



Loyola University Maryland Student Planning Undergraduate Full Registration Instructions

Last Updated September 2023

Log into Self-Service

Log into:

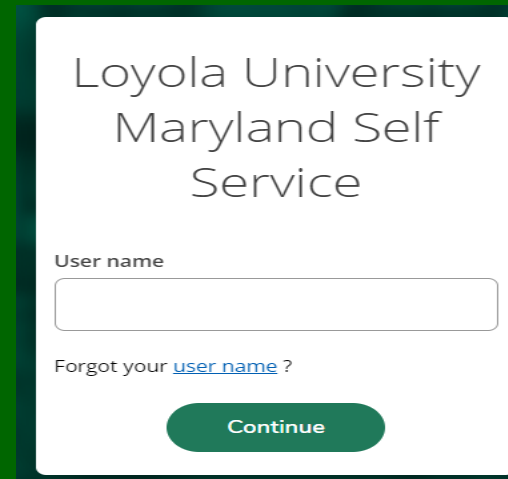
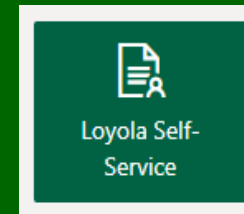
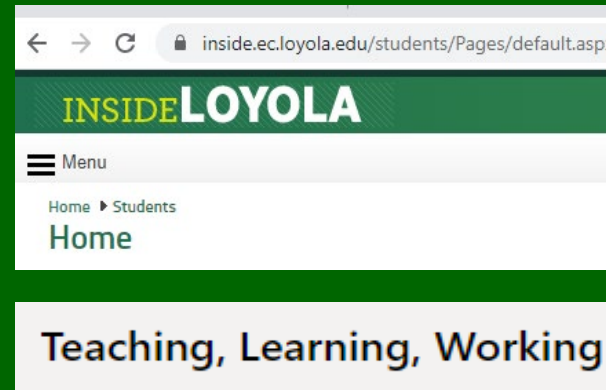
<https://Inside.loyola.edu>

using your Loyola username and password

Under Teaching, Learning, Working:
Select **Loyola Self-Service**

You will be directed to the **Self-Service menu**

Login to Self-Service using your Loyola username

A screenshot of the 'Loyola University Maryland Self Service' login page. The page has a white background with a dark green border. At the top, the text 'Loyola University Maryland Self Service' is centered. Below this is a 'User name' label followed by a white input field. Underneath the input field is a link that says 'Forgot your user name?'. At the bottom of the form is a dark green button with the word 'Continue' in white.

Self-Service Menus

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

On the left menu use Academics and select from the drop down to view menu items.

On the right side, select a link to go to desired processes. For purposes of registration, select the Student Planning link from the right menu.

The screenshot shows the Loyola University Maryland Colleague Self-Service portal. The left sidebar contains a navigation menu with the following items: Home, Financial Information, Academics (expanded), Student Planning, Register for Classes, Course Catalog, Grades, Unofficial Transcript, Transfer Summary, Test Summary, Vendor Information, and User Options. The main content area displays a grid of service tiles. A green arrow points to the 'Student Planning' tile in the main content area. The footer contains copyright information for Ellucian Company L.P. and its affiliates.

Student Planning (Planning overview)

This screen will display two options plus the current term calendar:

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

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

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

Planning should be done prior to registration.

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 s...

Search for courses...

- ### 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 |
|------------------------|------------------------|---|
| BS, Biology/Statistics | 4.000 (2.000 required) | <div style="width: 100%; height: 10px; background-color: #008000;"></div> |

Spring 21 Schedule

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 12am | | | | | | | |
| 1am | | | | | | | |
| 2am | | | | | | | |

My Progress

My Progress is your degree audit.

At a Glance list details pertaining to your program.

Program Notes should be viewed for administrative details such as advisor name and whether application for graduation has been received in the senior year.

LOYOLA UNIVERSITY MARYLAND

Academics · Student Planning · My Progress

My Progress

BA, History (1 of 1 programs)

At a Glance

Cumulative GPA: 2.667 (2.000 required)
 Institution GPA: 2.667 (2.000 required)
 Degree: Bachelor of Arts
 Majors: History
 Departments: History
 Catalog: 2018
 Anticipated Completion Date: 5/21/2022
 Alternate Catalog Year: Select catalog year...

Description: BA, History

Program Notes: [Show Program Notes](#)

Requirements

Core

Complete all of the following items. ⚠️ 8 of 15 Completed. [Hide Details](#)

A. Writing

Take WR 100 Effective Writing

Complete all of the following items. ✅ 1 of 1 Completed. [Show Details](#)

B. Literature One

Progress: 33 / 60 Total Credits

Total Credits from this School: 33 / 60

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

My Progress continued

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).

LOYOLA UNIVERSITY MARYLAND

Academics · Student Planning · My Progress

My Progress

BA, Communication (1 of 1 programs) [View a New Program](#) [Load Sample Course Plan](#) [Print](#)

At a Glance

| | |
|-------------------------------------|---|
| Cumulative GPA: | 3.567 (2.000 required) |
| Institution GPA: | 3.567 (2.000 required) |
| Degree: | Bachelor of Arts |
| Majors: | Communication |
| Departments: | Communication |
| Catalog: | 2019 |
| Anticipated Completion Date: | 1/31/2021 |
| Alternate Catalog Year: | <input type="text" value="Select catalog year..."/> |

Description
BA, Communication

Program Notes
[Show Program Notes](#)

Requirements
University Core

Complete all of the following items. ⚠ **4 of 12 Completed.** [Hide Details](#)

A. Composition
Complete all of the following items. ✓ **1 of 1 Completed.** [Show Details](#)

B. Ethics
Complete all of the following items. ⚠ **0 of 1 Completed.** [Hide Details](#)

Progress
100% completed

Total Credits 45 of 120
30 (green) 9 (mint green) 6 (gold)

Total Credits from this School 45 of 60
30 (green) 9 (mint green) 6 (gold)

Program Completion must be verified by the Registrar.

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

University Core

Complete all of the following items. ⚠️ **4 of 12 Completed.** [Hide Details](#)

A. Composition

Complete all of the following items. ✓ **1 of 1 Completed.** [Show Details](#)

B. Ethics

Complete all of the following items. ⚠️ **0 of 1 Completed.** [Hide Details](#)

Vendor Information

Take 1 course from PL 300 - 319 or TH 300 - 319 ⚠️ **0 of 3 Credits Completed.** [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|---------------|--------|--------|-------|------|---------|
| ⓘ Not Started | | | | | |

C. Fine Arts

Take 1 Fine Arts course (AH 110, AH 111, DR 250, DR 251, MU 201, MU 203, MU 204, PT 270, or SA 224)

Complete all of the following items. ⚠️ **0 of 1 Completed. Fully Planned** [Hide Details](#)

Fine Arts course 🕒 **Fully Planned** ⚠️ **0 of 1 Courses Completed.** [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|---------------|--|--------|-------|-------|---------|
| 🕒 Planned | AH-110 Srvy of Art:Paleolit to Gthic | | | 20/FA | 3 |
| Status | Course | Search | Grade | Term | Credits |
| 🔄 In-Progress | PL*201 Foundations of Philosophy | | | 20/FA | 3 |

Planning Course(s)

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.

