Go to
https://Inside.loyola.edu
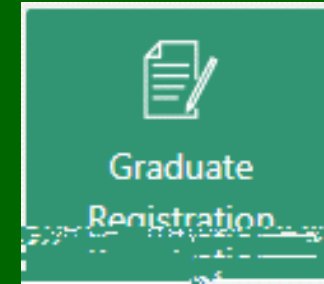
Login using your Loyola username and password

Under Teaching, Learning, Working:
Select **Graduate Registration**

Enter your username information again to go into Self-Service.

You will land on the Graduate Student Demographic Entry screen.

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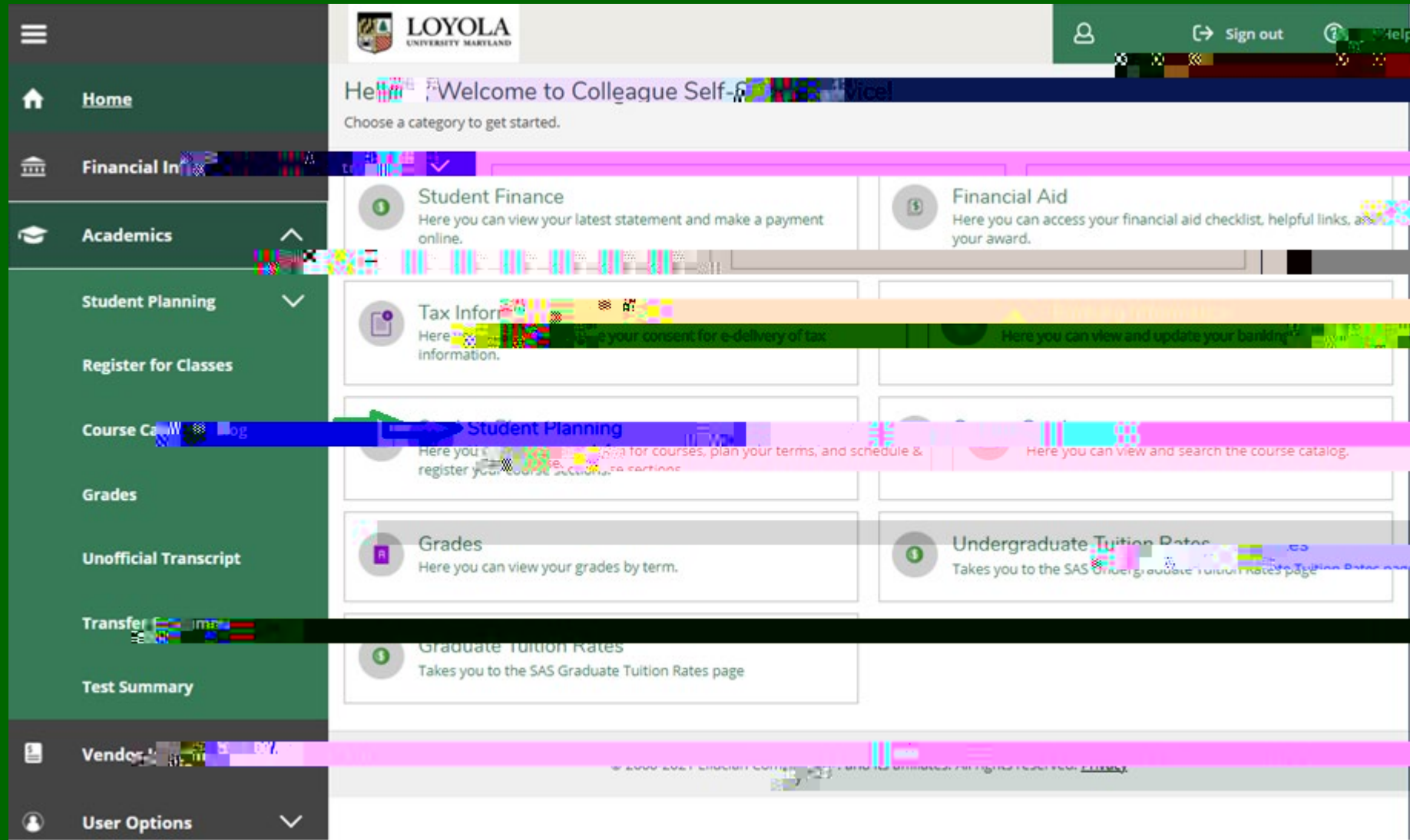
This screen will display two options plus the current term:

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

My Progress is your degree audit.

At a Glance list 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 Records Office prior to the final semester of attendance.

