

Self-Registration Using OPUS

A Manual for

Degree Seeking Students

in the

Nell Hodgson Woodruff School of Nursing
Emory University



NELL HODGSON
WOODRUFF
SCHOOL OF
NURSING

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Purpose of this Manual

The purpose of this manual is to serve as a resource for students of the Nell Hodgson Woodruff School of Nursing who will be completing the self-registration process for the first time. In this manual, you will find information to help make your initial registration easy and successful. If you have questions or problems at any time throughout this process, please contact the Office of Enrollment and Student Affairs at 404-727-7980 or by emailing nursingregistrar@emory.edu. If you are a DNP student, please contact Dr. K. Martyn at kristy.k.martyn@emory.edu. If you are a PhD student, please contact Jean Harrell at 404-727-6923 or aharrel@emory.edu.

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 Office of Enrollment and Student Affairs directly or send an email to opushelp@emory.edu.

We hope that you will find the OPUS system easy to use. In addition to this guide, there are also on-screen directions at every step of the way. Happy registration!

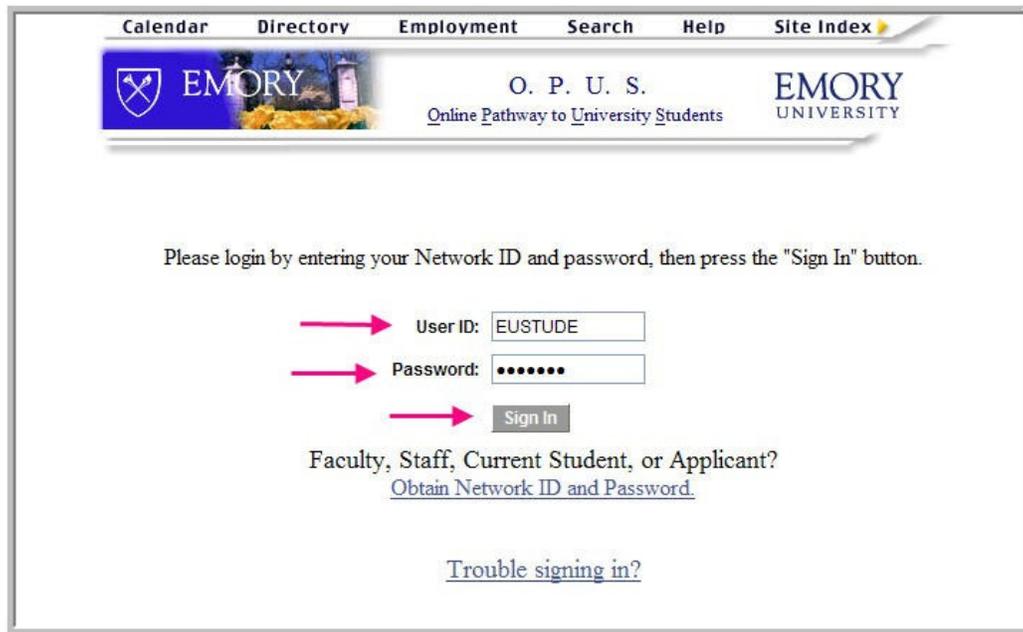
Getting Started

Following these preliminary steps, you will help ensure a smooth and successful registration each semester that you are a student in the School of Nursing:

1. Meet with your program advisor if necessary to confirm your class selections before you begin the on-line registration process each semester.
2. Make sure there are no outstanding balances due on your student account with the University. If you have an account balance, a hold will be placed on your student record, which will prevent you from registering for classes. You can easily check your account status by using the OPUS web site (<http://www.opus.emory.edu>) or by calling Student Financial Services at (404) 727-6095.
3. Review or print a copy of the School of Nursing course offerings from the academic resources section on the internal web page at <http://www.nursing.emory.edu/audience-guides/students-audience-guide.html>. When you register for classes, you will be asked to include class numbers. The easiest way to register is to know these numbers before you enter your schedule.
4. Undergraduate and Graduate students are required to be enrolled full-time (12 or more hours of coursework), DNP and PhD students are required to be enrolled in at least 9 credit hours to remain eligible for financial aid. Any questions concerning enrollment and financial aid should be directed to the Office of Enrollment and Student Affairs at 404-727-7980.
5. A calendar of important dates is located at <http://www.nursing.emory.edu/audience-guides/students-audience-guide.html>. Please be sure to check this calendar each semester for important information regarding various registration deadlines.

