Loyola University Maryland
Student Planning
Undergraduate
Full Registration Instructions

Last Updated September 2023

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

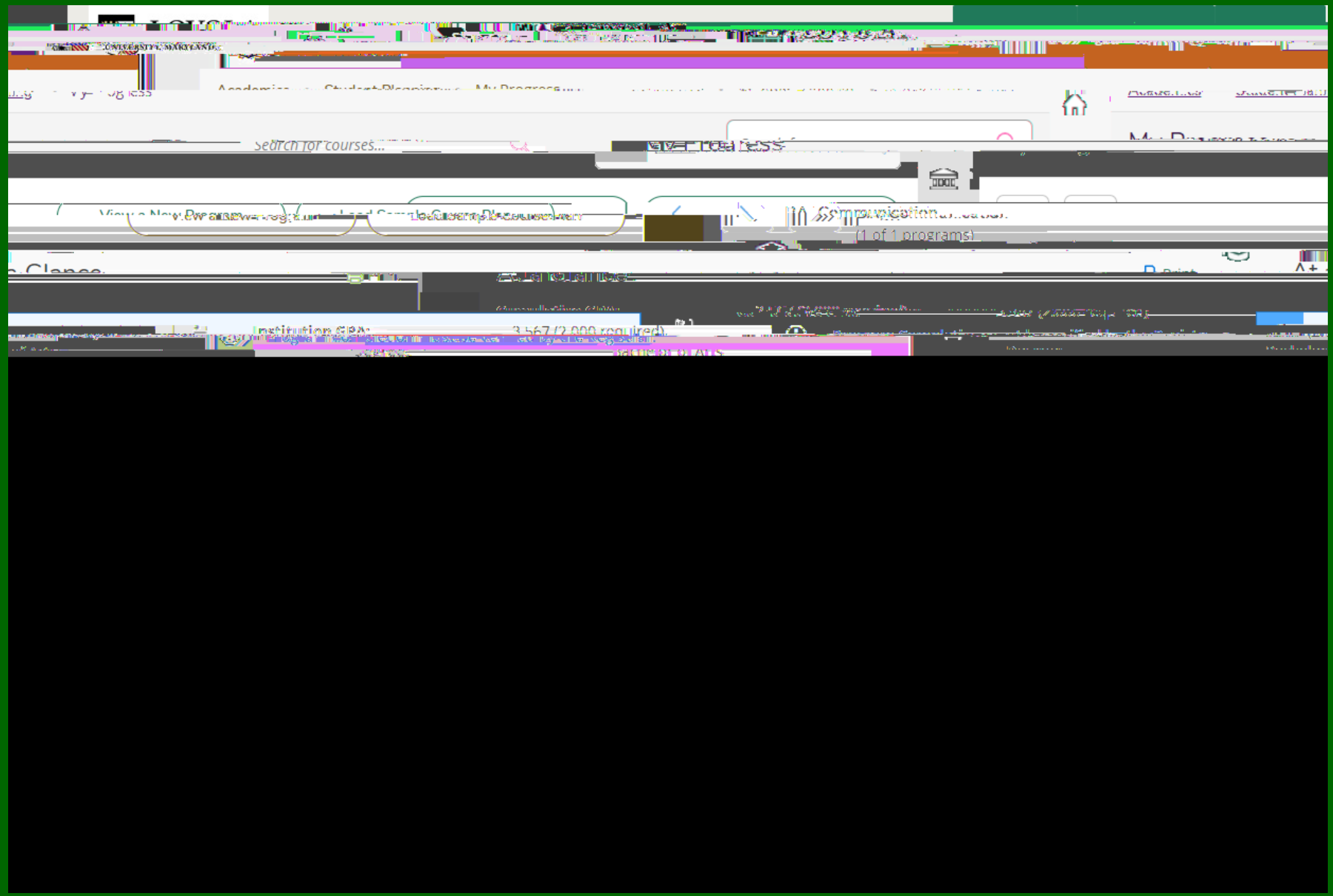
The bars on the right-hand side of the screen show your overall progress towards your degree

- **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

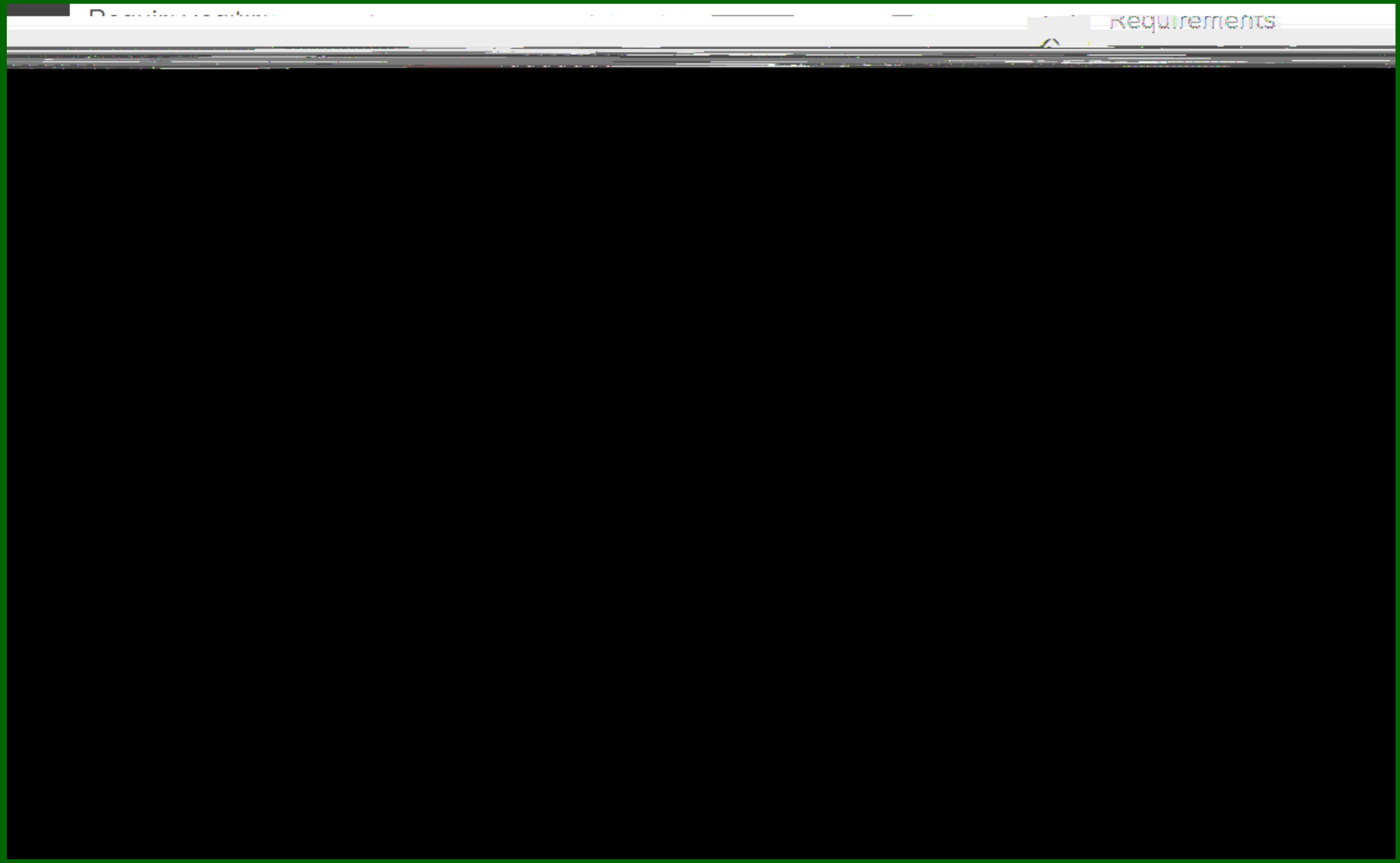
The **Requirements** section displays completed, planned, in progress, and outstanding requirements.