Core
Complete all of the following items. ⚠️ 8 of 15 Completed. [Hide Details](#)

A. Writing
Take WR 100 Effective Writing
Complete all of the following items. ✅ 1 of 1 Completed. [Show Details](#)

B. Literature One
Take EN 101 Understanding Literature
Complete all of the following items. ✅ 1 of 1 Completed. [Show Details](#)

C. Literature Two
Take 1 English 200 Level Major Writers course
Complete all of the following items. ✅ 1 of 1 Completed. [Show Details](#)

D. Foreign Language
Take 1 Foreign Language course at the Intermediate II Level (FR 162 and IT 162 are 6 credits courses which fulfill an Intermediate II level course and a free elective)
Complete 1 of the following 2 items. ⚠️ 0 of 1 Completed. [Hide Details](#)

1. Complete 1 course. Choose from the courses CI-104, FR-104, GR-104, IT-104, SN-104, AB-104. Minimum of 3 credits per course. ⚠️ 0 of 1 Courses Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|---------------|------------------------|-------|------|---------|
| ⓘ Not Started | CI-104 | | | |
| ⓘ Not Started | FR-104 | | | |
| ⓘ Not Started | GR-104 | | | |
| ⓘ Not Started | IT-104 | | | |
| ⓘ Not Started | SN-104 | | | |
| ⓘ Not Started | AB-104 | | | |

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.

LOYOLA UNIVERSITY MARYLAND

Academics · Course Catalog

Search for Courses and Course Sections

[Back to My Progress](#)

Search for courses...

The following results match requirement: Complete 1 course. Choose from the courses CI-104, FR-104, GR-104, IT-104, SN-104, AB-104. Minimum of 3 credits per course.

Filters Applied: None

Filter Results

Availability

Open and Closed Sections

Open Sections Only

Subjects

Arabic (1)

Chinese (1)

French (1)

German (1)

Italian (1)

[Show All Subjects](#)

Locations

Baltimore (4)

Class-Off Campus (3)

Internet (2)

Show All Terms

Fall 20 (4)

Summer 20 (4)

AB-104 Arabic IV (3 Credits)

A continuation of AB103. *Heritage speakers should discuss placement with the instructor. Laboratory study outside the classroom is required. (Fall/Spring)*

Requisites:
AB103 or equivalent. - Must be completed prior to taking this course.

Offered:
Fall & Spring Term, Annually

[View Available Sections for AB-104](#)

CI-104 Chinese IV (3 Credits)

A capstone course reviewing and reinforcing language skills learned in CI 101-103 to help students attain intermediate low level as defined by ACTFL guidelines in the five skills: reading, writing, speaking, comprehension, and culture in Chinese-speaking countries and regions. Engages students in more complicated communicative tasks with various vocabulary and sentence patterns. *Laboratory study outside the classroom is required. IA (Fall/Spring)*

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

Offered:
Fall & Spring Term, Annually

[View Available Sections for CI-104](#)

Once the desired section is located - click on Add course to plan

[Add Course to Plan](#)

[Add Course to Plan](#)

Add Course(s) to Plan – Filter Results

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

- Interdisciplinary majors/minors
- Diversity course types:
 - Domestic Awareness
 - Global Awareness
 - Justice Awareness
- Service-Learning
- Summer Sessions:
 - S1 – Session 1
 - S2 – Session 2
 - S3 – Session Alternate
 - S4 - Maymester

The screenshot displays a course selection interface with a left-hand filter panel and a main content area showing three course options.

Filter Panel:

- Time of Day:** Select time range... (dropdown)
- Starts by:** hh:mm AM/PM (input)
- Ends by:** hh:mm AM/PM (input)
- Instructors:**
 - Barry, Dr Carolyn (2)
 - Bechhofer, Dr Joseph (2)
 - Betz, Dr Diana (4)
 - Bishop, Dr Thalia (1)
 - Bryk, Dr Bradley (1)
 - [Show All Instructors](#)
- Academic Levels:**
 - Graduate Level (81)
 - Undergraduate (77)
- Course Levels:**
 - 200 level (33)
 - 600 level (24)
 - 400 level (23)
 - 800 level (22)
 - 700 level (20)
 - [Show All Course Levels](#)
- Course Types:** (highlighted with a red circle)
 - Forensic Studies Major (5)
 - Forensic Studies (4)
 - Diversity Domestic Aware (1)
 - Gender&Sexuality Studies (1)
 - Orientation (Fall only) (1)
 - Service-Learning (1)

Course Details:

- PY-200 Professional Develop in Psych (1 Credits)** [Add Course to Plan]
Presents career possibilities for psychology majors and how to prepare for such careers. Colloquium includes presentations by guest speakers representing different career paths in psychology, as well as professionals explaining how best to prepare for various paths; e.g., field experience, research experience, graduate school applications. *(Pass/Fail) (Fall/Spring)*
Status: This course was attempted or already completed.
Requisites: None
Offered: Fall & Spring Term, Annually
[View Available Sections for PY-200](#)
- PY-201 Social Psychology (3 Credits)** [Add Course to Plan]
A social psychological perspective is used in examining such issues as prejudice, attitude change, interpersonal attraction, attributions, altruism, aggression, conformity, and cultural diversity. *Fulfills social science core and Group V requirement.*
Requisites: PY101. - Must be completed prior to taking this course.
Offered: Varies, Varies
[View Available Sections for PY-201](#)
- PY-201D Social Psychology (3 Credits)** [Add Course to Plan]
A social psychological perspective is used in examining such issues as prejudice, attitude change, interpersonal attraction, attributions, altruism, aggression, conformity, and cultural diversity. *Fulfills social science core and Group V requirement.*
Status: This course is in progress.
Requisites: PY101. - Must be completed prior to taking this course.
Offered: Varies, Varies

Add course(s) to Plan continued

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.

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

The screenshot shows a web interface for a university's course catalog. A modal window titled "Course Details" is open, displaying information for "AB-104 Arabic IV". The modal includes a search bar at the top, a "Back to Course Catalog" link, and a "Filter Results" section with checkboxes for "Open Sections Only (14)", "Arabic (1)", "Chinese (1)", "German (1)", "Spanish (1)", "Baltimore (4)", "Fall 20 (4)", and "Monday (4)", "Tuesday (1)". The "Course Details" section shows "Credits: 3", "Locations Offered: TBD", and "Requisites" with three warning icons and text: "AB103 or equivalent. - Must be completed prior to taking this course.", "This course is typically offered: Fall & Spring Term", and "This course is typically offered: Annually". A "Term" dropdown menu is open, showing options: "Select a term...", "Select a term...", "Spring 20", "Summer 20", and "Fall 20". A blue "Add Course to Plan" button is visible at the bottom right of the modal. The background shows a search bar and a list of course sections with an "Add Course to Plan" button.

Another way to select courses is through the **Course Catalog** link.

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

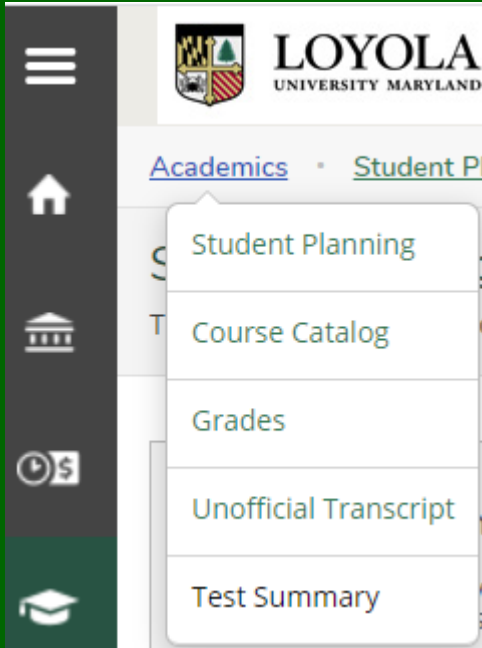
Select the **Subject Search** tab, then select a subject to see the course(s) available for planning and/or to add to your schedule for the open term.

