

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”

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Calendars and Schedules

The Spring 2017 schedule of classes is listed in alphabetical order to simplify locating course information. To print a hard copy of a schedule, click the "Print" button at the top of each section.

NOTES:

- The schedule is subject to change so be sure to confirm the days/times in OPUS.
- Be sure to check the Course Descriptions for prerequisites, caps, and other pertinent information.
- When reviewing the Exam Schedule, please refer to the Academic Catalog > EXAMS for the policies governing exams, including exam conflicts, make-ups, the Conduct Code, etc.)

Spring 2017 1L Course Schedule (as of 12/27/16-edits are in bold)

Spring 2017 Upper Level Course Schedule (as of 01/01/17-edits are in bold)

Spring 2017 Exam Schedule (as of 10/21/16)

1L Fall 2016 Course Schedule (as of 8/15/16)

Fall 2016 Upper Level Class Schedule (as of 8/16/16)

Fall 2016 Exam Schedule - Updated 11/21



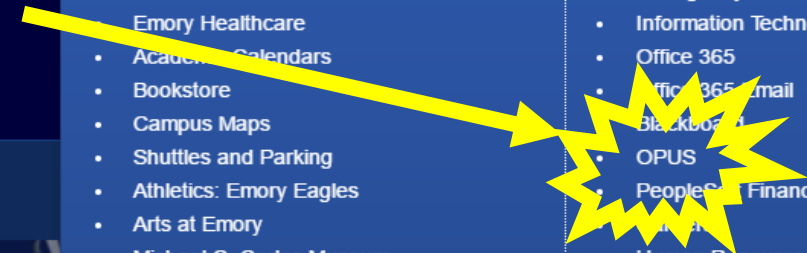
Ready to Register?
Expand the Resources menu
and select OPUS to redirect
to your student portal.

RESOURCES

- Administrative Offices
- Emory Healthcare
- Academic Calendars
- Bookstore
- Campus Maps
- Shuttles and Parking
- Athletics: Emory Eagles
- Arts at Emory
- Michael C. Carlos Museum
- Emory News Center
- Emory Report

RESOURCES

- Emergency Contacts
- Information Technology (IT)
- Office 365
- Office 365 Email
- Blackboard
- **OPUS**
- PeopleSoft Financials: Compass
- PeopleSoft HR
- Human Resources
- Emory Alumni Association



Not sure what to choose?
Look at the course descriptions
under the Academic Catalog
for more information.

- ▼ Registrar
 - ▼ Academic Catalog
 - Course Descriptions
 - Graduate Policies
 - Experiential Course Listing
 - Academic Calendar

Calendars and Schedules

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Spring 2017 1L Course Schedule (as of 12/27/16-edits are in bold)

Spring 2017 Upper Level Course Schedule (as of 01/01/17-edits are in bold)

Print

CLASS NBR.	COURSE NBR.	COURSE NAME	PROFESSOR	ROOM	DAYS	BEGINS	ENDS
5703	LAW 825A	14th Amendment: Hist. Persp.	Dinner	5F	T / W	3:45PM	5:15PM
3395	LAW 679	Access to Justice W/S	Costa	1F	M	4:00PM	6:00PM
5699	LAW 842A	Adv. Intl Negotiations	Balian / Crick	5G	M	4:15PM	7:15PM
3290	LAW 657	Adv. Legal Rsch (01/02/17 to 02/13/17)	Reid	5K	TH	1:30PM	3:30PM

Click to expand the course listings and review the available courses and schedules.

Logging onto OPUS <http://www.opus.emory.edu>.

EMORY UNIVERSITY | **OPUS**
Online Pathway to University Students

Notice: DUO two-factor authentication is now required to log in to OPUS from outside of the Emory network. Instructions for enrolling are available at it.emory.edu/duo. If you need assistance, contact the service desk: 404-727-7777.

Enrollment in Duo two-factor authentication is not required for OPUS users who are current applicants, guest accounts, or students who are no longer enrolled at Emory.

Network ID

Password

Login

Obtain Network ID and Password.
Trouble Signing In?
View Browser Compatibility.

Note: To ensure the confidentiality and protect the integrity of sensitive information within the system, you **must** close the browser after logging out of each session.

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.

Review Enrollment Dates: Shopping Cart (a.k.a. Validation Appointment) and Enrollment Appointments days/times are viewable in your Student Center.

The Law School assigns multiple appointments for enrollment:

Pre-registration (“shopping cart”) = add classes to your shopping cart to configure a schedule and to view any time conflicts, required permission, etc. for your desired courses. Enrollment into the courses is **not** guaranteed so have a back-up plan!

