

*Enrolling in Classes
through LOCUS*



Enrolling in Classes through LOCUS

The image shows a screenshot of the Loyola University Chicago website. At the top left is the university's logo and name. To the right, there are navigation links: A-Z, CONTACT US, DIRECTORIES, and LOCUS. Below these is a search bar with the word "Search" and a magnifying glass icon. A dark navigation bar contains the following menu items: ABOUT, ACADEMICS, ADMISSION, CAMPUS LIFE, and RESOURCES. The main content area features a large background image of a sunset over a body of water with a person in a kayak. Below this image, the text reads "Welcome to the great outdoors" and "Loyola program... to the great outdoors READ MORE". A light blue callout box with a white border and a black shadow points to the "LOCUS" link in the top navigation bar. The callout box contains the text: "1.) Click the LOCUS link to log into LOCUS." Below the main content area, there are four featured news items, each with a small image and a title: "COMMENCEMENT" (Watch all of the ceremonies in our graduation library), "HEALTH SCIENCES" (Who won a medical quiz contest? This Loyola team), "BOARD OF TRUSTEES" (Robert Parkinson named chairman of Loyola's board), and "RESEARCH" (Professor, students study mental health in Honduras).

1.) Click the LOCUS link to log into LOCUS.



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS portal interface. At the top left is the 'LOCUS' logo. At the top right is a 'Loyola Home' link. The main content area is divided into several sections:

- Welcome to LOCUS PORTAL 9.1 PRD System:** Contains a login form with fields for 'Universal ID:' and 'Password:', and a 'Sign In' button. Below the form are instructions for LUC Students/faculty, SSOM Students/faculty, and Guests. A callout box points to the 'Sign In' button with the text: "2.) Enter your Universal ID and Password and Click 'Sign In.'"
- Welcome to LOCUS 2014:** Contains a video player showing a hand holding a smartphone displaying the 'Mobile LOCUS' login screen. A callout box points to the 'Personal Account Manager (PAM)' link in the 'Guests' section with the text: "If you need to reset your password, click the Personal Account Manager (PAM) link."
- Extras:** A list of links including Academic Calendars and Schedules, Sports, Campus Events Calendar, Inside Loyola News, Personalize Locus, Faculty and Staff Training Schedule, Groupwise Email, Blackboard, Employee Self Service, KRONOS Time card, ITS Help Desk, Directories, Libraries, and Contact Us.
- LOCUS Help:** A list of help topics including Sign-In Help, How to Sign in as a Visitor, Frequently Asked Questions, Performing a Class Search, Enrolling in Classes, Dropping & Swapping a Class, Viewing your Academic Requirements, Entering Emergency Contact Information, Change your Major, Applying to Graduate, Requesting an Official Transcript, Special Instructions for Blackboard Users, Personalizing LOCUS Homepage, and Entering Internship information in.



Enrolling in Classes through LOCUS

The screenshot displays the LOCUS 2.0 web interface. At the top, the header includes the text "LOCUS 2.0" on the left, "Welcome nlibera" on the right, and navigation links for "Loyola Home", "LOCUS Home", and "Sign out". Below the header are three tabs: "My Page", "News", and "Online Forms".

The main content area is divided into several sections:

- Enterprise Menu:** Contains links for "Personal Portfolio", "Academics", "Campus Finances", and "Search for Classes".
- Course Catalog and Schedule:** Contains links for "View Course Catalog" (with subtext "View Loyola's Catalog of Courses Online") and "Perform Class Search" (with subtext "Search the Schedule for a Class and Section").
- Student Center:** Contains a link for "Student Center" with subtext "Comprehensive Summary of information". A light blue callout box with a pointer highlights this link, containing the text "3.) Click the Student Center."
- Focus: News for Students:** Contains a link for "View All Articles and Sections" and a "Configure" button.
- Office of the Bursar news:** Contains a link for "Office of the Bursar News" and a list of news items: "Waive Out of Fall 2008 Insurance Now!", "Sign Up for Monthly Payment Plans", and "Payments and Accounts Will Not Update Until the end of 7/14". It also includes a "View All Articles and Sections" link and a "Configure" button.
- Campus News:** Contains a link for "View All Articles and Sections" and a "Configure" button.

At the bottom of the page, there is a footer with the text: "LOYOLA'S ONLINE CONNECTION to UNIVERSITY SERVICES", "LOYOLA UNIVERSITY CHICAGO · Information Services · 6525 N. Sheridan Road, Chicago, IL 60626 · locus@luc.edu".

