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 in to by either a) a new class search; b) a class from your shopping cart; or c) entering a class number.

Current class schedule.
Enrolling in Classes through LOCUS (Swapping)

4.) Select “Finish Swapping.”
Enrolling in Classes through LOCUS (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”.
Enrolling in Classes through LOCUS *(Dropping)*

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

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

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

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)

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)

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)

With Additional Search Criteria, you can search by Meeting Time, Instructor Name, Campus, or Keyword.
You can use the “modify search” button to further refine your criteria after searching.
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.

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