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

Progress
Total Credits

The **Requirements** section

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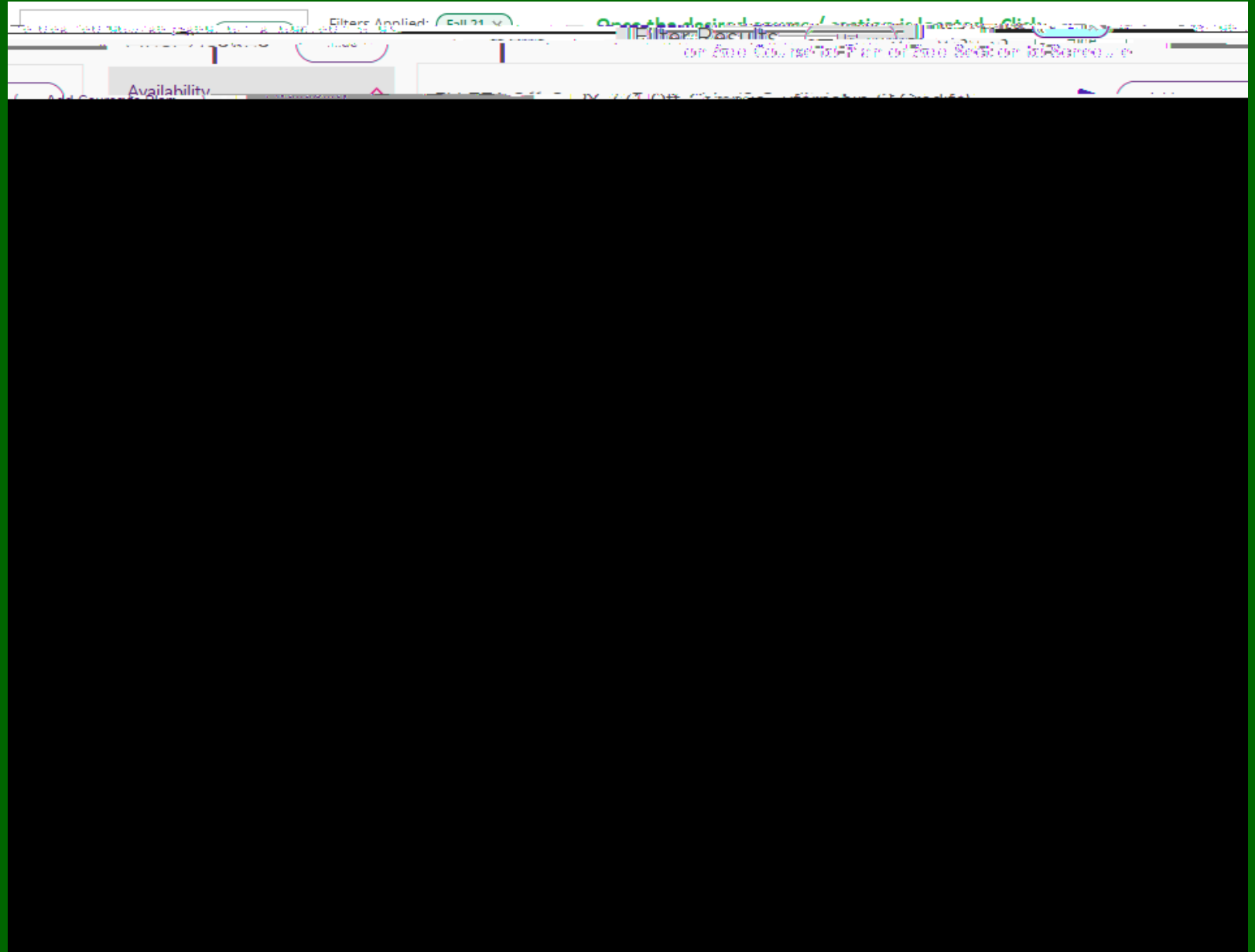
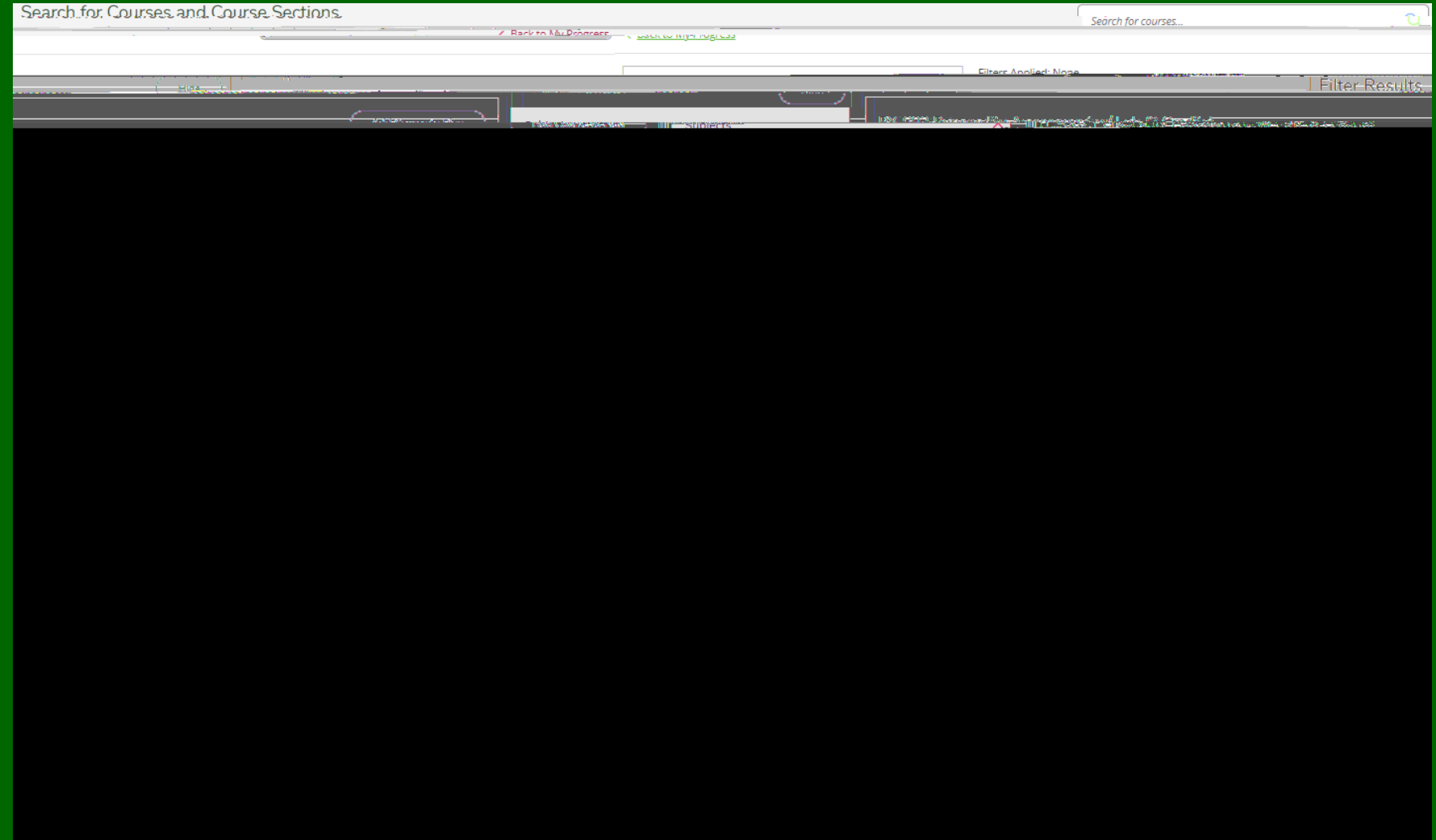The **Course Types** filter can be used to filter for:

