Faculty /Advisor Instructional Center

- Video – Overview of the center
- Text document with instructions for entering grades and making grade changes.
- Undergraduate GER Queries
- Link to Faculty/Advisor Center
- Links to ProductionRequest-L@listserv.cc.emory.edu and ASK OPUS to obtain Registrar help.

In the Faculty Center – Icon provide quick access to “Class Roster”
Or to the Grade Roster for “Grade Entry”.

Click the class roster and see your class members – include photos and you can view a photo of each student. The Enrollment Status drop down allows you to see all enrolled & dropped students, enrolled students only and dropped students. The class roster can also be downloaded to Excel using the blue/red grid.
In the **Advisor Center** faculty can view their advisees. Faculty can readily see an advisee’s information (demographics, class schedule, transcripts, including the student’s photo). If a student does not appear in the advisees listing, the faculty can use the “View Data for Other Students” to access drop in student information in accordance with FERPA regulations.

**Additional Links from Advisor Center to Advisee Information**

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**Overview of the Faculty Center in OPUS**

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**Student Center** – this is a partial view of your advisee’s center. Faculty can see the student’s schedule, holds, enrollment dates, personal information, etc.

Under “other academics” view the student’s unofficial transcript.

View advisee **General Information**. Expand or collapse to view all or limited data.
Overview of the Faculty Center in OPUS

View Advisee **Transfer Credit Details**

Use this icon to expand the selection for more information or click the “statistics” tab.

View Advisee’s **Academics**

Program/Plan

Term Statistics (enrollments/grades/stats)
View Advisee’s *Achievements and Activities*

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Description</th>
<th>Grantee</th>
<th>Date Received</th>
<th>Academic Term</th>
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<tr>
<td>EMORY</td>
<td>Supplemental Instruction Leader</td>
<td>EPASS</td>
<td>10/14/2012</td>
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</tbody>
</table>

No current academic extracurricular activities information found.

Where can faculty find Registrar Important Dates? [http://www.registrar.emory.edu/](http://www.registrar.emory.edu/)

**Calendars** – Look for this icon on registrar webpage.

**Registrar Calendar**

- **December 2014**
  - Fall 2014 Final Exam Period Dec 14 - 20 (see schools for specific dates)
    - Wednesday, 12/17
  - Fall 2014 End of Term
    - Saturday, 12/20
  - Fall 2014 Graduation Date
    - Saturday, 12/20
  - Christmas Holiday - University Holiday
    - Thursday, 12/25
  - Chanukah Holiday - University Holiday
    - Thursday, 12/25
  - Fall 2014 Grade Submission Deadline
    - Monday, 12/29
  - New Year’s Holiday - University Holiday
    - Monday, 1/1

- **January 2015**
  - New Year’s Holiday - University Holiday
    - Monday, 1/5
  - Schools to Certify Fall 2014 Degrees (except Law)
    - Monday, 1/5