



# Swapping and Dropping Classes through LOCUS

Home | A-Z Index | Contact Us | Directories | **LOCUS**

SEARCH [ ] BOOKS [ ]

1.) Click the LOCUS link to log into LOCUS

ALUMNI | PROSPECTIVE STUDENTS | FACULTY AND STAFF

<b>About Loyola</b> Give to Loyola Historic Timeline Loyola Facts Mission & Ministry President's Welcome Visiting Loyola	<b>Academics</b> Calendars Departments Programs Research Schools	<b>Admission</b> Continuing Ed Executive Ed Graduate Professional Undergraduate	<b>Campus Life</b> Athletics Internships Museum Student Affairs Study Abroad	<b>Resources</b> Human Resources Jobs at Loyola Libraries Media Technology	<b>News and Events</b> » Hunger Week: 2007 Online Auction » H.S. Junior/Senior/Transfer Open Houses » University Beverage Vendor Contract Review
--	---	--	---	---	---

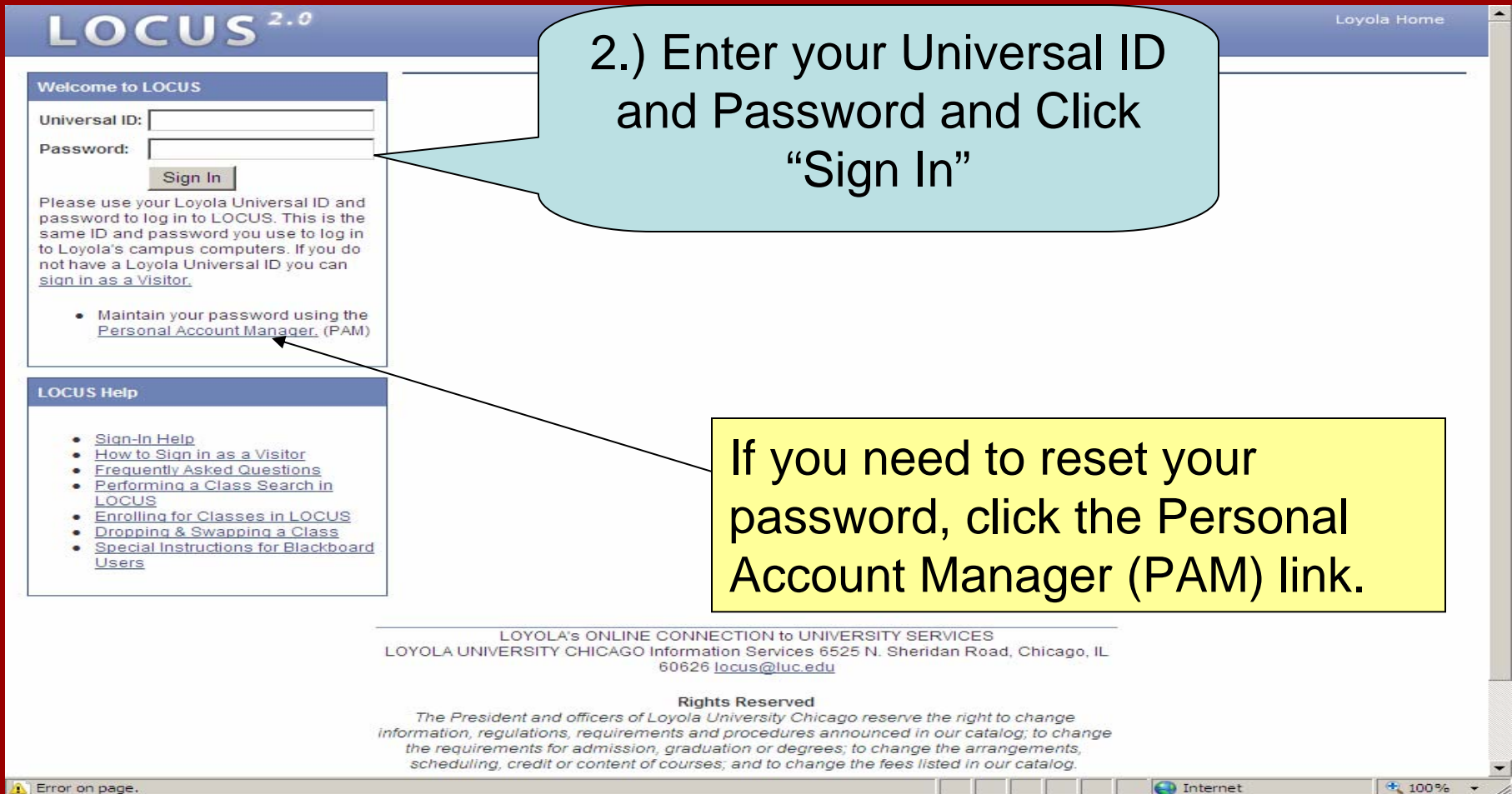
Calendar | Newsroom | RSS Feed

Internet

# Swapping and Dropping Classes

2.) Enter your Universal ID and Password and Click "Sign In"

If you need to reset your password, click the Personal Account Manager (PAM) link.



The screenshot shows the LOCUS 2.0 login interface. At the top left is the 'LOCUS 2.0' logo, and at the top right is a 'Loyola Home' link. The main content area is titled 'Welcome to LOCUS' and contains a login form with fields for 'Universal ID:' and 'Password:', followed by a 'Sign In' button. Below the form is a paragraph of instructions and a bulleted list with a link to 'Personal Account Manager (PAM)'. A 'LOCUS Help' section is located below the instructions, containing several links. A light blue callout bubble points to the 'Sign In' button, and a yellow callout box points to the 'Personal Account Manager (PAM)' link. The footer contains contact information for Loyola University Chicago, a 'Rights Reserved' notice, and a disclaimer. The browser's status bar at the bottom shows 'Error on page.', 'Internet', and '100%' zoom.

