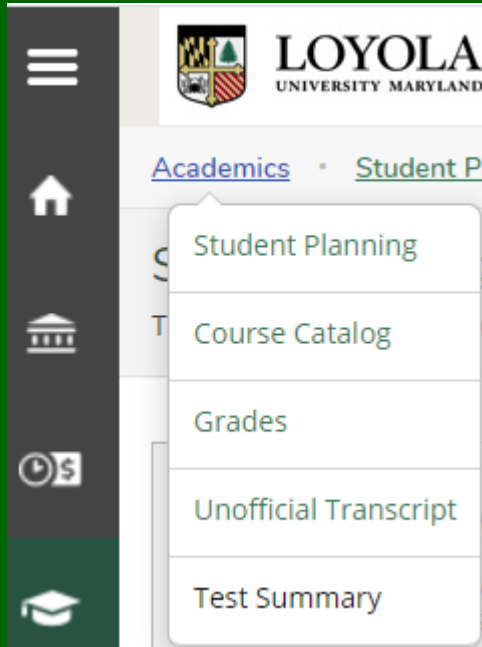
[Add Section to Schedule](#)

[Add Section to Schedule](#)

[Add Section to Schedule](#)

Register for Planned Course(s)

1. Select Student Planning



2. Select Go to Plan & Schedule

The screenshot shows the 'Student Planning' overview page. It includes a search bar, a 'Steps to Getting Started' section with two numbered steps, a progress bar for the 'MS, Clinical Professional Counseling' program, and a 'Spring 21 Schedule' grid.

Steps to Getting Started:

- 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](#)

Progress Bar:

Programs	Cumulative GPA	Progress
MS, Clinical Professional Counseling	4.000 (3.000 required)	

Spring 21 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							

Confirm User Profile / Emergency Information

After selecting Go to Plan & Schedule you may encounter the **red** error messages shown in the screenshot.

Every 90 days you will be prompted to verify / update your contact information. This information includes your address, personal email, phone, gender identity, and emergency contact.

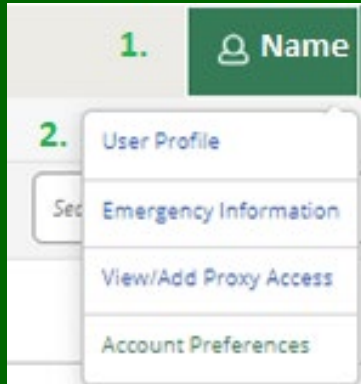
You should do this **prior to** registration opening; otherwise, you will be required to do this before you can register, and registration will be delayed.

The screenshot displays the Loyola University Maryland 'Plan & Schedule' interface. The top navigation bar includes the university logo, 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this, the main heading is 'Plan your Degree and Schedule your courses'. The interface shows a course schedule for 'Fall 20' with a search bar and buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The schedule is a grid with days of the week (Sun-Sat) and times (10am-8pm). Two courses are listed on the left: 'SP*601-W01: Lng Disorders: Aphasiology' and 'SP*602-W01: Lng Dis:Infancy Thgh Eryl Chld'. Both are marked as 'Registered'. A red error message overlay is visible on the right side of the screen, containing four identical messages: 'Click on your username above > User Profile > Confirm and/or Edit'.

Edit / Confirm Address / Email / Phone

Steps to confirm your current information:

1. Click on your name
2. Select User Profile
3. To edit your existing address, you must add a new address.
4. To edit your email address or phone number, click on the pencil icon and make your edit(s). To delete, click on the x.
5. Once the information is correct, select confirm next to each item.
6. To edit your gender identity, click the pencil icon next to Edit Personal Identity, make your selection and save.



Addresses

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today. Confirm

+ Add New Address

Address	Type	Preferred	Remove or Edit
4501 N. Charles St., Baltimore, MD 21210	Home (permanent)	✓	

Email Addresses

Last Confirmed On:
Click to confirm that the personal (non-Loyola) email(s) below is accurate as of today. Confirm

Email	Type	Preferred	Remove or Edit
student@gmail.com	Personal		

Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

Add New Phone

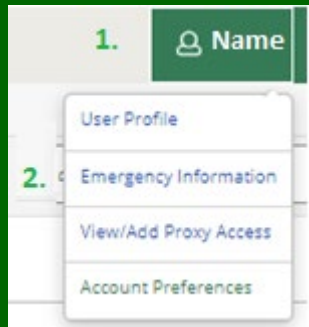
Phone Number	Type	Remove or Edit
410-555-1234	Cell Phone	

Edit Personal Identity

Edit / Confirm Emergency Contact Information

To confirm your emergency contact information:

1. Click on your username at top right of the screen.



2. Select Emergency Information
3. Review / edit your emergency contact information.
4. If no emergency contact information appears, please click Add a New Contact.
5. Select confirm when information is complete.

