

# *Enrolling in Classes through LOCUS (Swapping)*

## Swapping a Class



# Enrolling in Classes through LOCUS (Swapping)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

## Wolfgang's Student Center


### Academics

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

Enrollment: Swap ▾

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

This Week's Schedule		
	Class	Schedule
5:31	ANTH 101-001 LEC (1337)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
5:31	BIOL 101-001 LEC (1337)	MoWeFr 8:15AM - 9:05AM
5:31	BIOL DIS (1337)	
5:31	MUSI 101-001 LEC (1337)	
5:31	PHIL 101-001 LEC (1337)	

1.) Select "Enrollment: Swap" from the other academic pull down menu and click the  icon.

**My Account**  
[Account Summary By Term](#)  
[Payment Profile](#)  
[View e-Bill\(s\)](#)  
[View iPlan e-Bill\(s\)](#)  
[View Parent/Guest](#)  
[View/Create iPlan](#)

### Financial Aid

[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... ▾

SEARCH FOR CLASSES

### Holds

Library

details ▶

details ▶

enrollment appointment  
You may begin enrolling for the Spring 2012 Regular Academic Session session on October 7, 2011.

details ▶

### Advisor

Program Advisor

Ludwig Beethoven

details ▶



# Enrolling in Classes through LOCUS (Swapping)

2.) Select the class you wish to swap.

3.) Select the class you wish to swap in to by either a) a new class search; b) a class from your shopping cart; or c) entering a class number.

## 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Spring 2012 | Undergraduate | Loyola University Chicago [change term](#)

**Swap This Class**

Select from your schedule

---

**With This Class**

Search for Class

----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr

**My Spring 2012 Class Schedule**

✓ Enrolled    ✗ Dropped    ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">HIST 102-005 (1171)</a>	Evol Wst Idea/Inst Sn 17C (Lecture)	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	R. Bucholz	3.00	✓
<a href="#">HIST 102-006 (1167)</a>	Evol Wst Idea/Inst Sn 17C (Discussion)	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz		✓
<a href="#">PHIL 164-001 (4377)</a>	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	✓
<a href="#">THTR 261-111 (2795)</a>	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	

Current class schedule.



# Enrolling in Classes through LOCUS (Swapping)

LOCUS

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[My Page](#) | [News](#) | [Online Forms & Help](#) | [Social Gadgets](#)

[My Links](#) |

## Swap a Class

### 2. Confirm your selection

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

Spring 2012 | Undergraduate | Loyola University Chicago

**You are replacing this class**

Enrolled    Dropped    Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">PHIL 164-001 (4377)</a>	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	<input checked="" type="checkbox"/>

**With this class**

Open    Closed    Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">THTR 100-111 (1462)</a>	Intro to Theatre Exp (Lecture)	MoWeFr 9:20AM - 10:10AM	Mundelein Center - Room 1017	T. Mann	3.00	<input checked="" type="checkbox"/>

4.) Select "Finish Swapping."

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

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

go to ...



# Enrolling in Classes through LOCUS (Swapping)

**LOCUS** | LOCUS Home | ... | wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart

Search Plan Enroll My Academics  
my class schedule || add || drop || swap || edit || term information

Swap a Class

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap PHIL 164 with THTR 100	Success: This class has been replaced.	✓

MAKE A PAYMENT | MY CLASS SCHEDULE

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information

go to ...

5.) A ✓ icon indicates that the class was successfully swapped.



# *Enrolling in Classes through LOCUS (Dropping)*

## **Dropping a Class**



# Enrolling in Classes through LOCUS (Dropping)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

## Wolfgang's Student Center

### Academics

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

Enrollment: Drop ▾ ⓧ

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop**
- Enrollment: Edit
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

**My Account**  
[Account Summary By Term](#)  
[Payment Profile](#)  
[View e-Bill\(s\)](#)  
[View iPlan e-Bill\(s\)](#)  
[View Parent/Guest](#)  
[View/Create iPlan](#)

**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

other financial... ▾ ⓧ

### This Week's Schedule

	Class
8:30	ANTH 101-001 LEC (1337)
8:30	BIOL 101-001 LEC (1387)
8:30	BIOL 101-002 SIS (1388)
8:30	MUSC 110-161 LEC (1867)
8:30	PHIL 181-003 LEC (427)

1.) Select "Enrollment: Drop" from the Other Academic Pull Down menu and click the ⓧ icon.

