

Applying for Graduation through LOCUS

The screenshot shows the Loyola University Chicago website. At the top right, there is a navigation bar with links: Home, A-Z Index, Contact Us, Directories, and LOCUS. Below these links is a search bar with a 'SEARCH' button and a 'LINKS' dropdown menu. A callout box with a light blue background and a white border points to the 'LOCUS' link. The callout box contains the text: '1.) Click the LOCUS link to log into LOCUS'. The website header includes the Loyola University Chicago logo and the motto 'Preparing people to lead extraordinary lives'. Below the header is a banner with four images: a group of students, a soccer team, a modern building, and a church interior. The main content area is divided into several columns with various links and news items.

Home | A-Z Index | Contact Us | Directories | **LOCUS**

SEARCH LINKS

LOYOLA UNIVERSITY CHICAGO
1870 AD • MAJOREM • DEI • GLORIAM
Preparing people to lead extraordinary lives

1.) Click the LOCUS link to log into LOCUS

UMNI | PROSPECTIVE STUDENTS | FACULTY AND STAFF

About Loyola
Give to Loyola
Historic Timeline
Loyola Facts
Mission & Ministry
President's Welcome
Visiting Loyola

Academics
Calendars
Departments
Programs
Research
Schools

Admin
Continu
Execu
Gradu
Profes
Under

News and Events
» Hunger Week: 2007 Online Auction
» H.S. Junior/Senior/Transfer Open Houses
» University Beverage Vendor Contract Review

Calendar Newsroom RSS Feed

Internet



Applying for Graduation through LOCUS

The screenshot shows the LOCUS 2.0 login interface. At the top, the text 'LOCUS 2.0' is on the left and 'Loyola Home' is on the right. Below this is a 'Welcome to LOCUS' section containing a 'Universal ID:' input field, a 'Password:' input field, and a 'Sign In' button. A light blue callout bubble points to the 'Sign In' button with the text: '2.) Enter your Universal ID and Password and Click "Sign In."'. Below the login fields is a paragraph of instructions and a link to 'sign in as a Visitor'. A bulleted list includes 'Maintain your password using the Personal Account Manager, (PAM)'. A 'LOCUS Help' section contains several links: 'Sign-In Help', 'How to Sign in as a Visitor', 'Frequently Asked Questions', 'Performing a Class Search in LOCUS', 'Enrolling for Classes in LOCUS', 'Dropping & Swapping a Class', and 'Special Instructions for Blackboard Users'. A yellow callout bubble points to the 'Personal Account Manager, (PAM)' link with the text: 'You can reset and maintain your password using Password Self-Service.'. At the bottom of the page, there is a footer with 'LOYOLA's ONLINE CONNE...', 'LOYOLA UNIVERSITY CHICAGO Informati...', '60626 Id...', 'Rights', and a disclaimer: 'The President and officers of Loyola U... 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.' The browser's taskbar at the bottom shows 'Error on page.', 'Internet', and '100%' zoom.



Applying for Graduation through LOCUS

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

Loyola Campus News

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

LOYOLA'S OF
LOYOLA UNIVERSITY CHICAGO

ad, Chicago.

Internet 100%

3.) Click "Student Center."



Applying for Graduation through LOCUS

4.) Check for holds on your account.

5.) Select "My Academics"

Note: You can link directly to the LOCUS application to graduate by selecting "Apply for Graduation" from the pulldown menu and clicking the button.

This Week's Schedule	
Class	Schedule
CHEM 363-003 AS (1199)	Fr 1:00PM - 5:00PM Flanner Hall - Room 2
CHEM 363- DIS (4565)	We 12:35PM - 1:25PM Flanner Hall -
JAPN 101-001 LEC (1528)	MOWe 9:05AM Mundelein Center Room 611
MATH 353-001 LEC (5146)	TuTh 1:00PM - 2:15PM Damen Hall - Room 531
THTR 100-084 LEC (1186)	TuTh 4:00PM - 5:15PM Mundelein Center - Room 603



Applying for Graduation through LOCUS

LOYOLA UNIVERSITY CHICAGO

User: njones2 on Database: CS90TRN

Home | Worklist | Add to Favorites | Sign out

Miguel Unamuno

go to ...

Search | Plan | Enroll | My Academics

My Academics

Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Change Major/Minor	Change Major/Minor

Transfer Credit	Evaluate my transfer credits 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
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My Program:

- Institution - Loyola University Chicago
- Career - Undergraduate
- Program - Undergraduate Arts & Sciences
 - Major - Chemistry / Biochemistry
 - Minor - Biology
 - Minor - Mathematics

6.) Click "Apply for graduation."

Search | Plan | Enroll | My Academics

go to ...



Applying for Graduation through LOCUS

LOYOLA UNIVERSITY CHICAGO

Miguel Unamuno

Search Plan Enroll

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking description. Students seeking multiple degrees must apply for each degree and if your Major or Minor is not accurate, contact your School or College.

Select an Academic Program

Academic Program Undergraduate Arts & Sciences Career

Degree Minor

Minor Undergraduate Minor

Minor Biology

Minor Mathematics

Degree Bachelor of Science

Major Chemistry: Biochemistry

Search Plan Enroll My Academics

go to ...

Done

net

100%

7.) Select the Academic Program you wish to apply to graduate. If you are active in more than one Academic Program, you must apply for both programs.

If your major or minor is not accurate, contact your School or College.



