
Enrolling in Classes through LOCUS




Enrolling in Classes through LOCUS




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 **LOYOLA UNIVERSITY CHICAGO**
Preparing people to lead extraordinary lives

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THE LOYOLA EXPERIENCE

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1.) Click the LOCUS link to log into LOCUS.



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS portal interface. At the top left is the 'LOCUS' logo. Below it is a login section with fields for 'Universal ID' and 'Password', and a 'Sign In' button. To the right is a 'Welcome to LOCUS 2011' section featuring a video player showing a hand holding a smartphone displaying the mobile LOCUS app login screen. Below the video is a 'Having trouble?' section with text about system updates and contact information for the Help Desk. On the right side, there is an 'Extras' menu with various links. At the bottom left, there is a 'LOCUS Help' section with a list of links.

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.

LOCUS Help

- [Sign-In Help](#)
- [How to Sign in as a Visitor](#)
- [Frequently Asked Questions](#)
- [Performing a Class Search](#)
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Extras

- [Academic Calendars and Schedules](#)
- [Sports](#)
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- [Inside Loyola News](#)
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Having trouble?

We upgraded our system. If you are experiencing problems, please contact the Help Desk. LOCUS works best with Internet Explorer.

If you still have issues, please contact the Help Desk at ext. 8-4487 or 773-508-4487 (off Campus).



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS 2.0 web interface. At the top, there is a navigation bar with "My Page", "News", and "Online Forms" tabs. Below this, the main content area is divided into several sections:

- Enterprise Menu:** Contains links for "Personal Portfolio", "Academics", "Campus Finances", and "Search for Classes".
- Course Catalog and Schedule:** Contains links for "View Course Catalog" and "Perform Class Search".
- Student Center:** Contains a link for "Student Center" with the description "Comprehensive Summary of information". A callout box points to this link with the text "3.) Click the Student Center."
- Focus: News for Students:** Contains a link for "View All Articles and Sections" and a "Configure" button.
- Office of the Bursar news:** Contains a link for "Office of the Bursar News" and a list of news items: "Waive Out of Fall 2008 Insurance Now!", "Sign Up for Monthly Payment Plans", and "Payments and Accounts Will Not Update Until the of 7/14". It also has a "Configure" button.
- Campus News:** Contains a link for "View All Articles and Sections" and a "Configure" button.

At the bottom of the page, there is a footer with the text: "LOYOLA'S ONLINE CONNECTION to UNIVERSITY SERVICES", "LOYOLA UNIVERSITY CHICAGO · Information Services · 6525 N. Sheridan Road, Chicago, IL 60626 · locus@luc.edu".



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS 2.0 student portal. At the top, it says "LOCUS 2.0" and "Welcome, nlibera" with links for "Loyola Home", "LOCUS Home", and "Sign out". A navigation menu on the left includes "My Page" and "News", and a "Personal Portfolio" section with links like "Student Center", "Addresses", "Phone Numbers", "Email Addresses", "Emergency Contacts", "User Preferences", "Holds", "FERPA Information", and "Parent/Guest Access".

The main content area is divided into several sections:

- Academics:** Includes a search bar, "Deadlines", "URL", and a "Fall 208 Schedule" table. The table has columns for "Class" and "Schedule". One class listed is "HIST 300-001 LEC (5860)" with a schedule of "Th 3:30PM - 6:00PM" and "Room: TBA".
- Finances:** Includes "My Account" (Account Summary, By Term, Payment Profile) and "Financial Aid" (View Financial Aid, Accept/Decline Awards).
- Right Sidebar:** Contains a "SEARCH FOR CLASSES" button, "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 on April 15, 2008.), and "Advisor" (Program Advisor: Joyce Knight, Albert Herlinger, Tiffany Lawrence, Office of Acad Advis).

Callouts provide additional information:

- A blue callout points to the "Enroll" link in the Academics section: "4.) Click 'Enroll.'"
- A yellow callout points to the "Holds" section: "If you have a hold on your record, it will display here."
- A yellow callout points to the "Enrollment Appointment" section: "Your enrollment appointment will be listed here."



Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart

Search Plan

my class schedule || add || drop

Add Classes

Select Term

Select a term then click continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2011	Undergraduate	Loyola University Chicago
<input checked="" type="radio"/>	Spring 2012	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 enroll.

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

6.) Click "Continue."

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



LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | 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 classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | Loyola University Chicago | [change term](#)

Open | Closed | Wait List

Add to Cart:
Enter Class Nbr: [enter](#)

Spring 2012 Shopping Cart
Your enrollment shopping cart is empty.

Find Classes
 Class Search
 My Planner

[search](#)

7.) Click "Search."

My Spring 2012 Class Schedule
You are not registered for classes in this term.

Your current class schedule.



Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart | go to ...

