Loyola University Chicago

Student Information System

LOCUS Tools for Faculty Advising

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# LOCUS Tools for Faculty Advising

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The Advisor Center

There are two ways to get to the Advisor Center in LOCUS. The quickest is to click the “View my Advisees” link directly after signing into LOCUS. The alternate path to the Advisor Center is through a tab in the Faculty Center that you are already familiar with to enter your grades.

Tip! You can personalize what is displayed in LOCUS by clicking the “My Content” link.

If you go though the Faculty Center, the Advisor Center is a tab at the top of the screen.
Emailing Students through the Advisor Center

1.) If you want to notify selected students, you can click the checkboxes and then press the “notify selected advisees” button.

(*) Optional. You can click the link for a single student to launch your own email client for a single student.
2.) The email will go to your luc.edu email address and your advisees will be BCC’d.

3.) Click “upload file if you want to send any attachments. You can send a total of ten attachments.

4.) You can check your spelling with the ☰ icon.

5.) Enter the subject and body of the message.

6.) Send your notification.
Viewing Advisee Photos

To view student photos, either click the “Include photos in list” radio button or click on the icon.

You can view all of your advisee photos in a list by clicking the “view all” link.
Viewing Advisee Student Details

1.) Click the View Student Details link.

**NOTE:** You can find your advisee by clicking the “Find” link and typing an advisee’s name.

**NOTE:** You can change advisees you wish to view by selecting the advisee and clicking the “Change” button.
### General Info Tab

#### Navigation Shortcuts:
- Collapse or Expand All.

#### Service Indicators
- **Positive**:
- **Negative**:

#### Initiated Checklists
- **Function Checklist**: LOC5 - Update loc5 Off-Campus Address
- **Institution Variable Data**: LUC1

#### Student Groups
- **Student Group**: Honors Student Loyola University Chicago Active as of 2010-01-12

#### Personal Data
- **Campus ID**
- **Date of Birth**: N/A
- **Gender**: Male
- **Marital Status**: Single

#### National ID
- **Country**: USA
- **National ID Type**: Social Security Number
- **Primary**: N/A

#### Names
- **Name Type**: Primary
- **Display Name**: Mark Twain
- **Status**: Active as of 2005-01-01

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### Proprietary and Confidential

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### General Info Tab (Cont’d)

#### Addresses

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
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<tr>
<td></td>
<td>Chicago, IL 60660</td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td>1234 West Huckleberry</td>
<td>Active as of 2011-09-27</td>
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<tr>
<td></td>
<td>Hannibal, MO 63065</td>
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#### Phones

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<tr>
<th>Phone Type</th>
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<tr>
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</table>

#### Email Addresses

<table>
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<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
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</thead>
<tbody>
<tr>
<td>Campus</td>
<td>mttrain.Riuc.edu</td>
<td></td>
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</tbody>
</table>
### Transfer Credit Tab

**UCAR, UCHS, UCPH**
Undergraduate CORE credit only. Course cannot satisfy a major or minor requirement.

**1TRN, 2TRN, 3TRN**
Course credit accepted in addition to the course articulation.

**TRAN 1**
Course units not accepted.

**TRAN 9999**
Courses that need articulation and may or may not be accepted as transfer credit. In most instances they are accepted, however, the Tran 9999 courses may be articulated as TRAN 1.
Test Credit Details.

Test Credits.

Equivalent AP test credit course.
Academics Tab

Major and minor.

Admit Term: When a student was admitted to that particular career of study.

Requirement Term: The catalog of classes that a student has to follow for a particular major or minor based on the requirements effective as of the date when a student declared the major or minor.

Expected Graduation: The term in which a student has applied to graduate.

Classes and grades as of term selected.

Cumulative GPA as of selected term.

Term GPA for the selected term.

Term Activations (select a term by clicking it).

Academic Program.

Academic Program.
Academic Requirements Report

To get to the Academic Requirements Report, click the “other academic…” pulldown menu, select Academic Requirements and click the go icon.

Collapse or Expand all Requirements.

A TR grade indicates transfer credit.
Click the green triangles ▶️ to expand the requirements you are interested in viewing.
To get to Undergraduate Academic Requirements, first sign into LOCUS and then click the “Undergraduate Academic Requirements” link.

NOTE: Undergraduate Requirements Outlines provide a general listing of the approved courses for the current catalog year and are not specific to a student's individualized Program/Plan record. They serve as a reference guide for prospective students or those considering a major or minor.
Choose a term.

Choose a College or School.

Select a major or minor and then click “View Requirements.”