Self-Registration Using OPUS

A Manual for

Degree Seeking 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 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.

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.

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.

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

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

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.

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 form the Shopping Cart and click the ENROLL button.

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.
Finish Enrolling

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

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View Results

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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

Select Display Option
- List View
- Weekly Calendar View

Fall 2014 | Undergraduate Emory College | Emory University

Class Schedule Filter Options
- Show Enrolled Classes
- Show Dropped Classes

### ECON 112 - Principles Of Macroeconomics

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>3.00</td>
<td>Graded</td>
<td></td>
<td>History, Society, Cultures (Taken)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
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<tbody>
<tr>
<td>4404</td>
<td>000</td>
<td>Lecture</td>
<td>TuTh 10:00AM - 10:50AM</td>
<td>White Hall 205</td>
<td>Edward Wanty</td>
<td>08/27/2014 - 12/09/2014</td>
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### JPN 101 - Elementary Japanese I

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<thead>
<tr>
<th>Status</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>5.00</td>
<td>Graded</td>
<td></td>
<td>Humanities, Arts, Language [Foreign Language] (Taken)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
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<tbody>
<tr>
<td>9976</td>
<td>000</td>
<td>Lecture</td>
<td>MoWe 9:00AM - 9:50AM</td>
<td>MODERN LANGUAGE_127</td>
<td>Mayko Takeda</td>
<td>08/27/2014 - 12/09/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TuTh 8:30AM - 9:45AM</td>
<td>MODERN LANGUAGE_127</td>
<td>Mayko Takeda</td>
<td>08/27/2014 - 12/09/2014</td>
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### PHIL 202W - Renaissance & Modern Philosophy

<table>
<thead>
<tr>
<th>Status</th>
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<th>Grading</th>
<th>Grade</th>
<th>Requirement Designation</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>4.00</td>
<td>Graded</td>
<td></td>
<td>History, Society, Cultures with Writing (Taken)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8350</td>
<td>001</td>
<td>Lecture</td>
<td>TuTh 2:30PM - 3:45PM</td>
<td>Anthropology Building 107</td>
<td>Jacob Rump</td>
<td>08/23/2014 - 12/09/2014</td>
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</tbody>
</table>

[View Textbooks]

[Printer Friendly Page]
Special Enrollment Issues

Enrolling in Classes with Required Labs or Discussions

1. Select the appropriate lecture

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Req Dialog</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2462</td>
<td>005-LAB</td>
<td>Mon, 10:00AM - 11:15AM</td>
<td>Math &amp; Science Center - E208</td>
<td>Douglas Muller</td>
<td>0TLL</td>
<td>select</td>
</tr>
</tbody>
</table>

2. Select the lab or discussion and click 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

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.

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.
Changing Options

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.