

# How to Register Through LORA

**Step 1:** Enter the following URL into your web browser: [https://lora.loyno.edu/index\\_op.html](https://lora.loyno.edu/index_op.html)

**Step 2:** Click on “Login to Student Services”

**LORA: LOYOLA ONLINE RECORDS ACCESS**

**LORA QUICK LINKS**

- » Schedule of Classes for Online Programs (LORA)
- » Course Section Search for Online Programs (LORA)
- » Login to Student Services (LORA)

## Loyola Online Records Access

### Services Available

- **Schedule of Classes for Online Programs (LORA)**  
Search through the available course sections by semester.
- **Course Section Search for Online Programs (LORA)**  
Narrow your search through the available course sections by selecting your own criteria.
- **Login to Student Services (LORA)**  
Register for classes, view grades and transcripts, view account summaries and billing statements, pay tuition, view financial aid information, change mailing addresses, add non-Loyola e-mail addresses.

**LORA is available at all hours EXCEPT the following scheduled maintenance times:**

- Tuesday - Friday: 4:00 AM - 8:00 AM
- Saturday: 2:00 AM - 9:00 AM

**Step 3:** Login using your LORA credentials.

**Step 4:** Once logged into LORA, make sure **the correct term is selected** that you plan to register for – if the wrong term is selected, just click on “Select Term” before continuing.

**LORA: LOYOLA ONLINE RECORDS ACCESS**

**Term** Personal Info Student Records Registration Tuition and Billing Financial Aid Courses

## Site Map

**Term**

- Select Term

**Registration**

- Drop and Add Classes
- Conditional Drop and Add
- Student Policies, Responsibilities and Expectations Agreement
- Change Class Options
- Student Schedule
- Financial Aid

**Courses**

- Course S
- Course S
- Course C
- Student F
- Change Class Options

**Step 5:** Click on “Drop & Add Classes” under the Registration Tab.

*\*You may be required to accept a “Policies & Financial Responsibilities Agreement” before continuing.*



## Site Map

### Spring 2018

Term	Registration	Courses
Select Term	Drop and Add Classes	Course S
	Conditional Drop and Add	Course S
Personal Info	Student Policies, Responsibilities and Expectations Agreement	Course C
Addresses including Emergency Contacts and Next of Kin	Change Class Options	Student F
Personal Phone Numbers	Student Schedule	Change S
E-mail Addresses and Personal Web Page	View Class Members	

**Step 6:** Now, you can enter your predetermined 5 digit Course Call Numbers in each box. Once all your selected call numbers have been entered, click **submit**.

*\*Some courses required Pre-Requisites that must be completed before enrolling in future course.*

*\*Some courses require a Co-Requisite – these classes must be registered at the same time. (ex: Lecture & Labs)*

Enter the Course Call Numbers below as listed in [Course Sections](#) | [Course Section Search](#)

Add Class

<input type="text"/>									
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit

**Step 7:** **DONE!** You are now registered! *Make sure to go back to the Site Map and view your Student Schedule to make sure your classes look correct.*