Loyola University
Chicago

Student Information System

SIS Academic Records Management

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Working with Student Contact Information

Using the Administrative Center

**Campus Community > Administrative Center**

Student contact information is contained at the bottom of the Student Center tab of the Administrative Center.
Administrative Center (General Info Tab)

Shortcut links to contact information

Important Note: Only use the luc.edu email address for official Loyola Communication.
Viewing Address Information

**Campus Community > Personal Information > Biographical > Addresses/Phones > View Addresses**

### View Address

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Effective Date</th>
<th>Status</th>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing</td>
<td>06/18/2008</td>
<td>Active</td>
<td>Campus</td>
<td>4450 N Sheridan Rd Bldg 01087</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Campus</td>
<td>Chicago, IL 60660-6340</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Campus</td>
<td>4450 N Sheridan Rd Bldg 01087</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chicago, IL 60660-6340</td>
<td></td>
</tr>
</tbody>
</table>

#### Address Type.

- **Effective Date**: Date when the address was last effective.
- **Status**: Active or Inactive.

**Note**: Only 2 addresses are visible unless “view all” is clicked.

**View Address History**

**Address History**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Country</th>
<th>Status</th>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/18/2008</td>
<td>USA</td>
<td>Active</td>
<td>Campus</td>
<td>4450 N Sheridan Rd Bldg 01087</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chicago, IL 60660-6340</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Chicago, IL 60660-6340</td>
</tr>
</tbody>
</table>

**Note**: Past dates of a type can still remain in “Active” status. More recent Effective Dates will supersede past Effective Dates.
Updating Address Information

Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses

1.) Click the Address Type you wish to update.

2.) Click “Edit Address”
3.) Enter the new address.

4.) Click “Ok”

5.) Select an Address Type

6.) Click “Submit”

NOTE: Effective Dates can be future dated to indicate that a student will be moving in the future.

To add a new address type, simply click Edit Address and then select the appropriate address from the “Add Address Types” checkboxes.

7.) Save.
Maintaining Phone Numbers

Campus Community > Personal Information > Biographical > Addresses/Phones > Phones

To add another Phone Type click “Add” and select the new phone type.

To change a phone number, simply type over the old number. Phone numbers are not Effective Dated.

Don’t forget to “Save”.

Proprietary and Confidential
Rev: 11/08/11
**Name Changes**

For legal reasons, all name changes must go through the Office of Registration and Records.

A student can fill out this form that can be found directly after signing into LOCUS:

http://www.luc.edu/regrec/pdfs/name_change_request.pdf
Assigning Student Advisors

Records and Enrollment > Student Background Information > Student Advisor

Adding an Advisor to a Student for the First Time

1.) Select Advisor Role. (See Table 1)

2.) Select Academic Career.

3.) Select Academic Program.

4.) Enter Academic Advisor.

5.) Save.

Table 1: Advisor Roles

<table>
<thead>
<tr>
<th>Advisor Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Academic Advisor***</td>
<td>Select this role to “lock” in a FSYA or Dean’s Office Advisor to keep it from the automated process.</td>
</tr>
<tr>
<td>Primary Academic Advisor1</td>
<td>Select this role for a Primary FSYA or Dean’s Office Advisor. Note that an automated process will assign this advisor type.</td>
</tr>
<tr>
<td>Primary Academic Advisor2</td>
<td>Select this role for a Secondary FSYA or Dean’s Office Advisor. Note that an automated process will assign this advisor type.</td>
</tr>
<tr>
<td>Advisor</td>
<td>Select this role for a Faculty Departmental Advisor.</td>
</tr>
</tbody>
</table>

*.) *Departmental Advisor Assignment Only* enter Plan. Note that if the student has not yet declared the Plan you are assigning for them, then you may future date the effective date to match with the program/plan of the student. This especially applies to future dated internal transfer students and multiple program students.
Updating an Existing Advisor Assignment

Changing an Advisor Assignment

1.) Add an effective dated row

2.) Select the advisor with the role you wish to change.

*.) It is possible the academic program might have changed. If so, enter the proper program.

3.) Select a new advisor.

*.) If assigning a departmental/faculty advisor, enter the plan of the student.

4.) Save.
Adding an Additional Advisor

1.) Add a new Effective Dated Row

2.) Add an advisor row
3.) Enter Academic Career

4.) Enter Academic Program

*.) Departmental Advisor Only* Enter Academic Plan

5.) Lookup Academic Advisor

6.) Save
Removing an Assigned Advisor

1.) Add an effective dated row.

2.) Click the “-” button.
3.) Click Ok.

4.) Save.