A screenshot of the 'Emergency Information' page. The page has a header 'User Options - Emergency Information'. Below the header is a blue box with an information icon and text: 'If no emergency contacts are listed, click on +Add New Contact and complete the information before selecting the Confirm button. Otherwise, please review, edit as necessary using the pencil icon, and press the Confirm button.' The main section is titled 'Emergency Information' and contains a yellow box with a warning icon, the text 'Not Confirmed', and a confirmation statement: 'I confirm that this information is accurate and current as of today.' To the right of this box is a 'Confirm' button. Below this section is the 'Emergency Contacts' section, which contains a '+ Add New Contact' button.

Select **Course Catalog** from the Academic menu. The course catalog has two tabs, **Subject Search** and **Advanced Search**.

Select the **Subject Search** tab, then select a subject to see the course(s) available for planning and/or to add to your schedule for the term that is opened.

Select the **Advanced Search** tab, then enter the information relevant for the course information you desire. You can narrow you search by using the location, academic level, time of day and course type filters. Press Search to see the results for your search or select clear to enter new selection criteria.

You may also use the **Search for courses...** box located at the upper right-hand corner of the screen at any time if you know the course number desired.

Academics

Course Catalog

UNDERGRADUATE SEARCHES:

When searching for diversity, global studies, interdisciplinary major or minor, service-learning, or summer session courses, and especially when the Search button is grayed out when reviewing the degree audit requirements, go to Course Catalog Advanced Search and filter on Course Type.

SUMMER SEARCHES:

Choose Course Types when searching for summer session I (S1), II (S2), Alternate (S3), or Maymester (S4 - Undergraduate only) courses. When registering for summer courses, you may web register for sections up to 5 days prior to the course's start date, if web registration is open.

SERVICE-LEARNING SEARCHES:

Use the Course Types drop-down menu below to search for Service-Learning (SL) designated sections of individual courses, or Course Listings in the Quick Links menu on Inside Loyola. On Course Listings, the Service-Learning designation will appear with course information under the Course Types column.

Search for Courses and Course Sections

Search for courses...

Subject Search

Advanced Search

Search for a course subject: Type a subject

Accounting

Arabic

Art History

Biology

Business Admin

Subject Search

Advanced Search

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term

Meeting Start Date

Meeting End Date

Select Term

M/d/yyyy

M/d/yyyy

Courses And Sections

Subject

Course number

Section

Subject

Course number

Section

Subject

Course number

Section

+ Add More...

Loyola University Maryland Internal Use Only

Planned Course(s) for Registration

1. The landing calendar will be for the current term.
2. If the term desired cannot be accessed with the greater than (>) sign, add at least one planned **section** from the Course Catalog for the term.
3. On the left-hand side of the screen are planned courses in gold.
4. Course requisites are displayed when required.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

< > Fall 21 - 

Remove Planned Courses Register Now

Your registration period for Fall 21 begins on 4/8/2021 at 12:00 AM Refresh

Filter Sections Save to iCal Print

Planned: 3 Credits Enrolled: 0 Credits Waitlisted (N/A): 0 Credits

PY-622-401: DBT

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Quickel, Dr Emalee
9/8/2021 to 12/23/2021
Seats Available: 24

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

PY-622-401

Advising Notes and Requesting Reviews

19

Please note that Graduate students are not required to get electronic permission to register for courses through this screen.

Advising for graduate students is done through the graduate academic departments.

Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

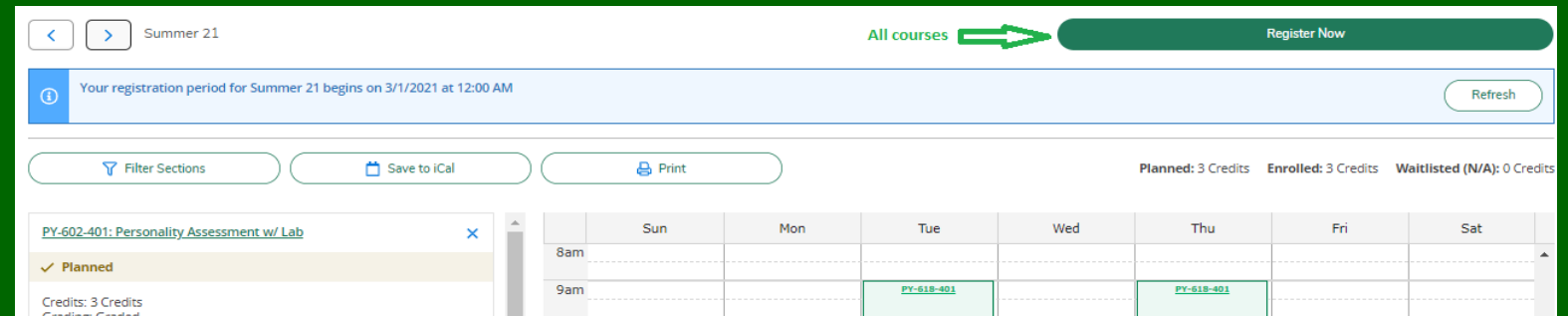
The screenshot displays a web interface for planning a degree and scheduling courses. The breadcrumb trail at the top reads 'Academics > Student Planning > Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses', followed by a search bar labeled 'Search for courses...'. Below this is a navigation bar with four tabs: 'Schedule', 'Timeline', 'Advising' (which is selected and highlighted with a dark underline), and 'Petitions & Waivers'. The 'Advising' section features a header with an envelope icon and the text 'Advising Office'. To the right of this header is a link labeled 'View Plan Archive'. The main content area is titled 'Compose a Note' and contains a large, empty text input field. Below the input field is a green button labeled 'Save Note'. At the bottom of the section, there is a link 'View Note History' and a status message: 'No advising notes have been entered.'

Register for Planned Course(s)

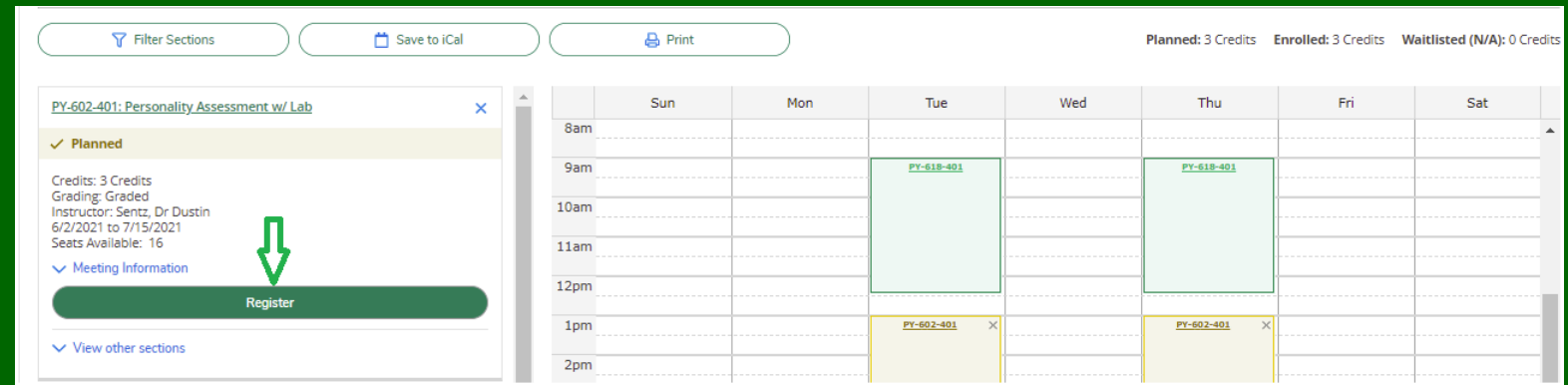
20

1. Confirm registration is open per emailed instructions from the Office of the Registrar and availability of **Register Now** button. Button will be green instead of grayed out.
2. Select **Register Now** to register for all your planned course sections.
or
3. View the planned courses on the left of your screen to **Register** for each course separately.
4. Courses are shown as subject + course number (PY 602). Course sections are shown as subject + course number + section (PY 602 401). You can only register for course sections.
5. Follow these steps until registration is complete and all the courses on your calendar are green and say 'Registered' on the left side bar. If they are in gold and say 'Planned', you have not registered for them.
6. Registered online courses without days/times will appear at the bottom, in green.

