

Viewing and Understanding your Unofficial Transcript



Viewing Your Unofficial Transcript

The screenshot shows the Loyola University Chicago website. At the top right, there are navigation links: Home, A-Z Index, Contact Us, Directories, and LOCUS. Below these is a search bar and a 'LINKS' button. The main banner features four images: a group of students in graduation gowns, a soccer team, a student sitting on a soccer field, and a church interior. A light blue callout box with a pointer to the 'LOCUS' link contains the text: '1) Click the LOCUS link.' Below the banner are navigation links: CURRENT STUDENTS, ALUMNI, PROSPECTIVE STUDENTS, and FACULTY AND STAFF. The footer contains several columns of links under categories: About Loyola, Academics, Admission, Campus Life, Resources, and News and Events. There are also buttons for Calendar, Newsroom, and RSS Feed.



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The screenshot shows the LOCUS 2.0 login interface. At the top left, the text 'LOCUS 2.0' is displayed. At the top right, there is a 'Loyola Home' link. The main content area is titled 'Welcome to LOCUS' and contains a login form with fields for 'Universal ID:' and 'Password:', followed by a 'Sign In' button. Below the form, there is a paragraph of instructions and a bulleted list with a link to the 'Personal Account Manager (PAM)'. A 'LOCUS Help' section is also present with several links. A light blue callout box points to the 'Sign In' button with the text '2) Enter your Universal ID and Password and Click “Sign In”'. A green callout box points to the 'Personal Account Manager (PAM)' link with the text 'If you need to reset your password, click the Personal Account Manager (PAM) link.' At the bottom of the page, there is contact information for Loyola University Chicago Information Services, a 'Rights Reserved' notice, and a footer with the university's logo and tagline. The browser's status bar at the bottom shows 'Error on page.', 'Internet', and '100%'.

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.

LOYOLA'S ONLINE CONNECTION to UNIVERSITY SERVICES
LOYOLA UNIVERSITY CHICAGO Information Services 6525 N. Sheridan Road, Chicago, IL
60626 locus@luc.edu

Rights Reserved
The President and officers of Loyola University Chicago reserve the right to change information, regulations, requirements and procedures announced in our catalog; to change the requirements for admission, graduation or degrees; to change the arrangements, scheduling, credit or content of courses; and to change the fees listed in our catalog.



Viewing Your Unofficial Transcript

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

My Page | News | Online Forms

Enterprise Menu

- ▷ Personal Portfolio
- ▷ Academics
- ▷ Campus Finances
- ▷ Search for Classes

Course Catalog and Schedule

- [View Course Catalog](#)
View Loyola's Catalog of Courses Online
- [Perform Class Search](#)
Search the Schedule for a Class and Section

Student Center

- [Student Center](#)
Comprehensive Summary of information

Focus: News for Students

- [View All Articles and Sections](#)
- [Configure](#)

Office of the Bursar news

- [Office of the Bursar News](#)
- [Waive Out of Fall 2008 Insurance Now!](#)
- [Sign Up for Monthly Payment Plans](#)
- [Payments and Accounts Will Not Update Until the Week of 7/14](#)
- [View All Articles and Sections](#)
- [Configure](#)

Loyola Campus News

- [View All Articles and Sections](#)
- [Configure](#)

3) Click the "Student Center" link.

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LOYOLA UNIVERSITY CHICAGO · Information Services · 6525 N. Sheridan Road, Chicago, IL 60626 · locus@luc.edu

Internet 100%



Viewing Your Unofficial Transcript

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

My Page | News | Online Forms

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access

Academics

- Campus Finance
- Search for Classes

Mark's Student Center

Academics

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

You are not enrolled in classes.

[enrollment shopping cart](#)

SEARCH FOR CLASSES

- Holds
No Holds.
- To Do List
No To Do's.
- Enrollment Dates

other academic...

- Academic Planner
- Academic Requirements
- Apply for Graduation
- 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
- Accept/Decline Awards

other financial...


Personal Information

[Demographic Data](#) [Emergency Contact](#) [Names](#)

Contact Information

Permanent	Campus
1234 Mississippi River Bend Biloxi, MS 40047	None
Campus Phone	Campus Email
None	mtwain@luc.edu

other personal...

4) Click the pull-down menu labeled “other academic...” and select “Transcript: View Unofficial” then click the  button.



Viewing Your Unofficial Transcript

Welcome mtwain

My Page News Online Forms

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access
- ▷ Residence Life
- ▷ Academics
- ▷ Campus Finance
- ▷ Search for Classes

Mark Twain

go to ...

Search Plan Enroll My Academics

View Unofficial Transcript

Choose an institution and report type and press go to view your report.

