

EMORY




OPUS Staff Training Manual







OPUS Staff Training Manual

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Getting Started & OPUS 101 Basics






Type www.opus.emory.edu in your web browser. Log into the student system portal, OPUS, using Netid & Password

WELCOME to the upgraded OPUS.
If you experience any issues, please clear your browser cache. If you continue to have problems, please call the Emory Service Desk at 7-7777 or send an email to OPUSHELP@emory.edu.

Emory's new password policy requires you to reset your password every 365 days.
The cutoff for **changing your University NetID password** is: **SEPTEMBER 9, 2015**
Failure to act by this date will cause you to lose access to all NetID-enabled systems.
Please visit this page for more information: <http://it.emory.edu/password>

Network ID
Password

Get Help Here  [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.

If you have any questions, problems, or comments, please contact the Emory UTS Service Desk at (404) 727-7777. You may also submit an IT support request at <http://help.emory.edu/>.

You are about to access an Emory University and/or Emory Healthcare computer system that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

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OPUS – Security Note

After 20 minutes of inactivity, you may receive the following message. This is a security reminder. If you get interrupted and the system times out, any work that was not saved prior to the inactivity may be lost and may need to be redone.



To *Sign Out* click the sign out link at the top right side of the screen. After signing out, please remember to close the web browser you are using.

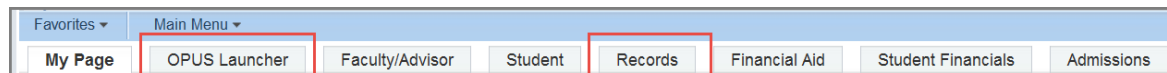




OPUS Launcher Page – *Employee Tab & Links*

Users are granted access to various TABS in OPUS based on their role at Emory University.

Roles = Tabs



- ❖ OPUS Launcher
- ❖ Faculty/Advisor
- ❖ Student
- ❖ Records
- ❖ Financial Aid
- ❖ Student Financials
- ❖ Admissions
- ❖ Guest Access (a link for parents and/or guardians)



OPUS Launcher Page – *FERPA and New Access Information*

The Launcher page contains an important link about the confidential use of data available in OPUS protected by FERPA (Family Educational Rights and Privacy Act).

FERPA and New Access Information

All information contained in this system is considered confidential through the Family Educational Rights and Privacy Act .

- To request additional access to Protected Student Data for the purposes of performing your duties at Emory University please click [HERE](#). For access to advanced functionality, please complete the Supplemental Access Request form found [HERE](#).
- For more information about FERPA and Emory's Information Release Policy, please click [HERE](#).

Staff are required to refresh their understanding of FERPA and renew their system access annually. For more information about FERPA and staff responsibility in securing student privacy, please click the following link: <http://www.registrar.emory.edu/Students/FERPA/index.html>



Students have the right to request that records be kept private.

Within OPUS, a student's record marked as private will be displayed with a FERPA icon in the window. It is important that staff know the proper response before answering when a FERPA symbol is displayed on a student's record. Please refer to the link above for guidance.



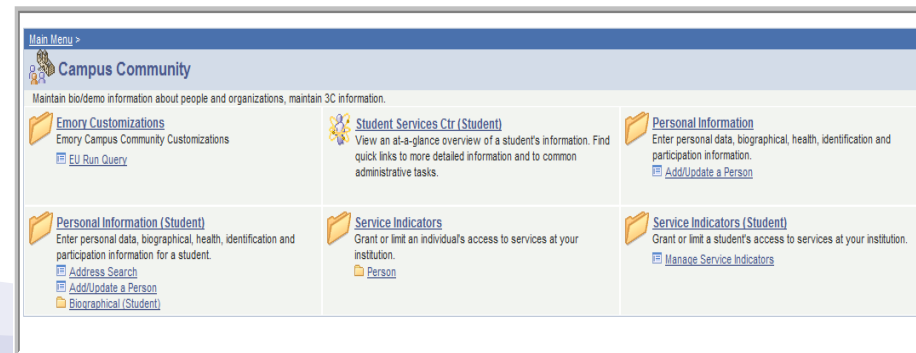
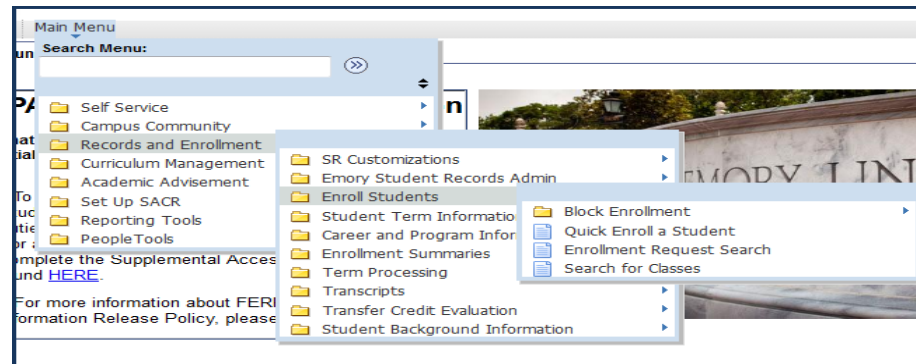
Terminology Crosswalk

OPUS Term	Emory Equivalent/Example
Institution	Emory University
Academic Career	Undergraduate/Graduate Careers (UBUS, GBUS, UNUR, GNUR, THEO)
Academic Program	Degree Programs (LAW, LIBAS, PhD, MPH, MTS)
Academic Plan	Major (ENGLISHBA, PHILPHD)
Academic Sub-Plan	Concentration of Study (NRACRXNP, BBSCB)
Term Coding 5149 – Fall 2014	<p><i>First character</i> 0 – zero for 1900's & 5 for 2000's</p> <p><i>Next two characters</i> last two digits for the year (i.e. 14)</p> <p><i>Last character = semester</i> 0=Winter or Interim, 1=Spring, 6=Summer, 9=Fall</p>



➤ Folder Navigation

OPUS has drop-down menus like most Windows/Mac software. Clicking the folder icons expand menu choices.



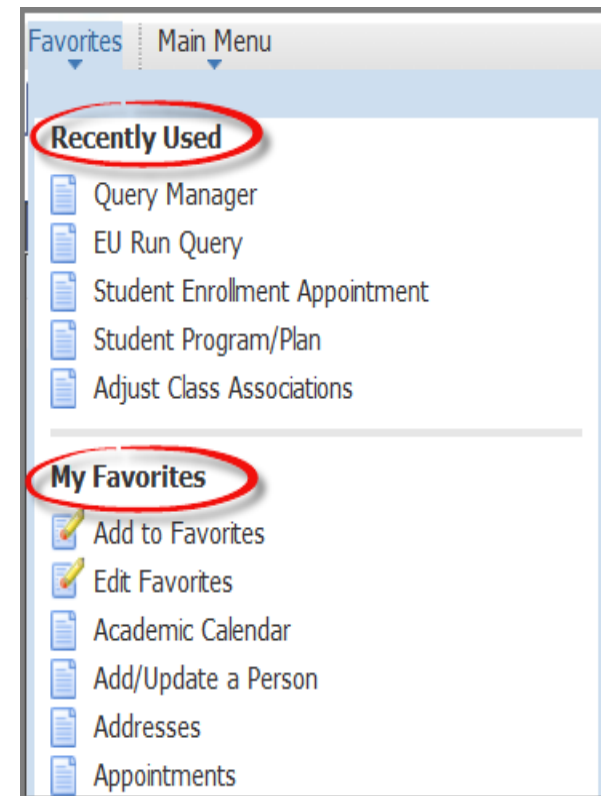


OPUS offers memory tools!

Recently Used – OPUS remembers where you've been and can help you return.

The **My Favorites** feature allows you to bookmark pages that you frequently use. Once you add a favorite, it appears under the My Favorites folder in the left navigation menu.

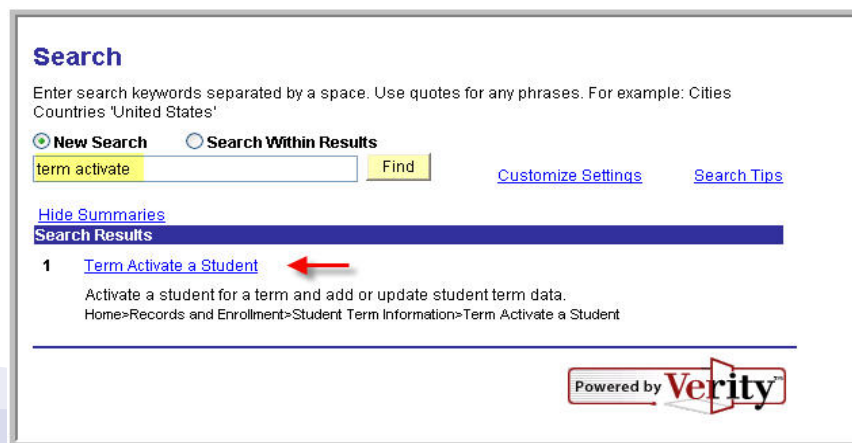
Favorites can be edited and deleted too.





➤ *Using the Search Engine*

Don't remember how to navigate to a page? OPUS is ready to assist. Enter keywords in the search box under MENU and let OPUS find possible choices for you!





➤ *Search for a Student (use one or more options)*

- **Emplid:** If you know the student's ID number enter it in this field and press SEARCH.
- **Academic Career:** Narrow the search results by including the academic career (i.e. Undergraduate Emory College or Theology)
- **National ID:** If you know the student's social security number enter it in this field and press SEARCH.
- **Last Name and First Name:** Enter the student's Last Name and First Name and press SEARCH.



When provided the choice, always choose "Include History" to pull all records related to the student in your search.



➤ **OPUS has robust search features**

Search on any key field with the operators such as begins with, contains, =, <, <=, >, >=, between, and in list.

Search Results

- If only one student matches the search the student's page will be displayed.
- If more than one record matches the search, a list will be displayed. Results can be sorted by field headers.

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = EMORY

Term: in 5079,5076,5071

Subject Area: = LAT

Catalog Nbr: < 300

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-7 of 7 Last

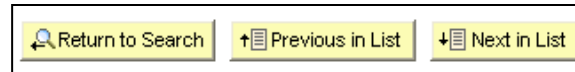
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
EMORY	5071	LAT	102	Ugrad_Coll	ATL	Elementary Latin II	007372	1
EMORY	5071	LAT	202	Ugrad_Coll	ATL	Intermediate Latin: Poetry	007376	1
EMORY	5076	LAT	101	Ugrad_Coll	ATL	Elementary Latin I	007371	1
EMORY	5076	LAT	102	Ugrad_Coll	ATL	Elementary Latin II	007372	1
EMORY	5079	LAT	101	Ugrad_Coll	ATL	Elementary Latin I	007371	1
EMORY	5079	LAT	110	Ugrad_Coll	ATL	Intensive Latin	019983	1
EMORY	5079	LAT	201	Ugrad_Coll	ATL	Intermediate Latin: Prose	007375	1

This search looks for classes which were offered 5079, 5076, or 5071 with subject of Latin and contains classes less than 300.

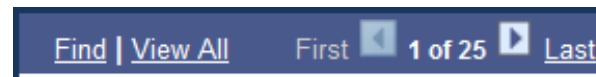


Navigation Tools

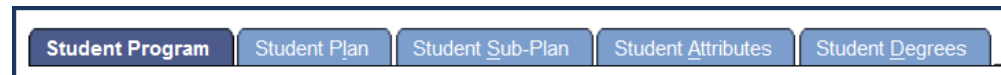
- **Return to Search** – To return to search results.
- **Previous in List and Next in List** – another method for scrolling through the search results.



- **Scroll Bars** – allow you to look at different rows or pages of information for the student. These may be different careers, terms, actions, or classes.
- **View All** – allows you to scroll down to see the different rows versus moving forward from one page to another.



- **Tabs to Multiple Pages or Actions**



- **HOME** – Returns you to the Launcher Page.
- **Ask OPUS** – When you need help, click this link.

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OPUS Staff Training Manual

Records Tab & Academic Folder Links





Records Tab Layout

Depending on the users role, the **Records Tab** will include page links to the most frequently used student records pages. The page may also include important notices from the Office of the Registrar, and currently, an Instructional Center with videos and documentation for various student records operations.

The screenshot displays the Emory Records Tab interface, which is organized into several key sections:

- Records Admin Management Dept:** A sidebar menu with categories such as Academics, Student Personal Information, Enrollment, Courses & Class Information, Departmental Queries, Student Services Ctr (Student), and Emory Student List by Plan. Each category contains specific links for viewing and managing student data.
- Registrar's Notices:** A central panel featuring a banner for the 150th Anniversary and a section titled "Notices from the Registrar's Office" with a "Website Link" to www.emory.edu/REGISTRAR.
- Student Records Instructional Center:** A panel on the right providing instructional materials, including links for "Permission Numbers", "Email Grade Roster Print", "Class Roster Print", "Class Roster View", "Class Roster Email Student Photo Page", "Appointments", "Batch Transcripts", "Awaiting Advertisements", and "Print Internal (Audit) Transcript".
- Records Admin Links: School:** A panel at the bottom right containing links for "Course and Class Management", "Course Catalog", "Degree Audit", "Student Admittance Record", "Course Catalog Search", "Course Enrollment Groups", "Degree Requirements", "Student Services", "Course Catalog Query", "Enrollment Groups", "Course Catalog Query", and "Student Services".
- Custom Advised Links:** A panel with links for "Advisement Results - Test" and "Advisement Reports - All or FSE".

Additional text in the bottom right panel includes a "Student Records Instructional Center" notice about Additive Flash browser plugins and a "Thank you for your cooperation!" message regarding enrollment processing.



Academics Folder

OPUS links live within folders on the Records tab. The folder contents are grouped so that users may find related functions easily. Let's start at the top right side of the page and begin with the Academics folder.



Academics

[View Student Academic Summary](#)

[View Unofficial Transcript](#)

[Produce Batch Transcripts](#)

[Student Grades](#)

[Enrollment History](#)

[Enrollment History No GPA](#)

[Undergraduate GER Queries](#)

[Update Expected Grad Date](#)

[Update Student Advisor](#)



View Academic Summary Tells a Story . . .

The Academic Summary link allows the user to see a historical summary of the student's academic record. After clicking on the link a page containing search fields will be presented. Type in information for the student and click **SEARCH** to continue.

Academic Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

ID:	begins with	▼	0022365
Campus ID:	begins with	▼	
National ID:	begins with	▼	
Last Name:	begins with	▼	
First Name:	begins with	▼	

Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)



View Academic Summary Institution/Career/Program/Plan Summary

The first third of the screen shows the students Career and Program information; as well as, a detail of the highlighted Program to the left. Click on any hyperlinked program to bring up detail information for that program. One excellent feature of this section is the ability to go directly to the Program/Plan Stack page to edit data that may not be correct by clicking on the "edit program data" button on the upper right-hand side of the page.

In the example below, notice that the student was enrolled at UCOL & UBUS. By clicking each career, the user can see a summary of the student's program plan information at a glance.

Institution / Career / Program	edit program data	
EMORY - Emory University	Program:	LIBAS Liberal Arts & Sciences
UBUS - Undergraduate Business	Student Career Nbr:	0
BBA - Bachelor of Business Admin	Status:	Discontin ^{ed} as of 12/31/2003
UCOL - Undergraduate Emory College	Admit Term:	5029 Fall 2002
LIBAS - Liberal Arts & Sciences	Expected Graduation:	5061 Spring 2006
	Approved Load:	Full-Time
	Load Determination:	Base On Units
	Level Determination:	Base On Units
	Plan:	UNDECLARED Undeclared - Arts & Sciences
	Requirement Term:	5029 Fall 2002

Institution / Career / Program	edit program data	
EMORY - Emory University	Program:	BBA Bachelor of Business Admin
UBUS - Undergraduate Business	Student Career Nbr:	0
BBA - Bachelor of Business Admin	Status:	Completed as of 05/16/2006
UCOL - Undergraduate Emory College	Admit Term:	5041 Spring 2004
LIBAS - Liberal Arts & Sciences	Expected Graduation:	5061 Spring 2006
	Approved Load:	Full-Time
	Load Determination:	Base On Units
	Level Determination:	Base On Units
	Plan:	BUSBBA Business Administration
	Requirement Term:	5041 Spring 2004



View Academic Summary Term Summary

The second half of the screen shows a summary of the student's term history for each career they have been term activated for, and to the right of the Term Summary listing is detailed information for the highlighted term. By clicking on any hyperlinked term, the user is able to view detailed information for that term.

Was the student eligible to enroll? What was the primary program for that term? Depending on the user's role, academic standing status information may be viewable. This panel also includes the academic level and load for the term highlighted. The user can click the **edit term data** link to view more details about the student's term activation pages in OPUS.

Term Summary		edit term data	
EMORY - Emory University		Spring 2006	
UBUS - Undergraduate Business		Eligible to Enroll:	Yes
5061 - Spring 2006		Primary Program:	BBA Bachelor of Business Admin
5059 - Fall 2005		Academic Standing Status:	Data unavailable
5051 - Spring 2005			
5049 - Fall 2004			
5041 - Spring 2004			
UCOL - Undergraduate Emory College		Level / Load	
5039 - Fall 2003		Academic Level - Projected:	Senior
5031 - Spring 2003		Academic Level - Term Start:	Senior
5029 - Fall 2002		Academic Level - Term End:	Senior
		Approved Academic Load:	Full-Time
		Academic Load:	Enrolled Half-Time



View Academic Summary Term Summary – Classes & Statistics

Below the term summary for a selected term, the student's enrollment actions appear in **Classes**.