Search | Plan | Enroll | My Academics

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

Add Classes

Enter Search Criteria

Loyola University Chicago | Spring 2012

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: [select subject](#) PHIL

Course Number: is exactly

Course Career: Undergraduate

CORE: CORE

Interdisciplinary: Interdisciplinary

Honors, Service, Writing Int: Honors, Service, Writing Int

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[Return to Add Classes](#) | [CLEAR CRITERIA](#) | [SEARCH](#)

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

9.) Click “Search.”

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

The screenshot shows the LOCUS 2.0 web interface. At the top, there is a blue header with the text "LOCUS 2.0" on the left and "Welcome nlibera" followed by "Loyola Home | LOCUS Home | Sign out" on the right. Below the header are three tabs: "My Page", "News", and "Online Forms". On the left side, there is a vertical navigation menu with the following items: "Personal Portfolio", "Academics", "Campus Finances", "Search for Classes" (expanded), "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", and "Admin & Security". Under "Search for Classes", there are two sub-items: "View Course Catalog" and "Perform Class Search" (highlighted in red). In the main content area, there is a section titled "Search for Classes" with a search bar. Below the search bar, a light blue dialog box with a question mark icon contains the text: "Your search will return over 50 classes, would you like to continue?". Below the dialog box are two buttons: "OK" and "Cancel".

*) 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

My Links

[Return to Add Classes](#)

PHIL 162 - So

Section 002-LEC(6753) LSC [Text Details](#) Status ● Enroll Sec [select class](#)

Days & Times	Room	Instructor	Meeting Dates
	Crown Center - Room 142	Thomas Wren	08/29/2011 - 12/20/2011

City of Religion

Section 001-LEC(4205) LSC [Text Details](#) Status ● Enroll Sec [select class](#)

Combined Section - Check for Enrollment Section

Days & Times	Room	Instructor	Meeting Dates
Mo 9:00-10:00 AM	Crown Center - Room 142	Kenneth Thompson	08/29/2011 - 12/20/2011

Section 00... [Text Details](#) Status ● Enroll Sec [select class](#)

Section R... [Text Details](#) Status ● Enroll Sec [select class](#)

Room... Instructor... Meeting Dates

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

A ● icon indicates that a class section is open.

Campus.

10.) Click "select class" to add a class to your shopping cart.

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



Enrolling in Classes through LOCUS (Class Details)

The screenshot shows the LOCUS Class Details page for a Philosophy course. The page includes a navigation bar at the top with links for 'LOCUS Home', 'Loyola Home', 'Add to My Links', 'Sign out', and 'Welcome wmozart'. A 'My Links' dropdown menu is set to 'Select One'. The main content area is divided into several sections:

- Class Information:** A table with fields for Class Number (6753), Session (Regular Academic), Units (3 units), Instruction Mode (In person), Class Components (Lecture, Rec), Dates (8/29/2011 - 12/20/2011), Grading (Graded Alpha), Location (Lake Shore Campus), and Campus (Lake Shore Campus).
- Meeting Information:** A table with columns for Days & Times, Room, Instructor, and Meeting Dates. The entry shows 'Tu 4:15PM - 6:45PM' in 'Crown Center - Room 142' with instructor 'Thomas Wren' from '08/29/2011 - 12/20/2011'.
- Enrollment Information:** A table with 'Requirement Designation' set to 'Service Learning'.
- Class Availability:** A table with 'Class Capacity' (20), 'Enrollment Total' (19), 'Available Seats' (1), 'Wait List Capacity' (0), and 'Wait List Total' (0).
- Notes:** A section titled 'Class Notes' containing text about a service-learning component.
- Description:** A section with a detailed course description.

Callouts point to specific elements: 'Enrollment Requirements and Designations' points to the Requirement Designation; 'Campus' points to the Campus field; 'Seats Available' points to the Available Seats field; 'Class Notes' points to the Class Notes section; and 'Course Description' points to the Description section. A large callout at the bottom states: 'You can select a class from the class details page.' At the bottom of the page, there are links for 'Return to Add Classes', 'VIEW SEARCH RESULTS', and 'SELECT CLASS'. The Loyola University Chicago logo is in the bottom right corner.

Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Prerequisites and class notes will display here.

PHIL 164 - Health Care Ethics-Civ. Eng.

Class Preferences

PHIL 164-001 | Lecture | ● Open | Wait List | Wait list if class is full

Session | Regular Academic Session | Permission Nbr |

Career | Undergrad Late | Grading | Graded Alpha

Enrollment Information | **Service Learning** | Units | 3.00

Requirement Designation | Service Learning

CANCEL | **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	Victoria Wike	01/17/2012 - 05/08/2012

NOTES

Class Notes | This course includes a service-learning component.

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

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

11.) After verifying that you have selected the proper classes in which you wish to enroll, click "Next."



