Viewing and Understanding your Unofficial Transcript
Viewing Your Unofficial Transcript

1) Click the LOCUS link.
Viewing Your Unofficial Transcript

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.
Viewing Your Unofficial Transcript

3) Click the “Student Center” link.
Viewing Your Unofficial Transcript

4) Click the pull-down menu labeled “other academic…” and select “Transcript: View Unofficial” then click the button.
5) If not already selected, select “Loyola University Chicago” and “Loyola Unofficial Transcript”. Then click “go.”
Understanding Your Unofficial Transcript

6) To view your cumulative Grade Point Average, total credits attempted at Loyola, and total quality points, scroll to the bottom of your unofficial transcript to where it says “Undergraduate Totals”.

Quality points are determined by the following formula:

The number of credit hours a class is worth (eg. 3 cr.) x Your grade for that class on a 4.0 scale (eg. a B or 3.0) = Quality Points earned for that class (eg. 9 quality points)

Cumulative GPA | Total Credits Attempted at Loyola | Total Credits Earned at Loyola | Total Quality Points Earned