Dropped

Enrolled

indicates if a class was dropped and indicates enrollment

* **Grades** also appear for the term along with term statistics. Click a particular class in the schedule to see class details. If the term is current and enrollment actions are allowable, clicking the **Quick Enrollment** link is a quick method to adjust the student's schedule.

* **Term statistics** for the chosen term are viewable below the Classes. This information is only available for those who have the appropriate OPUS access to view this information.

Classes

Enrolled Dropped

Class	Description	Units	Grading	Grade	Status
ANT 201-000 [2317]	Concepts & Meth in Biol Anth (Lecture)	4.00	Graded		
ANT 201-L-A (2518)	Concepts & Meth in Biol Anth (Laboratory)		Non-Graded Component		
BUS 411-000 [3762]	Law And Business (Lecture)	4.00	Graded		
BUS 427-000 [3813]	International Finance (Lecture)	4.00	Graded	A	
BUS 4800-000 [4972]	The Entertainment Industry (Lecture)	1.00	Satisfactory/Unsatisfactory	S	
LING 101-000 [1968]	Hist Of The American Languages (Lecture)	4.00	Graded		
SOC 389-000 [2844]	Spec Topics In Sociology (Lecture)	4.00	Graded	A	

[Quick Enrollment](#)

Statistics

Spring 2006	From Enrollment	Combined Term Total	Cumulative Total
Units Toward GPA:			
Taken	8.000	8.000	50.000
Passed	8.000	8.000	50.000
In Progress			
Units Not for GPA:			
Taken	1.000	1.000	24.000
Passed	1.000	1.000	24.000
In Progress			
Transfer Units			71.000
GPA Calculation			
Total Grade Points	32.000	32.000	198.200
/ Units Taken Toward GPA	8.000	8.000	50.000
= GPA	4.000	4.000	3.964

[Term History](#)



View Unofficial Transcript Search Page

Click on the [View Unofficial Transcript](#) link to view or print a student's unofficial transcript located in the [Academics](#) folder on the [Records Tab](#) in OPUS

Transcript Request Search Page

Always click on **Add a New Value**. *(Do NOT USE - Find an Existing Value)*

Transcript Request
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)
←
Click on Add a New Value

Report Request Nbr: begins with
ID: begins with
Academic Institution: begins with
Transcript Type: begins with
User ID: begins with
Request Date: =
Future Release: =
Term: begins with
Requested Print Date: =
First Name: begins with
Last Name: begins with

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



View Unofficial Transcript Request Header Page

- In Transcript Type, select **INTRN** by using the down arrow. This is the preferred choice for a quick look at the student's transcript.

Depending on the user's OPUS access, choices may include

- INTRN (basic advising transcript)
- ADV (degree audit transcript for particular school)
- TREVL (transfer credit evaluation transcript)

- Choose **Printer** for the Output Destination.

- Future Release – choose **Immediate Processing**

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 000000000 Request Date: 02/24/2008 User ID: SHARR13

*Institution: EMORY Emory University

*Transcript Type: INTRN Advising Document Chrono

Freeze Record

Override Service Indicator

*Output Destination: Printer

Number of Copies: 1

Future Release: Immediate Processing

Academic Career:

Term:

Print Date: 02/24/2008

Request Reason:




Cancel Request

Save Notify Add Update/Display

Request Header | Request Detail | Report Results | Report Errors



View Unofficial Transcript Request Detail Tab

- Enter the student's emplID and the number of copies requested, if other than 1. If you don't know the student's emplID, click on the magnifying glass  in the ID field to search for the student.
- If you need to add an additional request for a different student, click on  to add another row. Enter the additional student's emplID. Continuing adding rows with the  until all student emplIDs have been entered for this request.
- Do not use **SEND** as this feature is not operational.
- Results can be printed or saved as a PDF after processing.



View Unofficial Transcript Completed Request Detail Page

Request Header | Request Detail | Report Results | Report Errors

Report Request Nbr: 00000000 On Request
Transcript Type: INTRN Advising Document

Process Request
Print
Report Manager

Find | View All | First | 1 of 3 | Last

*Seq Nbr	*ID	Number of Copies
1	0022365 James Dooley	1
2		1
3		1

Save Notify Add Update/Display

Request Header | Request Detail | Report Results | Report Errors


- After all students for this request have been entered, click on **PROCESS REQUEST** at the top of the page. When the request is processed, the **Report Results** page is displayed with the requested transcript(s).



View Unofficial Transcript Report Results with Preview of Transcript(s)

Request Header	Request Detail	Report Results	Report Errors
Seq Nbr: 1			Find View 1 1 of 3
ID: 0022365		James Dooley	Print
			Report Manager
Advising Document - Do Not Disseminate			
Emory University			
Name	: James Dooley		
Student ID:	0022365		
Address	: Therese May		
	325 Melrose Ave		
	Decatur, GA 300302853		
	United States		
Print Date	: 2008-03-07		
Any Emory University courses taken while the University was on a quarter hour system are not included on this transcript page. Courses taken at Emory on the quarter hour system will be reported on a separate page of the transcript.			
Specifically, courses not included on this page are:			
Law courses taken summer 1976 and earlier,			

If requested only one student's transcript, you may print the results from this page. If you choose your browser print button to print, the results will be multiple pages and the format may not be attractive. If you choose the **PRINT** and **Report Manager** options on this page, the results will produce a **PDF report** that looks much nicer. Instruction for using this feature follows on the next page.

If you requested more than one student's transcripts, they will be stacked behind the 1st. Look at the dark blue line under the tabs. By clicking  you can scroll through to each student's transcript result.



View Unofficial Transcript Printing Single Transcript

The screenshot displays the 'Report Results' page for a student. The main window shows the following information:

- Seq Nbr: 1
- ID: 0022365 James Wayne Dooley
- Advising Document - Do Not Disseminate
- Emory University
- Name : Dooley, James Wayne
- Student ID: 0022365
- Address : 1525 Clifton Rd
- Atlanta, GA 30322-4200
- United States
- Print Date : 2014-07-30

The inset window shows the 'Report List' table:

Select	Report ID	Date Issued	Description	Request Date/Time	Exempt	Status	Details
<input checked="" type="checkbox"/>	5067615 6517727	07/30/2014 10:04:35AM	Print Internal Transcripts	Acrobat (*.pdf)		Posted	Details

If you requested only one student's transcript, you can print from the **Report Results** page. Click on **PRINT**. In the far right corner of the page **SAVED** briefly displays. When **SAVED** disappears, click the **REPORT MANAGER** link. A new screen will appear. Click **REFRESH** until the process line changes the status from initiated to **POSTED**. Notice that the **POSTED** line has a link appear under the "**Description**". Click this link to open the transcript and print.

If you ordered more than one transcript, click the link "**go back to transcript request.**" From the **Report Results** page, you can scroll to the next student's transcript by clicking the **1** on the dark blue line and process that transcript using the **PRINT** and **REPORT MANAGER** process. However, if you want to print **ALL** transcripts at once, return to the second tab by clicking the **Request Details** tab at the top of the page.



View Unofficial Transcript Printing Multiple Transcripts – Back to Request Detail Tab

The screenshot displays the 'Request Details' page with the following information:

- Report Request Nbr: 001167242
- Completed
- Transcript Type: INTRN
- Advising Document

Buttons visible include 'Process Request', 'Print', and 'Report Manager'. Below this, there are input fields for 'Seq Nbr' and 'ID' with a 'Send' button.

An inset window titled 'View Reports For' shows a table of reports:

Select	Report ID	Pass Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5967615 6517727		Print Internal Transcripts	07/31/2014 10:04:36AM	Acrobat (*.pdf)	Posted	Details

A red arrow points to the 'Print Internal Transcripts' link in the 'Description' column, with the text 'Click to Print' below it.

To print **ALL** requests at once, click on **PRINT** on the **Request Details** page. The image will not change. **SAVED** will appear briefly in the top right of the page. When **SAVED** disappears, click the **REPORT MANAGER** link on this page. The process page will appear. Click **REFRESH** until the process line changes the status from initiated to **POSTED**. Notice that the **POSTED** line has a link appear under the **"Description"** heading. Click this link to open the transcript and all transcripts will be listed in one PDF ready for printing.



View Unofficial Transcript Printing Results

The screenshot shows a web browser window with a menu open on the left. The main content area displays an 'Advising Document - Do Not Disseminate' for James Housley. The transcript is organized by semester and includes course numbers, titles, credits, and grades. For example, in the Spring 1990 semester, he took Philosophy Major (PHIL 101) for 3.00 credits with a grade of B, and Liberal Arts & Sciences (LIBA 101) for 3.00 credits with a grade of B. The document also includes a 'Degree Analysis' section and a 'Registration of Academic Record' section.

The transcript can be printed from the browser directly from the **Report Results** page, but by using the **PRINT** and **REPORT MANAGER** features, the user will have a compact easy to read PDF document that is easier to work with.

X to close all windows or click **HOME** to begin your next OPUS adventure.



Produce Batch Transcripts Imagine the Process

Transcripts can be produced in a group or batch. As you prepare to create a batch of transcripts, it helps to have a mental picture of the batch process. There are three steps involved in creating batch transcripts. To be successful, all steps must be followed in this order.



Step 1 - choose the students – ***Transcript Request***



Step 2 - construct the transcripts – ***Transcript Generation***



Step 3 - print the transcripts – ***Internal Transcript Print***



Produce Batch Transcripts Getting Started

Go to the [Records Tab](#) and the [Academics folder](#) click the link for [Produce Batch Transcripts](#).

A new screen appears to guide you through the process.

Produce Batch Transcripts		Edit "Records Admin Links-Department" Collection
To produce transcripts in batch, follow these three steps:		
1. Request a Batch Produce a large batch of transcript requests.	2. Generate a Batch Generate previously created transcript requests.	3. Print a Batch Internal Transcript Batch Print
3A. BATCH PRINT - ADVISEMENT Print a Range of transcripts - use to print batch advisement transcripts		

Notice that there are two methods listed on this link to Print a Batch. *This document will only cover the "Internal Transcript Batch Print" option. Batch printing for advisement documents would be located under "Degree Audit" documentation.*



Produce Batch Transcripts

Step 1 – Transcript Request

Click link 1. Request a Batch.

Batch Transcript Request
[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Batch Transcript Request
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID: begins with

Case Sensitive

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

If this is the first time is being created, the user should set-up a Run Control ID for the first phase. Click **Add a New Value**. Naming the run control **"transcript_request"** is recommended. **Hint** - blank spaces are not allowed in run control names, please use underscore for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse the assigned run control by clicking **Find an Existing Value** and **SEARCH** or by entering the name **"transcript_request"** and **SEARCH**.

Transcript requests can be made using one of the following criteria.

- ❖ Academic Level
- ❖ Advisor
- ❖ Career/Program/Plan
- ❖ Student Group



Produce Batch Transcripts Criteria for Career/Program/Plan

Batch Transcript Request

Run Control ID: TranscriptRequest [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13 Run Control ID: TranscriptRequest

Request No: 1 Product: SA Application: SRTSRQST When: Always

Instance: 200599 Status: Processing 06/19/2002 6:53:16AM

*Institution	*Transcript Type	*Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term				
EMORY	INTRN	Career/Program/Plan	GSAS	PHD	ECONPHD	5146	Economics	Graduate Arts and Sciences	Doctor of Philosophy	+
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONBA	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences	+
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONND	5146	Economics	Undergraduate Emory College	Liberal Arts & Sciences	+

Save Return to Search Previous in List Next in List Notify
Add Update/Display

Institution - Defaults to **Emory**.

Transcript Type - Choose or enter **INTRN** – Advising Document

Transcript Request Criteria – Career/Program/Plan

Career – **Choose the appropriate career** (i.e. GSAS, UCOL, GNUR, etc.)

Acad Program – **Choose the appropriate program** (i.e. PhD, LIBAS, BSN, etc.)

Acad Plan – **Choose the appropriate plan or plans** (i.e. ECONPhD, ECONBA, CHEMBS, etc.)

Click to choose more than one transcript group.





Produce Batch Transcripts Other Criteria Options

Besides **Career/Program/Plan** criteria, there are other population choices available. Required fields for each criteria selection will differ.

Transcript by Academic Level

Batch Transcript Request

Run Control ID: Transcript_Request [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13 Run Control ID: Transcript_Request
 Request No: 1 Product: SA Application: SRTSRQST When: Always
 Instance: Status: Pending

*Institution	*Transcript Type	*Transcript Request Criteria	Career	Acad Level	Term
EMORY	INTRN	Academic Level	UGCOL	Freshman	5089

Full Undergraduate 2008 Emory College

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update-Display](#)

Transcript by Advisor ID

Batch Transcript Request

Run Control ID: Transcript_Request [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13 Run Control ID: Transcript_Request
 Request No: 1 Product: SA Application: SRTSRQST When: Always
 Instance: Status: Pending

*Institution	*Transcript Type	*Transcript Request Criteria	Term	Advisor
EMORY	INTRN	Advisor	5089	Advtex R

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update-Display](#)

Transcript by Student Group

Batch Transcript Request

Run Control ID: Transcript_Request [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13 Run Control ID: Transcript_Request
 Request No: 1 Product: SA Application: SRTSRQST When: Always
 Instance: Status: Pending

*Institution	*Transcript Type	*Transcript Request Criteria	Term	Group Name
EMORY	INTRN	Student Group	5089	JTRN

GER Transfer Student Group

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update-Display](#)



Produce Batch Transcripts Processing the Request

If more than one group or population of transcripts is requested, click the **+** icon to add another row of criteria. Once all transcript request groups have been entered, click **SAVE**.

In the illustration below, the request is for students who have declared ECONBA as their priority major, students who have declared ECONND & BUSECON as their second major, and students who have declared ECONMIN as their minor. Notice that the career is different to capture the BUSECON group.

After the criteria is set, click the **RUN** button at top of page.

Batch Transcript Request

Run Control ID: TranscriptRequest [Report Manager](#) [Process Monitor](#) [Run](#)

User ID: SHARR13 Run Control ID: TranscriptRequest
 Request No: 1 Product: SA Application: SRTSRQST When: Always
 Instance: 200595 Status: Processing 06/19/2002 6:53:16AM

*Institution	*Transcript Type	*Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term			
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONBA	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONND	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences
EMORY	INTRN	Career/Program/Plan	UBUS	BBA	BUSECON	5146	Sum 2014	Undergraduate Business	Bachelor of Business Admin
EMORY	INTRN	Career/Program/Plan	UCOL	LIBAS	ECONMIN	5146	Sum 2014	Undergraduate Emory College	Liberal Arts & Sciences

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



Produce Batch Transcripts Process Scheduler Request Page

The Process Scheduler appears. If these are not already entered, Type = **Web** and Format = **PDF**. If everything looks good, click **OK** or you can click cancel to void the process.

Process Scheduler Request

User ID: SHARR13 Run Control ID: TranscriptRequest

Server Name: Run Date: 07/30/2014

Recurrence: Run Time: 1:35:27PM [Reset to Current Date/Time](#)

Name: Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SRTSROST	SRTSROST	Application Engine	Web	PDF	Distribution

[OK](#) [Cancel](#)

Clicking **OK** returns the user back to the **Batch Transcript Request** page. Click **Process Monitor** to monitor this process.

Batch Transcript Request

Run Control ID: TranscriptRequest [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 6517736

User ID: SHARR13 Run Control ID: TranscriptRequest

Request No: 1 Product: SA Application: SRTSROST When: Always

Instance: 200599 Status: Processing 06/19/2002 6:53:16AM

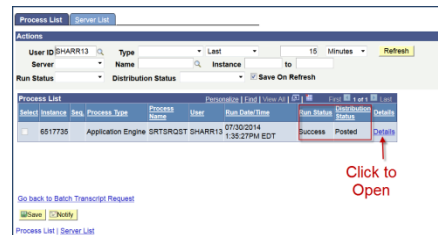
Institution	Transcript Type	Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term					
EMORY	INTRN	Career/Program/Plan	JCOL	LIBAS	ECONBA	5146	Sum	Undergraduate	Liberal Arts & Sciences	+	-
EMORY	INTRN	Career/Program/Plan	JCOL	LIBAS	ECONND	5146	Sum	Undergraduate	Liberal Arts & Sciences	+	-
EMORY	INTRN	Career/Program/Plan	JBUS	BBA	BUSECON	5146	Sum	Undergraduate	Bachelor of Business Admin	+	-
EMORY	INTRN	Career/Program/Plan	JCOL	LIBAS	ECONMIN	5146	Sum	Undergraduate	Liberal Arts & Sciences	+	-

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

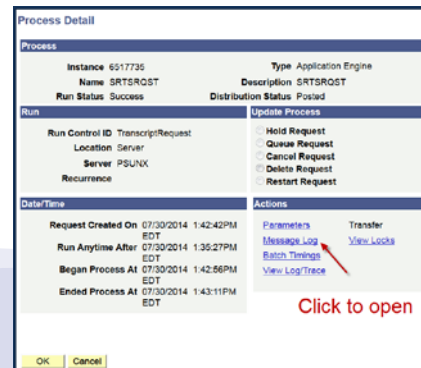


Produce Batch Transcripts Process Monitor & Details Pages

Click **REFRESH** often to monitor process status changes. When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click the **DETAILS** link. (**Note:** the most recently generated process will appear at the top of the list that is displayed. This is the one you want to monitor. It may take a moment for you to see a new row appear for a newly requested process. Don't panic, the process will appear. **Hint:** To avoid confusion, the user should set the LAST data to 1 DAY. The user can also change this to smaller increments of time for easier monitoring.)