**Welcome to LOCUS**

Universal ID:

Password:

Please use your Loyola Universal ID and password to log in to LOCUS. This is the same ID and password you use to log in to Loyola's campus computers. If you do not have a Loyola Universal ID you can [sign in as a Visitor](#).

- Maintain your password using the [Personal Account Manager \(PAM\)](#)

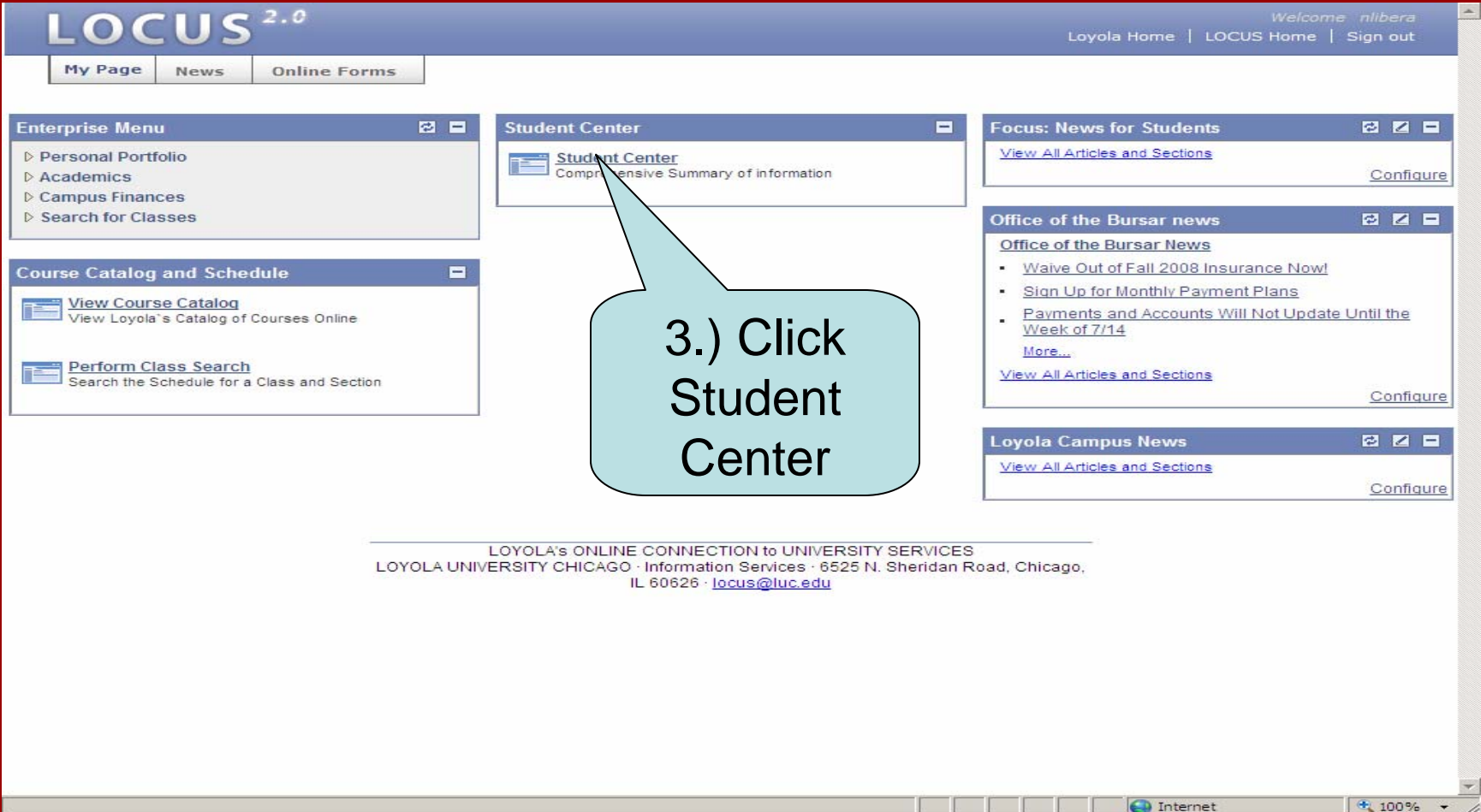
**LOCUS Help**

- [Sign-In Help](#)
- [How to Sign in as a Visitor](#)
- [Frequently Asked Questions](#)
- [Performing a Class Search in LOCUS](#)
- [Enrolling for Classes in LOCUS](#)
- [Dropping & Swapping a Class](#)
- [Special Instructions for Blackboard Users](#)

LOYOLA'S ONLINE CONNECTION to UNIVERSITY SERVICES  
LOYOLA UNIVERSITY CHICAGO Information Services 6525 N. Sheridan Road, Chicago, IL  
60626 [locus@luc.edu](mailto:locus@luc.edu)

**Rights Reserved**  
*The President and officers of Loyola University Chicago reserve the right to change information, regulations, requirements and procedures announced in our catalog; to change the requirements for admission, graduation or degrees; to change the arrangements, scheduling, credit or content of courses; and to change the fees listed in our catalog.*

# Swapping and Dropping Classes



**LOCUS 2.0** Welcome nlibera  
Loyola Home | LOCUS Home | Sign out

**My Page** | **News** | **Online Forms**

**Enterprise Menu**

- ▷ Personal Portfolio
- ▷ Academics
- ▷ Campus Finances
- ▷ Search for Classes

**Course Catalog and Schedule**

- [View Course Catalog](#)  
View Loyola's Catalog of Courses Online
- [Perform Class Search](#)  
Search the Schedule for a Class and Section