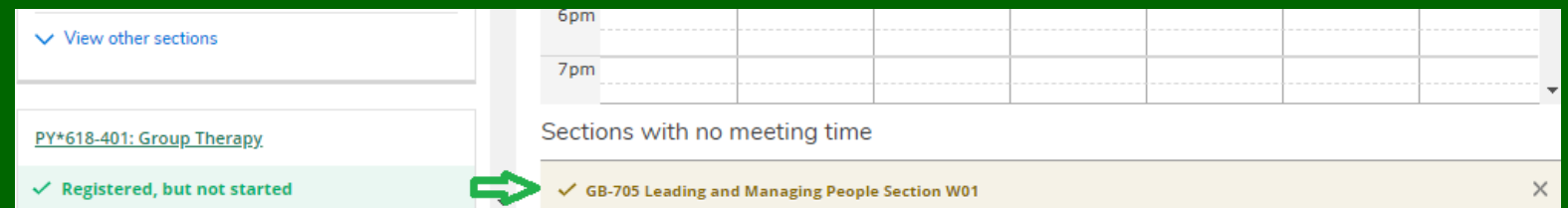
Register for all courses at once



Register for one course at a time



Registration Complete



Quick Registration from Self-Service Menu

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Note: If you don't have any planned sections for the term, you will **not** see **Register Now** and the registration button will be grayed out.

1. If you have planned your sections for the term currently open, then:
2. After logging into Self-Service on or after the open registration day/time you will see the **Register Now** button on the Home screen.
3. Select **Register** on the right.
4. Select the course(s) you want to register for and click on **Update**.
5. Go to Plan and Schedule to confirm your registration is complete.

LOYOLA UNIVERSITY MARYLAND

Sign out Help

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Register Now
Click the button to see available terms and sections.

Register

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access your financial aid checklist, helpful links, and your award.

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

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.

Register and Drop Sections

You have elected to drop: PY*618-401 (3 Credits)

Select sections to drop:

☒ PY*618-401 (3 Credits)

Select sections to add:

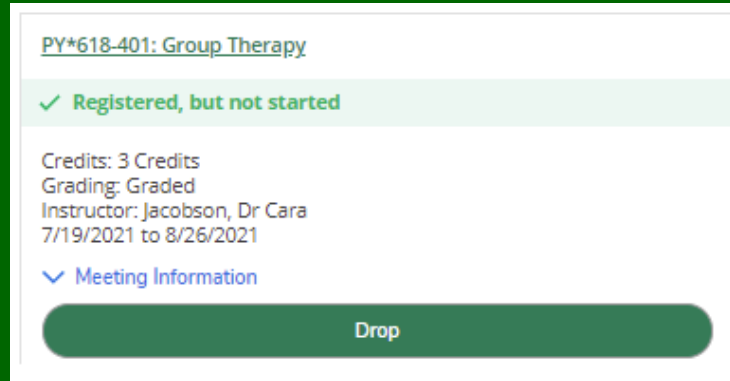
☐ PY-602-401 (3 Credits)

Cancel Update

Add/Drop Course Sections

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1. When you drop a course, be mindful that it may not be available to re-add if space is limited and another student gets there before you.
2. If you are dropping a course with the intent of adding another, it is recommended that you add the course first then drop the course you no longer want, provided it isn't at the same time.
3. Select **Drop** for the course you want to drop on the left side bar. The **Register and Drop Sections** window appears.
4. Select the course(s) you want to add / drop.
5. Select **Update**.



