
How to Add a Minor through LOCUS



How to Add a Minor through LOCUS

Menu

- Personal Portfolio
 - Names
 - Student Center
 - Addresses
 - Phone Numbers
 - Emergency Contacts
 - Review Ethnicity/Race
 - To Do List
 - Holds
 - FERPA Information
 - Parent/Guest Access
 - Loyola Alert
 - Immunizations
- Residence Life
- Academics
- Campus Finances
- Search for Classes
- My Content
- Worklist
- Reporting Tools
- Take a Survey
- My Instant Messaging

Self-Service Change Major/Minor

Wolfgang Mozart

go to ...



Note: School of Communication students may select only one program that is one major or one minor within the school.

Add Major or Minor

Select any ONE line containing the Career and Program under which you want to add a Minor. Choose ADD as Selected Action. Choose Major or Minor as Plan Type.

Change Major or Minor

Select any ONE line containing the Career and Program under which you want to change the Minor. Choose CHANGE as Selected Action. Choose Major or Minor as Plan Type.

Delete Major or Minor

Select ONLY the line containing the Career, Program and Major or Minor you want to delete. Choose DELETE as Selected Action. Choose Major or Minor as Plan Type.

1.) Click the Selection checkbox

Current Careers/Programs/Majors/Minors

Career	Program	Plan	Description	Major/Minor	Selection
1 UGRD	UCAS	ANTH-BA	Anthropology	MAJ	<input type="checkbox"/>



How to Add a Minor through LOCUS

The screenshot shows the 'Self-Service Change Major/Minor' page for Wolfgang Mozart. A left-hand menu is visible, and the main content area contains instructions and a table of current careers/programs/minors.

2.) For Selected Action choose "Add".

3.) Choose "Minor" for Plan Type.

4.) Click the magnifying glass to look up available minors.

Current Careers/Programs/Majors/Minors

Career	Program	Plan	Description	Major	Minor	Select
UGRD	UCAS	ANTH-BA	Anthropology			

select desired action and plan type:

Selected Action: Plan Type:

Career Program Plan Plan Description

UGRD UCAS ENGL-MNR

Instructions

You have chosen Major/Minor Program. Please choose the Major/Minor available for your current Career and Program from the Academic Plan drop-down box and press the 'Submit Add' button to submit your add.



How to Add a Minor through LOCUS

Menu

- Personal Portfolio
 - Names
 - Student Center
 - Addresses
 - Phone Numbers
 - Emergency Contacts
 - Review Ethnicity/Race
 - To Do List
 - Holds
 - FERPA Information
 - Parent/Guest Access
 - Loyola Alert
 - Immunizations
- Residence Life
- Academics
- Campus Finances
- Search for Classes
- My Content
- Worklist
- Reporting Tools
- Take a Survey
- My Instant Messaging

Self-Service Change Major/Minor

Wolfgang Mozart

Note: School of Communication students may select only one program, that is, one major or one minor within the school.

[Add Major or Minor](#)
Select any ONE line containing the Career and Program. Choose ADD as Selected Action. Choose Major or Minor as Plan Type.

[Change Major or Minor](#)
Select any ONE line containing the Career and Program. Choose CHANGE as Selected Action. Choose Major or Minor as Plan Type.

[Delete Major or Minor](#)
Select ONLY the line containing the Career, Program and Plan. Choose DELETE as Selected Action. Choose Major or Minor as Plan Type.

Current Careers/Programs

Career	Program	Plan
1 UGRD	UCAS	ANTH-BA

Please select desired action and plan type:

Selected Action: Plan Type:

Career	Program	Plan	Plan Desc
UGRD	UCAS	ENGL-MNR	English

Look Up Plan

AFR-MNR	
ANTH-MNR	
ARLC-MNR	
ASIA-MNR	Asian Studies
ASLL-MNR	Asian Studies & Literature
BIDE-MNR	Biology
BIOL-MNR	Biology
BIOS-MNR	Bioethics
BSAD-MNR	Business Administration
CATH-MNR	Catholic Studies
CCFR-MNR	Computer Crime and Forensics
CHEM-MNR	Chemistry
CHLC-MNR	Chinese Language and Culture
CMUN-MNR	Communication
COMP-MNR	Computer Science
DANC-MNR	Dance
DGMD-MNR	Digital Media
DSCL-MNR	Data Science
ECON-MNR	Economics
EDPS-MNR	Education Policy Studies
EMPH-MNR	Ethics & Moral Philosophy
ENES-MNR	Environmental Econ & Sustainability
ENGL-MNR	English
ENTR-MNR	Entrepreneurship

5.) Select the minor you wish to add.



How to Add a Minor through LOCUS

- Menu**
- Personal Portfolio
 - Names
 - Student Center
 - Addresses
 - Phone Numbers
 - Emergency Contacts
 - Review Ethnicity/Race
 - To Do List
 - Holds
 - FERPA Information
 - Parent/Guest Access
 - Loyola Alert
 - Immunizations
 - Residence Life
 - Academics
 - Campus Finances
 - Search for Classes
 - My Content
 - Worklist
 - Reporting Tools
 - Take a Survey
 - My Instant Messaging

Self-Service Change Major/Minor

Wolfgang Mozart

go to ...

Note: School of Communication students may select only one program, that is, one major or one minor within the school.

Add Major or Minor

Select any ONE line containing the Career and Program under which you want to add the Major or Minor. Choose ADD as Selected Action. Choose Major or Minor as Plan Type.

Change Major or Minor

Select any ONE line containing the Career and Program under which you want to change the Major or Minor. Choose CHANGE as Selected Action. Choose Major or Minor as Plan Type.

Delete Major or Minor

Select ONLY the line containing the Career, Program and Major or Minor you want to delete. Choose DELETE as Selected Action. Choose Major or Minor as Plan Type.

Current Careers/Programs/Majors/Minors

	Career	Program	Plan	Description	Major/Minor
1	UGRD	UCAS	ANTH-BA	Anthropology	MAJ

Please select desired action and plan type:

Selected Action: Plan Type:

Career Program Plan Plan Description

UGRD UCAS Communicat

Submit Add

6.) Click
"Submit Add".



How to Add a Minor through LOCUS

Menu

- Personal Portfolio
 - Names
 - Student Center
 - Addresses
 - Phone Numbers
 - Emergency Contacts
 - Review Ethnicity/Race
 - To Do List
 - Holds
 - FERPA Information
 - Parent/Guest Access
 - Loyola Alert
 - Immunizations
- Residence Life
- Academics
- Campus Finances

Self-Service Change Major/Minor

Wolfgang Mozart

You have successfully added the minor shown below. Please review your updated Academic Advisement Report the next business day for any inconsistencies.

Career	Program	Plan	Plan Description
UGRD	UCAS	CMUN-MNR	Communication

Continue

7.) Click "Continue".

Be sure to view your new Academic Requirements!

6.) If you have successfully added a minor, you will receive this message and your minor will display below it.

