How to Search for Books and Order Them:

There are a number of ways you can view the list of required textbooks for your class. You can use LUC WTC Bookstore's website or LOCUS. Below please see below for instructions on how to do both.

LUC WTC BOOKSTORE

- First go to LUC WTC Bookstore's website: http://www.bkstr.com/loyolawatertowerstore/home/en?cm_mmc=Redirect-_-VanityURL-_-luc-wtc.bkstr.com-_-95905
- At the top of the page on the left hand side you will see a tab entitled "BOOKS". Click here.



- You will be redirected to a new page to begin entering in your course information.
- Once you have been redirected, you will see a drop down menu asking you to "Select Your Program" and "Select Your Term".
- Your program should be "All"
- Your term should be the term you looking for books for. For example "Fall 2017"

Textbooks > Select by Course

- Another drop down menu will appear with the header "Select Your Department". For IPS courses, you should select "IPS". If you are taking a Social Work course, you should look for "SOWK".
- As you begin to enter in more information, additional drop down menus will appear. Continue to enter in all necessary information. Please note, some classes may have more than one section, so remember to select the correct section number. Below is an example of a course search:

Select Your Program	
All 👻	
Select Your Term	
Fall 2017 -]
Select Your Departmen	ıt
IPS	•
Select Your Course	
402	•
Search By Course ID or Select Your Section	
Select Your Section	
Select Your Section	00
001	
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- When you have completed all the fields, click "Submit".
- After clicking "Submit" you will be redirected to a new page that includes information about your course and the required materials.
- IF you do not see any materials listed for your course, it may be that the professor or the bookstore have not listed the required materials, yet. You are encouraged to communicate with your professor with any questions about the course materials.



LOCUS TEXTBOOK ORDERING

When in LOCUS, Under the Menu, via "Academics" you can "View My Class Schedule".



After selecting the right term, you will see a list. At the top, right corner of this list, you will see an icon that says "Order Books". Click here and you will be redirected to the bookstores website to purchase books.

My Class Sched	ule						
Display Option Fall 2017 Graduate	List Vie Loyola Univ	ersity Chic	ago	change tern	<u>.</u>	Order Books	Click here and you
	iltor Optio				_		the bookstore's
Show Enrolled Cla	isses 🗹 Sl	ns now Dropp	ed Classes 🕑	Show Waitlis	ted (Classes filter	website to purchas
IPS 402 - Church a	nd Mission						DOOKS
Status	Units	Grading		Grade	Dea	dlines	
Enrolled	3.00	Graded			(1		
Class Nbr Section Compo	nent Days	& Times	Room	Instructor		Start/End Date	
4884 <u>001</u> Semina	Mo 4:1 6:45PN	5PM - 1	Corboy Law Center - Room 325	Michael Cana	ris	08/28/2017 - 12/16/2017	
IPS 541 - Liturgy &	Christian	Sacrame	nts				
Status	Units	Grading	(Grade	Dea	dlines	
Enrolled	3.00	Graded			2		
Class Nbr Section Compo	nent Days	& Times	Room	Instructor		Start/End Date	
4112 <u>001</u> Semina	We 4:1 6:45PM	15PM - 1	Corboy Law Center - Room 203	Heidi Russell		08/28/2017 - 12/16/2017	
IPS 545 - Christian	Spiritualit	y					
Status	Units	Grading	(Grade	Dea	dlines	
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Class Nbr Section Compo	nent Days	& Times	Room	Instructor		Start/End Date	
2290 <u>001</u> Semina	Tu 7:0 9:30PN	0PM - 1	Corboy Law Center - Room 203	Jean-Pierre Fortin		08/28/2017 - 12/16/2017	
					Pri	nter Friendly Page	