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.

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.

After selecting Go to Plan & Schedule you may encounter the red error messages shown in the screenshot.
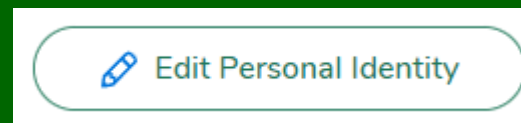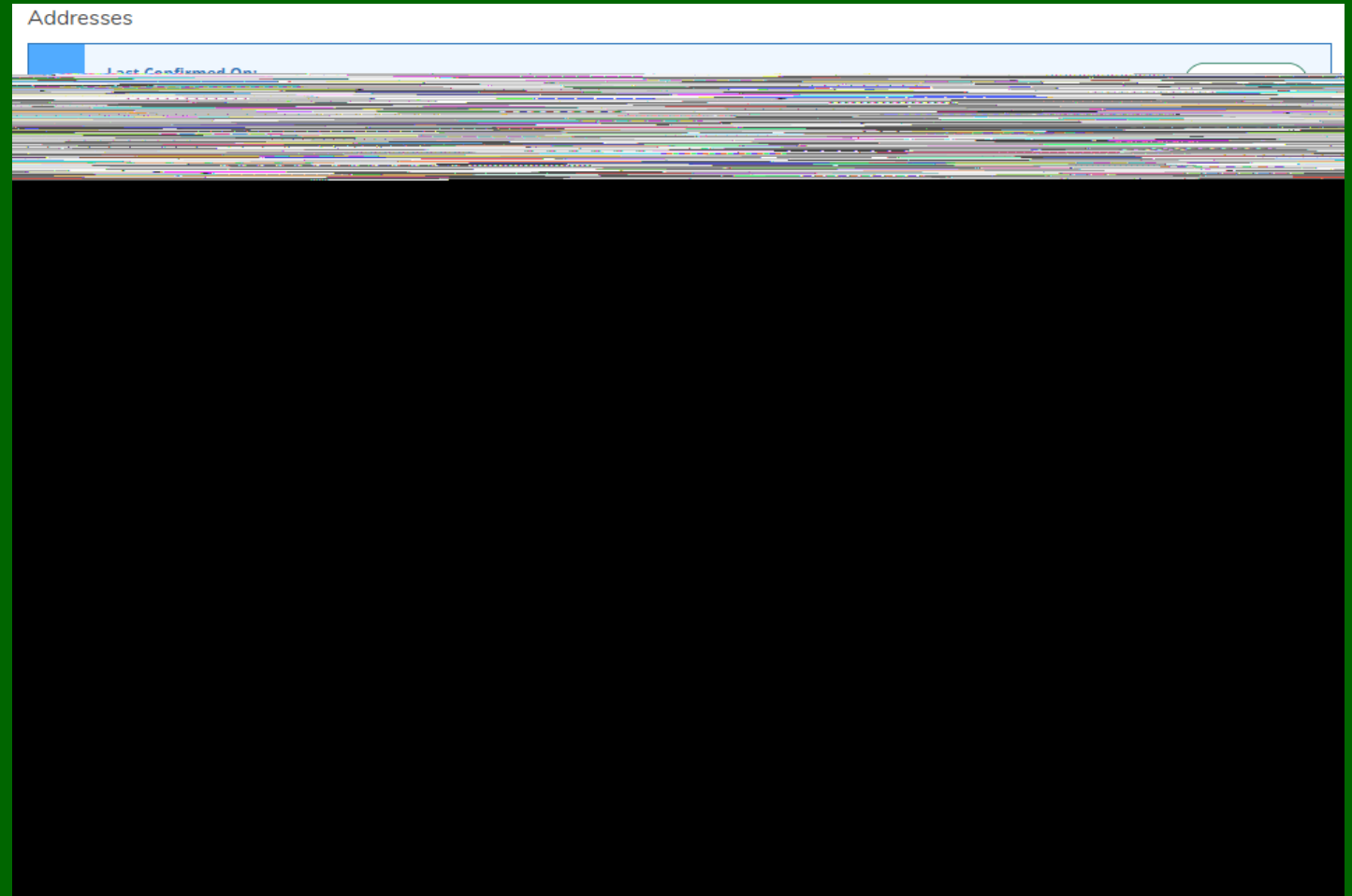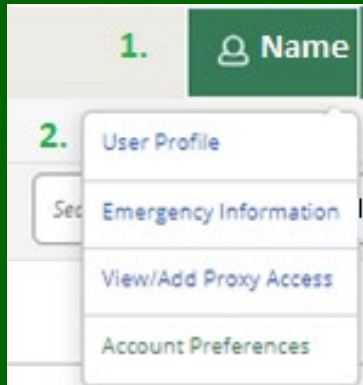
Every 90 days you will be prompted to verify / update your contact information. This information includes your address, personal email, phone, gender identity, and emergency contact.