Logging onto OPUS

Go to the OPUS website: <http://www.opus.emory.edu>. A link to this site can be found on the School of Nursing internal webpage at <http://www.nursing.emory.edu/audience-guides/students-audience-guide.html>.



Calendar Directory Employment Search Help Site Index

EMORY O. P. U. S. EMORY
Online Pathway to University Students UNIVERSITY

Please login by entering your Network ID and password, then press the "Sign In" button.

User ID:

Password:

Faculty, Staff, Current Student, or Applicant?
[Obtain Network ID and Password.](#)

[Trouble signing in?](#)

Enter your Login ID. This is the same ID that you use for your email account. For instance, if your email address were imanurse@emory.edu, your Login ID would be "imanurse".

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>.

Review Enrollment Dates

Shopping Cart Appointment & Enrollment Appointments days & times (if applicable) are viewable in your Student Center.

Some schools assign multiple appointments for enrollment. In many cases, students may be limited to a specific number of classes or credit hours during the 1st appointment period. Students should use this appointment period to select most wanted choices. In subsequent enrollment appointment periods, students may add or swap classes to their schedule, up to the allowed term limit.

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 GPA Units	Max Audit Units
Regular Academic Session	June 17, 2014 7:145PM	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	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

Some schools permit Open Enrollment (no appointment necessary). By clicking the **Open Enrollment** link, students can view when the Open Enrollment period begins and ends, as well as, any term enrollment limits.

Enrollment Dates

[Open Enrollment](#)

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 | Graduate Arts and Sciences | Emory University

Open Enrollment Dates by Session

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

Term Enrollment Limits

Max Total Units	Max No GPA Units
99.00	99.00

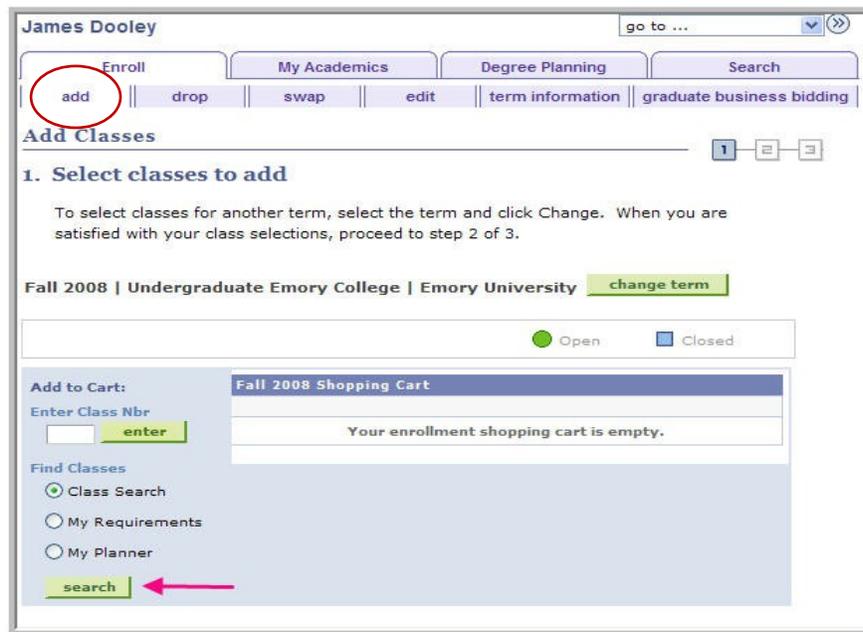
[ADD CLASSES](#)

Enroll My Academics Degree Planning Request Emory Transcript
Add Drop Swap Edit Term Information

Clicking the **Enroll** link under **Academics** section of the Student Center is another method for locating enrollment information and links. If more than one enrollment period is open, students must select the appropriate term and CONTINUE.

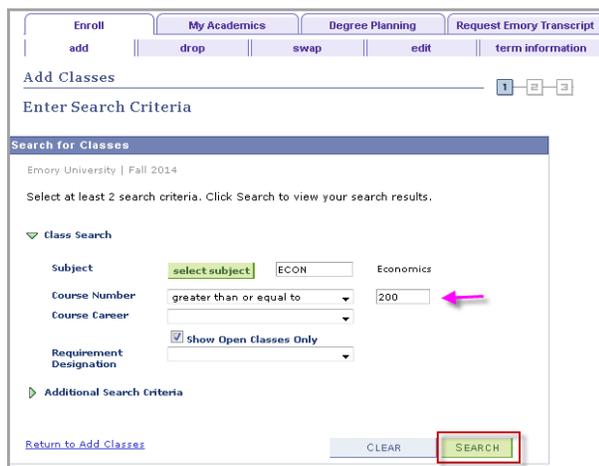
Finding Classes in OPUS

1. From your Home Page, click “Enroll” under the **Academics** Tab.
2. Select the “Add” tab under **ENROLL**.



There are two methods to add a class into a schedule:

