

# 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](mailto:lawregistrar@emory.edu) or send an email to [opushelp@emory.edu](mailto: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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### Academics

› Master of Laws

Doctor of Juridical Science

Joint Degrees

Experiential Learning

› Academic Engagement

› Academic Programs

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**Class Schedules**

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### Academics

› Juris Doctor

› Juris Master

› Master of Laws

Doctor of Juridical Science

Joint Degrees

Experiential Learning

› Academic Engagement

› Academic Programs

› Clinics

## 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



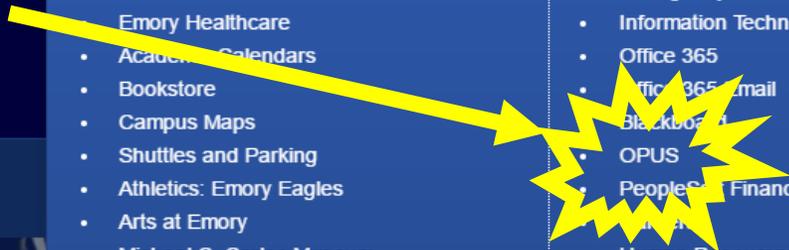
Ready to Register?  
Expand the Resources menu  
and select OPUS to redirect  
to your student portal.

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



### 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)

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

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

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](http://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

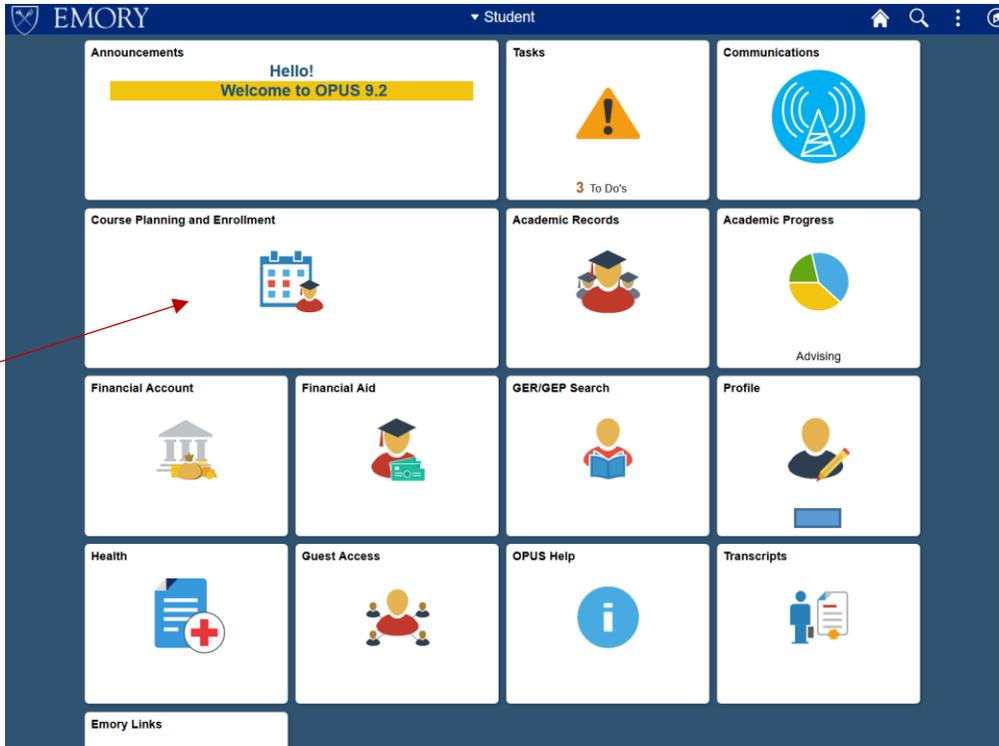
Obtain Network ID and Password.  
Trouble Signing In?  
View Browser Compatibility.

**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.

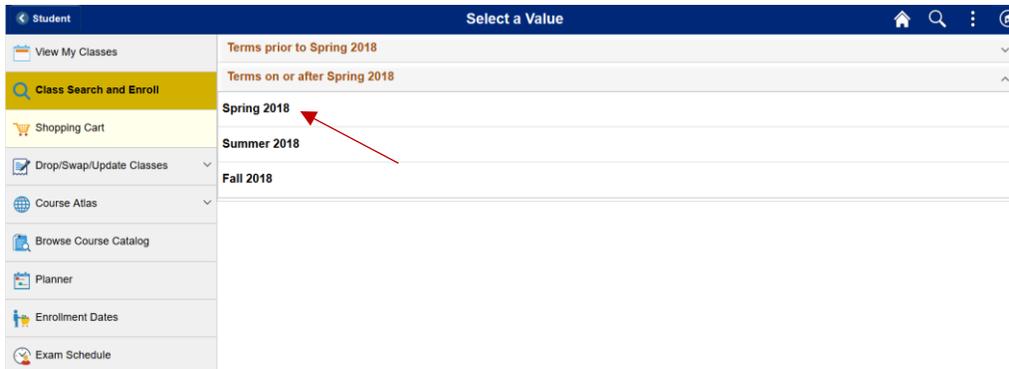
Enter your NET ID. *(This is the same ID that you use for your email account.)* For instance, if your email address were [imalawstudent@emory.edu](mailto:imalawstudent@emory.edu), your Login ID would be “imalawstudent”.

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.

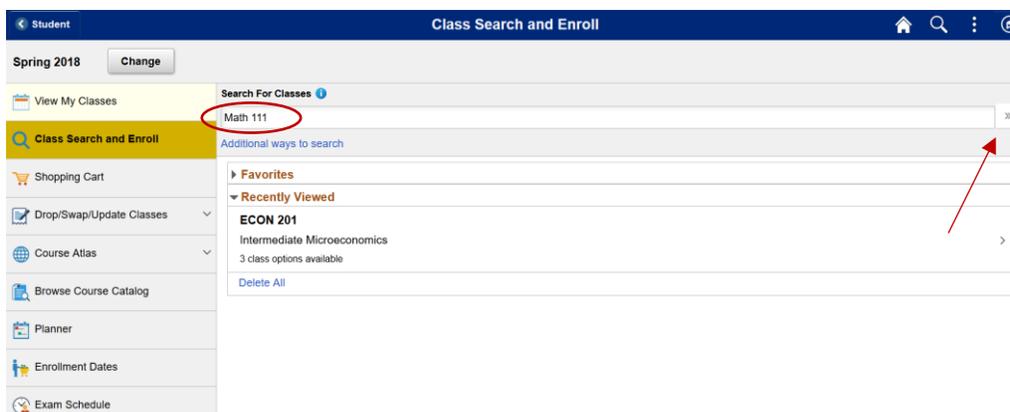


Select the “Course Planning and Enrollment” tile to *enroll in classes*.