Select the **Advanced Search** tab (this is the default tab), then enter the information relevant for the course information you desire. You can narrow your search for open courses, 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.

The screenshot displays the 'Academics' menu with 'Course Catalog' selected. A blue sidebar contains an information icon and text explaining search types: 'UNDERGRADUATE SEARCHES' (diversity, global studies, etc.), 'SUMMER SEARCHES' (S1, S2, S3, S4), and 'SERVICE-LEARNING SEARCHES' (SL designated sections). The main content area is titled 'Search for Courses and Course Sections' and features a search bar. Below the search bar are two tabs: 'Subject Search' and 'Advanced Search'. The 'Advanced Search' tab is active, showing a 'Catalog Advanced Search' form. This form includes a 'Results View' section with radio buttons for 'Catalog Listing' and 'Section Listing' (selected). It also has three input fields for 'Term' (a dropdown menu), 'Meeting Start Date' (M/d/yyyy), and 'Meeting End Date' (M/d/yyyy). Below these are three rows of 'Courses And Sections' filters, each with a 'Subject' dropdown, a 'Course number' input, and a 'Section' input. An '+ Add More...' button is at the bottom.

Register for Planned Course(s)

1. Select Student Planning



2. Select Go to Plan & Schedule

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 s...

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 |
|------------------------|------------------------|--|
| BS, Biology/Statistics | 4.000 (2.000 required) | <div style="width: 25%; height: 10px; background-color: #008000;"></div> |

Spring 21 Schedule

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 12am | | | | | | | |
| 1am | | | | | | | |
| 2am | | | | | | | |

Planned Course(s) for Registration

1. The calendar will be presented for the current term.
2. Select the **Plus / Minus** sign to navigate to the desired registration term.
3. If the desired registration term is not appearing but course registration planning is available select the **Plus sign** to add the registration term.
4. If this does not work, then plan at least one course section for the term from the Course Catalog, and then you will be able to access the calendar.
5. On the left-hand side of the screen are planned courses in gold.
6. Course requisites are displayed when required.

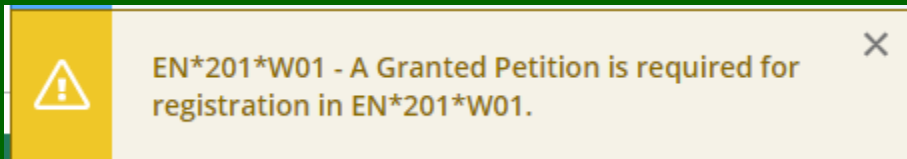
The screenshot shows the 'Plan your Degree and Schedule your courses' interface. The top navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses'. Below this, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is active, showing a calendar for 'Fall 20'. A green arrow points to the minus sign in the term selection area. A 'Remove Planned Courses' button is visible. A notification bar states: 'Your registration period for Fall 20 begins on 3/25/2020 at 9:00 AM'. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The course status is shown as 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted (N/A): 0 Credits'. A course card for 'AB-104: Arabic IV' is displayed with a warning message: 'AB103 or equivalent. - Must be completed prior to taking this course.' A 'View other sections' link is also present. The calendar grid shows time slots from 8am to 12pm across the days of the week.

Permission to Register: Summer Registration only

After selecting summer sections, summer permission to register is obtained from and granted by the Academic Advising and Support Center (AASC)

Summer course selection can be discussed with your advisor, but permission is granted by AASC.

If you see this message below when you attempt to register, it means you need AASC permission to register:



Email aasc@loyola.edu

or

Call 410-617-5050

Summer registrations open at **midnight** on the date specified in the academic calendar.



Request Plan Review and Registration Permission

Fall and Spring terms only

Once term course sections are available, and your course sections are planned, you must request permission to register from your advisor.

1. Select **Student Planning** from the Self-Service Menu
2. Select **Go to Plan & Schedule**
3. Select the **Advising** tab
4. Use **Compose a Note** to send a request for permission to register to your advisor (if you are studying abroad, follow directions from OIP).
5. Select **Save Note**
6. Select **Request Review**
7. The note is sent to your current advisor(s) via student planning and via email.
8. If you have multiple advisors, you only need permission to register from one, but your request will go to all.

The screenshot displays the 'Plan your Degree and Schedule your courses' interface. At the top, there is a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. A notification banner at the top right states 'Your plan is ready for review'. Below this, the 'Advising' tab is selected. The 'My Advisors' section shows a list of advisors with a 'Request Review' button highlighted by a green arrow labeled 'Step 3'. The 'Compose a Note' section contains a text box with the message: 'Please review my Fall 2021 course selections. Please also give me permission to register. Step 1', with a green arrow labeled 'Step 1' pointing to the end of the text. Below the text box is a 'Save Note' button highlighted by a green arrow labeled 'Step 2'. The 'View Note History' section shows 'No advising notes have been entered.'

Confirm Advisor Permission to Register Granted (Fall / Spring only)

1. To confirm that your advisor has approved / disapproved your plan:
2. Select **Student Planning** from the Self-Service Menu
3. Select **Go to Plan & Schedule**
4. Select the **Advising** tab.
5. View the Note history at the bottom of the screen. Be sure the review and approved date is for the appropriate term – check the date and make sure it isn't for a past term.
6. You will receive an auto-generated email to your @loyola.edu address confirming permission was granted.

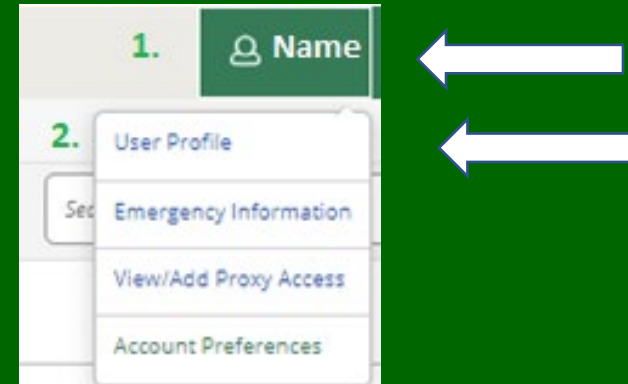
The screenshot shows the 'Plan & Schedule' interface for a student at Loyola University Maryland. The 'Advising' tab is selected, and the 'My Advisors' section shows a core advisor. A 'Request Review' button is visible. Below the advisor information, there is a 'Compose a Note' section with a text area and a 'Save Note' button. The 'View Note History' section displays two entries: one stating 'Your plan has been reviewed and approved.' with a green arrow pointing to the text, and another stating 'Please review my Fall 2021 course selections. Please also give me permission to register.'



