

Preparing People to Lead Extraordinary Lives



LOYOLA
UNIVERSITY
CHICAGO

Loyola University Chicago

Student Information System

FIRST WEEK OF CLASS

ENROLLMENT CONFIRMATION

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Purpose: to identify students who have not attended any scheduled class meetings for a given class during the period of August 29 through September 2.

Students who have not attended any class meetings for ALL of their registered classes during the period of August 29 through September 2 will be contacted by University officials to determine if the student should remain in the class or administratively dropped from the class rolls (thus creating openings in the class for other eligible students).

Method: faculty will identify students who have not attended any class meeting during the first week of classes by entering the value of NR on the LOCUS mid-term grade roster.

NOTE: Enrollment verification is needed only for the classes with a LECTURE or for GRADED labs component and located at the WTC or LSC campus.

Enrollment verification is NOT needed for dissertation supervision, field experience, Independent Study, etc.

Deadline: Entries into the Mid-Term grade pages should NOT be made until all scheduled class meetings for the week have been completed. All information must be entered into the system by close of business on Friday, September 2.

Notes:

The individual students listed on the mid-term grade roster will be current as of August 29, 2005 and will NOT be updated.

The mid-term grade roster will be refreshed upon completion of the Enrollment Confirmation process to allow entry of Early Alert Grades later in the semester. (Information/instructions on the Early Alert process will be available at a later date.)

PROCESS:

1. Log into the University network using your network ID and password.
2. Open an Internet Explorer session.
3. Click on the LOCUS button.

The screenshot displays the Loyola University Chicago website. At the top, the browser's address bar and navigation icons are visible. The website header features the Loyola University Chicago logo on the left and navigation links including 'A-Z INDEX', 'CONTACT US', 'DIRECTORIES', and 'LOCUS' on the right. A search bar with a 'GO' button is positioned below the navigation links. The main content area is divided into several sections: a large image of a woman with the text 'Preparing people to lead extraordinary lives', a 'NEWS and EVENTS' section with a list of recent news items, and a 'LOCUS SEARCH' section with a search bar and a 'GO' button. Below these are sections for 'ABOUT LOYOLA', 'ACADEMICS and RESEARCH', 'ADMISSION and FINANCIAL AID', 'CAMPUS and COMMUNITY', and 'SERVICES and RESOURCES'. The footer contains the text 'CHICAGO'S JESUIT UNIVERSITY' and contact information for Loyola University Chicago, including the address, phone number, and email address.

4. Log into LOCUS using your network ID and password.

LOCUS
Loyola's Online Connection to University Services

Home | **Loyola Campus News**

LOCUS Login
Please use your Universal ID and password to log in to the LOCUS system. This is the same ID and password you use to log in to Loyola's campus computers. Your Universal ID will generally be the first letter of your first name and the first six letters of your last name (eg. jsmith or jsmith), however, if your ID is the same as someone else's, you may have an ID with a numeral attached (eg. jsmith1, jsmith2, or jsmith3, etc.)

If you feel you may have forgotten your password or need to have it reset, please call the university Help Desk at 773-500-7700 or 4-HELP from a campus phone.

Students are encouraged to use the Personal Account Manager to maintain their password. www.luc.edu/it/techsupport. PAM allows students to change their network password any time from any computer and set personal identifiers that let you reset your password if you forget it.