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.
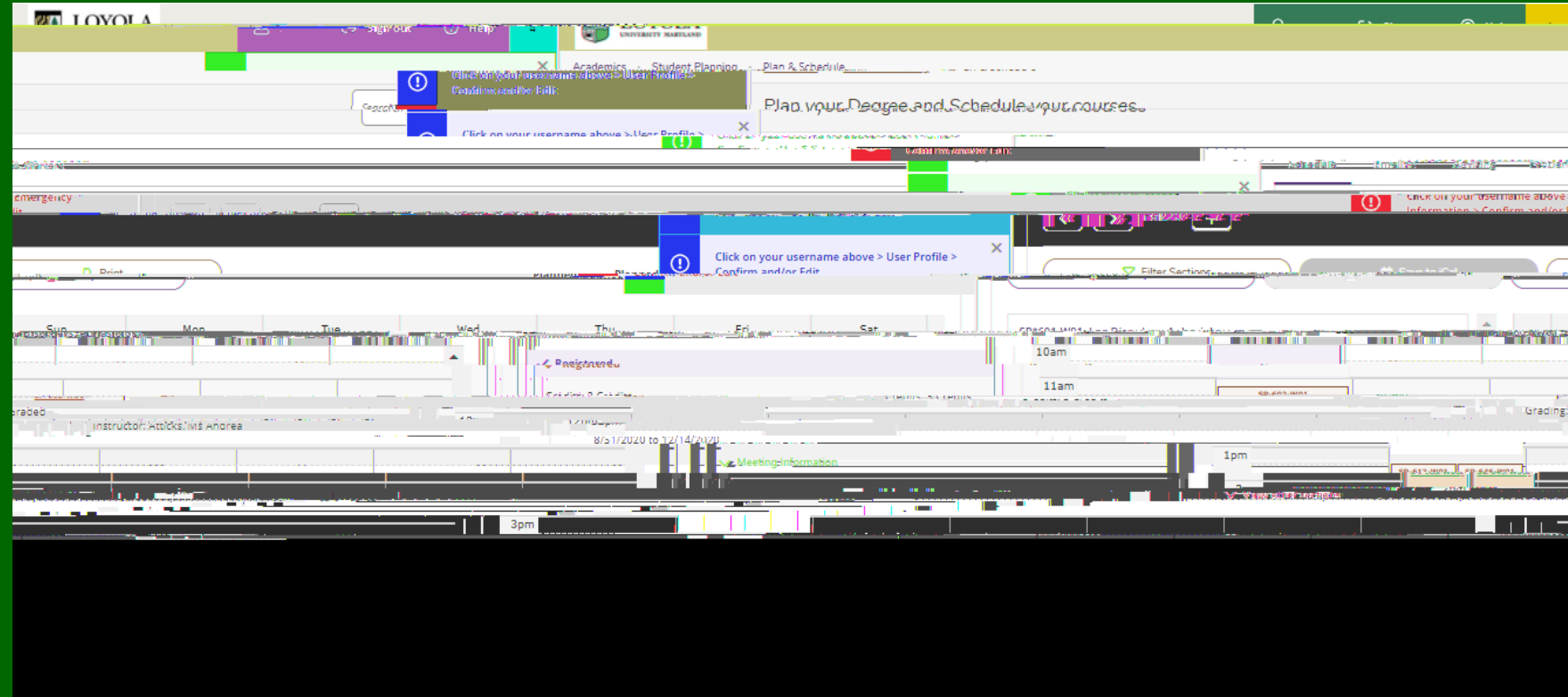
Steps to confirm your current information:
1. Click on your name

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.