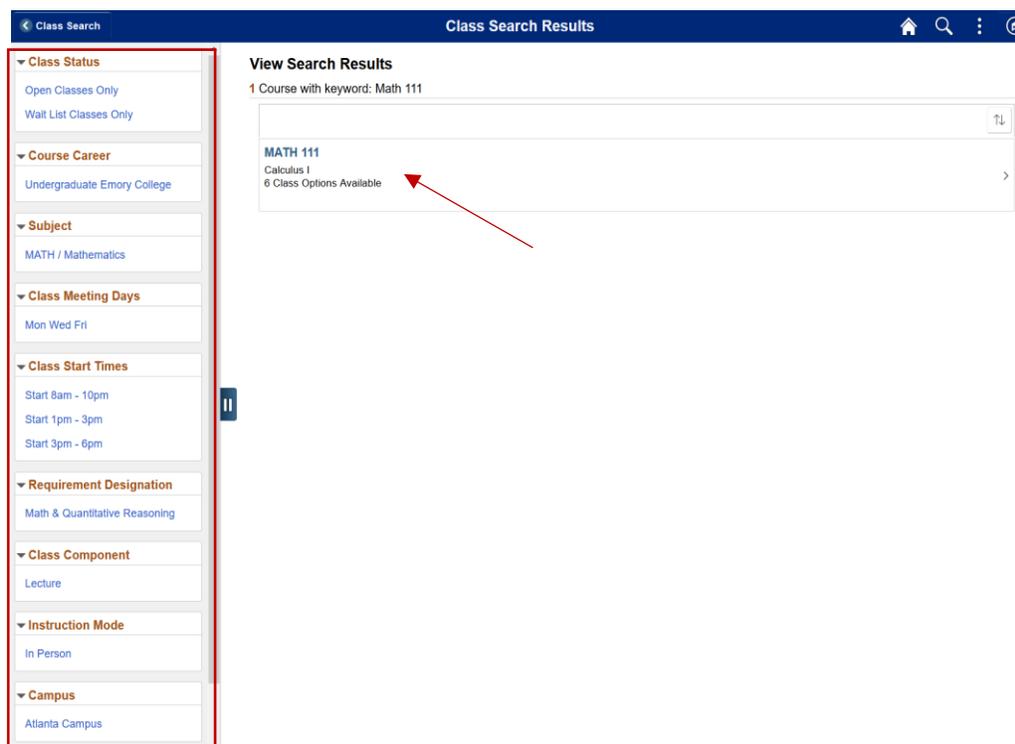
The enrollment process begins with the “Class Search and Enroll” option.

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.

# OPUS – ENROLL IN CLASSES

**MATH 111**  
Calculus I  
★ Add to favorite courses  
▶ Course Information  
▼ Class Selection

Select a class option Selected Filters 6 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1862 - 1	01/17/2018 - 04/30/2018	Monday Wednesday Friday 8:00AM to 8:50AM	Math & Science Center - W301	Allison Louie	Open Seats 1 of 28
2	Open	Regular Academic Session	Lecture - 1867 - 6	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	Alex Viguerie	Open Seats 13 of 38
3	Wait List	Regular Academic Session	Lecture - 1864 - 3	01/17/2018 - 04/30/2018	Monday Wednesday Friday 3:00PM to 3:50PM	Math & Science Center - W304	Madeline Locus Dawsey	Waitlist Available Places 999 of 999
4	Wait List	Regular Academic Session	Lecture - 1865 - 4	01/17/2018 - 04/30/2018	Monday Wednesday Friday 4:00PM to 4:50PM	Math & Science Center - W304	Sumit Chandra Mishra	Waitlist Available Places 999 of 999
5	Wait List	Regular Academic Session	Lecture - 1863 - 2	01/17/2018 - 04/30/2018	Monday Wednesday Friday 9:00AM to 9:50AM	Math & Science Center - W303	Erin Carmody	Waitlist Available Places 999 of 999
6	Wait List	Regular Academic Session	Lecture - 6136 - 7	01/17/2018 - 04/30/2018	Monday Wednesday Friday	Math & Science Center - W301	Massimiliano Lupu Pasini	Waitlist Available Places 999 of 999

Select a Class Option

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.

**MATH 111**  
Calculus I  
★ Remove from favorite courses  
▼ Course Information

Limits, continuity, derivatives, antiderivatives, the definite integral.

Units 3.00  
Grading Student Option  
Components Lecture  
Course Career Undergraduate Emory College

Expand the “Course Information” section to see a description of the course.

Spring 2018  
Undergraduate Emory College  
Emory University

**Step 1 of 4: Review Class Selection**

You have selected  
**MATH 111 Calculus I**  
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 13 of 38

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.

Spring 2018  
Undergraduate Emory College  
Emory University

**Step 2 of 4: Review Class Preferences**

**MATH 111 Calculus I**  
Lecture - 1867 - 6 - Open

Add to waitlist if class is full?  No

Permission Number

Grading Basis  
Graded

Requirement Designation - Mathematics and Quantitative Reasoning  
 Take Requirement Designation

**Accept**

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.

# OPUS – ENROLL IN CLASSES

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Visited

4 Review and Submit Not Started

**Step 3 of 4: Enroll or Add to Cart**

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

< Previous Next >

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.

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

**Step 4 of 4: Review and Submit**

You have selected to enroll in

**MATH 111 Calculus I**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 13 of 38

> Class Preferences

Submit

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

After reviewing, click the “Submit” button.

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

**Step 4 of 4: Review and Submit**

You have selected to enroll in

**MATH 111 Calculus I**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 13 of 38

> Class Preferences

Submit

Are you sure you want to submit?

Yes No

Select “Yes” to confirm that you want to submit this enrollment or “No” to cancel.

