

HOW TO CHOOSE YOUR CLASSES

View our Course Catalog (make sure you are looking at your semester of study)

To view our Course Catalog, login to our online enrollment system (LOCUS) at www.luc.edu. You'll see the "LOCUS" icon on the top right hand corner of the page. Use your Loyola Login or simply sign in as a guest on the "Sign in as a Visitor" link. Then "Browse the Catalog." Not every course you see in the catalog will be offered during your semester of study. It will take you a bit of time to familiarize yourself with all the subjects available. Upon picking a subject area, you will then see a list of all the courses in that subject. You can then get to the course descriptions following the course hyperlink.

View courses:

Follow the login instructions above, but go to "Perform Class Search" instead of "Browse the Catalog."

You can search for open and closed classes for your semester of study. You can look up course descriptions (Course Catalog Detail), pre-requisite courses, and view all the enrollment details for classes. Be sure you are searching via the drop down filter for your semester. See the Ten Step guide below for more details on searching for classes.

After reviewing classes in LOCUS, you can list four classes (minimum) that you would like to add, and send your choices to your academic advisor. Please include the four digit "Class Number" for each class.

NOTE: If these are advanced level courses with pre-requisites, we will request course descriptions from you to show you are qualified for that course

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Ten Steps to Enrollment in a Course

Please follow the 10 steps to prepare your schedule at Loyola:

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Ten Steps

1) "Sign in as a Visitor"

2) "Perform Class Search"

"Term: your semester of study"

"Select Subject" This is in alpha order by subject. Go through the alphabet to familiarize yourself with these subjects.

Choose a subject (e.g. Management: MGMT)

Leave the check button on "Show Open Classes only"

"Search"

3) If you chose MGMT, you will see all the Management classes offered for your semester of study

- 4) Click on the blue "Section" hyperlink for more information on this course.
- 5) Read the course description.
- 6) Read the course pre-requisite(s), if any.
- 7) If the course has a pre-requisite(s), look up those pre-requisites in the Catalog. See: *Browse the Catalog* below.
- 8) If you have not taken a course similar to the pre-requisite, you are not qualified to take that class.
- 9) If you have taken the pre-requisite, send your academic advisor a description of that pre-requisite course in English.
We need the course description(s) for any pre-requisite(s) to try to get you into the class.
Send these pre-requisite course descriptions with your class choice list.
- 10) Repeat this process and use this link to build your class schedule.
Schedule Builder: http://www.luc.edu/advising/pdfs/schedule_builder.pdf
You need at least four, 3 credit classes to be full-time (12 credits are needed to fulfill visa requirements).

Write down the name of each class, the class code, and the four digit number shown in parenthesis, for the class(es) you want.

For example, MGMT 201-202 Managing People and Organizations, 2514,
Pre-requisite: I am third year/junior and therefore have the pre-requisite of sophomore standing.

You will notice as you build your schedule, some classes are located at the Lake Shore Campus (LSC) and others are at the Water Tower Campus (WTC). Refer to the foot of the Schedule Builder for classroom locations. You will need at least one hour travel time between LSC and WTC classes. We have a free shuttle bus that runs regularly between both campuses. It is a great way to get to downtown Chicago, or to LSC.

To *Browse the Catalog* for Course Descriptions:

- 1) Login to LOCUS (instructions above)
- 2) "Sign in as a Visitor"
- 3) "Browse the Course Catalog"
- 4) Use the alpha range to explore the catalog
- 5) Write to us if you need advice on subject names or course equivalencies.

After reviewing classes in LOCUS, you can list five or six choices of the open classes you see and want. If there are courses that you need that are not open, please tell me that as well. Please include the four digit numbers for those classes.

If these are advanced level courses, remember we need your course descriptions for any pre-requisite courses.