When the **DETAILS** link is clicked, a **Process Detail** page appears. Click the **MESSAGE LOG** link.





Produce Batch Transcripts Message Log Results

The **Message Log** contains the emplids of all the students selected for this request. If necessary, use the scroll bar to see the full listing of student IDs. For our example there are 164 emplids.

Message Log			
Process			
Instance:	6517735	Type:	Application Engine
Name:	SRTSRQST	Description:	SRTSRQST
Personalize Find View 100 First 1-90 of 164 Last			
Severity	Log Time	Message Text	Explain
10	1:43:00PM	Transcript request detail record generated for student: [redacted]	Explain
10	1:43:02PM	Transcript request detail record generated for student: [redacted]	Explain
10	1:43:02PM	Transcript request detail record generated for student: [redacted]	Explain

Important: Each group within the request will be assigned a process number. Remember our request asked for students with the following majors - *ECONBA, ECONND, BUSECON, and ECONMIN*. There will be four process codes (one for each the groups requested). The user only needs the first and last process code to continue with the transcript generation process. Locate the first process number (you may see this on the first page, but it could also be on subsequent page – you must scroll down to find the number). **Note:** this process code is not the 1st emplid in the list. The process code will look like this.

10	1:43:05PM	Transcript Request Number generated: 002288208	Explain
----	-----------	--	---------

Once located, write down the first process number.

Scroll to the end of the list and the last process code will be located near the end of the list.

10	1:43:10PM	Transcript Request Number generated: 002288211	Explain
	1:43:11PM	Successfully posted generated files to the report repository	Explain
Return			

Hint: Two numbers 002288208 and 002288211 = range for 4 groups



Produce Batch Transcripts Transcript Generation

The next process is similar to going to the file cabinet and pulling records. This process may take a little more time than the transcript request took. Close all windows and from the Records Tab, click on the Process Batch Transcript link again.

Click link 2. Generate a Batch.

Batch Transcript Generation

Find an Existing Value **Add a New Value**

Run Control ID:

Add

Batch Transcript Generation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Run Control ID
transcript_generate

Find an Existing Value | Add a New Value

If this is the user's first time creating a batch, they should set-up a Run Control ID for the second phase. Click **Add a New Value**. Naming the run control "**transcript_generate**" is recommended. **Hint** - blank spaces are not allowed in run control names, please use underscore for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse the assigned run control by clicking **Find an Existing Value** and **SEARCH** or by entering the name "**transcript_generate**" and **SEARCH**.



Produce Batch Transcripts Transcript Generation Criteria

When the Transcript Generation page appears, the following information needs to be entered.

Institution = **Emory**

Transcript Type = **INTRN**

Under **Selection Criteria**

- Check the box next to Request Nbr and enter the two numbers that were written down from the previous process. **From** will be the first number (i.e. 002288208 and tab) and **To** will be the last number (i.e. 002288211 – when you tab the first number will automatically populate. If you had requested more than one group, you will have a process group range. Enter the last number in the range). After entering the numbers **SAVE**.
- Then click the **RUN** button at the top of the page.

Transcript Generation

Run Control ID: transcript_generate [Report Manager](#) [Process Monitor](#) **Run**

*Institution: EMORY Emory University
 *Transcript Type: INTRN Advising Document

Selection Criteria

Request Nbr Report Request Number:
 Request Date

From: 002288208 To: 002288211

Save **Notify** **Add** **Update/Display**

Click Run after entry is complete to start process



Produce Batch Transcripts Process Scheduler Request Page

The Process Scheduler appears. If everything looks good, click **OK** or you can click cancel to void the process.

Process Scheduler Request

User ID: SHARR13 Run Control ID: transcript_generate

Server Name: Run Date: 07/30/2014

Recurrence: Run Time: 3:51:34PM [Floset to Current Date/Time](#)

Name: Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Batch Transcript Generation	SRPCTDRB	COBOL SQL	(None)	(None)	Distribution

[OK](#) [Cancel](#)

Clicking **OK** returns the user back to the **Transcript Generation** page. Click **Process Monitor** to monitor the process.

Transcript Generation

Run Control ID: transcript_generate [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 6517741

*Institution: Emory University

*Transcript Type: Advising Document

Selection Criteria

	From	To
<input checked="" type="radio"/> Request Nbr	Report Request Number: 002288208	002288211
<input type="radio"/> Request Date		

[Save](#) [Notify](#) [Add](#) [Update/Display](#)



Produce Batch Transcripts Process Monitor & Details Pages

Click **REFRESH** often to monitor process status changes. When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click the **DETAILS** link. (This process may take longer than the previous process because the system is building the transcripts for printing. Don't panic. The length of time it takes depends on the number of transcript in each grouping.)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	6517741		COBOL SQL	SRPCTDRB	SHARR13	07/30/2014 3:51:34PM EDT	Success	Posted	Details
<input type="checkbox"/>	6517735		Application Engine	SRTSRQST	SHARR13	07/30/2014 1:35:27PM EDT	Success	Posted	Details
<input type="checkbox"/>	6517727		SQR Report	EUSR027B	SHARR13	07/30/2014 10:04:35AM EDT	Success	Posted	Details

The Process Detail page appears. [Click the MESSAGE LOG link.](#)

Process	
Instance	6517741
Type	COBOL SQL
Name	SRPCTDRB
Description	Batch Transcript Generation
Run Status	Success
Distribution Status	Posted
Run	
Run Control ID	transcript_generate
Location	Server
Server	PSUNIX
Recurrence	
Date/Time	
Request Created On	07/30/2014 3:53:51PM EDT
Run Anytime After	07/30/2014 3:51:34PM EDT
Began Process At	07/30/2014 3:54:09PM EDT
Ended Process At	07/30/2014 3:56:54PM EDT
Update Process	
<input type="radio"/>	Hold Request
<input type="radio"/>	Queue Request
<input type="radio"/>	Cancel Request
<input type="radio"/>	Delete Request
<input type="radio"/>	Restart Request
Actions	
Parameters	Transfer
Message Log	
Batch Timings	
View Log/Trace	

Viewing the Message Log for this phase is optional. By clicking the Message Log link, you will now see names appear with the student id number. This can be skipped and the user can move forward to the printing phase.



Produce Batch Transcripts Internal Transcript Batch Print

The next process is similar to going to a printer with file folders and printing the records. Close all windows and from the **Records Tab**, **Process Batch Transcripts** link, click the link **Print a Batch – Internal Transcript Batch Print**.

Click link 3. **Print a Batch – Internal Transcript Batch Print**.

Internal Transcript Batch Print

Find an Existing Value **Add a New Value**

Run Control ID:

Add

Internal Transcript Batch Print

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Run Control ID	Language Code
transcript_print	English
transcript_print	English

When printing a batch for the first time, the user should set-up a Run Control ID for the second phase. Click **Add a New Value**. Naming the run control "**transcript_print**" is recommended. **Hint** - blank spaces are not allowed in run control names, please use underscore for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse the assigned run control by clicking **Find an Existing Value** and **SEARCH** or by entering the name "**transcript_print**" and **SEARCH**.



Produce Batch Transcripts Print Criteria

A new page will appear. Again the user will enter the request number range that was generated in the transcript request phase. The user will enter the first number in the **From** and last number in the **To** fields and **SAVE**.

Then click **RUN**.

Internal Trans Prt

Run Control transcript_print [Report Manager](#) [Process Monitor](#) Run

ID:

Report Request Nbr From: 00228820

Report Request Nbr To: 00228821

To Print to a Network-Defined HP Printer, use: Type = Printer, Format = HP, Output Dest = printer name

To Print to a Network Defined Line Printer, use: Type = Printer, Format = LP, Output Dest = printer name

To Print to a Local PC Printer, use: Type = Web, Format = PDF, Output Dest = Blank (View in Acrobat, then print to local printer)

Save
Notify

Add
Update/Display



Produce Batch Transcripts Process Scheduler Request Page

The Process Scheduler appears. Type = **Web** and Format = **PDF** and if everything looks good, click **OK** or you can click cancel to void the process.

Process Scheduler Request

User ID: SHARR13 Run Control ID: transcript_print

Server Name: Run Date: 07/30/2014

Recurrence Name: Run Time: 4:21:57PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Print Internal Transcripts	EUSR02/B	SQR Report	Web	PDF	Distribution

Clicking **OK** returns the user back to the **Internal Trans Prt** page. Click **Process Monitor** to monitor the process.

Internal Trans Prt

Run Control ID: transcript_print [Report Manager](#)

Process Instance 6517742

Report Request Nbr From: 00228820

Report Request Nbr To: 00228821

To Print to a Network-Defined HP Printer, use:
 To Print to a Network Defined Line Printer, use:
 To Print to a Local PC Printer, use:

Type = Printer, Format = HP, Output Dest = printer name
 Type = Printer, Format = LP, Output Dest = printer name
 Type = Web, Format = PDF, Output Dest = Blank
 (View in Acrobat, then print to local printer)



Produce Batch Transcripts Process Monitor & Details Pages

Click **REFRESH** often to monitor process status changes. When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click the **DETAILS** link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	651742		SQR Report	EUSR027B	SHARR13	07/30/2014 4:21:57PM EDT	Success	Posted	Details
<input type="checkbox"/>	651741		COBOL SQL	SRPCTDRB	SHARR13	07/30/2014 3:51:34PM EDT	Success	Posted	Details
<input type="checkbox"/>	651735		Application Engine	SRTSRQST	SHARR13	07/30/2014 1:35:27PM EDT	Success	Posted	Details
<input type="checkbox"/>	651727		SQR Report	EUSR027B	SHARR13	07/30/2014 10:04:35AM EDT	Success	Posted	Details

The **Process Detail** page appears. Click the **View Log/Trace** link.

Process	
Instance 651742	Type SQR Report
Name EUSR027B	Description Print Internal Transcripts
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID transcript_print	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On 07/30/2014 4:24:50PM EDT	Parameters Transfer
Run Anytime After 07/30/2014 4:21:57PM EDT	Message Log
Began Process At 07/30/2014 4:25:04PM EDT	Batch Timings
Ended Process At 07/30/2014 4:25:34PM EDT	View Log/Trace

Click View Log/Trace



Produce Batch Transcripts View Trace Log/Print PDF Output

A new page will appear. In the middle of the page under **FILE LIST** is a PDF file.

View Log/Trace			
Report			
Report ID: 5967626	Process Instance: 6517742	Message Log	
Name: EUSR027B	Process Type: SQR Report		
Run Status: Success			
Print Internal Transcripts			
Distribution Details			
Distribution Node: SATEST9	Expiration Date: 10/29/2014		
File List			
Name	File Size (Bytes)	Datetime Created	
SQR_EUSR027B_6517742.log	1,601	07/30/2014 4:25:34.005558PM EDT	
sum027b_6517742.PDF	610,713	07/30/2014 4:25:34.005558PM EDT	
sum027b_6517742.out	49,151	07/30/2014 4:25:34.005558PM EDT	
Distribute To			
Distribution ID Type	Distribution ID		
User	SHARR13		

Double click this link to open the PDF file containing the transcript(s) ready for printing to your local printer.

Advising Document - Do Not Reauthorize Page No. 1

Name	Level	Address	Adviser	Dist Office
Student ID:	Identifying information has been removed - FERPA.			
Level:	removed - FERPA.			
Address:	removed - FERPA.			
Stone				
PRNT Date	2018-08-13			
----- Beginning of Academic Record -----				
Undergraduate Emory College, Liberal Arts & Sciences - Fall 2009				
Plan	Undergrad - Arts & Sciences			
ARTIST 189	Practical American History	4.00	4.00	8
REG DISTRIBUTION	College Freshman Seminar			13,000
Course Topic	The Transition of Transatlantic			
FAW 145	Fresh Advising And Mentoring	3.00	3.00	0
PATH 110	Pathways I	4.00	4.00	8
PHI 145	Philosophy I	4.00	4.00	8
REL 110	Classical Religious Texts	4.00	4.00	8
TERM GSA	3.380	TERM TOTALS	37.00	37.00
OWM GSA	3.380	OWM TOTALS	37.00	37.00
Undergraduate Emory College, Liberal Arts & Sciences - Spring 2009				
Plan	Undergrad - Arts & Sciences			
REIT 311	Lat America Since Independence	4.00	4.00	8
JWS 210W	New Reporting And Writing	4.00	4.00	8
REG DISTRIBUTION	First Freshman College Writing Requirement			30,800
LAP 100	By Topic Area & Customized	4.00	4.00	8
DIST	Course Topic: Arts & Sciences in Latin Amer	4.00	4.00	8
TERM GSA	3.800	TERM TOTALS	36.00	36.00
OWM GSA	3.800	OWM TOTALS	36.00	36.00
Undergraduate Emory College, Liberal Arts & Sciences - Summer 2009				
Plan	Undergrad - Arts & Sciences			
ART 191	Introduction to Art History	4.00	4.00	8
LING 100	Read of the American Language	4.00	4.00	8
TERM GSA	3.100	TERM TOTALS	8.00	8.00
OWM GSA	3.100	OWM TOTALS	76.00	240,200
Undergraduate Emory College, Liberal Arts & Sciences - Fall 2007				
Plan	Undergrad - Arts & Sciences			
PLAN 110	Latin American and Caribbean Studies Major	4.00	4.00	8
PHI 145	Philosophy I	4.00	4.00	8
PHI 145	Classical Religious Texts	4.00	4.00	8
PHI 145	Latin American and Caribbean Studies	4.00	4.00	8
TERM GSA	3.380	TERM TOTALS	16.00	16.00
OWM GSA	3.380	OWM TOTALS	90.00	88.00
Undergraduate Emory College, Liberal Arts & Sciences - Fall 2008				
Plan	Undergrad - Arts & Sciences			
REIT 311	Lat America Since Independence	4.00	4.00	8
JWS 210W	New Reporting And Writing	4.00	4.00	8
LAP 100	By Topic Area & Customized	4.00	4.00	8
PHI 145	Philosophy I	4.00	4.00	8
PHI 145	Classical Religious Texts	4.00	4.00	8
TERM GSA	3.380	TERM TOTALS	37.00	37.00
OWM GSA	3.380	OWM TOTALS	37.00	37.00
Undergraduate Emory College, Liberal Arts & Sciences - Fall 2008				
Plan	Undergrad - Arts & Sciences			
REIT 311	Lat America Since Independence	4.00	4.00	8
JWS 210W	New Reporting And Writing	4.00	4.00	8
LAP 100	By Topic Area & Customized	4.00	4.00	8
PHI 145	Philosophy I	4.00	4.00	8
PHI 145	Classical Religious Texts	4.00	4.00	8
TERM GSA	3.380	TERM TOTALS	37.00	37.00
OWM GSA	3.380	OWM TOTALS	37.00	37.00



After clicking this link, the user will need to enter the student's ID and appropriate term to view the term's enrollment and posted grades. Enter the student's ID, career, Emory, term on the search page. Clicking the **Print** and then **Report Manager** to print the page.

1.

2.

Term	Class	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	1955	ANTH	202	Lecture	10J	W	W	Sat/Unsat	4.00	Regular	Found Cultural Anth/Lingual
Detail	11740	BUS	501	Lecture	000	H/P	H/P	Conversion	3.00	Regular	Economic Analysis For Managers
Detail	11904	BUS	512	Lecture	000	NC	NC	Conversion	3.00	Regular	Financial Accounting
Detail	18596	HNE	497R	Lecture	00P	W	W	Graded	3.00	Regular	Undergraduate Internship
Detail	36850	LAW	500	Lecture	000	80	80	Conversion	4.00	Regular	Business Associations
Detail	21006	PE	105Q	Phys Ed	000	W	W	Sat/Unsat	1.00	Regular	Int Basketball/Intermed Soccer

3. Click **Details** when Posted.

4. Double click PDF



The **Grade Report** PDF results can be printed to the user's local printer.

Report ID: SR776P		Emory University				Page 1 of 1			
		Grade Report				Run Date 7/31/2014			
						Run Time 2:37:43 PM			
Name: Dooley, James Wayne		Career: Undergraduate Emory College							
ID: 0022365		Program: Liberal Arts & Sciences							
Term: Spr 1994									
Class No.	Subject	Catalog	Session	Section	Units Taken	Grading Basis	Official Grade	Grade Points	
1955	ANTH	202	1	10J	4.00	Sat/Unsat	W	0.000	
				Lecture					
11740	BUS	501	1	000	3.00	Conversion	HP	0.000	
				Lecture					
11804	BUS	512	1	000	3.00	Conversion	NC	0.000	
				Lecture					
18586	HNE	497R	1	00P	3.00	Graded	W	0.000	
				Lecture					
36650	LAW	500	1	000	4.00	Conversion	80	0.000	
				Lecture					
21008	PE	105Q	1	000	1.00	Sat/Unsat	W	0.000	
				Physical Education					
Enrollment Totals									
--- In Progress ---			--- Attempted ---			--- Completed ---			
Toward	Not Toward		Toward	Not Toward		Toward	Not Toward	Grade	Grade Point
GPA	GPA		GPA	GPA		GPA	GPA	Points	Average
For Term:	0.000	0.000	0.000	18.000	0.000	7.000	0.000	0.000	0.000
Cumulative:	8.000	0.000	70.000	31.000	62.000	8.000	203.800	2.911	



Enrollment History & Enrollment History (NoGPA)

This link provides a summary of the student's enrollment history and any degrees earned. The user's role determines whether the link with GPA history is viewable. Both links require the student's information to be entered on a search page. This is an excellent page where the user can quickly identify if the student has holds or FERPA notices.

