

Performing a Class Search
in
LOCUS



Performing a Class Search in LOCUS

The screenshot shows the Loyola University Chicago website. At the top left is the university logo and name. To the right are navigation links: A-Z, CONTACT US, DIRECTORIES, and LOCUS. Below these is a search bar with a 'LINKS' button and a search input field. A dark navigation bar contains links for ABOUT, ACADEMICS, ADMISSION, CAMPUS LIFE, and RESOURCES. The main banner features a sunset over water with a boat and the text 'Welcome to the Classroom' and 'Loyola program moves learning out of the classroom outdoors READ MORE'. Below the banner are four featured articles: COMMENCEMENT, HEALTH SCIENCES, BOARD OF TRUSTEES, and RESEARCH.

1.) Click the LOCUS link to log into LOCUS.



Performing a Class Search in LOCUS

The screenshot shows the LOCUS portal interface. At the top left is the 'LOCUS' logo. Below it is a 'Welcome to LOCUS PORTAL 9.1 PRD System' section with a login form containing 'Universal ID:' and 'Password:' fields, and a 'Sign In' button. To the right of the login form is a 'Welcome to LOCUS 2011' section. Below the login form is a 'LOCUS Help' section with a list of links. On the right side of the page is an 'Extras' section with various utility links. A light blue callout box with a speech bubble points to the 'Sign In' button and contains the text: '2.) Enter your Universal ID and Password and Click "Sign In."'. A yellow callout box with a speech bubble points to the 'Personal Account Manager (PAM)' link in the 'LOCUS Help' section and contains the text: 'If you need to reset your password, click the Personal Account Manager (PAM) link.' Below the main content area is a 'Having trouble?' section with text about system updates and internet requirements.

2.) Enter your Universal ID and Password and Click "Sign In."

If you need to reset your password, click the Personal Account Manager (PAM) link.

Note: If you do not have a Universal ID and still wish to Search for Classes, click "Sign in as a Visitor".



Performing a Class Search in LOCUS

The screenshot shows the LOCUS 2.0 web interface. At the top, there is a navigation bar with "My Page", "News", and "Online Forms" tabs. Below this, the main content area is divided into several sections:

- Enterprise Menu:** Contains links for "Personal Portfolio", "Academics", "Campus Finances", and "Search for Classes".
- Course Catalog and Schedule:** Contains links for "View Course Catalog" and "Perform Class Search". A callout box points to this link with the text "3.) Click 'Perform Class Search.'".
- Student Center:** Contains a link for "Student Center" with the description "Comprehensive Summary of information".
- Focus: News for Students:** Contains a link for "View All Articles and Sections" and a "Configure" button.
- Office of the Bursar news:** Contains a link for "Office of the Bursar News" and a list of news items: "Waive Out of Fall 2008 Insurance Now!", "Sign Up for Monthly Payment Plans", and "Payments and Accounts Will Not Update Until the Week of 7/14". It also includes a "More..." link and a "View All Articles and Sections" link, along with a "Configure" button.
- Loyola Campus News:** Contains a link for "View All Articles and Sections" and a "Configure" button.

At the bottom of the page, there is a footer with the text "LOYOLA'S OF LOYOLA UNIVERSITY CHICAGO" and "ad, Chicago,". The browser's address bar shows "Internet" and the zoom level is set to "100%".



Performing a Class Search in LOCUS

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 to view search results.

▼ **Class Search**

Course Subject

Course Number is exactly

Course Career

CORE/Intrdsctl.

CORE/Intrdsctl. Values

Eng Lrn Categories, Honors, Writing

4.) Select the Term you wish to search for classes.



Performing a Class Search in LOCUS

5.) Enter Subject. If you do not know the four letter code for a subject, you can click the “select subject” link.

Search for Classes

Enter Search Criteria
Students admitted prior to 10/1/12
Students admitted in Fall 2013

Search for Classes

Institution: Loyola University
Term: Fall 2013

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

Class Search

Course Subject: [select subject](#) PHIL Philosophy

Course Number: is exactly []

Course Career: []

CORE/Intrdiscpl.: []

CORE/Intrdiscpl. Values: []

Eng Lrn Categories, Honors, Writing: []

Show Open Classes Only

Meeting Start Time: greater than or equal to []

Meeting End Time: less than or equal to []

Days of Week: include only these days []

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with []

Class Nbr: []

Course Keyword: []

SEARCH

Note: You need at least two (2) criteria in order to perform a class search. The “show open classes only” checkbox counts as a criterion.

6.) Click “Search.” (You can also press your “Enter” key.)



Performing a Class Search in LOCUS

The screenshot shows the LOCUS 2.0 web interface. The top navigation bar includes "My Page", "News", and "Online Forms". A left sidebar menu lists various options, with "Perform Class Search" highlighted. The main content area is titled "Search for Classes" and contains a search input field. Below the search field, a light blue dialog box with a question mark icon asks: "Your search will return over 50 classes, would you like to continue?". At the bottom of the dialog are "OK" and "Cancel" buttons. A yellow callout bubble points to the "OK" button.

