

**Fall 2021 Registration Guide**  
**Provided by the Office of Success Coaching and Academic Advising**

Pre-registration advising begins on Monday, March 29th.  
 Registration opens on Wednesday, April 7th.

All undergraduate students are expected to register themselves for classes using LORA on the days and times listed below. **Academic advisors do not enroll students in classes. Most undergraduate students will register by class.** 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 Business register based on their future classification. For example, if you are currently a freshman and the hours for which you are currently registered will make you a sophomore next semester, your classification for registration will be “sophomore.” Therefore, you register on the date that is scheduled for sophomores.

<b>UNDERGRADUATE - ADVISING BEGINS ON MARCH 22nd AND REGISTRATION on APRIL 7th</b>		
<b>Date</b>	<b>Academic Standing</b>	<b>Time</b>
Wednesday, April 7th	Online Colleges and Graduate Students	9 a.m. - 11:30 p.m.
Thursday, April 8th	Seniors, Evening Undergraduate and Post Baccalaureate Students	8 a.m. - 11:30 p.m.
Friday, April 9th	Non-Senior Military Veterans Non-Senior Athletes Non-Senior Honor Students Non-Senior OAE approved students	8 a.m. - 11:30 p.m.
Monday, April 12th	Juniors (56-89 Hrs)	8 a.m. - 11:30 p.m.
Tuesday, April 13th	Sophomores (25-55 Hrs)	8 a.m. - 11:30 p.m.
Wednesday, April 14th	University Holiday	
Thursday, April 15th	Freshmen (0-24 Hrs)	8 a.m. - 11:30 p.m.
Friday, April 16th	All of the above students.***	9 a.m. - 11:30 p.m.

**Note:** \*\*\*Students can continue to make changes to their schedules and register for classes after the week of registration through the ADD/DROP deadlines of the first two weeks of classes in the new semester. It is important to register during registration week since classes fill quickly.

# ***Steps for Registering for Classes***

## **(1) Connect 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, which represents an approval of the classes you plan to take next semester. Your faculty advisor will not enroll you in classes. Using LORA, you add yourself to classes on the day and time listed above for your future class standing.*

*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 LORA for 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.*

*For financial holds, you will want to connect with Student Financial Services at 504-865-3337 or [sfscenter@loyno.edu](mailto:sfscenter@loyno.edu) .*

*For Immunization holds, you can connect with Student Health Services at 504-865-3326 or [studenthealth@loyno.edu](mailto:studenthealth@loyno.edu) .*

*For your [Student Responsibilities and Expectations Agreement](#), make sure to log into your LORA to accept the terms and conditions.*

## **(3) Prepare a potential 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 or by searching for the bulletin of your starting year at Loyola (For example: If you started in 2019, you would search for the “2019-2020” bulletin).*

Degree programs for the College of Arts and Sciences  
<http://bulletin.loyno.edu/undergraduate/cas>

Degree programs for the College of Business  
<http://bulletin.loyno.edu/undergraduate/business>

Degree programs for the College of Music and Media  
<http://bulletin.loyno.edu/undergraduate/cmm>

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

- 1. Log in to your Single-Sign-on account.*
- 2. Click UAchieve (Academic Progress Report)*
- 3. Select Run Declared Program*
- 4. Click View Audit*
- 5. 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.” Loyola Liberal Arts Core classes are listed under “Loyola Core” on LORA’s 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.*

# **Resources for Registration**

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

(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 remote/virtual appointments. Our usual coaching and advising services are available via Zoom (video conferencing), email, and telephone. Our contact information and availability for appointments is accessible through our YouCanBookMe accounts listed at <http://success.loyno.edu/advising-coaching>***

***You can also connect with an on-call advisor via texting our Registration Helpline at 504-608-4278 from Wednesday, April 7th - Thursday, April 15th between the hours of 8:00 am-12pm and 1pm-4pm.***

*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 above, 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:***

- *Exploratory/ General Studies students (Arts and Sciences) should come to the Student Success Center for advising and to be cleared for registration.*
- *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.*

*Should you have any questions or concerns, please do not hesitate to text the Registration Helpline at **504-608-4278**.*