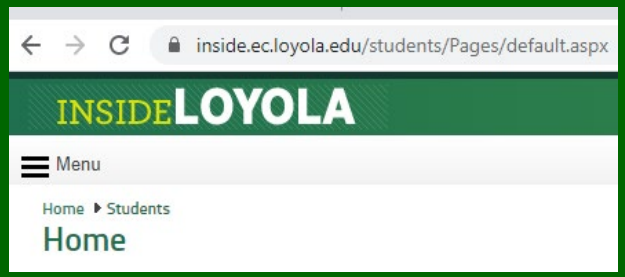
Loyola University Maryland
Student Planning
Undergraduate
Full Registration Instructions

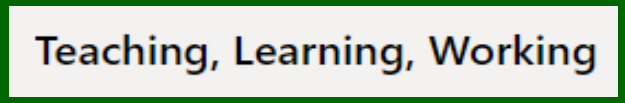
Last Updated September 2023

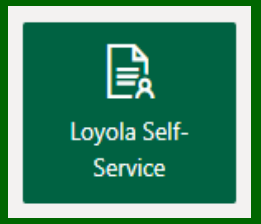
Log into Self-Service

Log into:
https://Inside.loyola.edu
using your Loyola username and password



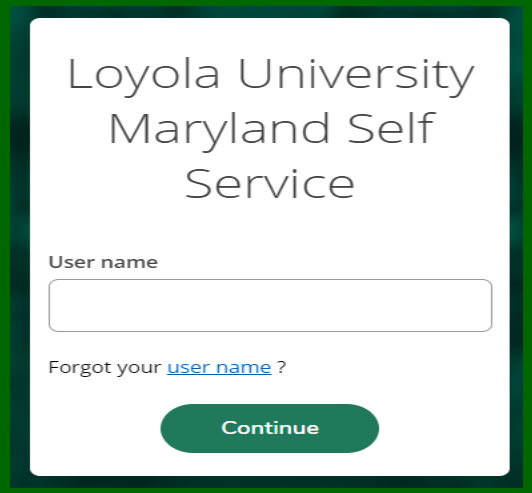
Under Teaching, Learning, Working:
Select **Loyola Self-Service**





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

Login to Self-Service using your Loyola username

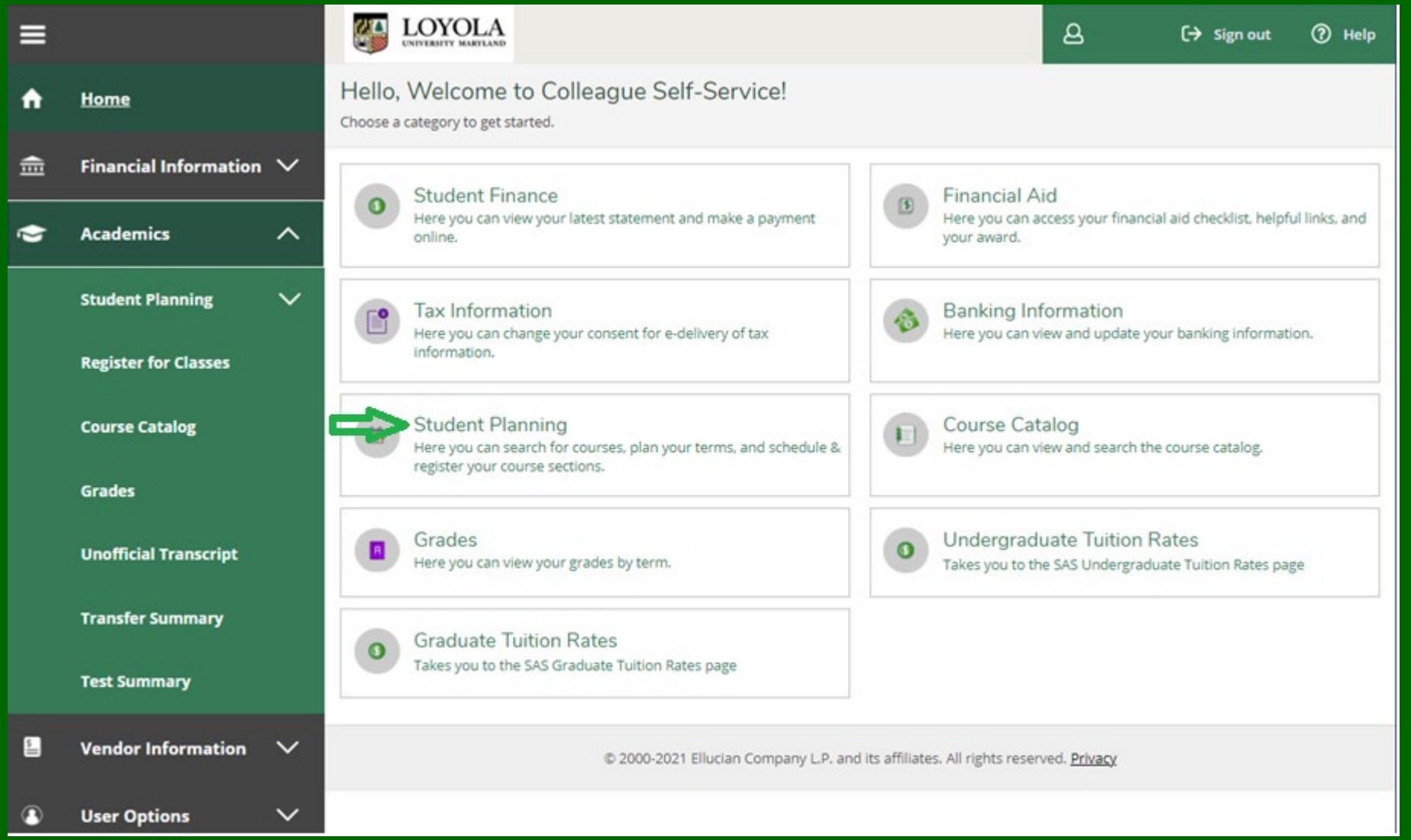


Self-Service Menus

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 registation, select the Student Planning link from the right menu.



Student Planning (Planning overview)

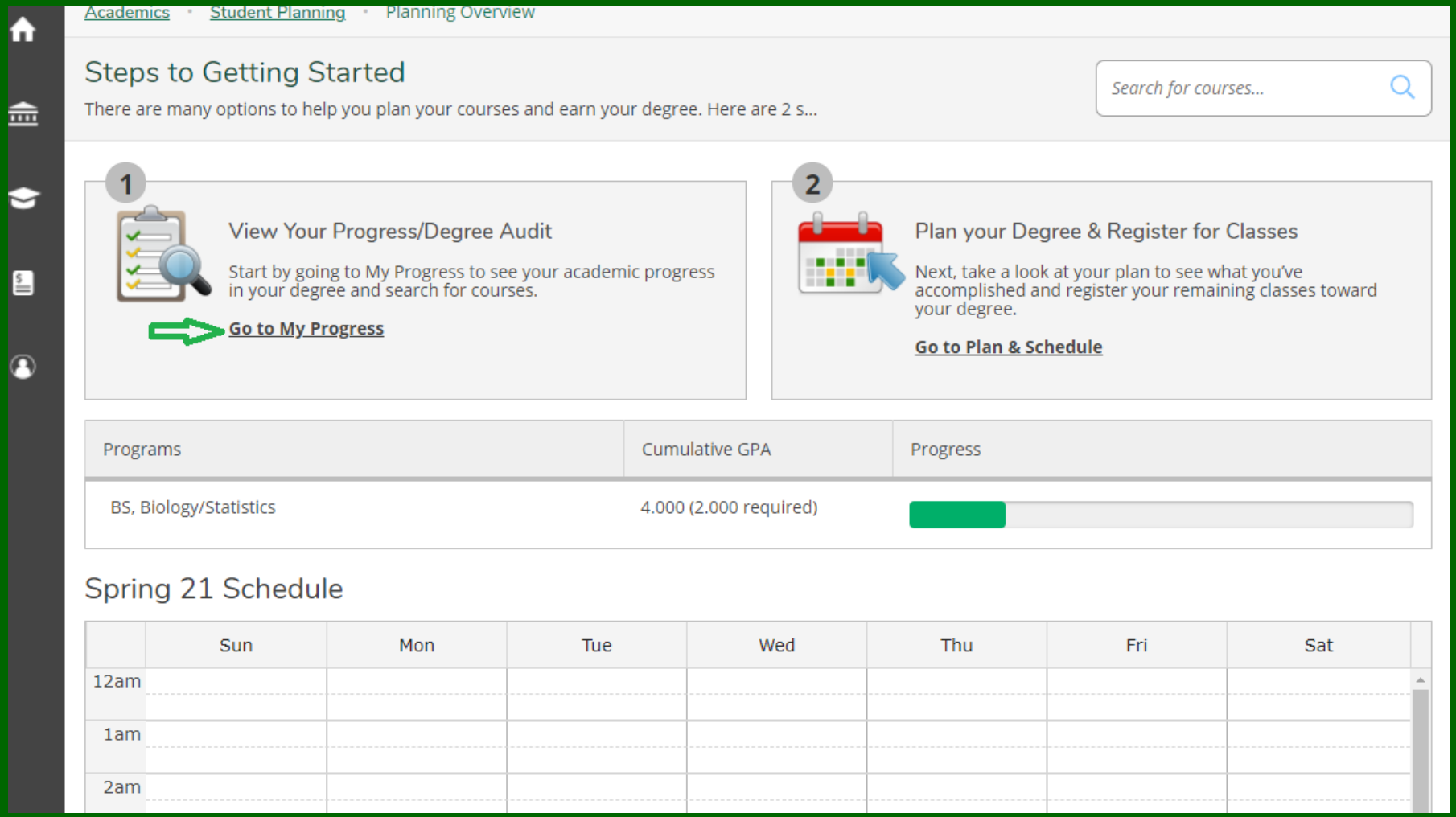
This screen will display two options plus the current term calendar:

- **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.

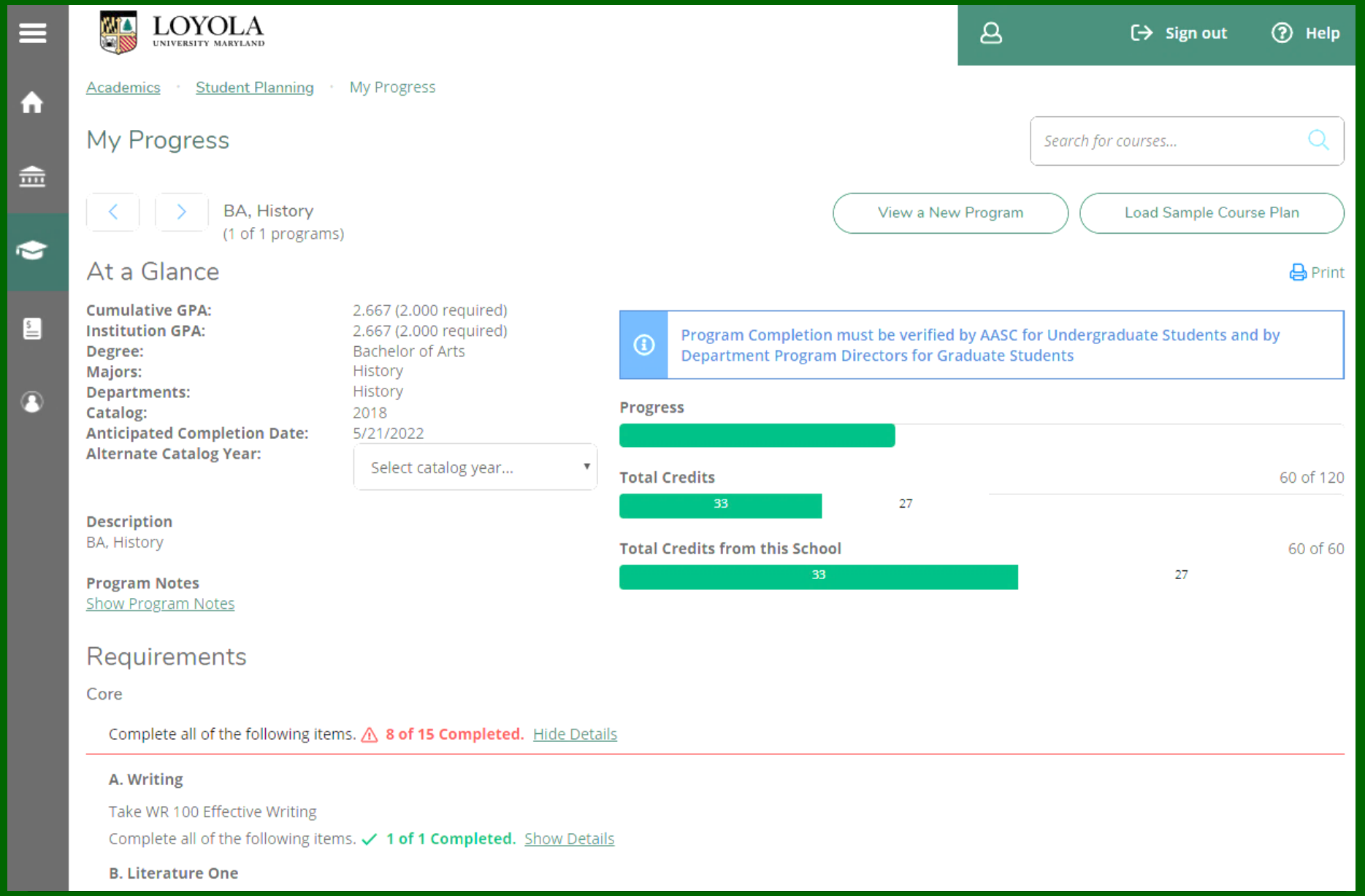


My Progress

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.