**Student Center**

- [Student Center](#)  
Comprehensive Summary of information

**Focus: News for Students**

- [View All Articles and Sections](#)

[Configure](#)

**Office of the Bursar news**

- [Office of the Bursar News](#)
- [Waive Out of Fall 2008 Insurance Now!](#)
- [Sign Up for Monthly Payment Plans](#)
- [Payments and Accounts Will Not Update Until the Week of 7/14](#)
- [More...](#)
- [View All Articles and Sections](#)

[Configure](#)

**Loyola Campus News**

- [View All Articles and Sections](#)

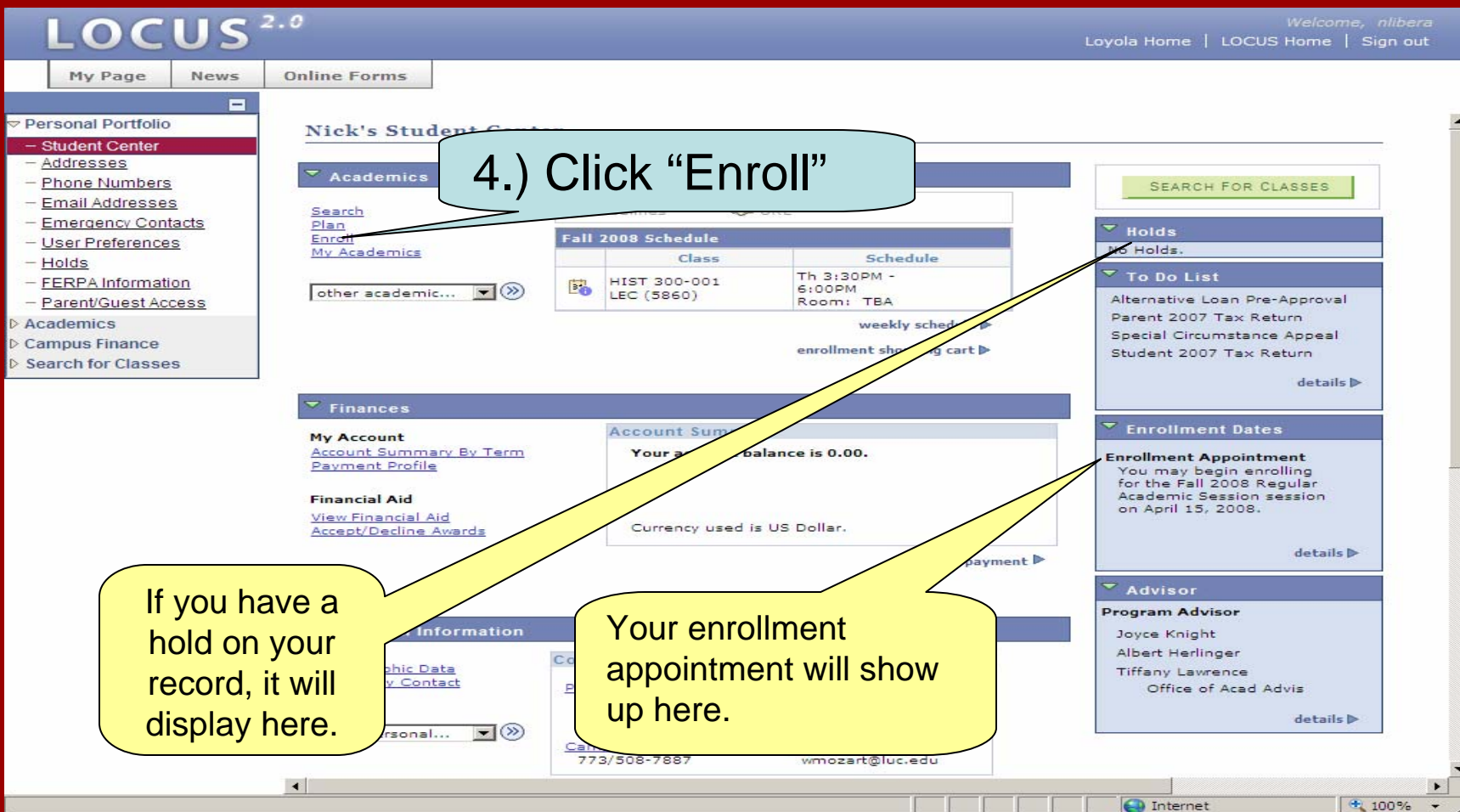
[Configure](#)

**3.) Click  
Student  
Center**

LOYOLA'S ONLINE CONNECTION to UNIVERSITY SERVICES  
LOYOLA UNIVERSITY CHICAGO · Information Services · 6525 N. Sheridan Road, Chicago,  
IL 60626 · [locus@luc.edu](mailto:locus@luc.edu)

Internet 100%

# Swapping and Dropping Classes



**LOCUS 2.0** Welcome, nlibera  
 Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

**Personal Portfolio**

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access

**Nick's Student Center**

**Academics**

Search Plan Enroll My Academics

other academic... [dropdown] [go]

Fall 2008 Schedule		
Class	Schedule	
HIST 300-001 LEC (3860)	Th 3:30PM - 6:00PM Room: TBA	weekly schedule enrollment shopping cart

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**

- Alternative Loan Pre-Approval
- Parent 2007 Tax Return
- Special Circumstance Appeal
- Student 2007 Tax Return

**Enrollment Dates**

**Enrollment Appointment**  
 You may begin enrolling for the Fall 2008 Regular Academic Session session on April 15, 2008.