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with the LOCUS logo and links for Home, Add to My Links, Sign out, and Welcome wmozart. Below this is a secondary navigation bar with My Page, News, Online Forms & Help, and Social Gadgets. The main content area displays a shopping cart for Spring 2012 classes. The cart table has columns for Delete, Class, Days/Times, Room, Instructor, Units, and Status. Three classes are listed: BIOL 382-001 (1689), PHIL 164-001 (4377), and THTR 261-111 (2795). A 'Proceed to Step 2 of 3' button is visible at the bottom of the cart area. A red callout box on the left contains a note about class selection, and a yellow callout box points to the delete icon in the cart table. A light blue callout box on the right provides instructions for the next step.

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 382-001 (1689)	TuTh 8:30AM - 9:45AM	Dumbach Hall - Room 123	D. Suter	3.00	●
	PHIL 164-001 (4377)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	●
	THTR 261-111 (2795)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	●

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 icon.



Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: [v]

Wolfgang Mozart | go to ... [v] [go]

Search | Plan | Enroll | My Academics

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

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 382-001 (1689)	Molecular Genetics (Lecture)	TuTh 8:30AM - 9:45AM	Dumbach Hall - Room 123	D. Suter	3.00	●
PHIL 164-001 (4377)	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	●
THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 14	S. Gabel	3.00	●

CANCEL | FINISH ENROLLING

Search | Plan | Enroll | My Academics

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.



Enrolling in Classes through LOCUS



Financial Responsibility Disclaimer

You must click the "I Accept" button to proceed to the enrollment function. You will only be required to do so once per term, unless the terms of the agreement are altered by the university between the time that you start enrolling for that term, and your completion of that process. Contact the Bursar's Office if you have any questions.

Spring 2012

I understand that I am registering for these classes and I am responsible for paying all tuition and other fees associated with these classes. Loyola will send an e-mail notification to my official luc.edu e-mail account when my e-Bill is available for viewing. It is my responsibility to review my statement and make payment by the due date stated in the statement. I also understand that in the event my account is past due, Loyola may assess a 1.5% monthly late fee and place my account with a collection agency. I further understand that I may be responsible for all fees and costs incurred by Loyola for the collection of the past due amount, including collection fees and/or attorneys' fees. Once an account becomes past due, a transcript and registration block is placed on the account. All returned checks are charged a returned check fee of \$40.00. If an electronic payment is returned unpaid due to insufficient funds (NSF), account closed, cannot locate bank account, stop payment or invalid account number, a \$40.00 return fee will be added to the student account.

I Accept **I Decline**

14.) Read the Financial Responsibility Disclaimer.

15.) To finish enrolling, you must click the button to accept financial responsibility.



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with 'LOCUS' and links for 'LOCUS Home', 'Loyola Home', and 'Add...'. Below this is a secondary navigation bar with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. The main content area shows the user's name 'Wolfgang Mozart' and a 'go to ...' dropdown. There are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under the 'Plan' tab, there are buttons for 'my class schedule', 'add', 'drop', 'swp', 'edit', and 'term information'. The 'drop' and 'swp' buttons are highlighted with arrows pointing to a callout box. Below the tabs is a section titled 'Add Classes' with a '3. View results' heading. A message says 'View the following status report for enrollment confirmations and errors:'. Below this is a table with columns 'Class', 'Message', and 'Status'. The table contains three rows: BIOL 382 (Error: Unable to add this class - prerequisites have not been met.), PHIL 164 (Message: Information Message only (LUC) You have enrolled in a class that is either Honors or Writing Intensive or Experiential Learning, etc. or a Combination of Designations listed. (LUC)), and THTR 261 (Success: This class has been added to your schedule.). Below the table are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. At the bottom, there is another navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics' tabs, and a 'go to ...' dropdown.

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 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 "My Class Schedule" to view current enrollments.

Click "Add Another Class" here to enroll in more classes.



Enrolling in Classes through LOCUS (Swapping)

Swapping a Class



Enrolling in Classes through LOCUS (Swapping)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang's Student Center

Academics

- Search
- Plan
- Enroll
- My Academics

Enrollment: Swap ▾ ⏪

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

My Account

- Account Summary By Term
- Payment Profile
- View e-Bill(s)
- View iPlan e-Bill(s)
- View Parent/Guest
- View/Create iPlan

Financial Aid

- View Financial Aid
- Accept/Decline Awards

other financial... ▾ ⏪

This Week's Schedule	
Class	Schedule
ANTH 101-001 LEC (1337)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
BIOL 101-001 LEC (1337)	MoWeFr 8:15AM - 9:05AM
BIOL DIS (1337)	
MUSI 101-001 LEC (1337)	
PHIL 101-001 LEC (1337)	

Account Summary

Your account balance is 0.00.

Currency used is US Dollar.

make a payment ▶

Holds

Library

details ▶

Advisor

Program Advisor

Ludwig Beethoven

details ▶

SEARCH FOR CLASSES

SEARCH FOR CLASSES

SEARCH FOR CLASSES

1.) Select "Enrollment: Swap" from the other academic pull down menu and click the ⏪ icon.