**Student** Confirmation

**Spring 2018**  
Undergraduate Emory College  
Emory University

View My Classes

**Class Search and Enroll**

Shopping Cart

Drop/Swap/Update Classes

Course Atlas

Browse Course Catalog

Planner

Enrollment Dates

Exam Schedule

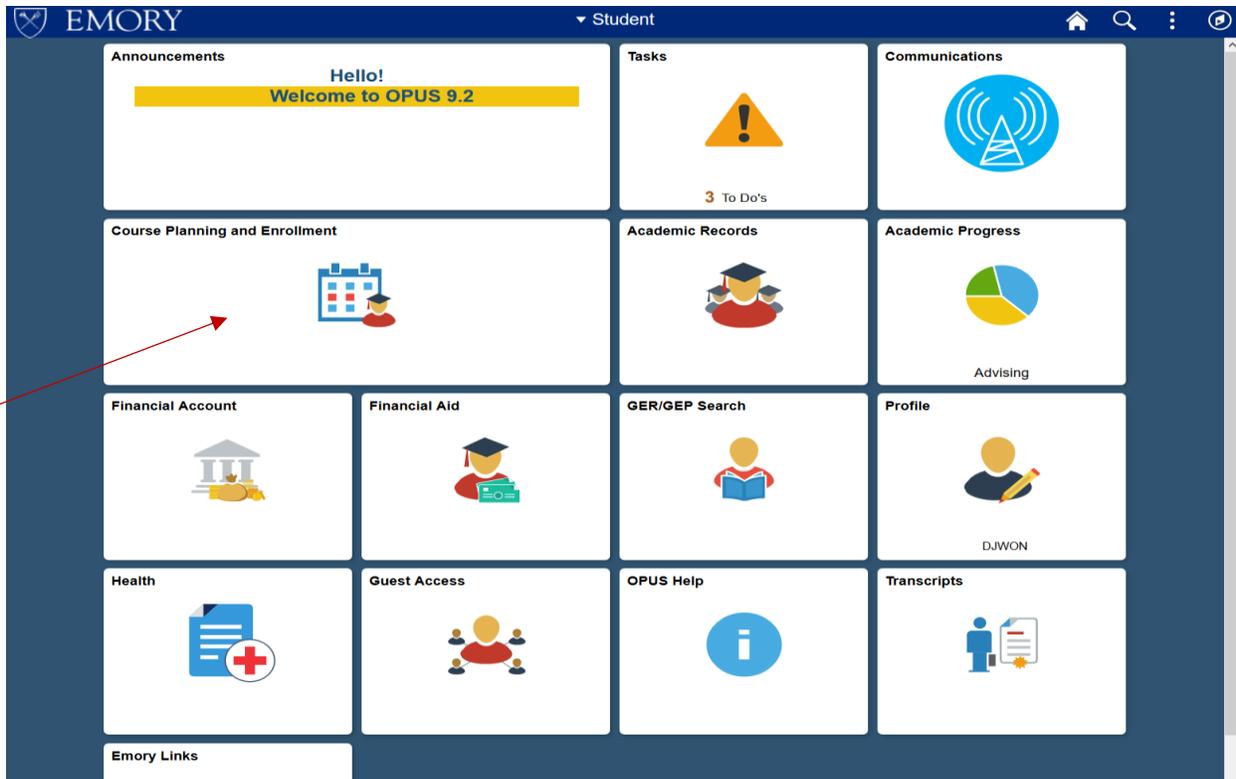
**MATH 111 - Calculus I**  
You are required to take this requirement designation for this class. The requirement designation option has been set to yes. You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.

[Return to Class Search Results](#)

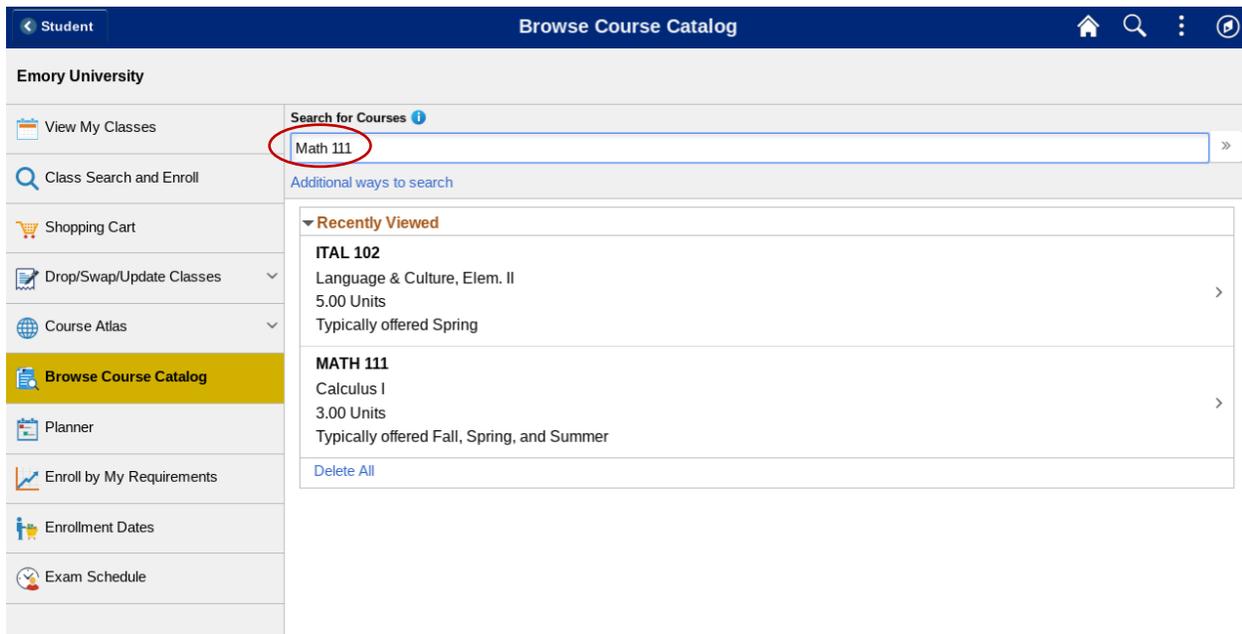
[Return to Keyword Search Page](#)

You should then receive a message stating that your enrollment was successful.