**Advisor**

**Program Advisor**

- Joyce Knight
- Albert Herlinger
- Tiffany Lawrence
- Office of Acad Advis

**4.) Click "Enroll"**

If you have a hold on your record, it will display here.

Your enrollment appointment will show up here.

My Account: Account Summary By Term, Payment Profile  
 Financial Aid: View Financial Aid, Accept/Decline Awards

Personal... [dropdown] [go]

773/508-7887 | wmozart@luc.edu

Internet | 100%

# Swapping and Dropping Classes

**LOCUS 2.0** Welcome, nlibera  
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access

Academics

Campus Finance

Search for Classes

**Nick Jones**

Search Plan

my class schedule || add ||

**Add Classes**

**Select Term**

Select a term to which you wish to continue.

Term	Career	Institution
<input type="radio"/> Summer 2008	Undergraduate	Loyola University Chicago
<input type="radio"/> Fall 2008	Undergraduate	Loyola University Chicago

**CONTINUE**

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

5.) Select the term in which you wish to drop or swap

6.) Click "Continue"

Internet 100%



LOYOLA  
UNIVERSITY  
CHICAGO

Preparing people to lead extraordinary lives

# Swapping and Dropping Classes

**NOTE:** It is preferable to swap classes instead of drop them as swapping will retain an enrolled seat if you are not able to enroll in the new class.

7.) Click "drop" or "swap"

Current Class Schedule

LOCUS 2.0

Welcome, nlibera  
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access

Academics

Campus Finance

Search for Classes

Nick Jones

go to ...

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1. Select classes to add

To select a class, click on the class name in the list below. To select multiple classes, click on the checkboxes next to the class names.

Fall 2008

Open Closed

Add to Cart: Fall 2008 Shopping Cart

Your enrollment shopping cart is empty.

Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Credits	Status
<a href="#">HIST 300-001 (5860)</a>	Tp (Lecture)	Th 3:30PM - 6:00PM	TBA	Staff	3.00	✓

Internet 100%

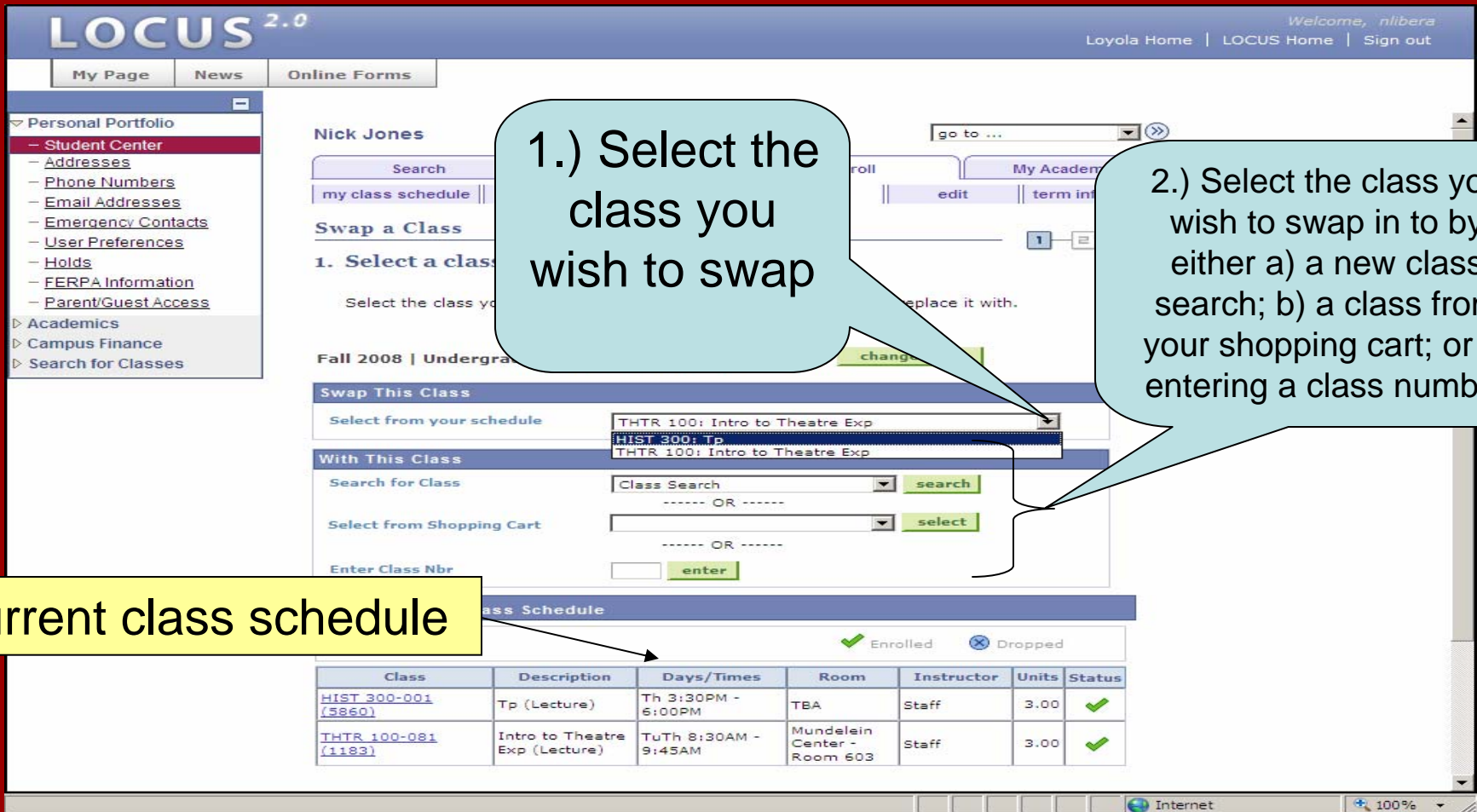


# Swapping and Dropping Classes

## Swapping a Class

# Swapping and Dropping Classes

(Swapping Classes)



**LOCUS 2.0** Welcome, nilbera  
 Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Personal Portfolio

- Student Center
  - Addresses
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - User Preferences
  - Holds
  - FERPA Information
  - Parent/Guest Access
- Academics
- Campus Finance
- Search for Classes

Nick Jones

Search my class schedule

**Swap a Class**

1. Select a class

Select the class you wish to swap out of your current class schedule. Select the class you wish to swap in to by either a) a new class search; b) a class from your shopping cart; or c) entering a class number.

