

**Fall 2020 Registration Guide**  
**Provided by the Office of Success Coaching and Academic Advising**

Pre-registration advising begins on Monday, March 30th  
 Registration opens on Friday, April 17th.

Most undergraduate students will continue to register by class, as before. Use the table below from Student Records for guidance. See Student Records:

<http://academicaffairs.loyno.edu/records/registration>

**Undergraduate (day) students in the Colleges of Arts and Sciences, Music & Fine Arts and the College of Business register based on their future classification. For example, if you are currently a junior and the hours for which you are currently registered will make you a senior next semester, your classification for early registration will be senior. Therefore, you register on the dates that are scheduled for seniors.**

UNDERGRADUATE - ADVISING BEGINS ON MARCH 30 AND REGISTRATION AFTER EASTER		
Date	Academic Standing	Time
Wednesday, April 15	Graduate Students	9 a.m. - 11:30 p.m.
Friday, April 17	Seniors, Evening Undergraduate and Post Baccalaureate Students	9 a.m. - 11:30 p.m.
Monday, April 20	Non-Senior Military Veterans Non-Senior Athletes Non-Senior Honor Students OAE approved students	9 a.m. - 11:30 p.m.
Tuesday, April 21	Juniors	9 a.m. - 11:30 p.m.
Wednesday, April 22	Sophomores	9 a.m. - 11:30 p.m.
Thursday, April 23	Freshmen	9 a.m. - 11:30 p.m.
Friday, April 24	All of the above students	9 a.m. - 11:30 p.m.

**Resources for Registration**

(1) Your faculty advisor. See discussion of faculty advising below.

(2) Office of Success Coaching and Academic Advising in the Student Success Center.

***Our team of full-time, professional academic advisors and success coaches remains available for appointments. We will not meet in-person with students until campus officially reopens, but we can provide our usual coaching and advising services via Zoom (video conferencing), Mongoose (text messages), email, and telephone. Our contact information and availability for appointments is accessible through our YouCanBookMe accounts, as before.***

*Our team can help you prepare for registration, answering questions about the process and what you can expect. We are happy to help you with the steps listed in the guide below, including contacting your faculty advisor, reviewing program requirements and progress, building model schedules (and even four-year graduation plans).*

*In general, our team does not clear students to register before registration opens.*

*There are exceptions. General Studies students (Arts and Sciences) should come to the Student Success Center for advising and to be cleared for registration. Students declared Pre-Health can come to the Student Success Center for advising, though we will encourage you to contact your faculty advisor too.*

*If you have decided to change your major and have not been assigned a faculty advisor in your new department, you can come to the Office of Success Coaching and Academic Advising for help building a schedule and to be cleared for registration.*

(3) Office for Accessible Education (OAE) is located in the Pan American Life Student Success Center on the second floor of the Monroe Library.

*If you are registered for services through our office, make an appointment with your Accessibility Counselor to review your classroom accommodations. Your Accessibility Counselor can also review your draft schedule to see if you have enough time in between classes to take advantage of testing accommodations. A good rule to follow is scheduling an hour break between each class.*

*Create your draft schedule to reflect your peak performance times. Make your schedule work for you by selecting course days and times that fit well with your eating, sleeping, and medication regimen. Have a backup plan as well if the classes you desire are not available. Ask your academic advisors about typical assignments expected for classes to make sure your learning style matches. You can also access syllabi through LORA that will provide additional information about the course, attendance requirements, and group project requirements.*

*Students eligible for priority registration as an accommodation will be notified via your Loyola University email. Make a habit of checking your email daily to find out your registration time. If you are eligible and have not received an email confirmation of priority registration, please check with your Accessibility Counselor.*

### **Registration Process Summary:**

#### **Before You Register**

## **(1) Contact with your advisor.**

*You must consult your advisor, usually a member of the faculty in your declared degree program, before you register for classes. Your advisor needs to approve your planned schedule and “clear” you to register.*

*You can find your faculty advisor's contact information in your LORA account, under "Advisors." If you are unsure how to schedule a meeting with this advisor remotely, send her or him an email.*

*Make sure you have received written confirmation from your advisor that you have been cleared to register.*

## (2) Check your LORA account to discover whether or not you have registration holds that might prevent you from registering on time.

*Holds can be related to (a) an overdue or unmet financial aid obligation, (b) immunization records unsubmitted or out-of-date, (c) not meeting with your advisor, (d) not signing off on your Student Responsibilities and Expectations Agreement.*

*(a) and (b) will be listed in your LORA account under "Holds." (c) and (d) won't necessarily be listed anywhere in LORA, but can appear as barriers to timely registration when you actually register if they have not been resolved.*

## (3) Prepare a schedule for registration.

*Do this before you meet with your advisor.*

*In order to register for classes, you need to know which classes your degree program requires you to take. There are two ways to find this information.*

*(a) Your Degree Program Course Listing (DPCL) is a sheet that shows all requirements, Core, Major, Adjunct, and Elective for each degree program on campus. You can find your DPCL by searching the appropriate link below.*

Degree programs for the College of Arts and Sciences

<http://2019bulletin.loyno.edu/undergraduate/college-arts-and-sciences>

Degree programs for the College of Business

<http://2019bulletin.loyno.edu/undergraduate/college-business>

Degree programs for the College of Music and Media

<http://2019bulletin.loyno.edu/undergraduate/college-music-fine-arts>

*(b) You can also find your degree requirement information, and your progress through the degree so far, through your LORA account.*

1. Log in to LORA
2. Click Student Records

3. *Click Academic Progress Report (UAchieve)*
4. *Log in to Academic Progress Report (UAchieve)*
5. *Click Run Audit*
6. *Review the information on classes completed and in progress.*

*Once you have determined which requirements remain, search for the Fall 2020 classes on LORA under “Schedule of Classes” or “Course Section Search”*

*Now you’re ready to draft a tentative course schedule. Please use the template below:*

<b>Class</b>	<b>Call Number</b>	<b>Days</b>	<b>Times</b>	<b>Credits</b>	<b>Professor</b>

#### **(4) Register for classes.**

*Now that you have made a draft schedule, met with your advisor, checked your registration holds (and made arrangements to clear those holds, if there were any), it’s time to register!*

*Remember that you will register for courses on your own. Log into your LORA account and select “Drop and Add Classes” under the “Registration Tab.”*

*Please remember that, even after your registration date, your registration for Fall does not have to be final. If you register and remain uncertain about your schedule, you can still contact your academic advisor and discuss it with him or her.*