## OPUS – ENROLL FROM COURSE CATALOG



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.

Course Detail Select a Value

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes
- Course Atlas
- Browse Course Catalog**
- Planner
- Enroll by My Requirements
- Enrollment Dates
- Exam Schedule

Terms prior to Spring 2018

Terms on or after Spring 2018

Spring 2018

Summer 2018

Select a term to see the class options for that term.

Course Detail Course Information

Spring 2018 Change

**MATH 111**  
Calculus I

Course Information

Class Selection

Select a class option 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1862	01/17/2018 - 04/30/2018	Monday Wednesday Friday 8:00AM to 8:50AM	Math & Science Center - W301	Allison Louie	Open Seats 1 of 29
2	Open	Regular Academic Session	Lecture - 1867	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	Alex Viguerie	Open Seats 13 of 38

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.

Class Search and Enroll

Spring 2018  
Undergraduate Emory College  
Emory University

1 **Review Class Selection**  
Visited

2 Review Class Preferences  
Not Started

3 Enroll or Add to Cart  
Not Started

4 Review and Submit  
Not Started

**Step 1 of 4: Review Class Selection**

You have selected  
**MATH 111 Calculus I**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1862	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 1 of 29

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.

Class Search and Enroll

Spring 2018  
Undergraduate Emory College  
Emory University

1 **Review Class Selection**  
Complete

2 **Review Class Preferences**  
In Progress

3 Enroll or Add to Cart  
Not Started

4 Review and Submit  
Not Started

**Step 2 of 4: Review Class Preferences**

**MATH 111 Calculus I**

Lecture - 1862 - Open

Add to waitlist if class is full?  No

Permission Number

Grading Basis  
Graded

Requirement Designation - Mathematics and Quantitative Reasoning  
 Take Requirement Designation

Accept

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.

✕ Exit Class Search and Enroll < Previous Next > ⋮

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection  
Complete

2 Review Class Preferences  
Complete

3 Enroll or Add to Cart  
Visited

4 Review and Submit  
Not Started

### Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

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.

✕ Exit Class Search and Enroll < Previous ⋮

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection  
Complete

2 Review Class Preferences  
Complete

3 Enroll or Add to Cart  
Complete

4 Review and Submit  
Visited

### Step 4 of 4: Review and Submit Submit

You have selected to enroll in

**MATH 111 Calculus I**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1862	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 1 of 29

▶ [Class Preferences](#)

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

After reviewing, click the “Submit” button.

The screenshot shows the 'Class Search and Enroll' page for Spring 2018 at Emory University. The left sidebar contains a progress indicator with four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (Complete), 3. Enroll or Add to Cart (Complete), and 4. Review and Submit (Visited). The main content area is titled 'Step 4 of 4: Review and Submit' and shows the selected course 'MATH 111 Calculus I' with an 'Option Status' of 'Open'. A table lists the class session details:

Class	Session	Days and Times	Seats
Lecture - 1862	Regular Acad	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 1 of 29

A modal dialog box is centered on the screen with the text 'Are you sure you want to submit?' and two buttons: 'Yes' and 'No'. A 'Submit' button is visible in the top right corner of the main content area.

Select “Yes” to confirm that you want to submit this enrollment or “No” to cancel.

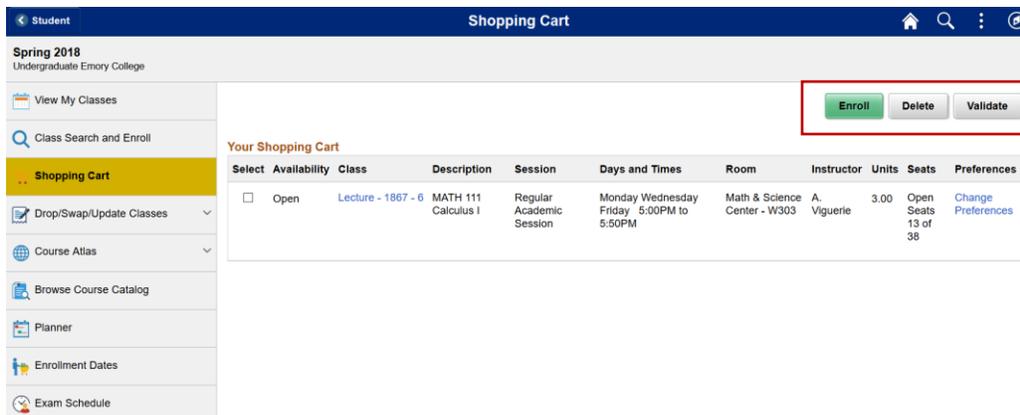
The screenshot shows the 'Confirmation' page for Spring 2018 at Emory University. The left sidebar contains a list of navigation options: View My Classes, Class Search and Enroll, Shopping Cart, Drop/Swap/Update Classes, Course Atlas, Browse Course Catalog (highlighted in yellow), Planner, Enroll by My Requirements, Enrollment Dates, and Exam Schedule. The main content area displays a green checkmark icon followed by the text 'MATH 111 - Calculus I' and a message: 'You are required to take this requirement designation for this class. The requirement designation option has been set to yes. You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.'

You should then receive a message stating that your enrollment was successful.

## OPUS – VALIDATE AND ENROLL FROM SHOPPING CART



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.

# OPUS – VALIDATE AND ENROLL FROM SHOPPING CART

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1867 - 6	MATH 111 Calculus I	Regular Academic Session	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	A. Viguerie	3.00	Open Seats 13 of 38	<a href="#">Change Preferences</a>

To validate a class, select your class and click the validate button.

✓ **MATH 111 - Calculus I**  
The Requirement Designation Options was set to "YES" by the enrollment process. This course has been taken previously. You may add this class but you have reached the repeatable limit. Verify that the class will apply toward your course of study.

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

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1867 - 6	MATH 111 Calculus I	Regular Academic Session	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	A. Viguerie	3.00	Open Seats 13 of 38	<a href="#">Change Preferences</a>

To delete a class, select the class and click the delete button.