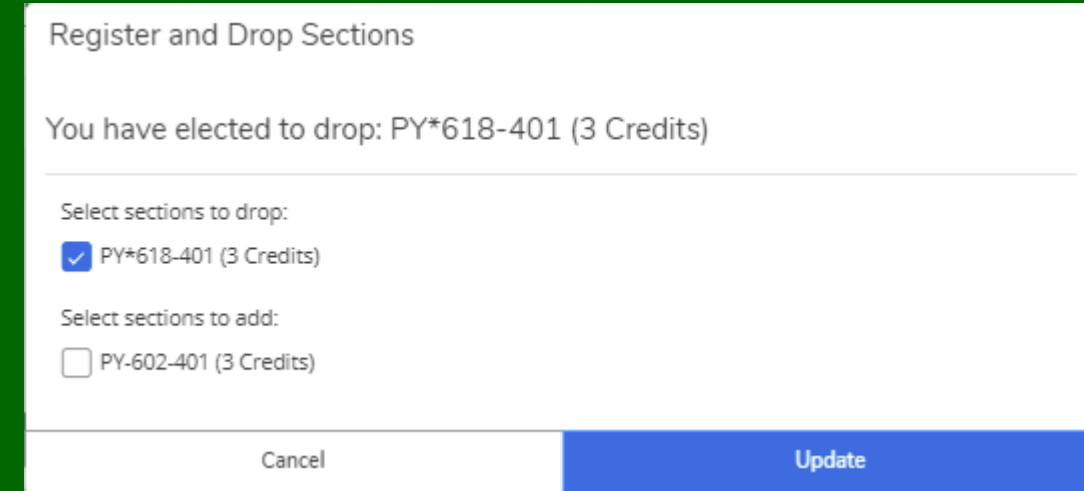
PY*618-401: Group Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Jacobson, Dr Cara
7/19/2021 to 8/26/2021

Meeting Information

Drop



Register and Drop Sections

You have elected to drop: PY*618-401 (3 Credits)

Select sections to drop:

☒ PY*618-401 (3 Credits)

Select sections to add:

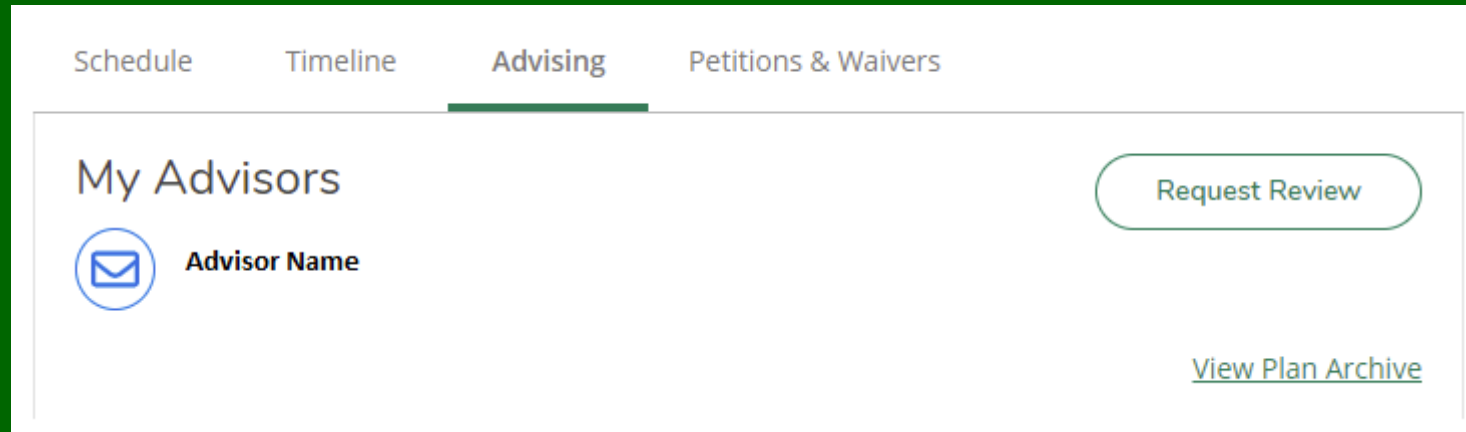
☐ PY-602-401 (3 Credits)

Cancel Update

Student Planning Menu Options

After selecting Plan & Scheduling, these tab choices are available:

- [Schedule](#)
- [Timeline](#)
- [Advising](#)
- [Petitions & Waivers](#)
- [View Plan Archive](#)
- [Other Student Options](#)



Student Planning **Schedule**

Schedule is where students register and/or add/drop courses.

The date/time grid displays courses a student has planned or registered for, and/or scheduling conflicts. Other items to note is whether the section is full and has prerequisites.

This is your class schedule for the term specified at the top left of the screen.

The screenshot displays the 'Schedule' tab in a student planning system. At the top, navigation tabs include 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The current term is 'Summer 21', with a 'Register Now' button. A notification bar states: 'Your registration period for Summer 21 begins on 3/1/2021 at 12:00 AM'. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary bar shows 'Planned: 3 Credits', 'Enrolled: 3 Credits', and 'Waitlisted (N/A): 0 Credits'.

