Enrolling in Classes through LOCUS
Enrolling in Classes through LOCUS

1.) Click the LOCUS link to log into LOCUS.
If you need to reset your password, click the Personal Account Manager (PAM) link.

2.) Enter your Universal ID and Password and Click “Sign In.”
Enrolling in Classes through LOCUS

3.) Click the Student Center.
Enrolling in Classes through LOCUS

4.) Click “Enroll.”

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

Your enrollment appointment will be listed here.
Enrolling in Classes through LOCUS

5.) Select the term in which you wish to enroll.

6.) Click “Continue.”

This page might not display depending on the timing of the enrollment.

Note: If the term you want to register in doesn’t appear on this screen, see your Academic Dean’s office.
Enrolling in Classes through LOCUS

7.) Click “Search.”

Your current class schedule.
Enrolling in Classes through LOCUS

8.) Enter Subject. If you do not know the four letter code for a subject, you can click the “select subject” link.

NOTE: You need at least two (2) criteria in order to perform a class search. The open classes only checkbox counts as a criterion.
Enrolling in Classes through LOCUS

9.) Click Search
Enrolling in Classes through LOCUS

*) 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.)
Enrolling in Classes through LOCUS

You can click on the class section link to learn more about the specific class section.

A green icon indicates that a class section is open.

You can click “Text Details” to obtain ISBN information for class section textbooks.

10.) Click “select class” to add a class to your shopping cart.
Enrolling in Classes through LOCUS (Class Details)

You can select a class from the class details page.

<table>
<thead>
<tr>
<th>Class Number</th>
<th>6753</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Regular Academic Program</td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In person</td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture</td>
</tr>
<tr>
<td>Location</td>
<td>Lake Shore Campus</td>
</tr>
</tbody>
</table>

**Meeting Information**
- Days & Times: Tu 4:15PM - 6:45PM
- Room: Crown Center - Room 142
- Instructor: Thomas Wien

**Enrollment Information**
- Requirement Designation: Service Learning

**Class Notes**
This class includes a service learning component. This is a service learning course that can fulfill the civic engagement core requirement.

**Course Description**
One of the central questions of philosophy and social theory: how we live together. Because it includes a service learning component, students can articulate some of the major problems and responses central to this area of philosophy.

**Seats Available**
- Class Capacity: 20
- Wait List Capacity: 0
- Enrollment Total: 12
- Wait List Total: 0

**Campus**
Lake Shore Campus
Prerequisites and class notes will display here.

11.) After verifying that you have selected the proper classes in which you wish to enroll, click “Next.”
Enrolling in Classes through LOCUS

Note: Simply placing a class into your shopping cart does not reserve a seat in the selected class section.

12.) After you have placed all classes you wish to enroll in at this time into your shopping cart, click “Proceed to Step 2 of 3.”

To remove a class from your shopping cart click the trash icon.
Enrolling in Classes through LOCUS

13.) After confirming that the classes displayed are correct, click “Finish Enrolling.”

Make sure to verify that the room is located on the appropriate campus and that you haven’t scheduled Lake Shore and Water Tower classes too close together.
14.) Read the Financial Responsibility Disclaimer.

15.) To finish enrolling, you must click the button to accept financial responsibility.
Enrolling in Classes through LOCUS

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.

Click “My Class Schedule” to view current enrollments.

Click “Add Another Class” here to enroll in more classes.

Click here to drop or swap classes.

If you have an error, you can view it next to the ✗ here.

A ✔ icon indicates successful enrollment.

Click here to drop or swap classes.
Swapping a Class
1.) Select “Enrollment: Swap” from the other academic pull down menu and click the icon.
Enrolling in Classes through LOCUS (Swapping)

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Spring 2012 | Undergraduate | Loyola University Chicago

Swap This Class
Select from your schedule: HIST 1021 Evol Wst Inst Sn 17C

With This Class
Search for Class
Select from Shopping Cart

My Spring 2012 Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102-005 (1171)</td>
<td>Evol Wst Inst Sn 17C (Lecture)</td>
<td>MWF 10:00AM - 12:00PM</td>
<td>Dumbach Hall - Room 133</td>
<td>R. Buchola</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>HIST 102-006 (1167)</td>
<td>Evol Wst Inst Sn 17C (Discussion)</td>
<td>Th 10:00AM - 11:00AM</td>
<td>Dumbach Hall - Room 220</td>
<td>R. Buchola</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>PHIL 164-001 (4877)</td>
<td>Health Care Bhs Civ. Eng. (Lecture)</td>
<td>Th 7:00PM - 8:00PM</td>
<td>Mundelein Center - Room 1410</td>
<td>V. Wike</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>THTA 151-111 (2798)</td>
<td>Beginning Acting (Lecture)</td>
<td>TTh 10:00AM - 11:15AM</td>
<td>Dumbach Hall - Room 220</td>
<td>S. Gabel</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

2.) Select the class you wish to swap.

3.) 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.

Current class schedule.
4.) Select “Finish Swapping.”
Enrolling in Classes through LOCUS (Swapping)

5.) A ✔️ icon indicates that the class was successfully swapped.
Enrolling in Classes through LOCUS (Dropping)

Dropping a Class
1.) Select “Enrollment: Drop” from the Other Academic Pull Down menu and click the icon.
Enrolling in Classes through LOCUS (Dropping)

2.) Select the class you wish to drop.

3.) Click “Drop Selected Classes”.

NOTE: Dropping a class will not retain your seat in a class. It is preferable to swap if possible.
4.) After verifying that you do indeed wish to drop this class, select “Finish Dropping”. 
Enrolling in Classes through LOCUS (Dropping)

5.) A green check icon means that the class was successfully dropped.
Enrolling in Classes through LOCUS (Editing)

Editing Class Sections
(Changing Non-enrollment Sections)
1.) Select “Enrollment: Edit” from the Other Academic Pull down menu and click the icon.
2.) Select the class section you wish to edit the non-enrollment discussion or lab section.

3.) Click “Proceed to Step 2 of 3.”
Enrolling in Classes through LOCUS (Editing)

4.) Choose your desired section.

5.) Click “Next.”
Enrolling in Classes through LOCUS

6.) Click “Next.”
Enrolling in Classes through LOCUS

7.) Click “Finish Editing.”
8.) A ✓ icon means that the class was successfully edited.
Editing Class Sections

(Changing the Number of Units Taken in a Variable Credit Section)
1.) Select “Enrollment: Edit” from the Other Academic Pull down menu and click the icon.
2.) Select the section you wish to edit.

3.) Click “Proceed to Step 2 of 3.”
Enrolling in Classes through LOCUS (Editing)

4.) Select the new number of units.

5.) Click “Next.”
6.) Click “Finish Editing.”
Enrolling in Classes through LOCUS (Editing)

7.) A ✔ icon means that the class was successfully edited.
Class Search Tips and Tricks
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

You can search by Undergraduate CORE criteria. First select the area and then select the value.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

You can search by Interdisciplinary Cross-Listings by first selecting “Interdisciplinary” and then selecting the Interdisciplinary Major or Minor.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

You can also search by Honors, Engaged Learning, or Writing Intensive class sections.

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.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

With Additional Search Criteria, you can search by Meeting Time, Instructor Name, Campus, or Keyword.
You can use the “modify search” button to further refine your criteria after searching.
If you wish to search for a Closed Class, uncheck the “Show Open Classes Only” box. Note that you will need to specify an additional search criteria.

Finally, you can use the Enter key to submit any search.