My Progress continued

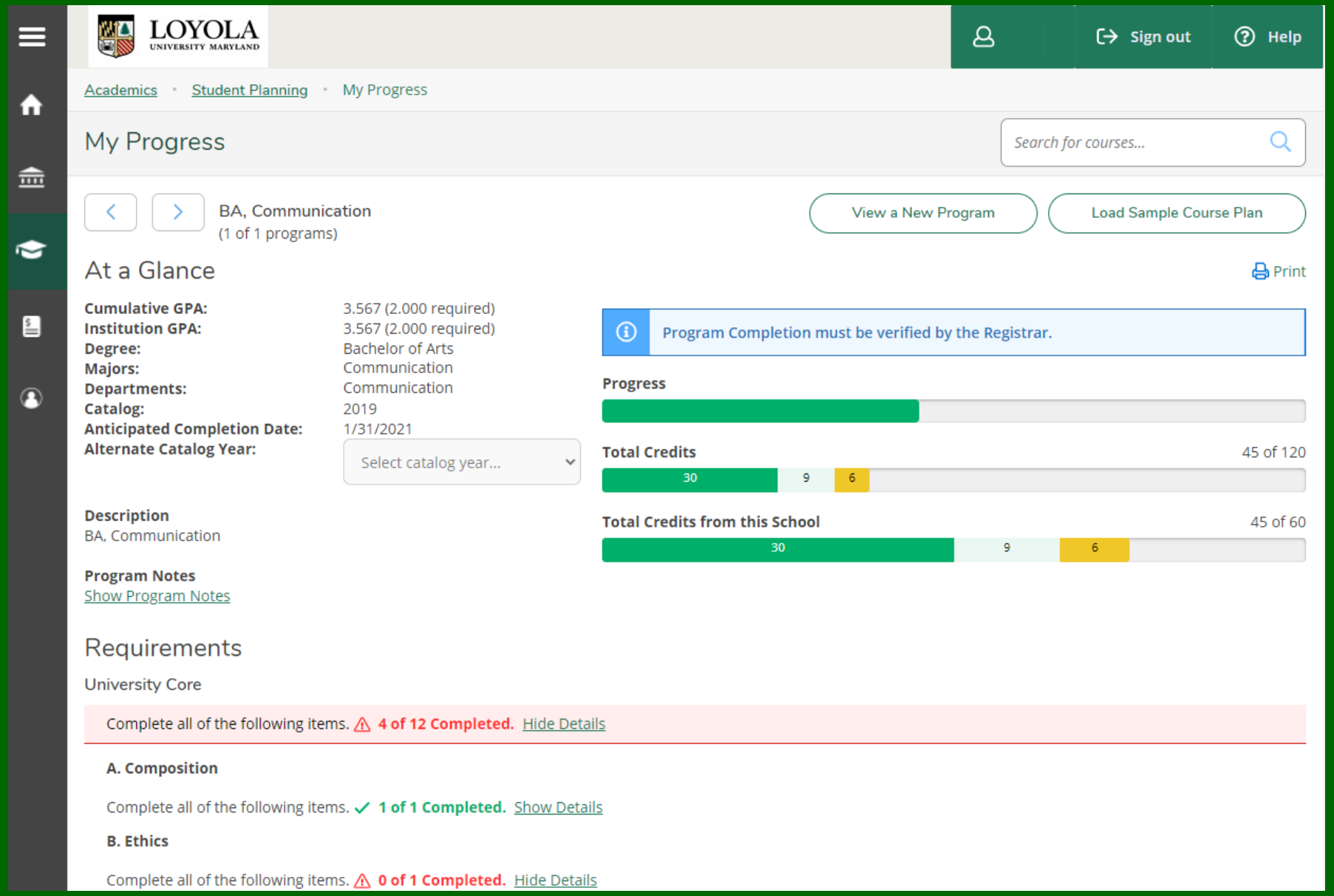
The bars on the right-hand side of the screen show your overall progress towards your degree

- **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).



My Progress continued

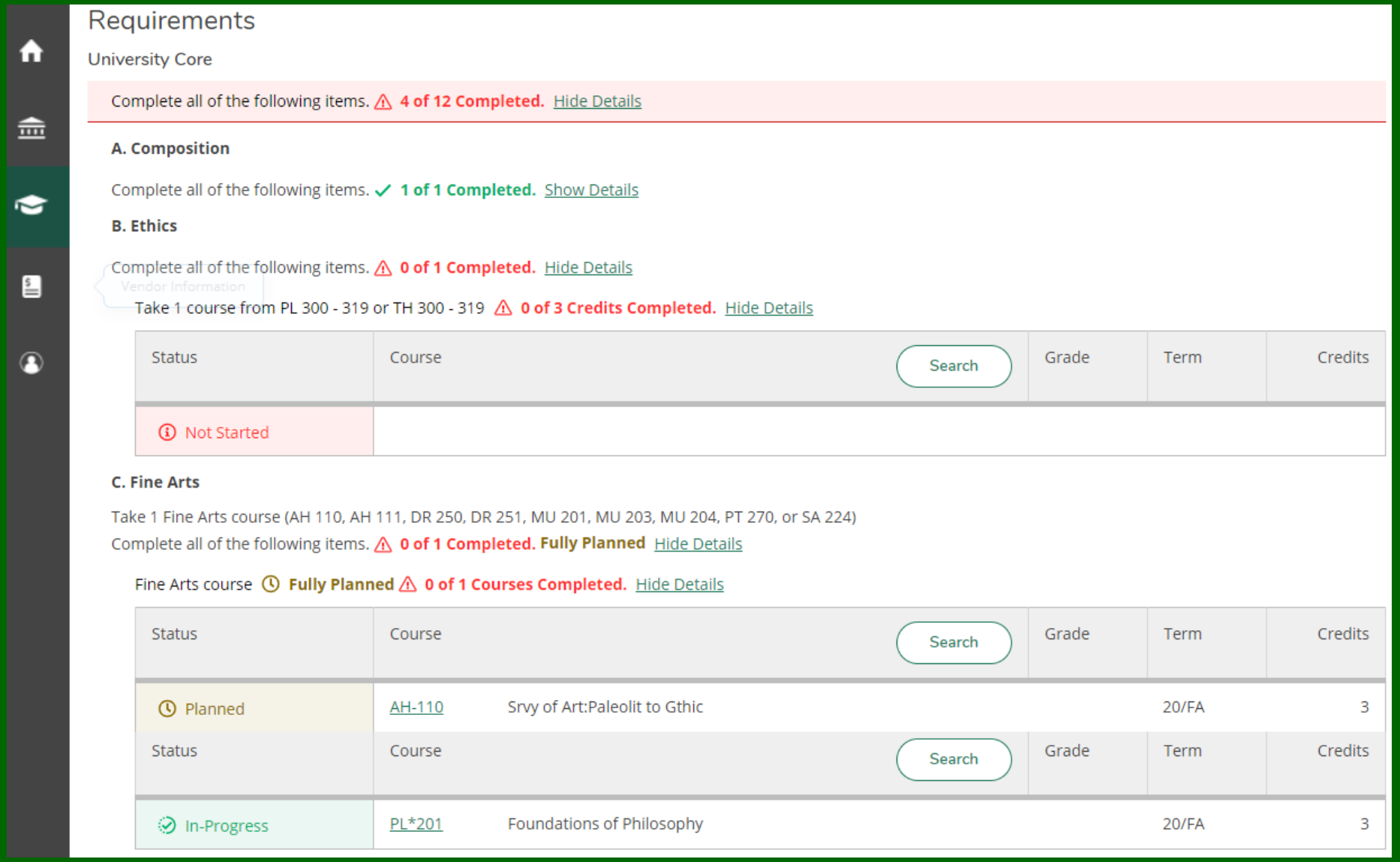
The **Requirements** section displays completed, planned, in progress, and outstanding requirements.

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.



Planning Course(s)

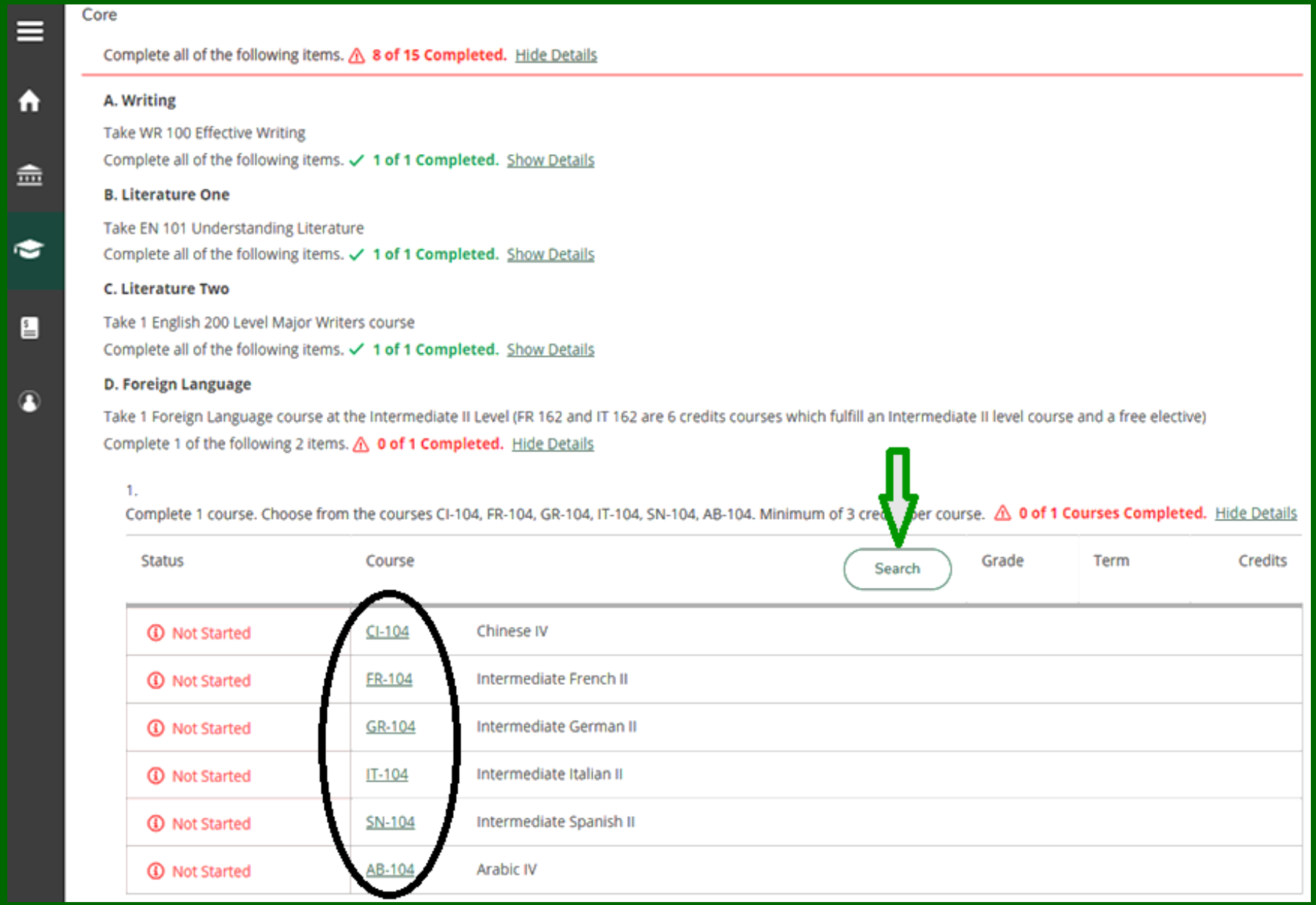
Scroll through the list of requirements to determine courses needing to be planned.

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.



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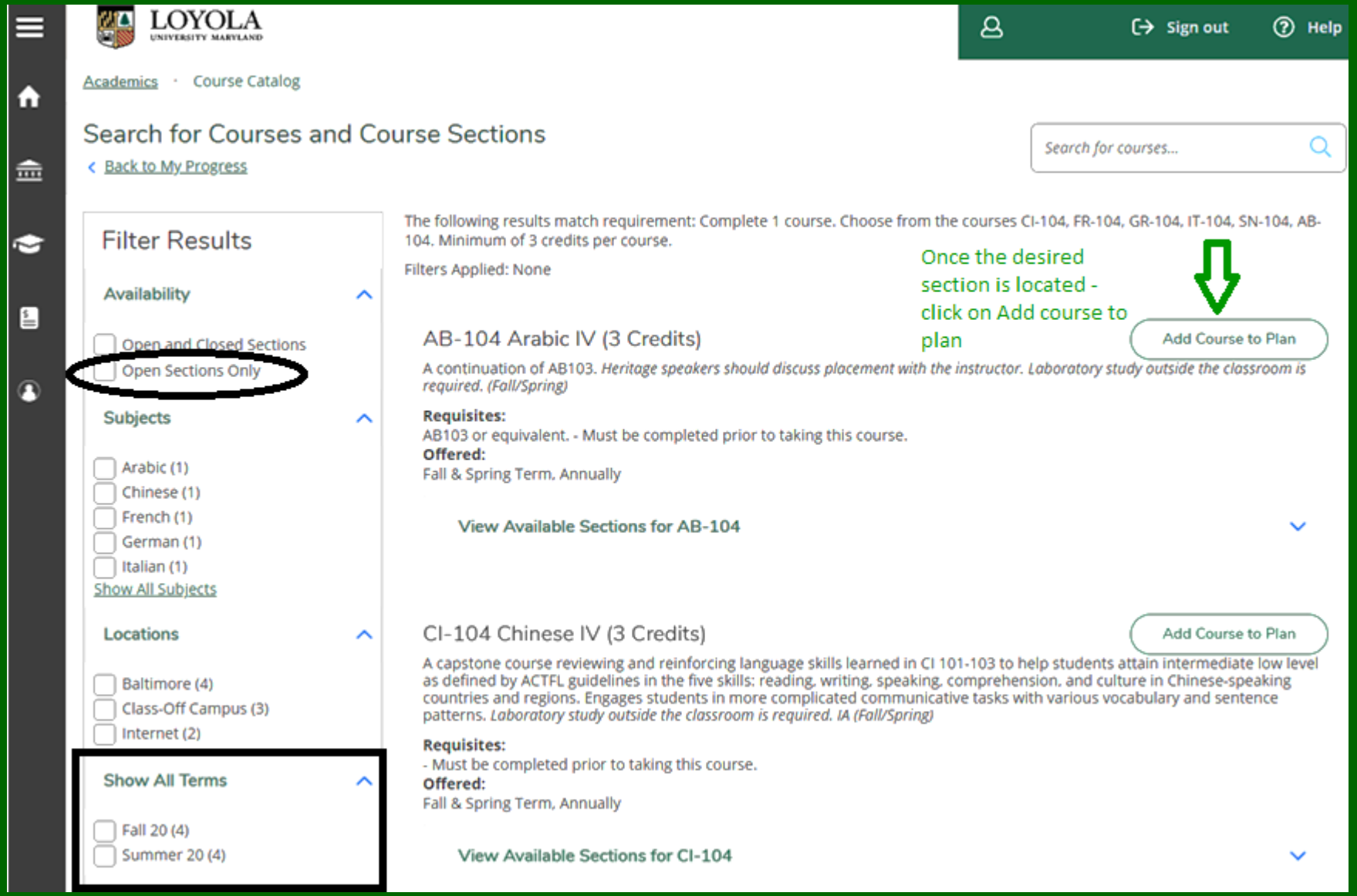
Add course(s) to plan

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**.