On the left, two course cards are visible:

- PY-602-401: Personality Assessment w/ Lab** (Planned): Credits: 3 Credits, Grading: Graded, Instructor: Sentz, Dr Dustin, 6/2/2021 to 7/15/2021, Seats Available: 16. A 'Register' button is present.
- PY*618-401: Group Therapy** (Registered, but not started): Credits: 3 Credits, Grading: Graded, Instructor: Jacobson, Dr Cara, 7/19/2021 to 8/26/2021. A 'Drop' button is present.

On the right, a date/time grid shows the schedule for the week. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for times from 8am to 8pm. The following courses are scheduled:

- PY-618-401** (Green box): Tuesday 9am-12pm and Thursday 9am-12pm.
- PY-602-401** (Yellow box): Tuesday 1pm-4pm and Thursday 1pm-4pm.

Student Planning Timeline

Timeline displays your previous, current, and registered term courses. If a course has been graded, the grades show.

Other credits display advanced standing/transfer and waivers, and their associated Loyola equivalent credits, if applicable.

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

Add a Term Remove Planned Courses

	Fall 20	Spring 21	Summer 21	Fall 21
	PY*600-W03: Assessment & Appraisal w/ Lab Credits: 3 Credits ✓ PY*615-W02: Advanced Psychopathology Credits: 3 Credits A PY*620-402: Theor of Counsel & Psychotpy Credits: 3 Credits ✓ PY*715-W01: Human Biopsychology Credits: 3 Credits ✓	PY*603-401: Intro to Cognitive Assessment Credits: 3 Credits ✓ PY*621-402: Prnc&Prct Psychotherapy w/Lab Credits: 3 Credits PY*664-W01: Adv Develop Psy: Life Span Credits: 3 Credits ✓ PY*710-401: Diversity Issues in Psychology Credits: 3 Credits ✓	PY*602-401: Personality Assessment w/ Lab Credits: 3 Credits ✕ PY*618-401: Group Therapy Credits: 3 Credits ✓	PY*622-401: DBT Credits: 3 Credits ✕
Credits	GPA: 4.000 12 Enrolled Credits	12 Enrolled Credits	3 Enrolled Credits, 3 Planned Credits	3 Planned Credits

Student Planning **Advising**

As noted above, Graduate students are not required to get prior permission to register for courses through this screen.

Advising for graduate students is done through the graduate academic departments.

Please follow your department instructions for any required approvals or advising prior to registration. If you request a review through this Advising tab, it is unlikely you will receive a response.

The screenshot shows a web interface with a top navigation bar containing four tabs: "Schedule", "Timeline", "Advising" (which is highlighted with a green underline), and "Petitions & Waivers". Below the tabs, there is a header area with a blue envelope icon and the text "Advising Office" on the left, and a link "View Plan Archive" on the right. The main content area is titled "Compose a Note" and features a large, empty text input box with a vertical scrollbar on the right. Below the input box is a green button labeled "Save Note". At the bottom of the main content area, there is a section titled "View Note History" with the text "No advising notes have been entered."

Student Planning **Petitions & Waivers**

Petitions & Waivers display petitions, waivers, and consents the student has received for courses that require them.

Request these permissions through your academic department.

Schedule

Timeline

Advising

Petitions & Waivers

Student Petition(s)

No existing petitions

Faculty Consent(s)

