Enrolling in Courses

Before you begin – ensure you do not have any holds on your account that would impact your registration.

1.) Log into LOCUS and access the “Manage Classes” tile and then “Class Search” from the menu on the left.

2.) Find classes by entering search criteria such as Term, Subject and Course Number. 
   Note: If you do not know the 4-Letter Subject code, use the “select subject” button.
3.) You may come across this message – you can select “OK” to continue or “Cancel” to refine your search criteria.

**Student SS Warning**

Search for Classes

[Image]

Your search will return over 50 classes, would you like to continue?

[OK] [Cancel]

4.) Search results will display as in the example below. Click on the Section Number to see the course details

[Table]

Note: The Status Options are

**Open**: Open seats available for enrollment.

**Closed**: Currently no seats left for enrollment.

**Wait List**: There are no available seats/the class is full. If individual(s) drop the class, you may have the option to enroll.
5.) To enroll in a class, click “Select Class” at the bottom of the page

Enrollment Information

- Prerequisite: Minimum 15 earned hours

Class Availability

- Class Capacity: 45
- Wait List Capacity: 5
- Enrollment Total: 20
- Wait List Total: 0
- Available Seats: 25

Meeting Information

- Days & Times: TuTh 8:30AM - 9:45AM
- Room: Schreiber Center - Room 201
- Instructor: Thomas Zeller
- Meeting Dates: 08/26/2024 - 12/14/2024

Class Details

- Status: Open
- Class Number: 1161
- Session: Regular Academic Session
- Units: 3
- Instruction Mode: In person
- Class Components: Lecture Required

Review important Enrollment Requirements
Wait list
Available Seats
6.) Click “Next” to continue with enrollment

7.) The class will then be added to your LOCUS shopping cart. Repeat the above steps to add additional classes to your shopping cart.
8.) Access your “Enrollment Shopping Cart” on the menu on the left side of the screen.

9.) The class you selected will be in your shopping cart. Click the “Select” box and then the “Enroll” button.

10.) Select “Finish Enrolling”
11.) Read the Disclaimer, this must be accepted to move forward.

Financial Responsibility Disclaimer

You must click the "I Accept" button to proceed to the enrollment function. You will only be required to do so once per term, unless the terms of the agreement are altered by the university between the time that you start enrolling for that term, and your completion of that process. Contact the Bursar's Office if you have any questions.

Summer 2024

I accept responsibility for payment by the due date of all University charges assessed to my student account, including tuition and fees and late payment fees. I fully accept this debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the classes in which I am enrolled.

I understand that Loyola will send an e-mail notification to my official @luc.edu e-mail account when my e-Bill is available for viewing. I understand that it is my responsibility to review my e-Bill and make payment by the due date stated in the statement. I agree to provide the Bursar's office with my current billing address and phone number at all times during which I continue to incur financial obligations to the University and/or I have an outstanding balance on my student account.

I also understand that in the event my account is past due, Loyola may assess a 1.5% monthly late fee or interest and all interest due to Loyola will be due in full.

☐ I Accept  ☐ I Decline

12.) A ✗ will appear in the Status if there was an issue with your registration along with an error message. A ✔ will appear if the registration was successful.

3. View results

View the following status report for enrollment confirmations and errors

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✔ Success: enrolled  ✗ Error: unable to add class

Summer 2024 Enrollment Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td><strong>Error:</strong> You have already taken this class. Permission to take this class is required.</td>
<td>✗</td>
</tr>
<tr>
<td>ACCT 202</td>
<td><strong>Success:</strong> This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

Make a Payment  My Class Schedule  Add Another Class
Common Issues with Enrollment

Why can’t I enroll?

Common reasons include:

- You do not have a valid enrollment appointment:
  An enrollment appointment is the time in which you can begin registering for the next term. To find out your enrollment appointment, click “Enrollment Dates” on the menu on the left side of the screen in the Manage Classes tile.

If you do not have an enrollment time, you will not see “Select Class” as an option on the course details page and when you are in your shopping cart, you will see that you do not have access to enrollment.

- There is a hold on your account

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td><strong>Error:</strong> You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</td>
</tr>
</tbody>
</table>

- You need permission to take a course
- You do not meet the prerequisites

If you cannot resolve the error yourself, contact your advisor for assistance.
If you wish to change class sections after you have successfully enrolled in classes, it is advisable to swap rather than separately drop and add.

The benefit of swapping is that if, for some reason, you are unable to get into your desired class you will retain your current seat. Dropping instantly removes you from the class section in which you are enrolled.

**Swap a Class**

To swap, click “Enrollment: Swap Classes” on the left of your screen. You can swap a currently enrolled class with another class section.
2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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You are replacing this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 202-400 (1607)</td>
<td>Intro Accounting II (Lecture)</td>
<td>TuTh 9:00AM - 12:15PM Online</td>
<td>P. Keolis</td>
<td>3.00</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

With this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201-400 (1003)</td>
<td>Introductory Accounting I (Lecture)</td>
<td>TuTh 5:30PM - 8:45PM Online</td>
<td>P. Keolis</td>
<td>3.00</td>
<td>⬤</td>
<td></td>
</tr>
</tbody>
</table>

Finish Swapping

Drop a Class

To drop, click “Enrollment: Drop Classes” on the left of your screen. You can drop a currently enrolled class by checking the box under “Select” and then “Drop Selected Classes”.

Drop Selected Classes