The browser's taskbar at the bottom shows "Internet" and "100%" zoom level.



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS 2.0 student portal. At the top, there's a navigation bar with 'My Page' and 'News' tabs. Below that is a 'Personal Portfolio' sidebar with links like 'Student Center', 'Addresses', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'User Preferences', 'Holds', 'FERPA Information', and 'Parent/Guest Access'. The main content area is divided into sections: 'Academics' (with a 'SEARCH FOR CLASSES' button), 'Finances' (with 'My Account' and 'Financial Aid' sub-sections), and 'Advisor' (with 'Program Advisor' information). A 'To Do List' is also visible on the right. A callout box points to the 'Enroll' link in the 'Academics' section, stating '4.) Click "Enroll."'. Another callout points to the 'Holds' section, stating 'If you have a hold on your record, it will display here.'. A third callout points to the 'Enrollment Appointment' section, stating 'Your enrollment appointment will be listed here.'.

LOCUS 2.0

Welcome, nlibera
Loyola Home | LOCUS Home | Sign out

My Page News

Personal Portfolio

- Student Center
- Addresses
- Phone Numbers
- Email Addresses
- Emergency Contacts
- User Preferences
- Holds
- FERPA Information
- Parent/Guest Access

Academics

Campus Finance

Search for Classes

4.) Click "Enroll."

SEARCH FOR CLASSES

Holds
No Holds.

To Do List

- Alternative Loan Pre-Approval
- Parent 2007 Tax Return
- Special Circumstance Appeal
- Student 2007 Tax Return

details

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2008 Regular Academic Session on April 15, 2008.

details

Advisor

Program Advisor

- Joyce Knight
- Albert Herlinger
- Tiffany Lawrence
- Office of Acad Advis

details

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

Your enrollment appointment will be listed here.

Internet 100%



Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

Wolfgang Mozart

Search Plan
my class schedule || add || drop

Add Classes

Select Term

Select a term then click continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2011	Undergraduate	Loyola University Chicago
<input checked="" type="radio"/>	Spring 2012	Undergraduate	Loyola University Chicago

CONTINUE

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

5.) Select the term in which you wish to enroll.

6.) Click "Continue."

This page might not display depending on the timing of the enrollment.

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



Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ ⌕

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | Loyola University Chicago | change term

Open Closed Wait List

Add to Cart: Spring 2012 Shopping Cart

Enter Class Nbr: enter

Your enrollment shopping cart is empty.

Find Classes

Class Search My Planner

search

My Spring 2012 Class Schedule

You are not registered for classes in this term.

Your current class schedule.

7.) Click "Search."



Enrolling in Classes through LOCUS

Search for Classes

Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-)
Students admitted in Fall 2012 and thereafter, choose C

Search for Classes

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject Philosophy

Course Number

Course Career

CORE/Intrdiscpl.

CORE/Intrdiscpl. Values

Eng Lrn Categories, Honors, Writing

Show Open Classes Only

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Method of Instruction

8.) Enter Subject. If you do not know the four letter code for a subject, you can click the “select subject” link.

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

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

[Return to Add Classes](#)

9.) Click Search



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS 2.0 web interface. At the top, there is a navigation bar with "My Page", "News", and "Online Forms" buttons. A sidebar on the left contains a menu with options like "Personal Portfolio", "Academics", "Campus Finances", "Search for Classes", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", and "Admin & Security". The "Search for Classes" option is expanded, showing "View Course Catalog" and "Perform Class Search". The main content area is titled "Search for Classes" and contains a search input field. Below the search field, a dialog box with a question mark icon asks: "Your search will return over 50 classes, would you like to continue?". There are "OK" and "Cancel" buttons at the bottom of the dialog box. A yellow callout bubble points to the "OK" button.

LOCUS 2.0

Welcome nilibera
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Search for Classes

? Your search will return over 50 classes, would you like to continue?

OK | Cancel

*) 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

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

[Return to Add Classes](#)

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

A ● icon indicates that a class section is open.

Campus.