Enrollment History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with: 002365 %

Personal ID: begins with: %

Example ID: begins with: %

Last Name: begins with: %

First Name: begins with: %

Search [Clear] [New Search] [Save Search Criteria]

Search Results

002365 Dooley,James Wayne [View] [Print] [Details]

002365 Dooley,James Wayne [View] [Print] [Details]

002365 Dooley,James Wayne [View] [Print] [Details]

Records and Enrollment > Enrollment Summaries > Enrollment History

Enrollment History With GPA

View Enrollment History

Dooley,James Wayne 002365 [Details] [Print]

Warning! FERPA

Hold on Record Click to view details

Term	Career	Degree	Status	Confir Date	Degree Honors	Academic Plan	Plan Honors	Rank	Class Size
0921	UCOL	AA	Awarded	05/09/1992		Arts & Sciences	(With High Honors)		

Term	Career	Program	Acad Load	Term Units	Withdraw Date	Exp Grad Term	Acad Level	EnrT	Curr GPA	Total Units	Term GPA	Academic Plan
5149	UBUS	BBA	No Units			5131	Freshman	N				Business Administration Major
5149	UCOL	LIBAS	No Units			5151	Junior	N	2.911	70.000		Undeclared - Arts & Sciences
0941	UCOL	LIBAS	Full-Time	16.00		5009	Junior	Y	2.911	70.000		Philosophy Major
0939	UCOL	LIBAS	Full-Time	20.00		5009	Sophomore	Y	2.911	63.000	4.000	Philosophy Major
0921	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	2.845	59.000	2.841	Philosophy Major
0919	UCOL	LIBAS	Full-Time	19.00		5009	Freshman	Y	2.847	42.000	3.520	Philosophy Major
0911	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	2.417	23.000	3.129	Philosophy Major
0909	UCOL	LIBAS	Full-Time	16.00		5009	Freshman	Y	1.485	6.000	1.485	Philosophy Major

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Records and Enrollment > Enrollment Summaries > Enrollment History No GPA

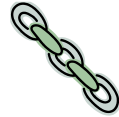
View Enrollment History, No GPA

Dooley,James Wayne 002365 [Details] [Print]

Term	Career	Degree	Status	Confir Date	Degree Honors	Academic Plan	Plan Honors
0921	UCOL	AA	Awarded	05/09/1992		Arts & Sciences	(With High Honors)

Term	Career	Program	Acad Load	Term Units	Withdraw Date	Exp Grad Term	Acad Level	EnrT	Total Units	Academic Plan
5149	UBUS	BBA	No Units			5131	Freshman	N		Business Administration Major
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0941	UCOL	LIBAS	Full-Time	16.00		5009	Junior	Y	70.000	Philosophy Major
0939	UCOL	LIBAS	Full-Time	20.00		5009	Sophomore	Y	63.000	Philosophy Major
0921	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	59.000	Philosophy Major
0919	UCOL	LIBAS	Full-Time	19.00		5009	Freshman	Y	42.000	Philosophy Major
0911	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	23.000	Philosophy Major
0909	UCOL	LIBAS	Full-Time	16.00		5009	Freshman	Y	6.000	Philosophy Major

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]



Update Expected Grad Date

Changing an expected graduation date can have severe consequences for the student, academically and financially. Only staff who are authorized to make this change should use this link.

Students or staff requesting to have this change made, should be directed to the school's records representative or dean's office.

Note: Please do not change the expected graduation date for undergraduate college students. The Office of Undergraduate Education would prefer that the student meet with an academic advisor in their office in White Hall to facilitate an expected graduation date change.





Update Student Advisor

Advisors can be added or removed from a student's record. Joining the advisor to the student's record allows the advisor to have access to their advisee's information within the Faculty Advisor Center. **Note:** if a student's record is not active, advisee information will not appear in the Faculty Center until the student returns and is once more enrolled. If a student changes their major or minor or transfers to another undergraduate school within Emory, the student's information may disappear from the Faculty Advisor Center.

The Office of Undergraduate Education makes a request each fall and attaches a PACE advisor to each incoming student's records. When the student declares a major, the PACE advisor is removed from the student's record.

Even though department staff have access to this link to join or update advisee and advisors, most entries are made by registrar staff. Department or school staff may send major/minor declarations, along with the student's advisor name and emplid number, to the registrar's email account at registr@emory.edu. The department is notified when the major/minor has been processed and the advisor attached.

For questions about adding or changing an advisor on a student's record, please contact a Student Services Team member within the Office of the Registrar or send an email to registr@emory.edu.

Instructions for Adding or Changing a Student Advisor follows this page.



Update Student Advisor Process – Student Search

Adding or Changing the Student Advisor

Pathway: OPUS Launcher > Main Menu > Records and Enrollment > Student Background Information > Student Advisor

Enter the student's emplid or other identifying information on the search screen and click SEARCH.

The screenshot shows a web browser window with the following breadcrumb trail: Favorites | Main Menu > Records and Enrollment > Student Background Information > Student Advisor. The page title is "Student Advisor". Below the title, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." A blue button labeled "Find an Existing Value" is positioned above a "Search Criteria" section. This section contains five rows of search criteria, each with a dropdown menu set to "begins with" and a text input field. The first row has the value "0022365" entered in the input field. The other four rows are empty. Below the search criteria, there are two checkboxes: "Include History" (checked) and "Correct History" (unchecked). At the bottom of the form, there are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".



Update Student Advisor Process – Student Search

Click on upper box with the (+) sign on the right to refresh the panel and allow data to be updated. The effective date changes to current date.

Check to see what majors or advisors are already on the panel(s) that appear below the second dark blue line.

1. If there is an Oxford panel, it may be deleted when the student is now at Emory College. Click on the lower (-) sign to delete the panels with the Oxford information. **Hint:** For Oxford students, the Academic Career is UOXF and the Academic Program is AA.
1. If the student is declaring a major with an advisor assignment, click (+) under the second blue line and add the appropriate information. (Guidance on the next page.)
2. If a second major or minor is being added or deleted click on the lower (+ or -) sign located on the second blue line. Add or delete the appropriate information for the second major or minor.
3. If a major or minor is not changing, but the advisor is changing, simply enter the new emplid or lookup the emplid for the new advisor.



Student Personal Information

The Student Personal Information folder is Located directly under the Academics folder in the Records Tab. The folder contents are grouped so that users may find related functions easily. Let's continue looking at the right side of the page and take a look at the Student Personal Information links.



Student Personal Information

[View Demographic Data](#)

[View Student Photo](#)

[View Student Names](#)

[View Student Addresses](#)

[View Email Addresses](#)

[View Student Phone Numbers](#)

[View Relationships to Student](#)

[View Emergency Contact](#)



View Demographic Data – Search Screen

The link *View Demographic Data* quickly takes the user to the Campus Community menu – Personal Information – Add/Update a Person. The Add/Update a Person link allows the user to view only access to student personal information.

A search page appears. Search by ID or Name and SEARCH. Be sure to “include history” to see all relevant records.

Favorites | Main Menu > Campus Community > Personal Information > Add/Update a Person

Add/Update a Person

Enter any information you have and click Search. Leave fields blank for a list of all values.

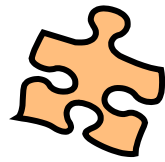
Find an Existing Value **Add a New Value**

▼ Search Criteria

ID:	begins with ▼	0022365
Campus ID:	begins with ▼	
National ID:	begins with ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	

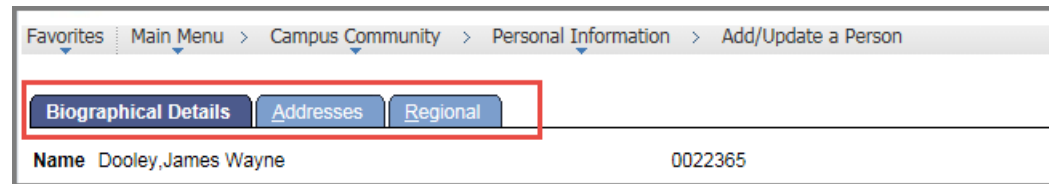
Include History Correct History

Search Clear [Basic Search](#) [Save Search Criteria](#)



Add/Update a Person Component

The **Add/Update a Person** component has three pages: **Biographical Details**, **Addresses** and **Regional**. Each of these pages can be accessed by clicking on the tab at the top or by selecting the link at the bottom of the page.





Biographical Details Tab

This page has several sections of information about the student. Updating and links to additional data are restricted by the role of the user.

Student's Name & ID

Name Dooley, James Wayne	0022365
---------------------------------	---------

Personal Information – Date of Birth and Campus ID (N/A)

Person Information			
Date of Birth:	01/12/1952	Birth Information	Campus ID: U1234

Biographical History

Biographical History			
*Effective Date:	02/23/2013	Find View All First 1 of 64 Last	
*Marital Status:	Married	As of:	09/01/2003
*Gender:	Male		

National ID (SSN & ITIN)

National ID				
*Country	*National ID Type	National ID	Primary	
USA	Individual Taxpayer Id #		<input type="checkbox"/>	-
USA	Social Security Number		<input checked="" type="checkbox"/>	-
Add				



Biographical Details *(continued)*

Updating and links to additional data are restricted by the role of the user.

Contact Information – Addresses, Phones, Emails

Contact Information

<div style="background-color: #4a7ebb; color: white; padding: 2px;">Addresses</div> <p style="font-size: small; margin: 0;">Find View All First 1 of 8 Last</p> <p>Address Type: Permanent Addresses</p> <p>Effective Date: 04/05/2015</p> <p>Status: Active</p> <p>Country: USA</p> <p>Address: 600 Melrose Ave Decatur, GA 30064</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px;">Phone</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>*Type</th> <th>*Phone</th> <th>Ext</th> <th>Country</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>404/727-9900</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>-</td> </tr> <tr> <td>FAX</td> <td>404/555-4444</td> <td></td> <td>030</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Permanent</td> <td>404/377-9777</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Work</td> <td>404/727-2777</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td colspan="6" style="text-align: center;">Add</td> </tr> </tbody> </table> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Email</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Campus</td> <td>james.dooley@emory.edu</td> <td><input checked="" type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Bill Payer</td> <td>jmtrpl@aol.com</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Home</td> <td>jmtrpl@aol.com</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td colspan="4" style="text-align: center;">Add</td> </tr> </tbody> </table> <p style="text-align: center; font-size: small; margin-top: 5px;"> Visa/Permit Data Citizenship </p>	*Type	*Phone	Ext	Country	Preferred		Mobile	404/727-9900			<input checked="" type="checkbox"/>	-	FAX	404/555-4444		030	<input type="checkbox"/>	-	Permanent	404/377-9777			<input type="checkbox"/>	-	Work	404/727-2777			<input type="checkbox"/>	-	Add						Type	Email Address	Preferred		Campus	james.dooley@emory.edu	<input checked="" type="checkbox"/>	-	Bill Payer	jmtrpl@aol.com	<input type="checkbox"/>	-	Home	jmtrpl@aol.com	<input type="checkbox"/>	-	Add			
*Type	*Phone	Ext	Country	Preferred																																																					
Mobile	404/727-9900			<input checked="" type="checkbox"/>	-																																																				
FAX	404/555-4444		030	<input type="checkbox"/>	-																																																				
Permanent	404/377-9777			<input type="checkbox"/>	-																																																				
Work	404/727-2777			<input type="checkbox"/>	-																																																				
Add																																																									
Type	Email Address	Preferred																																																							
Campus	james.dooley@emory.edu	<input checked="" type="checkbox"/>	-																																																						
Bill Payer	jmtrpl@aol.com	<input type="checkbox"/>	-																																																						
Home	jmtrpl@aol.com	<input type="checkbox"/>	-																																																						
Add																																																									

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History



Addresses Tab

A student may have a multiple listing of addresses. The “permanent” address is the “home” address. “Dormitory” address is not considered “directory information” and release is restricted.

Addresses

Dooley, James Wayne 0022365

Current Addresses Personalize | Find | View All | 1-2 of 8 | Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Permanent	600 Melrose Ave Decatur, GA 30064	04/05/2015	Active	James Wayne Dooley	04/05/2015 7:20:29AM	Edit/View Address Detail
Local	700 Melrose Ave Decatur, GA 30030	04/04/2015	Active	James Wayne Dooley	04/04/2015 6:15:21PM	Edit/View Address Detail

Add Address

Effective Date: Status:

Country: United States

Address: [Edit Address](#) [Address Linkage](#)

Add Address Types

- * Permanent
- * Local
- * Business
- * Dormitory
- * Preferred
- Diploma Address
- * Sevis Reporting Address
- Mail Services Center

* Active address exists
[Explain](#)



Regional Tab

The Regional Tab may contain self-identified data such as ethnicity and military history data. (Data is optional & may not be reported)

USA

Ethnicity

Person is Hispanic or Latino If Yes, Select Ethnic Group

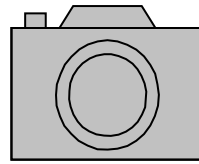
*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage	
USA	AFRAM	African American	Black	<input type="checkbox"/>	<input checked="" type="checkbox"/>		-
USA	COLOMBIA	Colombian	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>		-
USA	CUBAN	Cuban	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>		-
USA	HISPA	Hispanic, Other	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>		-

[Add](#)

History

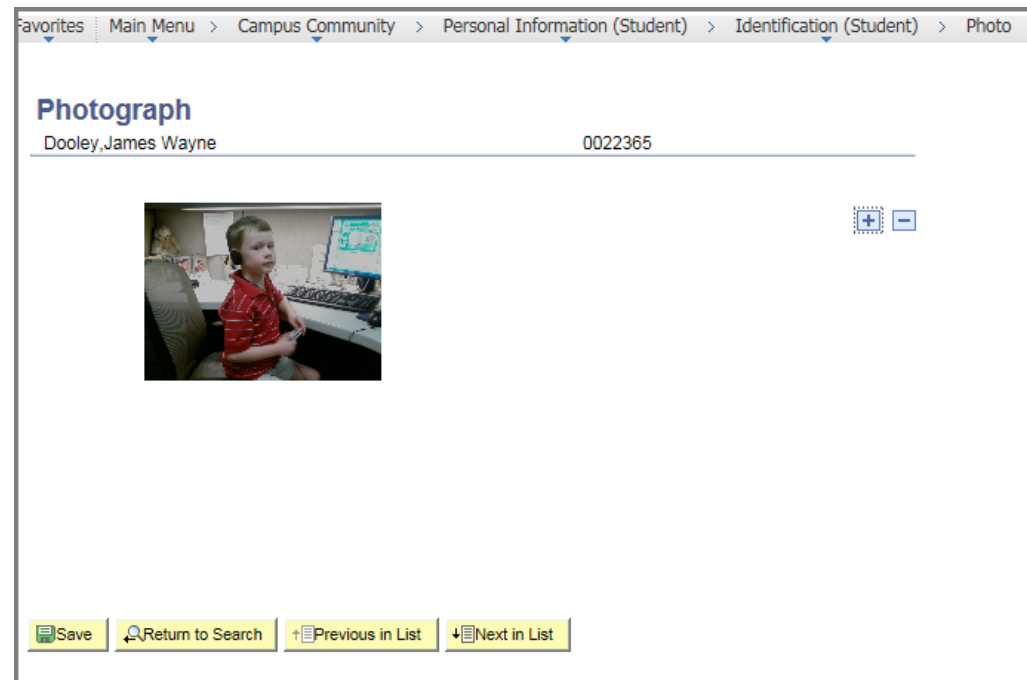
*Effective Date: Military Status:

Disabled Disabled Veteran VA Benefit



Student Personal Information View Student Photo

Clicking “View Student Photo” takes the user to a student’s photo. Enter identifying information on the SEARCH page and click SEARCH. The photo that appears is a student Emory Card photo. In some instances, photos may not be available. Unfortunately, this link only allows one student photo to be viewed at a time and is not printable.





View Relationships to Student

Clicking "View Relationships " takes the user to parent, guardian, or sibling information that has been provided by the student. Enter identifying information on the SEARCH page and click SEARCH. *Be sure to click "include history" on the search screen to see all relevant data.

Favorites | Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Relationships > Relationships

Relationships | Relationship Address | Relationship Detail

Dooley, James Wayne 0022365

Relationship Find | View All First 1 of 7 Last

*Effective Date: 01/12/2009 *Status: Active

Related ID: *Relationship: Parent

*Name: Dooley III, James Thomas

Prefix: Maj Suffix:

Sex: Female Marital Status: *Guardian: Parent

NID Country: USA NID Type: PR National ID:

Salutation: Maj. & Mrs. Relationship Nbr: 1 Same Address as Relationship 4

Comment:

Legacy | Communication Recipients | Joint Communication Management

Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History | Correct History



View Emergency Contacts

This final link in the Student Personal Information folder provides the user with valuable student information in an emergency.

- Who should you contact
- How to reach the contact

Favorites | Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts

Emergency Contact Information | Emergency Contact Other Phones

Dooley, James Wayne 0022365

Emergency Contact Find | View All First 1 of 4 Last

*Contact Name: Barb Ballisty + -

*Relationship: Oth Relat Primary Contact

Same Address as Individual Address Type: MAIL

Same Phone as Individual Phone Type: CELL

Individual's Current Address

Country: USA United States

Address: 700 Melrose Ave
Decatur, GA 30030

Individual's Phone

Phone	Phone Extension	Country
404727-9900		

Save Return to Search Previous in List Next in List



Enrollment Folder

Quick links to OPUS features are found in folders on the Records tab. The folder contents are grouped so that users may find related functions easily. Let's start at the right side of the page and take a look at the Enrollment folder.



