Modify your Major or Minor through LOCUS

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 through LOCUS
• How to Add a Minor through LOCUS
• How to Change 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
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, or School of Communication.

- 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 St. Joseph College Seminary.

- 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 on your record. (See page 5 for a full listing of Dean’s Holds)

IMPORTANT: If you are not eligible to use the self-service change my major feature, visit the Student Services Hub in the Sullivan Center or your Dean’s Office for a physical form.
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 last major.
Criteria That Must Be Met in Order to Modify Your Major or Minor through LOCUS

The following Dean’s Holds will prohibit use of the self-service modify your major:

- Dean's Admit Block
- Dean's Advising Block
- Dean's Conference
- Continued On Probation
- Dean's Freshman Block
- Dean Grade Deficiency (DPS)
- Dean's Probation
- Placed on Probation
- Deans Probation W/Registration
- Dean's Block
How to Change Your Major through LOCUS
1.) Click the Student Center link.
How to Change Your Major through LOCUS

2.) Click My Academics.

NOTE: You can use the “other academic” pulldown menu and select Change Major.
3.) Select “Change Major/Minor”.

You can view your currently declared major and minor here.
4.) Check the box for the major you wish to change.
5.) Select “Change” for Selected Action.
6.) Click the magnifying glass to see a list of available majors.
7.) Select the major you wish to begin pursuing.
8.) Click “Submit Change”.
9.) If you have successfully changed your major, you will receive this message and your new major will display below it.

10.) 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.
How to Add a Minor through LOCUS

5.) Select the minor you wish to add.
6.) Click “Submit Add”.

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 Change Your Minor through LOCUS
1.) Select the minor you wish to change.
How to Change Your Minor through LOCUS

2.) Select “Change”.
How to Change Your Minor through LOCUS

3.) Click the magnifying glass to select you’re the new minor.
How to Change Your Minor through LOCUS

4.) Select your new minor.
How to Change Your Minor through LOCUS

5.) Click Submit Change.
9.) If you have successfully changed your minor, you will receive this message and your new minor will display below it.

10.) Click Continue.

Be sure to view your new Academic Requirements!
How to Add a Second Major through LOCUS
1.) Click your Major checkbox.

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

3.) Click the magnifying glass to see the available second majors.
4.) Select the major you wish to add.
5.) Click “Submit 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 Add a Second Minor through LOCUS
How to Add a Second Minor through LOCUS

1.) Click the minor checkbox.
2.) Select “Add” for the Selected Action.
3.) Click the magnifying glass to view available minor options.
4.) Select the minor you wish to pursue.
5.) Click “Submit Add”.
How to Drop a Second Major or a Minor through LOCUS
How to Drop a Second Major or Minor through LOCUS

1.) Select the second major or minor you wish to drop.
2.) Select “Delete” for the Selected Action.
3.) Click “Submit Delete”.
How to Drop a Second Major or Minor through LOCUS

4.) You will receive this message if you have successfully completed dropping.

5.) Click “Continue”.

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

Thank you!