## OPUS – VALIDATE AND ENROLL FROM SHOPPING CART

The screenshot shows the 'Shopping Cart' page for Spring 2018 at Emory College. A table lists one class: MATH 111 Calculus I. A confirmation dialog is displayed in the center, asking 'Are you sure you want to delete the Class(es) ?' with 'Yes' and 'No' buttons.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1867 - 6	MATH 111 Calculus I	Regular Academic Session	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	A. Viguerie	3.00	Open Seats 13 of 38	<a href="#">Change Preferences</a>

Select "Yes" to confirm that you want to delete the class from your shopping cart.

The screenshot shows the 'Shopping Cart' page. A red arrow points to the 'Enroll' button in the top right corner. Another red arrow points to the checkbox in the 'Select' column of the class table.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1867 - 6	MATH 111 Calculus I	Regular Academic Session	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	A. Viguerie	3.00	Open Seats 13 of 38	<a href="#">Change Preferences</a>

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

The screenshot shows the 'Shopping Cart' page. A confirmation dialog is displayed in the center, asking 'Are you sure you want to enroll?' with 'Yes' and 'No' buttons.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 1867 - 6	MATH 111 Calculus I	Regular Academic Session	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	A. Viguerie	3.00	Open Seats 13 of 38	<a href="#">Change Preferences</a>

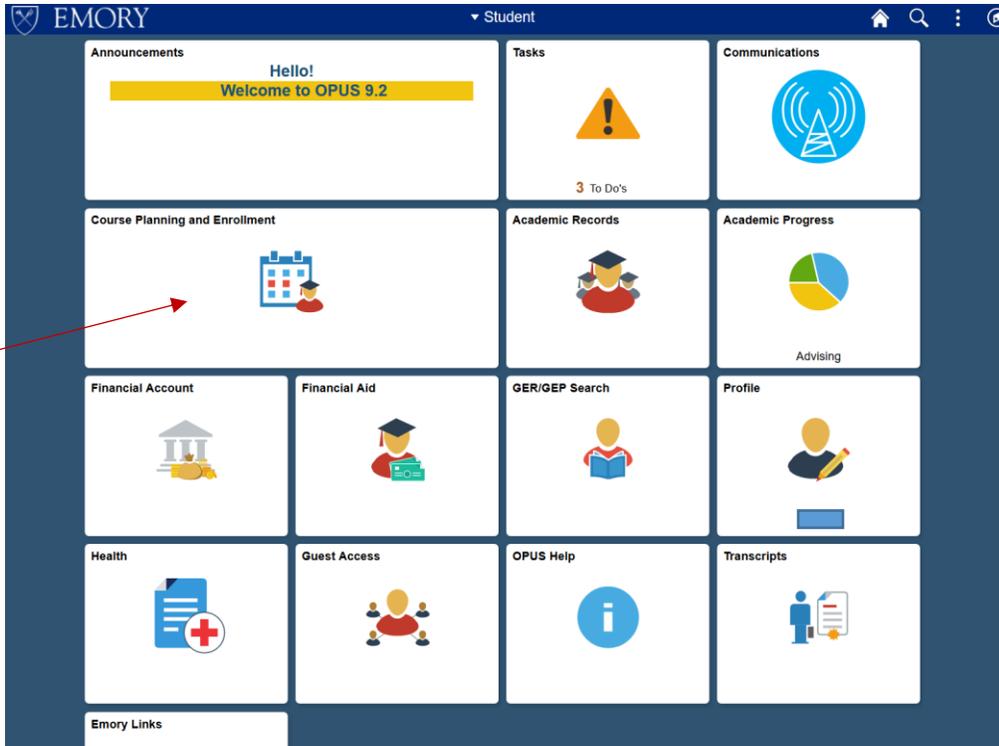
Select "Yes" to confirm that you want to enroll in the class.

## OPUS – VALIDATE AND ENROLL FROM SHOPPING CART

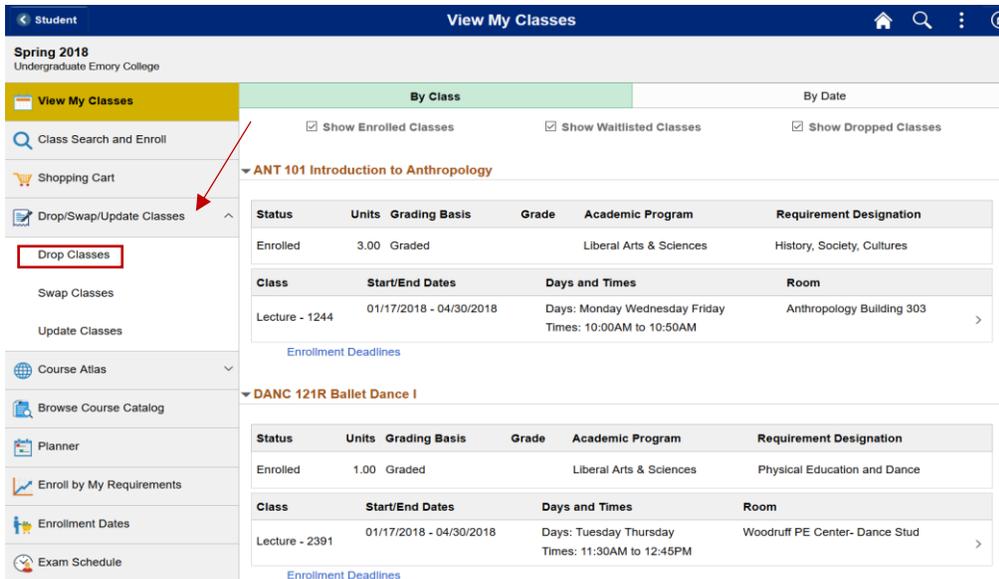
The screenshot shows the OPUS system interface. At the top, a blue header contains the text "OPUS – VALIDATE AND ENROLL FROM SHOPPING CART". Below this is a dark blue navigation bar with "Student" on the left, "Confirmation" in the center, and icons for home, search, and user profile on the right. The main content area is divided into a left sidebar and a main panel. The sidebar, titled "Spring 2018 Undergraduate Emory College", contains several menu items: "View My Classes", "Class Search and Enroll", "Shopping Cart" (highlighted in yellow), "Drop/Swap/Update Classes", "Course Atlas", "Browse Course Catalog", "Planner", "Enrollment Dates", and "Exam Schedule". The main panel displays a confirmation message for "MATH 111 - Calculus I". The message includes a green checkmark icon and states: "You are required to take this requirement designation for this class. The requirement designation option has been set to yes. You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study."

