Performing a Class Search in LOCUS
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1.) Click the LOCUS link to log into LOCUS.
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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.

Note: If you do not have a Universal ID and still wish to Search for Classes, click “Sign in as a Visitor”.

3.) Click “Perform Class Search.”
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4.) Select the Term you wish to search for classes.
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5.) Enter Subject. If you do not know the four letter code for a subject, you can click the “select subject” link.

6.) Click “Search.” (You can also press your “Enter” key.)

Note: You need at least two (2) criteria in order to perform a class search. The “show open classes only” checkbox counts as a criterion.
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*) You may have to agree to search for over 50 class sections if you have a broad search request. (For ex: all open philosophy class sections for Fall.)
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7.) You can click on the class section link to learn more about the specific class section.

A ● icon indicates that a class section is open.

You can click “Text Details” to obtain ISBN information for class section textbooks.
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- Enrollment Requirements and Designations
- Seats Available
- Campus
- Class Notes
- Course Description
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More Search Options
Enrollment Tips & Tricks (Class Search)

You can search by Undergraduate CORE criteria.
Enrollment Tips & Tricks (Class Search)

CORE and Interdisciplinary values will appear based on your CORE/Intrdscpl. selection.
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You can search by Interdisciplinary Cross-Listings.
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You can also search by Engaged Learning Categories, Honors, and Writing Intensive Designations.

Note: Selecting “Engaged Lrn, Honors, Writing” will select only the category. For example: If you select “Honors and Writing Intensive”, LOCUS will only return class offerings with both Honors and Writing Intensive, not classes that have only “Honors” as well as classes that have only “Writing Intensive” designations.
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You can search by Meeting Time, Instructor Name, or Campus as well as other useful criteria. If you use the Course Keyword feature, you can find keywords in the title of the course as well as its description.
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If you wish to search for a Closed Class, uncheck the “Show Open Classes Only” box. Note that you might have to specify an additional search criteria.