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

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

PHIL 162 - So

Section	002-LEC(6753)	LSC	Text Details	Status	●	Enroll Sec	select class
Session	Regular						
Days & Times	Room	Instructor	Meeting Dates				
	Crown Center - Room 142	Thomas Wren	08/29/2011 - 12/20/2011				

Section 001-LEC(4205) LSC Text Details Status ● Enroll Sec select class

Days & Times	Room	Instructor	Meeting Dates				
Mo 9:00-9:50 AM	Crown Center - Room 142	Kenneth Thompson	08/29/2011 - 12/20/2011				

Section 00... Text Details Status ● Enroll Sec select class



Enrolling in Classes through LOCUS (Class Details)

Enrollment Requirements and Designations.

Campus.

My Links

Class Notes.

Course Description.

Seats Available.

You can select a class from the class details page.

The screenshot shows the LOCUS Class Details page for a Philosophy course. The page includes a navigation bar at the top with links for 'LOCUS Home', 'Loyola Home', 'Add to My Links', 'Sign out', and 'Welcome wmozart'. A 'My Links' dropdown menu is set to 'Select One'. The main content area is divided into several sections: 'Class Information' (Class Number: 6753, Session: Regular Academic, Units: 3 units, Instruction Mode: In person, Class Components: Lecture, Recitation), 'Meeting Information' (Days & Times: Tu 4:15PM - 6:45PM, Room: Crown Center - Room 142, Instructor: Thomas Wren, Meeting Dates: 08/29/2011 - 12/20/2011), 'Enrollment Information' (Requirement Designation: Service Learning), 'Class Availability' (Class Capacity: 20, Enrollment Total: 19, Available Seats: 1, Wait List Capacity: 0, Wait List Total: 0), 'Notes' (Class Notes: This course includes a service-learning component. This is a service learning course that can fulfill the civic engagement core requirement.), and 'Description' (The central questions of philosophy and social theory: how we live together. Because it includes a service learning experience... able to demonstrate understanding of the major philosophical... development of these questions, and be able to articulate some of the major problems and responses central to this area of philosophy.). At the bottom, there are links for 'Return to Add Classes', 'VIEW SEARCH RESULTS', and 'SELECT CLASS'.



Enrolling in Classes through LOCUS

LOCUS | [LOCUS Home](#) | [Loyola Home](#) | [Add to My Links](#) | [Sign out](#) | *Welcome wmozart*

[My Page](#) | [News](#) | [Online Forms & Help](#) | [Social Gadgets](#)

[My Links](#) | [Select One:](#)

Prerequisites and class notes will display here.

PHIL 164 - Health Care Ethics-Civ. Eng.

Class Preferences

PHIL 164-001 Lecture ● Open Wait List Wait list if class is full

Session Regular Academic Session Permission Nbr

Career Undergrad Late Grading Graded Alpha

Enrollment Information Units 3.00

Service Learning Requirement Designation Service Learning

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	Victoria Wike	01/17/2012 - 05/08/2012

NOTES

Class Notes This course includes a service-learning component.

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

11.) After verifying that you have selected the proper classes in which you wish to enroll, click "Next."



Enrolling in Classes through LOCUS

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

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

go to ... ▾

My Academics

edit | term information

1 | [] | []

p. When you are

satisfied with your class selections, proceed to step 2 of 3.

Spring 2012 | Undergraduate | Loyola University Chicago [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

My Planner

[search](#)

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 382-001 (1689)	TuTh 8:30AM - 9:45AM	Dumbach Hall - Room 123	D. Suter	3.00	<input checked="" type="radio"/>
	PHIL 164-001 (4377)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	<input checked="" type="radio"/>
	THTR 261-111 (2795)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	<input checked="" type="radio"/>

[PROCEED TO STEP 2 OF 3](#)

12.) After you have placed all classes you wish to enroll in at this time into your shopping cart, click "Proceed to Step 2 of 3."

To remove a class from your shopping cart click the icon.



Enrolling in Classes through LOCUS

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 382-001 (1689)	Molecular Genetics (Lecture)	TuTh 8:30AM - 9:45AM	Dumbach Hall - Room 123	D. Suter	3.00	●
PHIL 164-001 (4377)	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	●
THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 14	S. Gabel	3.00	●

CANCEL | FINISH ENROLLING

Search | Plan | Enroll | My Academics

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

LOCUS

| LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page News Online Forms & Help Social Gadgets

My Links Select One: ▾



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.