SEARCH FOR CLASSES

details ▶

details ▶

### Enrollment Appointment

You may begin enrolling for the Spring 2012 Regular Academic Session on October 7, 2011.

details ▶

### Advisor

#### Program Advisor

Ludwig Beethoven

details ▶

### Account Summary

Your account balance is 0.00.

Currency used is US Dollar.

[make a payment ▶](#)



# Enrolling in Classes through LOCUS (Dropping)

**NOTE: Dropping a class will not retain your seat in a class. It is preferable to swap if possible.**

Wolfgang Mozart

Search | Plan | Enroll | my class schedule || add || drop || swap || edit

### Drop Classes

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2.) Select the class you wish to drop.

University Chicago [change term](#)

Enrolled Dropped Wait Listed

	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	MoWeFr 11:30AM - 12:20PM	Dumbach Hall - Room 123	R. Bucholz	3.00	✓
<input type="checkbox"/>	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz		✓
<input type="checkbox"/>	MoWeFr 9:20AM - 10:10AM	Mundelein Center - Room 1017	T. Mann	3.00	✓
<input checked="" type="checkbox"/>	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	✓

3.) Click "Drop Selected Classes".

[DROP SELECTED CLASSES](#)

My Spring 2012 Class Schedule





# Enrolling in Classes through LOCUS (Dropping)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart

go to ... ▾ >>

Search Plan Enroll My Academic  
my class schedule || add || drop || swap || edit || term info

## Drop Classes

### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

✓ Enrolled    ⊗ Dropped    ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">THTR 261-111 (2795)</a>	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	✓

CANCEL PREVIOUS FINISH DROPPING

4.) After verifying that you do indeed wish to drop this class, select "Finish Dropping".

Search Plan Enroll My Academic

My Class Schedule Add Drop Swap Edit Term Information

go to ... ▾ >>



# Enrolling in Classes through LOCUS (Dropping)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

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Search Plan Enroll  
my class schedule || add || drop || swap || edit

### Drop Classes

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes to request.

Spring 2012 | Undergraduate | Loyola University Chicago

✓ Success: dropped      ✗ Error: unable to drop

Class	Message	Status
THTR 261	Success: This class has been removed from your schedule.	✓

MAKE A PAYMENT | MY CLASS SCHEDULE

---

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)  
[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

go to ...

5.) A ✓ icon means that the class was successfully dropped.



# *Enrolling in Classes through LOCUS (Editing)*

## *Editing Class Sections*

*(Changing Non-enrollment Sections)*



# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart


My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

### Wolfgang's Student Center

**Academics**

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

Enrollment: Edit ▾ 


- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit**
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial




**My Account**

- [Account Summary By Term](#)
- [Payment Profile](#)
- [View e-Bill\(s\)](#)
- [View iPlan e-Bill\(s\)](#)
- [View Parent/Guest](#)
- [View/Create iPlan](#)

**Financial Aid**

- [View Financial Aid](#)
- [Accept/Decline Awards](#)

other financial... ▾ 

This Week's Schedule	
Class	Schedule
 ANTH 101-001 LEC (1397)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
 BIOL 101-001 LEC (1387)	MoWeFr 8:15AM - 9:05AM Sullivan Center - Galvin Audit
 BIOL 101-002 DIS (1388)	Th 2:30PM - 3:20PM Life Science Building-Room 142

**SEARCH FOR CLASSES**

**Holds**

- Library [details ▶](#)

**-Campus**


- [details ▶](#)

**Dates**

- Appointment  
enrolling for  
2 Regular  
session on  
11. [details ▶](#)

**Advisor**

- Program Advisor**  
Ludwig Beethoven [details ▶](#)

1.) Select "Enrollment: Edit" from the Other Academic Pull down menu and click the  icon.