Enrolling in Classes through LOCUS (Swapping)

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

2.) Select the class you wish to swap.

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 | [change term](#)

Swap This Class

Select from your schedule: HIST 102: Evol Wst Idea/Inst Sn 17C

With This Class

Search for Class: Class Search

----- OR -----

Select from Shopping Cart:

----- OR -----

Enter Class Nbr:

My Spring 2012 Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HIST 102-005 (1171)	Evol Wst Idea/Inst Sn 17C (Lecture)	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	R. Bucholz	3.00	Enrolled
HIST 102-006 (1167)	Evol Wst Idea/Inst Sn 17C (Discussion)	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz		Enrolled
PHIL 164-001 (4377)	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	Enrolled
THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	Enrolled

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.



Enrolling in Classes through LOCUS (Swapping)

LOCUS | [LOCUS Home](#) | [Loyola Home](#) | [Add to My Links](#) | [Sign out](#) | *Welcome wmozart*

[My Page](#) | [News](#) | [Online Forms & Help](#) | [Social Gadgets](#)

[My Links](#) |

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.

Spring 2012 | Undergraduate | Loyola University Chicago

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PHIL 164-001 (4377)	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
THTR 100-111 (1462)	Intro to Theatre Exp (Lecture)	MoWeFr 9:20AM - 10:10AM	Mundelein Center - Room 1017	T. Mann	3.00	<input checked="" type="checkbox"/>

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

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

go to ...

4.) Select "Finish Swapping."



Enrolling in Classes through LOCUS (Swapping)

The screenshot shows the LOCUS web application interface for Wolfgang Mozart. The main navigation bar includes 'LOCUS', 'LOCUS Home', 'Logout', 'Add to My Lists', 'Sign out', and 'Wolfgang's wmozart'. Below this are tabs for 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. The user's name 'Wolfgang Mozart' is displayed. A 'go to ...' dropdown menu is visible. The interface is divided into sections: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'Enroll', there are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'Swap a Class' section is active, showing a '3. View results' heading. Below this, a message states: 'View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.' The user's session information is 'Spring 2012 | Undergraduate | Loyola University Chicago'. A status bar shows a green checkmark for 'Success: Classes were swapped' and a red X for 'Error: Unable to swap class'. A table displays the swap details:

Class	Message	Status
Swap PHIL 164 with THTR 100	Success: This class has been replaced.	✓

Buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE' are located below the table. At the bottom, there are navigation links for 'Search', 'Plan', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. A 'go to ...' dropdown menu is also present at the bottom.

5.) A ✓ icon indicates that the class was successfully swapped.




Enrolling in Classes through LOCUS (Dropping)

Dropping a Class



Enrolling in Classes through LOCUS (Dropping)

The screenshot shows the LOCUS student portal for Wolfgang's Student Center. The top navigation bar includes 'LOCUS', 'LOCUS Home', 'Loyola Home', 'Add to My Links', 'Sign out', and 'Welcome wmozart'. Below this is a secondary navigation bar with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. A 'My Links' dropdown menu is set to 'Select One:'. The main content area is titled 'Wolfgang's Student Center' and features a 'This Week's Schedule' table with columns for 'Class' and 'details'. The table lists several classes: ANTH 101-001 LEC (1337), BIOL 101-001 LEC (1387), BIOL 101-002 LEC (1388), MUSC 110-101 LEC (1867), and PHIL 181-003 LEC (427). A dropdown menu is open over the 'Enrollment: Drop' option, showing a list of actions including 'Academic Planner', 'Academic Requirements', 'Apply for Graduation', 'Change Major', 'Class Schedule', 'Course History', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Edit', 'Enrollment: Swap', 'Enrollment Verification', 'Grades', 'Learning Management System', 'other academic...', 'Transcript: Request Official', and 'Transcript: View Unofficial'. A callout box points to the 'Enrollment: Drop' option and the right-pointing arrow icon. Other sections visible include 'My Account' with links for 'Account Summary By Term', 'Payment Profile', 'View e-Bill(s)', 'View iPlan e-Bill(s)', 'View Parent/Guest', and 'View/Create iPlan'; 'Financial Aid' with links for 'View Financial Aid' and 'Accept/Decline Awards'; 'Account Summary' showing a balance of 0.00; 'Enrollment Appointment' with a notice about the Spring 2012 Regular Academic Session; and 'Advisor' with 'Program Advisor' Ludwig Beethoven.

1.) Select "Enrollment: Drop" from the Other Academic Pull Down menu and click the  icon.