LOCUS 2.0 Welcome nilibera
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

- Personal Portfolio
- Academics
- Campus Finances
- Search for Classes
 - View Course Catalog
 - Perform Class Search**
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Admin & Security

Search for Classes

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

OK Cancel

*) You may have to agree to search for over 50 class sections if you have a broad search request. (For ex: all open philosophy class sections for Fall.)

Internet 100%



Performing a Class Search in LOCUS

You can click “Text Details” to obtain ISBN information for class section textbooks.

Campus

A ● icon indicates that a class section is open.

7.) You can click on the class section link to learn more about the specific class section.

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome njones2

My Page News

My Links Select One:

Search for Class

Search Results

When available, click View

Loyola University Chicago

The following classes match your search criteria: Course Subject: Philosophy, Course Career: Undergraduate, Show Open Classes Only: Yes

START A NEW SEARCH

● Open □ Closed ▲ Wait List

PHIL 162 - Social & Political Philosophy - Civic Engagement

First 1 of 1 Last

Section 002-LEC(6753) LSC Text Details Status ● Enroll Sec

Days & Times	Room	Instructor	Meeting Dates
Tu 4:15 - 6:45PM	Crown Center - Room 142	Thomas Wren	08/29/2011 - 12/20/2011

PHIL 171 - Religion

First 1-2 of 2 Last

Sec

Ses



Performing a Class Search in LOCUS

LOCUS 2.0

My Page News

- Personal Portfolio
- Academics
- Campus Finances
- Search for Classes
 - View Course Catalog
 - Perform Class Search**
- Worklist
- Transfer
- Registration
- Payment
- Account

Enrollment Requirements and Designations.

Campus

Seats Available

Class Notes

Course Description

Status	Open
Class Number	6221
Section	Regular Academic Section
Units	3 units
Instruction Mode	In person
Components	Lecture
Prerequisites	Required
Level	Undergraduate
Dates	8/25/2008 - 12/16/2008
Grading	Graded Alpha
Location	Lake Shore Campus
Campus	Lake Shore Campus

Times	Room	Instructor	Meeting Dates
9:45AM	TBA	Victoria Wike	08/25/2008 - 12/16/2008

Department Consent Required

Requirement Description: Service Learning

Class Availability	
Class Capacity	40
Enrollment Total	25
Available Seats	15
Wait List Capacity	0
Wait List Total	0

Class Notes

This course includes a service-learning component.

Description

This course studies philosophical ethics as practiced in the health care setting. It includes a service learning experience and satisfies the civic engagement core requirement.

Outcome: Students will be able to demonstrate understanding of traditional moral theories in a health care framework, as well as the varieties of ethical challenges facing contemporary health care.

Done Internet 100%

Performing a Class Search in LOCUS

More Search Options



Enrollment Tips & Tricks (Class Search)

Course Subject

select subject

Course Number

is exactly

Course Career

CORE/Intrdiscpl.

CORE/Intrdiscpl. Value

Eng Lrn Categories,
Honors, Writing

CORE 2012
CORE (PRE-2012)
Interdisciplinary

Show Open Classes Only

You can search by
Undergraduate
CORE criteria.



Enrollment Tips & Tricks (Class Search)

Course Subject

Course Number

Course Career

CORE/Intrdscipl.

CORE/Intrdscipl. Values

Eng Lrn Categories, Honors, Writing

Meeting Start Time

Meeting End Time

Days of Week Mon Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

- 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

CORE and Interdisciplinary values will appear based on your CORE/Intrdscipl. selection.



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Search for Classes

Institution

Term

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

Class Search

Course Subject

Course Number

Course Career

CORE/Intrdsctl.

CORE/Intrdsctl. Values

Eng Lrn Categories, Honors, Writing

Meeting Start Time

Meeting End Time

Days of Week Mon 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 Stu
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.



Performing a Class Search in LOCUS

Course Subject

Course Number

Course Career

CORE/Intrdiscpl.

CORE/Intrdiscpl. Values

Eng Lrn Categories, Honors, Writing

Meeting Start Time

Meeting End Time

Days of Week

Mo

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

- Business Honors
- Business Honors/Ugrd Research
- Business Honrs/Writing Intensv
- Fieldwork
- Fieldwork/Internship
- Hnrs Service Learning Internshp
- Honors
- Honors and Internship
- Honors and Service Learning
- Honors and Writing Intensive
- Honors/Business Honors
- Honors/Undergraduate Res
- Internship
- Multicultural Class**
- Public Performance
- Public Performance/Service Lea
- Public Performance/Writing Int
- Service Learning
- Service Learning / Internship

You can also search by Engaged Learning Categories, Honors, and Writing Intensive Designations

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.



Performing a Class Search in LOCUS

Show Open Classes Only

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name begins with

Class Nbr

Course Keyword

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

You can search by Meeting Time, Instructor Name, or Campus as well as other useful criteria. If you use the Course Keyword feature, you can find keywords in the title of the course as well as its description.



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Search for Classes

Institution

Term

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

▼ Class Search

Course Subject

Course Number

Course Career

CORE/Intrdiscpl.

CORE/Intrdiscpl. Values

Eng Lrn Categories, Honors, Writing

Show Open Classes Only

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