Note: If you are removing or changing an advisor because the student is no longer in your program due to an internal transfer, an error might occur due to a “blank” page attached to your new advisor who you are assigning. Simply delete off the extra page and save as normal.
**Student Groups** allow you the ability to set up groups (such as Athlete, Honors, Magis, etc) and assign these groups to individuals. You can use student groups to track student memberships in various groups, fee calculation or degree progress assessment. Student groups may be assigned at the time of admission or any time through the student’s academic career.

To request a new group definition, email Records@luc.edu.

Navigation to view/assign Student Groups:

**Assigning a new Student Group**

*Records and Enrollment > Career and Program Information > Student Groups*

1.) Enter the student group

2.) The effective date will default to today’s date and the status will be set to active

3.) Save

**LOCUS 2.0 Feature:** You can shortcut to view or edit student groups from the Administrative Center’s general info tab.
Adding Multiple Student Groups

1.) Click the top “+” button

2.) Enter the group

3. Click save
Inactivating Student Groups

1.) Add a new Effective Dated row by clicking the bottom “+” sign

2.) Select “Inactive”

3.) Click Save
Viewing Class Rosters

Faculty members may view their own class rosters though the Faculty Portal View. Class rosters may also be viewed by navigating to:

*Curriculum Management > Class Roster > Class Roster*

Press the **Class Detail** button to reference general information about the class: date, time, location, instructor, etc.

Program and Plan information
Viewing Student Grades

Records and Enrollment > Student Term Information > Student Grades

The Detail hyperlink provides information about the class (number of students, associations, etc.)

Term Statistics hyperlink or page tab will provide link to student GPA for selected term

<table>
<thead>
<tr>
<th>Term</th>
<th>Class</th>
<th>Course</th>
<th>Grade</th>
<th>GPA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 04</td>
<td>CORD</td>
<td>456</td>
<td>Seminar</td>
<td>002</td>
<td>A</td>
</tr>
<tr>
<td>Fall 04</td>
<td>HRIR</td>
<td>410</td>
<td>Lecture</td>
<td>001</td>
<td>A-</td>
</tr>
</tbody>
</table>

The Detail hyperlink provides information about the class (number of students, associations, etc.)
Term History

The Term History screen is used to view Term Statistics, Cumulative Statistics, as well as Academic Standing information. The Administrative Center’s Academics Tab may be used to quickly assess both term and cumulative statistics.

Administrative Center (Academics Tab)
**Records and Enrollment > Student Term Information > Term History**

**Term Statistics Tab**

![Term Statistics Tab](image)

<table>
<thead>
<tr>
<th>Term</th>
<th>Hours taken</th>
<th>Term GPA</th>
<th>Hours in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Term**: This column lists the term for which the term statistics are being displayed.
- **Hours taken**: This column shows the total number of hours taken in the specified term.
- **Term GPA**: This column displays the grade point average for the term.
- **Hours in Progress**: This column indicates the number of hours that are in progress for the term.
Cumulative Statistics

The Cumulative GPA is as of the Term selected

Academic Standing Tab

Probation/Dismissal information
Applying and Removing Service Indicators

Various Service Indicators are allowed to be applied or removed according to your UVID security access.

Campus Community > Service Indicators > Person > Manage Service Indicators

Applying a Service Indicator

1.) Select “Add Service Indicator”

2.) Enter Service Indicator Code

3.) Enter Service Ind Reason Code

Optional LOCUS 2.0 Feature: You may enter an end date to a service indicator at which the indicator will automatically release.
4.) Select “OK”

5.) Service Indicator

LOCUS 2.0 Features:
You may investigate or release a service simply by clicking on the indicator from any page. You can also use the Administrative Center to manage service indicators.
Removing a Service Indicator

1.) To view and remove a service indicator, first select it.

To remove a Service Indicator simply click the “Release” button.
Viewing Transfer Credit:

Transfer credit will be entered into the system by the respective admitting offices. Accepted transfer credit may be viewed through the following navigation:

*Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary*

- If you have previously run reports through PS, enter your university network id in the Run Control ID box and click “Search”.
- If you have NOT run reports through PS, press ‘Add New Value’ hyperlink.
- When presented with the Run Control Id box, type in your university network id and press add.

Enter ID of student; use drop-down box to search by student national id or last/first name.

Enter Filter Options as needed.

Press SUBMIT.
The Selection Result page will identify all credit accepted for transfer.

If you wish to generate report, press Generate Report Button.
Viewing a Student’s Unofficial Transcript

*Records and Enrollment > Transcripts > Transcript Request*

1.) Click “Add a New Value”

Helpful Hint: If you simply wish to look up the history of transcript requests there is no need to add a new value, but you must enter the user id of the transcript requestor.

