Registering for Courses through your LOCUS Planner

How to Use your LOCUS Planner to Register

- This series of slides will show you how to use LOCUS Academic Requirements Report and Planner to place courses in your LOCUS Shopping Cart.
Registering for Courses through your LOCUS Planner

1) Click the LOCUS link.
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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.
3) Click the “Student Center” link.
4) Click the pull-down menu labeled “other academic…” and select “Academic Requirements” then click the button.
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This is your Academic Requirements Report (ARR) and will show you what academic requirements you have to complete including Core course requirements, Major course requirements (if you've declared) and School or College course requirements.
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5) Find a requirement for which you would like to see the course choices.

6) In order to view all of the course choices, click “View All”.
7) Click on a course's title to read a description of the course and to see the prerequisites for that course, if applicable. Pre-requisites are courses you must complete before enrolling in this course. Some courses will have pre-requisites and some will not.
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8) If you decide you would like to take this course to satisfy this requirement, click the "add to planner" button.

Prerequisites.

Course Description
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9) To view all the courses in your planner, click the "Plan" tab.
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10) Click on the course title to get to the Course Detail screen.

If a course has pre requisites, you can click the “yes” link to learn what they are.

Use this drop down menu to sort your classes into the academic terms you plan to take them. (Check the pre-requisites to make sure they are in sequence).
11) Click the "view class sections" button to display the different class sections available for that course.
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12) Choose a preferred class time and click the "select" button to place that class section into your Shopping Cart. The shopping cart acts as a “wish list” for courses in which you would like to enroll during your registration appointment at Discover Loyola.

It is recommended that you have ample backup choices in case one of your choices becomes filled prior to your registration appointment. This is a common occurrence for classes that are in high demand, but no need to worry. There are always other options!
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13) Verify that this is the class you want and click the green "next" button.
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14) To view your shopping cart, click this link.
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This is your LOCUS Shopping Cart.