Review and Edit Personal Email Addresses, Home Address, Mobile Phone, and Gender Identity

If your email notifications are going to a personal email account that may no longer be active, here are the steps to correct a personal email address:

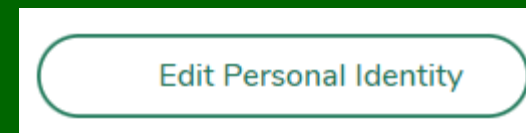
Go to:

- Inside Loyola
- Select **Loyola Self-Service**
- Click on your **name**, upper right-hand corner
- Select User Profile
- To edit your existing address, you must add a new address.
- To edit your email address or phone number, click on the pencil icon and make your edit(s). To delete, click on the x.
- Once the information is correct, select confirm next to each item.
- To edit gender identity, click on the Edit Personal Identity button, select from the dropdown, and Save.



| Email Addresses | | | |
|-----------------|----------|-----------|---|
| Email | Type | Preferred | Remove or Edit |
| | Personal | |   |

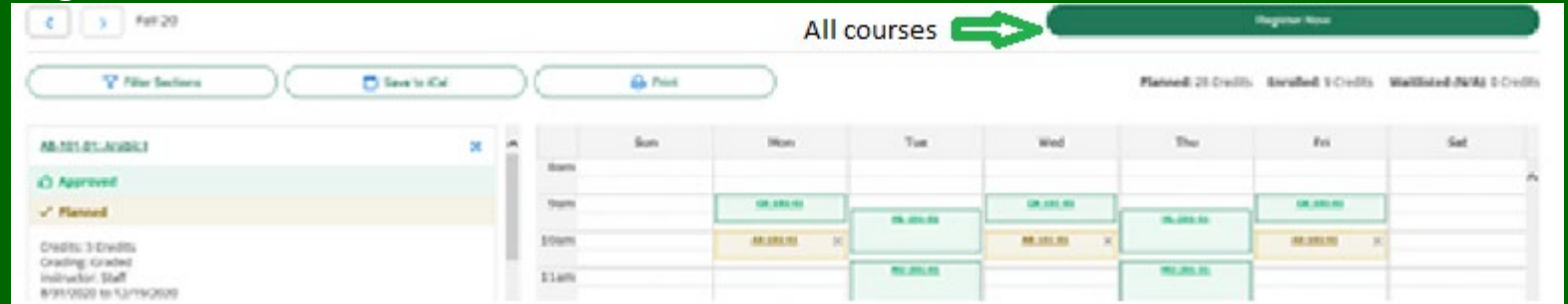
Information banner: Last Confirmed On: Click to confirm that the personal (non-Loyola) email(s) below is accurate as of today. [Confirm](#)



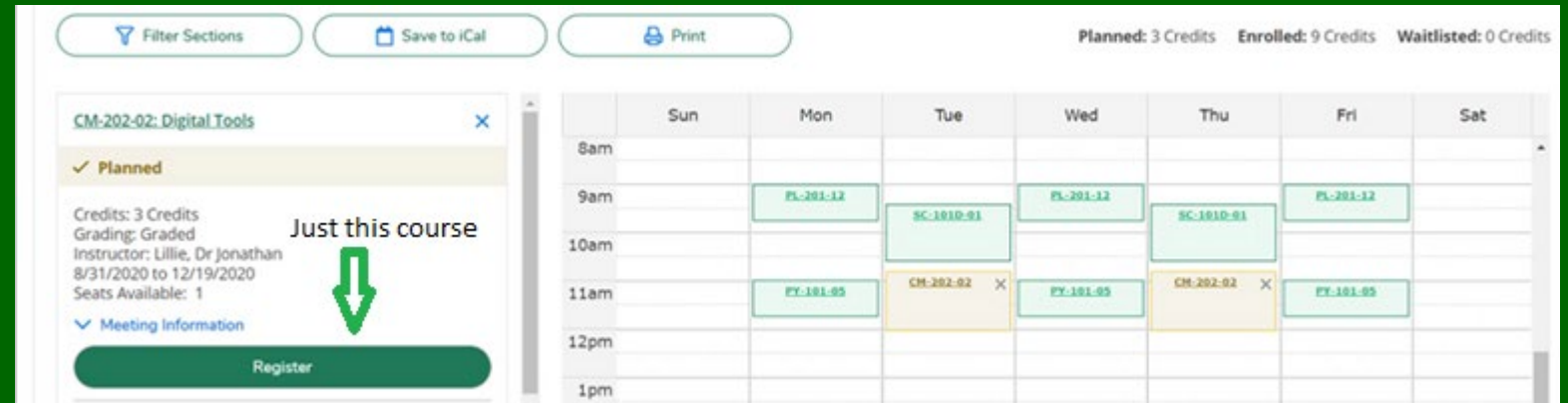
Register for Planned Course(s)

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.
4. 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.
5. Registered online courses without days/times will appear at the bottom, in green.