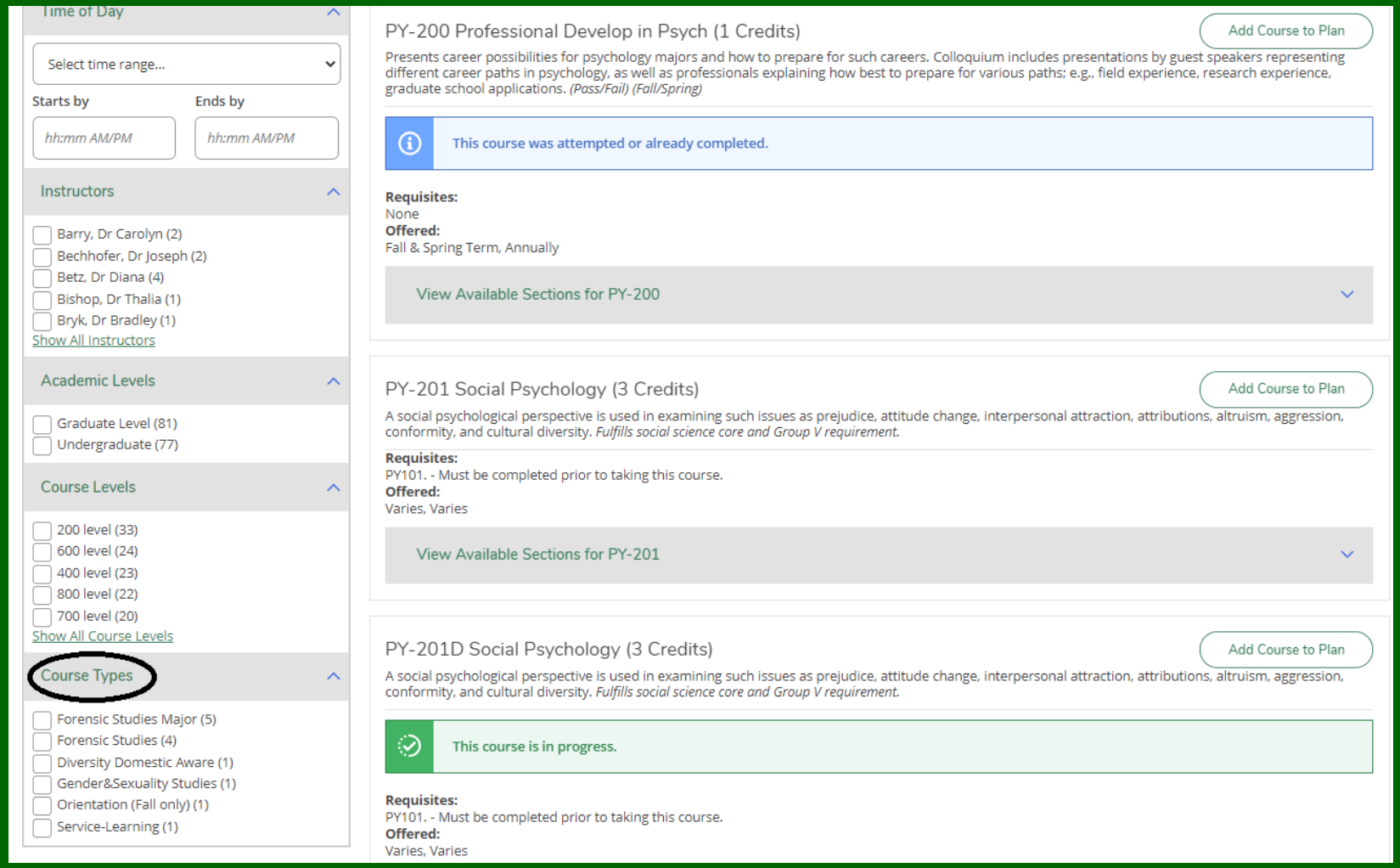
1. Select **Open Sections Only**
2. Select **Show All Terms** and select one.
3. Select other filtered options as desired.
4. Select **Add Course to Plan** if term is not open.
5. Select **Term** if available and **Add Section to Schedule.**
6. Select **Add Course to Plan**
7. Repeat steps as necessary.



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



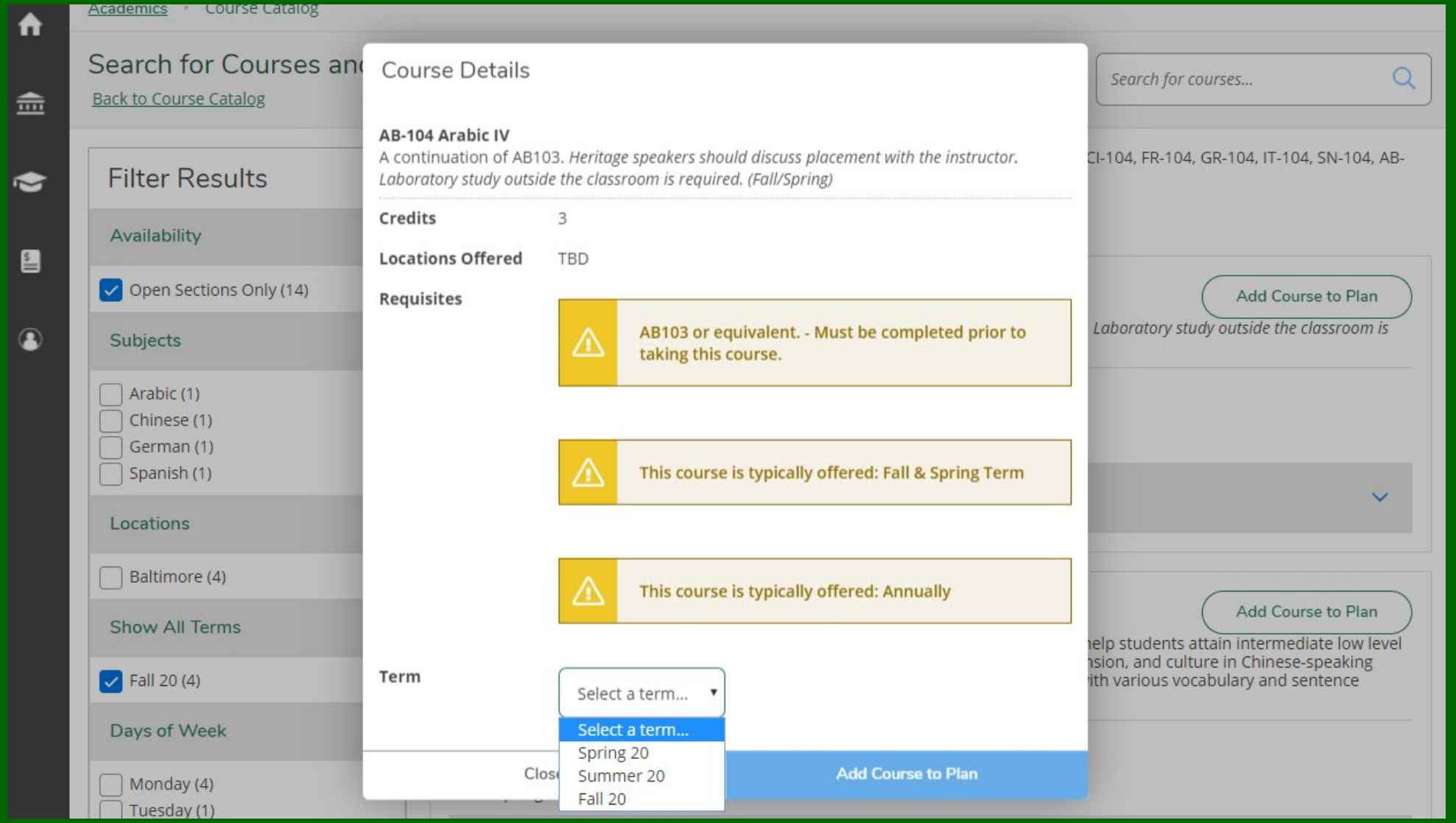
Add course(s) to Plan continued

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.



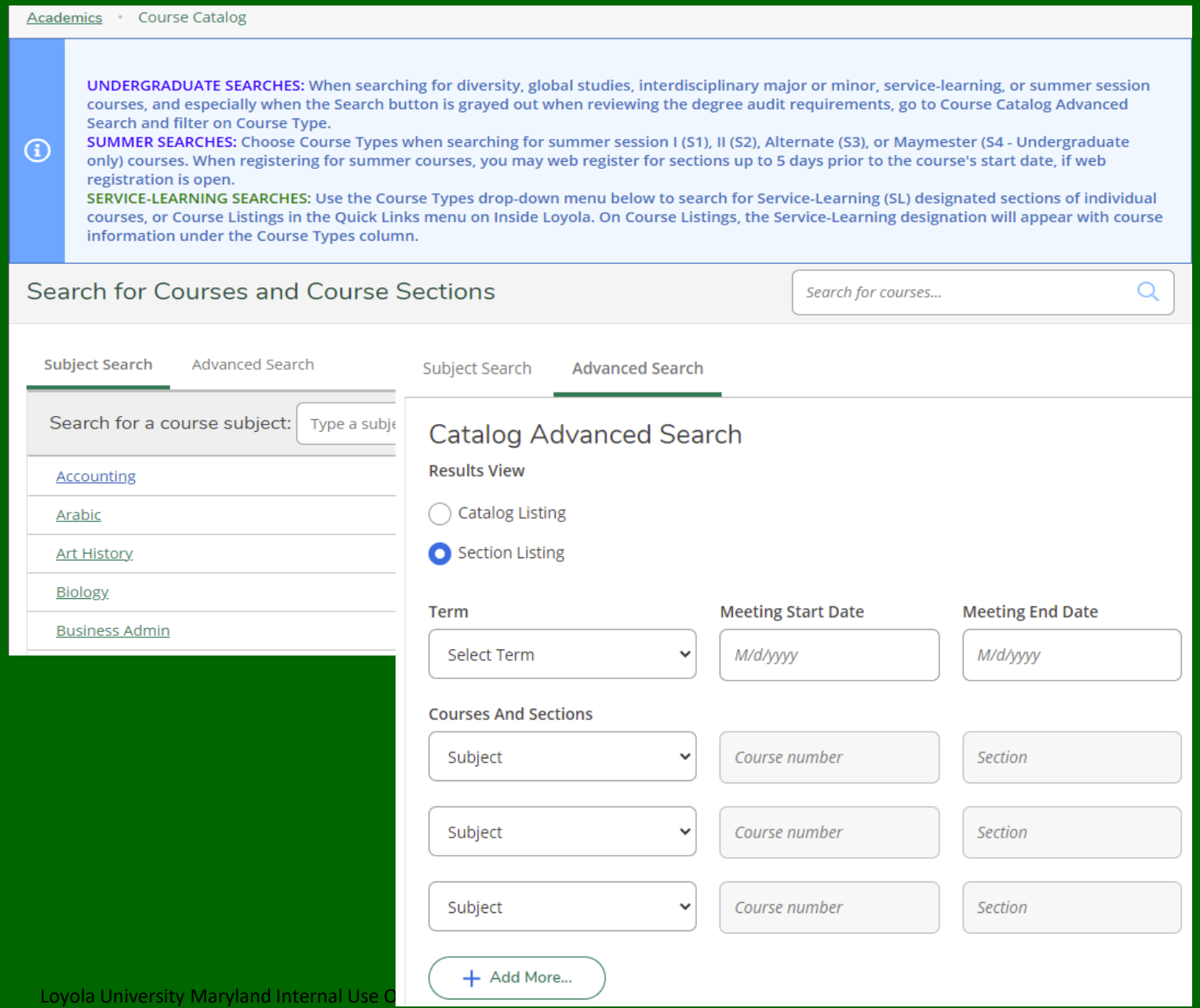
Course Catalog

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.



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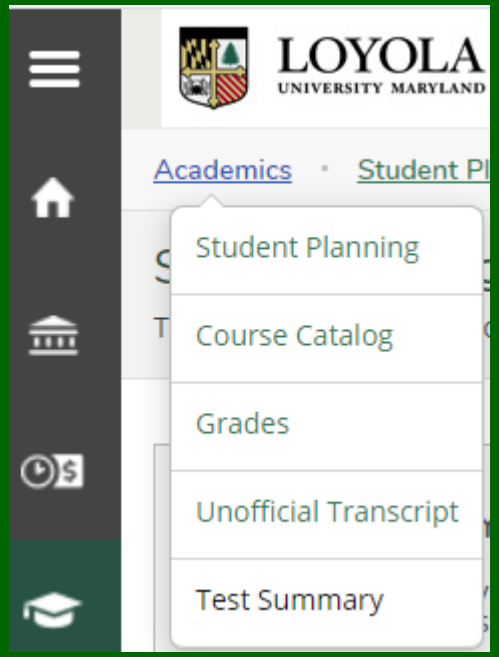
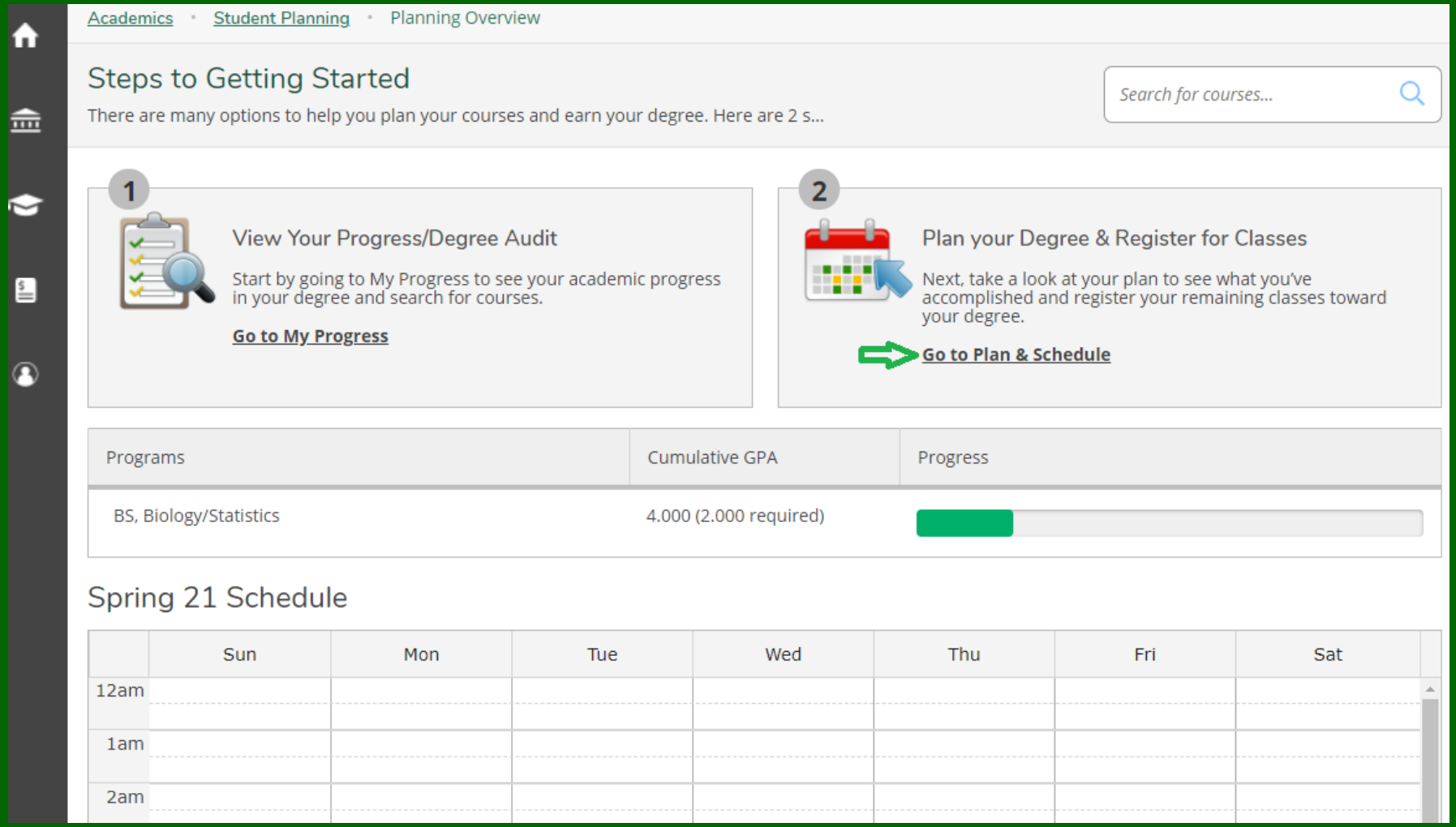
Register for Planned Course(s)