Pre-Selection Block = special registration appointment for Seminars, Doing Deals, etc.

General Registration Block = 24-hour enrollment window from 9:00PM – 9:00PM assigned by academic level, 16 credit hours.

Open Registration Block = open Enrollment (*students may add or swap classes with open seats and appropriate permission to their schedule, up to the allowed credit limit. Closed classes will **not** be opened to accommodate extra students.*)

PLAN ACCORDINGLY!

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the Fall 2014 Regular Academic Session is available for use beginning March 18, 2014.

Enrollment Appointment
You may begin enrolling for the Fall 2014 Regular Academic Session on April 14, 2014.

[details](#)

Enroll | My Academics | Degree Planning | Request Emory Transcript

add | drop | swap | edit | term information

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

Fall 2014 | Undergraduate Emory College | Emory University [change term](#)

Shopping Cart Appointments Example - Shopping Cart opens from 3/18/14 until 9/3/14

Session	Appointment Begins	Appointment Ends
Regular Academic Session	March 18, 2014 7:00AM	September 3, 2014 11:59PM

Enrollment Appointments Example: Enrollment only available during these dates and time.

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units
Regular Academic Session	June 17, 2014 7:45PM	June 19, 2014 11:59PM	22.00	22.00	22.00
Regular Academic Session	June 25, 2014 12:01AM	July 24, 2014 11:59PM	22.00	22.00	22.00
Regular Academic Session	August 27, 2014 12:01AM	September 3, 2014 11:59PM	22.00	22.00	

Open Enrollment Dates by Session Example: Open Enrollment available on date range without any time restriction.

Session	Begins On	Last Date to Enroll
Regular Academic Session	August 27, 2014	September 3, 2014

Term Enrollment Limits

Max Total Units	Max No GPA Units
22.00	22.00

[SHOPPING CART](#) [ADD CLASSES](#)

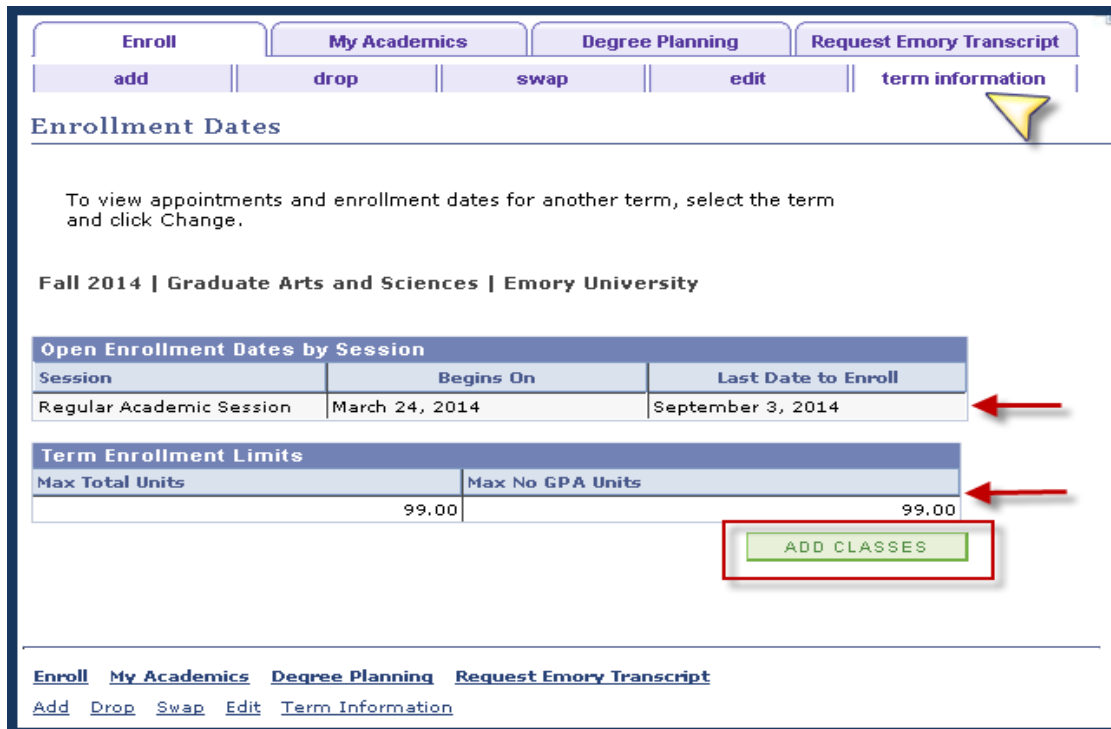
Enroll | My Academics | Degree Planning | Request Emory Transcript

Add | Drop | Swap | Edit | Term Information

Search and Add Classes to the Shopping Cart:

Search Method #1:

If still viewing your enrollment appointment information under the Term Information Tab, simply select the “Add” tab on the far left.