You should then receive a message stating that you have successfully enrolled in the class.

## OPUS – DROP CLASSES



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.

## OPUS – DROP CLASSES

**Drop Classes** Next >

Spring 2018  
Undergraduate Emory College

**1 Select Classes to Drop**  
Complete

**2 Review Classes to Drop**  
Not Started

**Step 1 of 2: Select Classes to Drop**

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Lecture - 1244	ANT 101 Introduction to Anthropology	Monday Wednesday Friday 10:00AM to 10:50AM	Anthropology Building 303	T. Cairangben, N. Johnson, L. Nilsson Stutz	3.00	Enrolled
<input type="checkbox"/>	Lecture - 1792	BIOL 241 Evolutionary Biology	Tuesday Thursday 2:30PM to 3:45PM	1462 Clifton Rd 308	M. Arbilly, N. Gerardo	4.00	Waiting
	Discussion - 1800		Monday 1:00PM to 1:50PM	1462 Clifton Rd 100A	N. Gerardo		
<input type="checkbox"/>	Lecture - 2391	DANC 121R Ballet Dance I	Tuesday Thursday 11:30AM to 12:45PM	Woodruff PE Center-Dance Stud	S. Latham	1.00	Enrolled
<input type="checkbox"/>	Lecture - 1864	MATH 111 Calculus I	Monday Wednesday Friday 3:00PM to 3:50PM	Math & Science Center - W304	M. Dawsey	3.00	Waiting

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.

**Drop Classes** < Previous

Spring 2018  
Undergraduate Emory College

**1 Select Classes to Drop**  
Complete

**2 Review Classes to Drop**  
Visited

**Step 2 of 2: Review Classes to Drop** Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - 1244	ANT 101 Introduction to Anthropology	Monday Wednesday Friday 10:00AM to 10:50AM	Anthropology Building 303	T. Cairangben, N. Johnson, L. Nilsson Stutz	3.00	Enrolled

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

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

**Drop Classes** < Previous

Spring 2018  
Undergraduate Emory College

**1 Select Classes to Drop**  
Complete

**2 Review Classes to Drop**  
Visited

**Step 2 of 2: Review Classes to Drop** Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - 1244	ANT 101 Introduction to Anthropology	Monday Wednesday Friday 10:00AM to 10:50AM	Anthropology Building 303	T. Cairangben, N. Johnson, L. Nilsson Stutz	3.00	Enrolled

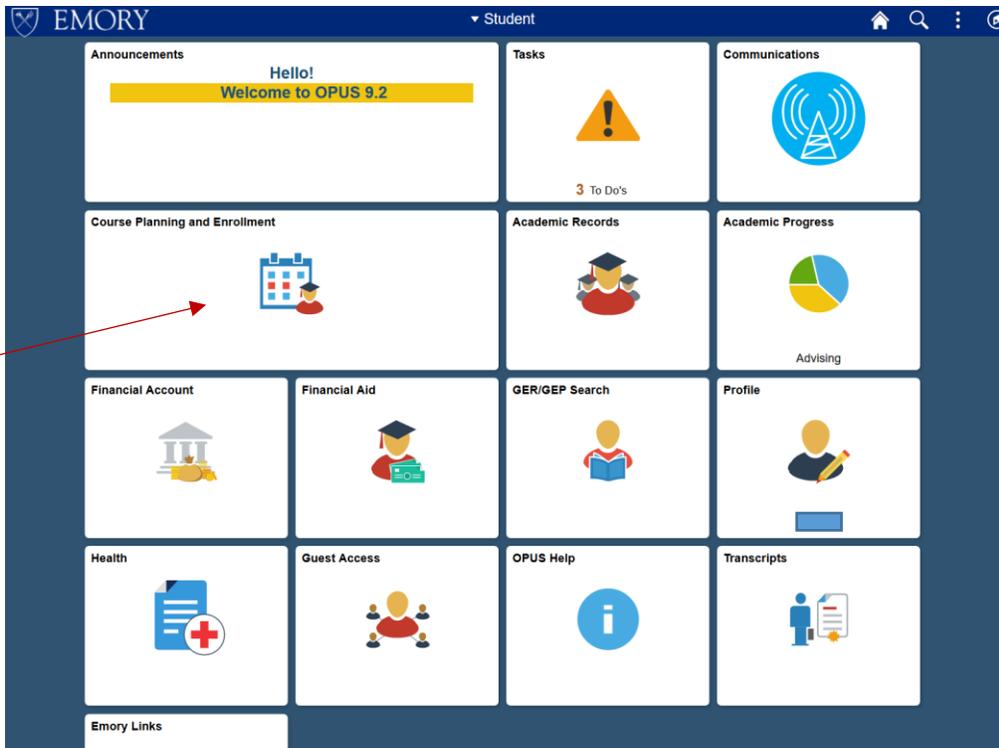
Confirm that the following class(es) are to be dropped

Select “Yes” to confirm that you want to drop these classes or “No” to cancel.