Enrollment

[Add / Drop / Swap / Edit](#)

[View Student Schedule](#)

[View Schedule Log - by student](#)

[Process Block Enrollment](#)

[Maintain Service Indicators](#)



Quick Enroll – Search Screen

After clicking the Add/Drop/Swap/Edit link on the Records Tab, a SEARCH page appears. All values on this screen must be populated before clicking ADD.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enroll a Student

Find an Existing Value | **Add a New Value**

Every enrollment action must be done as a ADD (never use "Existing Value")

ID: **1** Enter the student's id or click the magnifying glass to do a lookup

Academic Career: **2** Enter the student's academic career like "UCOL" or "PUBH" or click the magnifying glass to do a lookup

Academic Institution: EMORY **3** Academic Institution is always EMORY

Term: **4** Enter the term code like "5149" or do a lookup

Add **5**



Add/Drop/Swap/Edit

The Add/Drop/Swap/Edit link allows the user to use the Quick Enroll function to perform multiple enrollment actions in OPUS.

Please note:

- ❖ *Access to perform enrollment actions for a term end for most staff after the last day of drop/add for the term.*
- ❖ *School administrators may have extended access to perform enrollment actions on behalf of their school until the last day of the term.*
- ❖ *After a term ends, only staff within the Office of the Registrar can perform enrollment actions. Requests for enrollment actions must be submitted using a grade change form or by memo from a senior school official.*

Enrollment actions are governed by compliance guidelines and may be subject to the Registrar's review and final approval.



Enrollment Actions

After logging into a student's record in Quick Enroll, the user will see several tabs along the top of the page. Each tab contains data elements that may be needed depending on the enrollment action being completed.

Click each tab to view the features available enrollment options.

Quick Enrollment

Request ID: 0000000000 James Wayne Dooley ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2015

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action	Class Nbr	Section	Related 1	Related 2
Enroll				

Clicking this icon expands the tabs to a single listing for easy access to the available features.

*Action	Class Nbr	Section	Related 1	Related 2	Unit Taken	Course Count	Grade Base	Grade Input	Requirement Designation	Requirement Designation Option	RD Grade	Permission	Drop if Enroll	Ind Study Instructor	Action Reason
Enroll					0.00					No					

Appointment	Time Conflict	Action Dt	Career	Requisites	Closed Class	Class Links	Grading Basis	Class Permission	WaitList Pos
Create Transcript Note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WaitList Pos



Enrollment Action – Add Class Enrollment Tab

When enrolling a student in a class, the ACTION could be Enroll or Swap.

Let's take a quick look at enrolling a student.

1. Under **Action** choose **Enroll** and the **Class Nbr** (if you don't know the class number, you can click the magnifying glass and do a class search. Classes that require a related component such as non-credit lab or discussion are entered under the **Related 1** option.

Quick Enrollment

Request ID: 0000000000 **James Thomas Dooley Jr. Jr.** **ID:** 0022365
Career: Ugrad Coll **Institution:** Emory Univ **Term:** Spr 2011 Submit

Class Enrollment | Units and Grade | Other Class Info | General Overrides | Class Overrides

+ -	*Action	Class Nbr	Section	Pending	Related 1	Related 2
	Enroll	3097				

If class requires a lab, enter here

Go to: [View Enrollment Access](#) | [Calculate Tuition](#) | [Study List](#) | [Enrollment Appointments](#) | [Term/Session Withdrawal](#) | [Student Services Center](#)

Save Add Update/Display



Enrollment Action – SWAP Class Enrollment Tab

Swap allows you “try out” the new class without the student being dropped or losing their space in a current class.

Under **Action** choose **Swap** and the **Class Nbr** from the schedule that is to be swapped. Next enter the **Change To** class nbr or do a lookup using the magnifying glass to search for the class that is requested. If you need to swap a lab ONLY, enter the class number in the “Class Nbr” field from the schedule and in the **Change To** field. Then enter the lab that the student would like to swap into in the “Related 1” field.

Quick Enrollment

Request ID: 0000000000 James Thomas Dooley Jr. Jr. ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2011 ★

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

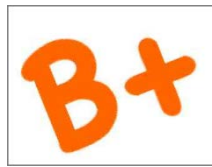
*Action	Class Nbr	Change To	Section	Related 1	Related 2
+ - Swap	4114 <input type="text"/>	3097 <input type="text"/>	Latin 370	Pending	<input type="text"/>

Class to Drop

Class to Add

Enter lab if needed

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)



Enrollment Action – Add Units and Grade Tab

The following pages are applicable to both enrolling or swapping classes.

Fixed credit hours cannot be modified, but variable credit hours may be edited during enrollment from the minimum to the maximum allowable hours. Please note: OPUS will always default to the minimum credit hours. Please verify the correct number of hours have been entered for a variable credit class.

In most cases, a student has the option of changing a GRD to SUS.

Applicable requirement designations for Emory Colleges of Arts & Sciences classes is viewable on this page. The applicable GER tag will default to the student's schedule.

Quick Enrollment

Request ID: 0000000000 James Thomas Dooley Jr. Jr. ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2011 ★

Class Enrollment **Units and Grade** Other Class Info General Overrides Class Overrides [...]

	Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
+ - Latin 102	4.00	1.00	GRD	<input type="text"/>	<input type="text"/>	HAL	No	

Some classes have variable credit units. Check with student if this option is available.

Is this the grading basis the student wants?

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)



Enrollment Action – Add General Overrides Tab

If the term has begun, always use the 1st day of the term as your “action date” for enrolling, swapping, and dropping.

If your role allows these override capabilities,

Do Not:

- Override “requisites, service indicator, career, requisite, or unit load” unless you are authorized to do so.

You may:

- Override “appointment” when appropriate and if you are authorized to do so.

Quick Enrollment

Request ID: 000000000 James Thomas Dooley Jr. ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2011 ★

Class Enrollment | Units and Grade | Other Class Info | **General Overrides** | Class Overrides |

Appointment	Unit Load	Time Conflict	Action Date	Action Dt	Requirement Designation	Career	Service Indicator	Requisites
+ - Latin 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action date is 1/20/11

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)



Enrollment Action – Add Class Overrides Tab

If your role allows these override capabilities,

Do Not: Override “Closed Class, Class Units, Grading Basis, Class Permission or WaitList Pos” unless you understand the consequences and are authorized to do so.

Never:

Override “Class Links.”

Quick Enrollment

Request ID: 0000000000 James Thomas Dooley Jr. ID: 0022365 ★
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2011 **Submit**

[Class Enrollment](#) [Units and Grade](#) [Other Class Info](#) [General Overrides](#) **[Class Overrides](#)**

	<u>Closed Class</u>	<u>Class Links</u>	<u>Class Units</u>	<u>Grading Basis</u>	<u>Class Permission</u>	<u>WaitList Pos</u>
+ - Latin 102	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

Click here to change grading basis

Only if permission number or letter is provided.

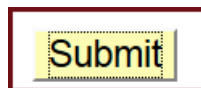
Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

Save
Add **Update/Display**



Enrollment Action – Completed

Click the Submit button to complete the process for enrolling or swapping.



- “**Success**” or “**Messages**” indicate the class has been successfully added or swapped.
- “**Error**” indicates the process was unsuccessful. Click the error link to view why the action was unsuccessful. If you are unable to resolve the issue, please feel free to contact the registrar’s office.

▼ Error Messages		
Message Sequence: 1	Severity: Error	Last Update DateTime: 04/01/03 1:29:25PM
Permission to enroll in this class is required. (14640,133) The class falls outside of the career of study.		



Enrollment Action – Sample Error Messages

Message	Description	Override
Student Already Enrolled in Class, Add Not Processed	The enrollment request was not processed; the student is already enrolled in the class for the specified term. Verify class number and term, and resubmit the request	None
Student Not Enrolled, Class (XX) Full	The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.	Class Limit
Unable To Drop Class, Will Put Student Below Minimum Units	The requested drop transaction was not processed. Dropping the class would put the student below the minimum units required for enrollment.	Unit Load
Time Scheduling Conflict, Student Not Enrolled In Class	The class the student is attempting to enroll in has a scheduling conflict with an existing class the student is already enrolled in. Either select another class, or override the time conflict.	Time Conflict



Enrollment Action – Sample Error Messages

Maximum Term Student Unit Load Exceeded	Add transaction not processed. The student maximum term unit load would be exceeded.	Unit Load
Enrollment Is Not Allowed For This Class: It Is Outside the Student's Career of Study	The Add transaction was not processed. The student's academic career is not valid for the class.	Career
The Student is Already Enrolled in the 'To' Class of the Swap Transaction, Swap Not Processed	The student is already enrolled in the 'To' class of the swap transaction. The swap transaction was not processed.	None
(XX) to Enroll in Class, Add Not Processed.	Consent is needed to enroll in the class. The add transaction was not processed.	Override Permission Nbr



DROP!


Enrollment Action – Drop Class Enrollment Tab


When dropping a student from a class, the ACTION would be **Drop**.


You can enter the **Class Nbr** or you can choose the magnifying glass and select the class to be dropped from the schedule. Click **Submit** to complete the process.

Quick Enrollment

Request ID: 0000000000 James Thomas Dooley Jr. Jr. ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2011

★ 

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides 

	*Action	Class Nbr	Section	Related 1	Related 2
+ -	Drop ▼	4114		Pending	

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)



Enrollment Action – Drop Class Enrollment Tab

If the term has not begun, simply drop the class. The class will be removed from the schedule.

If the class is dropped between the 1st day of the term and the end of the drop/add, the class will be removed from the schedule. However, the class enrollment record will be retained for historical purposes in the enrollment table for up to 2 years. Because of this retention, students who are dropped from all classes after the 1st day of class can no longer be admission revoked.

For those who have extended access to drop classes:

- After drop/add has ended, any drops will automatically record a “W” grade on the student’s record.
- Users who believe there is a valid reason why a class should be removed from a student’s schedule after drop/add has ended, should contact the Office of the Registrar (registr@emory.edu) for guidance.



Enrollment Action – Edit Normal Maintenance

There are times when you need to make an adjustment to a student's enrollment such as changing the grading status or credit hours for a class. You would perform this using the **Normal Maintenance** action.

Quick Enrollment

Request ID: 000000000
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2014

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
Section	Class No.	Section	Related 1	Related 2
+	Norm Maint	1445	Request 101	000 Pending

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

Quick Enrollment

Request ID: 000000000
 Career: Ugrad Coll Institution: Emory Univ Term: Spr 2014

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides
Unit Taken	Course Count	Grade Base	Grade Init	Repeat Code
+	Request 101	3.00	1.00 GRD	HSC

Go to: [View Enrollment Access](#) [Calculate Tuition](#) [Study List](#) [Enrollment Appointments](#) [Term/Session Withdrawal](#)
[Student Services Center](#)

Click **Submit** to apply the changes.



View a Student's Schedule – Search Screen

After clicking the [View Student Schedule](#) link on the Records Tab, a SEARCH page appears for the Enrollment Summary in OPUS. Enter the student id or last name/first name. The search results will include all terms and careers of enrollment for the student requested. Click the appropriate enrollment term to view the schedule.

Enrollment Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

ID: begins with

Academic Career: =

Academic Institution: begins with EMORY

Term: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Term Alternate Key: =

[Basic Search](#)

Search Results

[View All](#) First 1 of 9 Last

ID	Academic Career	Academic Institution	Term	Short Description	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name	Term Alternate Key
Ugrad Coll	EMORY	EMORY	5151	Spr 2015		Male			*****	USA	SSN					
Ugrad Coll	EMORY	EMORY	5149	Fall 2014		Male			*****	USA	SSN					
Ugrad Coll	EMORY	EMORY	5146	Sum 2014		Male			*****	USA	SSN					
Ugrad Coll	EMORY	EMORY	5141	Spr 2014		Male			*****	USA	SSN					
Ugrad Coll	EMORY	EMORY	5139	Fall 2013		Male			*****	USA	SSN					
Ugrad Oxd	EMORY	EMORY	5131	Spr 2013		Male			*****	USA	SSN					
Ugrad Oxd	EMORY	EMORY	5129	Fall 2012		Male			*****	USA	SSN					
Ugrad Oxd	EMORY	EMORY	5121	Spr 2012		Male			*****	USA	SSN					
Ugrad Oxd	EMORY	EMORY	5119	Fall 2011		Male			*****	USA	SSN					



View Student Schedule

The enrollment summary for the chosen term appears. Please notice the dark blue line on the page. In our example below, the student's enrollment summary is on multiple screens (1-3 of 6).



To see the full schedule, click the **view all** link on this line. To print a copy of the schedule, click **Print Study List**. Notice that "saved" briefly appears in the upper right side of the page.

Term: Fall 2014 Career: Ugrad Coll Emory University [Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units Taken
2988	ENVS	344	Regular	000	Enrolled	Enrolled	LIBAS	Graded	3.00
	American Environmental History		Lecture						
8216	ENVS	390R	Regular	00P	Enrolled	Enrolled	LIBAS	Graded	2.00
	Sem On Environmental Issues		Lecture						
5999	ENVS	442W	Regular	000	Enrolled	Enrolled	LIBAS	Graded	5.00
	Ecology of Emory Univ w/lab		Lecture						
6147	ENVS	442W	Regular	LB1	Enrolled	Enrolled	LIBAS	Non-Graded	
	Ecology of Emory Univ w/lab		Laboratory						
4267	PHYS	141	Regular	001	Enrolled	Enrolled	LIBAS	Graded	4.00
	Intro Physics I W/Lab		Lecture						
7534	PHYS	141	Regular	LC4	Enrolled	Enrolled	LIBAS	Non-Graded	
	Intro Physics I W/Lab		Laboratory						

[Return to Search](#) [Previous in List](#) [Next in List](#)



View Student Schedule

Now click **Report Manager**. To monitor the process for the printing, click the **Refresh** button on this page. When the document is ready to print, the **Status** will be **POSTED** and the **Details** link will appear.

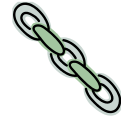
The screenshot shows a web interface with tabs for 'List', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with fields for 'User ID: BHERRIN', 'Type:', 'Last', '1 Days', and a 'Refresh' button. Below that is a 'Report List' table with columns: Select, Report ID, Price Instance, Description, Request Date/Time, Format, Status, and Details. One report is listed with Report ID 6181395, Price Instance 6755830, and Description 'Individual Student Study Rpt'.

Select	Report ID	Price Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	6181395	6755830	Individual Student Study Rpt	11/10/2014 2:53:34PM	Acrobat (*.pdf)	Posted	Details

Click the **Individual Student Study Rpt** link under **Description** to print the document.

Report ID: SRSTDTN2 STUDY LIST Page No. 1
 Run Date: 11/10/2014
 Run Time 14:53:50

Class No.	Subject	Catalog	Session	Section	STATUS	Units Taken	Grading
2988	ENVS American Environmental History	344	1	000 Lecture	Enrolled	3.00	Graded
	Mathematics and Science Center N304			HWF	12:0000 - 12:3000		Allitt, Patrick Nicholas Hopkins, William Hays
8216	ENVS Sem On Environmental Issues	390B	1	00P Lecture	Enrolled	2.00	Graded
	Mathematics and Science Center N306			H	4:0000 - 5:3000		Kiron, Uriel D
5999	ENVS Ecology of Emory Univ w/Lab	442W	1	000 Lecture	Enrolled	5.00	Graded
	Mathematics and Science Center N306			TTh	1:0000 - 2:1500		Wegner, John F.
6147	ENVS Ecology of Emory Univ w/Lab	442W	1	LB1 Laboratory	Enrolled	0.00	Non-Graded
	Mathematics and Science Center M307C			T	2:3000 - 5:3000		Wegner, John F.
7534	PHYS Intro Physics I W/Lab	141	1	LC4 Laboratory	Enrolled	0.00	Non-Graded
	Mathematics and Science Center M204			W	6:3000 - 9:3000		Eng, Thomas Joseph Donofrio, Cordell James
4267	PHYS Intro Physics I W/Lab	141	1	00L Lecture	Enrolled	4.00	Graded
	Goodrich C. White Hall		208	HWF	10:0000 - 10:3000		Eng, Thomas Joseph



View Schedule Log – by student – Search Screen

There may be times when a user may want to view when and who made enrollment changes on a student's schedule. This link will provide a history of enrollment actions for a particular student and term. The link takes the user to the [Enrollment Request Search](#) page.

Enter **Academic Institution = Emory** and click **SEARCH**.

Enrollment Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution: begins with ▼ emory 🔍

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



View Schedule Log – by student – Search Screen

After entering the institution, a search page with multiple options appears. In the example below, the Academic Career was – Undergraduate Emory College, the term 5149, and the emplid of the student. There are several search options in this panel. The user can search by **Emplid** of student, **User Id** of the person who performed the actions (for example: sharr13), and **Class Nbr.** CLICK the **SEARCH** button.