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.



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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

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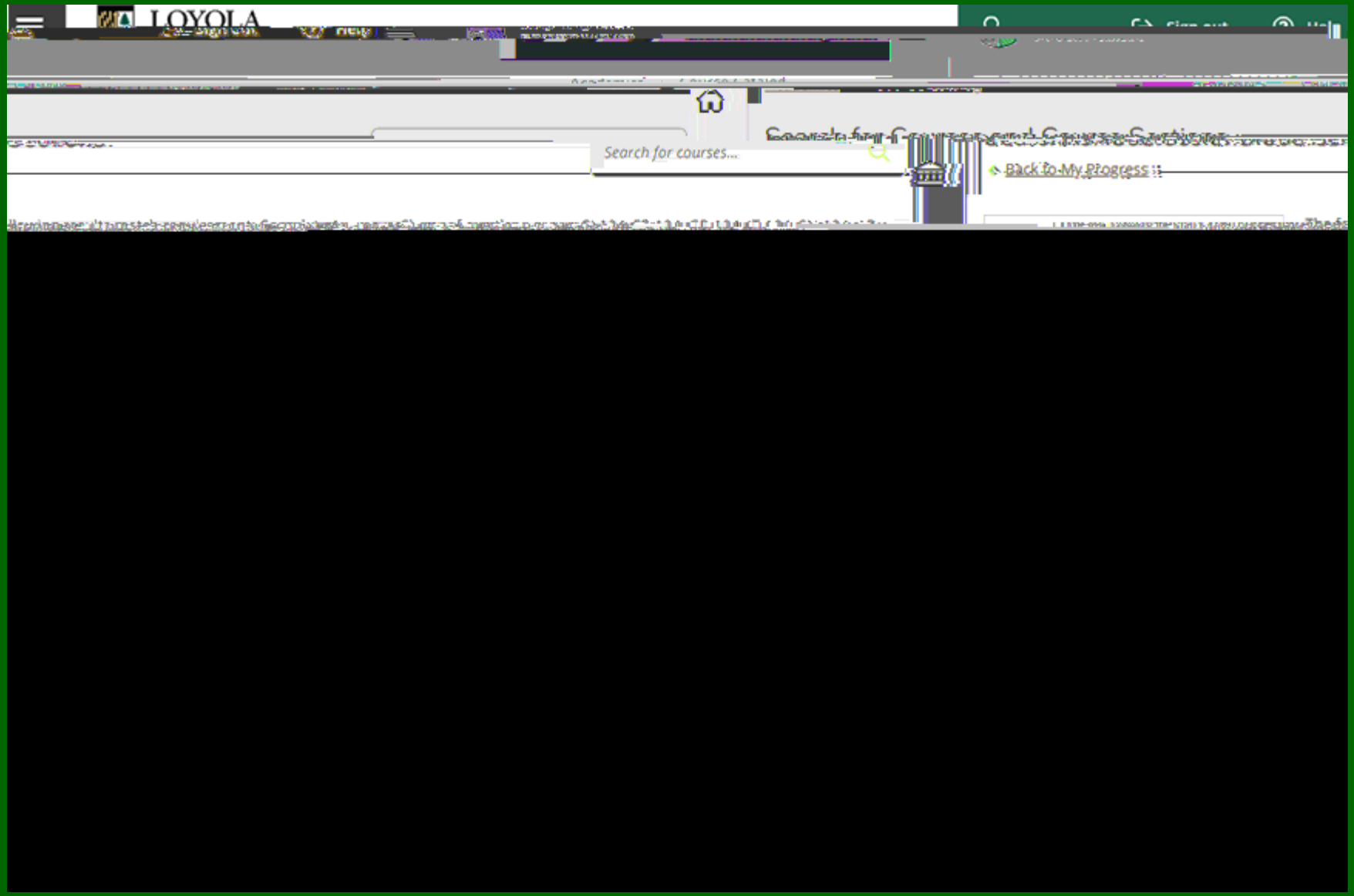
Add course(s) to plan

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

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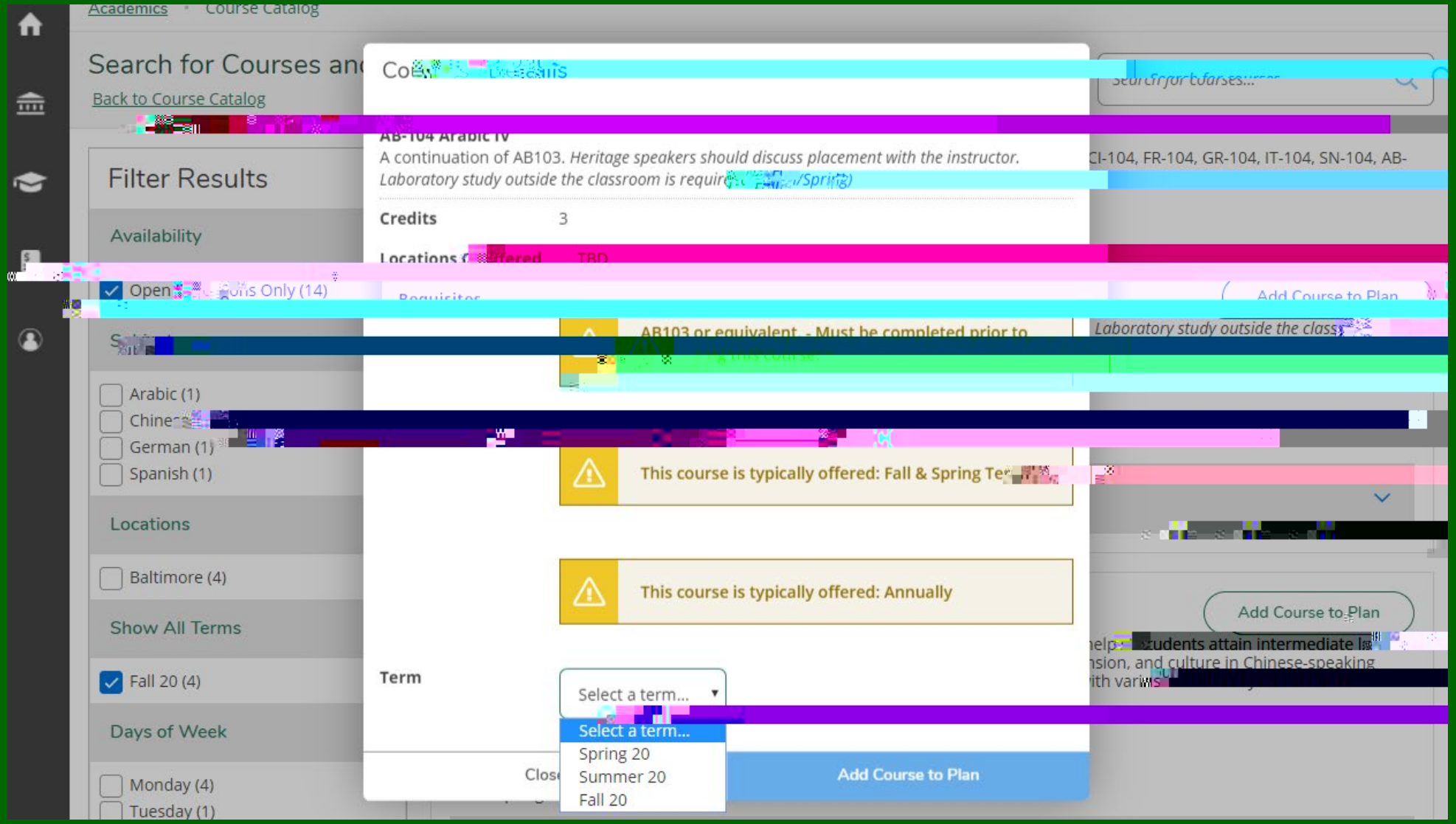
Add course(s) to Plan continued