1. Select **Student Planning**

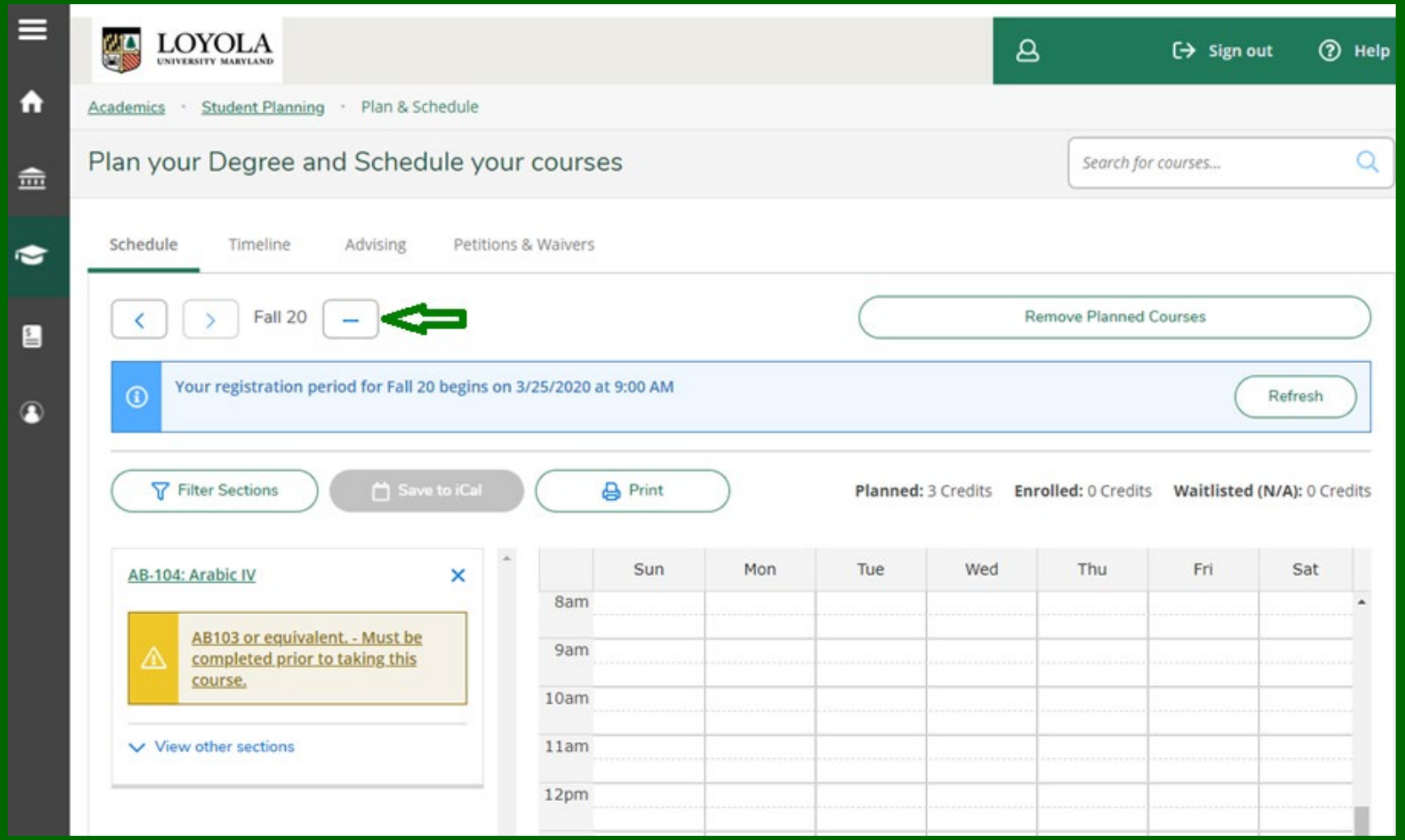


2. Select **Go to Plan & Schedule**



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.



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.

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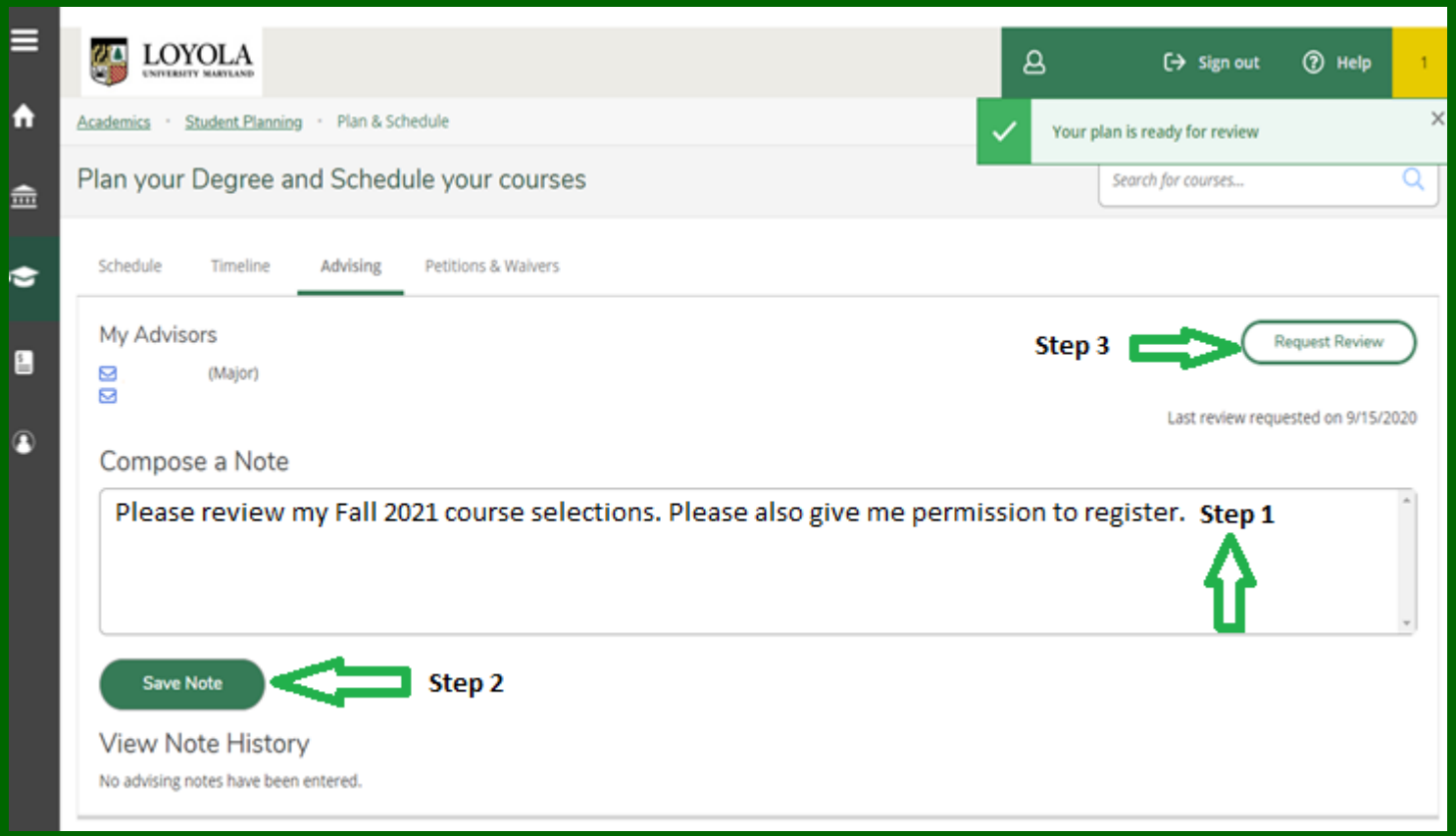
Request Plan Review and Registration Permission

Fall and Spring terms only

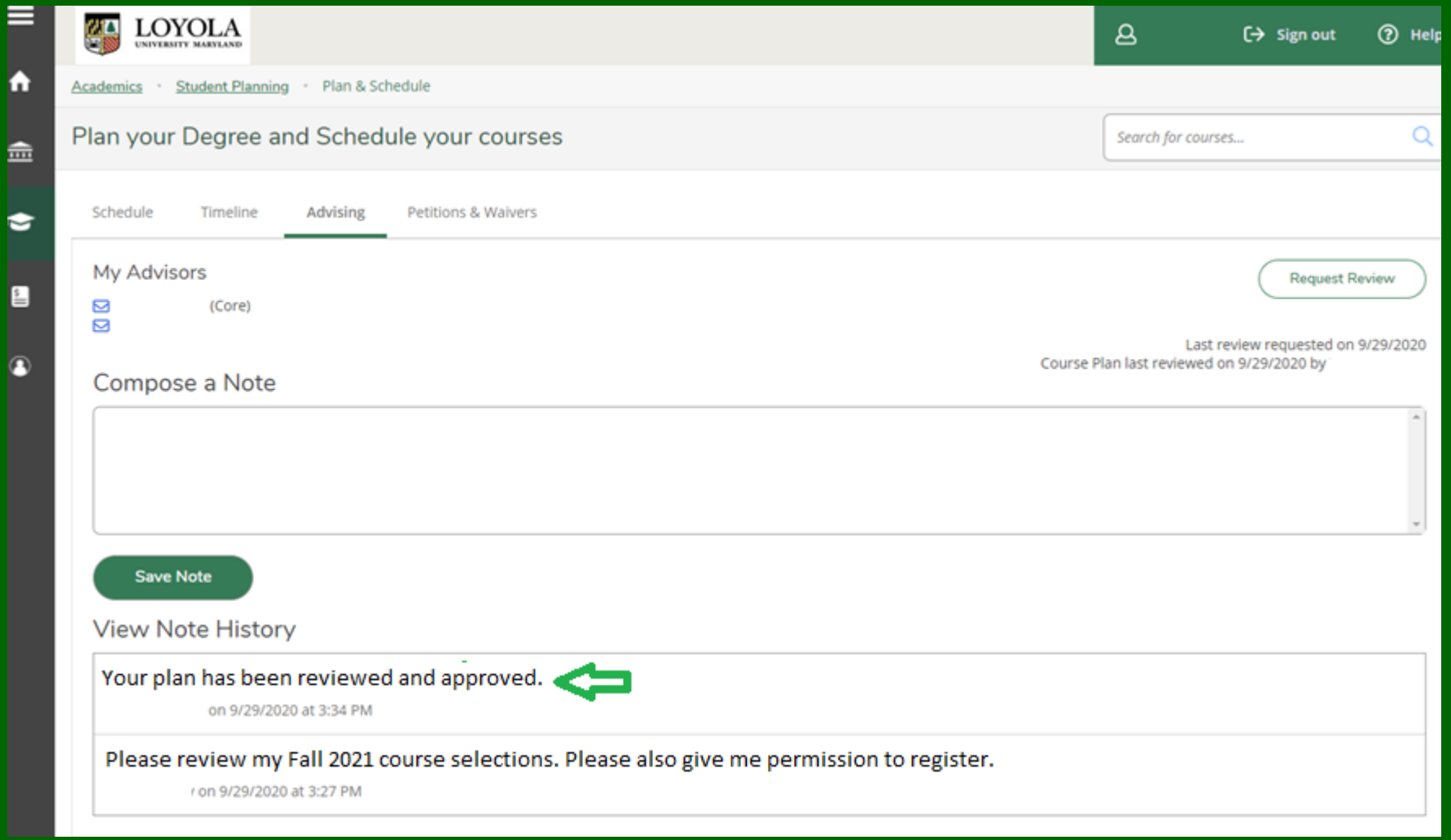
Once term course sections are available, and your course sections are planned, you must request permission to register from your advisor.

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.



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.

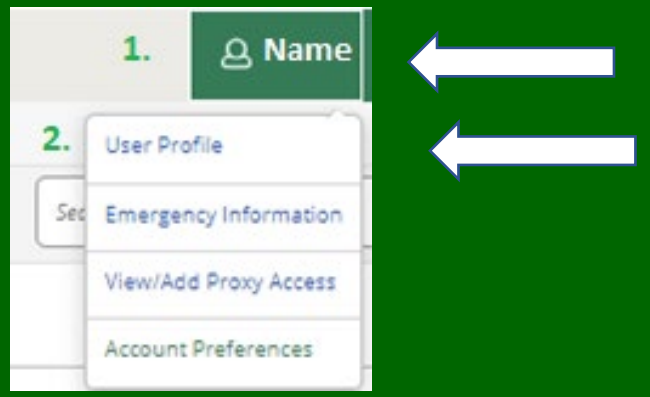


Review and Edit Personal Email Addresses, Home Address, Mobile Phone, and Gender Identity

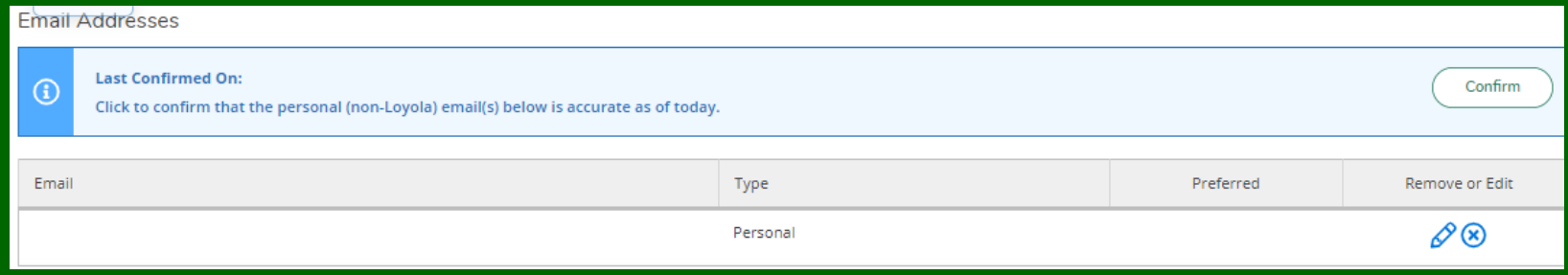
If your email notifications are going to a personal email account that may no longer be active, here are the steps to correct a personal email address:

Go to:

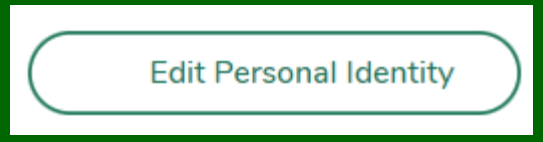
- Inside Loyola
- Select **Loyola Self-Service**
- Click on your **name**, upper right-hand corner
- Select User Profile



- 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.