The results will appear below the request.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search

Enrollment Request Search

Academic Institution: EMORY Emory University

Academic Career: Undergraduate Emory College

Term: 5149

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

Empl ID:

Class Nbr:

Refresh Previous Search Result:

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

▼ Enrollment List Personalize | Find | | | First 1-19 of 19 Last

Fields 1-7	Fields 8-11	Fields 12-19	Fields 20-25	Fields 26-30	Fields 31-35	
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career
1		5149	2882	ENVS	227W	UCOL
2		5149	2988	ENVS	344	UCOL
3		5149	5999	ENVS	442W	UCOL
4		5149	5999	ENVS	442W	UCOL
5		5149	5999	ENVS	442W	UCOL
6		5149	4267	PHYS	141	UCOL
7		5149	2889	ENVS	321	UCOL
8		5149	8216	ENVS	390R	UCOL
9		5149	8216	ENVS	390R	UCOL



Results

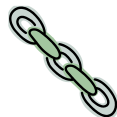
View Schedule Log – by student – Search Screen

Click the grid box on the dark blue line of the **Enrollment List** results to export to Excel.



Clicking this icon  expands the tab results for easy viewing.

Enrollment List												
User ID	ID	Term	Class Nbr	Subject Area	Catalog Nbr	Academic Career	Enrollment Request ID	Last Update DateTime	Enrollment Request Source	Enrollment Req. Detail Sequence	Enrollment Request Action	Enrollment Action Reason
1		5149	2882	ENVS	227W	UCOL	0003519797	03/24/2014 8:17:41PM	Self-Service Enrollment		1 Enroll	
2		5149	2988	ENVS	344	UCOL	0003519797	03/24/2014 8:17:41PM	Self-Service Enrollment		2 Enroll	
3		5149	5999	ENVS	442W	UCOL	0003519797	03/24/2014 8:17:41PM	Self-Service Enrollment		3 Enroll	
4		5149	5999	ENVS	442W	UCOL	0003519808	03/24/2014 8:18:18PM	Self-Service Enrollment		1 Enroll	



Block Enrollment Introduction

Introduction

Block Enrollment would be an effective tool to use when making enrollment actions for a select or large group of students into a specific class or into multiple classes. Class changes related to credit hours, grades, grading basis, or Emory College's (GER) General Education Requirements can easily be updated to all enrolled students in a class using the Block Enrollment feature in OPUS. Enrollment actions may include swapping, dropping, or enrolling students. Block enrollment would not be the appropriate tool to use when making specific class changes such as instructor, title, topic, room, or time. The block enrollment process is a better option than Quick Enroll when the entire class or a large group of students will receive the same enrollment action.

Request for class changes in credit hours, GER tag, or grading basis are sent to DPSTAFF-L@listserv.cc.emory.edu by departments or schools. Sometimes a department or school will request that a new course be substituted for the currently scheduled one. In this case, the block enrollment feature is used to swap students from the old class to the new class.



Block Enrollment Merging



Registrar staff processing a block enrollment due to a Class Association change should refer to Block Enrollment: Class Association Change supplemental documentation located on the registrar internal drive.



Creating a Student Block/Class Block with Merge Process

Navigation: [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > Block Enrollment or Type “Block Enrollment” in search window of Main Menu in OPUS. There are three menu options: Create Class Block, Create Student Block and Block Enroll Merge. This document will review each of these options and how they intersect.

Tip: Do not use the browser back arrow when navigating through these panels. Make sure you click the tabs to maneuver between the panels.



Set Up Block Enrollment Create Student Block

Create Student Block

1. Click on “Add a New Value”.
2. Enter a name for the Student Enrollment Block. **Remember** this name. Click on the “Add” button.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Student Block

Create Student Block

[Find an Existing Value](#) [Add a New Value](#)

Academic Institution:

Student Enrollment Block:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter a name that you will remember for the Student Block. You are limited to 5 characters. This name will become a part of a large list of student block names used by other OPUS users. You may want to write the name down somewhere for easy recall. You will need to know the student block name when you merge the student and class blocks.



Set Up Block Enrollment Create Student Block

3. Enter a simple description (required).
4. Enter EMPL ID and Career.
5. Click on the “plus sign” to insert Row and enter next EMPL ID. Repeat as necessary.
6. Save

Tip: For medium or large classes it is recommended to save periodically after entering several names/career.

Block Enrollment Students

Academic Institution: EMORY Emory University

Student Enrollment Block: TESTN *Description: Test Student Group Document

Add multiple students by clicking the + and entering emplid and career

ID	*Academic Career
0022365 James Thomas Dooley Jr.	UCOL Ugrad Coll
<input type="text"/>	UCOL Ugrad Coll
<input type="text"/>	UCOL Ugrad Coll
<input type="text"/>	UCOL Ugrad Coll

Go to: [Add Merge Process](#)

Save Notify Refresh Add Update/Display



Set Up Block Enrollment

* New Option for Student Block

NEW Option for Setting Up Student Block

1. Click on “Add a New Value”.
2. Enter a name for Course Enrollment Block. If possible, use the same name as Student Enrollment Block. **Remember** this name. Click on the “Add” button.
3. Enter a simple description (required).
4. Starting July 2015 – a new feature for setting up a student block.

Block Enrollment Students

Academic Institution: EMORY Emory University

Student Enrollment Block: TSTSH *Description: Student Test SH Clear

*Empl ID	Name	*Academic Career
1 <input type="text"/>		

Population Selection

Population Selection **New feature available July 2015**

Go to: [Add Merge Process](#)

Save Notify Refresh Add Update/Display

5. Create a CSV file with a list of students you wish to enroll. This can be done by exporting query results from OPUS or by creating a CSV file using EXCEL.



Set Up Block Enrollment

* New Option for Student Block (continued)

- Click on “Population Section” on Block Enrollment Students page.

Block Enrollment Students

Academic Institution: EMORY Emory University
 Student Enrollment Block: TSTSH *Description: Student Test SH Clear

Find | View All | First 1 of 1 Last

*Empl ID	Name	*Academic Career
1		

Population Selection

Population Selection

Selection Tool:

Query Name:

Fill Student Block

Go to: Add Merge Process

Save Notify Refresh Add Update/Display

- Create the CSV – tab delimited file of students. You only need the student’s emplid and student’s career columns. Remove all headers in your file.
- Under Selection Tool drop down – choose External File (do not use PS Query option at this time).
- Under Attached File – Browse to file your student list file and Upload. You can click the View File button to the right of the Upload File to view your student list.



Set Up Block Enrollment Create Student Block

NEW Option for Setting Up Student Block (continued)

6. Notice that by using the CSV save function in EXCEL, the list has emplid, a comma, and the student's career. The file MUST be in this format to work properly. `0022365,UCOL`
7. Under File Mapping click the magnifying glass and choose BLOCK_ENROLL.
8. Click the Fill Student Block and the list will be populated in the panel above the *Population Selection*

Block Enrollment Students

Academic Institution: EMORY Emory University
 Student Enrollment Block: TSTSH *Description: My Students SH Clear

*Empl ID	Name	*Academic Career
1 0022365	James Wayne Dooley	UCOL Undergraduate Emory College

Population Selection

Population Selection
 Selection Tool: External File
 Attached File: Test_Students.csv
 File Mapping: BLOCK_ENROLL

Fill Student Block

Go to: Add Merge Process
Save Notify Refresh Add Update/Display

9. Don't forget to **SAVE** your Student Block.



Set Up Block Enrollment

Create Class Block

Create Class Block

1. Click on “Add a New Value”.
2. Enter a name for Course Enrollment Block. If possible, use the same name as Student Enrollment Block. **Remember** this name. Click on the “Add” button.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Create Class Block

[Find an Existing Value](#) [Add a New Value](#)

Academic Institution:

Class Enrollment Block:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter a name that you will remember for the Class Block. If possible, use the same name as the Student Enrollment Block. You are limited to 5 characters. This name will become a part of a large list of class block names used by other OPUS users. You may want to write the name down somewhere for easy recall. You will need to know the class block name when you merge the student and class blocks.

3. Enter a simple description (required).
4. Set up the course information and actions. Be sure to select any necessary overrides.



Set Up Block Enrollment Create Class Block

Options for Block Enrollment Actions:

Below are some of the actions most often performed using block enrollment with examples and instructions.

- ✓ **Enrollment**
 - Enter or select term of the action in Term box.
 - Select Enroll as the Action Reason.
 - Enter 4-digit Class Number in Class Nbr box.
 - If the class is Permission Only, click the Class Permission box.
 - If Enrolling students after the Add/Drop/Swap date, click on Action Date box. A new box appears for entering the new date. Use the last day of Add/Drop/Swap for the semester of the enrollment as the Action date.
 - Click SAVE.



Set Up Block Enrollment Create Class Block - Enrollment

✓ Enrollment (Screen View)

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Block Enrollment Classes

Academic Institution: EMORY Emory University
 Class Enrollment Block: TESTN *Description: Test Class Group Document Short description is required.

*Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
5129	Enroll	1500	GRD	4.00	1.00		
		Reason Drop if Enroll	Grade In	History Formation Of European Society Fall 2012 Regular Ugrad Coll			

Transcript Note ID: Repeat Code: Instructor ID:

Overrides

Access ID: Full Access

Action Date Career Class Links Class Permission TimeConflict
 Appointment Closed Class Class Units Service Indicator Unit Load
 Dynamic Dates Grading Basis Requisites Wait List Okay

Choose any applicable overrides that will be needed to permit the enrollment.

Requirement Designation

Ovrd Requirement Designation

Requirement Designation: HSC History, Society, Cultures Requirement Designation Option: Requirement Designation Grade:

If you are enrolling after add/drop ends, you will be required to enter an action date of the last date of add/drop for the term of enrollment.

Go to: [Add Merge Process](#) [Class Block Defaults](#)

Use the + when adding multiple classes.



Set Up Block Enrollment Create Class Block - Dropping

✓ Dropping Students

- Enter or select term of the action in Term box.
- Select Drop as Action Reason.
- Enter the 4-digit Class Number in Class Nbr box.
- If dropping students after the Add/Drop/Swap date, click on the Action Date box. In the new box that appears, use the last day of Add/Drop/Swap for the semester of the drop as the Action date.
- Click on the Class Permission override for Medical School classes. Most of these classes require permission to drop.
- For Medical School Only, click on the Unit Load override. When the Medical School drops classes, students may be allowed to be less than full-time. Do not click this override for other schools.
- Click OK.



Set Up Block Enrollment Create Class Block – Dropping

✓ Dropping Students (Screen View)

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Academic Institution: EMORY Emory University
 Class Enrollment Block: TESTN *Description: Test Class Group Document Short description is required.

Find | View All First 1 of 1 Last

*Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
5021	Drop	1500	GRD	0.00			

Action Dt	Reason	Grade In	Journalism	301	00P
1/25/12			Adv News Reporting & Writing	Spr 2002	Regular Ugrad Coll

Use the + when adding multiple classes.

Transcript Note ID: Repeat Code: Instructor ID:

Overrides

Access ID: Full Access

Action Date Career Class Links Class Permission TimeConflict

Appointment Closed Class Class Units Service Indicator Unit Load

Dynamic Dates Grading Basis Requisites Wait List Okay

Choose any applicable overrides that will be needed to permit the enrollment.

Requirement Designation

Ovrdr Requirement Designation

Requirement Designation: Requirement Designation Option: Requirement Designation Grade:

Go to: [Add Merge Process](#) [Class Block Defaults](#)

Save Notify Refresh Add Update/Display

If you are enrolling after add/drop ends, you will be required to enter an action date of the last date of add/drop for the term of enrollment.



✓ Swapping Classes

Tips:

- If the swapping is from a class to be cancelled to a newly created class, the new class must be created.
- Do not cancel the old class before creating a block of students. See the course offering documentation on Maintain Schedule of Classes and Schedule New Course documentation for details on scheduling a class.
- Set the enrollment limit of the old class at "0" to prevent new students from enrolling.
- Print the class roster of the old class before cancelling it. This will give us the grading basis and units for the students.
- If the roster is for a previous semester, the grades will need to be removed. This can be done with the block enroll merge using the Remove Grade action.
- If the students have varying units or grading basis, it may be easier to individually swap students into the class using the Quick Enroll process rather than using the Block Enroll process.
- Enter or select term in the Term box.
- Enter Swap Courses as Action Reason.
- In the top box below Class Nbr Change To, enter the 4-digit number for the old class.
- In the box directly below, enter the 4-digit number for the class to be swapped into.
- If swapping students after the Add/Drop/Swap, click on the Action Date box. Enter the last day of Add/Drop/Swap for the semester of the swap in the Action Date box that appears.
- Click on the Class Permission override box for Permission or Medical School classes.
- Click SAVE.



Set Up Block Enrollment Create Class Block – Swapping

✓ Swapping Classes (Screen View)

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Block Enrollment Classes

Academic Institution: EMORY Emory University
 Class Enrollment Block: TESTN *Description: Test Class Group Document Short description is required.

Find | View All First 1 of 1 Last

*Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
5021	Swap Courses	1382	GRD	4.00	1.00	1402	
Action Dt	Reason	Change To	Grade In	Biology 142 001 Organism & Populatr Biol W/Lab Regular Ugrad Coll			
01/25/2012		1400					

Transcript Note ID: Repeat Code: Instructor ID:

Use the + when adding multiple classes.

Overrides

Access ID: Full Access

<input checked="" type="checkbox"/> Action Date	<input type="checkbox"/> Career	<input type="checkbox"/> Class Links	<input type="checkbox"/> Class Permission	<input type="checkbox"/> TimeConflict
<input type="checkbox"/> Appointment	<input checked="" type="checkbox"/> Closed Class	<input type="checkbox"/> Class Units	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates		<input type="checkbox"/> Grading Basis	<input type="checkbox"/> Requisites	<input type="checkbox"/> Wait List Okay

Choose any applicable overrides that will be needed to permit the enrollment.

Requirement Designation

Ovrd Requirement Designation

Requirement Designation: Requirement Designation Option:

Requirement Designation Grade:

If you are enrolling after add/drop ends, you will be required to enter an action date of the last date of add/drop for the term of enrollment.

Go to: [Add Merge Process](#) [Class Block Defaults](#)

Save | Notify | Refresh | Add | Update/Display



Set Up Block Enrollment Class Block – Removing Grades

✓ Removing Grades

- Enter or select term in the term box.
- Select Remove Grade as Action Reason
- Enter the 4 digit number of class in Class Nbr box.
- Overrides are not needed for removing grades.
- Click SAVE.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Block Enrollment Classes

Academic Institution: EMORY Emory University
 Class Enrollment Block: TESTN *Description: Test Class Group Document Short description is required.

Term:	*Action	Class Nbr	Grading Basis	Units	Crse Count	Related 1	Related 2
5119	Remove Grade	1922	GRD	0.00			
	Reason	Grade In	History	190	002		
			Freshman Seminar				
			Fall 2011	Regular	Ugrad Coll		

Transcript Note ID: Repeat Code: Instructor ID:

Overrides

Access ID: Full Access

Action Date Career Class Links Class Permission TimeConflict
 Appointment Closed Class Class Units Service Indicator Unit Load
 Dynamic Dates Grading Basis Requisites Wait List Okay

Requirement Designation

Ovr Requirement Designation Requirement Designation Option:

Requirement Designation: Requirement Designation Grade:

Go to: [Add Merge Process](#) [Class Block Defaults](#)

Save Notify Refresh Add Update/Display



Set Up Block Enrollment Class Block – Changing Grades

- ✓ Changing Grades
- Enter or select term in term box.
- Select Change Grade as Action Reason.
- Enter the 4 digit class number in Class Nbr box.
- Enter the new grade in the Grade In box (right below the Grading Basis box that says GRD or SUS).
- No overrides are needed for grade changes.
- Click SAVE.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Create Class Block

Block Enrollment Classes

Academic Institution: EMORY Emory University
 Class Enrollment Block: TESTN *Description: Test Class Group Document Short description is required.

*Term:	*Action	Class Nbr	Grading Basis	Units	Crae Count	Related 1	Related 2
5119	Change Grade	1922	GRD	0.00			
	Reason	Grade In					
				History	190		002
				Freshman Seminar		Regular	Ugrad Coll
				Fall 2011			

Transcript Note ID: Repeat Code: Instructor ID:

Overrides

Access ID: Full Access

Action Date Career Class Links Class Permission Time Conflict
 Appointment Closed Class Class Units Service Indicator Unit Load
 Dynamic Dates Grading Basis Requisites Wait List Okay

Requirement Designation

Ovr Req Requirement Designation Requirement Designation Option:
 Requirement Designation: Requirement Designation Grade:

Go to: [Add Merge Process](#) [Class Block Defaults](#)

Save Notify Refresh Add Update/Display



Set Up Block Enrollment Merging Student Block or Class Block

Block Enroll Merge

Click on “Add Merge Process” at the bottom of the class set up screen

OR us the following path

Use>Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > **(Block Enroll Merge)**

1. Click on “Add a New Value”.

Favorites > Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

Block Enroll Merge

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Enrollment Request ID: begins with

ID: begins with

Academic Career: =

Academic Institution: begins with

Term: begins with

Class Nbr: =

User ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Basic Search](#)



Block Enrollment Merging

2. Fill in the name that was assigned for Student Block and Course Block. (under steps 1 and 2)
3. Click on the “Merge” button.

The screenshot displays the 'Block Enrollment Merge' web application. The top navigation bar includes 'Favorites', 'Main Menu', 'Records and Enrollment', 'Enroll Students', 'Block Enrollment', and 'Block Enrollment Merge'. The main content area is titled 'Block Enrollment Merge' and shows the following details:

- Enrollment Request ID:** 000000000
- Request Status:** Pending
- Merge Blocks:**
 - Academic Institution:** EMORY (Emory University)
 - Student Block:** TESTN (with a 'Detail / Create' link)
 - Class Block:** TESTN (with a 'Detail / Create' link)
- Filtering Criteria:** Includes fields for 'Academic Career', 'Term', 'Class Nbr', and 'Empl ID', along with a 'Retrieve' button.

