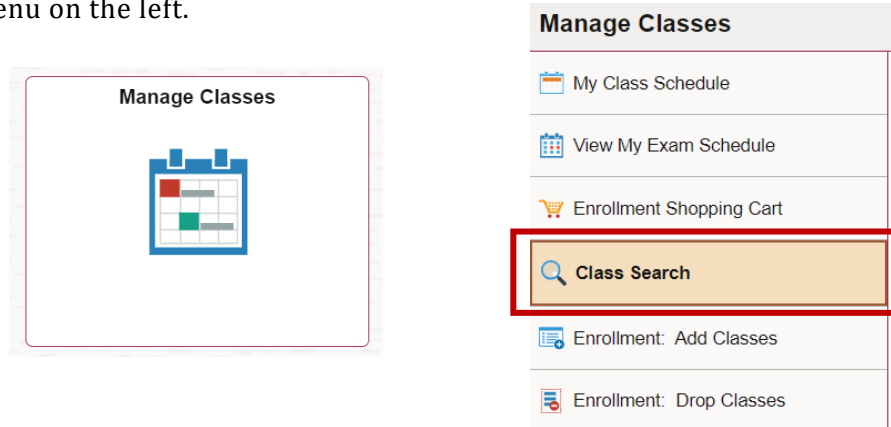




Enrolling in Courses

Before you begin – ensure you do not have any holds on your account that would impact your registration.

- 1.) Log into LOCUS and access the “Manage Classes” tile and then “Class Search” from the menu on the left.



- 2.) Find classes by entering search criteria such as Term, Subject and Course Number.
Note: If you do not know the 4-Letter Subject code, use the “select subject” button.

Search for Classes

Institution: Loyola University Chicago

Term:

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

Class Search

Subject:

Course Number: is exactly

Course Career:

Undergraduate CORE/Interdisciplinary Search

CORE/Intrdiscpl.:

CORE/Intrdiscpl. Values:

Class Search - Additional Search Options

Eng Lrn Categories, Honors, Writing:

☒ Show Open Classes Only

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Annotations:

- Select Term
- Course Subject
- Specific Course Number, If you know it
- OPTIONAL: These options allow you to narrow your search
- Leave this checked

- 3.) You may come across this message – you can select “OK” to continue or “Cancel” to refine your search criteria.

Student SS Warning

[Search for Classes](#)

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

OK

Cancel

- 4.) Search results will display as in the example below. Click on the Section Number to see the course details

Section Number -

Click here to see additional details about the course

**Green Circle =
Seats available**

**Additional Details – Date/Time,
Location, Instructor**

12 class section(s) found

▼ ACCT 201 - Introductory Accounting I

ACCT 201 - Introductory Accounting I

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Status
1181	101-LEC Regular	WTC	TuTh 8:30AM - 9:45AM	Schreiber Center - Room 201	Thomas Zeller	08/26/2024 - 12/14/2024	● Enroll Sec

ACCT 201 - Introductory Accounting I

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Status
1447	104-LEC Regular	WTC	MoWeFr 8:15AM - 9:05AM	Corboy Law Center - Room 421	Kevin Lee	08/26/2024 - 12/14/2024	● Enroll Sec

▼ ACCT 202 - Introductory Accounting II

ACCT 202 - Introductory Accounting II

Class	Section	Campus	Days & Times	Room	Instructor	Meeting Dates	Status
4922	104-LEC Regular	WTC	MoWeFr 8:15AM - 9:05AM	Schreiber Center - Room 525	Xiangpei Chen	08/26/2024 - 12/14/2024	● Enroll Sec

Note: The Status Options are

● Open

■ Closed

▲ Wait List

Open: Open seats available for enrollment.

Closed: Currently no seats left for enrollment.

Wait List: There are no available seats/the class is full. If individual(s) drop the class, you may have the option to enroll.

5.) To enroll in a class, click “Select Class” at the bottom of the page

ACCT 201 - 101 Introductory Accounting I
Loyola University Chicago | Fall 2024 | Lecture

Class Details			
Status	Open 	Career	Undergraduate
Class Number	1181	Dates	8/26/2024 - 12/14/2024
Session	Regular Academic Session	Grading	Graded Alpha
Units	3 units	Location	Water Tower Campus
Instruction Mode	In person	Campus	Water Tower Campus
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:30AM - 9:45AM	Schreiber Center - Room 201	Thomas Zeller	08/26/2024 - 12/14/2024

Enrollment Information

Enrollment Requirements	Prerequisite: Minimum 15 earned hours.
-------------------------	--

*Review important
Enrollment Requirements*

Class Availability

Class Capacity	45	Wait List Capacity	5
Enrollment Total	20	Wait List Total	0
Available Seats	25		

Wait list

Available Seats

Description

The major emphasis is on the development and reporting of accounting information for use by investors, creditors, and others. The student is required to develop skills in the preparation and use of accounting information and must demonstrate an understanding of the accounting process, and be able to evaluate the impact of estimates, alternative accounting principles, and the limitations of the accounting model on accounting information. Topics include: preparation and use of financial statements; the accounting process; and the measurement and reporting of income, assets, liabilities, and owner's equity.