Spring 2012

I understand that I am registering for these classes and I am responsible for paying all tuition and other fees associated with these classes. Loyola will send an e-mail notification to my official luc.edu e-mail account when my e-Bill is available for viewing. It is my responsibility to review my statement and make payment by the due date stated in the statement. I also understand that in the event my account is past due, Loyola may assess a 1.5% monthly late fee and place my account with a collection agency. I further understand that I may be responsible for all fees and costs incurred by Loyola for the collection of the past due amount, including collection fees and/or attorneys' fees. Once an account becomes past due, a transcript and registration block is placed on the account. All returned checks are charged a returned check fee of \$40.00. If an electronic payment is returned unpaid due to insufficient funds (NSF), account closed, cannot locate bank account, stop payment or invalid account number, a \$40.00 return fee will be added to the student account.

I Accept I Decline

14.) Read the Financial Responsibility Disclaimer.

15.) To finish enrolling, you must click the button to accept financial responsibility.



Enrolling in Classes through LOCUS

The screenshot shows the LOCUS web application interface for a user named Wolfgang Mozart. The top navigation bar includes 'LOCUS', 'LOCUS Home', 'Loyola Home', and 'Add...'. Below this is a secondary menu with 'My Page', 'News', 'Online Forms & Help', and 'Social Gadgets'. The main content area has a 'Wolfgang Mozart' header and a 'go to ...' dropdown. A navigation bar contains 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this is a secondary bar with 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The 'drop' and 'swap' buttons are highlighted with arrows pointing to a callout box. The 'Add Classes' section shows '3. View results' and a status report for enrollment confirmations and errors for Spring 2012. A table lists classes with their messages and status icons. Below the table are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. The 'ADD ANOTHER CLASS' button is highlighted with an arrow pointing to a callout box. At the bottom, there is a search bar and a 'go to ...' dropdown.

Class	Message	Status
BIOL 382	Error: Unable to add this class - prerequisites have not been met. Pre-requisite: BIOL 251, 282; CHEM 222 or 224.	✗
PHIL 164	Message: Information Message only (LUC) You have enrolled in a class that is either Honors or Writing Intensive or Experiential Learning, etc. or a Combination of Designations listed. (LUC)	✓
THTR 261	Success: This class has been added to your schedule.	✓

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.

Click here to drop or swap classes.

If you have an error, you can view it next to the ✗ here.

A ✓ icon indicates successful enrollment.

Click "My Class Schedule" to view current enrollments.

Click "Add Another Class" here to enroll in more classes.



Enrolling in Classes through LOCUS (Swapping)

Swapping a Class



Enrolling in Classes through LOCUS (Swapping)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)


- Enrollment: Swap
- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

My Account
[Account Summary By Term](#)
[Payment Profile](#)
[View e-Bill\(s\)](#)
[View iPlan e-Bill\(s\)](#)
[View Parent/Guest](#)
[View/Create iPlan](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... ▾

This Week's Schedule		
	Class	Schedule
5:31	ANTH 101-001 LEC (1337)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
5:31	BIOL 101-001 LEC (1337)	MoWeFr 8:15AM - 9:05AM
5:31	BIOL DIS (1337)	
5:31	MUSI 101-001 LEC (1337)	
5:31	PHIL 101-001 LEC (1337)	

1.) Select "Enrollment: Swap" from the other academic pull down menu and click the  icon.

Account Summary

Your account balance is 0.00.

Currency used is US Dollar.

[make a payment](#) ▶

SEARCH FOR CLASSES

Holds

Library

[details](#) ▶

[details](#) ▶

Enrollment Appointment
You may begin enrolling for the Spring 2012 Regular Academic Session on October 7, 2011.

[details](#) ▶

Advisor

Program Advisor

Ludwig Beethoven

[details](#) ▶



Enrolling in Classes through LOCUS (Swapping)

2.) Select the class you wish to swap.

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

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Spring 2012 | Undergraduate | Loyola University Chicago [change term](#)

Swap This Class

Select from your schedule

With This Class

Search for Class

----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr

My Spring 2012 Class Schedule

✓ Enrolled ✗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HIST 102-005 (1171)	Evol Wst Idea/Inst Sn 17C (Lecture)	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	R. Bucholz	3.00	✓
HIST 102-006 (1167)	Evol Wst Idea/Inst Sn 17C (Discussion)	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz		✓
PHIL 164-001 (4377)	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	✓
THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	

Current class schedule.