Click on **Add Courses**



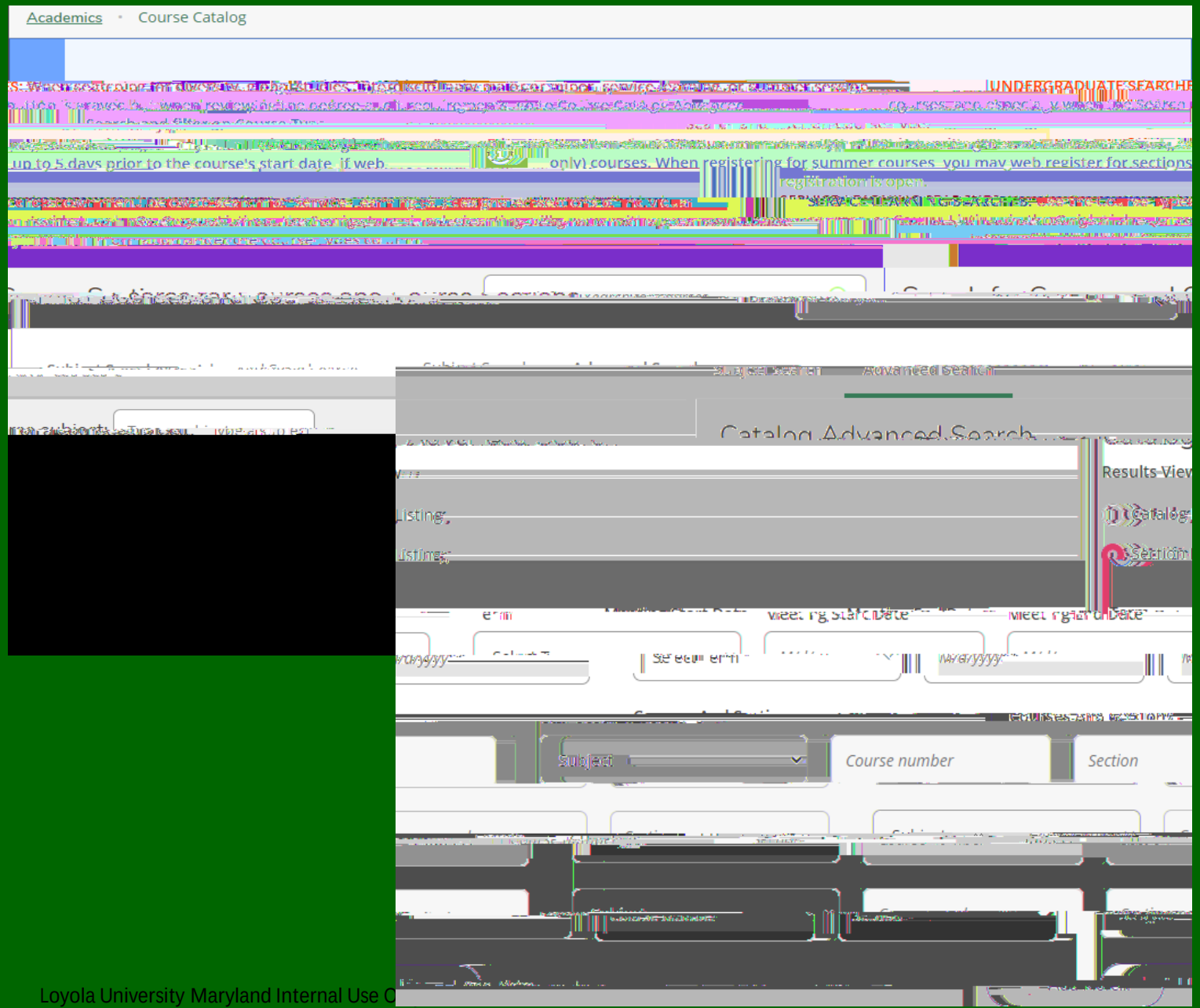
Course Catalog

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**.

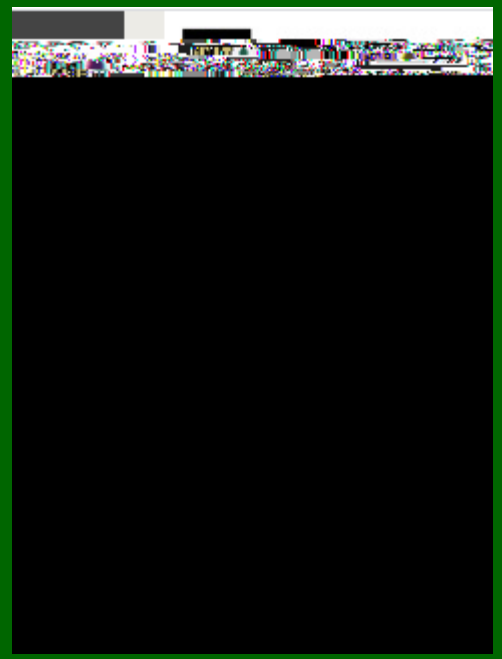
Select the **Subject Search** tab, then select a subject to see the course(s) available for planning and/or to add to your schedule for the open term.

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.



Register for Planned Course(s)