Enrolling in Classes through LOCUS (Dropping)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One:

Wolfgang Mozart

Search | Plan | Enroll | my class schedule | add | drop | swap | edit

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

University Chicago | change term

Enrolled | Dropped | Wait Listed

		Days/Times	Room	Instructor	Units	Status	
<input type="checkbox"/>	102-006	Evolutionary Ideas/Inst Sn 17C (Lecture)	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	R. Bucholz	3.00	✓
<input type="checkbox"/>	102-006	Evol Wst Ideas/Inst Sn 17C (Discussion)	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz		✓
<input type="checkbox"/>	THTR 100-111 (1462)	Intro to Theatre Exp (Lecture)	MoWeFr 9:20AM - 10:10AM	Mundelein Center - Room 1017	T. Mann	3.00	✓
<input checked="" type="checkbox"/>	THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	✓

DROP SELECTED CLASSES

My Spring 2012 Class Schedule

Search | Plan | Enroll | My Academics

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

2.) Select the class you wish to drop.

3.) Click "Drop Selected Classes".



Enrolling in Classes through LOCUS (Dropping)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ >>

Search | Plan | Enroll | My Academics

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

Drop Classes

1 2

2. Confirm your selection

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

Spring 2012 | Undergraduate | Loyola University Chicago

✓ Enrolled | ⊗ Dropped | ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	✓

CANCEL | PREVIOUS | FINISH DROPPING

Search | Plan | Enroll | My Academics

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


go to ... ▾ >>

4.) After verifying that you do indeed wish to drop this class, select “Finish Dropping”.



Enrolling in Classes through LOCUS (Dropping)

The screenshot displays the LOCUS user interface for Wolfgang Mozart. At the top, there are navigation links for 'LOCUS Home', 'Loyola Home', 'Add to My Links', 'Sign out', and a welcome message 'Welcome wmozart'. Below this is a menu with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. The main content area shows the user's name 'Wolfgang Mozart' and a navigation bar with buttons for 'Search', 'Plan', 'Enroll', and 'Error'. Underneath, there are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'edit'. A section titled 'Drop Classes' is followed by the heading '3. View results'. A message states: 'View the results of your enrollment request. Click Fix Errors to make changes to request.' Below this, it specifies 'Spring 2012 | Undergraduate | Loyola University Chicago'. A summary bar shows a green checkmark for 'Success: dropped' and a red X for 'Error: unable to drop'. A table with three columns: 'Class', 'Message', and 'Status' contains one row: 'THTR 261', 'Success: This class has been removed from your schedule.', and a green checkmark. At the bottom of the table are buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE'. A footer navigation bar includes links for 'Search', 'Plan', 'Enroll', 'My Academics', 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. A 'go to ...' dropdown menu is also visible.

5.) A  icon means that the class was successfully dropped.



Enrolling in Classes through LOCUS (Editing)

Editing Class Sections

(Changing Non-enrollment Sections)



Enrolling in Classes through LOCUS (Editing)

The screenshot shows the LOCUS student center interface for Wolfgang's Student Center. The top navigation bar includes 'LOCUS', 'LOCUS Home', 'Loyola Home', 'Add to My Links', 'Sign out', and 'Welcome wmozart'. Below the navigation bar are tabs for 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. A 'My Links' dropdown menu is set to 'Select One:'. The main content area is titled 'Wolfgang's Student Center' and features a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. A dropdown menu is open over the 'Enrollment: Edit' option, listing various academic actions. A callout box points to the 'Enrollment: Edit' option and the right-pointing arrow icon.

Enrollment: Edit

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

My Account

- Account Summary By Term
- Payment Profile
- View e-Bill(s)
- View iPlan e-Bill(s)
- View Parent/Guest
- View/Create iPlan

Financial Aid

- View Financial Aid
- Accept/Decline Awards

other financial... >>

This Week's Schedule

Class	Schedule
ANTH 101-001 LEC (1337)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
BIOL 101-001 LEC (1387)	MoWeFr 8:15AM - 9:05AM Sullivan Center - Galvin Audit
BIOL 101-002 DIS (1388)	Th 2:30PM - 3:20PM Life Science Building-Room 142

SEARCH FOR CLASSES

Holds

- Library details ▶

Advisor

- Program Advisor: Ludwig Beethoven details ▶

1.) Select "Enrollment: Edit" from the Other Academic Pull down menu and click the >> icon.



Enrolling in Classes through LOCUS (Editing)

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with the LOCUS logo and links for LOCUS Home, Loyola Home, Add to My Links, Sign out, and Welcome wmozart. Below this is a secondary navigation bar with My Page, News, Online Forms & Help, and Social Gadgets. The main content area is for Wolfgang Mozart and includes a search bar and a navigation menu with options like Search, Plan, Enroll, My Academics, my class schedule, add, drop, swap, edit, and term information. The current page is titled 'Edit Class Enrollment Options' and shows a list of classes under 'Classes you are allowed to edit'. The classes listed are HIST 102: Evol Wst Idea/Inst Sn 17C (selected), HIST 102: Evol Wst Idea/Inst Sn 17C, and SOCL 380: Internship. A 'PROCEED TO STEP 2 OF 3' button is visible below the list. A 'My Spring 2012 Class Schedule' section is also present at the bottom of the main content area.

