Performing a Class Search in LOCUS
1.) Click the **LOCUS** link to log into LOCUS.
2.) Enter your Universal ID and Password and Click “Sign In.”

If you need to reset your password, click the Password Self Service 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

3.) Click “Perform Class Search.”
Performing a Class Search in LOCUS

4.) Select the Term you wish to search for classes.
Enrolling in Classes through LOCUS

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

9.) Click “Search.”

NOTE: You need at least two (2) criteria in order to perform a class search. The open classes only checkbox counts as a criterion.
Performing a Class Search in LOCUS

*) 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.)
Performing a Class Search in LOCUS

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

A icon indicates that a class section is open.

You can click “Text Details” to obtain ISBN information for class section textbooks.
Performing a Class Search in LOCUS

Enrollment Requirements and Designations.

Campus

Seats Available.

Class Notes.

Course Description
Performing a Class Search in LOCUS

More Search Options
Performing a Class Search in LOCUS

You can search by Undergraduate CORE criteria.
Performing a Class Search in LOCUS

CORE and Interdisciplinary values will appear based on your CORE/Intrdscpl. selection.
Performing a Class Search in LOCUS

You can search by Interdisciplinary Cross-Listings.
Performing a Class Search in LOCUS

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

Note: Selecting “Honors, Service, Writing Intensive” 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

You can search by Meeting Time, Instructor Name, or Campus as well as other useful criteria.
Performing a Class Search in LOCUS

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.