# Enrolling in Classes through LOCUS (Editing)

The screenshot shows the LOCUS web application interface. At the top, there is a navigation bar with the LOCUS logo and links for Home, Loyola Home, Add to My Links, Sign out, and a welcome message for 'wmozart'. Below this is a secondary navigation bar with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. On the right side, there is a 'My Links' dropdown menu set to 'Select One:'. The main content area is titled 'Wolfgang Mozart' and includes a 'go to ...' search box. Below the search box are four tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under the 'Enroll' tab, there are sub-links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The current page is titled 'Edit Class Enrollment Options' and shows a progress indicator '1'. The instructions state: '1. Select a class to edit. Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.' Below this, there is a section for 'Spring 2012 | Undergraduate | Loyola University Chicago' with a 'change term' button. A table titled 'Classes you are allowed to edit' lists three classes: 'HIST 102: Evol Wst Idea/Inst Sn 17C', 'HIST 102: Evol Wst Idea/Inst Sn 17C', and 'SOCL 380: Internship'. A 'PROCEED TO STEP 2 OF 3' button is visible below the table. At the bottom, there is a 'My Spring 2012 Class Schedule' section with a search bar and navigation links for 'Search', 'Plan', 'Enroll', and 'My Academics'.

2.) Select the class section you wish to edit the non-enrollment discussion or lab section.

3.) Click "Proceed to Step 2 of 3."



# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ...

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

### Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

Spring 2012 | Undergraduate

**HIST 102 - Evolution of the World**

Lecture selected: Section

Open Closed Wait List

Select Discussion (Required):						
	Class Nbr		Schedule	Room	Instructor	Status
<input type="radio"/>	1167	006	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz	●
<input checked="" type="radio"/>	1168	007	Mo 1:40PM - 2:30PM	Dumbach Hall - Room 230	A. Wilson	●
<input type="radio"/>	1169	008	We 10:25AM - 11:25AM	TBA	Staff	●
<input type="radio"/>	1170	009	We 12:35PM - 1:25PM	TBA	Staff	●
<input type="radio"/>	1418	010	We 1:40PM - 2:30PM	TBA	Staff	●

View All Sections | First 1-5 of 7 Last

CANCEL | PREVIOUS | NEXT

4.) Choose your desired section.

5.) Click "Next."



# Enrolling in Classes through LOCUS (Editing)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart

go to ... ▾

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

## Edit Class Enrollment Options

1 - [ ] - [ ]

### 1. Select a class to edit - Enrollment Preference

Spring 2012 | Undergraduate | Loyola University Chicago

HIST 102 - Evol Wst Idea/Inst Sn 17C

#### Class Preferences

HIST 102-005	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
HIST 102-007	Discussion	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
Session	Regular Academic Session		Grading	Graded Alpha
Career	Undergraduate		Units	3.00

CANCEL | PREVIOUS | NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
005	Lecture	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	Robert Bucholz	01/17/2012 - 05/08/2012
007	Discussion	Mo 1:40PM - 2:30PM	Dumbach Hall - Room 230	Andrew Wilson	01/17/2012 - 05/08/2012

#### NOTES

**Class Notes** HIST 102-005 requires co-registration in one of the following discussion sections: 006,007,008,009,010, or 011.

6.) Click "Next."



# Enrolling in Classes through LOCUS (Editing)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾



Wolfgang Mozart

go to ... ▾ >>

Search | Plan | Enroll | My Academics  
my class schedule | add | drop | swap | edit | term information

## Edit Class Enrollment Options

1 2 3

### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

Class Attribute	Original Value	New Value
Discussion Section	006 Mo 12:35PM - 1:25PM Dumbach Hall - Room 124	007 Mo 1:40PM - 2:30PM Dumbach Hall - Room 230

CANCEL | FINISH EDITING

7.) Click "Finish Editing."

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... ▾ >>





# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart

Search Plan  
my class schedule || add || drop || swap || edit

### Edit Class Enrollment Options

### 3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: Class updated      Error: Unable to update class

Class	Message	Status
HIST 102	Success: This class has been updated.	✓

MAKE A PAYMENT | MY CLASS SCHEDULE

---

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information

go to ...

8.) A ✓ icon means that the class was successfully edited.