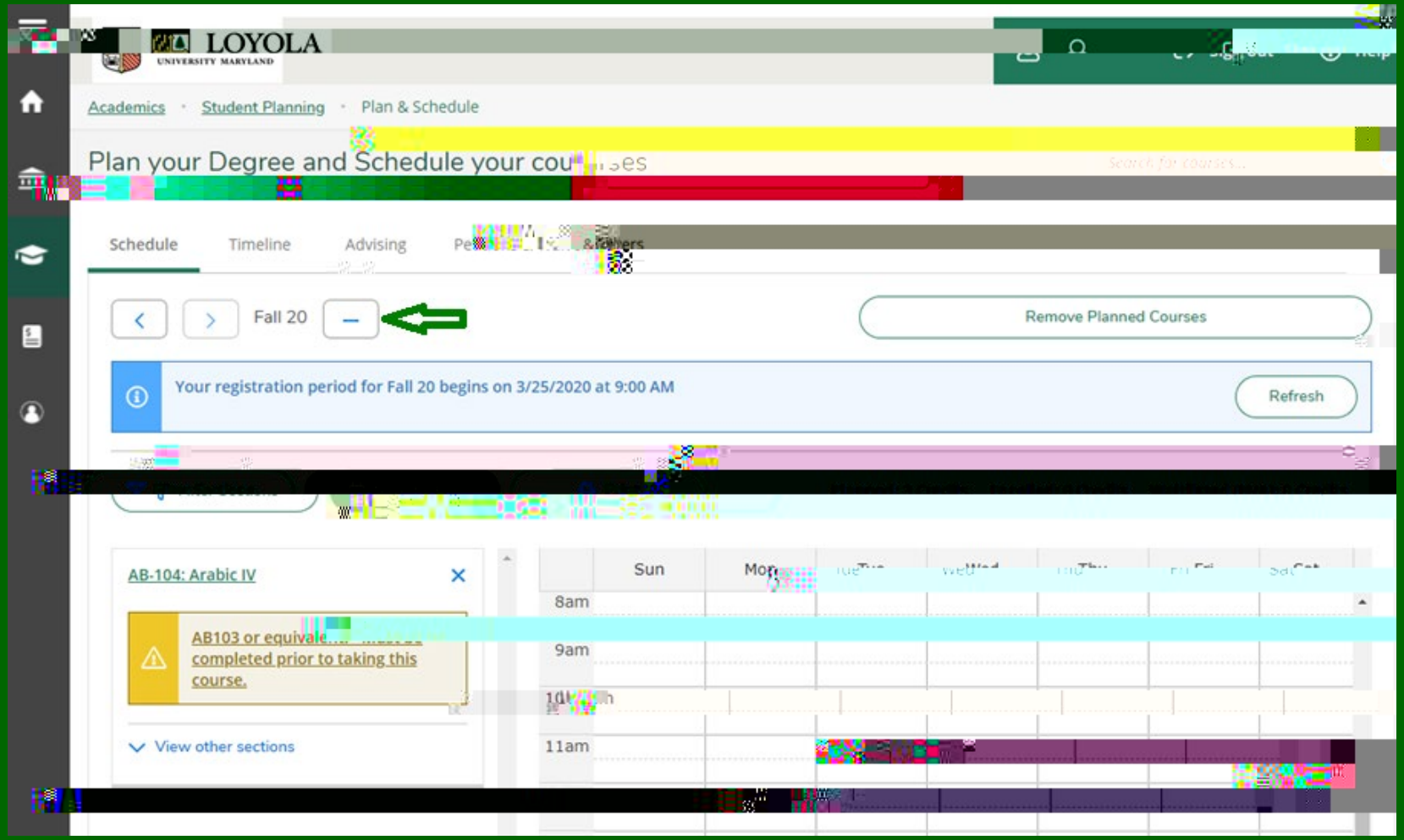
1. Select **Student Planning**



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.

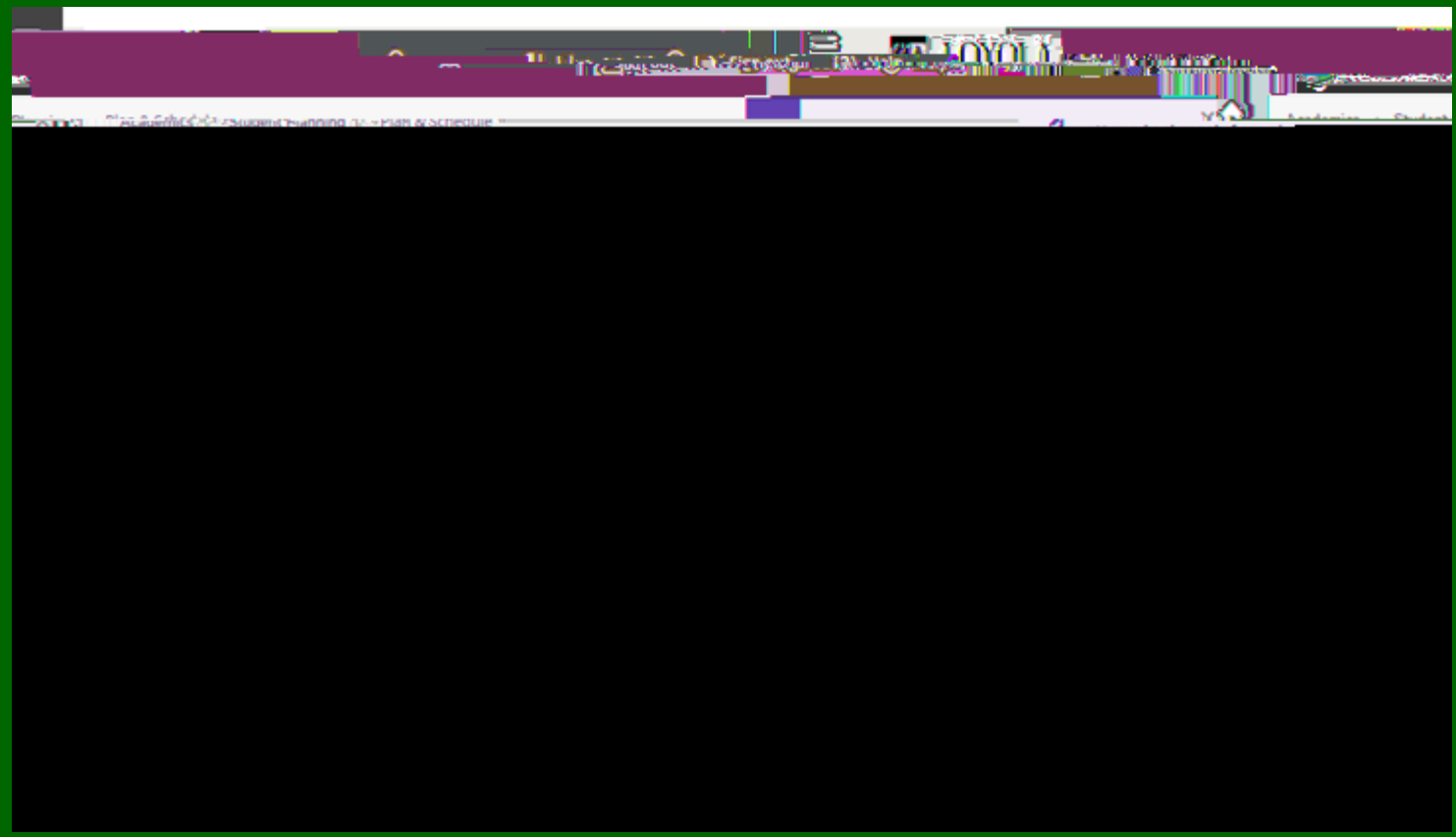


Request Plan Review and Registration Permission

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

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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