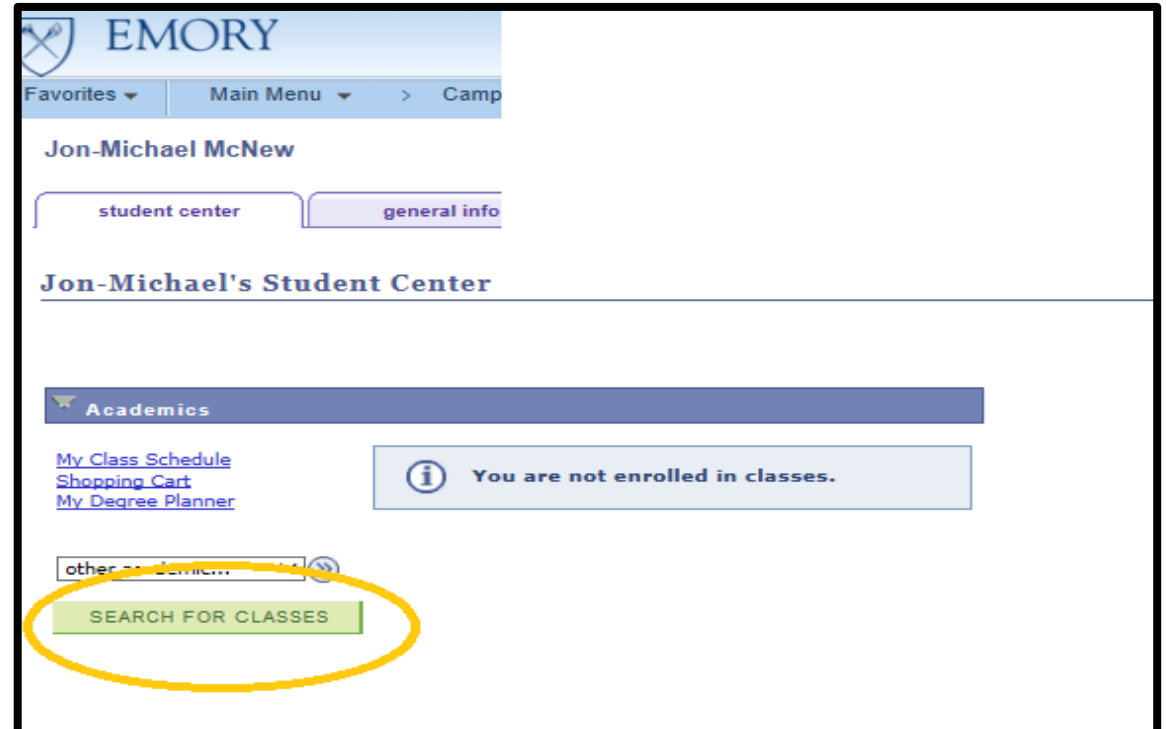
The screenshot shows the 'Enrollment Dates' page for Fall 2014. At the top, there are tabs for 'Enroll', 'My Academics', 'Degree Planning', and 'Request Emory Transcript'. Below these are sub-tabs: 'add', 'drop', 'swap', 'edit', and 'term information'. A yellow arrow points to the 'term information' tab. The page content includes a section for 'Open Enrollment Dates by Session' with a table showing the 'Regular Academic Session' starting on March 24, 2014, and ending on September 3, 2014. A red arrow points to this table. Below that is a 'Term Enrollment Limits' table showing a 'Max Total Units' of 99.00 and a 'Max No GPA Units' of 99.00. A red arrow points to the 'Max No GPA Units' value. A green button labeled 'ADD CLASSES' is highlighted with a red box. At the bottom, there are links for 'Enroll', 'My Academics', 'Degree Planning', and 'Request Emory Transcript', with sub-links for 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'.

Session	Begins On	Last Date to Enroll
Regular Academic Session	March 24, 2014	September 3, 2014

Max Total Units	Max No GPA Units
99.00	99.00

Search Method #2:

From your Home Page, click “Enroll” under the **Academics** Tab and select the appropriate term and CONTINUE.



The screenshot shows the Emory student center page for Jon-Michael McNew. At the top, there is the Emory logo and navigation links for 'Favorites', 'Main Menu', and 'Camp'. Below this, there are tabs for 'student center' and 'general info'. The page title is 'Jon-Michael's Student Center'. Under the 'Academics' section, there are links for 'My Class Schedule', 'Shopping Cart', and 'My Degree Planner'. A message box states 'You are not enrolled in classes.' At the bottom, there is a search bar with the text 'other...' and a green button labeled 'SEARCH FOR CLASSES' which is circled in yellow.