1. If you know the course number, the four-digit class number may be typed in the box labeled **Enter Class Nbr**



Each subject has a **course number**. For ECON 101, the **subject** is Economics and the **course number** is 101. The course number indicates the specific course and its level. Generally, 100 level courses are freshmen classes and 200, 300, and 400 level courses are sophomore, junior, and senior level classes. Courses at 500 levels and above are graduate offerings.

2. If you do not know the course number, click **Class Search** and select the green **SEARCH** button.

Searching and Adding Classes

Students MUST enter at least 2 search criteria in order to begin searching for classes.

1. Students may select the **Subject** and **Course Number**
OR
2. Students may select the **Subject** and **Course Career**
 - a. The Course Career is the school offering the course – i.e. **Undergraduate Emory College** for Emory College classes

Note: Students can only enroll in classes within their career. For permission to enroll in a class offered by another school, contact your school’s Registrar for guidance.

The panel defaults to **Show Open Classes Only**. For viewing closed and open classes, uncheck the box.

**If the student does not know the abbreviated word for the subject, click on the green “Select Subject” button to locate the abbreviated name.

Viewing the Search Results

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

▼ **ECN 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

▼ **ECN 215 - Stocks, Bonds & Financial Markets**

Class	Section	Days & Times	Room	Instructor	Req Desig	Status	
4448	000-LEC Regular	TuTh 10:00AM - 11:15AM	White Hall 112	Caroline Fohlin	HSC	<input checked="" type="radio"/>	select

▼ **ECN 220 - Intro To Statistical Methods**

Class	Section	Days & Times	Room	Instructor	Req Desig	Status	
4452	000-LEC Regular	MoWe 8:30AM - 9:45AM	White Hall 111	Jong Kim	MQR	<input checked="" type="radio"/>	select
4454	002-LEC Regular	MoWe 2:30PM - 3:45PM	White Hall 103	Jong Kim	MQR	<input checked="" type="radio"/>	select

▼ **ECN 221 - Empirical Methods In Economics**

Class	Section	Days & Times	Room	Instructor	Req Desig	Status	
7852	001-LEC Regular	MoWeFr 1:00PM - 1:50PM	Rich Building 108	Kaushik Mukhopadhaya	MQR	<input checked="" type="radio"/>	select

▼ **ECN 385 - Special Topics in Economics**

In addition to the subject (SPAN), course number (101), each class has its own section number (003). Take special notice if the section number contains any letters (such as 02P or LB1). Letters in the section number could indicate important information about the class such as whether the class requires permission for enrollment or is a related lab/discussion section.

The status indicates whether the class is open or closed for enrollment.

Be careful to check the day and time of classes to make sure there are no time conflicts.

Click on the section number to view more details about the class.

Viewing Class Details

Class Detail

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

Class Details

Status	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](#)

Units = Credit Hours

In the upper right of the page, the type of grading is listed. The grading type could be **Graded**, **Satisfactory/Unsatisfactory**, or with **Student Option**, in which the student has a choice of either grading type.

Information about whether the class fulfills a **General Education Requirement** for undergraduates can also be found under class details.

Important notes about the class, **prerequisites**, and textbook information are also displayed on the details page.

Enrollment Totals and **Available Seats** in the class are listed.

If the class is the right one for you, click the **SELECT CLASS** button.

Enrollment Preferences

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**

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.

Permission Nbr

Grading Graded

Units 3.00

[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

If a class is closed or offered outside his/her career, the student can obtain a permission number to enroll. The student would enter the number under in the box next to Permission Nbr.

Many schools permit students to select a preference for class grading.

Caution: Students should seek guidance from an academic advisor before changing a grading status.

Shopping Cart

Your selected classes are now automatically in the Shopping Cart.

You are not enrolled into the class yet. There are still additional steps you need to complete.

If your enrollment period is open, SELECT the preferred class or classes from the **Shopping Cart** and click the ENROLL button.