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)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ...

Search | Plan | Enroll | My Academics

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

Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

Spring 2012 | Undergraduate

HIST 102 - Evolution of the World
Lecture selected: Section

Open Closed Wait List

Select Discussion (Required):						
	Class Nbr		Schedule	Room	Instructor	Status
<input type="radio"/>	1167	006	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz	<input type="radio"/>
<input checked="" type="radio"/>	1168	007	Mo 1:40PM - 2:30PM	Dumbach Hall - Room 230	A. Wilson	<input type="radio"/>
<input type="radio"/>	1169	008	We 10:25AM - 11:25AM	TBA	Staff	<input type="radio"/>
<input type="radio"/>	1170	009	We 12:35PM - 1:25PM	TBA	Staff	<input type="radio"/>
<input type="radio"/>	1418	010	We 1:40PM - 2:30PM	TBA	Staff	<input type="radio"/>

View All Sections | First | 1-5 of 7 | Last

CANCEL | PREVIOUS | **NEXT**

4.) Choose your desired section.

5.) Click "Next."



Enrolling in Classes through LOCUS (Editing)

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with the LOCUS logo and links for Home, Loyola Home, Add to My Links, Sign out, and a welcome message for 'wmozart'. Below this is a secondary navigation bar with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. The main content area is titled 'Wolfgang Mozart' and includes a search bar and a 'go to ...' dropdown. There are four main tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'Enroll', there are sub-links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The current page is 'Edit Class Enrollment Options' for 'HIST 102 - Evol Wst Idea/Inst Sn 17C' in Spring 2012. It shows 'Class Preferences' for HIST 102-005 (Lecture, Open) and HIST 102-007 (Discussion, Open). Other preferences include 'Wait List' (unchecked), 'Permission Nbr' (empty), 'Grading' (Graded Alpha), and 'Units' (3.00). At the bottom of the preferences are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons. A callout bubble points to the 'NEXT' button with the text '6.) Click "Next."'. Below the preferences is a table of class sections:

Section	Component	Days & Times	Room	Instructor	Start/End Date
005	Lecture	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	Robert Bucholz	01/17/2012 - 05/08/2012
007	Discussion	Mo 1:40PM - 2:30PM	Dumbach Hall - Room 230	Andrew Wilson	01/17/2012 - 05/08/2012

Below the table is a 'NOTES' section with 'Class Notes' stating: 'HIST 102-005 requires co-registration in one of the following discussion sections: 006,007,008,009,010, or 011.'



Enrolling in Classes through LOCUS (Editing)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ >>

Search | Plan | Enroll | My Academics

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

Edit Class Enrollment Options

1 2 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

Class Attribute	Original Value	New Value
Discussion Section	006 Mo 12:35PM - 1:25PM Dumbach Hall - Room 124	007 Mo 1:40PM - 2:30PM Dumbach Hall - Room 230

CANCEL | FINISH EDITING

Search | Plan | Enroll | My Academics

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

go to ... ▾ >>

7.) Click "Finish Editing."



Enrolling in Classes through LOCUS (Editing)

LOCUS | [LOCUS Home](#) | [Loyola Home](#) | [Add to My Links](#) | [Sign out](#) | *Welcome wmozart*

[My Page](#) | [News](#) | [Online Forms & Help](#) | [Social Gadgets](#)

Wolfgang Mozart

[Search](#) | [Plan](#) | [my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [edit](#)

Edit Class Enrollment Options

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2012 | Undergraduate | Loyola University Chicago

✓ Success: Class updated ✗ Error: Unable to update class

Class	Message	Status
HIST 102	Success: This class has been updated.	✓

[MAKE A PAYMENT](#) | [MY CLASS SCHEDULE](#)

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

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

go to ...

8.) A ✓ icon means that the class was successfully edited.



Enrolling in Classes through LOCUS (Editing)

Editing Class Sections

(Changing the Number of Units Taken in a Variable Credit Section)



Enrolling in Classes through LOCUS (Editing)

The screenshot displays the LOCUS web application interface. At the top, the 'LOCUS' logo is on the left, and navigation links for 'LOCUS Home', 'Loyola Home', 'Add to My Links', 'Sign out', and 'Welcome wmozart' are on the right. Below the logo, there are tabs for 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. A 'My Links' dropdown menu is set to 'Select One:'. The main content area is titled 'Wolfgang's Student Center' and features a navigation menu on the left with categories like 'Academics', 'My Account', and 'Financial Aid'. The 'Academics' section is expanded, showing a list of options including 'Enrollment: Edit', which is highlighted in a blue box. A callout box with a light blue background and black text points to this option, containing the instruction: '1.) Select "Enrollment: Edit" from the Other Academic Pull down menu and click the >> icon.' The callout box also points to a right-pointing arrow icon next to the 'Enrollment: Edit' option. In the background, a table titled 'This Week's Schedule' is visible, listing classes such as ANTH 101-001, BIOL 101-001, BIOL 101-002, and DIS (1388) with their respective schedules. Other sections on the right include 'SEARCH FOR CLASSES', 'Holds', 'Dates', and 'Advisor'.