# *Enrolling in Classes through LOCUS (Editing)*

## *Editing Class Sections*

*(Changing the Number of Units Taken in a Variable Credit Section)*



# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

### Wolfgang's Student Center

**Academics**

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- [My Academics](#)

Enrollment: Edit ▾

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit**
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

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- [View e-Bill\(s\)](#)
- [View iPlan e-Bill\(s\)](#)
- [View Parent/Guest](#)
- [View/Create iPlan](#)

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- [Accept/Decline Awards](#)

other financial... ▾

**This Week's Schedule**

Class	Schedule
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BIOL 101-001 LEC (1387)	MoWeFr 8:15AM - 9:05AM Sullivan Center - Galvin Audit
BIOL 101-002 DIS (1388)	Th 2:30PM - 3:20PM Life Science Building-Room 142

**SEARCH FOR CLASSES**

**Holds**

- Library [details ▶](#)

**-Campus**

- [details ▶](#)

**Dates**

- Appointment  
enrolling for  
2 Regular  
session on  
11.  
[details ▶](#)

**Advisor**

- Program Advisor**  
Ludwig Beethoven  
[details ▶](#)

1.) Select "Enrollment: Edit" from the Other Academic Pull down menu and click the » icon.



# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ >>

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

### Edit Class Enrollment Options

1 2 3

#### 1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring 2012 | Undergraduate | Loyola University Chicago | change term

Classes you are allowed to edit

Select from your schedule

- SOCL 380: Internship
- HIST 102: Evol Wst Idea/Inst Sn 17C
- SOCL 380: Internship

PROCEED TO STEP 2 OF 3

My Spring 2012 Class Schedule

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... ▾ >>

2.) Select the section you wish to edit.

3.) Click "Proceed to Step 2 of 3."



# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾

Search | Plan | Enroll | My Academics  
my class schedule || add || drop || swap || edit || term information

### Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Spring 2012 | Undergraduate | Loyola University Chicago

#### SOCL 380 - Internship

Class Preferences

SOCL 380-001 | Field | ● Open | Permission Nbr:

Session: Regular Academic Session | Grading: Graded Alpha

Career: Undergraduate | Units:

Requirement De: 4.00 | Requirement De: 5.00 | Internship: 6.00

Enrollment Information

- Department Consent Required to enroll in this class
- Internship

CANCEL | PREVIOUS | NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Field		TBA	Marilyn Krogh	01/17/2012 - 05/08/2012

NOTES

Class Notes: This course involves an internship experience.

4.) Select the new number of units.

5.) Click "Next."



# Enrolling in Classes through LOCUS (Editing)

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My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ ⌕

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

### Edit Class Enrollment Options

1 2 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

Class Attribute	Original Value	New Value
Units	3.00	5.00

CANCEL | FINISH EDITING

---

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... ▾ ⌕

6.) Click "Finish Editing."



# Enrolling in Classes through LOCUS (Editing)

**LOCUS** | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart

Search Plan  
my class schedule || add || drop || swap || edit

### Edit Class Enrollment Options

#### 3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: Class updated    Error: Unable to update class

Class	Message	Status
SOCL 380	Success: This class has been updated.	✓

MAKE A PAYMENT    MY CLASS SCHEDULE

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information

go to ...

7.) A ✓ icon means that the class was successfully edited.



# *Enrolling in Classes through LOCUS*

*(Class Search Tips and Tricks)*

## **Class Search Tips and Tricks**





# Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

## Search for Classes

### Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-2012)  
Students admitted in Fall 2012 and thereafter, choose CORE 2012

**Search for Classes**

Institution: Loyola University Chicago  
Term: Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

▼ Class Search

Course Subject: select subject  
Course Number: is exactly  
Course Career:  
CORE/Intrdiscpl.: CORE 2012  
CORE/Intrdiscpl. Values:  
Eng Lrn Categories, Honors, Writing:  
Meeting Start Time: grea  
Meeting End Time: less  
Days of Week: inclu  
 Mon  Sun  
Instructor Last Name: begi  
Class Nbr:  
Course Keyword:  
Minimum Units: grea  
Maximum Units: less than or equal to

Artistic  
Engaged Learning  
Ethics  
Foundational Historical  
Foundational Literary  
Foundational Philosophical  
Foundational Scientific  
Foundational Societal  
Foundational Theological  
Quantitative  
Tier 2 Historical  
Tier 2 Literary  
Tier 2 Philosophical  
Tier 2 Scientific  
Tier 2 Societal  
Tier 2 Theological  
Writing Seminar  
xBoth Eng Learning & Artistic  
xBoth Eng Learning & Found Sci

You can search by Undergraduate CORE criteria. First select the area and then select the value.



# Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

**Search for Classes**

Institution:

Term:

Select at least 2 search criteria. Click Search to view your results.

**Class Search**

Course Subject:

Course Number:

Course Career:

CORE/Intrdiscpl.:

CORE/Intrdiscpl. Values:

Engaged Lrn, Honors, Writing:

Meeting Start Time:

Meeting End Time:

Days of Week:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Instructor Last Name:

Class Nbr:

Course Keyword:

Minimum Units:

Maximum Units:

Arabic Language and Culture  
 Asian Studies  
 Bioethics  
 Bioinformatics  
 Black World Studies  
 Catholic Studies  
 Environmental Studies  
 Forensic Science  
 Human Services  
 International Business  
 International Film & Media Studies  
 International Studies  
 Islamic World Studies  
 Latin American Studies  
 Medieval Studies  
 Neuroscience  
 Peace Studies  
 Polish Studies  
 Psychology of Crime & Justice

You can search by Interdisciplinary Cross-Listings by first selecting “Interdisciplinary” and then selecting the Interdisciplinary Major or Minor.



# Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

## Search for Classes

### Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-2012)

Students admitted in Fall 2012 and thereafter, choose CORE 2012

Search for Classes

Institution: Loyola University Chicago

Term: Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject: select subject

Course Number: is exactly

Course Career:

CORE/Intrdscpl.:

CORE/Intrdscpl. Values:

Eng Lrn Categories, Honors, Writing: Business Honors, Business Honors/Ugrd Research, Business Honrs/Writing Intensv, Fieldwork, Fieldwork/Internship, Hnrs Service Learning Internship, Honors, Honors and Internship, Honors and Service Learning, Honors and Writing Intensive, Honors/Business Honors, Honors/Undergraduate Research, Internship, **Multicultural Class**, Public Performance, Public Performance/Service Lea, Public Performance/Writing Int, Service Learning, Service Learning / Internship

Meeting Start Time:

Meeting End Time:

Days of Week: Mo, Sun

Instructor Last Name:

Class Nbr:

Course Keyword:

Minimum Units:

Maximum Units:

Course Component:

You can also search by Honors, Engaged Learning, or Writing Intensive class sections.

**Note:** Selecting “Engaged Lrn, Honors, Writing” will select only the category. For example: If you select “Honors and Writing Intensive”, LOCUS will only return class offerings with both Honors and Writing Intensive, not classes that have only “Honors” as well as classes that have only “Writing Intensive” designations.



# Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

Meeting Start Time

Meeting End Time

Days of Week

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

With Additional Search Criteria, you can search by Meeting Time, Instructor Name, Campus, or Keyword.



# Enrollment Tips & Tricks (Class Search)

You can use the "modify search" button to further refine your criteria after searching.

The following classes match your search criteria Show Open Classes Only: **Yes**, Course Attribute: **CORE 2012**

NEW SEARCH

MODIFY SEARCH

Open

Closed

Wait List

▼ ANTH 100 - Globalization and Local Cultures

First 1-4 of 4 Last

Section [001-LEC\(1340\)](#) LSC

Status  Enroll Sec

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:15AM - 9:05AM	Mundelein Center - Room 519	Noah Butler	08/26/2013 - 12/17/2013



# Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

If you wish to search for a Closed Class, uncheck the “Show Open Classes Only” box. Note that you will need to specify an additional search criteria.

2 choose CORE (PRE-2012)  
thereafter, choose CORE 2012

The screenshot shows the LOCUS search interface. On the left is a sidebar with search criteria: Institution (Yola University Chicago), Term (2013), and a 'Class Search' section with fields for Course Subject (select subject), Course Number (exactly), Course Career, CORE/Intrdiscpl., CORE/Intrdiscpl. Values, and Eng Lrn Categories, Honors, Writing. At the bottom of the sidebar is a checkbox labeled 'Show Open Classes Only' which is currently checked. A yellow callout bubble points to this checkbox. The main search area contains a text input field and a 'Search' button. Below the search area, there is a note: '2 choose CORE (PRE-2012) thereafter, choose CORE 2012'.

Finally, you can use the Enter key to submit any search.