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](#)

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="radio"/>

for selected: [delete](#) [validate](#) [enroll](#) ←

Classes can also be moved from the Shopping Cart by clicking **Proceed to Step 2 of 3**.

NOTE: When selecting **Proceed to Step 2 of 3**, you will enroll into all of the classes located in your shopping cart. Be sure to make sure you are ready to checkout. If there are items in your Shopping Cart that you do not want, remove them by selecting the trash icon.

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](#)

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](#) →

Finish Enrolling

To complete your enrollment, select **Finish Enrolling**

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)	McWe 11:30AM - 12:45PM	White Hall 103	Jong Kim	3.00	Open

CANCEL PREVIOUS **FINISH ENROLLING**

View Results

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 ... >>

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.

Note: Most undergraduate students must take 12 or more units of classes. Nursing students are allowed a maximum of 18 units and may take additional credit based on cumulative GPA or 3.30 or greater.

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

View My Class Schedule choose as a List or Weekly Calendar View

My Class Schedule

Select Display Option **List View** Weekly Calendar View

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

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes [filter](#)

ECON 112 - Principles Of Macroeconomics

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Graded		History, Society, Cultures (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
4404	000	Lecture	TuThFr 10:00AM - 10:50AM	White Hall 205	Edouard Wemy	08/27/2014 - 12/09/2014

JPN 101 - Elementary Japanese I

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	5.00	Graded		Humanities, Arts, Language [Foreign Language] (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3976	000	Lecture	MoWe 9:00AM - 9:50AM	MODERN LANGUAGE_127	Noriko Takeda	08/27/2014 - 12/09/2014
			TuTh 8:30AM - 9:45AM	MODERN LANGUAGE_127	Noriko Takeda	08/27/2014 - 12/09/2014

PHIL 202W - Renaissance & Modern Philosophy

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	4.00	Graded		History, Society, Cultures with Writing (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
8550	001	Lecture	TuTh 2:30PM - 3:45PM	Anthropology Building 107	Jacob Rump	08/27/2014 - 12/09/2014

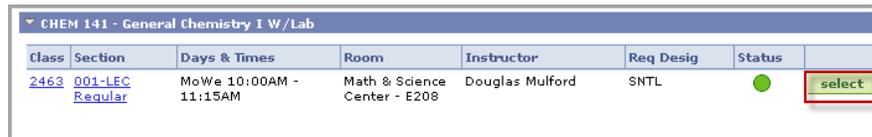
[Printer Friendly Page](#)

[View Textbooks](#)

Special Enrollment Issues

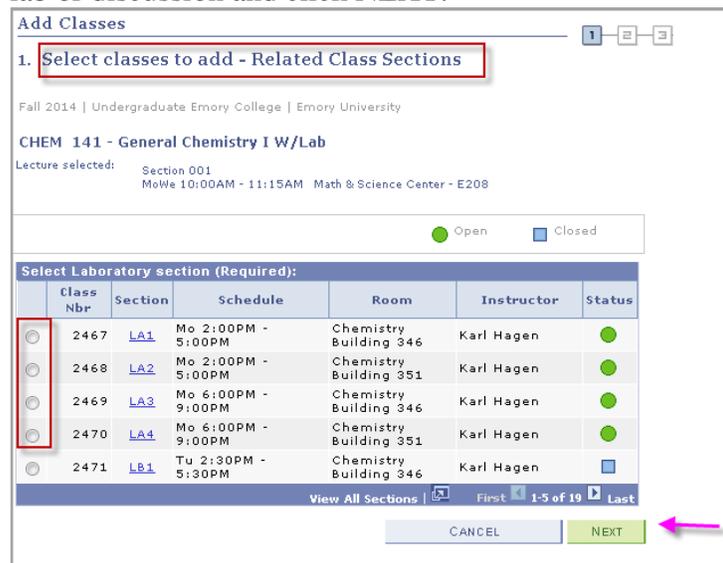
Enrolling in Classes with Required Labs or Discussions

1. Select the appropriate lecture



Class	Section	Days & Times	Room	Instructor	Req Desig	Status	
2463	001-LEC Regular	MoWe 10:00AM - 11:15AM	Math & Science Center - E208	Douglas Mulford	SNTL	●	select

2. Select the lab or discussion and click NEXT.



Add Classes

1. Select classes to add - Related Class Sections

Fall 2014 | Undergraduate Emory College | Emory University

CHEM 141 - General Chemistry I W/Lab

Lecture selected: Section 001
MoWe 10:00AM - 11:15AM Math & Science Center - E208