1.   👤 Name

2.   User Profile
      Emergency Information
      View/Add Proxy Access
      Account Preferences

Addresses

✏️ Edit Personal Identity

To confirm your emergency contact information:

1. Click on your username at top right of the screen.
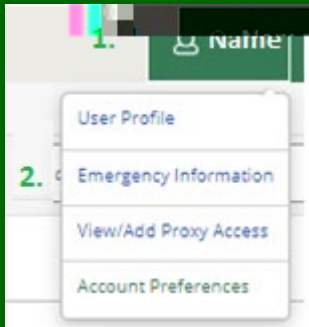
2. Select Emergency Information
3. Review / edit your emergency contact information.
4. If no emergency contact information appears, please click Add a New Contact.
5. Select confirm when information is complete.

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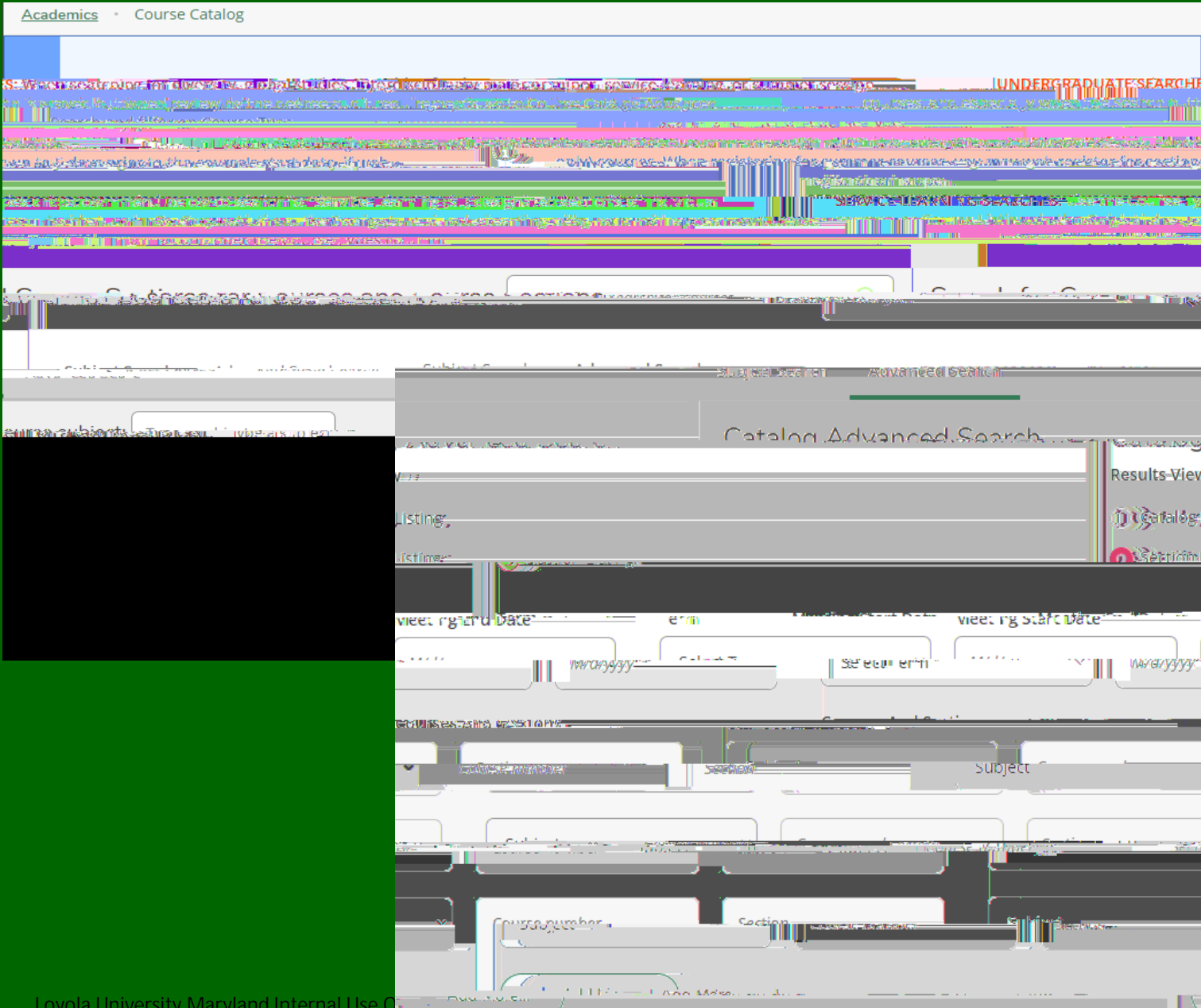
1. The landing calendar will be for the current term.
2. If the term desired cannot be accessed with the greater than (>) sign, add at least one planned *section* from the Course Catalog for the term.
3. On the left-hand side of the screen are planned courses in gold.
4. Course requisites are displayed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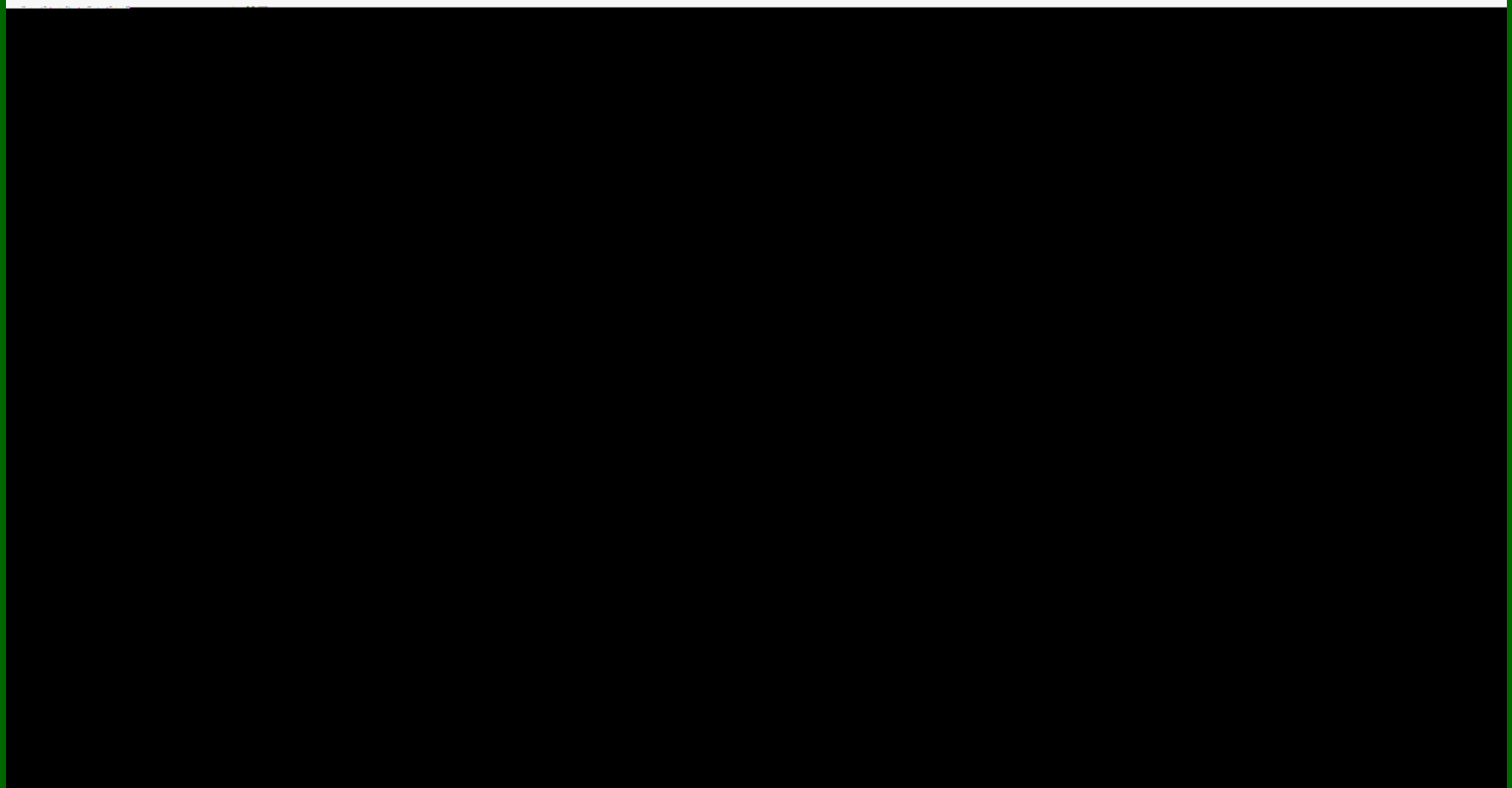
Please note that Graduate