Class	Schedule
ANTH 101-001 LEC (1337)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
BIOL 101-001 LEC (1387)	MoWeFr 8:15AM - 9:05AM Sullivan Center - Galvin Audit
BIOL 101-002 DIS (1388)	Th 2:30PM - 3:20PM Life Science Building-Room 142



Enrolling in Classes through LOCUS (Editing)

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with the LOCUS logo and links for Home, Loyola Home, Add to My Links, Sign out, and a welcome message for 'wmozart'. Below this is a secondary navigation bar with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. A 'My Links' dropdown menu is visible on the right.

The main content area is titled 'Wolfgang Mozart' and includes a 'go to ...' search box. Below this are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under the 'Enroll' tab, there are buttons for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'Edit Class Enrollment Options' section is active, showing a progress indicator for step 1 of 3.

1. Select a class to edit
Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring 2012 | Undergraduate | Loyola University Chicago [change term](#)

Classes you are allowed to edit

Select from your schedule

- SOCL 380: Internship
- HIST 102: Evol Wst Idea/Inst Sn 17C
- SOCL 380: Internship

[PROCEED TO STEP 2 OF 3](#)

My Spring 2012 Class Schedule

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

go to ...

2.) Select the section you wish to edit.

3.) Click "Proceed to Step 2 of 3."



Enrolling in Classes through LOCUS (Editing)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾

Search | Plan | Enroll | My Academics
my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Spring 2012 | Undergraduate | Loyola University Chicago

SOCL 380 - Internship

Class Preferences

SOCL 380-001 | Field | ● Open | Permission Nbr:

Session: Regular Academic Session | Grading: Graded Alpha

Career: Undergraduate | Units: (dropdown menu open showing 3.00, 4.00, 5.00, 6.00)

Requirement De: 5.00 | Internship: 6.00

- Department Consent Required to enroll in this class
- Internship

CANCEL | PREVIOUS | NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Field		TBA	Marilyn Krogh	01/17/2012 - 05/08/2012

NOTES

Class Notes: This course involves an internship experience.

4.) Select the new number of units.

5.) Click "Next."



Enrolling in Classes through LOCUS (Editing)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾

Search | Plan | Enroll | My Academics

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

Edit Class Enrollment Options | 1 | 2 | 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

Class Attribute	Original Value	New Value
Units	3.00	5.00

CANCEL | FINISH EDITING

Search | Plan | Enroll | My Academics

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

go to ... ▾

6.) Click "Finish Editing."



Enrolling in Classes through LOCUS (Editing)

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with the LOCUS logo and links for LOCUS Home, Loyola Home, Add to My Links, Sign out, and a welcome message for 'wmozart'. Below this is a secondary navigation bar with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. The main content area shows the user's name 'Wolfgang Mozart' and a 'Search' button. Below that are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'edit'. The 'Edit Class Enrollment Options' section is active, showing '3. View results'. A message box indicates 'Success: Class updated' with a green checkmark icon. Below this is a table with columns 'Class', 'Message', and 'Status'. The table contains one row for 'SOCL 380' with the message 'Success: This class has been updated.' and a green checkmark in the 'Status' column. At the bottom, there are buttons for 'MAKE A PAYMENT' and 'MY CLASS SCHEDULE'. A callout box points to the green checkmark icon in the table, stating: '7.) A ✓ icon means that the class was successfully edited.'

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart

Search | Plan

my class schedule | add | drop | swap | edit

Edit Class Enrollment Options

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: Class updated | Error: Unable to update class

Class	Message	Status
SOCL 380	Success: This class has been updated.	✓

MAKE A PAYMENT | MY CLASS SCHEDULE

Search | Plan | Enroll | My Academics

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

go to ...



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

Class Search Tips and Tricks



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)



Search for Classes

Enter Search Criteria

Institution:
Term:

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject	<input type="text" value="select subject"/>	<input type="text" value="PHIL"/>	Philosophy
Course Number	<input type="text" value="is exactly"/>		
Course Career	<input type="text" value="Undergraduate"/>		
CORE	<input type="text" value=""/>		Details
Interdisciplinary	<input type="text" value=""/>		Details
Honors, Service, Writing Int	<input type="text" value=""/>		Details
Use Additional Search Criteria	<input type="text" value=""/>		
<input type="button" value="Additional Search Criteria"/>			

You can search by Undergraduate CORE criteria.



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

The screenshot shows the LOCUS search interface. At the top, there is a navigation bar with the LOCUS logo and links for Home, Loyola Home, Add to My Links, Sign out, and a welcome message. Below this is a secondary navigation bar with links for My Page, News, Online Forms & Help, Social Gadgets, and Webreports. On the right side, there is a 'My Links' dropdown menu.

