REGISTRATION TRAINING

The Emory Law Registrar will guide students on how to use OPUS in order to register for classes.

This will be your LAST opportunity to ask registration related questions.
Please note that this manual is intended to be a guide that provides basic information. It is not designed to cover every situation encountered when using the OPUS system. If you experience difficulties, we invite you to either contact the Law Registrar directly at lawregistrar@emory.edu or send an email to opushelp@emory.edu.

The enrollment feature for this training is a TOOL
• It can be used to configure your upcoming schedule prior to your enrollment appointment by showing you time conflicts, total credit hours, etc.
• This tool does not guarantee you will be enrolled into the classes you have placed in your shopping cart.
• This tool does not assume which classes you consider high priority to attempt enrolling in first.
HOW TO REGISTER FOR CLASSES:

STEP 1: Navigate to the Law Registrar page http://law.emory.edu/academics/registrar/index.html

STEP 2: Expand the Registrar menu and click on “Class Schedules”
Ready to Register? Expand the Resources menu and select OPUS to redirect to your student portal.

Not sure what to choose? Look at the course descriptions under the Academic Catalog for more information.
Logging onto OPUS http://www.opus.emory.edu.

Enter your NET ID. (This is the same ID that you use for your email account.) For instance, if your email address were imalawstudent@emory.edu, your Login ID would be “imalawstudent”.

Enter your password. (This should be the same as the password you use to access your email account.)

If you receive an error message after entering your correct Login ID and Password, please contact the Information Technology Division at 404-727-7777 or visit their website at http://it.emory.edu OR use one of the helpful links located on OPUS the log-in page.
Select the “Course Planning and Enrollment” tile to enroll in classes.

The enrollment process begins with the “Class Search and Enroll” option. Select the Term for which you are enrolling.
Enter the search criteria in the “Search For Classes” search bar and click the “>>”.

Under the “Recently Viewed” section, you will see classes you have recently searched for and selected. This feature provides a convenient way to view class options for a previously searched class.

Search for class MATH 111 shows that there are six class options (sections) available for this course. On the left are criteria for further filtering the search results. Select MATH 111 to see all of the class options.
Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that two of the classes are open, three are waitlisted, and one is closed.

To enroll in a class select one of the class options.

Expand the “Course Information” section to see a description of the course.
When you select your class option you will then be guided through a series of steps to enroll in the class.

Step 1 is to review your selection.

Once reviewed, click the “Next” button to proceed to the next step.

Step 2 is to review the class preferences.

Here you can indicate your desire to be placed on a waitlist if a class is full (in waitlist status).

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class

Once you have completed your preference selections click the “Accept” button to proceed to the next step.
Step 3 gives you the option to either enroll in the class or add the class to your shopping cart for enrollment later.

Select the “Enroll” option.

Click the “Next” button to proceed to the next step.

Step 4 is a final review and submission of your enrollment request.

After reviewing, click the “Submit” button.

Select “Yes” to confirm that you want to submit this enrollment or “No” to cancel.
You should then receive a message stating that your enrollment was successful.
Select the “Course Planning and Enrollment” tile to *enroll in classes from the course catalog*.

Select the “Browse Course Catalog” option and search for a course.
The search for class MATH 111 brings up relevant courses from the Course Catalog.

On the left are criteria for further filtering the search results.

Select MATH 111 to see the course detail.

Here you have the option of either viewing classes (by term) or adding the course to your planner.

Click the “View Classes” button.
Select a term to see the class options for that term.

Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that two of the classes are open, while none are waitlisted or closed. To enroll in a class select one of the class options.
When you select your class option, you will then be guided through a series of steps to enroll in the class.

Step 1 is to review your selection.

Once reviewed, click the “Next” button to proceed to the next step.

Step 2 is to review the class preferences.

Here you can indicate your desire to be placed on a waitlist if a class is full (in waitlist status).

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class.