Enrolling in Classes through LOCUS (Swapping)

LOCUS

[LOCUS Home](#) | [Loyola Home](#) | [Add to My Links](#) | [Sign out](#) | *Welcome wmozart*

[My Page](#) | [News](#) | [Online Forms & Help](#) | [Social Gadgets](#)

[My Links](#) |

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PHIL 164-001 (4377)	Health Care Ethics-Civ. Eng. (Lecture)	Th 7:00PM - 9:30PM	Dumbach Hall - Room 123	V. Wike	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
THTR 100-111 (1462)	Intro to Theatre Exp (Lecture)	MoWeFr 9:20AM - 10:10AM	Mundelein Center - Room 1017	T. Mann	3.00	<input checked="" type="checkbox"/>

4.) Select "Finish Swapping."

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

go to ...



Enrolling in Classes through LOCUS (Swapping)

LOCUS | LOCUS Home | ... | wmozart

My Page News Online Forms & Help Social Gadgets

Wolfgang Mozart

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Swap a Class

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap PHIL 164 with THTR 100	Success: This class has been replaced.	✓

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

5.) A ✓ icon indicates that the class was successfully swapped.



Enrolling in Classes through LOCUS (Dropping)

Dropping a Class



Enrolling in Classes through LOCUS (Dropping)

LOCUS

LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

Enrollment: Drop ▾ ⓧ

- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop**
- Enrollment: Edit
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

My Account
[Account Summary By Term](#)
[Payment Profile](#)
[View e-Bill\(s\)](#)
[View iPlan e-Bill\(s\)](#)
[View Parent/Guest](#)
[View/Create iPlan](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... ▾ ⓧ

This Week's Schedule

	Class
8:30	ANTH 101-001 LEC (1337)
8:30	BIOL 101-001 LEC (1387)
8:30	BIOL 101-002 SIS (1388)
8:30	MUSC 110-161 LEC (1867)
8:30	PHIL 181-003 LEC (427)

1.) Select "Enrollment: Drop" from the Other Academic Pull Down menu and click the ⓧ icon.

SEARCH FOR CLASSES

details ▶

details ▶

Enrollment Appointment

You may begin enrolling for the Spring 2012 Regular Academic Session on October 7, 2011.

details ▶

Advisor

Program Advisor

Ludwig Beethoven

details ▶



Enrolling in Classes through LOCUS (Dropping)

NOTE: Dropping a class will not retain your seat in a class. It is preferable to swap if possible.

Wolfgang Mozart

Search | Plan | Enroll | my class schedule || add || drop || swap || edit

Drop Classes

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

2.) Select the class you wish to drop.

University Chicago [change term](#)

Enrolled Dropped Wait Listed

		Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Evolutionary Biology (Lecture)	MoWeFr 11:30AM - 12:20PM	Dumbach Hall - Room 123	R. Bucholz	3.00	✓
<input type="checkbox"/>	202-006 Evol Wst Idea/Inst Sn 17C (Discussion)	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz		✓
<input type="checkbox"/>	THTR 100-111 (1462) Intro to Theatre Exp (Lecture)	MoWeFr 9:20AM - 10:10AM	Mundelein Center - Room 1017	T. Mann	3.00	✓
<input checked="" type="checkbox"/>	THTR 261-111 (2795) Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	✓

3.) Click "Drop Selected Classes".

[DROP SELECTED CLASSES](#)

My Spring 2012 Class Schedule



Enrolling in Classes through LOCUS (Dropping)

LOCUS

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My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart

go to ... ▾ >>

Search Plan Enroll My Academic
my class schedule || add || drop || swap || edit || term info

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

✓ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
THTR 261-111 (2795)	Beginning Acting (Lecture)	TuTh 10:00AM - 11:15AM	Mundelein Center - Room 1410	S. Gabel	3.00	✓

CANCEL PREVIOUS FINISH DROPPING

4.) After verifying that you do indeed wish to drop this class, select "Finish Dropping".