2.) Select UNOFF for Transcript Type

*) OPTIONAL
If the student has a Service Indicator on their record that impedes retrieval of a transcript, you must click “Override Service Indicator”

3.) Select “Page” Output Destination

4.) Click the Request Detail Tab
5.) Enter LID

6.) Click “Process Request”

*) OPTIONAL
You can click the icon to request multiple Unofficial Transcripts at once
Printing an Unofficial Transcript

Records and Enrollment > Transcripts > Transcript Request

1.) After viewing the unofficial transcript for the student, click the “Re-Print” button.

2.) Click “Report Manager.”

NOTE: You might have to click “Refresh” until the Status indicates that the .PDF file is posted.

3.) Click “Details.”
4. Select the .PDF file.

IMPORTANT: A .PDF printout is available. It is extremely important that the printed document be destroyed properly after it has served its purpose.
 Viewing Placement Test Results

Math, English Placement test scores will be posted on this page. Enter criteria and press SEARCH button.

Records and Enrollment > Transfer Credit Evaluation Academic Test Summary

<table>
<thead>
<tr>
<th>Test ID</th>
<th>Association</th>
<th>Score</th>
<th>ExamID</th>
<th>Raw Score</th>
<th>HeadLevel</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MDT 1 - Math Diagnostic Test</td>
<td>11.00</td>
<td>00182018</td>
<td>11.00</td>
<td>Unknown</td>
<td>09/18/2008</td>
</tr>
<tr>
<td>2</td>
<td>MDT 2 - Math Diagnostic Test</td>
<td>11.00</td>
<td>00152018</td>
<td>11.00</td>
<td>Unknown</td>
<td>09/15/2008</td>
</tr>
<tr>
<td>3</td>
<td>MDT 3 - Math Diagnostic Test</td>
<td>7.00</td>
<td>00182008</td>
<td>7.00</td>
<td>Unknown</td>
<td>09/18/2008</td>
</tr>
<tr>
<td>4</td>
<td>MDT 4 - Math Diagnostic Test</td>
<td>6.00</td>
<td>00122008</td>
<td>6.00</td>
<td>Unknown</td>
<td>09/10/2008</td>
</tr>
<tr>
<td>5</td>
<td>MDT 5 - Math Diagnostic Test</td>
<td>5.00</td>
<td>00162008</td>
<td>5.00</td>
<td>Unknown</td>
<td>09/16/2008</td>
</tr>
<tr>
<td>6</td>
<td>MDT 6 - Math Diagnostic Test</td>
<td>5.00</td>
<td>00132008</td>
<td>5.00</td>
<td>Unknown</td>
<td>09/13/2008</td>
</tr>
</tbody>
</table>
Working with Comments

Entering a New Comment

Campus Community > Comments – Person > Person Comment Entry

1.) Select “Add a New Value”

2.) Enter Student LID

3.) Select “Add”
4.) Enter Administrative Function of Comment

5.) Enter Comment Category

6.) Enter Comment

7.) Save

IMPORTANT NOTE:
Comments are a part of a student’s official University Record.
Viewing Comments

Campus Community > Comments – Person > Person Comment Detail

Person Comment Detail

Miguel Uramado

Comment Date/Time: 09/23/2008 2:12:03 PM
Administrative Function: GEN General
Academic Institution: Loyola University Chicago
Comment Category: AANOTE Academic Advising Note

Comment Details:

Comment ID: Dean James
Department: ACADAVIS Academic Advising
Comment Date: 09/23/2008
Comments: Student discussed changing majors to Theatre.

Append Comments:
Search/Match

Campus Community > Personal Information > Search/Match

Search/Match is an important first step if you are adding any new LIDs to the system.

1.) Enter PSCS_TRADITIONAL

NOTE: You will only have to enter PSCS_TRADITIONAL the first time you perform a Search/Match.

2.) Click Search

3.) Enter the Search Result Code of: PSCS_TRAD_MASK.

*) You can set this code to automatically populate by clicking the “User Default” link.
4.) Enter your search criteria and press tab to make sure the system recognizes your entry.

**IMPORTANT NOTE:** It is recommended to use the Name and Birthday criteria as SSN and gender are optional fields on applications and as a consequence are sometimes not entered into LOCUS creating a potential duplicate situation.

5.) Click “Search”.
If the student is in the system, you will receive a listing of all names matching that individual including former names.

*) You can click “Carry ID” and then take that student’s ID to a different screen in LOCUS.

Results 2 will provide you with more information about the student.

*) To quickly perform another search, click “Return to Search Criteria”.

If you get this message, then the student is not currently in the system.