Prerequisite: Minimum 15 earned hours.

Outcomes: The student will be able to understand the underlying principles, design, concepts, limitations, and the necessity of accounting systems; The student will gain an appreciation of the uses of financial data and financial statements and their impact on business decisions.

[View Search Results](#)

[Select Class](#)

6.) Click "Next" to continue with enrollment

[Search for Classes](#)

Add to Shopping Cart - Enrollment Preferences

Summer 2024 | Undergraduate | Loyola University Chicago
ACCT 201 - Introductory Accounting I

Class Preferences

ACCT 201-400 Lecture ● Open

Session Six Week - First

Career Undergraduate

Enrollment Information

- Prerequisite: MATH 100 and Pre/Co-requisite MATH 117 or Math Placement Test
- Prerequisite: Minimum 15 earned hours.

Wait List ☐ Wait list if class is full

Grading Graded Alpha

Units 3.00

[Cancel](#) [Next](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
400	Lecture	TuTh 5:30PM - 8:45PM	Online	Peter Kolos	05/20/2024 - 06/28/2024

NOTES

Class Notes Synchronous Class Meeting: Instruction will be delivered online synchronously following the days/times indicated on the schedule.

7.) The class will then be added to your LOCUS shopping cart. Repeat the above steps to add additional classes to your shopping cart.

[Search for Classes](#)

Class Detail

ACCT 201 - 400 Introductory Accounting I
Loyola University Chicago | Summer 2024 | Lecture

✓ ACCT 201 has been added to your Shopping Cart.

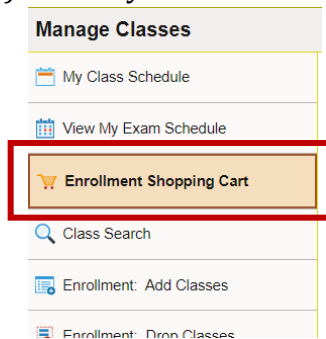
Class Details

Status	Open ●	Career	Undergraduate
Class Number	1063	Dates	5/20/2024 - 6/28/2024
Session	Six Week - First	Grading	Graded Alpha
Units	3 units	Location	Online Campus
Instruction Mode	Online	Campus	Online Campus
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
--------------	------	------------	---------------

8.) Access your “Enrollment Shopping Cart” on the menu on the left side of the screen.



9.) The class you selected will be in your shopping cart. Click the “Select” box and then the “Enroll” button.

[Shopping Cart](#)

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Summer 2024 | Undergraduate | Loyola University Chicago

☐ Open
 ☐ Closed
 ☐ Wait List

Add to Cart

Enter Class Nbr

Find Classes

☒ Class Search

☐ My Planner

Summer 2024 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
☐	ACCT 201-400 (1063)	TuTh 5:30PM - 8:45PM	Online	P. Kolos	3.00	●

for selected

10.) Select “Finish Enrolling”

[Shopping Cart](#)



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Summer 2024 | Undergraduate | Loyola University Chicago

☐ Open
 ☐ Closed
 ☐ Wait List

Summer 2024 Enrollment Shopping Cart

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 201-400 (1063)	Introductory Accounting I (Lecture)	TuTh 5:30PM - 8:45PM	Online	P. Kolos	3.00	●

11.) Read the Disclaimer, this must be accepted to move forward.

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.

Summer 2024

I accept responsibility for payment by the due date of all University charges assessed to my student account, including tuition and fees and late payment fees. I fully accept this debt as my personal financial responsibility. I acknowledge that non-attendance does not relieve me of financial responsibility for the classes in which I am enrolled.

I understand that Loyola will send an e-mail notification to my official @luc.edu e-mail account when my e-Bill is available for viewing. I understand that it is my responsibility to review my e-Bill and make payment by the due date stated in the statement. I agree to provide the Bursar's office with my current billing address and phone number at all times during which I continue to incur financial obligations to the University and/or I have an outstanding balance on my student account.

I also understand that in the event my account is past due, Loyola may assess a 1.5% monthly

☐ I Accept ☐ I Decline

12.) A  will appear in the Status if there was an issue with your registration along with an error message. A  will appear if the registration was successful.

