Requesting an Official Transcript

In these instructions find out:

• How to Request an Official Transcript
• How to change your Address information in LOCUS through the Transcript Request page
1.) Click the **LOCUS** link to log into LOCUS
If you need to reset your password, click the Personal Account Manager (PAM) link.

2.) Enter your Universal ID and Password and Click “Sign In.”
3.) Click "Student Center."
Requesting an Official Transcript

4.) Check for holds on your account. Certain holds will prevent you from requesting an official transcript.

5.) Select “My Academics.”

Note: You can link directly to the LOCUS transcript request by selecting “Transcript: Request official” from the pulldown menu and clicking the » button.
6.) Click “Request official transcript.”
7.) Select your transcript request processing option. ‘Standard Processing’ is recommended.

To request next-day delivery of your transcript, submit the written request form available at http://www.luc.edu/regrec/pdfs/transcript_request.pdf.
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8.) Enter number of transcripts you are requesting.

9.) Select where you wish the transcript to be delivered. You may pick up your transcript at the Water Tower or Lake Shore campuses, have the transcript mailed to your address in LOCUS or sent to an address specified. For instructions on specifying addresses, see the next two sections of these materials.

10.) Click Submit.
Entering Address Information

Mail to Selected Address
1.) If you are mailing to an address that you already have entered into LOCUS, click “Mail to Selected Address” and then select the address type from the provided menu.
2.) Click “Submit.”
Entering Address Information

Mail to Entered Address
1.) Enter the name of the transcript addressee in the “Send To” field.

2.) Click “Edit Address”.

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3.) Enter address information.

4.) Click OK.
5.) Click “Submit.”
6.) A warning message appears asking that you confirm your address. If the address displayed is incorrect, click “Cancel” and make the correction.

7.) Click “OK” if the address displayed is correct.