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

go to ... ▾ >>



Enrolling in Classes through LOCUS (Dropping)

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Search Plan Enroll
my class schedule || add || drop || swap || edit

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to request.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: dropped Error: unable to drop

Class	Message	Status
THTR 261	Success: This class has been removed from your schedule.	✓

MAKE A PAYMENT | MY CLASS SCHEDULE

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

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



Enrolling in Classes through LOCUS (Editing)

Editing Class Sections

(Changing Non-enrollment Sections)



Enrolling in Classes through LOCUS (Editing)

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Academics

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[Enroll](#)
[My Academics](#)

Enrollment: Edit ▾ 


- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit**
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial

My Account

- Account Summary By Term
- Payment Profile
- View e-Bill(s)
- View iPlan e-Bill(s)
- View Parent/Guest
- View/Create iPlan

Financial Aid

- View Financial Aid
- Accept/Decline Awards

other financial... ▾ 

This Week's Schedule

Class	Schedule
ANTH 101-001 LEC (1397)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
BIOL 101-001 LEC (1387)	MoWeFr 8:15AM - 9:05AM Sullivan Center - Galvin Audit
BIOL 101-002 DIS (1388)	Th 2:30PM - 3:20PM Life Science Building-Room 142

SEARCH FOR CLASSES

Holds

- Library [details ▶](#)

-Campus


- [details ▶](#)

Dates

- Appointment
enrolling for
2 Regular
session on
11.
[details ▶](#)

Advisor

- Program Advisor
Ludwig Beethoven
[details ▶](#)

1.) Select "Enrollment: Edit" from the Other Academic Pull down menu and click the  icon.



Enrolling in Classes through LOCUS (Editing)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ >>

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options | 1 | 2 | 3

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring 2012 | Undergraduate | Loyola University Chicago | change term

Classes you are allowed to edit

Select from your schedule

HIST 102: Evol Wst Idea/Inst Sn 17C
HIST 102: Evol Wst Idea/Inst Sn 17C
SOCL 380: Internship

PROCEED TO STEP 2 OF 3

My Spring 2012 Class Schedule

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... ▾ >>

2.) Select the class section you wish to edit the non-enrollment discussion or lab section.

3.) Click "Proceed to Step 2 of 3."



Enrolling in Classes through LOCUS (Editing)

LOCUS | LOCUS Home | Loyola Home | Add to My Links | Sign out | Welcome wmozart

My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

1. Select a class to edit - Related Class Section

Spring 2012 | Undergraduate

HIST 102 - Evolution of the World
Lecture selected: Section

Open Closed Wait List

Select Discussion (Required):						
	Class Nbr		Schedule	Room	Instructor	Status
<input type="radio"/>	1167	006	Mo 12:35PM - 1:25PM	Dumbach Hall - Room 124	R. Bucholz	●
<input checked="" type="radio"/>	1168	007	Mo 1:40PM - 2:30PM	Dumbach Hall - Room 230	A. Wilson	●
<input type="radio"/>	1169	008	We 10:25AM - 11:25AM	TBA	Staff	●
<input type="radio"/>	1170	009	We 12:35PM - 1:25PM	TBA	Staff	●
<input type="radio"/>	1418	010	We 1:40PM - 2:30PM	TBA	Staff	●

View All Sections | First 1-5 of 7 Last

CANCEL | PREVIOUS | NEXT

4.) Choose your desired section.

5.) Click "Next."



Enrolling in Classes through LOCUS (Editing)

LOCUS

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My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾

Wolfgang Mozart

go to ... ▾

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Edit Class Enrollment Options

1 - [] - []

1. Select a class to edit - Enrollment Preference

Spring 2012 | Undergraduate | Loyola University Chicago

HIST 102 - Evol Wst Idea/Inst Sn 17C

Class Preferences

HIST 102-005	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
HIST 102-007	Discussion	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
Session	Regular Academic Session		Grading	Graded Alpha
Career	Undergraduate		Units	3.00

CANCEL | PREVIOUS | NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
005	Lecture	MoWe 11:30AM - 12:20PM	Dumbach Hall - Room 123	Robert Bucholz	01/17/2012 - 05/08/2012
007	Discussion	Mo 1:40PM - 2:30PM	Dumbach Hall - Room 230	Andrew Wilson	01/17/2012 - 05/08/2012

NOTES

Class Notes HIST 102-005 requires co-registration in one of the following discussion sections: 006,007,008,009,010, or 011.

6.) Click "Next."



Enrolling in Classes through LOCUS (Editing)

LOCUS

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My Page | News | Online Forms & Help | Social Gadgets

My Links | Select One: ▾



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go to ... ▾ >>

Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | edit | term information

Edit Class Enrollment Options

1 | 2 | 3

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

Class Attribute	Original Value	New Value
Discussion Section	006 Mo 12:35PM - 1:25PM Dumbach Hall - Room 124	007 Mo 1:40PM - 2:30PM Dumbach Hall - Room 230

CANCEL | FINISH EDITING

7.) Click "Finish Editing."