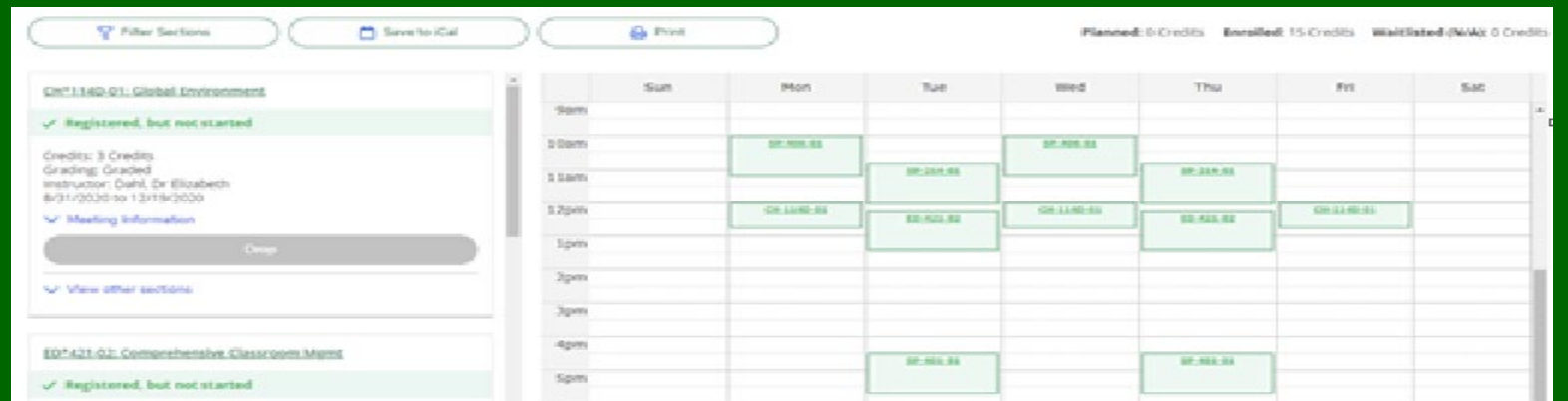
Register for all courses at once



Register for one course at a time



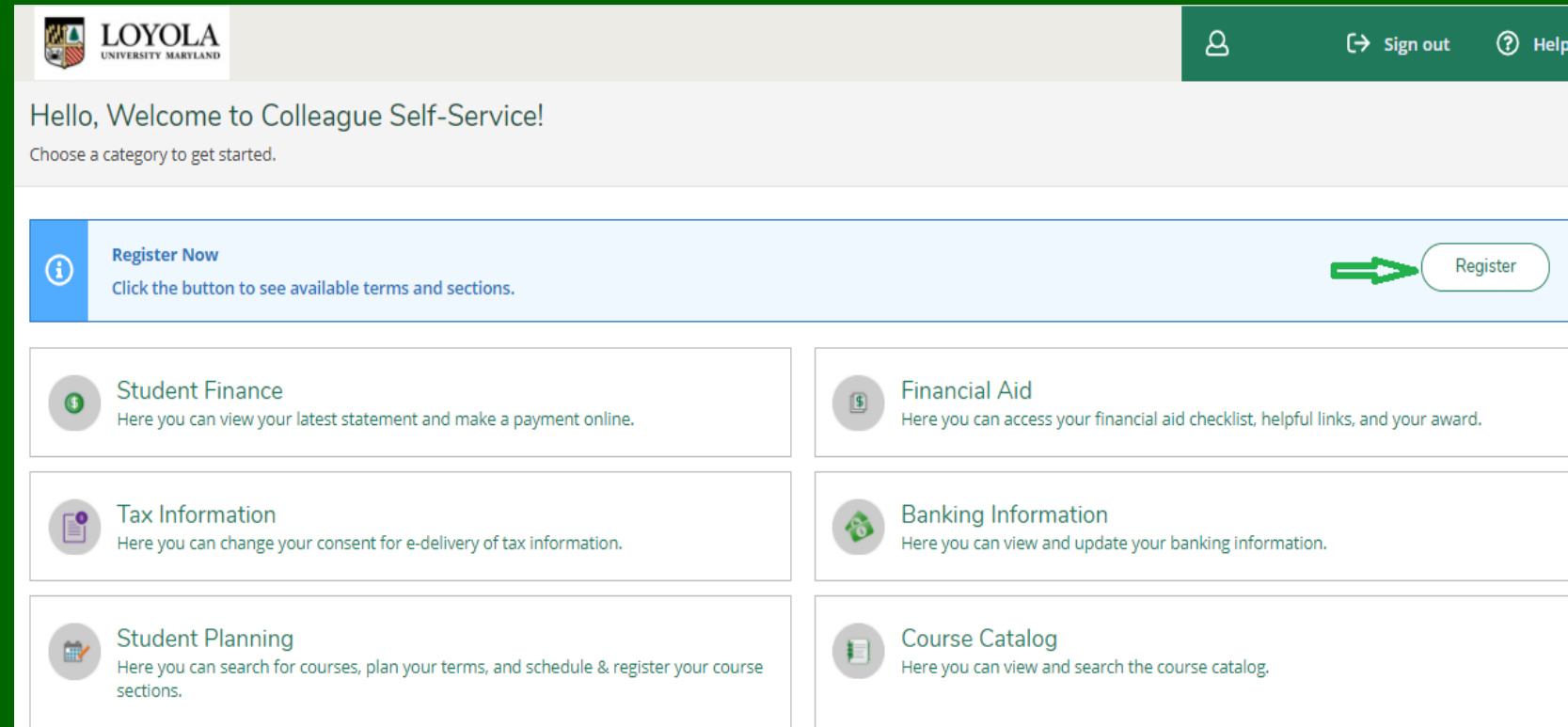
Registration Complete



Quick Registration from Self-Service Menu

Note: If you don't have any planned sections for the term or advisor approval – 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 and have received advisor approval, then:
2. After logging into Self-Service on or after registration day/time you will see the Register Now button
3. Select **Register**
4. Select the course(s) you want to register for and click on Register.
5. This is the best method to register for concurrent/corequisite courses because you can select to register for them together.



LOYOLA UNIVERSITY MARYLAND

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.

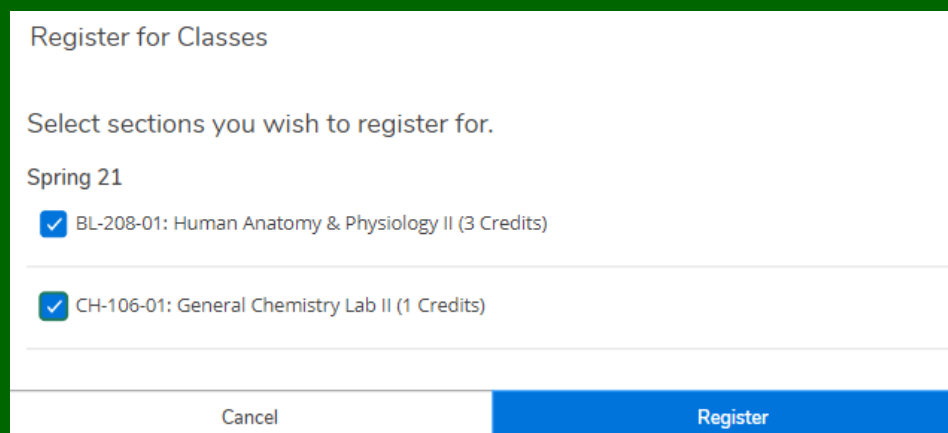
Financial Aid
Here you can access your financial aid checklist, helpful links, and your award.

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 for Classes

Select sections you wish to register for.

Spring 21

BL-208-01: Human Anatomy & Physiology II (3 Credits)

CH-106-01: General Chemistry Lab II (1 Credits)

Cancel Register

Request 6th Course Permission

To request 6th Course Permission:

Note: 6th courses are exclusive of one- and two-credit courses and all Military Science courses.

1. Select **Student Planning** from the Self-Service Menu.
2. Select **Go to Plan & Schedule**.
3. Select the **Advising** tab.
4. Use **Compose a Note** and request permission from your advisor for the 6th course.
5. Select **Save Note**.
6. Select **Request Review**.
7. The note is sent to your current advisor(s) via Student Planning and via email.
8. If you have multiple advisors, you only need permission to register from one, but your request will go to all.

The screenshot displays the Loyola University Maryland Student Planning interface. At the top, the navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. A notification banner at the top right states 'Your plan is ready for review'. The main content area is titled 'Plan your Degree and Schedule your courses' and features a search bar. Below this, there are tabs for 'Schedule', 'Timeline', 'Advising' (which is selected), and 'Petitions & Waivers'. The 'My Advisors' section shows a list of advisors with a 'Request Review' button. The 'Compose a Note' section contains a text area with the text 'Please permit me to register for a 6th course.' and a green arrow pointing to it. Below the text area is a 'Save Note' button. The 'View Note History' section shows a list of notes with their dates and times.

Confirm Advisor 6th Course Permission Granted (Fall / Spring only)

To confirm that your advisor has approved / disapproved your 6th course:

1. Select **Student Planning** from the Self-Service Menu
2. Select **Go to Plan & Schedule**
3. Select the **Advising** tab.
4. View the Note history at the bottom of the screen.
5. The format of the note is important. The format must be P6YY/SS or similar for it to work (for example, P622/SP).

The screenshot shows the 'My Advisors' section of the Student Planning system. The page header includes the Loyola University Maryland logo and navigation links for 'Academics', 'Student Planning', and 'Plan & Schedule'. The main heading is 'Plan your Degree and Schedule your courses' with a search bar. The 'Advising' tab is selected. The 'My Advisors' section includes a 'Request Review' button and a note that the last review was requested on 1/5/2021. Below this is a 'Compose a Note' section with a text input field and a 'Save Note' button. The 'View Note History' section shows two entries: one for P621/SP on 1/20/2021 at 3:39 PM and another for P622/SP on 1/20/2021 at 3:37 PM with the note 'Please give me 6th course permission.'

Register for 6th Course

Select **Register Now** to register for your 6th course

or

View the planned courses on the left of your screen to register for your 6th course.

Filter Sections Save to iCal Print Planned: 3 Credits Enrolled: 9 Credits Waitlisted: 0 Credits

CM-202-02: Digital Tools X

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Lillie, Dr Jonathan
8/31/2020 to 12/19/2020
Seats Available: 1

Meeting Information

Register

View other sections

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----------|-------------|-----------|-------------|-----------|-----|
| 8am | | | | | | | |
| 9am | | PL-201-12 | SC-1010-01 | PL-201-12 | SC-1010-01 | PL-201-12 | |
| 10am | | | | | | | |
| 11am | | PY-101-05 | CH-202-02 X | PY-101-05 | CH-202-02 X | PY-101-05 | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |

Confirm that the course you selected is now green on your calendar and that it says 'Registered' on the left side bar.

6th course registration opens at **midnight** on the date specified on the Records Office web site.

