Self-Registration Using OPUS

A Manual for

Graduate and PhD students

in the

Nell Hodgson Woodruff School of Nursing
Emory University
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Purpose of this Manual

The purpose of this manual is to serve as a resource for the Nell Hodgson Woodruff School of Nursing MSN and PhD students who will be going through 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 are an MSN student and have questions or problems at any time throughout this process, please contact the Office of Admissions and Student Services at 404-727-3500 or 404-727-7980. If you are a PhD student, please contact Jean Harrell at 404-712-2857.

Please note that this manual is intended to be a guide that provides basic information – it does not aspire to cover every situation that can be encountered when using the OPUS system. If you encounter difficulties, we invite you to either contact the Office of Admissions and Student Services 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

By taking the following 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 to confirm your class selections before you begin the on-line registration process each semester.

2. Make sure no balance is 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 website (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 student tools section on the internal web page at http://pulse.nursing.emory.edu/StudentTools. 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. You are required to be enrolled full-time (12 or more hours of coursework) to remain eligible for financial aid. Any questions concerning enrollment and financial aid should be directed to the Office of Admissions and Student Services at 404-727-7980.

5. A calendar of important dates is located at http://pulse.nursing.emory.edu. Please be sure to check this calendar each semester for important information regarding various registration deadlines.
Logging In

1. Go to the OPUS website: http://www.opus.emory.edu (figure 1). A link to this site can be found on the School of Nursing internal webpage at http://pulse.nursing.emory.edu.

![Figure 1](image)

2. 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”.

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

4. 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.
5. After you successfully login to OPUS, you will be taken to a screen with the heading, “Learner Services” (figure 2).

![Figure 2](image2)

6. Click on the “Academics” link on the “Learner Services” page. A screen with the heading “Academics” will appear (figure 3).

![Figure 3](image3)
7. Under the “Enrollment” sub-heading, click on the link labeled “Enrollment and Add/Drop/Swap”. You will be taken to a screen with the heading “Select Enrollment Term” (figure 4).

![Figure 4](image4.png)

8. Click on the link for the term in which you wish to enroll (for example, Fall 2004). You will be taken to a page with a heading of “View My Schedule” (figure 5). You are now ready to add classes to your registration!

![Figure 5](image5.png)
Adding Classes

1. Click on the link labeled “Add Classes” at the bottom of the screen. You will be taken to the Add Classes Menu (figure 6).

![Figure 6](image-url)

2. Enter the 4-digit class number of the course for which you wish to enroll in the blank provided.

**If you do not know the number**, click on the magnifying glass to look up the course. You will be asked to enter the subject (NRSG for graduate nursing) and catalog number (501, 503, etc.). Click on “Search” and you will be directed to a screen that gives you information about the course. Find the class number and then click “Return to Add Classes”. You can now enter the 4-digit number in the blank provided.
3. You will be taken to a new screen (figure 7). If applicable, enter the class permission number. This can be obtained by contacting the Office of Admissions and Student Services at 404-727-3500. If the class is a variable credit hour course, input the number of credits that you will be taking. Click “OK” to return to the Add Classes Menu.

4. At any point, if you add a class number for a course you do not want to take, you can remove it from your list by clicking the “Delete” button.

5. After you have entered all the class numbers for the courses in which you would like to enroll, click “Submit.” If the course information has successfully been entered into OPUS, the word “Success” will appear under the “Add Status” column beside the courses for which you are trying to enroll (figure 8).
6. If a red “Errors Found” message appears in the “Add Status” column beside any of the classes for which you are trying to enroll, click on the link. A message will appear that will tell you why you are not able to enroll for the class. If you have any questions or problems, contact the Office of Admissions and Student Services if you are an MSN student. PhD students, please contact Jean Harrell if you encounter any problems.

7. After you have submitted your classes and you have received a success message, you have finished your online registration! At this point, you can drop or update classes, swap classes, view your schedule, or pay for your courses. Any questions regarding tuition or other registration fees can be directed to the Office of Admissions and Student Services. Questions regarding tuition payments or payment plans should be directed to the Office of the Bursar at 404-722-6095.
Dropping/Updating Classes

1. **To drop a class**, you must contact the Office of Admissions and Student Services at 404-727-3500. This feature is currently unavailable on OPUS.

2. **To update the number of credit hours for a variable credit course**, click on the “Drop/Update Classes” link at the bottom of the page. You will be taken to a screen with the heading “Drop/Update Classes” (figure 9).

![Figure 9](image-url)

Select “Update” from the drop down menu in the “Action” column next to the course for which you would like to change the number of credit hours. Enter the number of hours you would like to change to in the “Units” column. Click “Submit”.

If you have been successful, the word “Success” will appear next to the course in the “Update Status” column.

If a red “Errors Found” message appears, click on the link to discover the error. If you have any questions regarding the error message, contact the Office of Admissions and Student Services for assistance.
Swapping 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.

1. To swap a class, click on the link labeled “Swap Classes” at the bottom of the screen. A screen with the heading “Swap Classes” will appear (figure 10).

![Figure 10](image)

2. 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 for it using the magnifying glass.
3. Click “Submit”. If you are successful, the word “Success” will appear in the “Swap Status” column (figure 11). If a red “Errors Found” appears, click on the link to discover the error. If you have any questions, contact the Office of Admissions and Student Services.

![Figure 11](image)

**Viewing Your Schedule**

1. At the bottom of the page, click on the link labeled, “View My Schedule”. You will be led to a page (figure 12) where you can see the classes for which you are currently enrolled and information about each course.

![Figure 12](image)