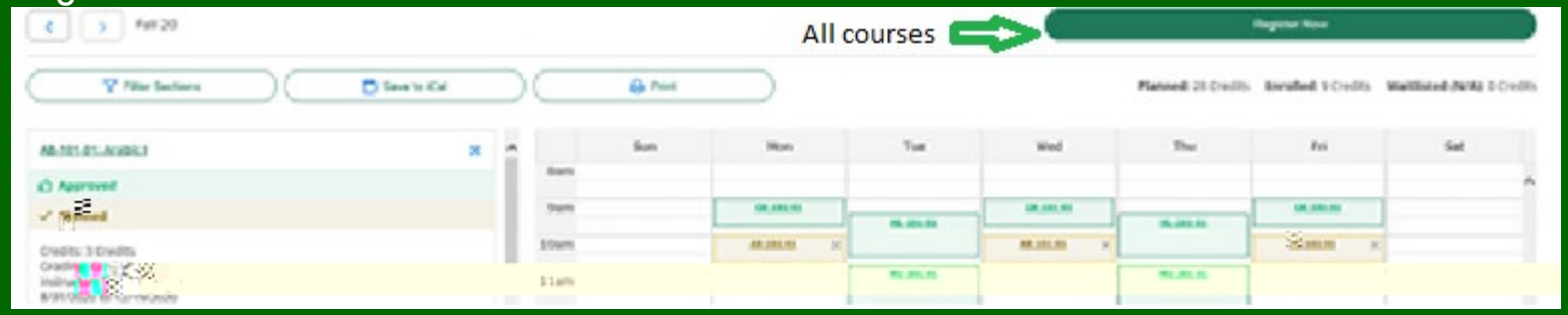
or

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

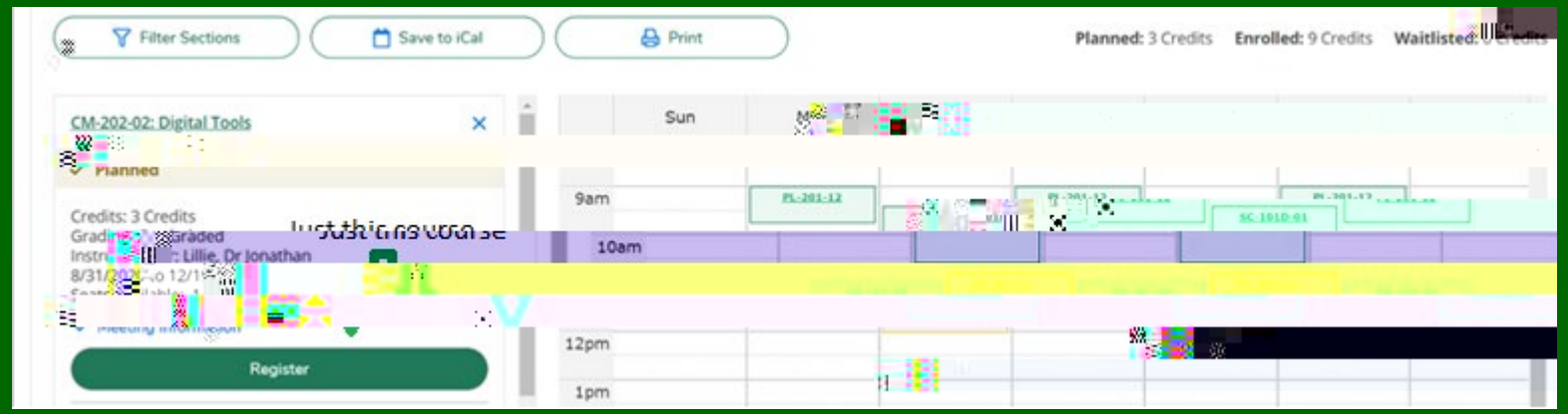
4. Follow these steps until registration is complete and all the courses on your calendar are green and say ‘Registered’ on the left side bar. If they are in gold and say ‘Planned’, you have not registered for them.

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

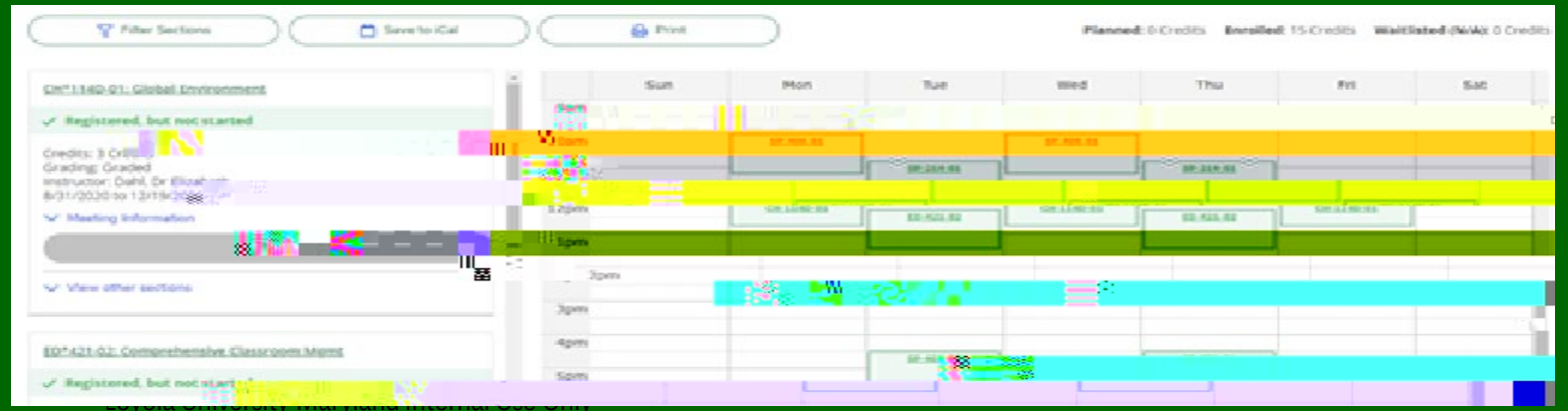
Register for all courses at once



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**

Request 6th Course Permission

To request 6th Course Permission:

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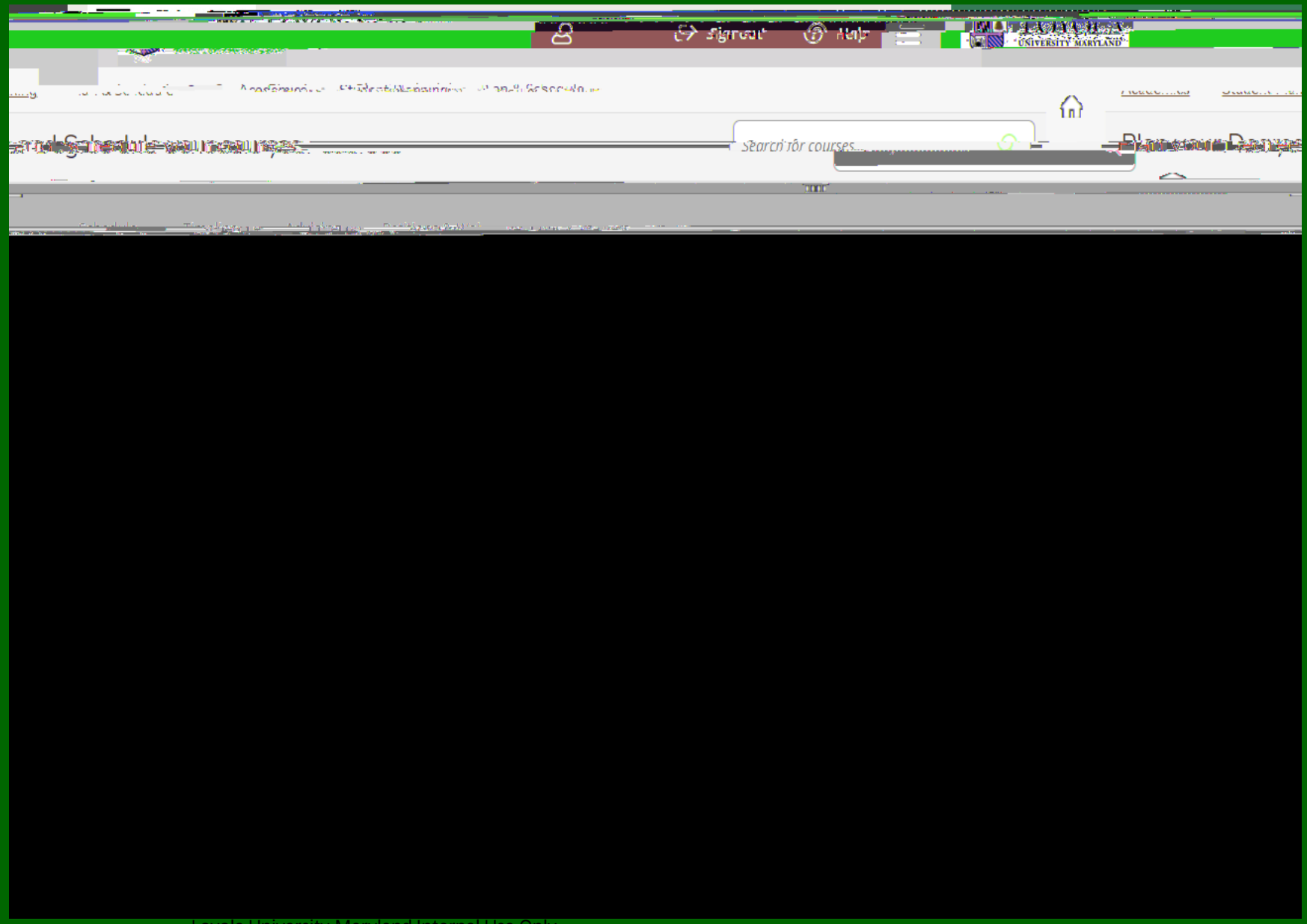
Confirm Advisor 6th Course Permission Granted (Fall / Spring only)

