Applying for Graduation through LOCUS

In these instructions find out:

• How to Enter an Application to Graduate
• How to Verify that you have Applied to Graduate
• How to Update Address Information
• How to Enter a Diploma Name
• Additional Steps for Graduate Program Students
Applying for Graduation through LOCUS

1.) Click the Student Center.
Applying for Graduation through LOCUS

2.) Check for holds on your account.

3.) Use the “Other Academic” pulldown menu and select “Apply for Graduation”
Applying for Graduation through LOCUS

If your major or minor is not accurate, contact your advisor through Navigate.

4.) Select the “Apply for Graduation Link”
Applying for Graduation through LOCUS

5.) Select the term you wish to apply for graduation.

If you are active in more than one Academic Program, you must apply for both programs.

6.) Click “Continue.”
Applying for Graduation through LOCUS

7.) Verify Diploma Name and change if necessary.

8.) Verify permanent address or diploma address and change if necessary.

9.) Indicate if you are planning to attend the graduation ceremony.

10.) Click “Save Answers”
Applying for Graduation through LOCUS

Verify that all information is correct. If the Academic Program or Degree is not correct, return to the previous page by using your browser’s back button. Verify your Diploma Name and your Diploma Mailing Address. If changes are needed, use the links on this page to make your updates. Always SAVE your updates when you have completed your review.

You have no holds on your account

**Program: Undergraduate Arts & Sciences**

**Loyola University Chicago | Undergraduate**

Degree: Bachelor of Science
Major: Psychology
Degree: Minor
Minor: Urban Studies
Degree: Bachelor of Arts
Major: Political Science

**Student Information**

**Update your Diploma Name**
Wolfgang Mozart

**Update your Diploma Address**
5033 North Troy St Apt 1
Chicago, IL 60625-4219
Cook

Last update 07/28/2020 10:51:17AM
Will attend graduation

11.) Click “Continue”. 
Applying for Graduation through LOCUS

12.) Verify application to graduate information.

If any information is inaccurate or not up to date, return to the start of the application.

13.) Click “Submit Application.”
Check the graduation checklist at www.luc.edu/regrec/graduation_diplomas.shtml for additional instructions.
Additional Steps for Graduate Students
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1.) Enter Dissertation or Thesis Director if required by your program.

2.) Enter Dissertation or Thesis title if required by your program.
Additional Steps for Graduate Students

3.) Enter the Institution, Degree, Field of Study, and Degree Date for previous degrees earned.

Note: To add more than one previous degree, click the button.
Additional Steps for Graduate Students

4.) Click “Save Answers.”
Verifying That You Have Applied for Graduation
# Verifying That You Have Applied for Graduation

1.) Click "View my graduation status."
Verifying That You Have Applied for Graduation

2.) Your status will display here if it is one of the following: Applied, Denied, Withdrawn
3.) If you have been awarded all of your degrees, your major and minor will not display any longer, but the degree will be listed on your transcript.
Updating Address Information
Updating Address Information through LOCUS

1.) Click “Update Your Diploma Address”

Note: A new browser window will open.
2.) Click “Edit.”

Diplomas will be mailed to the ‘Permanent’ address type.
3.) Enter the new address.

4.) Click “OK.”
Updating Address Information through LOCUS

Wolfgang Mozart
Addresses
Change Address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

1200 South Lake Shore Drive
Chicago, IL 60605-2402
Cook

Address Types
- Home
- Mail
- Dorm
- Legal
- Other
- Permanent
- Preferred
- Veteran
- Local Off-Camp
- Diploma

Note: Make sure that “Permanent” is selected.

5.) Click “Save.”

Date change will take effect

07/28/2020 (example: 12/31/2000)
Change Address

Save Confirmation

The Save was successful.

OK
Verify Graduation Data

Verify that all information is correct. If the Academic Program or Degree is not correct, return to the previous page by using your browser's back button. Verify your Diploma Name and your Diploma Mailing Address. If changes are needed, use the links on this page to make your updates. Always SAVE your updates when you have completed your review.

You have no holds on your account

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Loyola University Chicago | Undergraduate
Degree: Bachelor of Science
  Major: Psychology
Degree: Minor
  Minor: Urban Studies
Degree: Bachelor of Arts
  Major: Political Science

Student Information

Update your Diploma Name
Wolfgang Mozart

Update your Diploma Address
1200 South Lake Shore Dr
Chicago, IL 60605-2402
Cook

Last update 07/28/2020 12:56:21PM

Will attend graduation

6.) Click “Save answers.”
Entering a Diploma Name
Entering a Diploma Name through LOCUS

1.) Click “Add/Update Diploma Name.”

If a Diploma name differs significantly from the Primary name, a change of name request must be filled out in the Office of Registration and Records.

If a “Diploma” name type is not entered, diplomas will read the “Primary” name type. Also, if you need to enter diacritical marks, you can cut and paste into LOCUS from a word processing program.
Entering a Diploma Name through LOCUS

2.) Enter diploma name.

Suffixes for Diploma Name are limited to those that are included as part of a legal name (I, II, III, IV, Jr., Sr.) Prefixes are not used as part of the Diploma Name.

3.) Click “Save”.
4.) Click “OK.”
Entering a Diploma Name through LOCUS

Verify Graduation Data

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5.) Click “Save answers.”