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**

Note: If you don't have any planned <u>sections</u> 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.

Select sections to add:

PY-602-401 (3 Credits)

Update

Cancel
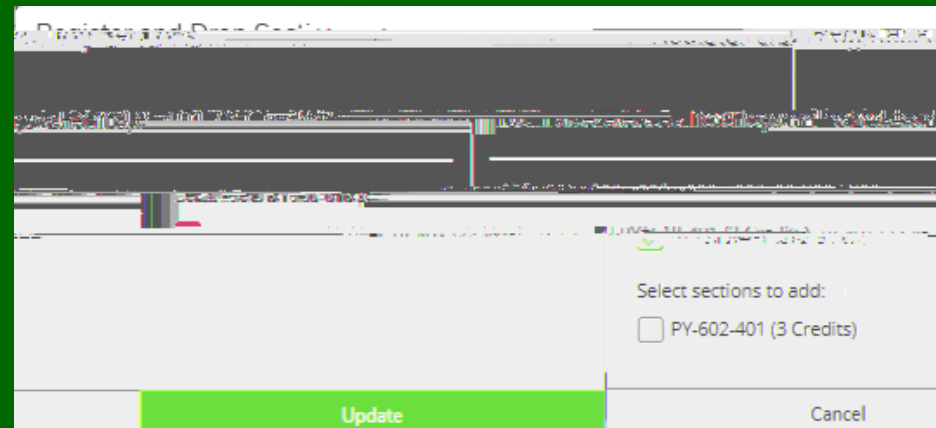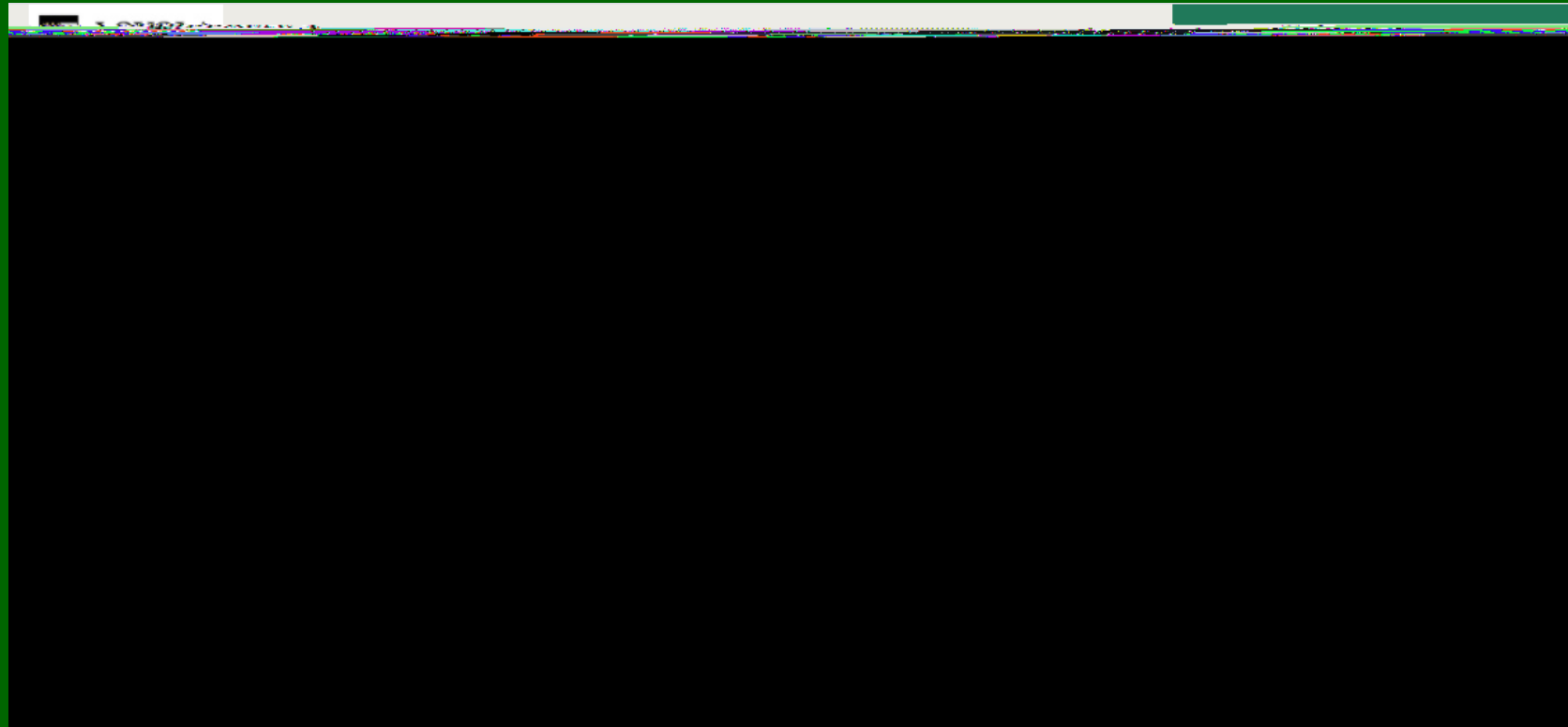
1. When you drop a course, be mindful that it may not be available to re-add if space is limited and another student gets there before you.

2. I i aor9eo or9 ia a

a (i)-3.1 g(a)-7.3 ( )0.5 (a)-1.2 (no)1.7 (t)-2.3h (e)2.8r ,(e)2.8 ( )-.1 (i)-3.1 (t)-2.4 (7.1 (i)-3.1 (s)1 ( )]TJ-0.001 Tc -00716 Tw 0 -1.203 TD(or)17.2 (e)