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

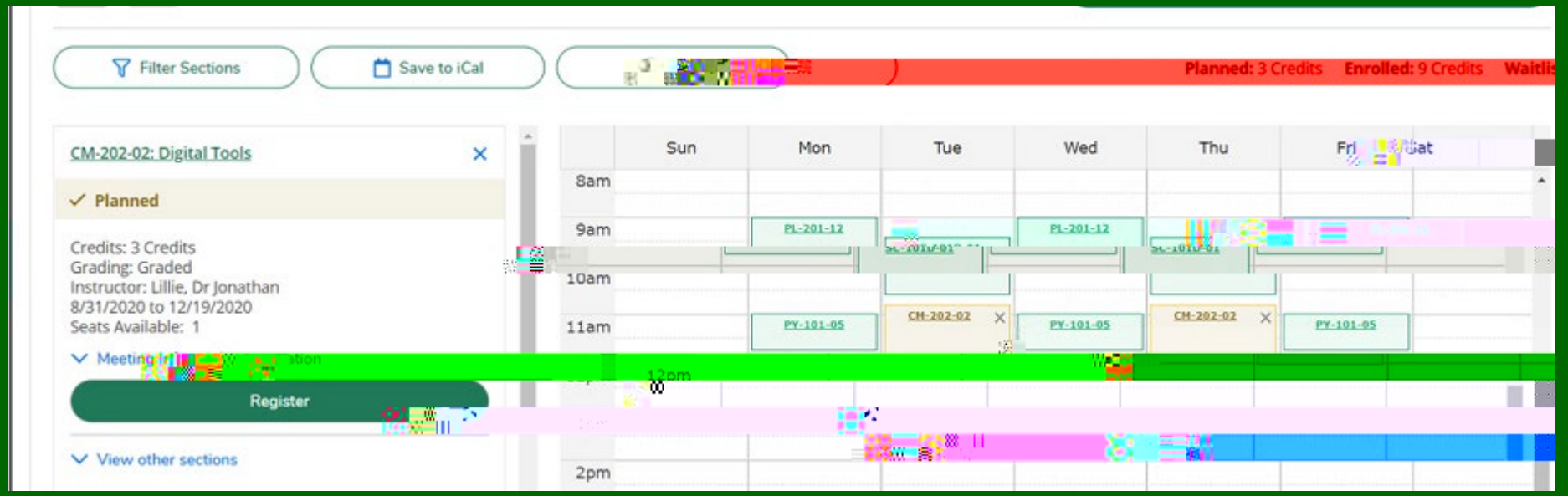
Select **Register Now** to register for your 6th course

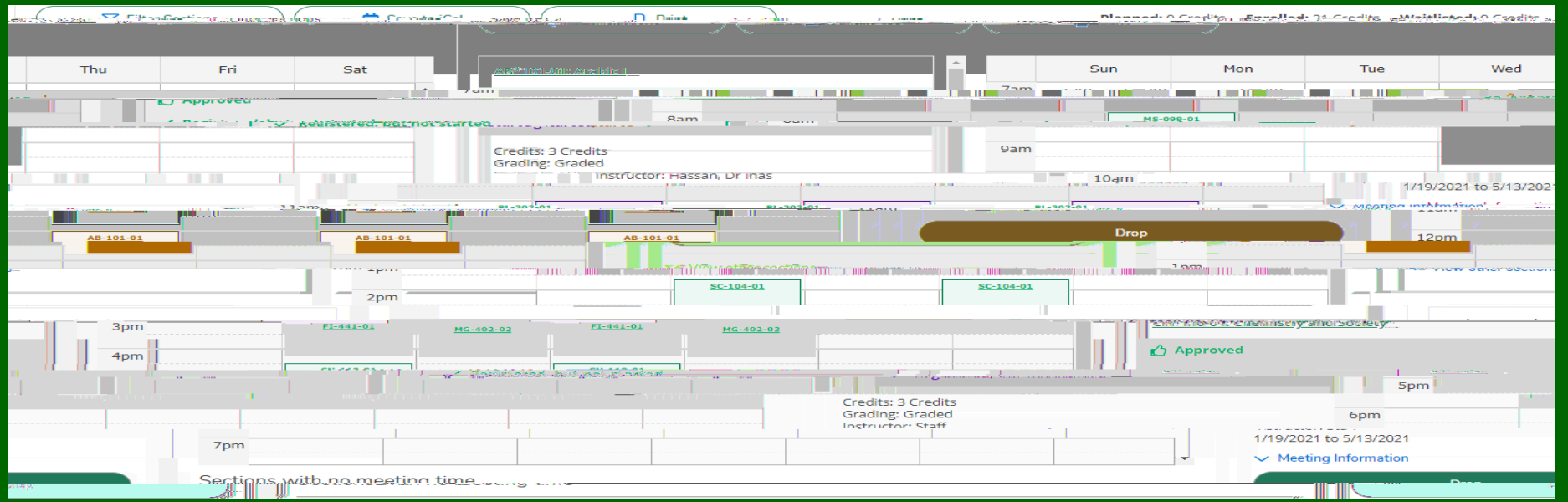
or

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

- Schedule
- Timeline
- Advising

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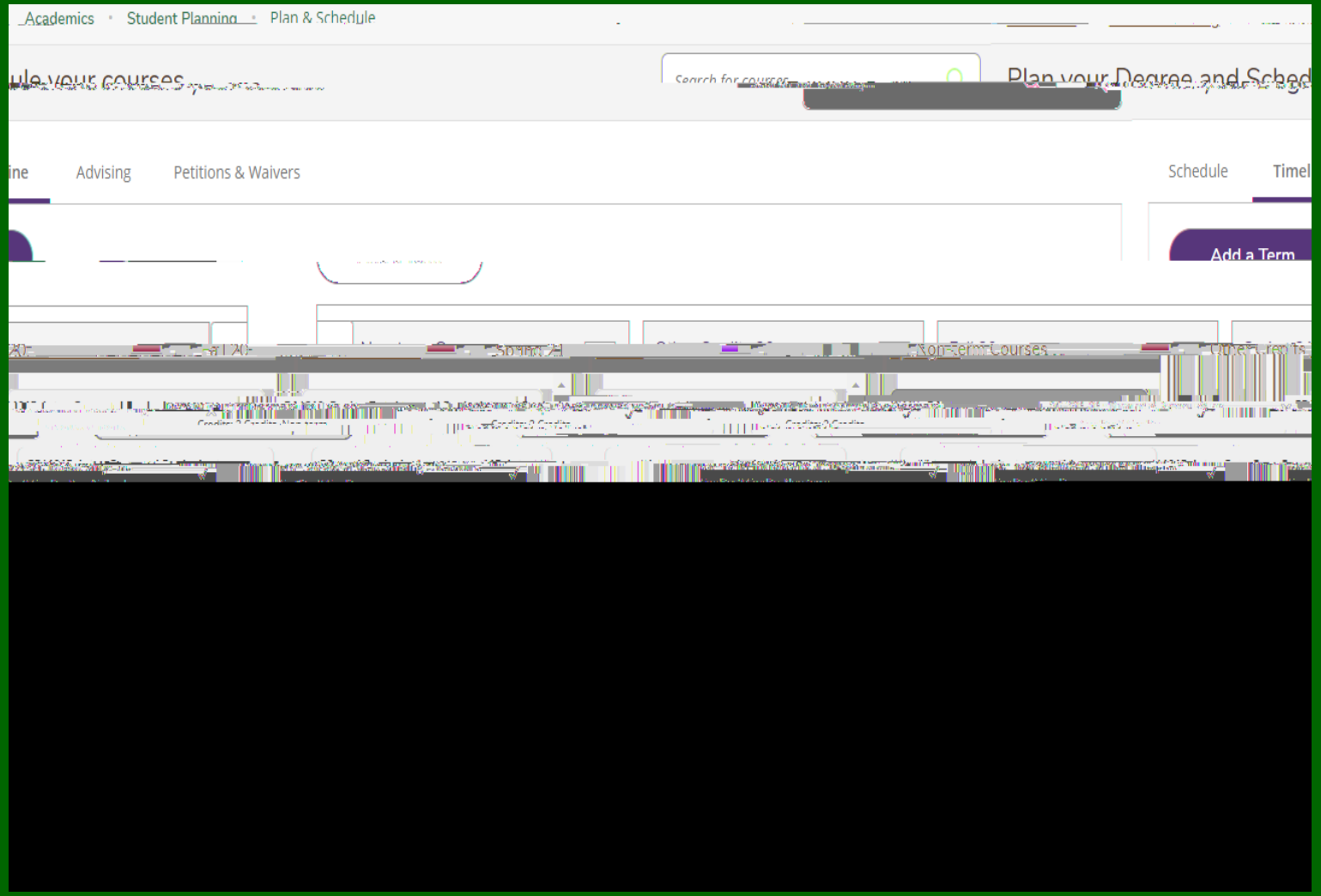
Timeline