Filter Sections Save to iCal Print Planned: 0 Credits Enrolled: 21 Credits Waitlisted: 0 Credits

AB*101-01: Arabic I

Approved

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Hassan, Dr Inas
1/19/2021 to 5/13/2021

Meeting Information

Drop

View other sections

CH*110-01: Chemistry and Society

Approved

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Staff
1/19/2021 to 5/13/2021

Meeting Information

Drop

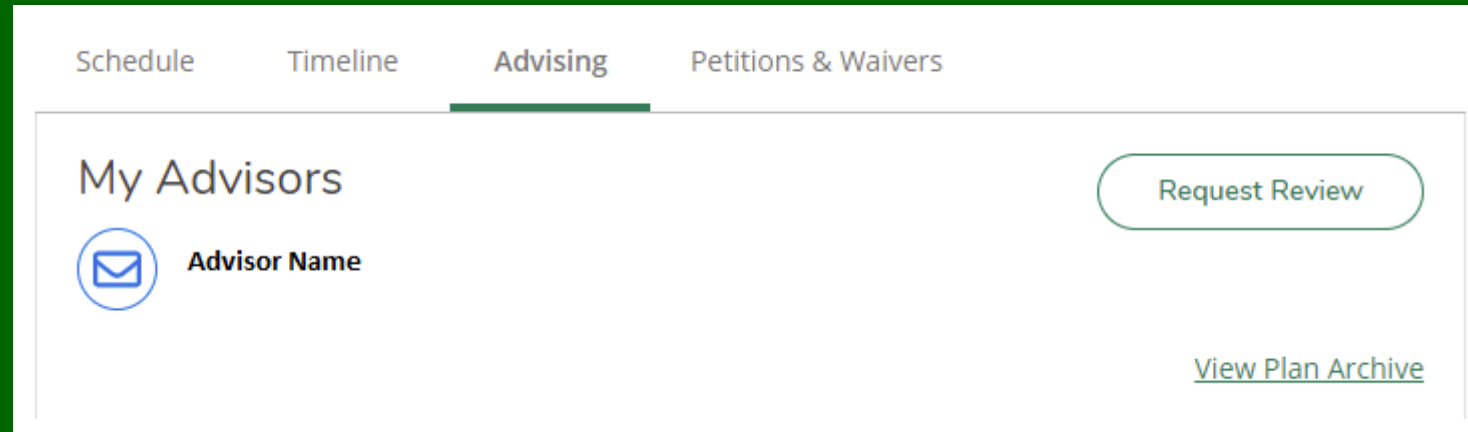
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----------|-----------|-----------|-----------|-----------|-----|
| 7am | | | | | | | |
| 8am | | | | MS-099-01 | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | PL-302-01 | | PL-302-01 | | PL-302-01 | |
| 12pm | | AB-101-01 | | AB-101-01 | | AB-101-01 | |
| 1pm | | | | | | | |
| 2pm | | | SC-104-01 | | SC-104-01 | | |
| 3pm | | FI-441-01 | MG-402-02 | FI-441-01 | MG-402-02 | | |
| 4pm | | | | | | | |
| 5pm | | CH-110-01 | | CH-110-01 | | | |
| 6pm | | | | | | | |
| 7pm | | | | | | | |

Sections with no meeting time

Student Planning Menu Options

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

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



Schedule

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

The date/time grid displays courses a student has planned and registered for.

It will also indicate scheduling conflicts. Another item 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.

Schedule Timeline Advising Petitions & Waivers

< > Spring 21 + Register Now

Filter Sections Save to iCal Print Planned: 6 Credits Enrolled: 12 Credits Waitlisted: 0 Credits

AC-201-01: Financial Accounting ✕

✓ **Planned**

Credits: 3 Credits
Grading: Graded
Instructor: Cole, Ms Emma
1/19/2021 to 5/13/2021
Waitlisted: 0

Meeting Information

This section is full

View other sections

EN*101-09: Understanding Literature

✓ **Registered**

Credits: 3 Credits
Grading: Graded
Instructor: Park, Dr Stephen
1/19/2021 to 5/13/2021

Meeting Information

Drop

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|--------------|-------------|-----------|--------------|-----------|-----|
| 8am | | | | | | | |
| 9am | | SA-224-01 | | SA-224-01 | | | |
| 10am | | | AC-201-01 ✕ | | AC-201-01 ✕ | | |
| 11am | | EN-101-09 | | EN-101-09 | | EN-101-09 | |
| 12pm | | | | | | | |
| 1pm | | | | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | HS-393-W02 ✕ | MU-110-01 | | HS-393-W02 ✕ | MU-110-01 | |
| 6pm | | | | | | | |
| 7pm | | | FI-121-01 | FI-121-01 | | | |
| 8pm | | | | | | | |

Timeline

Timeline displays the student's previous, current, registered term courses. If a course has been graded, the grade will show.

Non-term courses display course equivalents for testing completed by the student that are used to fulfill prerequisites to get into the proper level of the course.

Other credits display transfer, study abroad course and their associated Loyola equivalent credits.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising Petitions & Waivers

[Add a Term](#)

| Non-term Courses | Other Credits 20 | Fall 20 | Spring 21 |
|---|---|--|--|
| <p>GR*101E: Intro German I Equivalent ✓ Credits: 3 Credits, Non-term</p> <p>GR*101E: Intro German I Equivalent ✓ Credits: 3 Credits, Non-term</p> <p>GR*102E: Intro German II Equivalent ✓ Credits: 3 Credits, Non-term</p> <p>GR*102E: Intro German II Equivalent ✓ Credits: 3 Credits, Non-term</p> <p>GR*103E: Intermediate German I Equiv ✓ Credits: 3 Credits, Non-term</p> <p>GR*103E: Intermediate German I Equiv ✓ Credits: 3 Credits, Non-term</p> | <p>BA*210: Design Think&Innovative Solut ✓ Credits: 3 Credits</p> <p>EC*102: Microeconomic Principles ✓ Credits: 3 Credits</p> <p>EC*103: Macroeconomic Principles ✓ Credits: 3 Credits</p> <p>EH*1: Humanities Elective 100 Level ✓ Credits: 3 Credits</p> <p>GT*201: Introduction to Global Studies ✓ Credits: 3 Credits</p> <p>MA*254: Calculus ✓ Credits: 3 Credits</p> | <p>GR*104-01: Intermediate German II ✓ Credits: 3 Credits</p> <p>MS*099-01: Leadership Lab ✓ Credits: 0 Credits, Pass/Fail only</p> <p>MS*101-01: Leadership & Personal Devlpmt ✓ Credits: 3 Credits</p> <p>MS*201-01: Innovative Team Leadership ✓ Credits: 3 Credits</p> <p>SC*102D-01: Societies and Institutions ✓ Credits: 3 Credits</p> <p>ST*110-03: Intro Stats Meth&Data Analys ✓ Credits: 3 Credits</p> <p>21 Enrolled Credits</p> | <p>AC-201-01: Financial Accounting ✕ Credits: 3 Credits</p> <p>EN*101-09: Understanding Literature ✓ Credits: 3 Credits</p> <p>FI*121-01: Personal Financial Management ✓ Credits: 3 Credits</p> <p>HS-393-W02: Intro to Islamic History ✕ Credits: 3 Credits</p> <p>MU*110-01: Class Piano ✓ Credits: 3 Credits</p> <p>SA*224-01: Two-Dimensional Design ✓ Credits: 3 Credits</p> <p>12 Enrolled Credits, 6 Planned Credits</p> |

Timeline – Study Abroad

The Office of International Programs (OIP) first receives official abroad transcripts, reviews and notes equivalencies, and sends to the Records Office for processing onto the student's transcript/degree audit.

