



LOYOLA  
UNIVERSITY  
CHICAGO

*Preparing people to lead extraordinary lives*

# Entering a Diploma Name



*Preparing people to lead extraordinary lives*

# Entering a Diploma Name through LOCUS

**LOCUS 2.0** Welcome njones2  
Loyola Home | LOCUS Home | Sign out

My Page | News | Online Forms

Miguel Unamuno

Search | Plan | Enroll | My Academics

### Apply for Graduation

#### Verify Graduation Data

Verify that all data is correct. If the academic program is incorrect, return to the start of the process. If the term is not correct, return to the start of the process. If the program is correct, click the Continue button to continue the process.

You have no holds on your account

Program	Undergraduate Arts & Sciences	Career	Undergraduate
Degree	Minor		
	Minor	Undergraduate Minor	
	Minor	Biology	
	Minor	Mathematics	
Degree	Bachelor of Science		
	Major	Chemistry: Biochemistry	

[Refresh Name/Address](#)

Miguel Unamuno

1530 North Southern Avenue  
Chicago IL 60612

Your diploma will be mailed to your Permanent Address as recorded in LOCUS. Your Permanent Address is shown at the right. If changes are needed, click on the Permanent Address link to open a new Address Change window. When you have completed your updates, close the window to return to this page.

Your name will appear on your diploma as shown on the right. If changes are needed, click on the Add/Update Diploma Name to open a new Name window. When you have completed your updates, close the window to return to this page.

[Update Permanent Address](#)   [Add/Update Diploma Name](#)

Last update: 12/18/2008 11:47:41AM   Will attend graduation:    [Save answers](#)

Done   Internet   100%

1.) Click "Add/Update Diploma Name."



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If a “Diploma” name type is not entered, diplomas will read the “Primary” name type. Also, if you need to enter diacritical marks, you can cut and paste into LOCUS from a word processing program.

If a Diploma name differs significantly from the Primary name, a change of name request must be filled out in the Office of Registration and Records.

2.) Click “Add a New Name.”



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PRE-production LOCUS - Windows Internet Explorer  
https://walnut2.luc.edu:5621/psp/pa89pre\_1/EMPLOYEE/CS90PRE/c/CC\_PORTFOLIO.SS\_CC\_NAMES.GBL?Page=SS\_C<...>

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Miguel Unamuno  
Names

**Add a new name**  
Enter your name information below. Each name must have a type associated with it to indicate how you use that name.  
You may include diacritical marks by cutting and pasting from a word processor. from your Primary Name, a Name Change Request must be filed in the Office of example, if you are adding a Name - Middle or Last - or if you are adding a suffix Change Request must be completed.)  
Suffixes for Diploma Name are limited to those that should be included as part of Prefixes are not used as part of the Diploma Name.

**Add a new name**

Name Type:   
Format Using:   
Prefix:   
First Name:  Middle Name:   
Last Name:   
Suffix:   
Date new name will take effect:  (example: 12/31/2000)  
  
[Return to Current Names](#)

3.) Select "Diploma" Name Type.