Targeted Search:

The simplest method for locating your classes in OPUS is to first go to Registrar's page

<http://law.emory.edu/academics/registrar/index.html>

and look at the Class Schedule for the current or upcoming semester. Write down the 4-digit class number for each class. Enter the 4-digit number in the box and click ENTER.

James Dooley go to ...

Enroll My Academics Degree Planning Search

add drop swap edit term information graduate business bidding

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2008 | Undergraduate Emory College | Emory University [change term](#)

Open Closed

Add to Cart: **Fall 2008 Shopping Cart**

Enter Class Nbr
 [enter](#)

Your enrollment shopping cart is empty.

[search](#) ←

Open Search:

When searching for classes make sure you are searching the correct semester and have checked the box that says **“Show Open Classes Only.”** From there you can search by Subject, Course Number, Start/End Time, Class Number, Days of Week, Instructor's Name, Course Keyword (if you're not sure of the entire class name), Min/Max Units (Credit Hours), Campus, and/or Location.

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

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

Class Search

Subject Law

Course Number

Course Career

Show Open Classes Only

Requirement Designation

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Mode of Instruction

Campus

Location

Open Entry/Exit Classes Only

[CLEAR](#) [SEARCH](#)

Choose the classes you're interested by clicking on "Select Class", set your enrollment preferences if available, then add them to your shopping cart by clicking NEXT.

NOTE If you didn't check the option "Show Open Classes Only", pay close attention to the symbols next to the class as they will tell you whether the class is Open or Closed.

The following classes match your search criteria Course Subject: **Economics**, Course Number greater than or equal to '200', Show Open Classes Only: **Yes**

[Click here to view more details about the class](#)

Open Closed

Class Status

28 class section(s) found

▼ **ECON 212 - Intermediate Macroeconomics**

Class	Section	Days & Times	Room	Instructor	Req Desig	Status	
4431	001-LEC Regular	MoWe 11:30AM - 12:45PM	White Hall 103	Jong Kim		<input checked="" type="radio"/>	select

Class Detail

ECON 212 - 001 Intermediate Macroeconomics
Emory University | Fall 2014 | Lecture

Class Details

Status	<input checked="" type="radio"/> Open	Course ID	004811
Class Number	4431	Offer Nbr	1
Session	Regular Academic Session	Career	Undergraduate Emory College
Units	3 units	Dates	8/27/2014 - 12/9/2014
Class Components	Lecture Required	Grading	Student Option
		Location	Atlanta Campus
		Campus	Atlanta Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 11:30AM - 12:45PM	White Hall 103	Jong Kim	08/27/2014 - 12/09/2014

Enrollment Information

Enrollment Requirements This course requires ECON_OX 100 or ECON 101 or BUS 201 AND ECON 112 or ECON_OX112 AND MATH 111, or MATH OX 111 MATH 119 or MATH 115 or MATH 116 or MATH_OX 180 or MATH_OX 110A/B or equivalent transfer credit as a prerequisite.

Class Availability

Class Capacity	50	Wait List Capacity	0
Enrollment Total	49	Wait List Total	0
Available Seats	1		

Textbook/Other Materials

Textbooks to be determined

[Return to Add Classes](#) [VIEW SEARCH RESULTS](#) [SELECT CLASS](#)

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2014 | Undergraduate Emory College | Emory University

ECON 212 - Intermediate Macroeconomics

Class Preferences

ECON 212-001 **Lecture** Open

Permission Nbr

Grading Graded

Units 3.00

Session Regular Academic Session

Career Undergraduate Emory College

Enrollment Information

- This course requires ECON_OX 100 or ECON 101 or BUS 201 AND ECON 112 or ECON_OX112 AND MATH 111, or MATH OX 111 MATH 119 or MATH 115 or MATH 116 or MATH_OX 180 or MATH_OX 110A/B or equivalent transfer credit as a prerequisite.

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 11:30AM - 12:45PM	White Hall 103	Jong Kim	08/27/2014 - 12/09/2014

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ECON 212 has been added to your Shopping Cart.