3. View results

View the following status report for enrollment confirmations and errors

Summer 2024 | Undergraduate | Loyola University Chicago

 Success: enrolled

 Error: unable to add class

Summer 2024 Enrollment Shopping Cart

Class	Message	Status
ACCT 201	Error: You have already taken this class. Permission to take this class is required.	
ACCT 202	Success: This class has been added to your schedule.	

[Make a Payment](#)

[My Class Schedule](#)

[Add Another Class](#)

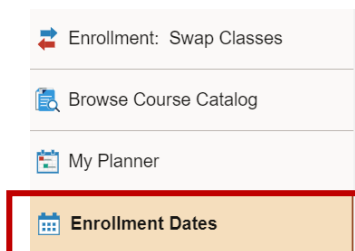


Common Issues with Enrollment

Why can't I enroll?

Common reasons include:

- You do not have a valid enrollment appointment:
An enrollment appointment is the time in which you can begin registering for the next term. To find out your enrollment appointment, click "Enrollment Dates" on the menu on the left side of the screen in the Manage Classes tile.



If you do not have an enrollment time, you will not see "Select Class" as an option on the course details page and when you are in your shopping cart, you will see that you do not have access to enrollment.

The major emphasis is on the development and reporting of accounting information for use by investors, creditors, and others. The student is required to develop skills in the preparation and use of accounting information and must demonstrate an understanding of the accounting process, and be able to evaluate the impact of estimates, alternative accounting principles, and the limitations of the accounting model on accounting information. Topics include: preparation and use of financial statements; the accounting process; and the measurement and reporting of income, assets, liabilities, and owner's equity.

Prerequisite: Minimum 15 earned hours.

Outcomes: The student will be able to understand the underlying principles, design, concepts, limitations, and the necessity of accounting systems; The student will gain an appreciation of the uses of financial data and financial statements and their impact on business decisions.



Shopping Cart

 You do not have access to enrollment at this time.

- There is a hold on your account

Class	Message	Status
ACCT 201	Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✗

- You need permission to take a course
- You do not meet the prerequisites

If you cannot resolve the error yourself, contact your advisor for assistance.



Swap/Drop Courses

If you wish to change class sections after you have successfully enrolled in classes, it is advisable to swap rather than separately drop and add.

The benefit of swapping is that if, for some reason, you are unable to get into your desired class you will retain your current seat. Dropping instantly removes you from the class section in which you are enrolled.

Swap a Class

To swap, click "Enrollment: Swap Classes" on the left of your screen. You can swap a currently enrolled class with another class section.

Manage Classes

- My Class Schedule
- View My Exam Schedule
- Enrollment Shopping Cart
- Class Search
- Enrollment: Add Classes
- Enrollment: Drop Classes
- Enrollment: Edit a Class
- Enrollment: Swap Classes**
- Browse Course Catalog
- My Planner
- Enrollment Dates

Swap a Class

1. Select a class to swap

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

Summer 2024 | Undergraduate | Loyola University Chicago

Swap This Class

Select from your schedule ACCT 202: Intro Accounting II

With This Class

Search for Class Class Search Search

----- OR -----

Select from Shopping Cart Select

----- OR -----

Enter Class Nbr Enter

Class Search

Shopping cart

4-5 digit class number

2. Confirm your selection

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

Summer 2024 | Undergraduate | Loyola University Chicago

▼ You are replacing this class

✓ Enrolled ⓧ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 202-400 (1507)	Intro Accounting II (Lecture)	TuTh 9:00AM - 12:15PM	Online	P. Kolos	3.00	✓

▼ With this class

● Open ■ Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 201-400 (1063)	Introductory Accounting I (Lecture)	TuTh 5:30PM - 8:45PM	Online	P. Kolos	3.00	●

Cancel

Finish Swapping

Drop a Class

To drop, click "Enrollment: Drop Classes" on the left of your screen. You can drop a currently enrolled class by checking the box under "Select" and then "Drop Selected Classes".

Manage Classes

- My Class Schedule
- View My Exam Schedule
- Enrollment Shopping Cart
- Class Search
- Enrollment: Add Classes
- Enrollment: Drop Classes**
- Enrollment: Edit a Class
- Enrollment: Swap Classes
- Browse Course Catalog
- My Planner

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Summer 2024 | Undergraduate | Loyola University Chicago

✓ Enrolled ⓧ Dropped ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☐	ACCT 202-400 (1507)	Intro Accounting II (Lecture)	TuTh 9:00AM - 12:15PM	Online	P. Kolos	3.00	✓

Drop Selected Classes