In these instructions you will find:

- A Listing of Criteria That Must Be Met in Order to Modify Your Major or Minor through LOCUS
- How to Change Your Major or a Minor through LOCUS
- How to Add a Minor through LOCUS
- How to Drop Your Minor through LOCUS
- How to Add a Second Major through LOCUS
- How to Drop a Second Major or a Minor through LOCUS
Criteria That Must Be Met in Order to Modify Your Major or Minor through LOCUS
Criteria That Must Be Met in Order to Modify Your Major or Minor through LOCUS

In order to be able to modify your major or minor you must meet the criteria below:

• You must be a currently enrolled undergraduate in the School of Education, School of Social Work, College of Arts & Sciences, School of Business, School of Communication, School of Health Sciences and Public Health or Institute of Environmental Studies.

• You are not a first semester Freshman, athlete, Non-degree seeking Student, currently attending Rome Center Student, on Academic Probation, or active in the following schools: School of Nursing, School of Continuing and Professional Studies or Arrupe.

• You can only change a major within your same school or college. If you wish to change your school or college, apply for an internal transfer.

• You haven’t applied to graduate.

• You are only active in one school or college.

• You don’t have a Dean’s Hold or Probation Hold.

IMPORTANT: If you are not eligible to use the self-service change my major feature, schedule a meeting with your academic advisor via Navigate for assistance.
Criteria That Must Be Met in Order to Modify Your Major or Minor through LOCUS

Note that:

• You may choose any minor with the exception that Undergraduate Education Students can only choose minors within their school. Also, Secondary Education majors may not change majors through self-service.

• You may only modify majors and minors. Certificates, specializations, concentrations are not able to be modified through LOCUS.

• You can not drop your only major.
How to Change Your Major/Minor through LOCUS
How to Change Your Major/Minor through LOCUS

1.) Click the Student Center link.
2.) Use the “other academic” pulldown menu and select Change Major.
How to Change Your Major/Minor through LOCUS

3.) Check the box for the major/minor you wish to change.
How to Change Your Major/Minor through LOCUS

4.) Select “Change” for Selected Action.
5.) Click the magnifying glass to see a list of available majors / minors.
6.) Select the major / minor you wish to begin pursuing.
7.) Click “Submit Change”.

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.
How to Change Your Major/Minor through LOCUS

8.) If you have successfully changed your major / minor, you will receive this message and your new major / minor will display below it.

9.) Click Continue.

Be sure to view your new Academic Requirements!
How to Add a Minor through LOCUS
1.) Click the Selection checkbox
How to Add a Minor through LOCUS

2.) For Selected Action choose “Add”.

3.) Choose “Minor” for Plan Type.

4.) Click the magnifying glass to look up available minors.
5.) Select the minor you wish to add.
6.) Click “Submit Add”.

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.
How to Add a Minor through LOCUS

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

7.) Click “Continue”.

Be sure to view your new Academic Requirements!
How to Drop Your Minor through LOCUS
1.) Click the selection box for the minor you want to drop.
How to Drop Your Minor through LOCUS

2.) Select "Delete" for the Selected Action.

3.) Click "Submit Delete".
How to Drop Your Minor through LOCUS

4.) Click Continue.
How to Add a Second Major / Minor through LOCUS
How to Add a Second Major/Minor through LOCUS

1.) Click the Major / Minor checkbox.

2.) Choose “Add” for the Selected Action.
How to Add a Second Major/Minor through LOCUS

3.) Click the magnifying glass to see the available second majors or minor options.
How to Add a Second Major/Minor through LOCUS

4.) Select the major/minor you wish to add.
How to Add a Second Major/Minor through LOCUS

5.) Click “Submit Add”.

You have the option to ADD a Major/Minor to your current Career and Program. Enter 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.
6.) If you have successfully changed your major, you will receive this message and your new major will display below it.

7.) Click “Continue”.

Be sure to view your new Academic Requirements!
How to Drop a Second Major or Second Minor through LOCUS
1.) Select the second major or minor you wish to drop.
How to Drop a Second Major or Minor through LOCUS

2.) Select “Delete” for the Selected Action.
How to Drop a Second Major or Minor through LOCUS

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 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.

Instructions
You have chosen to DELETE the Major/Minor shown at the left. Please press the "Submit Delete" button to submit your delete.

3.) Click “Submit Delete”.

Preparing people to lead extraordinary lives
How to Drop a Second Major or Minor through LOCUS

5.) Click “Continue”.

4.) You will receive this message if you have successfully completed dropping
If you have any questions, email helpdesk@luc.edu

Thank you!