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

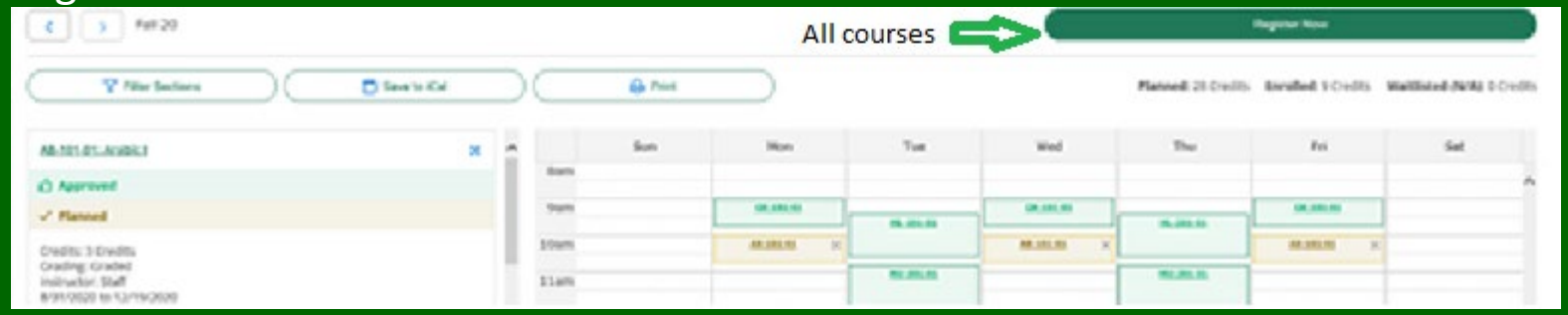
or

3. View the planned courses on the left of your screen to **Register** for each course separately.

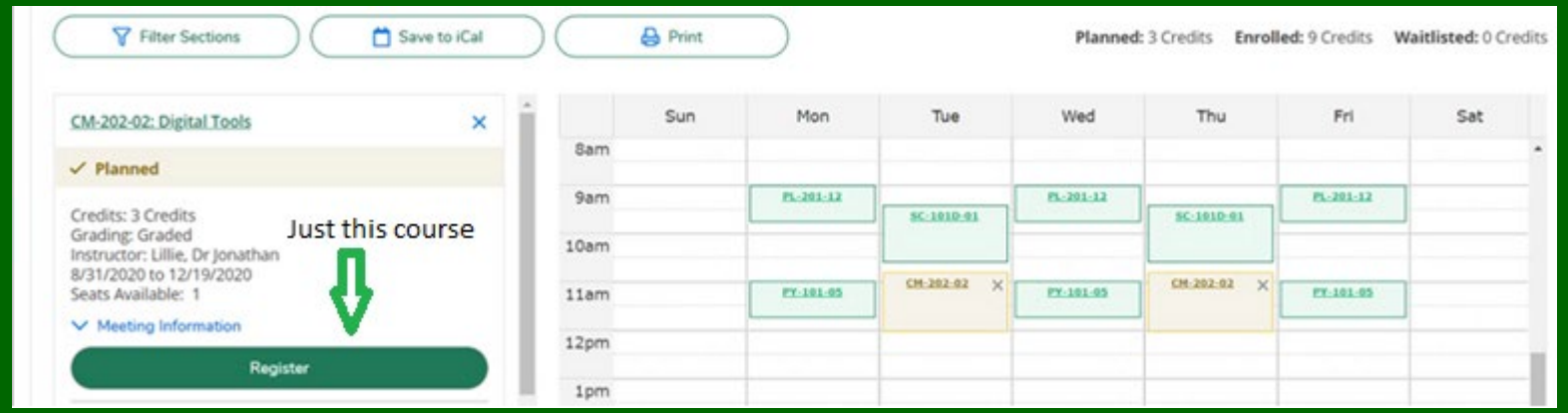
4. Follow these steps until registration is complete and all the courses on your calendar are green and say ‘Registered’ on the left side bar. If they are in gold and say ‘Planned’, you have not registered for them.

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

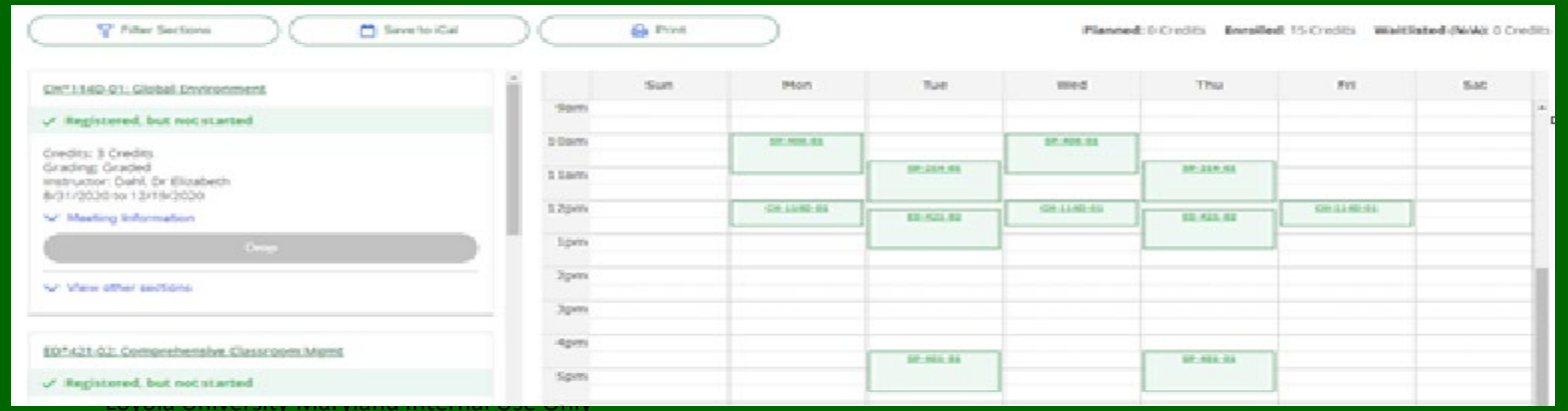
Register for all courses at once



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.

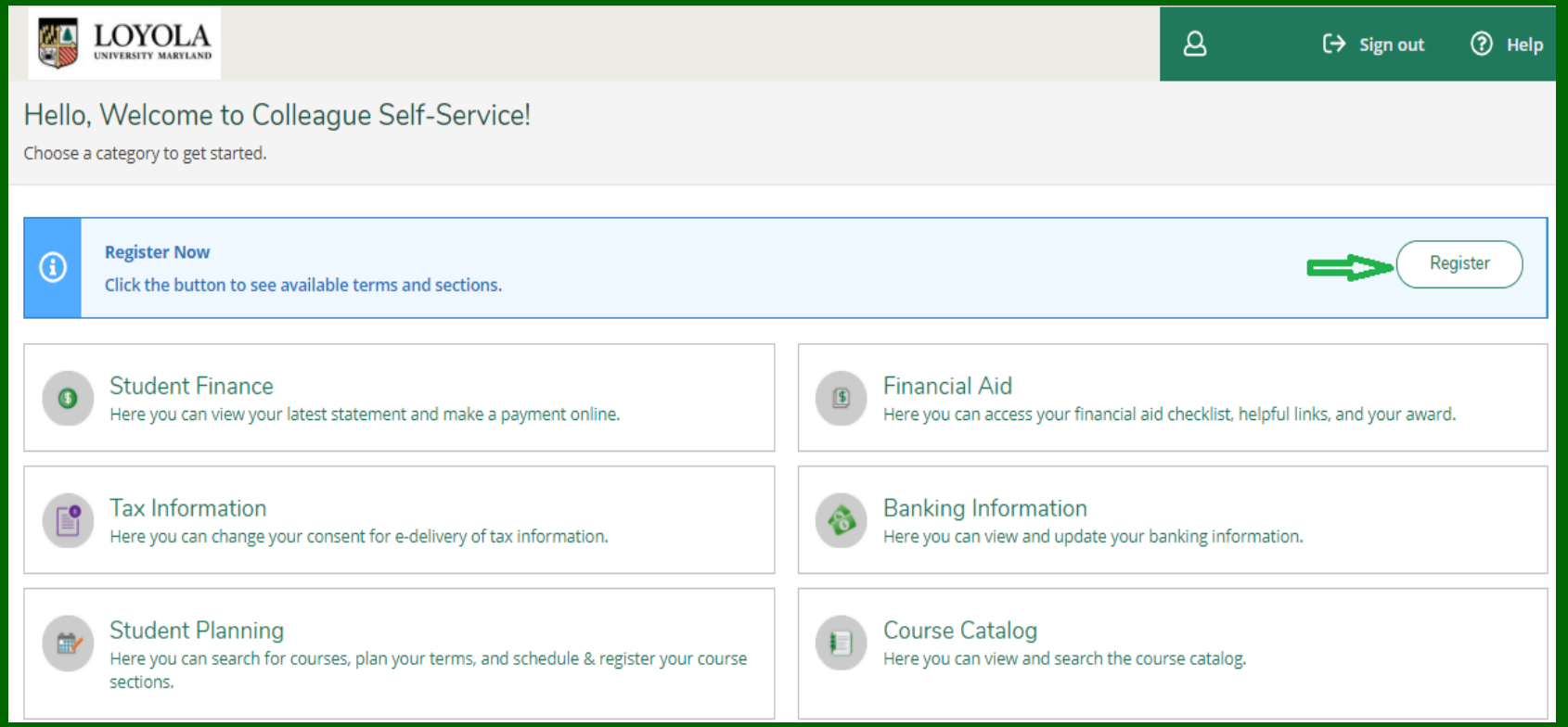
1. If you have planned your sections for the term currently open and have received advisor approval, then:

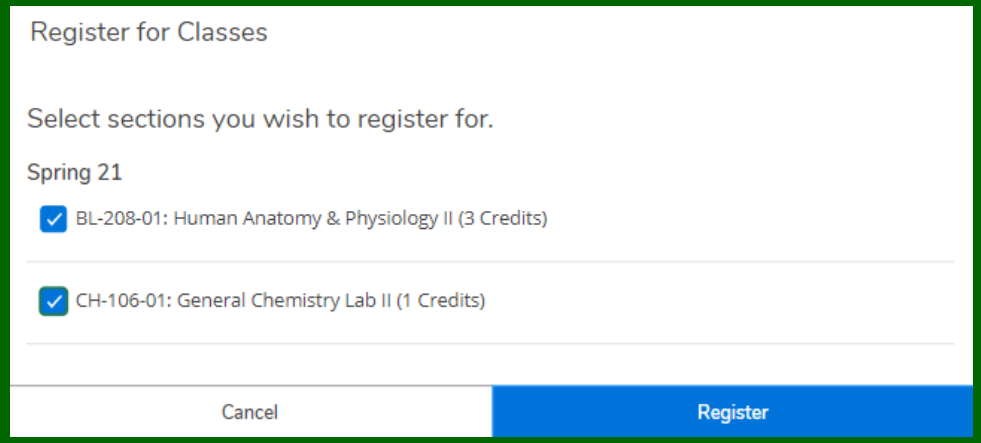
2. After logging into Self-Service on or after registration day/time you will see the Register Now button

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.



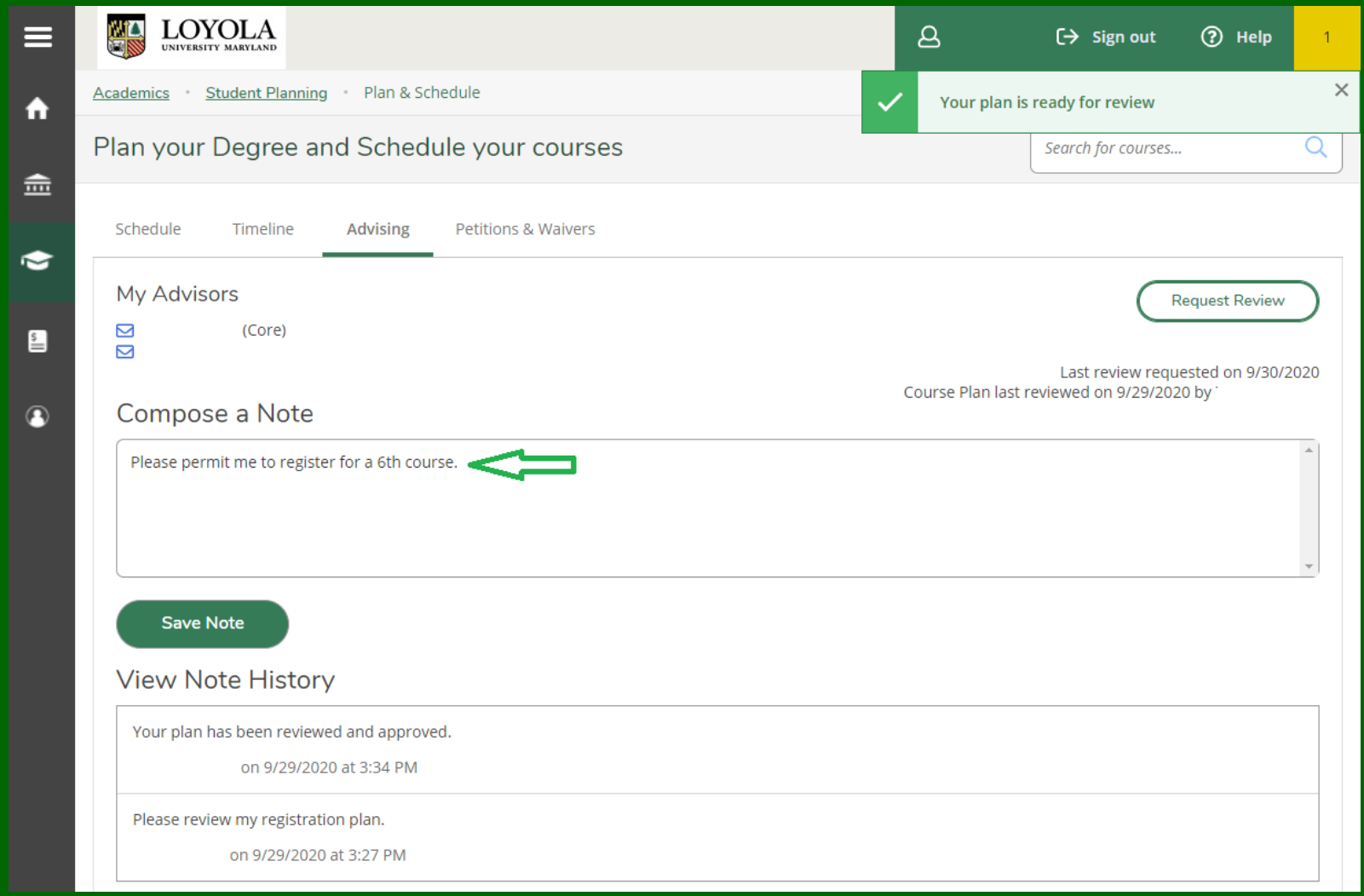


Request 6th Course Permission

To request 6th Course Permission:

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

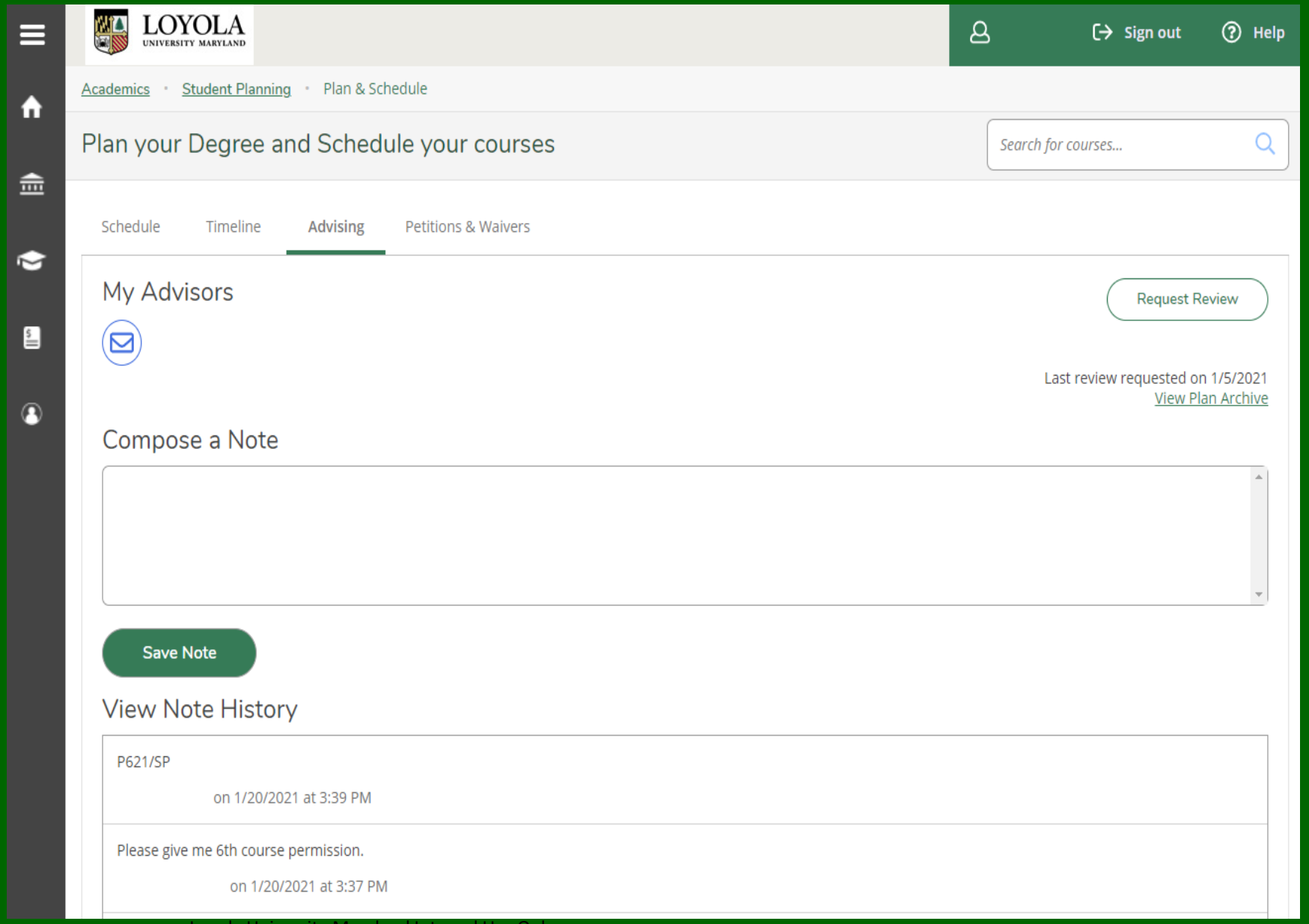
1. Select **Student Planning** from the Self-Service Menu.
2. Select **Go to Plan & Schedule.**
3. Select the **Advising** tab.
4. Use **Compose a Note** and request permission from your advisor for the 6th course.
5. Select **Save Note.**
6. Select **Request Review.**
7. The note is sent to your current 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.



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).



Register for 6th Course

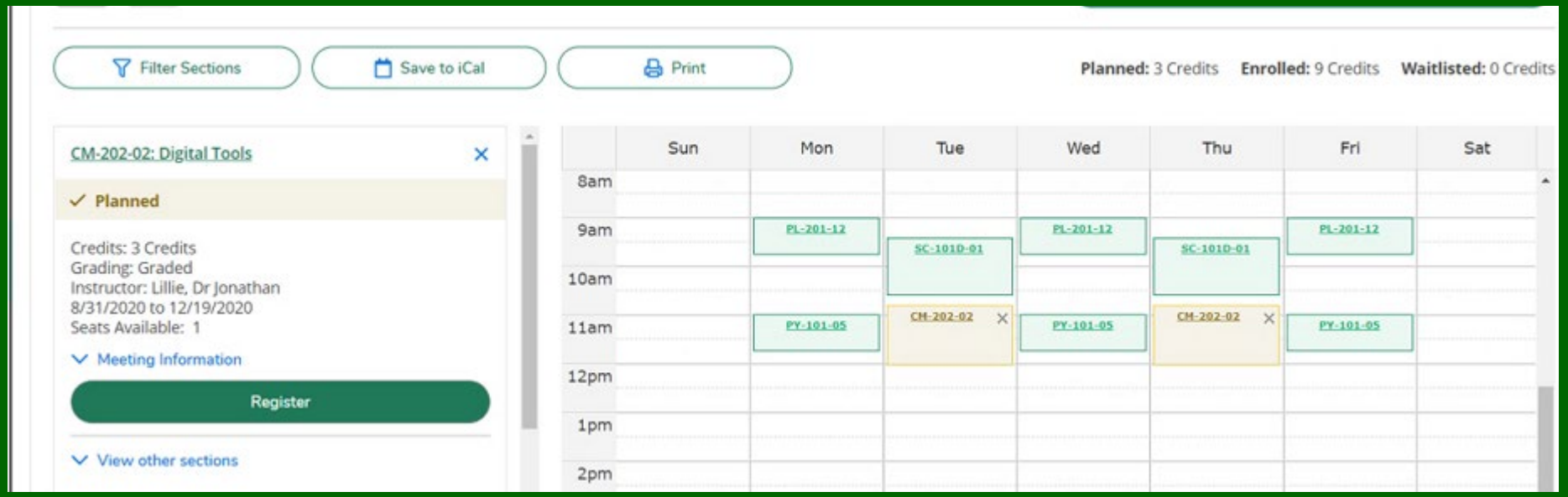
Select **Register Now** to register for your 6th course

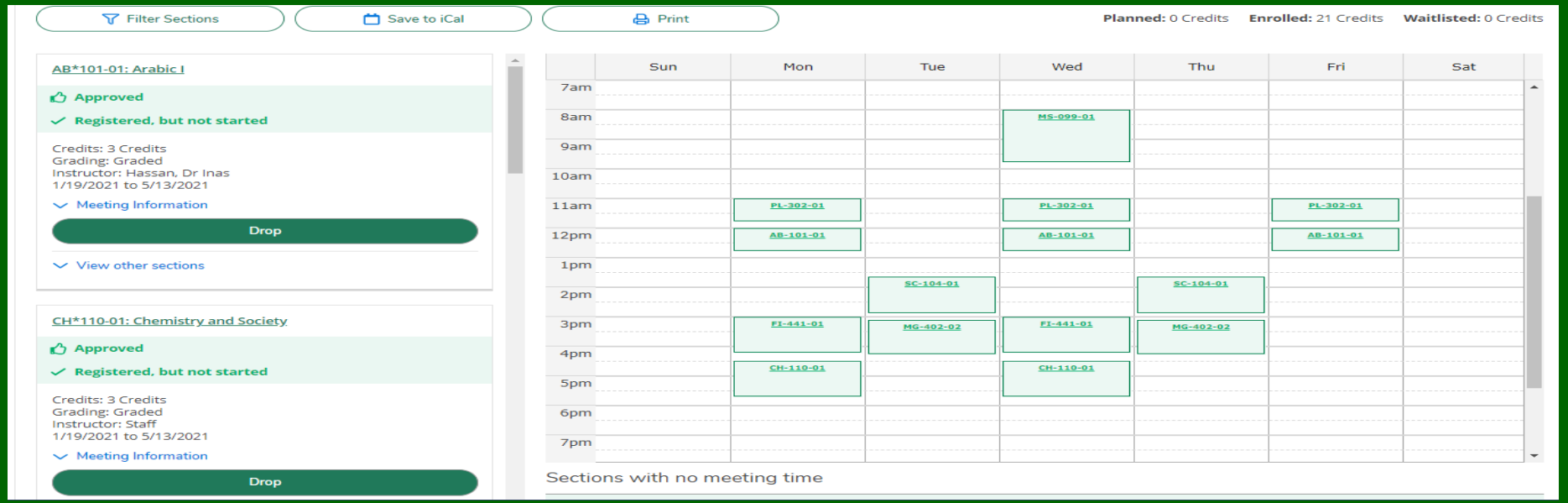
or

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

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.





Student Planning Menu Options

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

- Schedule
- Timeline
- Advising
- Petitions & Waivers
- View Plan Archive

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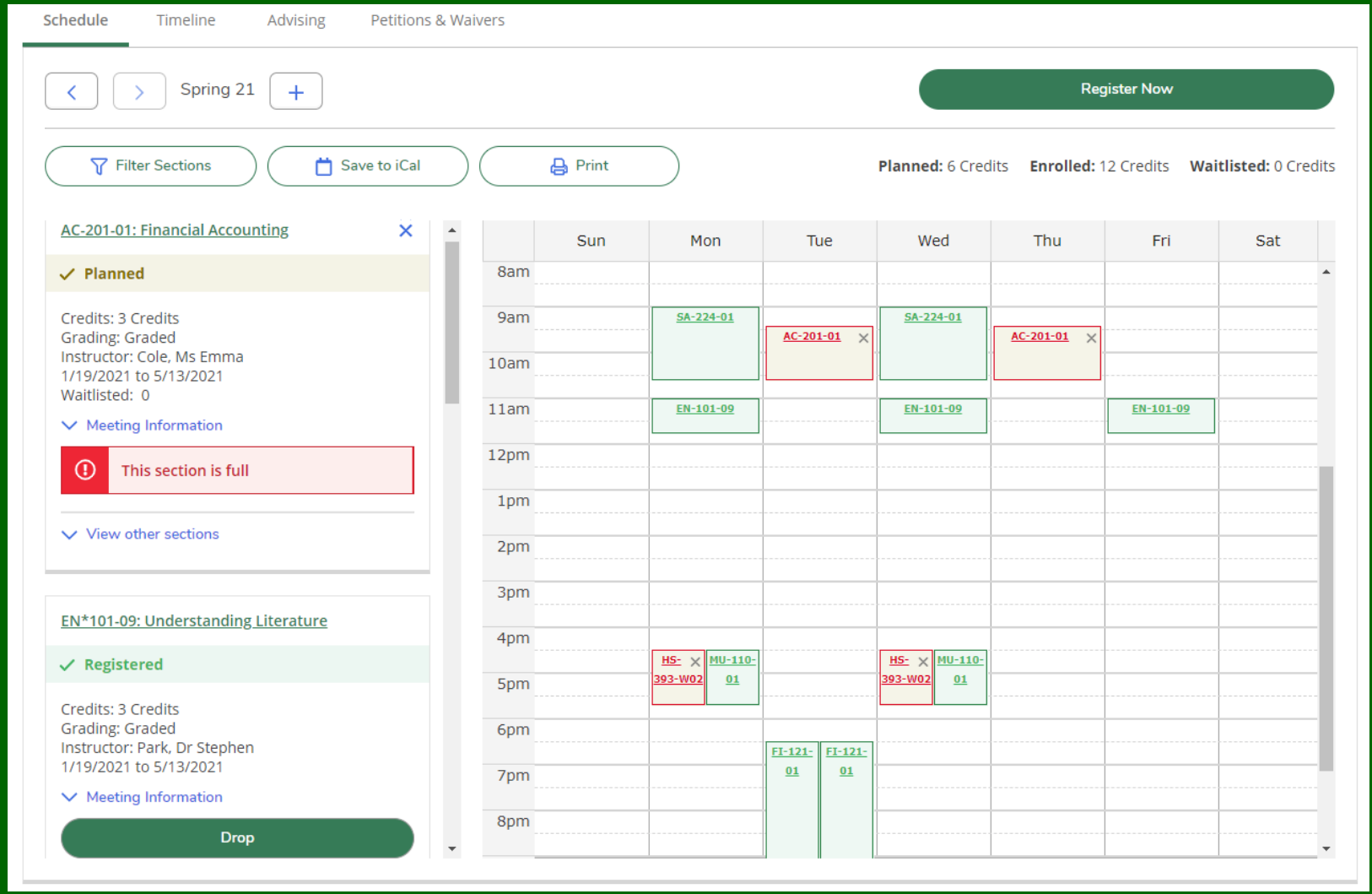
Schedule

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.

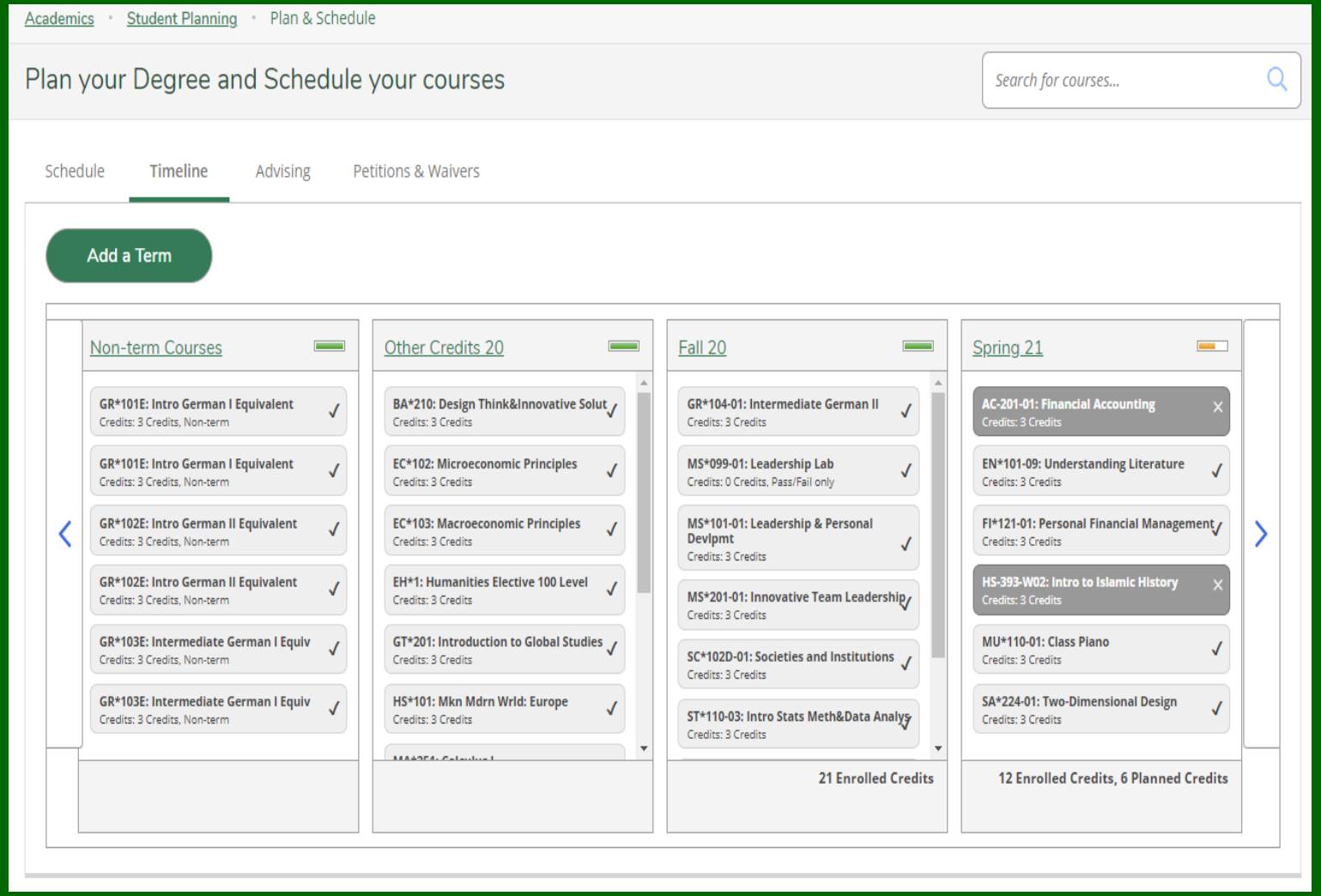


Timeline

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.