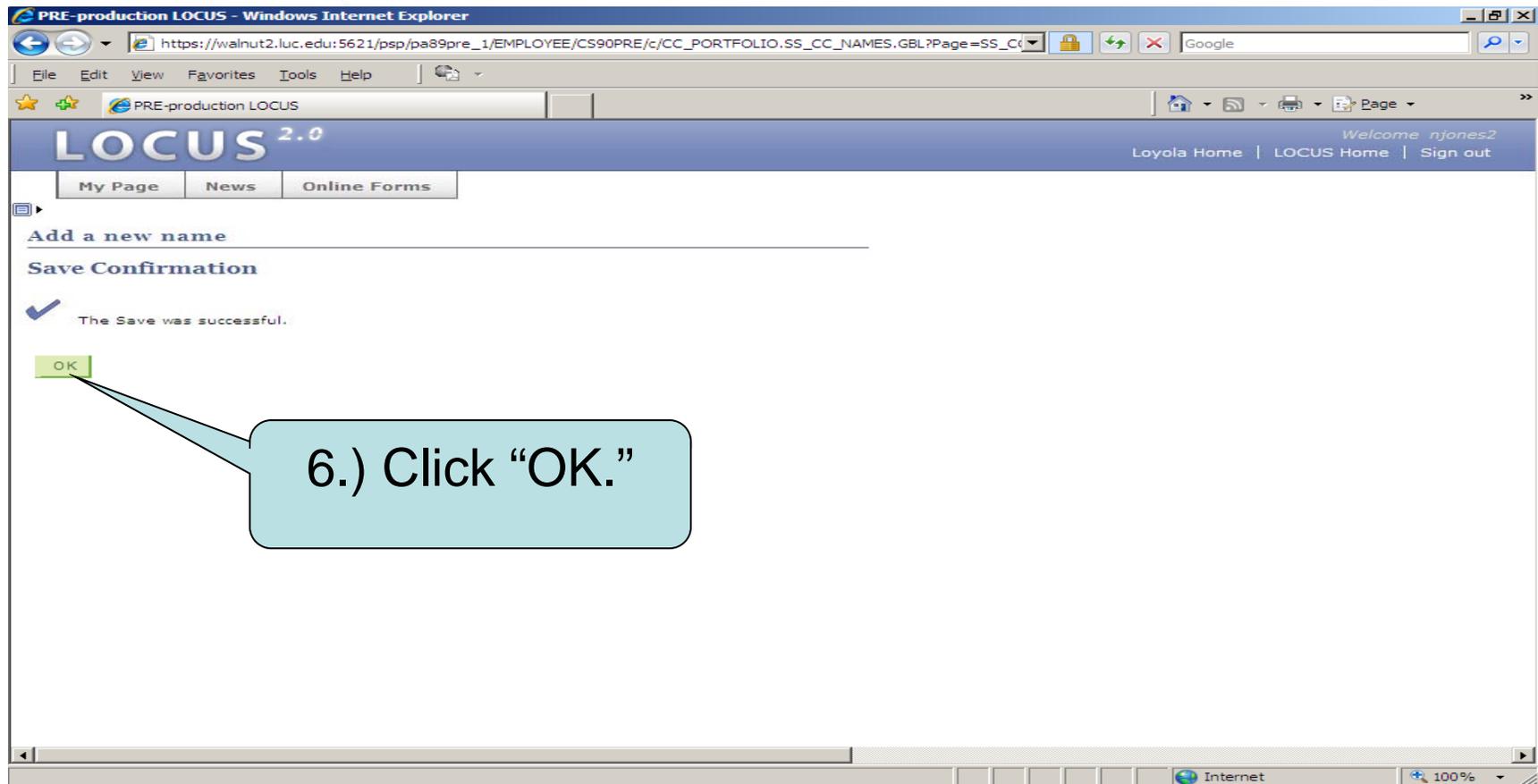
4.) Enter diploma name.

5.) Click "Save".

Suffixes for Diploma Name are limited to those that are included as part of a legal name (I, II, III, IV, Jr., Sr.) Prefixes are not used as part of the Diploma Name.



# Entering a Diploma Name through LOCUS



The screenshot shows a web browser window titled "PRE-production LOCUS - Windows Internet Explorer". The address bar contains the URL: [https://walnut2.luc.edu:5621/psp/pa89pre\\_1/EMPLOYEE/CS90PRE/c/CC\\_PORTFOLIO.SS\\_CC\\_NAMES.GBL?Page=SS\\_Ck](https://walnut2.luc.edu:5621/psp/pa89pre_1/EMPLOYEE/CS90PRE/c/CC_PORTFOLIO.SS_CC_NAMES.GBL?Page=SS_Ck). The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header for "LOCUS 2.0" includes a navigation menu with "My Page", "News", and "Online Forms". On the right side of the header, it says "Welcome njones2" and provides links for "Loyola Home", "LOCUS Home", and "Sign out". The main content area displays "Add a new name" followed by a "Save Confirmation" message: "The Save was successful." with a green checkmark icon. Below the message is a green "OK" button. A light blue callout box with a pointer to the "OK" button contains the text "6.) Click 'OK.'". The browser's status bar at the bottom shows "Internet" and "100%" zoom.