Students who are abroad for one term will see abroad information under that term.

Students abroad for one year will see information under an 'OC' term, for other credits (example, 19/OC)

Under the appropriate term, note that:

- Study abroad courses are graded and appear on the transcript
- Equivalencies appear with a check mark and appear on My Progress/Degree Audit
- Study Abroad placeholder course appears with an NG and is not shown on the transcript or My Progress/Degree Audit

The screenshot shows a web interface with a navigation bar at the top containing 'Schedule', 'Timeline', 'Advising', and 'Petit'. The 'Timeline' tab is selected. Below the navigation bar is a dark green button labeled 'Add a Term'. The main content area displays a list of courses for 'Fall 19'. Each course entry includes the course ID, title, credits, and a grade or status. A blue arrow on the left side of the list indicates that it can be scrolled.

| Course ID | Course Title | Credits | Grade/Status |
|------------|---------------------------|-----------|--------------|
| COMMS*204 | Social Media | 4 Credits | B+ |
| ENGL*310 | Shakespeare: Comedies and | 4 Credits | B |
| MEDIA*101 | Film Studies | 4 Credits | A- |
| PHIL*105 | Critical Thinking | 4 Credits | B+ |
| CM*3 | COMMS 204 | 3 Credits | ✓ |
| CM*316-W01 | Travel Reporting | 3 Credits | A- |
| EH*1 | With Extra Credit | | ✓ |

Advising

Advising is used for student to request permission to register and 6th course permission.

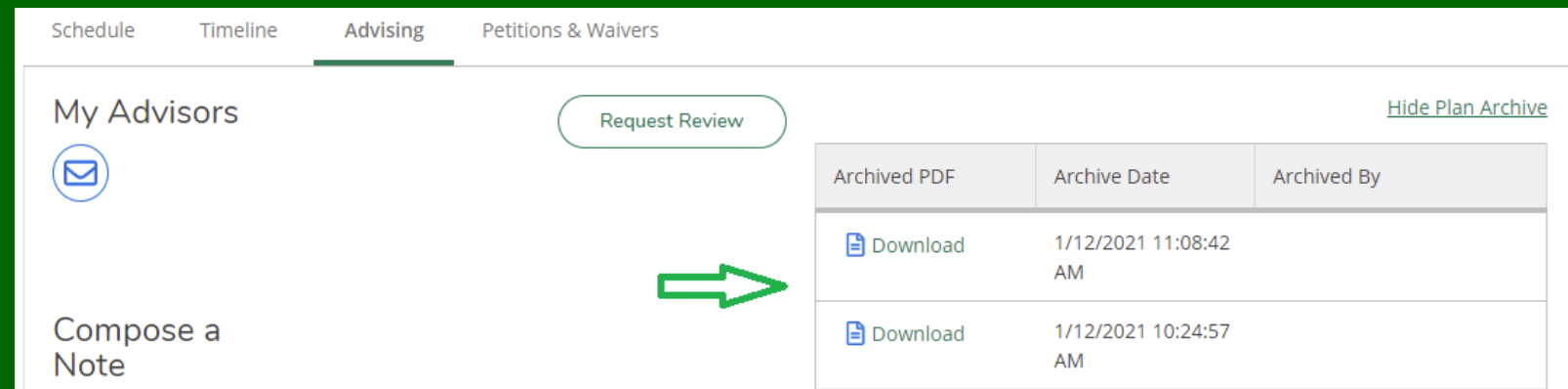
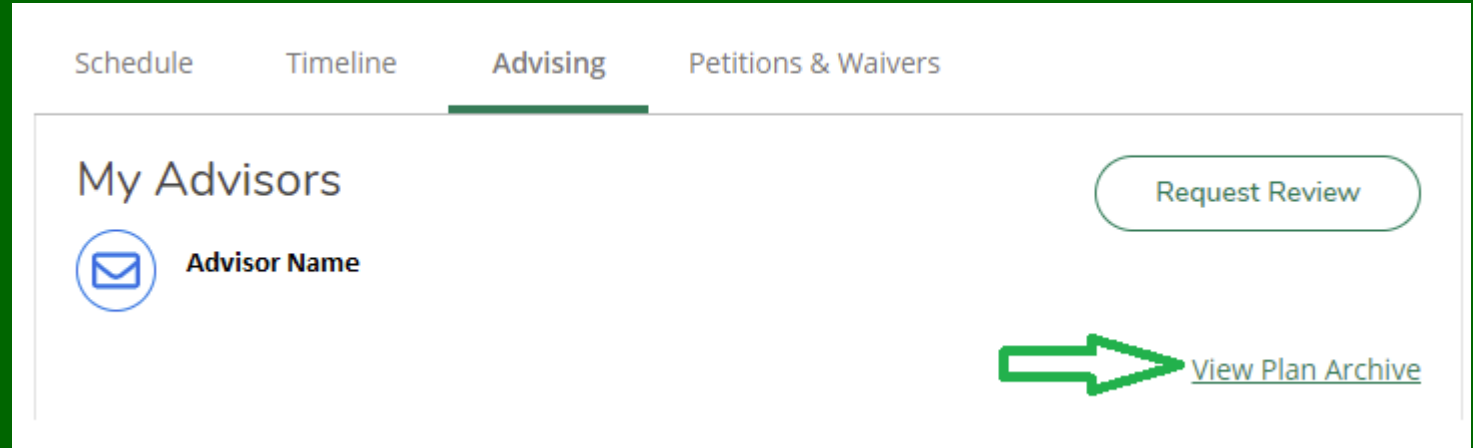
When a student selects **Request Review** an email is sent to alert their advisor of their request.

The screenshot displays the 'Advising' tab in a web application. At the top, there are navigation tabs: 'Schedule', 'Timeline', 'Advising' (selected), and 'Petitions & Waivers'. On the right side, there is a 'Request Review' button. Below this, the 'My Advisors' section shows two advisor icons, each with an envelope icon. To the right of the advisors, it states 'Last review requested on 1/13/2021' with a link to 'View Plan Archive'. The 'Compose a Note' section features a large text area and a 'Save Note' button. Below this is the 'View Note History' section, which contains a list of messages:

| | |
|---|--------------------------|
| P621/SP You have 6th course permission. | on 1/13/2021 at 10:04 AM |
| Please give 6th course permission. | on 1/13/2021 at 10:01 AM |
| You have permission to register. | on 1/13/2021 at 9:51 AM |
| Permission to register please. | |

Advising - View Plan Archive

When you select Request Review an email is sent to your advisor alerting them of this action. Your advisor has the option of archiving the plan once they complete their review. The archived plan contains all the saved notes and the course they approved or denied. Available course plans can be downloaded to your device and reviewed.