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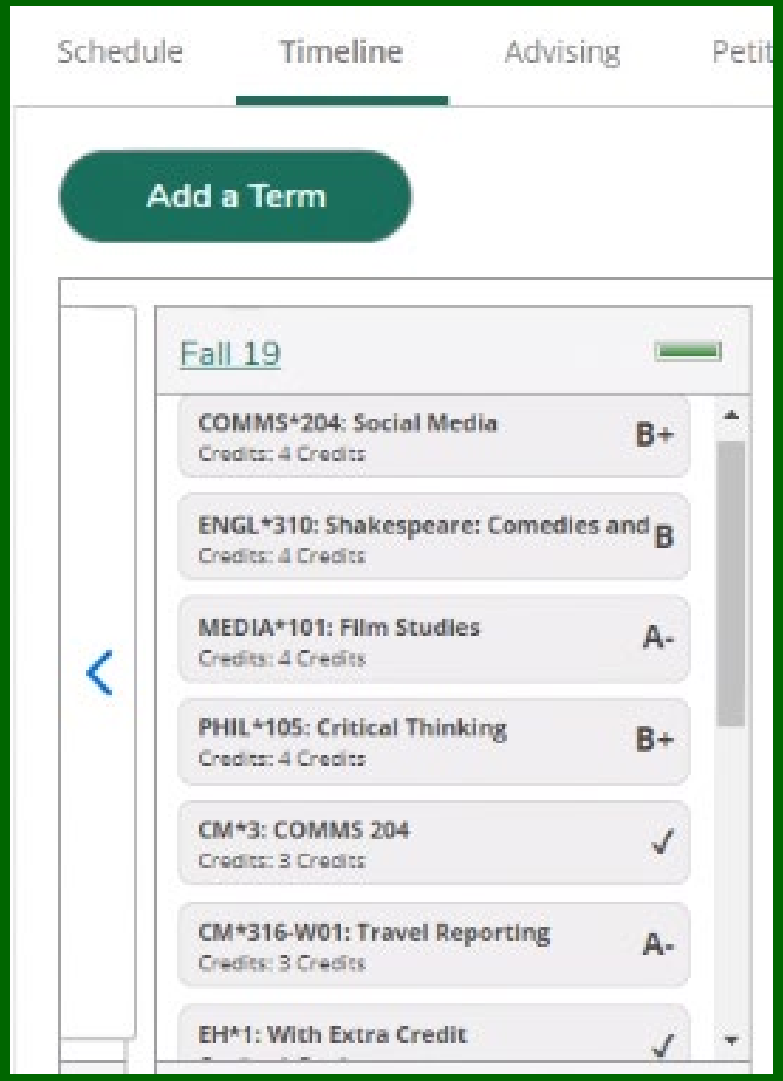
Timeline – Study Abroad

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:

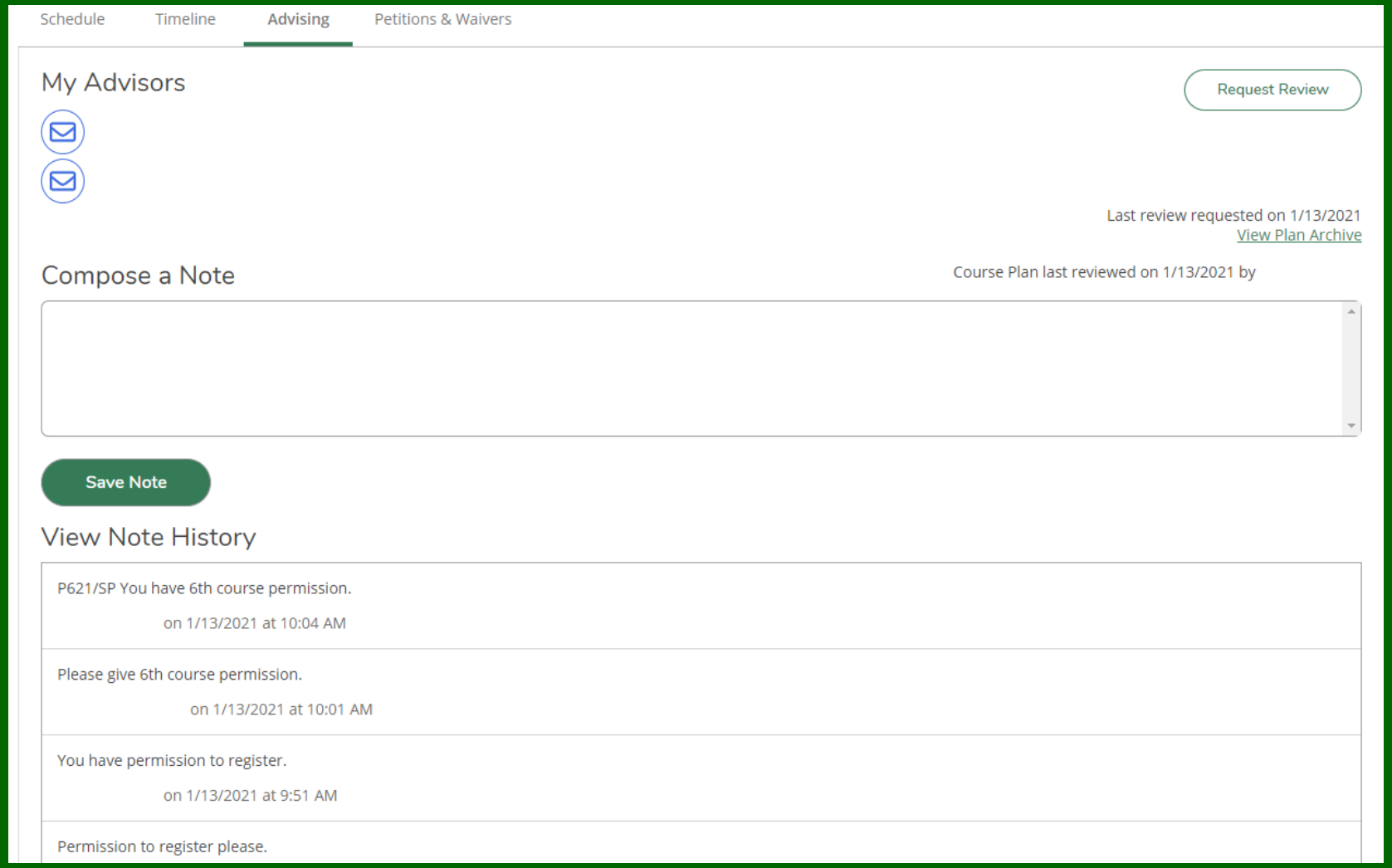
- Study abroad courses are graded and appear on the transcript
- Equivalencies appear with a check mark and appear on My Progress/Degree Audit
- Study Abroad placeholder course appears with an NG and is not shown on the transcript or My Progress/Degree Audit



Advising

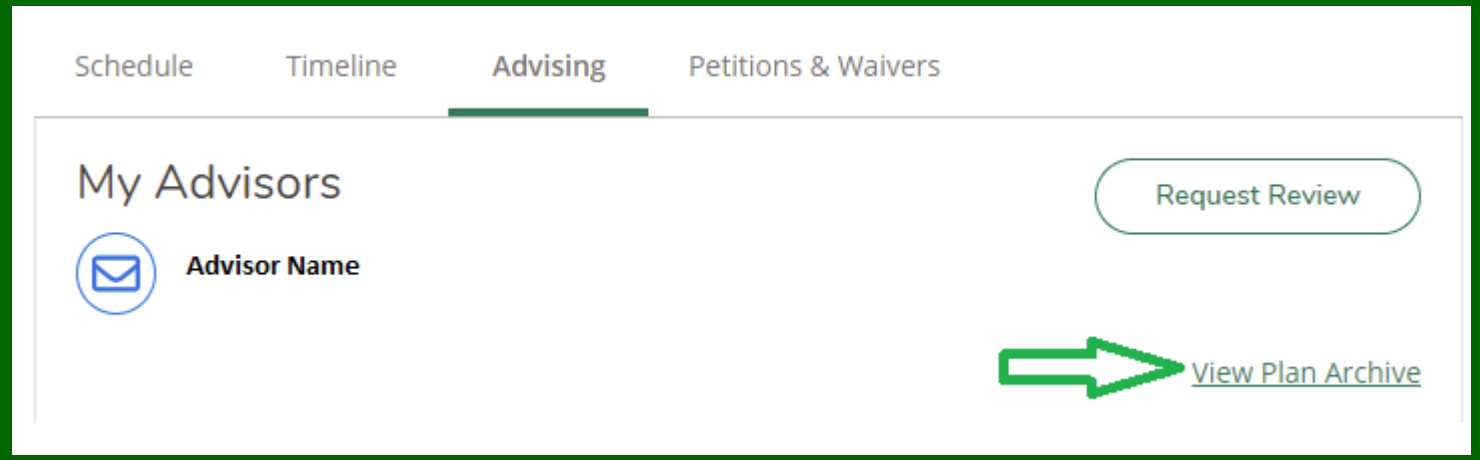
Advising is used for student to request permission to register and 6th course permission.

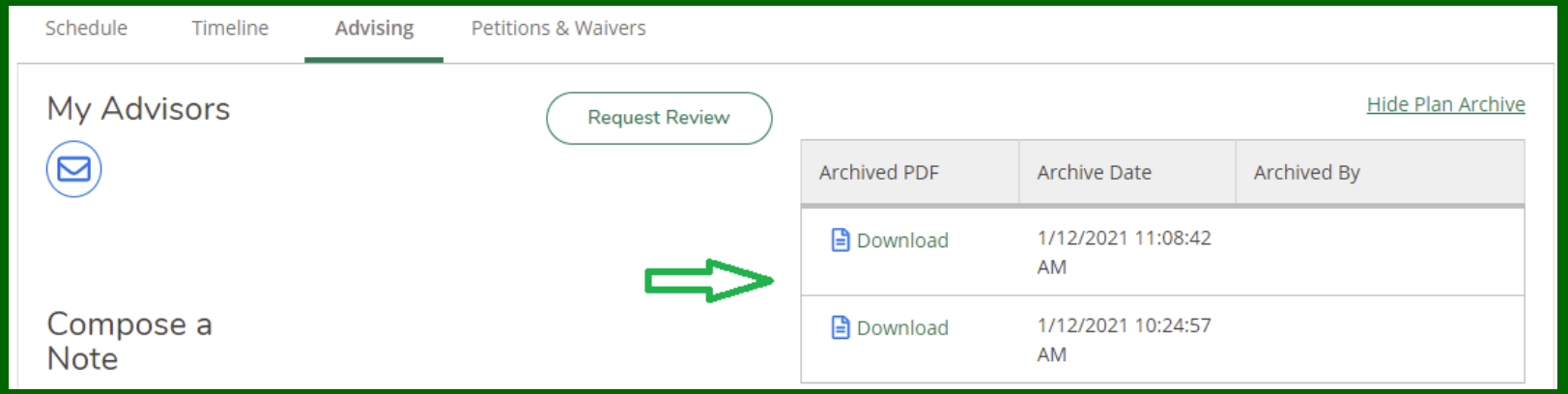
When a student selects **Request Review** an email is sent to alert their advisor of their request.



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 compete 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.