ant,opriheho i t

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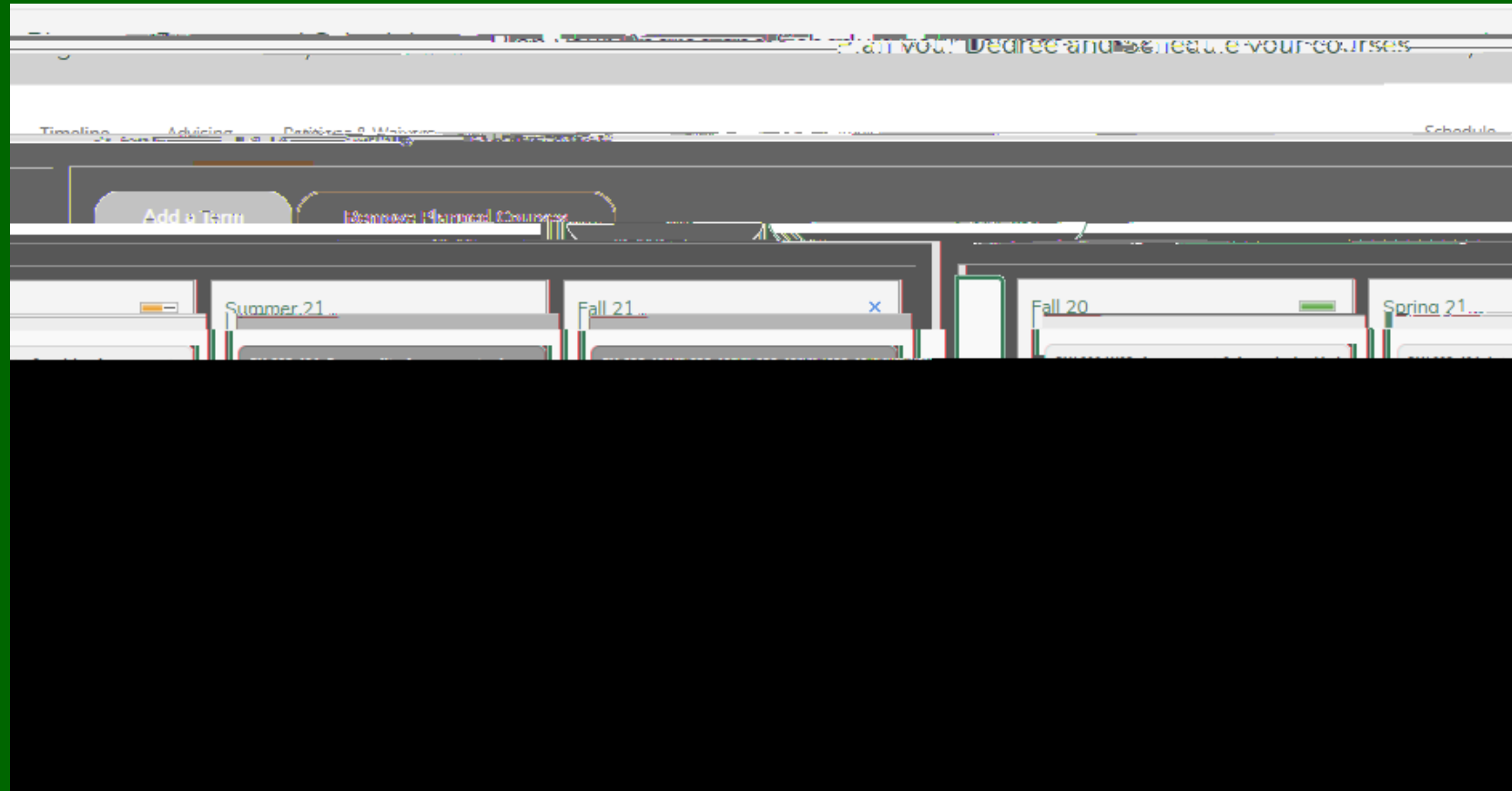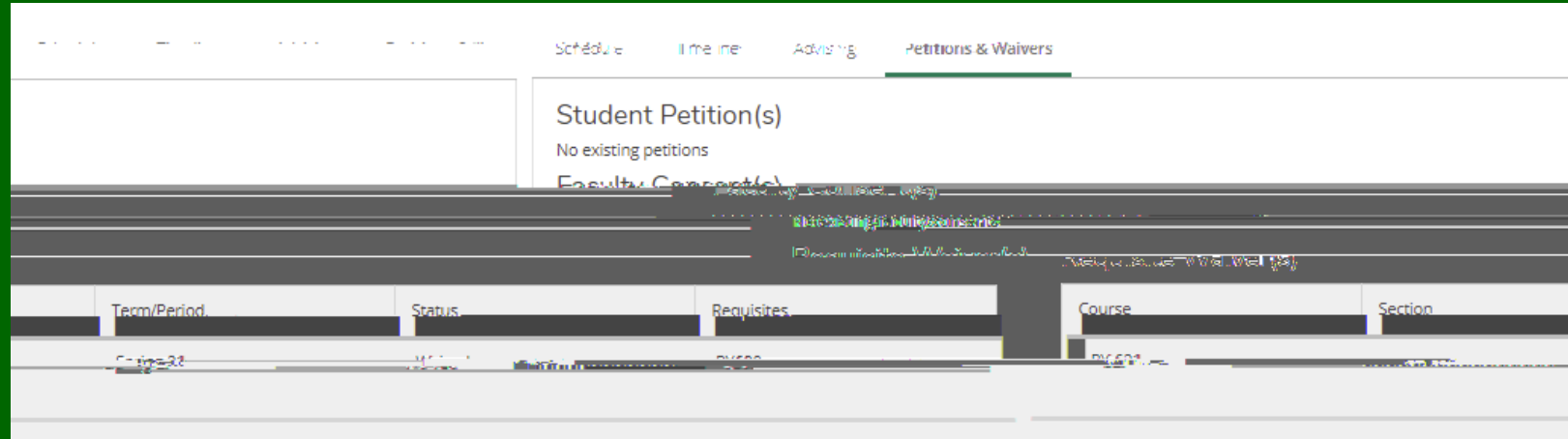
As noted above, Graduate students are not required to get prior permission to register for courses through this screen.

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.

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

Request these permissions through your academic department.

This plan archive area is

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.

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.