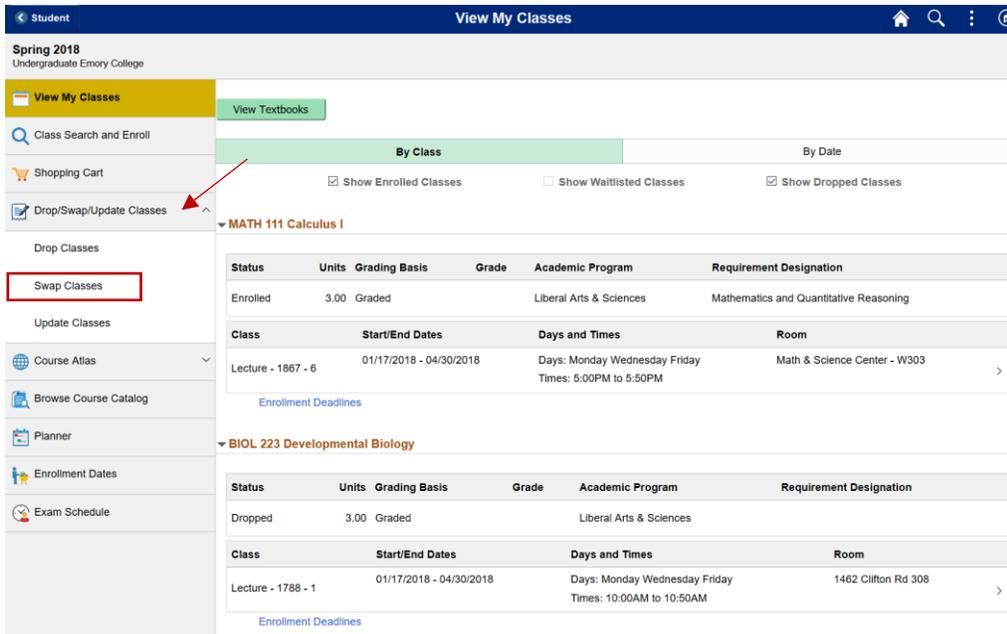
The screenshot shows a student portal interface. At the top, there is a blue header with the text "OPUS – DROP CLASSES". Below this is a dark blue navigation bar with "Student" on the left, "Confirmation" in the center, and icons for home, search, and refresh on the right. The main content area has a light gray header with "Spring 2018" and "Undergraduate Emory College". On the left side, there is a vertical menu with various options: "View My Classes", "Class Search and Enroll", "Shopping Cart", "Drop/Swap/Update Classes" (with a dropdown arrow), "Drop Classes" (highlighted in yellow), "Swap Classes", "Update Classes", "Course Atlas" (with a dropdown arrow), "Browse Course Catalog", "Planner", "Enroll by My Requirements", "Enrollment Dates", and "Exam Schedule". The main content area on the right displays a confirmation message in a white box with a green checkmark icon: "ANT 101 - Introduction To Anthropology" and "This class has been dropped."

You should then receive a message stating that your classes have been dropped.

# OPUS – SWAP CLASSES



Select the “Course Planning and Enrollment” tile to *swap classes*.

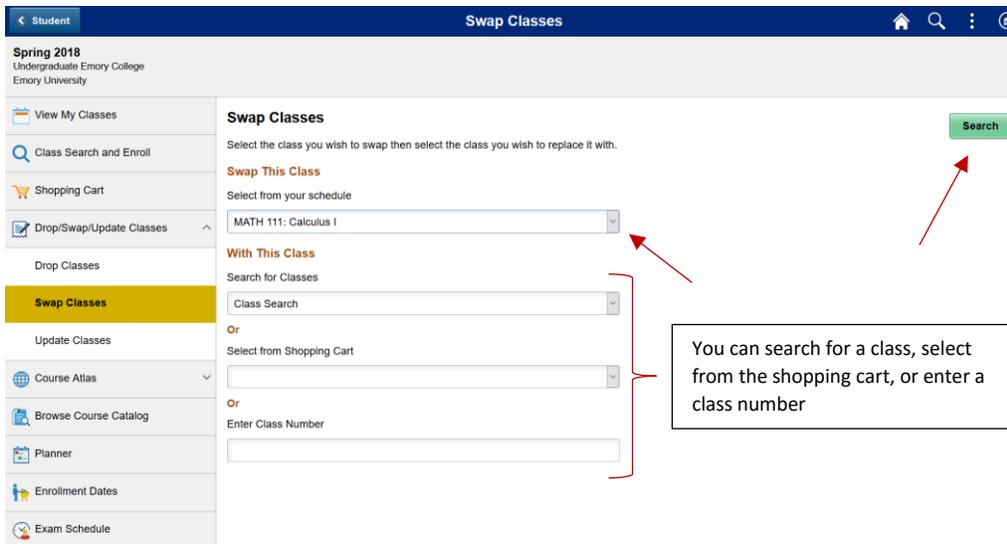


The swap process begins with the “Drop/Swap/Update Classes” option.

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

Select the “Swap Classes” option.

# OPUS – SWAP CLASSES



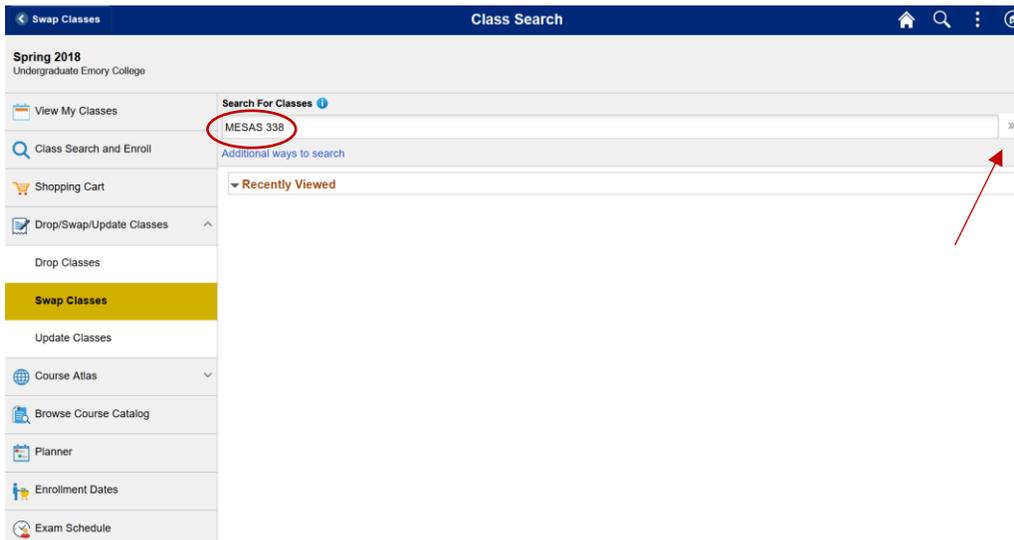
Select the class from your schedule that you wish to swap out of.

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.

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	Lecture - 1484 - 1	01/17/2018 - 04/30/2018	To be announced	Open Seats 11 of 35

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.

**MESAS 338**

Tibetan History

▼ **Course Information**

This course is intended to present an overview of the history of Tibet in an unbiased format. Beginning with an introduction to Tibet's geography, people, language and religion, students will then study selected events and episodes in the history of Tibet.

Units 3.00

Grading Student Option

Components Lecture

Course Career Undergraduate Emory College

Expand the “Course Information” section to see a description of the course.