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A red arrow in the 'Merge Blocks' section points from the 'Student Block' field to the 'Merge' button.

4. After processing, select the “Retrieve” button. This will pull up the information to be merged.



- After processing, select the “Retrieve” button. This will pull up the information to be merged.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enrollment Merge

Block Enrollment Merge | Block Enrollment Detail | Block Enrl Dgtail1 | Block Enrl Detail2

Enrollment Request ID: 0002989831 Request Status: Pending [Submit](#)

Merge Blocks

Academic Institution: EMORY Emory University [Merge](#)

Student Block: TESTN Test Student Group Document [Detail / Create](#)

Class Block: TESTN Test Class Group Document [Detail / Create](#)

Notice that the MERGE button is no longer active

Filtering Criteria

Academic Career: [Search](#)

Term: [Search](#)

Class Nbr: [Search](#) Detail Status:

Empl ID: [Search](#)

[Save](#) [Notify](#) [Refresh](#) [Retrieve](#) [Add](#) [Update/Display](#)

Block Enrollment Merge | Block Enrollment Detail | Block Enrl Detail1 | Block Enrl Detail2

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enrollment Merge

Block Enrollment Merge | Block Enrollment Detail | Block Enrl Dgtail1 | Block Enrl Detail2

Enrollment Request ID: 0002989831

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	0022365	Dooley Jr, James Thomas	5129	UCOL	1500	Enroll	Errors	DETAIL
2					1500	Enroll	Messages	DETAIL
3					1500	Enroll	Messages	DETAIL
4					1500	Enroll	Errors	DETAIL

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Block Enrollment Merge | Block Enrollment Detail | Block Enrl Detail1 | Block Enrl Detail2



Block Enrollment Merging

5. Go back to the block enroll merge panel and select the “Submit” button.
6. After processing, check the Request Status for a “Success” message. If an error occurred, click on the “Retrieve” button to see which students processed successfully and which ones did not. For those students who had an error, click on “Detail” under the “Block Enroll Detail” tab to read the error message for each student.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

Block Enroll Merge | Block Enroll Detail | Block Enroll Detail1 | Block Enroll Detail2

Enrollment Request ID: 0002989831 Request Status: Errors [Submit](#)

Merge Blocks

Academic Institution: EMORY Emory University [Merge](#)

Student Block: [Detail / Create](#)

Class Block: [Detail / Create](#)

Filtering Criteria

Academic Career: [Search](#)

Term: [Search](#)

Class Nbr: [Search](#) Detail Status:

Empl ID: [Search](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Block Enroll Merge | [Block Enroll Detail](#) | [Block Enroll Detail1](#) | [Block Enroll Detail2](#)

When you see Success/Message, all students have been successfully enrolled. When you see "Errors" click Retrieve and click on "detail" to determine what needs to be done to process the enrollment. If an override is needed, click the appropriate override and SAVE. Then return to this page and hit submit again. This will update the students with errors to Success/Message..



Block Enrollment Merging

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

Block Enroll Merge | **Block Enroll Detail** | Block Enrl Detail1 | Block Enrl Detail2

Enrollment Request ID: 0002989831

Seq #	ID	Name	Term	Career	Class Nbr	Action	Status	DETAIL
1	0022365	Dooley Jr., James Thomas	5129	UCOL	1500	Enroll	Errors	DETAIL
2					1500	Enroll	Messages	DETAIL
3					1500	Enroll	Messages	DETAIL
4					1500	Enroll	Errors	DETAIL

Save | Return to Search | P

[Block Enroll Merge](#) | [Block Enroll Detail](#) |

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

Block Enroll Merge | Block Enroll Detail | **Block Enrl Detail1** | Block Enrl Detail2

Enrollment Request ID: 0002989831

Enrollment Request

ID: 0022365 Dooley Jr., James Thomas Institution: Emory University
 Career: Undergraduate Emory College Primary Prog: Term: Fall 2012

Seq #	Action	Class Nbr	Grading Basis	Related 1	Related 2	Permission
1	Enroll	1500 History 201 000	GRD			

Action Dt: Reason: Grade In: Units Taken: 4.00

Request Status: Errors User ID: SHARR13

Overrides

Access ID: Full Access Service Indicator

Action Date Closed Class Grading Basis Time Conflict

Appointment Class Links Permission Unit Load

Career Class Units Requisites Wait List Okay

Dynamic Dates

Messages

Message Sequence: 1 Severity: Error Last Update Date Time: 05/07/12 8:11:42AM

Student not found on Student Career Term Table. (14640,113)
 The student was not found on the Student Career Term Table. No transaction requests were processed.

Student is not term active. I can term activate and then enroll the student using Quick Enroll.

Error Message: the student will need to be term active before enrollment can take place. It might be easier to enroll the student using the Quick Enroll function in OPUS.

If the correction just involves checking an override, check the appropriate override and SAVE. Then return to the "Block Enroll Merge" tab and click SUBMIT. You should see the status change to Success/Messages indicating that all errors have been corrected. If problems persist, seek assistance.



Block Enrollment Merge Process “On the Fly”

Occasionally, you may want to use Block Enrollment to process a few students into a class rather than using Quick Enroll to do these individually. You can do this by creating a block enrollment “on the fly”. However by choosing this method, please be aware that the list of students or class information will not be saved for future block enrollment actions.

Navigation: Main Menu > Records and Enrollment > Enroll Students > Block Enrollment or Type “Block Enrollment” in search window of Main Menu in OPUS. Go directly to Block Enroll Merge.

Tip: Do not use the browser back arrow when navigating through these panels. Make sure you click the tabs to maneuver between the panels.



Block Enrollment Merge Process “On the Fly”

1. In the “Merge Blocks” located under the Block Enroll Merge tab, click the “Create” option to set up the Student Block and the “Create” option to set up the Class Block. Save after each creation.

The screenshots illustrate the step-by-step process of creating student and class blocks for a merge. The first screenshot shows the initial selection of 'Create' for both student and class blocks. The second screenshot shows the configuration for a custom student block, including selecting the academic institution and career. The third screenshot shows the configuration for a customized class block, including selecting the term, class number, and various override options.



Block Enrollment Merge Process “On the Fly”

2. Click on the “Merge” button

Favorites | Main Menu > Records and Enrollment > Enroll Students > Block Enrollment > Block Enroll Merge

Block Enroll Merge | Block Enroll Detail | Block Enrl Detail1 | Block Enrl Detail2

Enrollment Request ID: 000000000 Request Status: Pending

Merge Blocks

Academic Institution: EMORY Emory University

Student Block:

Class Block:

After you enter names in the student block and set up the class block, then MERGE these

Filtering Criteria

Academic Career:

Term:

Class Nbr:

Empl ID:

[Block Enroll Merge](#) | [Block Enrollment Detail](#) | [Block Enrl Detail1](#) | [Block Enrl Detail2](#)

After merging the “on the fly” student and class blocks, please refer to steps 1-5 located in this section to complete the process.



Maintain Service Indicators

Service Indicators are placed on a student's record to be



Positive notices (informational)

or



Negative notices (informational and/or preventive)



FERPA Invoked – Do not release **ANY** information regarding this student

Positive notices may alert users that important information regarding the student's record is available.

Negative notices may prevent enrollment the release of official documents until criteria has been met regarding the student.

Service indicators are placed on a student's record by authorized officials. Service indicators can only be released by authorizing official or their representative.

FERPA can only be released with written approval of the student.



Service Indicators Search

Click the link on the Records Tab under the Enrollment folder

A search page will appear. Enter the student id or name and click SEARCH.

Click + *ADD A Service Indicator* to begin the process.

Please note: the student may have service indicators on their record. If they do click + to add a row on their record.



Student's name & ID

Service Indicator Code & Description

Start Term & Date (You may also enter End Term & Date)

Department that assigning the indicator

Who to contact?

Comments (if applicable)

Services Impacted (if applicable)

Click Apply & OK to SAVE.

Favorites | Main Menu | Campus Community | Service Indicators (Student) | Manage Service Indicators

Add Service Indicator

James Wayne Dooley 0022365

*Institution: EMORY Emory University

*Service Indicator Code: REN Registrar: Prohibit Enrollment

*Service Ind Reason Code: SCH Requested by School of Student

Description: School Dean has requested that the enrollment be stopped until University obligations are completed.

Effect: Negative

Effective Period

Start Term: 5156 Sum 2015 End Term:

Start Date: 04/20/2015 End Date:

Assignment Details

*Department: 905020 University Registrar

Reference:

Amount: 0.00 Currency: USD

Contact Information

Contact ID: 0067949 Contact Person: Harris, Sylvia D

Placed Person ID: 0067949 Placed By: Harris, Sylvia D

Comments

This is a test

Services Impacted

Impact	Description	Basis Date	Basis Term	Term Category
1	Prohibit All Class Enrollment			

Service Indicator Date Time: 04/16/2015 3:34:48PM

User ID: SHARR13 Harris, Sylvia D

OK Cancel Apply



Removing a Service Indicators

Return to the Manage Service Indicator page via the Records Tab link.

Manage Service Indicators
Dooley, James Wayne 0022365

Display: Effect Institution [Refresh](#)

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
REN	Registrar- Prohibit Enrollment	Requested by School of Student	EMORY	5156	Sum 2015			04/20/2015	

[+ Add Service Indicator](#)

Locate the correct service indicator and click on the code. A new screen appears with the information that was entered earlier. Notice there is a RELEASE button active in the upper right side of the page. Click the button and SAVE.

Edit Service Indicator
James Wayne Dooley 0022365

*Institution: Emory University

*Service Indicator Code: Registrar- Prohibit Enrollment

*Service Ind Reason Code: Requested by School of Student

Description:

Effect:

Don't forget to SAVE at the bottom of the page.



Course/Class Information

The next folder on the Records Tab contains Course/Class information



Course / Class Information

[View the schedule of classes](#)

[View Class Roster](#)

[Access E-mail Class Roster](#)

[Class Permission Numbers](#)



View the Schedule of Classes Search Screen

After clicking the link on the Records Tab, a SEARCH page appears.

Criteria Search with Subject Area & Catalog Nbr.

- Academic Institution required.
- Enter Term, Subject Area, and/or Catalog Nbr.
- Click SEARCH.
- Click from results to see class roster.

Favorites | Main Menu > Curriculum Management > Class Roster > Class Roster

Class Roster
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr:

Class Section: begins with

Session:

Course ID: begins with

Course Offering Nbr:

[Basic Search](#)

Search Results

View All First 1-16 of 16 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
EMORY	5156	HIST	203	1498	00C	Six Wk 2	006652	1	The West in World Context
EMORY	5156	HIST	314W	1417	SAF	Regular	006794	1	Topics: British History
EMORY	5156	HIST	385	1459	SAF	Regular	023467	1	Spec Topics: History
EMORY	5156	HIST	385	2374	S1F	Regular	023467	1	Spec Topics: History
EMORY	5156	HIST	385W	1462	SAF	Regular	006897	1	Spec Topics: History
EMORY	5156	HIST	487RW	1499	00C	Six Wk 2	006938	3	Jr/Sr Colloquium: Europe
EMORY	5156	HIST	599R	1500	0PA	Six Wk 1	012877	1	Research
EMORY	5156	HIST	599R	1501	0PC	Six Wk 2	012877	1	Research
EMORY	5156	HIST	599R	1502	0PB	Regular	012877	1	Research
EMORY	5156	HIST	799R	1503	0PA	Six Wk 1	012881	1	Advanced Research



View Class Roster – Search Screen

After clicking the link on the Records Tab, a SEARCH page appears.

Search for Classes

Enter Search Criteria

Search for Classes

Institution: Emory University
Term: Fall 2015
**Institution = Emory
Term like 5159 for fall 2015**

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject: Economics
Course Number: is exactly
Course Career:
Requirement Designation:
 Show Open Classes Only **Uncheck to see open & closed classes**

Additional Search Criteria

Meeting Start Time: greater than or equal to
Meeting End Time: less than or equal to
Days of Week: include only these days
 Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name: begins with
Class Nbr: ?
Course Keyword: ?
Minimum Units: greater than or equal to
Maximum Units: less than or equal to
Course Component:
Session:
Mode of Instruction:
Campus:
Location:
 Open Entry/Exit Classes Only

After entering all criteria - click Search

CLEAR SEARCH



View Class Roster – Class Listing & Details

Search results. Click the class number or section to view class details

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Class Search](#)

Search for Classes

Search Results

Emory University | Fall 2015

The following classes match your search criteria Course Subject: **Economics**, Course Career: **Undergraduate Emory College**. Show Open Classes Only: **Yes**

Open
 Closed
 Wait List

35 class section(s) found

ECON 101 - Principles Of Microeconomics

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Req Desig	Status
3121	000-LEC Regular	TuTh 11:30AM - 12:45PM	Anthropology Building 303	Hashem Dezhbakhsh	08/26/2015 - 12/08/2015	HSC	●
3122	001-LEC Regular	MoWeFr 3:00PM - 3:50PM	Math & Science Center - N302	Zhao Li	08/26/2015 - 12/08/2015	HSC	●
3126	002-LEC Regular	MoWe 11:30AM - 12:45PM	Anthropology Building 303	Hugo Mialon	08/26/2015 - 12/08/2015	HSC	●

ECON 112 - Principles Of Macroeconomics

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Req Desig	Status
3130	000-LEC Regular	MoWeFr 9:00AM - 9:50AM	Rich Building 211	Tong Xu	08/26/2015 - 12/08/2015	HSC	●
5181	001-LEC Regular	MoWeFr 1:00PM - 1:50PM	White Hall 205	Juan Rubio Ramirez	08/26/2015 - 12/08/2015	HSC	●
5567	002-LEC Regular	TuTh 4:00PM - 5:15PM	White Hall 102	Edouard Wemy	08/26/2015 - 12/08/2015	HSC	●
5580	003-LEC Regular	TuThFr 9:00AM - 9:50AM	Anthropology Building 107	Margarita Zabelina	08/26/2015 - 12/08/2015	HSC	●
5757	004-LEC Regular	TuThFr 12:00PM - 12:50PM	Anthropology Building 105	Edouard Wemy	08/26/2015 - 12/08/2015	HSC	●

Search for Classes

Class Detail

ECON 101 - 000 Principles Of Microeconomics
Emory University | Fall 2015 | Lecture

Class Details

Status	● Open	Course ID	004799
Class Number	3121	Offer Nbr	1
Session	Regular Academic Session	Career	Undergraduate Emory College
Units	3 units	Dates	8/26/2015 - 12/8/2015
Class Components	Lecture Required	Grading	Student Option
		Location	Atlanta Campus
		Campus	Atlanta Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:30AM - 12:45PM	Anthropology Building 303	Hashem Dezhbakhsh	08/26/2015 - 12/08/2015

Enrollment Information

Requirement Designation: History, Society, Cultures

Class Availability

Class Capacity	170	Wait List Capacity	0
Enrollment Total	42	Wait List Total	0
Available Seats	128		

Textbook/Other Materials

Textbook Assignment Pending (assignments not shown to students)

[Click to return to list](#)



View Class Roster – Search Screen

After clicking the link on the Records Tab, a SEARCH page appears.

Criteria Search with Class Nbr.

- Academic Institution required.
- Enter Term and 4 or 5 digit class nbr. (1498)
- Click SEARCH.
- Click from results to see class roster.

Favorites | Main Menu > Curriculum Management > Class Roster > Class Roster

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution:	begins with ▼	EMORY	
Term:	begins with ▼	5156	
Subject Area:	begins with ▼		
Catalog Nbr:	begins with ▼		
Class Nbr:	= ▼	1498	
Class Section:	begins with ▼		
Session:	= ▼		
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		

[Basic Search](#)
[Save Search Criteria](#)



View Class Roster – Search Screen

After clicking the link on the Records Tab, a SEARCH page appears.

Criteria Search with Class Nbr.

- Academic Institution required.
- Enter Term and 4 or 5 digit class nbr. (1498)
- Click SEARCH.
- Click from results to see class roster.

Favorites | Main Menu > Curriculum Management > Class Roster > Class Roster

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Academic Institution:	begins with ▼	EMORY	
Term:	begins with ▼	5156	
Subject Area:	begins with ▼		
Catalog Nbr:	begins with ▼		
Class Nbr:	= ▼	1498	
Class Section:	begins with ▼		
Session:	= ▼		
Course ID:	begins with ▼		
Course Offering Nbr:	= ▼		

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)



View Class Roster

The class roster page contains information about the class at the top of the page. The enrollment status defaults to “enrolled” and enrollment capacity list the maximum enrollment limit and the number enrolled. In the next link, we will discuss communicating with students enrolled in a class.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Class Roster](#)

Class Roster

[Summer 2015](#) | [Regular Academic Session](#) | [Emory University](#) | [Undergraduate Emory College](#)

[▼](#) HIST 314W - SAF (1417)
 Topics: British History - First Among Equals (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Sheila Cavanagh	06/29/2015 - 08/07/2015

*Enrollment Status:

Enrollment Capacity: 15 Enrolled: 5

Enrolled Students							
Select	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	<input type="checkbox"/>		Graded	4.00	Liberal Arts & Sciences - Sociology/Economics & Mathematics	Senior	
2	<input type="checkbox"/>		Graded	4.00	Liberal Arts & Sciences - History/Biology	Senior	
3	<input type="checkbox"/>		Graded	4.00	Liberal Arts & Sciences - Psychology	Junior	
4	<input type="checkbox"/>		Graded	4.00	Liberal Arts & Sciences - American Studies/History	Senior	
5	<input type="checkbox"/>		Graded	4.00	Liberal Arts & Sciences - History/Mathematics	Senior	

[Select All](#) [Clear All](#)

[Return to Search](#) [Previous in List](#) [Next in List](#)

This section discussed in link – Access Email Class Roster documentation



Access E-mail Class Roster

Please refer to "View Class Roster" documentation for guidance in searching for a particular class roster. This link provides the user with a quick method to communicate with one, a few, or all students enrolled in a class.