Fall 2008 | Undergraduate

**Swap This Class**

Select from your schedule

THTR 100: Intro to Theatre Exp  
**HIST 300: Tp**  
 THTR 100: Intro to Theatre Exp

**With This Class**

Search for Class

Class Search search

----- OR -----

Select from Shopping Cart

select

----- OR -----

Enter Class Nbr enter

**Current class schedule**

Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">HIST 300-001 (5860)</a>	Tp (Lecture)	Th 3:30PM - 6:00PM	TBA	Staff	3.00	✓
<a href="#">THTR 100-081 (1183)</a>	Intro to Theatre Exp (Lecture)	TuTh 8:30AM - 9:45AM	Mundelein Center - Room 603	Staff	3.00	✓

# Swapping and Dropping Classes

(Swapping Classes)

**LOCUS 2.0** Welcome, nlibera  
[Loyola Home](#) | [LOCUS Home](#) | [Sign out](#)

[My Page](#) | [News](#) | [Online Forms](#)

- Personal Portfolio
  - Student Center**
  - Addresses
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - User Preferences
  - Holds
  - FERPA Information
  - Parent/Guest Access
- Academics
- Campus Finance
- Search for Classes

### Swap a Class

1 2 3

#### 2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2008 | Undergraduate | Loyola University Chicago

**You are replacing this class**

Enrolled  Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">THTR 100-081 (1183)</a>	Intro to Theatre Exp (Lecture)	TuTh 8:30AM - 9:45AM	Mundelein Center - Room 603	Staff	3.00	<input checked="" type="checkbox"/>

**With this class**

Open  Closed

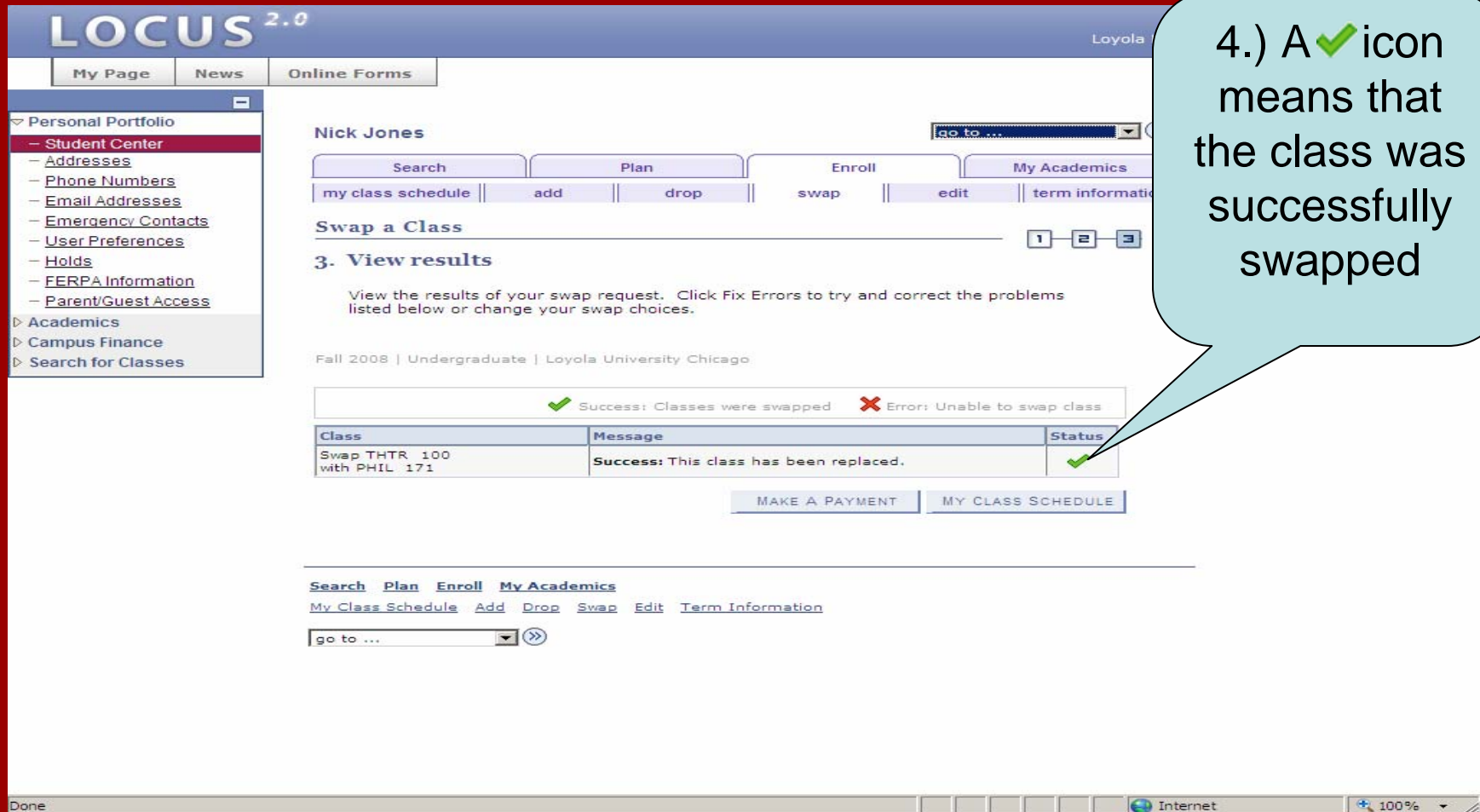
Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">PHIL 171-001 (3147)</a>	Philosophy of Religion (Lecture)	MoWeFr 8:15AM - 9:05AM	Dumbach Hall - Room 233	K. Thompson	3.00	<input checked="" type="checkbox"/>

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)  
 go to ...

