Loyola University Chicago

Student Information System

How to Enter Engaged Learning Information in LOCUS
Overview

Congratulations on participating in a meaningful Engaged Learning experience this semester! Whether you are serving the community through a service-learning class, building professional skills in an academic internship or fieldwork placement, conducting course-based undergraduate research, or performing artistic work around Chicago, we hope you are gaining valuable knowledge, skills & experience.

Loyola University Chicago needs to know where and how you are completing your engaged learning experience, as well as what you are hoping to learn from it. To facilitate this, we have created an online system that allows you to document the details of your experience. The University uses this information:
- To help manage the risks associated with students’ engaging in community-based work;
- To substantiate students’ completion of the Engaged Learning University Requirement;
- To track its partnerships with various employer and community partner organizations;
- And to integrate details of students’ engaged learning experiences into their academic transcripts.

Please follow the directions in this document to enter the details of your Engaged Learning course(s) in LOCUS. Note that you will need to complete this process for each Engaged Learning class you complete during your time at Loyola.

If you need assistance in completing this process, visit the Center for Experiential Learning website at http://luc.edu/experiential.

Thank you, in advance, for your cooperation!
Navigating to the Engaged Learning Center

Log into LOCUS and navigate to the Student Center.

Click on “My Academics”
Navigating to the Engaged Learning Center

My Academics

- **Academic Requirements**
  - View my advisement report
- **Advisors**
  - View my advisors
- **Change Major/Minor**
  - Change Major/Minor

- **Transfer Credit**
  - View my transfer credit report
- **Course History**
  - View my course history
- **Transcript**
  - View my unofficial transcript
  - Request official transcript
- **Enrollment Verification**
  - Request enrollment verification

- **Graduation**
  - Apply for graduation
  - View my graduation status

**My Program:**
- Institution - Loyola University Chicago
- Career - Undergraduate
- Program - Undergraduate Arts & Sciences
- Major - Biochemistry
- Major - Psychology

Engaged Learning

- **Add/Edit/View Engaged Learning Record**

Click “Add/Edit/View Engaged Learning Record”

**Engaged Learning**

<table>
<thead>
<tr>
<th>Career</th>
<th>Term</th>
<th>Course</th>
<th>Employer</th>
<th>Location</th>
<th>Department</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad</td>
<td>Fall 2012</td>
<td>5710</td>
<td>Inspired Youth Tutoring</td>
<td>Bezazian Library</td>
<td>Tutoring and Mentoring</td>
<td>View</td>
</tr>
<tr>
<td>Undergrad</td>
<td>Fall 2014</td>
<td>2593</td>
<td>Association House of Chicago</td>
<td>chicago</td>
<td>Adult Education</td>
<td>View</td>
</tr>
</tbody>
</table>

Click “Add a Record.”
Entering Engaged Learning Academic Information -Career/Term/Course

Important: The other sections will not appear unless the one before it is completed.

**Engaged Learning Details**

**Agreement Number: 3**

*Career: Undergraduate

**STEP 1: Select your Academic Career**

**Engaged Learning Details**

**Agreement Number: 3**

*Career: Undergraduate

**STEP 2: Select the current Term.**

**Engaged Learning Details**

**Agreement Number: 3**

*Career: Undergraduate

**STEP 3: Click the magnify glass to look up the Course for which you are recording details.**

**NOTE:**

A box will pop up that lists all of the engaged learning classes in which you are enrolled. Click the one for which you are entering engaged learning academic information.
Entering Engaged Learning Academic Information – Organization Search

Important: If your organization is not found, click the **Link to Organization Form** -- this will allow you to fill out a Google form that will then be reviewed and submitted. Once your information is submitted in the Google form, a verification email will be sent to both you and your professor.
Entering Engaged Learning Academic Information – Complete Form

Note: after finding the organization, continue to fill out all other fields, especially those that are indicated with an asterisk (*).

Entering Engaged Learning Academic Information – Instructor Approval

Note: you can make edits on this form until your entry is approved. Once approved, no edits can be made unless the instructor removes approval to open it for editing. Your instructor can view a time stamp of the date and time of your entry.
Still not sure how to document your Engaged Learning?
Get help from the Center for Experiential Learning!

- Visit [http://www.luc.edu/experiential](http://www.luc.edu/experiential) for video tutorials.
- Contact experiential@luc.edu or call (773) 508-3366 for assistance.
- Stop by Sullivan Center suite 295 (Lake Shore Campus) for personal assistance from a staff person or peer mentor!