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.



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

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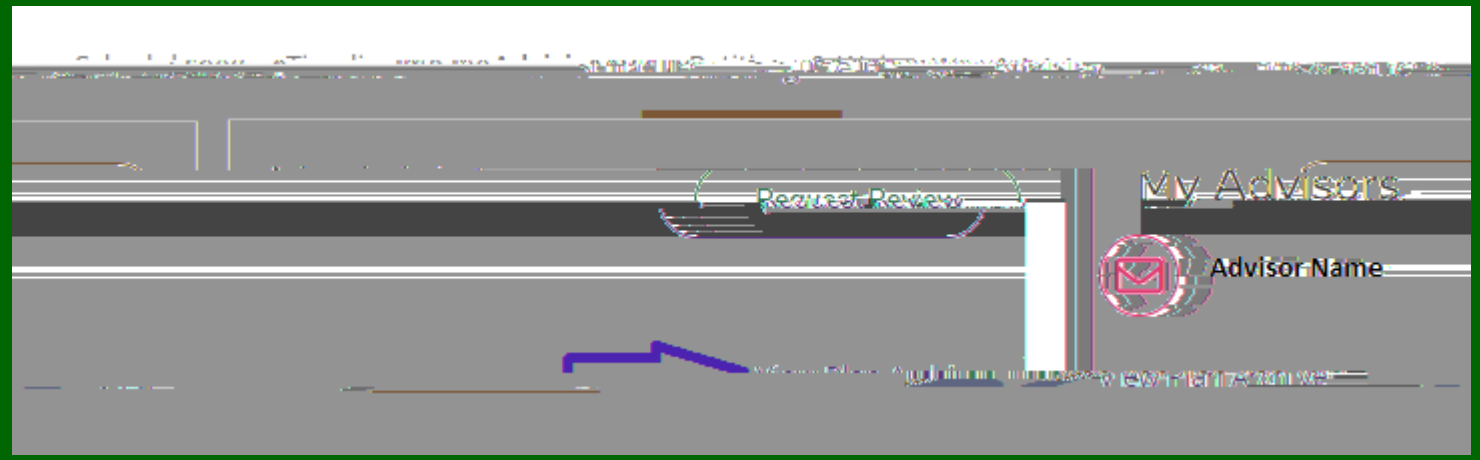
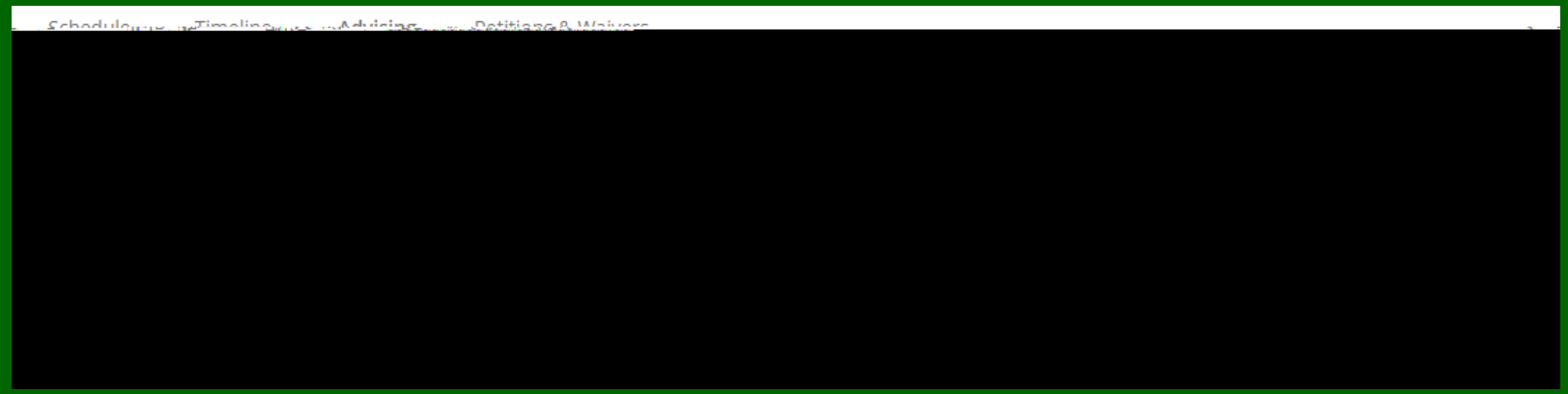
Advising - View Plan Archive

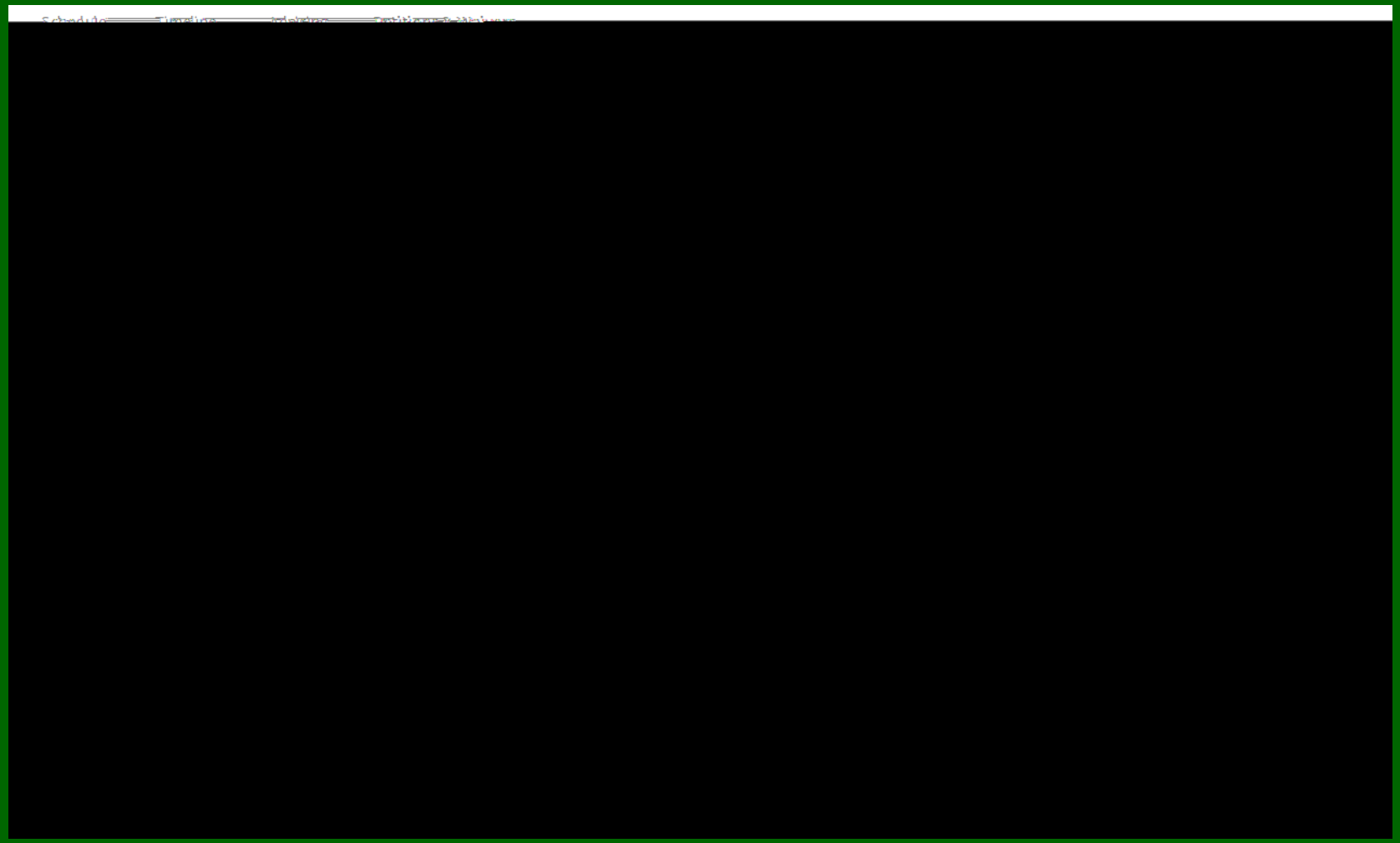
When you select Request Review an email is sent to your advisor alerting them of this action. Your advisor has the option of archiving the plan once they compete their review. The archived plan contains all the saved notes and the course they approved or denied. Available course plans can be downloaded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