The main search area is titled 'Search for Classes' and 'Enter Search Criteria'. It includes fields for 'Institution' (Loyola University Chicago) and 'Term' (Spring 2012). A 'SEARCH' button is present. Below these fields, there is a section for 'Class Search Criteria' with various dropdown menus: 'Course Subject' (select subject), 'Course Number' (is exactly), 'Course Career' (Undergraduate), 'CORE', and 'Interdisciplinary'. A dropdown menu for 'Interdisciplinary' is open, showing a list of options including Asian Studies, Bioethics, Bioinformatics, Black World Studies, Catholic Studies, Environmental Studies, Forensic Science, Human Services, International Business, International Film & Media Studies, International Studies, Islamic World Studies, Latin American Studies, Medieval Studies, Neuroscience, Peace Studies, Polish Studies, Rome Studies, and Urban Studies. A yellow callout box points to this list with the text: 'You can search by Interdisciplinary Cross-Listings.'



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

The screenshot shows the LOCUS 2.0 interface. At the top, there's a navigation bar with 'My Page', 'News', and 'Online Forms'. A left sidebar contains a menu with items like 'Personal Portfolio', 'Academics', 'Campus Finances', 'Search for Classes', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', and 'Admin & Security'. The main content area is titled 'Search for Classes' and 'Enter Search Criteria'. It includes dropdowns for 'Institution' (Loyola University Chicago) and 'Term' (Fall 2008). Below these, a 'Class Search Criteria' section has several dropdown menus: 'Course Subject' (PHIL), 'Course Number' (is exactly), 'Course Career' (Undergraduate), 'CORE', and 'Honors, Service, Writing Intensive'. The 'Honors, Service, Writing Intensive' dropdown is open, showing options: Fieldwork, Honors, Honors and Service Learning, Honors and Writing Intensive, Internship, Service Learning, Service Learning/Fieldwork, Service Learning / Internship, Service Lrn/ Writing Intensive, and Writing Intensive. A yellow callout bubble points to this dropdown with the text: 'You can also search by Honors, Service Learning, or Writing Intensive class sections.' At the bottom of the search form are 'CLEAR CRITERIA' and 'SEARCH' buttons.

Note: Selecting “Honors, Service, Writing Intensive” 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.

Loyola University of Chicago reserves the right to cancel, modify or otherwise change the scheduling, credit or content of the courses, the location of the courses and the registration of the students as announced in the Class Schedules.



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

The screenshot displays the LOCUS 2.0 web application. At the top, the header includes the text "LOCUS 2.0" and "Welcome nlibera" with links for "Loyola Home", "LOCUS Home", and "Sign out". Below the header is a navigation bar with "My Page", "News", and "Online Forms". A left-hand navigation menu lists various options such as "Personal Portfolio", "Academics", "Campus Finances", "Search for Classes", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", and "Admin & Security". The main content area shows search filters for "Institution", "Term", "Class Section", "Course Subject", "Course Number", "Course Catalog", "CORE", "Honors, Service", and "Int". A "SEARCH" button is visible. A yellow callout box points to a downward-pointing triangle icon with the text: "Click the icon in order to view even more search criteria." Another yellow callout box on the right contains the text: "With Additional Search Criteria, you can search by Meeting Time, Instructor Name, or Campus as well as find Tutoring Sections of Classes." Below these callouts, the "Additional Search Criteria" section is expanded, showing fields for "Meeting Time" (between two input boxes), "Day of Week" (with a dropdown for "Include Only These Days" and checkboxes for Mon-Fri), "Instructor Last Name" (with a dropdown for "is exactly" and an input box), "Class Nbr" (with an input box and "(example: 1136)"), "Course Title Keyword" (with an input box and "(example: statistics)"), "Course Units" (between two input boxes), "Course Component", "Session", "Mode of Instruction", "Campus", and "Location", all with dropdown menus. The browser's taskbar at the bottom shows "Internet" and "100%" zoom.



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

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

My Page | News | Online Forms

- Personal Portfolio
- Academics
- Campus Finances
- Search for Classes
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Admin & Security

Search for Classes

Enter Search Criteria

Institution: Loyola University Chicago
Term: Fall 2008

Select at least 2 search criteria. Click Search to view your search results. **SEARCH**

Class Search Criteria

Course Subject: **select subject** PHIL Philosophy
Course Number: is exactly 101
Course Career: Undergraduate
CORE: [Details](#)
Honors, Service, Writing Int: [Details](#)

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

CLEAR CRITERIA **SEARCH**

Internet 100%

LOYOLA UNIVERSITY CHICAGO
AD • MAJOREM • DEI • GLORIAM
1870

Preparing people to lead extraordinary lives

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.

cheduling, credit or content of
ced in the Class Schedules.