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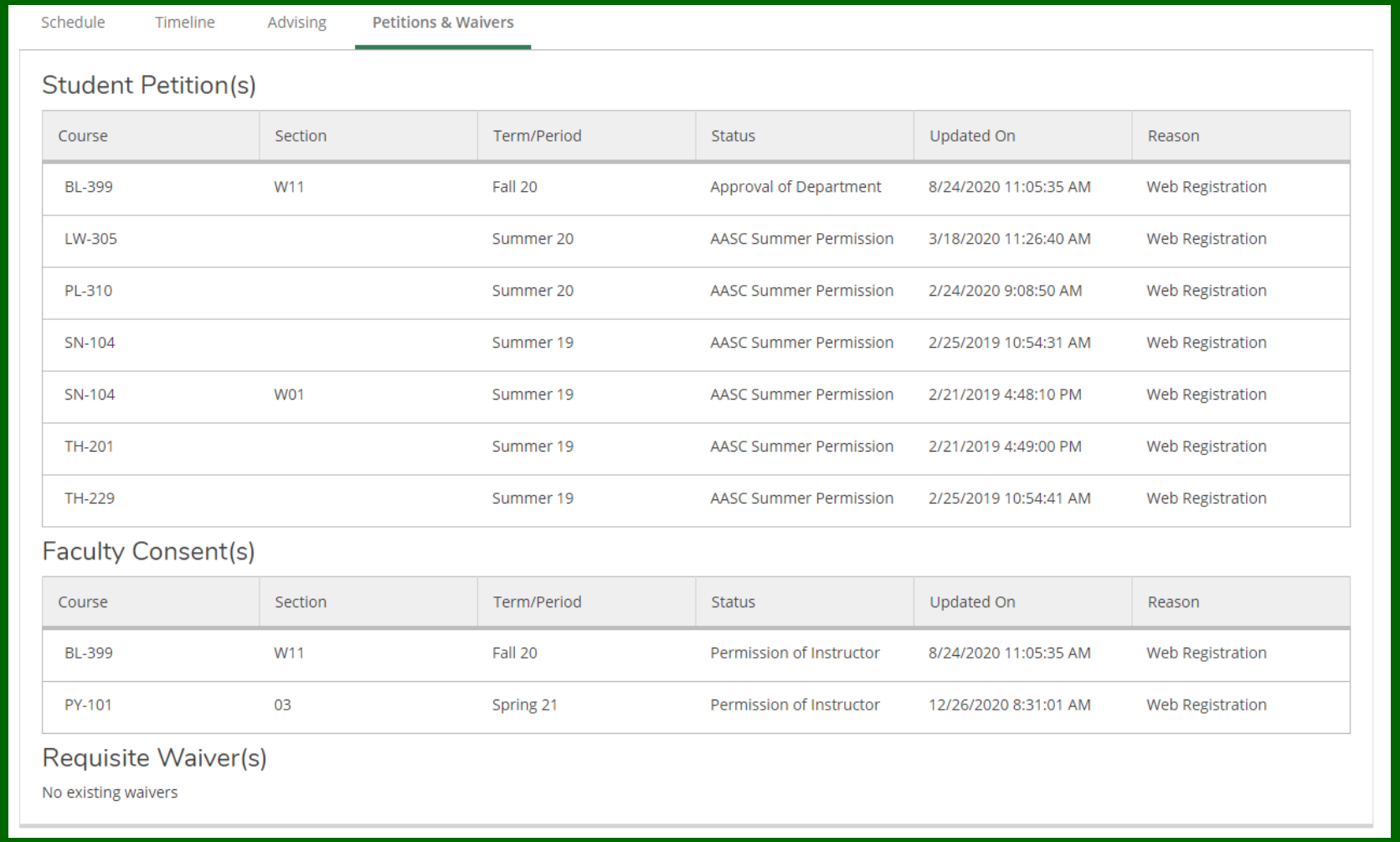
Petitions & Waivers

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

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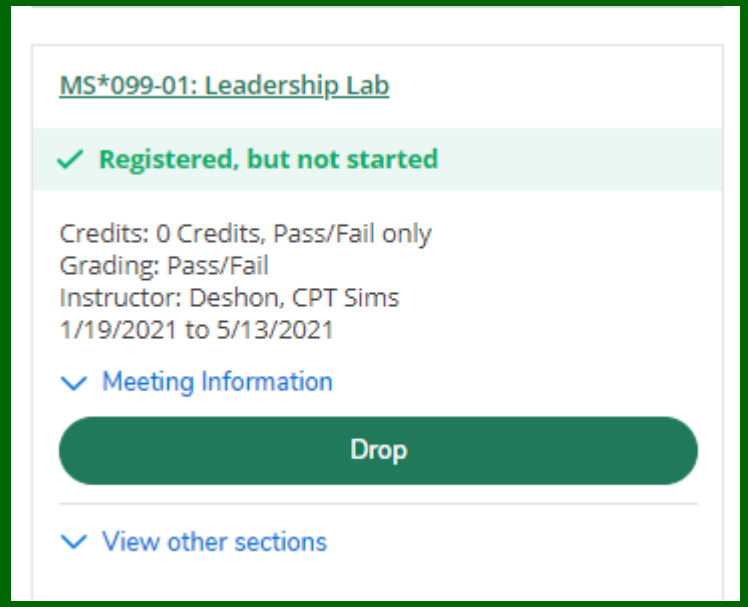
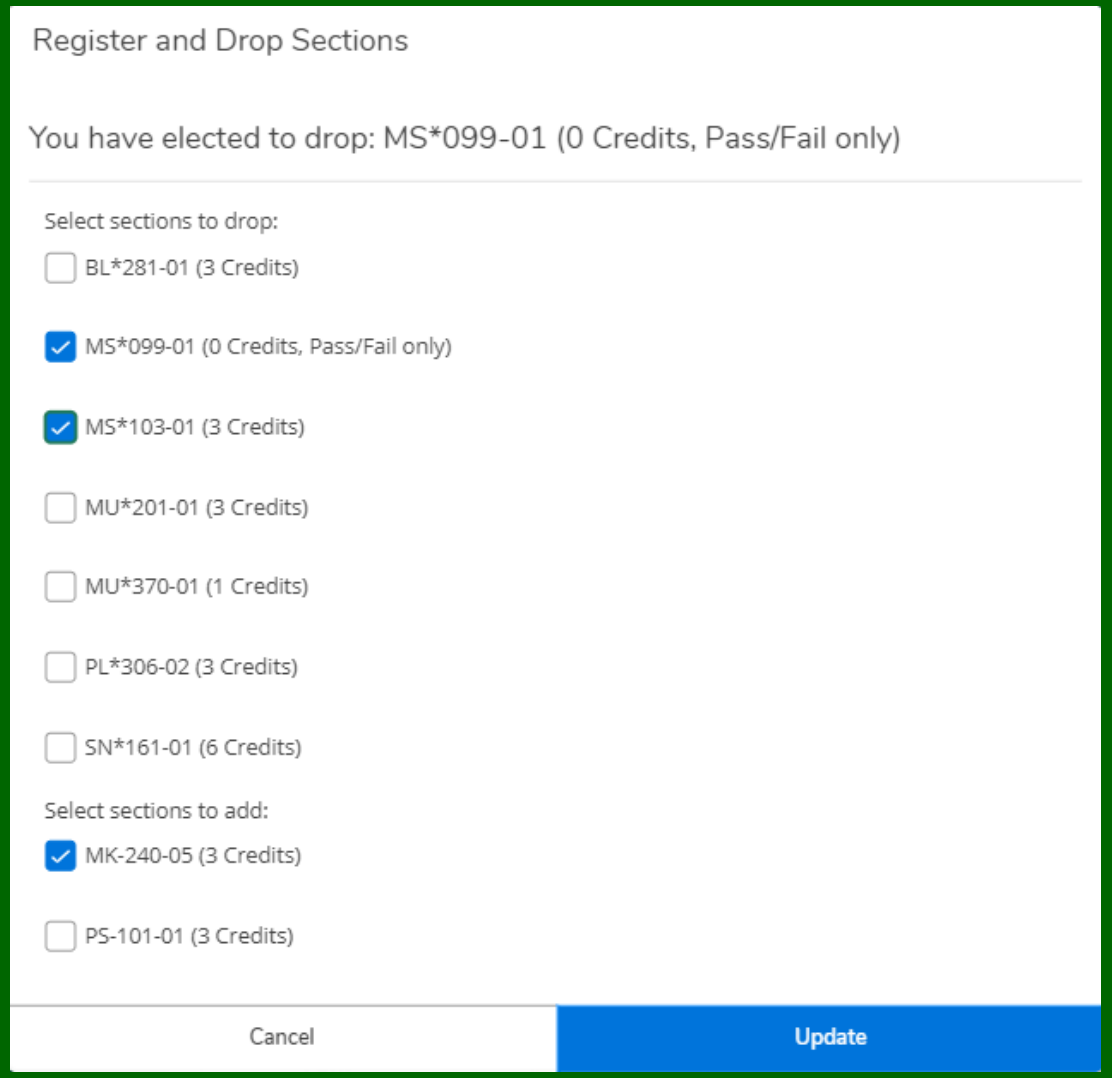
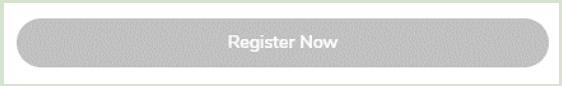
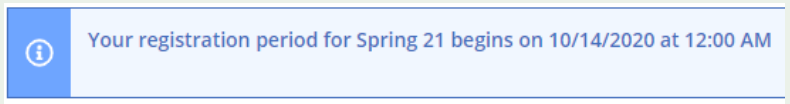
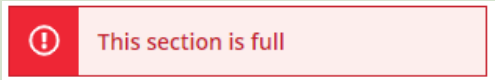
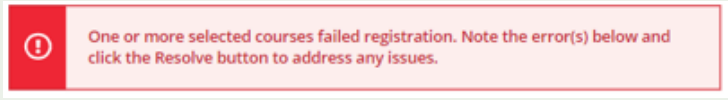
Adding/Dropping Course Sections

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**.

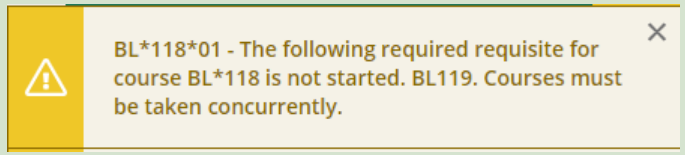


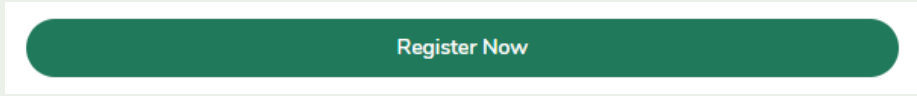


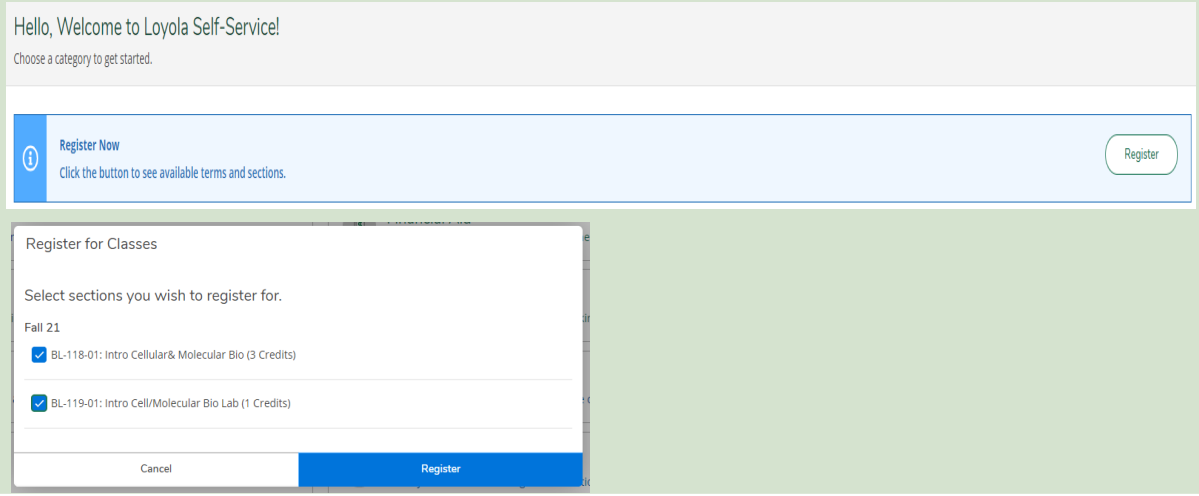
Error Messages to Resolve

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 Records Office. • You are in the wrong term. Confirm that the term is accurate. • You planned a course but have not yet planned a section. • Fall / Spring: You do not have advisor permission to register. • Summer: you do not have AASC permission to register.
Not your day/time to register 	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.
Section Closed 	The course selected is full.
Course registration failed 	The course registration failed – select another course to register for.
Another section must be taken prior to / with this course	Click on the course hyperlink to select from the sections available for the requirement.
Conflicting sections	Remove or register for one of the conflicting sections. Then remove the other from your schedule.
Unable to register for 6th course	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.

Error Messages to Resolve continued

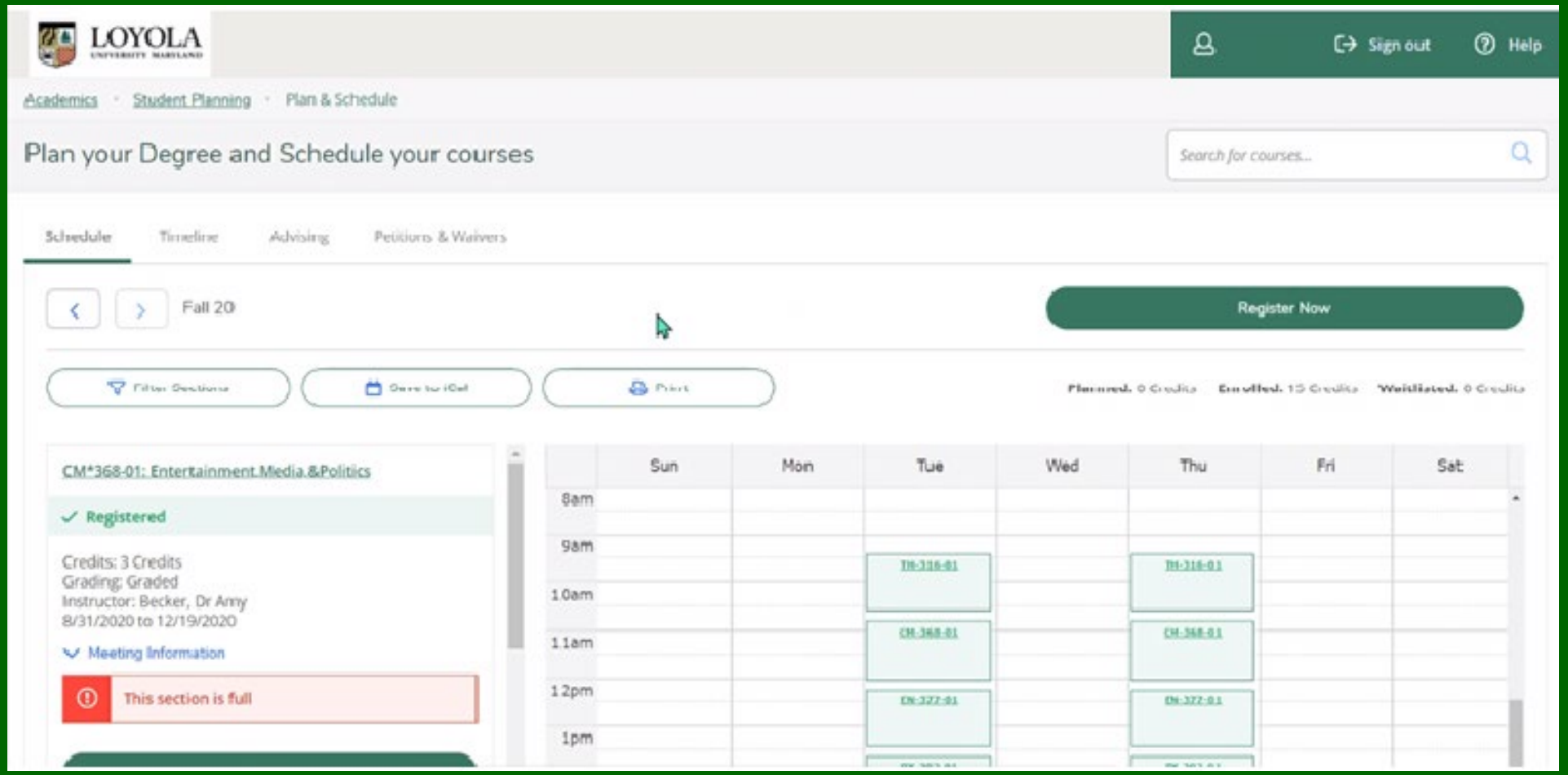
Error Message	Reason for Message
Cannot register for corequisite course sections 	You must register for corequisite/concurrent <u>together</u>. There are two options for resolving this.

Option one:
 
	Option One:
	• Click the Register Now button at the top of the page
	  • 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.

Option two:  	**Option Two:** • 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