Applying for Graduation through LOCUS

The screenshot shows the LOCUS 2.0 web application interface. At the top, there is a navigation bar with "My Page", "News", and "Online Forms" buttons. The user is logged in as "Welcome njones2" and can access "Loyola Home", "LOCUS Home", or "Sign out". The main content area displays the user's program information: Undergraduate Arts & Sciences, Career Undergraduate, Degree Minor, Undergraduate Minor, Minor Biology, Minor Mathematics, Degree Bachelor of Science, and Major Chemistry: Biochemistry. Below this, there is a section for "Expected Graduation Term" with a dropdown menu showing "Fall 2009", "Spring 2010", and "Summer 2010". A "CONTINUE" button is visible next to the dropdown. The "Graduation Instructions" section lists five steps for the application process. At the bottom, there are buttons for "SELECT DIFFERENT PROGRAM" and "CONTINUE".

8.) Select the term you wish to apply for graduation.

Note: If your expected graduation term is not listed, please contact gradschool@luc.edu

9.) Click "Continue."



Applying for Graduation through LOCUS

10.) Verify Diploma Name and change if necessary.

11.) Verify permanent address and change if necessary.

12.) Indicate if you are planning to attend the graduation ceremony.

13.) Click "Save Answers"



Applying for Graduation through LOCUS

The screenshot shows the LOCUS 2.0 web application interface. At the top, there is a navigation bar with "LOCUS 2.0" on the left and "Welcome njones2", "Loyola Home", "LOCUS Home", and "Sign out" on the right. Below this is a menu with "My Page", "News", and "Online Forms". The main content area contains instructions: "Verify that all data is correct. If the academic program/degree is not correct, return to the start of the Apply for Graduation process. If the term is not correct, return to the start of the Apply for Graduation process to select a different value. If everything is correct, click the Continue button to continue the process." Below the instructions, it states "You have no holds on your account".

The central part of the page features a table with the following data:

Program	Undergraduate Arts & Sciences	Career	Undergraduate
Degree	Minor		
	Minor	Undergraduate Minor	
	Minor	Biology	
	Minor	Mathematics	
Degree	Bachelor of Science		
Major	Chemistry: Biochemistry		

To the right of the table, there is a "Refresh Name/Address" button. Below it, the user's name "Miguel Unamuno" and address "1234 West Street, Chicago IL 60601" are displayed. A blue callout box with the text "14.) Click 'Continue'." points to a yellow "Continue" button located below the address.

Below the address, there are instructions: "Your diploma will be mailed to your Permanent Address as recorded in LOCUS. Your Permanent Address is shown at the right. If changes are needed, click on the Permanent Address link to open a new Address Change window. When you have completed your updates, close the window to return to this page." and "Your name will appear on your diploma as shown on the right. If changes are needed, click on the Add/Update Diploma Name to open a new Name window. When you have completed your updates, close the window to return to this page." Below these instructions are links for "Update Permanent Address" and "Add/Update Diploma Name".

At the bottom of the main content area, there is a "Last update" field showing "12/18/2008 11:33:28AM" and a dropdown menu with "Will attend graduation" selected. Below this is a navigation bar with "Search", "Plan", "Enroll", and "My Academics" links, and a "go to ..." search box.

The browser's address bar shows "Done" and the taskbar at the bottom includes "Internet" and "100%" zoom level.



Applying for Graduation through LOCUS

The screenshot shows the LOCUS 2.0 web application interface. At the top, there is a navigation bar with 'My Page', 'News', and 'Online Forms' buttons. The main content area displays a form for graduation information, including fields for Program, Degree, Minor, Major, and Expected Graduation Term. Below the form, there is a section titled 'Graduation Instructions' with five numbered steps. A green box highlights the text: 'If any information is inaccurate or not up to date, return to the start of the application.' A blue callout box points to the 'SUBMIT APPLICATION' button with the text: '16.) Click "Submit Application."'. Another blue callout box points to the 'Expected Graduation Term' field with the text: '15.) Verify application to graduate information.'

LOCUS 2.0

Welcome njones2
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Program Undergraduate Arts & Sciences Career Undergraduate

Degree Minor

Minor Undergraduate Minor

Minor Biology

Minor Mathematics

Degree Bachelor of Science

Major Chemistry: Biochemistry

Expected Graduation Term Fall 2009

Graduation Instructions

Complete the following steps to initiate the graduation application process:

1. Your diploma will be mailed to your permanent address as recorded in LOCUS. Verify that your permanent address in LOCUS is accurate.
2. Check LOCUS for any Holds that would delay the receipt of your diploma.
3. The name to appear on your diploma will be the Primary Name recorded in LOCUS. If changes are required, you may enter those updates in LOCUS. Significant changes will require a Name Change Request in the Office of Registration and Records.
4. Verify that all transfer credits have been posted to your academic record by running an Academic Advisement Report.
5. Apply for Graduation in LOCUS by clicking the Continue button below and then by clicking on the Submit Application button.

SUBMIT APPLICATION

Done Internet 100%



Applying for Graduation through LOCUS



LOCUS 2.0 Welcome njones2
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Miguel Unamuno

Apply for Graduation

Submit Confirmation

✓ You have completed the graduation application process in LOCUS. Consult the Graduation Checklist at <http://www.luc.edu/regrec/graduation.shtml> for further information.

Students seeking multiple degrees must apply for each degree anticipated.

Graduate students are requested to pay their graduation fee in their School Office or in the Office of the Bursar. Please bring a copy of this page with your payment.

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

Done 100%