● Open ■ Closed

Select Laboratory section (Required):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	2467	LA1	Mo 2:00PM - 5:00PM	Chemistry Building 346	Karl Hagen	●
<input type="radio"/>	2468	LA2	Mo 2:00PM - 5:00PM	Chemistry Building 351	Karl Hagen	●
<input type="radio"/>	2469	LA3	Mo 6:00PM - 9:00PM	Chemistry Building 346	Karl Hagen	●
<input type="radio"/>	2470	LA4	Mo 6:00PM - 9:00PM	Chemistry Building 351	Karl Hagen	●
<input type="radio"/>	2471	LB1	Tu 2:30PM - 5:30PM	Chemistry Building 346	Karl Hagen	■

View All Sections | First 1-5 of 19 Last

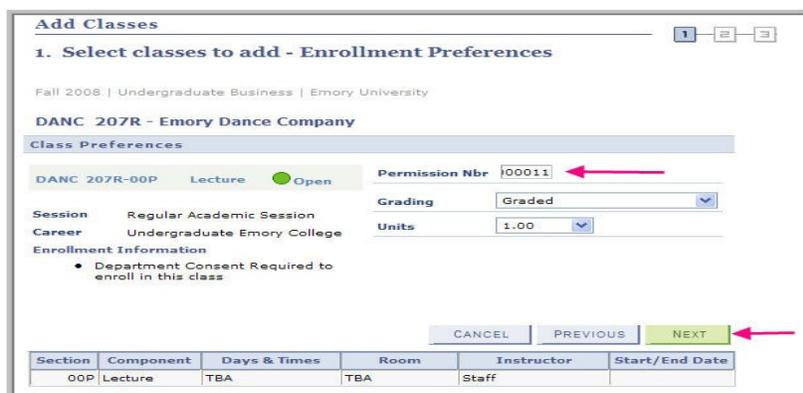
CANCEL NEXT →

3. Finish Enrolling

Enrolling in Permission Only Classes

For some courses, students are required to use a permission number, usually from the instructor or department. Permission numbers can only be used ONCE. Do not share your permission number – once it has been processed, it is no longer valid.

Note: Classes requiring permission numbers may look like this: DANC 207R 00P



Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2008 | Undergraduate Business | Emory University

DANC 207R - Emory Dance Company

Class Preferences

DANC 207R-00P Lecture ● Open

Permission Nbr ←

Grading

Units

Session Regular Academic Session
Career Undergraduate Emory College

Enrollment Information

- Department Consent Required to enroll in this class

CANCEL PREVIOUS NEXT ←

Section	Component	Days & Times	Room	Instructor	Start/End Date
00P	Lecture	TBA	TBA	Staff	

Click on **Select Class** to find out details about the permission and any special notes about the class. Enter the **Permission Number** given by the department. The **NEXT** button takes you to the Enrollment Preferences page previously discussed. Complete the enrollment process.

Swapping and Editing Classes

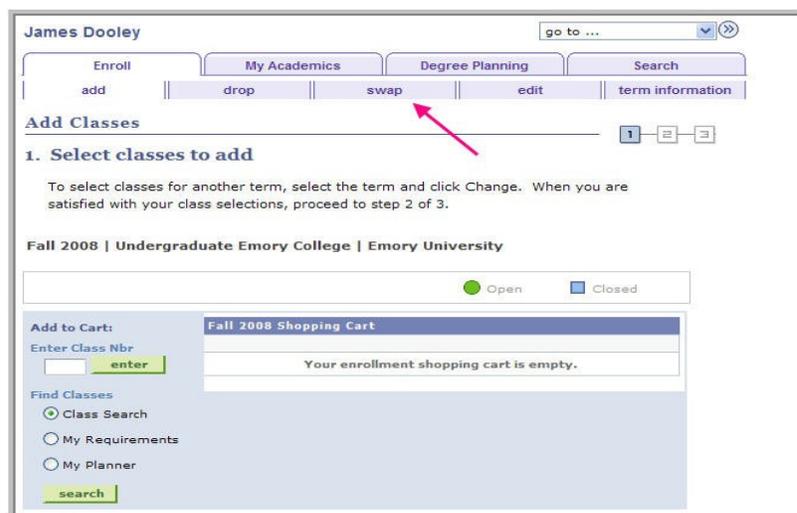
What does it mean to “swap” a class?

This feature allows you to simultaneously drop a course for which you are already enrolled and add a course for which you are not.