3.) Select "Finish Swapping"

# Swapping and Dropping Classes

(Swapping Classes)



**LOCUS 2.0** Loyola

My Page | News | Online Forms

Personal Portfolio

- Student Center
  - Addresses
  - Phone Numbers
  - Email Addresses
  - Emergency Contacts
  - User Preferences
  - Holds
  - FERPA Information
  - Parent/Guest Access
- Academics
- Campus Finance
- Search for Classes

Nick Jones

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

**Swap a Class**

1 2 3

**3. View results**

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Fall 2008 | Undergraduate | Loyola University Chicago

Success: Classes were swapped
  Error: Unable to swap class

Class	Message	Status
Swap THTR 100 with PHIL 171	Success: This class has been replaced.	<input checked="" type="checkbox"/>

MAKE A PAYMENT | MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

4.) A  icon means that the class was successfully swapped



# Swapping and Dropping Classes

## Dropping a Class

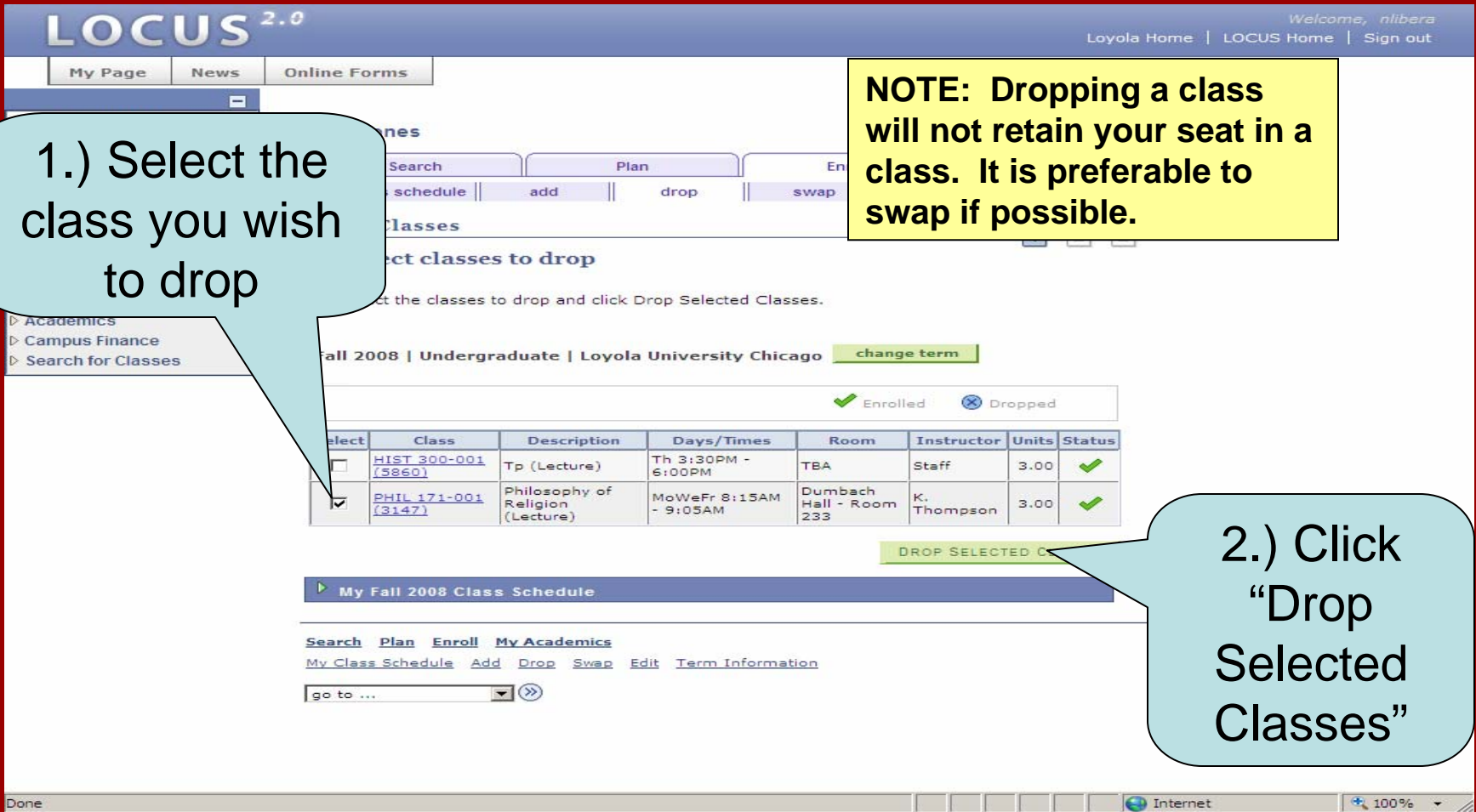
# Swapping and Dropping Classes

(Dropping Classes)

1.) Select the class you wish to drop

**NOTE: Dropping a class will not retain your seat in a class. It is preferable to swap if possible.**

2.) Click "Drop Selected Classes"