Spring 2018  
Undergraduate Emory College  
Emory University

**1 Review Class Selection**  
Visited

**2 Class Preferences**  
Not Started

**3 Confirm Class Swap**  
Not Started

**Step 1 of 3: Review Class Selection**

You have selected  
**MESAS 338 Tibetan History**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484 - 1	Regular Academic Session	01/17/2018 - 04/30/2018	To be Announced	Open Seats 11 of 35

Next >

When you select your class option, you will then 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.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 12 of 38

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484 - 1	Regular Academic Session	01/17/2018 - 04/30/2018	To be Announced	Open Seats 11 of 35

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

After confirming, click the “Submit” button.

## OPUS – SWAP CLASSES

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Class Preferences Complete

3 Confirm Class Swap Visited

### Step 3 of 3: Confirm Class Swap

You are replacing this Class

**MATH 111 Calculus I**

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 12 of 38

With this Class

**MESAS 338 Tibetan History**

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484 - 1	Regular Academic Session	01/17/2018 - 04/30/2018	To be Announced	Open Seats 11 of 35

Class Preferences

Are you sure you want to submit?

Yes No

Submit

Select “Yes” to confirm that you want to submit this swap request or “No” to cancel.

Student Confirmation

Spring 2018  
Undergraduate Emory College  
Emory University

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes
  - Drop Classes
  - Swap Classes**
  - Update Classes
- Course Atlas
  - Browse Course Catalog
  - Planner
  - Enrollment Dates
  - Exam Schedule

✔ Swap MATH 111 - Calculus I with MESAS 338 - Tibetan History  
You are required to take this requirement designation for this class. The requirement designation option has been set to yes.

You should then receive a message stating that your swap was successful.

## OPUS – UPDATE CLASSES



Select the “Course Planning and Enrollment” tile to *update classes*.

The screenshot shows the 'View My Classes' page for Spring 2018. The left sidebar contains navigation options: 'View My Classes', 'Class Search and Enroll', 'Shopping Cart', 'Drop/Swap/Update Classes' (highlighted with a red arrow), 'Drop Classes', 'Swap Classes', 'Update Classes' (highlighted with a red box), 'Course Atlas', 'Browse Course Catalog', 'Planner', 'Enrollment Dates', and 'Exam Schedule'. The main content area shows a table of enrolled classes with columns for Status, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. Two classes are listed: MATH 111 Calculus I and MESAS 338 Tibetan History.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Liberal Arts & Sciences	Mathematics and Quantitative Reasoning
Class	Start/End Dates	Days and Times	Room		
Lecture - 1862 - 1	01/17/2018 - 04/30/2018	Days: Monday Wednesday Friday Times: 8:00AM to 8:50AM	Math & Science Center - W301		

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Liberal Arts & Sciences	History, Society, Cultures
Class	Start/End Dates	Days and Times	Room		
Lecture - 1484 - 1	01/17/2018 - 04/30/2018	Schedule: To be Announced	To be Announced		

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

The screenshot shows the 'Update Classes' page for Spring 2018 at Emory College. A sidebar on the left contains navigation options: View My Classes, Class Search and Enroll, Shopping Cart, Drop/Swap/Update Classes (expanded to show Drop Classes and Swap Classes), Update Classes (highlighted in yellow), Course Atlas, Browse Course Catalog, Planner, Enrollment Dates, and Exam Schedule. The main content area is titled 'Choose classes to update' and contains a table with the following data:

Class	Description	Days and Times	Units	Status
Lecture - 1862 - 1	MATH 111 Calculus I	Monday Wednesday Friday 8:00AM to 8:50AM	3.00	Enrolled
Lecture - 1484 - 1	MESAS 338 Tibetan History	To be Announced	3.00	Enrolled

A red arrow points to the 'MESAS 338 Tibetan History' row in the table.

Select the class you wish to update.

The screenshot shows the 'Update Classes' page at the 'Step 1 of 2: Class Preferences' stage. The sidebar on the left shows 'Class Preferences' as 'In Progress' and 'Review and Submit' as 'Not Started'. The main content area displays the following information:

- Step 1 of 2: Class Preferences**
- MESAS 338 Tibetan History
- Lecture - 1484 - 1 - Open
- Permission Number
- Grading Basis:
- Requirement Designation - History, Society, Cultures
- Take Requirement Designation

A red arrow points to a green 'Accept' button in the top right corner of the main content area.

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.

## OPUS – UPDATE CLASSES

Spring 2018  
Undergraduate Emory College  
Emory University

1 Class Preferences  
Complete

2 Review and Submit  
Visited

Step 2 of 2: Review and Submit

MESAS 338 Tibetan History  
Class Preferences

Permission Number	None
Grading Basis	Satisfactory/Unsatisfactory
Take Requirement Designation - History, Society, Cultures	Yes

Submit

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.

Spring 2018  
Undergraduate Emory College  
Emory University

1 Class Preferences  
Complete

2 Review and Submit  
Visited

Step 2 of 2: Review and Submit

MESAS 338 Tibetan History  
Class Preferences

Permission Number	None
Grading Basis	Satisfactory/Unsatisfactory
Take Requirement Designation - History, Society, Cultures	Yes

Submit

Are you sure you want to submit?

Yes No

Select “Yes” to confirm that you want to update the class or “No” to cancel.

# OPUS – UPDATE CLASSES

The screenshot shows the OPUS student portal interface. At the top, there is a blue header with the text "OPUS – UPDATE CLASSES". Below this is a dark blue navigation bar with the text "Student" on the left and "Confirmation" in the center. On the right side of the navigation bar are icons for home, search, and user profile. Below the navigation bar, the page displays "Spring 2018" and "Undergraduate Emory College Emory University". A left-hand sidebar contains a list of navigation options: "View My Classes", "Class Search and Enroll", "Shopping Cart", "Drop/Swap/Update Classes" (with a dropdown arrow), "Drop Classes", "Swap Classes", "Update Classes" (highlighted in yellow), "Course Atlas" (with a dropdown arrow), "Browse Course Catalog", "Planner", "Enrollment Dates", and "Exam Schedule". The main content area shows a confirmation message: a green checkmark icon followed by the text "MESAS 338 - Tibetan History" and "Selected class has been updated." below it.

You should then receive a message stating that your class has been updated.