The process of swapping classes is similar to adding new ones on OPUS. Students, who have just logged on to OPUS and are in the **Student Center**, can click **Enroll** to get to the page shown below.

Students should consider **Swap rather than **Drop and Add**.

If the class swap is unsuccessful, the original class enrollment is retained. If the class is dropped first and the add class is unsuccessful, the original class may no longer be available to add back to the schedule. **Note:** The process for swapping credit labs is the same as swapping seminars or lectures.

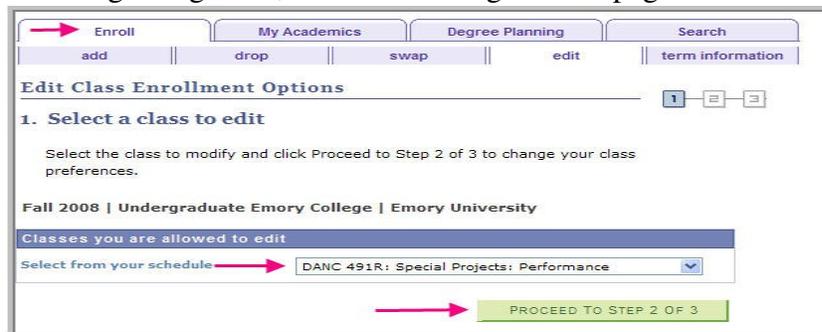


The screenshot shows the OPUS interface for James Dooley. The navigation bar includes 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. Under 'Enroll', there are buttons for 'add', 'drop', 'swap', and 'edit'. A red arrow points to the 'swap' button. Below the navigation bar, the page is titled 'Add Classes' and shows step 1: 'Select classes to add'. It includes instructions on how to select classes for another term. The current term is 'Fall 2008 | Undergraduate Emory College | Emory University'. There are radio buttons for 'Open' (selected) and 'Closed'. Below this is a section for 'Add to Cart' with a 'Fall 2008 Shopping Cart' header and a message: 'Your enrollment shopping cart is empty.' There is an 'Enter Class Nbr' field with an 'enter' button. Below that are radio buttons for 'Find Classes': 'Class Search' (selected), 'My Requirements', and 'My Planner'. A 'search' button is at the bottom.

First, select the class to be removed. Then enter the 4-digit number of the course for which you would like to enroll next to the course you would like to swap it for. If you do not know the number, search under “Class Search.”

Edit Classes

To edit classes, units and grading basis, select EDIT to get to the page shown below.



The screenshot shows the OPUS interface for James Dooley. The navigation bar includes 'Enroll', 'My Academics', 'Degree Planning', and 'Search'. Under 'Enroll', there are buttons for 'add', 'drop', 'swap', and 'edit'. A red arrow points to the 'edit' button. Below the navigation bar, the page is titled 'Edit Class Enrollment Options' and shows step 1: 'Select a class to edit'. It includes instructions on how to select a class to modify. The current term is 'Fall 2008 | Undergraduate Emory College | Emory University'. Below this is a section for 'Classes you are allowed to edit' with a dropdown menu showing 'DANC 491R: Special Projects: Performance'. A red arrow points to the dropdown. At the bottom, there is a 'PROCEED TO STEP 2 OF 3' button.

Changing Options

The image displays two sequential screenshots of a web application interface for editing class enrollment options. Both screenshots show the same page layout, but with different values selected in the 'Grading' and 'Units' dropdown menus.

Top Screenshot:

- Title: Edit Class Enrollment Options
- Step: 1. Select a class to edit - Enrollment Preference
- Context: Fall 2008 | Undergraduate Emory College | Emory University
- Class: DANC 491R - Special Projects: Performance
- Class Preferences: DANC 491R-00P, Supervision: Open (indicated by a green circle)
- Grading: Satisfactory/Unsatisfactory
- Units: 1.00

Bottom Screenshot:

- Title: Edit Class Enrollment Options
- Step: 1. Select a class to edit - Enrollment Preference
- Context: Fall 2008 | Undergraduate Emory College | Emory University
- Class: DANC 491R - Special Projects: Performance
- Class Preferences: DANC 491R-00P, Supervision: Open (indicated by a green circle)
- Grading: Graded
- Units: 4.00

In this example, grading basis will be changed from Satisfactory/Unsatisfactory and the units will be changed from 1 to 4. After the changes are selected, click **NEXT** to be taken to the next page.

NOTE: Not all classes have grading basis flexibility.

Click Finish Editing.