LOCUS 2.0

Welcome, nlibera  
 Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Search | Plan | Enroll

add | drop | swap

Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Fall 2008 | Undergraduate | Loyola University Chicago [change term](#)

Enrolled  Dropped

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">HIST 300-001 (3860)</a>	Tr (Lecture)	Th 3:30PM - 6:00PM	TBA	Staff	3.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">PHIL 171-001 (3147)</a>	Philosophy of Religion (Lecture)	MoWeFr 8:15AM - 9:05AM	Dumbach Hall - Room 233	K. Thompson	3.00	<input checked="" type="checkbox"/>

[DROP SELECTED CLASSES](#)

My Fall 2008 Class Schedule

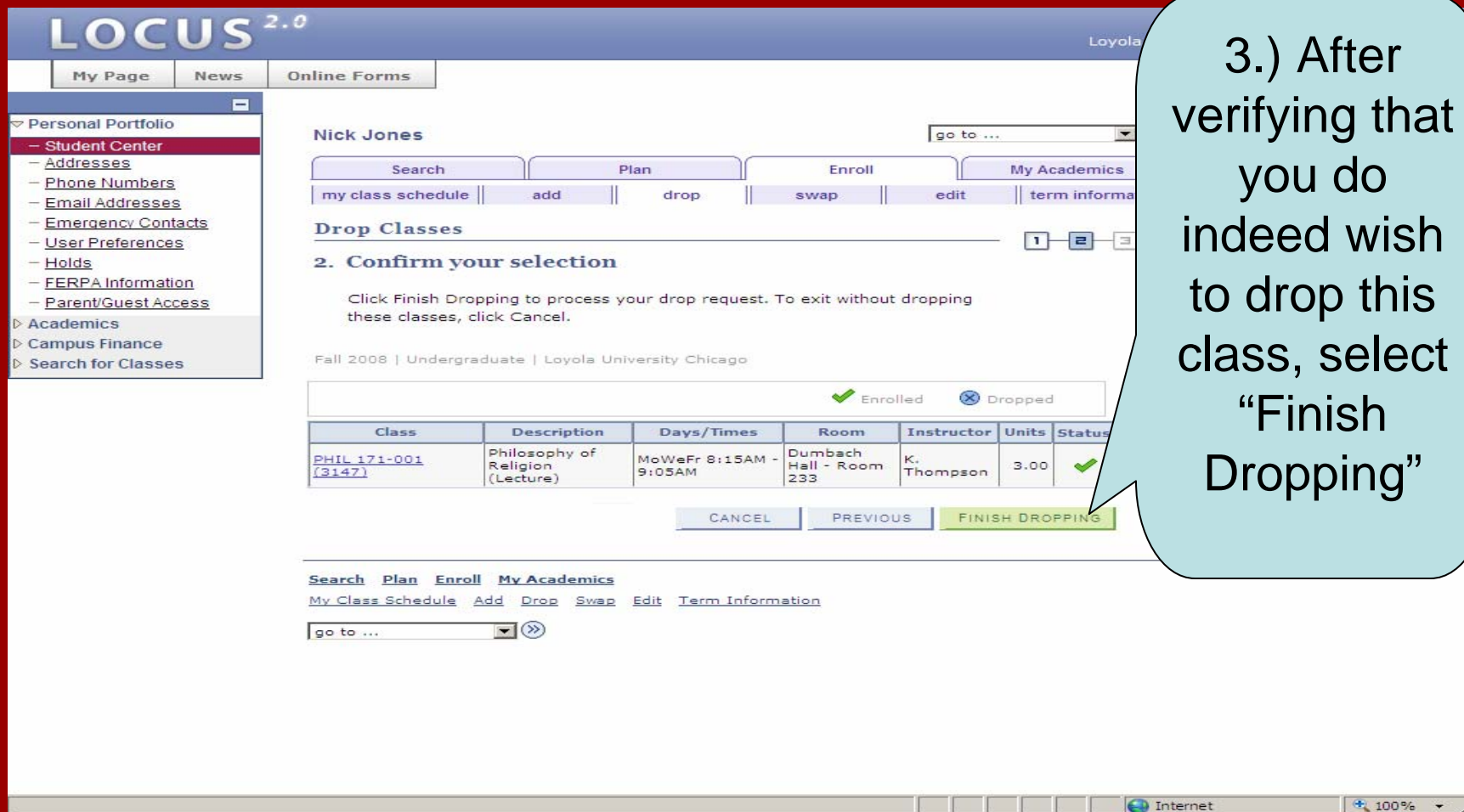
Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ...

# Swapping and Dropping Classes

(Dropping Classes)



**LOCUS 2.0** Loyola

My Page | News | Online Forms

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access
- Academics
- Campus Finance
- Search for Classes

Nick Jones

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term informa

**Drop Classes**

**2. Confirm your selection**

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Fall 2008 | Undergraduate | Loyola University Chicago

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">PHIL 171-001 (3147)</a>	Philosophy of Religion (Lecture)	MoWeFr 8:15AM - 9:05AM	Dumbach Hall - Room 233	K. Thompson	3.00	Enrolled

CANCEL PREVIOUS **FINISH DROPPING**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

3.) After verifying that you do indeed wish to drop this class, select "Finish Dropping"

# Swapping and Dropping Classes

(Dropping Classes)

LOCUS 2.0

Welcome, nlibera  
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access

Academics

Campus Finance

Search for Classes

Nick Jones

Search Plan

my class schedule || add || drop || swap

### Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Fall 2008 | Undergraduate | Loyola University Chicago

Success: dropped Error: unable to drop

Class	Message	Status
PHIL 171	Success: This class has been removed from your schedule.	Success

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ...