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution: Loyola University Chicago

Report Type: Loyola Unofficial Transcript

go

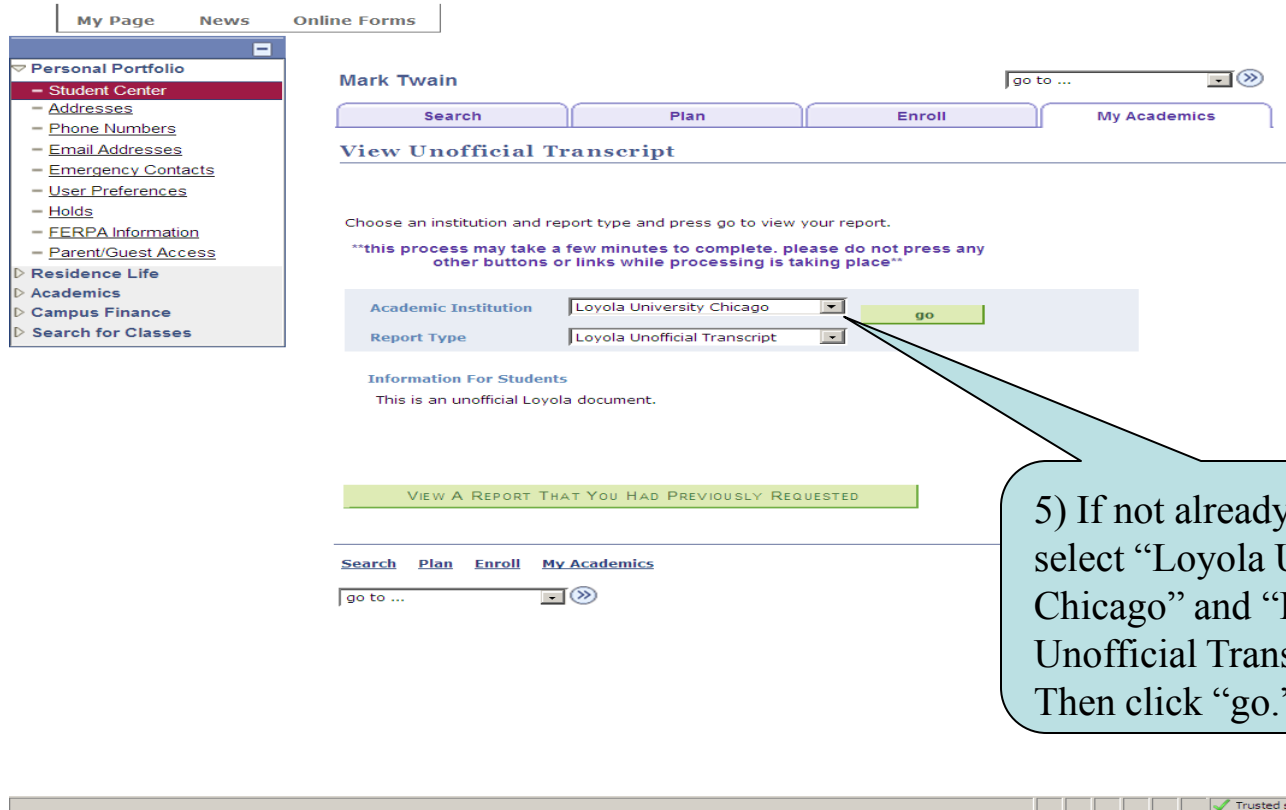
Information For Students

This is an unofficial Loyola document.

VIEW A REPORT THAT YOU HAD PREVIOUSLY REQUESTED

Search Plan Enroll My Academics

go to ...



5) If not already selected, select “Loyola University Chicago” and “Loyola Unofficial Transcript”. Then click “go.”



Understanding Your Unofficial Transcript

Quality points are determined by the following formula:

The number of credit hours a class is worth (eg. 3 cr.)
 \times Your grade for that class on a 4.0 scale (eg. a B or 3.0)
Quality Points earned for that class (eg. 9 quality points)

6) To view your cumulative Grade Point Average, total credits attempted at Loyola, and total quality points, scroll to the bottom of your unofficial transcript to where it says "Undergraduate Totals".

The screenshot shows an Oracle student transcript. At the top, it displays 'CUM GPA : 3.001' and 'CUM TOTALS : 57.00'. Below this, it lists 'Fall 2010' and 'Undergraduate Career Totals'. The bottom section shows 'CUM GPA : 3.001', 'CUM TOTALS : 57.00', '94.00', and '171.030'. A green callout box explains the formula for quality points: (Credits) x (Grade) = Quality Points. Arrows point from green boxes at the bottom to the corresponding values in the transcript: 'Cumulative GPA' points to 3.001, 'Total Credits Attempted at Loyola' points to 57.00, 'Total Credits Earned at Loyola' points to 94.00, and 'Total Quality Points Earned' points to 171.030.

Field	Value
CUM GPA	3.001
CUM TOTALS (Attempted)	57.00
CUM TOTALS (Earned)	94.00
Total Quality Points Earned	171.030

Cumulative GPA

Total Credits Attempted at Loyola

Total Credits Earned at Loyola

Total Quality Points Earned