Petitions & Waivers

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

| Schedule | Timeline | Advising | Petitions & Waivers | | |
|----------------------------|----------|-------------|--------------------------|-----------------------|------------------|
| Student Petition(s) | | | | | |
| Course | Section | Term/Period | Status | Updated On | Reason |
| BL-399 | W11 | Fall 20 | Approval of Department | 8/24/2020 11:05:35 AM | Web Registration |
| LW-305 | | Summer 20 | AASC Summer Permission | 3/18/2020 11:26:40 AM | Web Registration |
| PL-310 | | Summer 20 | AASC Summer Permission | 2/24/2020 9:08:50 AM | Web Registration |
| SN-104 | | Summer 19 | AASC Summer Permission | 2/25/2019 10:54:31 AM | Web Registration |
| SN-104 | W01 | Summer 19 | AASC Summer Permission | 2/21/2019 4:48:10 PM | Web Registration |
| TH-201 | | Summer 19 | AASC Summer Permission | 2/21/2019 4:49:00 PM | Web Registration |
| TH-229 | | Summer 19 | AASC Summer Permission | 2/25/2019 10:54:41 AM | Web Registration |
| Faculty Consent(s) | | | | | |
| Course | Section | Term/Period | Status | Updated On | Reason |
| BL-399 | W11 | Fall 20 | Permission of Instructor | 8/24/2020 11:05:35 AM | Web Registration |
| PY-101 | 03 | Spring 21 | Permission of Instructor | 12/26/2020 8:31:01 AM | Web Registration |
| Requisite Waiver(s) | | | | | |
| No existing waivers | | | | | |

Adding/Dropping Course Sections

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**.

[MS*099-01: Leadership Lab](#)

✓ **Registered, but not started**

Credits: 0 Credits, Pass/Fail only
Grading: Pass/Fail
Instructor: Deshon, CPT Sims
1/19/2021 to 5/13/2021

∨ Meeting Information

Drop

∨ [View other sections](#)

Register and Drop Sections

You have elected to drop: MS*099-01 (0 Credits, Pass/Fail only)

Select sections to drop:

BL*281-01 (3 Credits)

MS*099-01 (0 Credits, Pass/Fail only)

MS*103-01 (3 Credits)

MU*201-01 (3 Credits)

MU*370-01 (1 Credits)

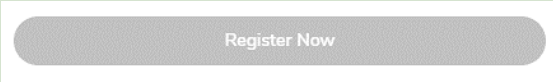
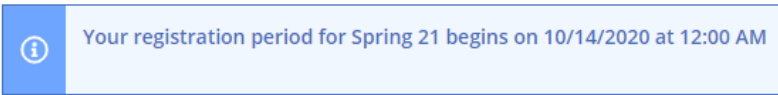
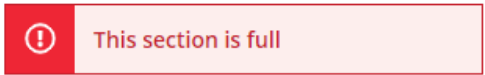
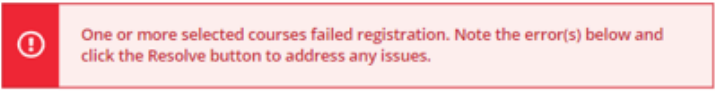



PL*306-02 (3 Credits)

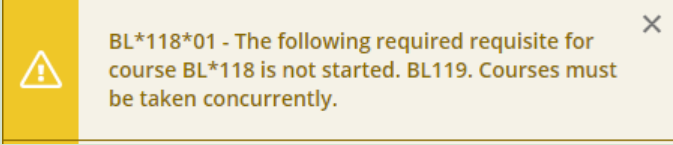
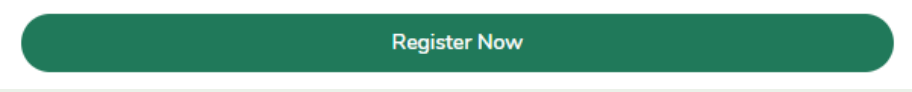

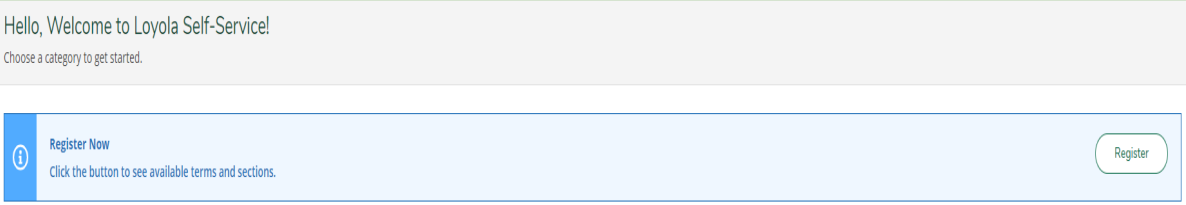
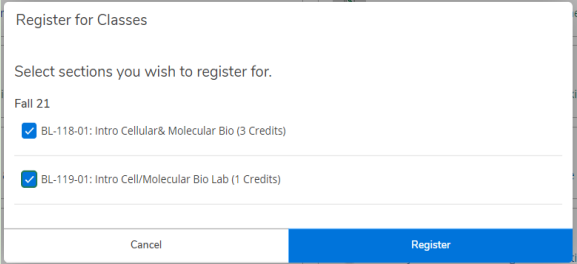
SN*161-01 (6 Credits)

Select sections to add:

MK-240-05 (3 Credits)

PS-101-01 (3 Credits)

| Error Message | Reason for Message |
|--|--|
| <p>Register Now grayed out:</p>  | <p>This can mean one or more of the following items:</p> <ul style="list-style-type: none"> • Registration is not opened yet, refer to the registration information email sent from Records Office. • You are in the wrong term. Confirm that the term is accurate. • You planned a course but have not yet planned a <u>section</u>. • Fall / Spring: You do not have advisor permission to register. • Summer: you do not have AASC permission to register. |
| <p>Not your day/time to register</p>  | <p>This message may change. Initially, it will be the date registration opens. The time is incorrect. Once you receive your advisor permission to register, it will display your specific date/time when registration opens for you. Refer to the Records Office notice sent to your email two weeks prior to registration for information on your specific date/time.</p> |
| <p>Section Closed</p>  | <p>The course selected is full.</p> |
| <p>Course registration failed</p>  | <p>The course registration failed – select another course to register for.</p> |
| <p>Another section must be taken prior to / with this course</p>  | <p>Click on the course hyperlink to select from the sections available for the requirement.</p> |
| <p>Conflicting sections</p>  | <p>Remove or register for one of the conflicting sections. Then remove the other from your schedule.</p> |
| <p>Unable to register for 6th course</p>  | <p>You must wait until 6th course registration is open and have advisor approval. When 6th course registration opens at midnight, you can register for 6th courses.</p> |

| Error Message | Reason for Message |
|---|--|
| <p>Cannot register for corequisite course sections</p>  | <p>You must register for corequisite/concurrent <u>together</u>. There are two options for resolving this.</p> |
| <p>Option one:</p>  | <p>Option One:</p> <ul style="list-style-type: none">• Click the Register Now button at the top of the page<ul style="list-style-type: none">• Be careful with this option, because it will attempt to register you for ALL planned sections, not just the two you want.• If you do this, carefully review you schedule and drop any inadvertently added sections. |
| <p>Option two:</p>    | <p>Option Two:</p> <ul style="list-style-type: none">• Go to the home screen by clicking the icon on the left-menu bar:• To the right of the Register Now message, click Register • A list will appear of all your planned but not registered for sections.• Select the two courses <u>together</u>.• Click Register. |

Last Step: Carefully Review

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.

Sign Out

LOYOLA UNIVERSITY MARYLAND

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Fall 20

Register Now

Filter Sections | Date to Add | Print

Planned: 0 Credits | Enrolled: 10 Credits | Waitlisted: 0 Credits

CM*368-01: Entertainment Media & Politics

✓ Registered

Credits: 3 Credits
Grading: Graded
Instructor: Becker, Dr Amy
8/31/2020 to 12/19/2020

Meeting Information

This section is full

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----------|-----|-----------|-----|-----|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | TH-218-01 | | TH-218-01 | | |
| 11am | | | CH-368-01 | | CH-368-01 | | |
| 12pm | | | CH-372-01 | | CH-372-01 | | |
| 1pm | | | | | | | |