Done Internet 100%

4.) A ✓ icon means that the class was successfully dropped

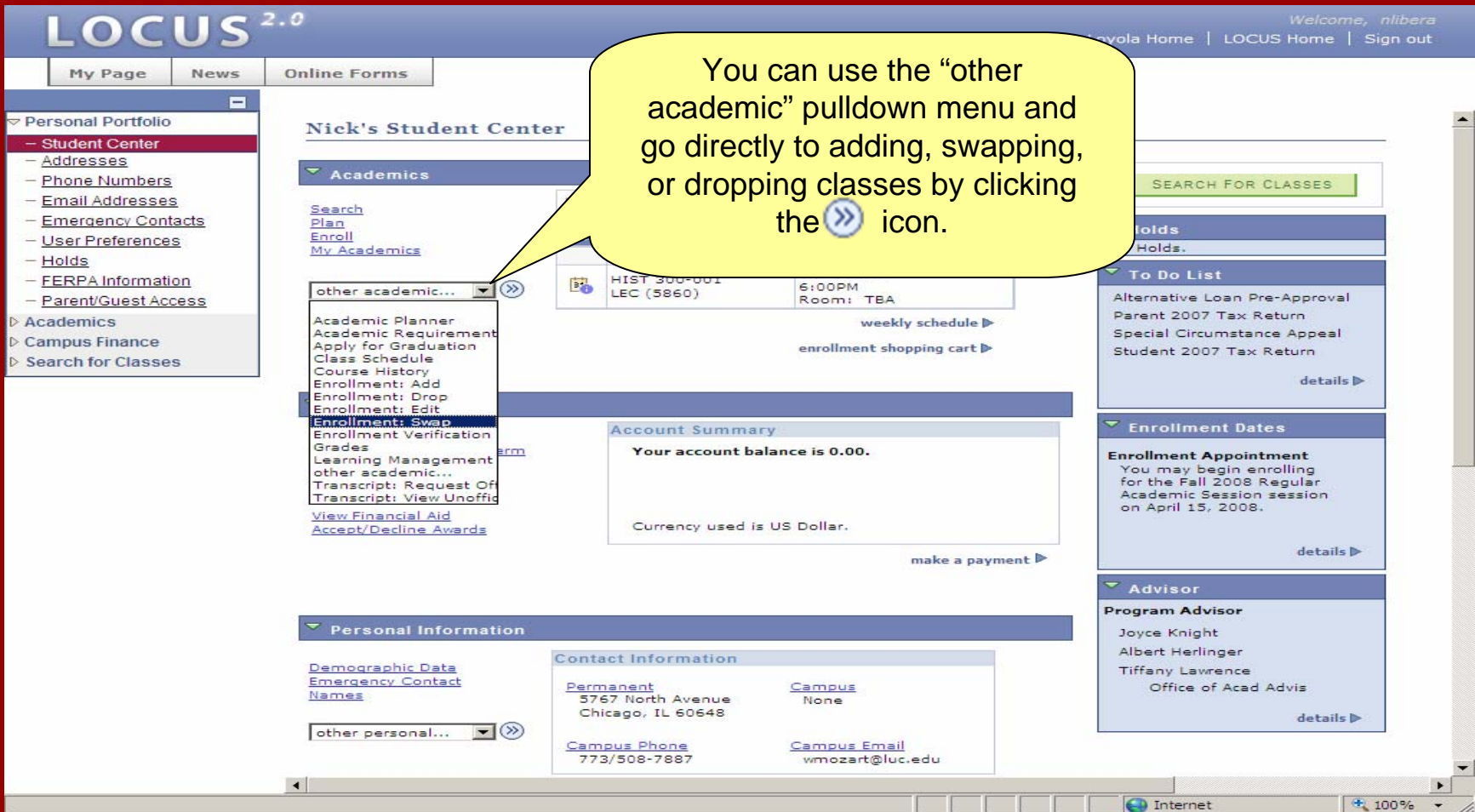


# Swapping and Dropping Classes

## Tips and Tricks

# Swapping and Dropping Classes

(Tips and Tricks)




**LOCUS 2.0** Welcome, nlibera  
[Loyola Home](#) | [LOCUS Home](#) | [Sign out](#)

My Page | News | Online Forms

**Nick's Student Center**

**Academics**

Search  
 Plan  
 Enroll  
 My Academics

other academic... 

- Academic Planner
- Academic Requirement
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap**
- Enrollment Verification
- Grades
- Learning Management
- other academic...
- Transcript: Request Of
- Transcript: View Unofficial

[View Financial Aid](#)  
[Accept/Decline Awards](#)


HIST 300-001  
 LEC (5860) 6:00PM  
 Room: TBA

weekly schedule ▶  
 enrollment shopping cart ▶

**Account Summary**  
 Your account balance is 0.00.  
 Currency used is US Dollar.  
 make a payment ▶

**Personal Information**

Demographic Data  
 Emergency Contact  
 Names

other personal... 

**Contact Information**

Permanent: 5767 North Avenue, Chicago, IL 60648  
 Campus: None  
 Campus Phone: 773/508-7887  
 Campus Email: wmozart@luc.edu

**SEARCH FOR CLASSES**

**Holds**  
 Holds.

**To Do List**  
 Alternative Loan Pre-Approval  
 Parent 2007 Tax Return  
 Special Circumstance Appeal  
 Student 2007 Tax Return  
 details ▶

**Enrollment Dates**  
**Enrollment Appointment**  
 You may begin enrolling for the Fall 2008 Regular Academic Session session on April 15, 2008.  
 details ▶

**Advisor**  
**Program Advisor**  
 Joyce Knight  
 Albert Herlinger  
 Tiffany Lawrence  
 Office of Acad Advis  
 details ▶

Internet 100%