Fall 2014 | Undergraduate Emory College | Emory University [change term](#)

Open Closed

Add to Cart:

Enter Class Nbr [enter](#)

Find Classes

Class Search

My Requirements

My Planner

[search](#)

Fall 2014 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ECON 212-001 (4431)	MoWe 11:30AM - 12:45PM	White Hall 103	Jong Kim	3.00	<input checked="" type="radio"/>

[PROCEED TO STEP 2 OF 3](#)

DISCLAIMER: ADDING CLASSES TO YOUR SHOPPING CART DOES NOT GUARANTEE YOUR ENROLLMENT INTO THE CLASS. ENROLLMENT IS STRICTLY BASED ON AVAILABLE SEATS AT THE TIME OF YOUR DESIGNATED APPOINTMENT.

EXCEPTIONS WILL NOT BE GRANTED.

When your enrollment period is open, **SELECT** the preferred class or classes from the **Shopping Cart** and click the **ENROLL** button. Only select those that are of utmost priority to attempt enrolling in first. If you do not have a preference then click “Proceed to Step 2 of 3” to attempt enrolling in your shopping cart classes. The system will attempt to enroll you in each class alphabetically.

NOTE: Though the course may show as open at the time you click enroll, there is no guarantee that you will be enrolled as the seats could be filled before your transaction has finished processing.

Fall 2014 | Undergraduate Emory College | Emory University change term

Open Closed

Add to Cart:
 Enter Class Nbr enter
 Find Classes
 Class Search
 My Requirements
 My Planner
search

Fall 2014 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	SPAN 101-02P (3502)	TuWeThFr 11:00AM - 11:50AM	1462 Clifton Rd 100A	Rebecca Kaplan	4.00	<input checked="" type="checkbox"/>

for selected: delete validate enroll

“Validate” your enrollment to confirm there are no time conflicts or other potential errors.

Shopping Cart

Fall 2015 | Law | Emory University

Open Closed

Fall 2015 Shopping Cart

Class	Days/Times	Room	Instructor	Units	Status
LAW 632X-12A (5260)	MoWe 8:45AM - 10:15AM	Gambrell Hall 5F	Julie Seaman	3.00	<input type="checkbox"/>
LAW 635-02A (5257)	Mo 2:00PM - 4:00PM	Gambrell Hall 5A	Melissa Carter	2.00	<input checked="" type="checkbox"/>

My Fall 2015 Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
LAW 632X-13A (5313)	Evidence (Lecture)	TuTh 2:00PM - 3:30PM	Gambrell Hall - 1E	Mark Goldfeder	3.00	<input checked="" type="checkbox"/>
LAW 648-04A (5248)	Adv'd Legal Writing & Editing (Lecture)	Mo 4:15PM - 6:15PM	Gambrell Hall- Tull Auditorium	Timothy Terrell	2.00	<input checked="" type="checkbox"/>
LAW 648-LB5 (5345)	Adv'd Legal Writing & Editing (Laboratory)	Tu 10:30AM - 11:30AM	Gambrell Hall - 5K	Timothy Terrell		<input checked="" type="checkbox"/>
LAW 668-000 (5309)	Employment Law (Lecture)	Mo 6:15PM - 8:15PM	Gambrell Hall 5E	Charles Geoffrey Weirich	2.00	<input checked="" type="checkbox"/>
LAW 701-02A (5243)	Administrative Law (Lecture)	MoWe 10:30AM - 12:00PM	Gambrell Hall 5C	Alexander Volokh	3.00	<input checked="" type="checkbox"/>
LAW 736B-000 (5865)	Global Public Health Law (Lecture)	Tu 4:00PM - 6:00PM	Gambrell Hall - 1D	Staff	2.00	<input checked="" type="checkbox"/>
LAW 741-000 (5637)	Remedies (Lecture)	TuTh 8:45AM - 10:15AM	Gambrell Hall - 1B	David Partlett	3.00	<input checked="" type="checkbox"/>

Finish Enrolling: To complete your enrollment, select **Finish Enrolling**. The final step will reveal whether the class or classes added were successful or if an error occurred. Click **my class schedule** to view the classes that have been successful.

The **Add Class** page will reappear. Select the correct semester and click on Continue; then search, if necessary, to locate another class.

Add Classes 1-2-3

2. **Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2014 | Undergraduate Emory College | Emory University

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ECON 212-001 (4431)	Intermediate Macroeconomics (Lecture)	MoWe 11:30AM - 12:45PM	White Hall 103	Jong Kim	3.00	●

CANCEL PREVIOUS **FINISH ENROLLING**

Shopping Cart 1-2-3

3. **View results**

View the following status report for enrollment confirmations and errors:

Fall 2014 | Undergraduate Emory College | Emory University

Success: enrolled Error: unable to add class

Class	Message	Status
JPN 101	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
SPAN 101	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	✗

MY CLASS SCHEDULE ADD ANOTHER CLASS

go to ... >>

If a red X appears next to one or more of your course selections be sure to read the message to identify the issue.