Enrolling in Classes through LOCUS
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1.) Click the LOCUS link to log into LOCUS.
Enrolling in Classes through 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.
Enrolling in Classes through LOCUS

3.) Click the Student Center.
Enrolling in Classes through LOCUS

4.) Click “Enroll.”

If you have a hold on your record, it will display here.

Your enrollment appointment will be listed here.
5.) Select the term in which you wish to enroll.

6.) Click “Continue.”

Note: If the term you want to register in doesn’t appear on this screen, see your Academic Dean’s office.

This page might not display depending on the timing of the enrollment.
Enrolling in Classes through LOCUS

7.) Click “Search.”

Your current class schedule.
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.
Enrolling in Classes through 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.)
Enrolling in Classes through LOCUS

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

You can click “Text Details” to obtain ISBN information for class section textbooks.

10.) Click “select class” to add a class to your shopping cart.

A green icon indicates that a class section is open.
Enrolling in Classes through LOCUS

Enrollment Requirements and Designations.

Class Notes.

Course Description

Seats Available.

You can select a class from the class details page.
11.) After verifying that you have selected the proper classes in which you wish to enroll, click "Next."

Prerequisites and class notes will display here.
Enrolling in Classes through LOCUS

12.) After you have placed all classes you wish to enroll in at this time into your shopping cart, click “Enroll”

Note: Simply placing a class into your shopping cart does not reserve a seat in the selected class section.

Validate function allows you to test your class section selections for pre-requisites, permissions, course repeats, and time conflicts.

To remove a class from your shopping cart click the “Delete” button.
13.) After confirming that the classes displayed are correct, click “Finish Enrolling.”

Make sure to verify that the room is located on the appropriate campus and that you haven’t scheduled Lake Shore and Water Tower classes too close together.
Enrolling in Classes through LOCUS

14.) Read the Financial Responsibility Disclaimer.

Financial Responsibility Disclaimer

You must click the “I Accept” button to proceed to the enrollment function. You will only be required to do so once per term, unless the terms of the agreement are altered by the university between the time that you start enrolling for that term, and your completion of that process. Contact the Bursar’s Office if you have any questions.

Fall 2020

I accept responsibility for payment by the due date of all University charges assessed to my student account, including tuition and fees and late payment fees. I fully accept this debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the classes in which I am enrolled.

I understand that Loyola will send an e-mail notification to my official @luc.edu e-mail account if a Bill is available for viewing. I understand that it is my responsibility to review my bill and make payment by the due date stated in the statement. I agree to provide the Office with my current billing address and phone number at all times during which I incur financial obligations to the University and/or I have an outstanding balance on my account.

I understand that in the event my account is past due, Loyola may assess a 1.5% monthly penalty on the outstanding balance and may report my delinquency with the appropriate credit reporting agency.

15.) To finish enrolling, you must click the button to accept financial responsibility.
Enrolling in Classes through LOCUS

If you have an error, you can view it next to the icon. A ✓ icon indicates successful enrollment.

Click “My Class Schedule” to view current enrollments.

Click “Add Another Class” here to enroll in more classes.

NOTE: It is preferable to swap classes instead of drop them as swapping will retain an enrolled seat if you are not able to enroll in the new class.

If you have an error, you can view it next to the ✓ here.
Swapping a Class
Enrolling in Classes through LOCUS (Swapping)

1.) Select “Enrollment: Swap” from the other academic pull down menu and click the icon.
Enrolling in Classes through LOCUS (Swapping)

2.) Select the class you wish to swap.

3.) Select the class you wish to swap into by either a) a new class search; b) a class from your shopping cart; or c) entering a class number.

Current class schedule.
4.) Select “Finish Swapping.”
5.) A ✔ icon indicates that the class was successfully swapped.
Enrolling in Classes through LOCUS (Dropping)

Dropping a Class
1.) Select “Enrollment: Drop” from the Other Academic Pull Down menu and click the icon.
Enrolling in Classes through LOCUS (Dropping)

2.) Select the class you wish to drop.

3.) Click “Drop Selected Classes”.

NOTE: Dropping a class will not retain your seat in a class. It is preferable to swap if possible.
4.) After verifying that you do indeed wish to drop this class, select “Finish Dropping”.

5.) A ✓ icon means that the class was successfully dropped.
Editing Class Sections

(Changing Non-enrollment Sections)
Enrolling in Classes through LOCUS

1.) Select “Enrollment: Edit” from the Other Academic Pull down menu and click the icon.
2.) Select the class section you wish to edit the non-enrollment discussion or lab section.

3.) Click “Proceed to Step 2 of 3.”
4.) Choose your desired section.

5.) Click “Next.”
Enrolling in Classes through LOCUS

6.) Click “Next.”
7.) Click “Finish Editing.”
Enrolling in Classes through LOCUS (Editing)

8.) A ✔ icon means that the class was successfully edited.
Enrolling in Classes through LOCUS (Editing)

Editing Class Sections

(Changing the Number of Units Taken in a Variable Credit Section)
1.) Select “Enrollment: Edit” from the Other Academic Pull down menu and click the icon.
Enrolling in Classes through LOCUS (Editing)

2.) Select the section you wish to edit.

3.) Click “Proceed to Step 2 of 3.”
Enrolling in Classes through LOCUS (Editing)

4.) Select the new number of units.

5.) Click “Next.”
6.) Click “Finish Editing.”
7.) A ✔ icon means that the class was successfully edited.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

Class Search Tips and Tricks
You can search by Undergraduate CORE criteria.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

You can search by Interdisciplinary Cross-Listings.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

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.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

Click the icon in order to view even more search criteria.

With Additional Search Criteria, you can search by Meeting Time, Instructor Name, or Campus as well as find Tutoring Sections of Classes.
Enrolling in Classes through LOCUS
(Class Search Tips and Tricks)

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.