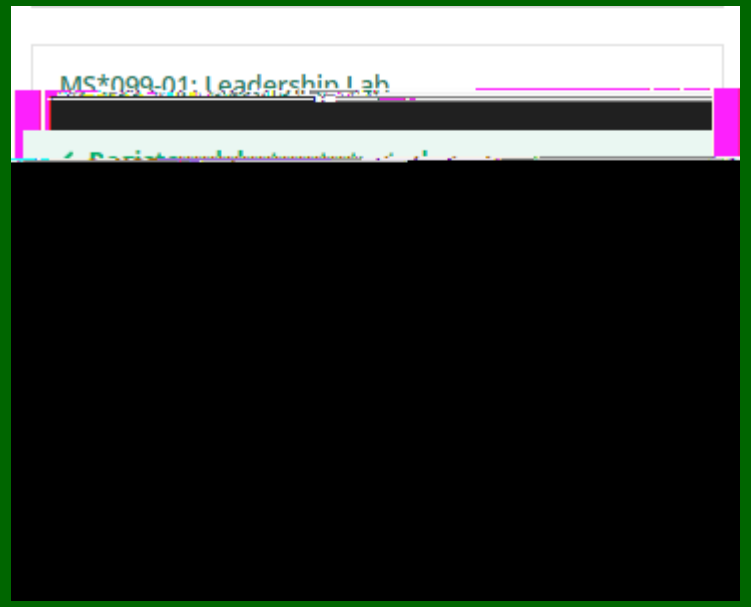
Petitions & Waivers

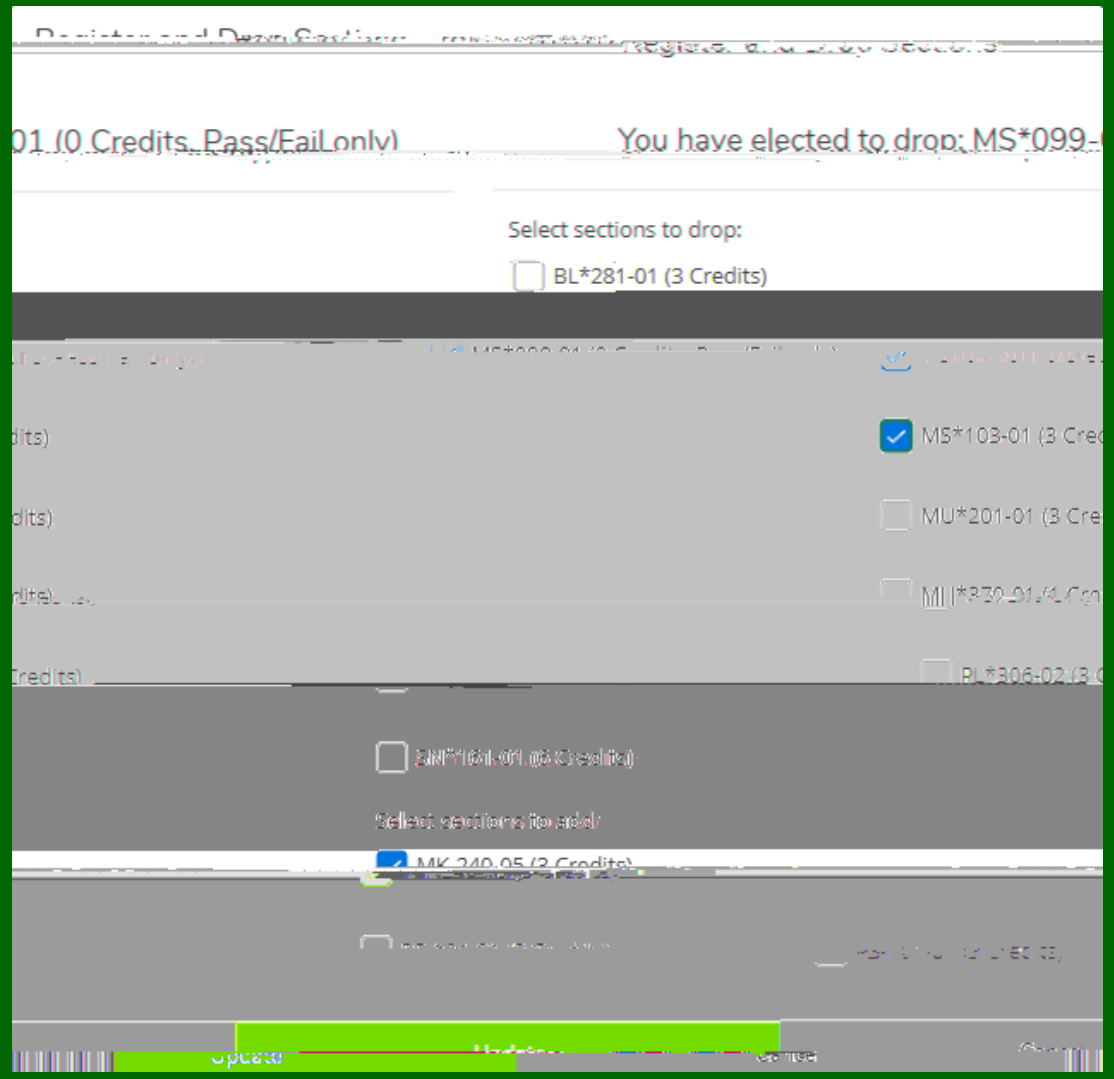
Petitions & Waivers display petitions, waivers and consents the student has received for courses that require them.



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 Nhi a(o)-6.9 (r)11u.6 (a75 .1 (i)-1.7 ( )-8..1 (i)-1.7 ( )-8.7 (a)-3.8 (o)-c.3(e)-1.7 (butd7.4 (A)-6.7 (s)-6.2 ( )-16f6 (y7	

Error Messages to Resolve continued