No existing faculty consents

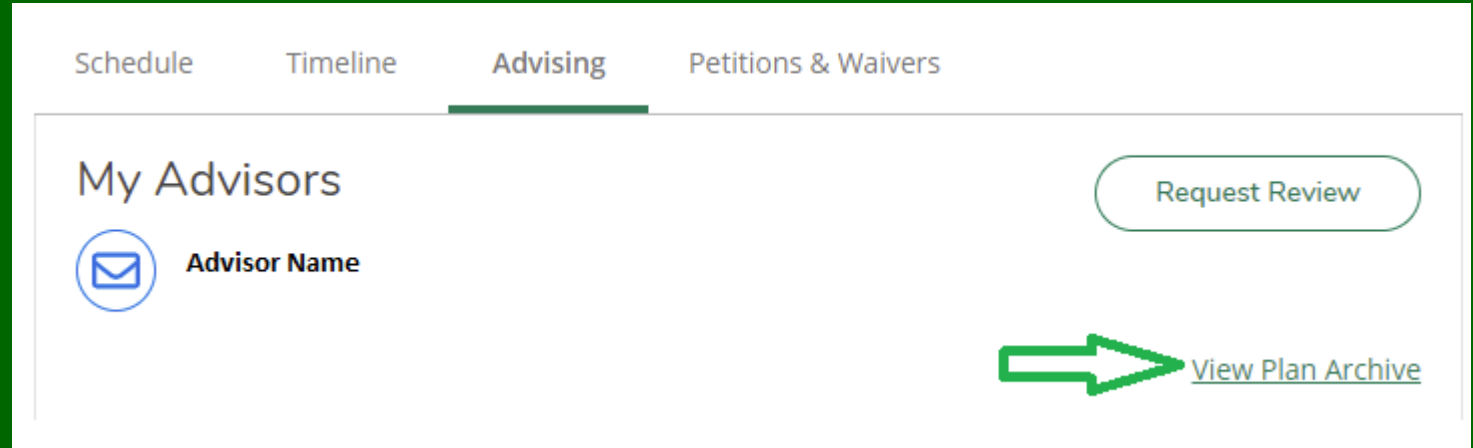
Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
PY-621		Spring 21	Waived	PY620.

View Plan **Archive**

This plan archive area is likely to be empty for Graduate students.

As noted above, Graduate students are not required to get prior permission to register through this screen, and as such, are unlikely to have advising notes or approvals to archive.



Other student options

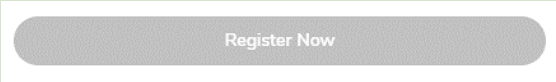
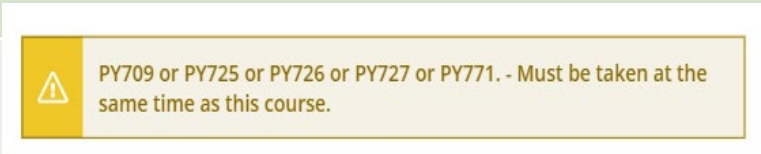
Other student options are available along the left menu bar.

Please review all options, but some under the 'Cap' Academics icon include:

Grades: click here to print an official grade report.

Unofficial Transcript: click here to view select a pdf of your transcript.

GR Application to Graduate: Prior to your last term of degree or advanced certificate course work, complete this application. It is due the first day according to the academic calendar of regular graduate classes.

Error Message	Reason for Message
Register Now grayed out: 	This can mean one or more of the following items: - Registration is not opened yet, refer to the registration information email sent from the Office of the Registrar. - You are in the wrong term. Confirm that the term is accurate. - You have planned the course but not selected a <u>section</u>.
Not your day/time to register 	This message displays until the announced date/time for when registration opens. Please note that graduate registrations usually open at 7am, not midnight. We are unable to edit the time. Refer to the Office of the Registrar email to know the date/time registration opens.
Section Closed 	The course selected is full. Make another selection.
Course registration failed 	The course registration failed – select another course to register for and/or contact your department for options.
Another section must be taken <u>prior to</u> this course 	Click on the course hyperlink to select from the sections available for the requirement.
Another course section must be taken <u>with</u> this course 	To register for corequisites, you must register for them at the same time. Click the 'Home' icon and use the Register Now button, which will allow you to select the two course sections together.

Error Message	Reason for Message
Conflicting sections  GB*702*601 - GB*702*601 conflicts with RE*744*W01. 	Remove or register for one of the conflicting sections. Then remove the other from your schedule.

Final Registration Step before Payment: Carefully Review

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

Return to **View Your Progress/Degree Audit** and ensure that your selected registered courses are fulfilling the necessary requirement.

PY*618-401: Group Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Jacobson, Dr Cara
7/19/2021 to 8/26/2021

Meeting Information

Drop

View other sections

PY*624-401: Marriage & Family Therapy

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Lyons, Dr Heather
6/2/2021 to 7/15/2021

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am		PY-624-401	PY-618-401	PY-624-401	PY-618-401		
10am							
11am							
12pm							
1pm							

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. From inside.Loyola, go to *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 about billing questions, contact Student Administrative Services at 410-617-5047. Also, you have the option to [Schedule a Meeting with an Accounts Specialist](#).