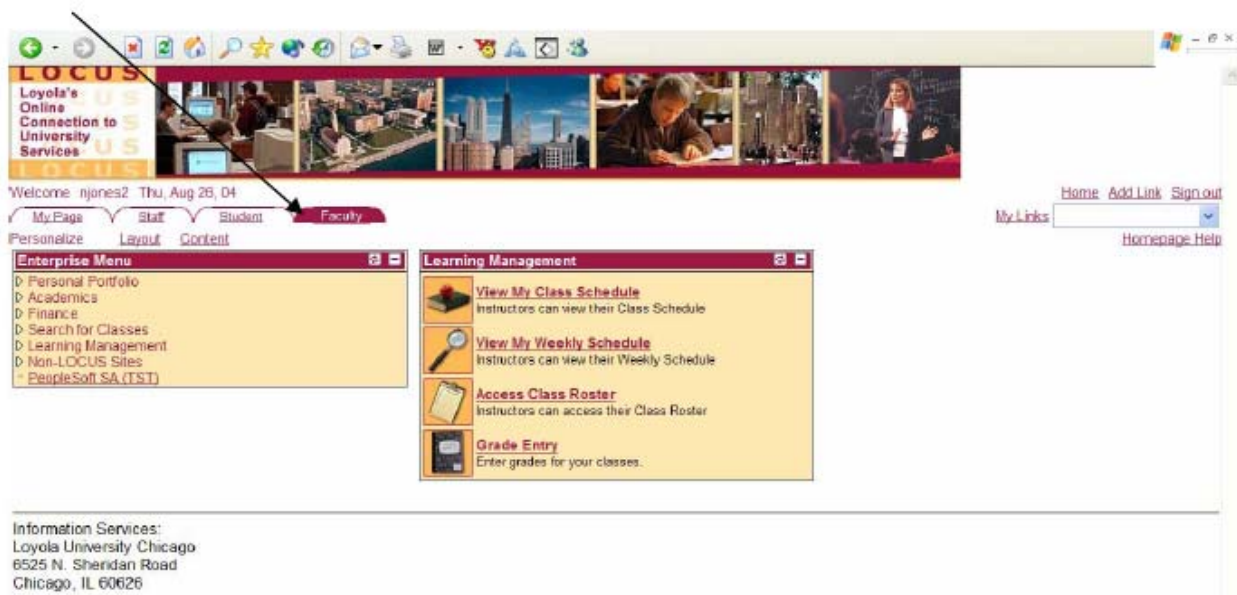
If you're sure you are using the correct information to log in, and you are not granted access, please exit your browser and restart. If you are still not able to access LOCUS, please e-mail us at lucad@luc.edu.

Loyola University Chicago Campus News | [Loyola News](#)

Information Services:
Loyola University Chicago
8525 N. Sheridan Road
Chicago, IL 60626

You may have multiple 'roles' assigned to your ID. Roles include student, staff, & faculty. For example, if you have previously or are currently taken classes at Loyola in addition to your teaching responsibilities, you would have two roles: student and faculty.

To enter grades, click on the faculty 'tab'.



- Through the Learning Management portal, you are able to view:
- Class Schedule
 - Weekly Schedule
 - Class Roster
 - Grade Entry
 - Enrollment Confirmation

Click on the **Enrollment Confirmation** hyperlink.

Select the term for which you would like to enter Enrollment Confirmations by clicking on the appropriate term hyperlink.

PeopleSoft.

Home Help Sign Out

Home > BA Self Service > Learning Management > Management > Access Class Rosters [New Window](#)

Access Class Rosters

Select the term for which you would like to view your roster.

- Class Rosters
- Fall 2005
- Summer 2005
- Spring 2005
- Fall 2004
- Summer 2004

[Return to Learning Management](#)

The system will then display the class (or classes) which list you as the instructor. Click on the hyperlink for the class you wish to enter the Enrollment Confirmation(s).

PeopleSoft.

Home | SA Self Service | Learning Management | Management | Access Class Rosters

Home Help Sign Out

Select Class Roster

Fall 2005

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution	Career
Research	BIOL 298	001	2522	LUCH	Undergraduate
Spr: Biology	BIOL 395	001	2711	LUCH	Undergraduate
Senior Honors Thesis	BIOL 397H	001	2758	LUCH	Undergraduate
Internship in Biology	BIOL 398	001	2773	LUCH	Undergraduate
Directed Reading	BIOL 493	001	2797	LUCH	Graduate
Biol Teaching Practicum	BIOL 511	001	2806	LUCH	Graduate
Thesis Supervision	BIOL 596	001	2807	LUCH	Graduate
Masters Study	BIOL 606	001	2808	LUCH	Graduate

[Select a Different Term](#) [Return to Learning Management](#)

ID	Name	Grade Input	Official Grading Grade Basis	Short Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	Graded	Undergrad Detail Note
<input type="text"/>	<input type="text"/>	<input type="text"/>	Graded	Undergrad Detail Note

To indicate which students are NOT in attendance:

- 1) Make sure the Roster Type says "Mid-Term Grade".
- 2) Enter NR in the Grade Input field for students who have NOT attended any scheduled class meetings for your class during the week of August 29 – Sept. 2nd.

If the student has been present at 1 or more of the classes, you do NOT need to take any further action on that student.

- 3) Press the Save Button.