Once you have completed your preference selections click the “Accept” button to proceed to the next step.
Step 3 gives you the option to either enroll in the class or add the class to your shopping cart for enrollment later.

Select the “Enroll” option.

Click the “Next” button to proceed to the next step.

Step 4 is a final review and submission of your enrollment request.

After reviewing, click the “Submit” button.
Select “Yes” to confirm that you want to submit this enrollment or “No” to cancel.

You should then receive a message stating that your enrollment was successful.
Select the “Course Planning and Enrollment” tile to validate and enroll in classes from your shopping cart.

Select the “Shopping Cart” option to access your shopping cart.

From your shopping cart you can choose to enroll, delete, or validate your classes.
To validate a class, select your class and click the validate button.

You will then receive a validation message for the selected class.

To delete a class, select the class and click the delete button.
Select “Yes” to confirm that you want to delete the class from your shopping cart.

To enroll in a class, select the class and click the enroll button.

Select “Yes” to confirm that you want to enroll in the class.
You should then receive a message stating that you have successfully enrolled in the class.
Select the “Course Planning and Enrollment” tile to *drop classes*.

The drop process begins with the “Drop/Swap/Update Classes” option.

Click “Drop/Swap/Update Classes” option to display each option for selection.

Select the “Drop Classes” option.

You will then be guided through a series of steps to drop classes.
Step 1 is to Select the classes you wish to drop.

After you select your class, click the “Next” button to proceed to the next step.

Step 2 is to review the classes you have selected to drop.

Once you have reviewed your classes, click the “Drop Classes” button.

Select “Yes” to confirm that you want to drop these classes or “No” to cancel.
You should then receive a message stating that your classes have been dropped.
Select the “Course Planning and Enrollment” tile to swap classes.

The swap process begins with the “Drop/Swap/Update Classes” option.

Click “Drop/Swap/Update Classes” option to display each option for selection.

Select the “Swap Classes” option.
Select the class from your schedule that you wish to swap out of.

Next, you can select from the shopping cart or if you know the class number you want to swap into, you can enter it in the “Enter Class Number” section.

Next, click the “Search” button.

If class number is blank you will be directed to “Class Search” to search for a class to swap into.

If you entered a class number you will be taken directly to that class.

Enter the search criteria in the “Search For Classes” search bar and click the “>>”.
Search for class MESAS 338 shows that there is one class option (section) available for this course.

On the left are criteria for further filtering the search results.

Select MESAS 338 to see the class options.

Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that the one class section available is open.

Select this class option to swap into this class.
Expand the “Course Information” section to see a description of the course.

When you select your class option, you will be guided through a series of steps to complete the swap.

Step 1 is to review your selection.

Once reviewed, click the “Next” button to proceed to the next step.
Step 2 is to review the class preferences.

Here you can indicate your desire to be placed on a waitlist if a class is full (in waitlist status).

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class.

Once you have completed your preference selections click the “Accept” button to proceed to the next step.

Step 3 is a final confirmation and submission of your swap request.

After confirming, click the “Submit” button.
Select “Yes” to confirm that you want to submit this swap request or “No” to cancel.

You should then receive a message stating that your swap was successful.
Select the “Course Planning and Enrollment” tile to update classes.

The update process begins with the “Drop/Swap/Update Classes” option.

Click “Drop/Swap/Update Classes” option to display each option for selection.

Select the “Update Classes” option.
OPUS – UPDATE CLASSES

Select the class you wish to update.

You will then be guided through a series of steps to update a class.

Step 1 is to update the class preferences.

Once you have made your changes, click the “Accept” button.
Step 2 is to review and submit your changes.

In the example above, the Grading Basis was changed from “graded” to “Satisfactory/Unsatisfactory”.

Once you have reviewed your changes, click the “Submit” button.

Select “Yes” to confirm that you want to update the class or “No” to cancel.
You should then receive a message stating that your class has been updated.