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... ▾ >>



Enrolling in Classes through LOCUS (Editing)

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Search Plan
my class schedule || add || drop || swap || edit

Edit Class Enrollment Options

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2012 | Undergraduate | Loyola University Chicago


Success: Class updated Error: Unable to update class

Class	Message	Status
HIST 102	Success: This class has been updated.	Success

MAKE A PAYMENT | MY CLASS SCHEDULE

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

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)



Enrolling in Classes through LOCUS (Editing)

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Wolfgang's Student Center

Academics

- [Search](#)
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- [My Academics](#)

Enrollment: Edit ▾ 


- Academic Planner
- Academic Requirements
- Apply for Graduation
- Change Major
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit**
- Enrollment: Swap
- Enrollment Verification
- Grades
- Learning Management System
- other academic...
- Transcript: Request Official
- Transcript: View Unofficial




My Account

- [Account Summary By Term](#)
- [Payment Profile](#)
- [View e-Bill\(s\)](#)
- [View iPlan e-Bill\(s\)](#)
- [View Parent/Guest](#)
- [View/Create iPlan](#)

Financial Aid

- [View Financial Aid](#)
- [Accept/Decline Awards](#)

other financial... ▾ 

This Week's Schedule	
Class	Schedule
 ANTH 101-001 LEC (1337)	MoWeFr 12:35PM - 1:25PM Life Science Building-Room 142
 BIOL 101-001 LEC (1387)	MoWeFr 8:15AM - 9:05AM Sullivan Center - Galvin Audit
 BIOL 101-002 DIS (1388)	Th 2:30PM - 3:20PM Life Science Building-Room 142

SEARCH FOR CLASSES

Holds

- Library [details ▶](#)

-Campus


- [details ▶](#)

Dates

- Appointment
enrolling for
2 Regular
session session on
11.
[details ▶](#)

Advisor

- Program Advisor**
Ludwig Beethoven
[details ▶](#)

1.) Select "Enrollment: Edit" from the Other Academic Pull down menu and click the  icon.



Enrolling in Classes through LOCUS (Editing)

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My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾ >>

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

1 2 3

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring 2012 | Undergraduate | Loyola University Chicago | change term

Classes you are allowed to edit

Select from your schedule

- SOCL 380: Internship
- HIST 102: Evol Wst Idea/Inst Sn 17C
- SOCL 380: Internship

PROCEED TO STEP 2 OF 3

My Spring 2012 Class Schedule

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

go to ... ▾ >>

2.) Select the section you wish to edit.

3.) Click "Proceed to Step 2 of 3."



Enrolling in Classes through LOCUS (Editing)

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My Links | Select One: ▾

Wolfgang Mozart | go to ... ▾

Search | Plan | Enroll | My Academics
my class schedule || add || drop || swap || edit || term information

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

Spring 2012 | Undergraduate | Loyola University Chicago

SOCL 380 - Internship

Class Preferences

SOCL 380-001 | Field | Open | Permission Nbr

Session Regular Academic Session | Grading Graded Alpha

Career Undergraduate | Units

Enrollment Information

- Department Consent Required to enroll in this class
- Internship

Requirement De 4.00
Internship 6.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Field		TBA	Marilyn Krogh	01/17/2012 - 05/08/2012

NOTES

Class Notes This course involves an internship experience.

4.) Select the new number of units.

5.) Click "Next."



Enrolling in Classes through LOCUS (Editing)

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[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

Edit Class Enrollment Options

1 2 3

2. **Confirm your selections**

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

Spring 2012 | Undergraduate | Loyola University Chicago

Class Attribute	Original Value	New Value
Units	3.00	5.00

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

6.) Click "Finish Editing."



Enrolling in Classes through LOCUS (Editing)

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Search Plan
my class schedule || add || drop || swap || edit

Edit Class Enrollment Options

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2012 | Undergraduate | Loyola University Chicago

Success: Class updated Error: Unable to update class

Class	Message	Status
SOCL 380	Success: This class has been updated.	✓

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics
My Class Schedule Add Drop Swap Edit Term Information

go to ...

