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 **LOCUS** link to log into LOCUS
Applying for Graduation through LOCUS

2.) Enter your Universal ID and Password and Click “Sign In.”

If you need to reset your password, click the Personal Account Manager (PAM) link.
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3.) Click "Student Center."
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4.) Check for holds on your account.

5.) Select “My Academics”

Note: You can link directly to the LOCUS application to graduate by selecting “Apply for Graduation” from the pulldown menu and clicking the button.
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6.) Click “Apply for graduation.”
7.) Select the Academic Program you wish to apply to graduate. If you are active in more than one Academic Program, you must apply for both programs.

If your major or minor is not accurate, contact your School or College.
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8.) Select the term you wish to apply for graduation.

Note: If your expected graduation term is not listed, please visit the Dean’s Office of your program or school.

9.) Click “Continue.”
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10.) Verify Diploma Name and change if necessary.

11.) Verify permanent address and change if necessary.

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

13.) Click “Save Answers”
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14.) Click “Continue”.
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15.) Verify application to graduate information.

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

16.) Click “Submit Application.”
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Check the graduation checklist at www.luc.edu/regrec/graduation.shtml for additional instructions.
Verifying That You Have Applied for Graduation
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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 Your status will display here if it is one of the following: Applied, Denied, Withdrawn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 Permanent Address"

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

Diplomas will be mailed to the ‘Permanent’ address type.
Updating Address Information through LOCUS

3.) Enter the new address.

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

Note: Make sure that "Permanent" is selected.

5.) Click "Save."
6.) Close the additional browser window.
Updating Address Information through LOCUS

7.) Click “Refresh Name/Address.”
Updating Address Information through LOCUS

8.) Click “Save Answers.”
Entering a Diploma Name
Entering a Diploma Name through LOCUS

1.) Click “Add/Update Diploma Name.”
Entering a Diploma Name through LOCUS

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.

2.) Click “Add a New 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.
Entering a Diploma Name through LOCUS

3.) Select “Diploma” Name Type.

4.) Enter diploma name.

5.) Click “Save”.

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.
6.) Click “OK.”
7.) Close the additional browser window.
Entering a Diploma Name through LOCUS

8.) Click "Refresh Name/Address."
9.) Click "Save answers."
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.
4.) Click “Save Answers.”