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



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

Search for Classes

Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-2012)
Students admitted in Fall 2012 and thereafter, choose CORE 2012

Search for Classes

Institution: Loyola University Chicago
Term: Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject: select subject
Course Number: is exactly
Course Career:
CORE/Intrdiscpl.: CORE 2012
CORE/Intrdiscpl. Values:
Eng Lrn Categories, Honors, Writing:
Meeting Start Time: grea
Meeting End Time: less
Days of Week: inclu
 Mon Sun
Instructor Last Name: begi
Class Nbr:
Course Keyword:
Minimum Units: grea
Maximum Units: less than or equal to

Artistic
Engaged Learning
Ethics
Foundational Historical
Foundational Literary
Foundational Philosophical
Foundational Scientific
Foundational Societal
Foundational Theological
Quantitative
Tier 2 Historical
Tier 2 Literary
Tier 2 Philosophical
Tier 2 Scientific
Tier 2 Societal
Tier 2 Theological
Writing Seminar
xBoth Eng Learning & Artistic
xBoth Eng Learning & Found Sci

You can search by Undergraduate CORE criteria. First select the area and then select the value.



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

Search for Classes

Institution:

Term:

Select at least 2 search criteria. Click Search to view your results.

Class Search

Course Subject:

Course Number:

Course Career:

CORE/Intrdiscpl.:

CORE/Intrdiscpl. Values:

Engaged Lrn, Honors, Writing:

Meeting Start Time:

Meeting End Time:

Days of Week: Mon Tue Wed Thu Fri Sat Sun

Instructor Last Name:

Class Nbr:

Course Keyword:

Minimum Units:

Maximum Units:

Interdisciplinary Values:

- Arabic Language and Culture
- Asian Studies
- Bioethics
- Bioinformatics
- Black World Studies
- Catholic Studies
- Environmental Studies
- Forensic Science
- Human Services
- International Business
- International Film & Media Studies
- International Studies
- Islamic World Studies
- Latin American Studies
- Medieval Studies
- Neuroscience
- Peace Studies
- Polish Studies
- Psychology of Crime & Justice

You can search by Interdisciplinary Cross-Listings by first selecting “Interdisciplinary” and then selecting the Interdisciplinary Major or Minor.



Enrolling in Classes through LOCUS

(Class Search Tips and Tricks)

Search for Classes

Enter Search Criteria

Students admitted prior to Fall 2012 choose CORE (PRE-2012)

Students admitted in Fall 2012 and thereafter, choose CORE 2012

Search for Classes

Institution: Loyola University Chicago

Term: Fall 2013

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Course Subject: select subject

Course Number: is exactly

Course Career:

CORE/Intrdscpl.:

CORE/Intrdscpl. Values:

Eng Lrn Categories, Honors, Writing: **Multicultural Class**

Meeting Start Time:

Meeting End Time:

Days of Week: Mo

Instructor Last Name:

Class Nbr:

Course Keyword:

Minimum Units:

Maximum Units:

Course Component:

You can also search by Honors, Engaged Learning, or Writing Intensive class sections.

Note: Selecting “Engaged Lrn, Honors, Writing” 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)

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

With Additional Search Criteria, you can search by Meeting Time,

Instructor Name, Campus, or Keyword.



Enrollment Tips & Tricks (Class Search)

You can use the "modify search" button to further refine your criteria after searching.

The following classes match your search criteria Show Open Classes Only: **Yes**, Course Attr: **CORE 2012**

NEW SEARCH

MODIFY SEARCH

Open

Closed

Wait List

▼ ANTH 100 - Globalization and Local Cultures

First 1-4 of 4 Last

Section [001-LEC\(1340\)](#) LSC

Status Enroll Sec

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 8:15AM - 9:05AM	Mundelein Center - Room 519	Noah Butler	08/26/2013 - 12/17/2013



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.

2 choose CORE (PRE-2012)
thereafter, choose CORE 2012

The screenshot shows the LOCUS search interface. On the left, there is a sidebar with search criteria: Institution (Loyola University Chicago), Term (2013), and a section for Class Search. The Class Search section includes fields for Course Subject (with a green 'select subject' button), Course Number (with an 'exactly' dropdown), Course Career, CORE/Intrdiscpl., CORE/Intrdiscpl. Values, and Eng Lrn Categories, Honors, Writing. At the bottom of the sidebar is a checkbox labeled 'Show Open Classes Only' which is currently checked. A yellow callout bubble points to this checkbox. The main search area contains a text input field and a 'Search' button. A red note above the search area says '2 choose CORE (PRE-2012) thereafter, choose CORE 2012'.

Finally, you can use the Enter key to submit any search.