Check the notify box next to each student who needs a communication.

The user can click "Select All" to notify all students.

HIST 190 - 000 Freshman Seminar (Fascism & Resistance in Italy)

Seminar (2802)

Spring 2015 | Regular Academic Session | Emory University | Undergraduate Emory College

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Mo 2:00PM - 4:30PM	Cox Computer Classroom - 230C	Walter Adamson	01/13/2015 - 04/27/2015

*Enrollment Status:

Enrollment Capacity: 12 Enrolled: 9

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Sophomore
2	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Freshman
3	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Sophomore
4	<input type="checkbox"/>	0022365	Dooley, James Wayne	Graded	3.00	Liberal Arts & Sciences - Undeclared-Arts & Sciences	Junior
5	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Freshman
6	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Sophomore
7	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Sophomore
8	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Sophomore
9	<input type="checkbox"/>					Liberal Arts & Sciences - Undeclared-Arts & Sciences	Freshman

[Select All](#) [Clear All](#)
[Notify Selected Students](#) [Notify All Students](#)

Return to Search Notify

Click "Notify" when ready to send an email.



Access E-mail Class Roster

A new screen appears. All student emails are listed as BCC recipients to protect privacy. A copy of the email is sent to the inbox of the person sending the message for retention. The subject of the email "from the desk of ???". User may type the message to be sent in the "Message Text" box. When ready click the "Send Notification" box.

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Sylvia Harris

From: sharr13@emory.edu Copied to Emory email acct.

To: sharr13@emory.edu

CC:

BCC: Student Email Addresses

Subject: <From the desk of Sylvia Harris>

Message Text: Type message here.

SEND NOTIFICATION



Class Permission Numbers

Permission numbers are a unique selection of numbers assigned to classes that allow the student to override class restrictions. After clicking the “permission number” link on the Records Tab, the user is taken to a search page. Enter the term, subject and catalog number for the class and SEARCH. Note: All classes have assigned permission numbers.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	EMORY	x	🔍
Term:	=	▼	5151		🔍
Subject Area:	=	▼	ENGCW		🔍
Catalog Nbr:		begins with ▼	271W		
Academic Career:	=	▼	Undergraduate Emory College		▼
Campus:		begins with ▼	ATL		🔍
Description:		begins with ▼			
Course ID:		begins with ▼			🔍
Course Offering Nbr:	=	▼			🔍
Academic Organization:		begins with ▼			

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)



Class Permission Numbers

All permission required classes require a permission numbers to allow students to enroll or a department staff override. Most permission required classes can be identified because the section number ends with a "P". Most directed studies/research or supervision classes require permission.

A permission number is unique and may only be used to enroll in the class for which it was created. Caution: multiple sections have unique permission numbers that are not interchangeable or applicable to another class section.

Note: All classes in all careers have assigned permission numbers when the classes are created, whether the class requires permission or not. In this situation, the permission number allows students to enroll when the offering is outside their career, the class is closed, requisite is not met, etc.

A class permission may be set-up to add or drop a class. In each instance, the permission number will be unique.

Permission numbers have an expiration date. Permission numbers have override options but options can be restricted.



Class Permission Numbers

After clicking the SEARCH, the class permission page will appear. There are two tabs. One for "Permission to Add" and the other for "Permission to Drop (if applicable)". Each tab has unique numbers for the applicable action.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add | **Permission to Drop**

Course ID: 005189 **Course Offering Nbr:** 1
Academic Institution: Emory University
Term: Spring 2015 Ugrad Coll
Subject Area: ENG CW Creative Writing
Catalog Nbr: 271W Introduction to Poetry Writing

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session **Class Nbr:** 3781 **Class Status:** Active
Class Section: 00P **Class Type:** Enrollment Section
Component: Seminar **Instructor:** Armour-Hileman,Victoria

Student Specific Permissions

Defaults

Expiration Date: 01/20/2015

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

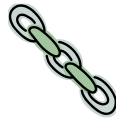
Assign More Permissions:

Class Information located at the top of each page.

Caution: look for correct section #

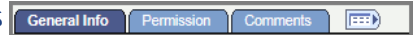
Each section has its own set of unique permission numbers.

If more permission are needed, enter the number and "generate" and then don't forget to SAVE or additional numbers will not be valid.



Class Permission Numbers

Under "Class Permission Data," the user can assign, verify who and when the permission number was used, and write comments. This data can be appears condensed into multiple tabs



but can be expanded using this icon



The table can be downloaded by clicking the red/blue grid



Class Permission Data															
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1	300760			<input type="checkbox"/>			Used	01/07/2015	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	648210			<input type="checkbox"/>			Used	01/13/2015	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	770175			<input type="checkbox"/>			Used	11/04/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	345792			<input type="checkbox"/>			Used	10/27/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	941655			<input type="checkbox"/>			Used then Dropped	01/12/2015	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	349668			<input type="checkbox"/>			Used	11/04/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	421798			<input type="checkbox"/>			Used	11/18/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	901782			<input type="checkbox"/>			Used	11/24/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	305221			<input type="checkbox"/>			Used	11/24/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10	491085			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	654442			<input type="checkbox"/>			Used	11/11/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12	850392			<input type="checkbox"/>			Used	11/11/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	646926			<input type="checkbox"/>			Used	11/24/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14	153957			<input type="checkbox"/>			Used then Dropped	01/14/2015	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
15	236700			<input type="checkbox"/>			Used	11/24/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
16	979146			<input type="checkbox"/>			Used	11/24/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
17	105058			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18	226278			<input type="checkbox"/>			Used then Dropped	11/25/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
19	276105			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
20	421320			<input type="checkbox"/>			Used	12/24/2014	01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
21	434605			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
22	119359			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
23	495883			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
24	642600			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
25	113985			<input type="checkbox"/>			Not Used		01/20/2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



Student Services Center Quick Reference Guide

This guide is a quick reference to assist students when navigating the Student Center in OPUS. Information on the left side in the blue column provides more detail about the illustration located on the right side of the page.

Academics:

Student's Name and Emplid

Academics

(Quick Links)

[Enroll](#)

[My Academics](#)

[Degree Planning](#)

[Request Emory Transcript](#)

Click the "SEARCH FOR CLASSES" to view class offerings by term.

Pull down "other academic ..." to view more options.

- [Apply for Graduation](#)
- [Browse Course Catalog](#)
- [Course History](#)
- [Enrollment Verification](#)
- [Enrollment Add](#)
- [Enrollment Drop](#)
- [Enrollment Edit](#)
- [Enrollment Swap](#)
- [Exam Schedule](#)
- [Grades](#)
- [Transcript View Unofficial](#)
- [Transfer Credit Report](#)
- [View Schedule and Textbooks](#)

James's Student Center

Academics

[Enroll](#)

[My Academics](#)

[Degree Planning](#)

[Request Emory Transcript](#)

other academic...

[SEARCH FOR CLASSES](#)

Quick Links

This Week's Schedule

Academic Calendar Deadlines		
ENVS 445-SAF		Room: TBA
LEC (1833)		

enrollment shopping cart

- [Apply for Graduation](#)
- [Browse Course Catalog](#)
- [Course History](#)
- [Enrollment Verification](#)
- [Enrollment: Add](#)
- [Enrollment: Drop](#)
- [Enrollment: Edit](#)
- [Enrollment: Swap](#)
- [Exam Schedule](#)
- [Grades](#)
- [Transcript: View Unofficial](#)
- [Transfer Credit: Report](#)
- [View Schedule and Textbooks](#)
- [other academic...](#)

7/31/15

Office of the Registrar Training Series

130



Finances:

Finances

My Account
(Quick Links)
[Billing /Account Inquiry](#)
[Payment Options](#)
[Make an EmoryCard Deposit](#)
[Direct Deposit Setup](#)
[View 1098-T Tax Data](#)

Link to [Emory Financial Aid](#)

Pull down "other account ..."
to view more options.

- Account Detail
- Bill Payer Email Addr
- Bill Monthly
- Bill Registration
- Courtesy Scholarship
- Payment On-Line
- Payment Plan Set-up
- Pymt Foreign Currency
- Student Financials FAQs

Finances

My Account
[Billing / Account Inquiry](#)
[Payment Options](#)
[Make an EmoryCard Deposit](#)
[Direct Deposit Setup](#)
[View 1098-T Tax Data](#)

other account ... ▾

Account Summary

Total Account Balance:

A 1.50% finance charge is assessed on past due balances.

[View Account Detail](#)

Financial Aid
[Emory Financial Aid](#)

- Account Detail
- Bill Payer Email Addr
- Bill: Monthly
- Bill: Registration
- Courtesy Scholarship
- Payment On-Line
- Payment Plan Setup
- Pymt ForeignCurrency
- Student Financials FAQs
- other account ...



Personal Information:

Personal Information

(Quick Links)

- [View Demographic Data](#)
- [View Emergency Contact](#)
- [Names](#)
- [Guest Access](#)
- [Health Insurance Waiver](#)
- [Emergency Alert](#)

Pull down "other personal..." to view more options.

- Achievements and Activities
- Addresses
- Email Addresses
- Honors and Awards
- Phone Numbers
- Privacy Settings
- Publications
- Religious Preference

Personal Information

[View Demographic Data](#)

[View Emergency Contact](#)

[Contact](#)

[Names](#)

[Guest Access](#)

[Health Insurance Waiver](#)

[Emergency Alert](#)

Contact Information

Preferred Address	Home Address
Decatur, GA 30030-2853	1525 Clifton Rd Atlanta, GA 30322-4200
Cell Phone	Campus Email
404/727-9088	james.dooley@emory.edu

other personal... ▾

Achievements and Activities

Addresses

Email Addresses

Honors and Awards

Phone Numbers

Privacy Settings

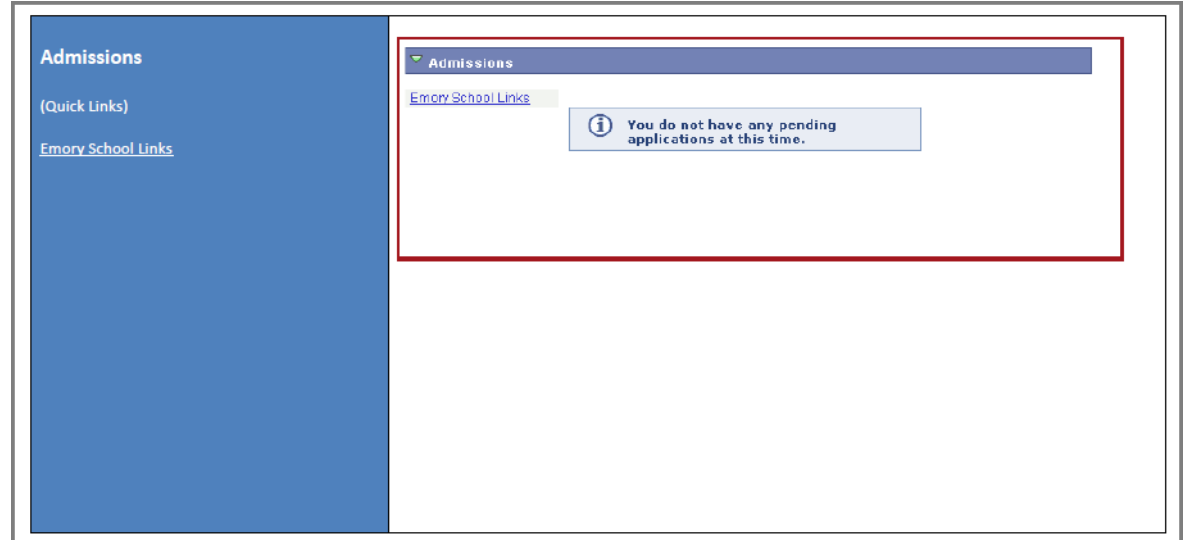
Publications

Religious Preference

other personal...



Admissions:



The screenshot displays a web interface for the Admissions section. On the left is a blue sidebar with the following text: "Admissions", "(Quick Links)", and "[Emory School Links](#)". The main content area has a blue header bar labeled "Admissions" and a sub-header "[Emory School Links](#)". A red rectangular box highlights a message box that reads: "You do not have any pending applications at this time." The message box includes an information icon (i) on the left.



Communication

Students should check these links often for important communications

<p>Communication Links</p> <p>Announcements</p> <p>Communications</p> <p>Holds and Clearances Check often! This area will display any holds you may have on your record.</p> <ul style="list-style-type: none"> • Holds may keep you from registering in classes or have other penalties. <p>To Do List This area will display tasks that you need to complete such as turning in a transcript, taking an assessment exam, or other requirements.</p>	<div style="border: 1px solid #4a7ebb; padding: 5px; margin-bottom: 10px;"> <p>▼ Announcements</p> <p>No New Announcements details ▶</p> </div> <div style="border: 1px solid #4a7ebb; padding: 5px; margin-bottom: 10px;"> <p>▼ Communications</p> <p>Unread Communications: 7</p> <p style="text-align: right;">details ▶</p> </div> <div style="border: 1px solid #4a7ebb; padding: 5px; margin-bottom: 10px;"> <p>▼ Holds and Clearances</p> <p>No Holds.</p> </div> <div style="border: 1px solid #4a7ebb; padding: 5px;"> <p>▼ To Do List</p> <p>Admissions: 15</p> <p>Financial Aid: 1</p> <p style="text-align: right;">details ▶</p> </div>
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Enrollment Data

Enrollment appointment assignments or open enrollment information can be found at this location.

Academic Advisor

Contact information for your advisor

Emory Links

(Quick Links)
[Blackboard](#)
[Email for Undergraduate](#)
[Library](#)
[Housing/Dining](#)
[Parking](#)
[EmoryCard](#)
[Your Patient Portal](#)
[HR Self Service](#)

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 ▶](#)

Enrollment Dates

[Open Enrollment](#)

Academic Advisor

Program Advisor
Anne Hall
ahall04@emory.edu [details ▶](#)

Emory Links

[Blackboard](#)
[Email for Undergraduates](#)
[Library](#)
[Housing/Dining](#)
[Parking](#)
[EmoryCard](#)
[Your Patient Portal](#)
[HR Self Service](#)



Student Services Center – Undergraduate GER Queries & Sustainability Fund

Undergraduate GER Queries

This link allows undergraduate students to easily query term offerings to find classes that meet specific General Education Requirements for their degree. (Link is not available on Student Center for graduate students.)

Undergraduate GER Queries

- [I. First Year Seminar Classes](#)
- [II. First Year Writing Req](#)
- [III. Continuing Writing Req](#)
- [IV. Math & Quantitative Reason](#)
- [V. Science, Nature, Technology](#)
- [VI. History, Society, Cultures](#)
- [VII. Humanities, Arts, Perform](#)
- [VIII. Personal Health](#)
- [IX. Physical Education & Dance](#)

Sustainability Fund

The Student Environmental Fund is a project that provides monetary resources for Emory to measurably reduce campus environmental impact. It is designed to be a student driven catalyst for change and to address our most serious environmental problems.

Learn more at this link.
<http://sustainability.emory.edu/page/1054/Student-Environmental-Fund>



Emory Student Environmental Fund



Emory Student List by Plan Org

This link on the Records Tab allows users to pull up information regarding students whose academic records meets certain criteria.

Enter:

Term *(required)*

Academic Career *(required)*

Required one or the other -

Academic Plan (view all student who are currently enrolled who have an active academic plan for the term – i.e. ECONBA, or ECONND, or ECONMIN)

Academic Organization (view all students who are currently enrolled within an Academic Organization – i.e. ECONOMICS, HISTORY, BIOLOGY. Includes all major associated with the organization – i.e. BUSECON, ECONBA, ECONND, or ECONMIN)

Search interface for Emory Student List by Plan Org. The search criteria fields are highlighted with a red box:

- Term:
- Academic Career:
- Academic Plan:
- Academic Organization:

Search button:

Cumulative GPA	Name	Enroll	Total Hours Earned	Level	Academic Plan	Academic Plan Type
1						



Emory Student List by Plan Org

View by Academic Plan:

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Emory Student List by Plan Org

Term:

Academic Career: *Use magnifying glass to lookup values*

Academic Plan:

Academic Organization:

Cumulative GPA	Name	Emplid	Total Hours Earned	Level	Academic Plan	Academic Plan Type
1				Freshman	ANTHBA	MAJ
2				Senior	ANTHBA	MAJ
3				Sophomore	ANTHBA	MAJ
4				Senior	ANTHBA	MAJ
5				Senior	ANTHBA	MAJ
6				Junior	ANTHBA	MAJ
7				Senior	ANTHBA	MAJ
8				Senior	ANTHBA	MAJ
9				Senior	ANTHBA	MAJ
10				Senior	ANTHBA	MAJ
11				Senior	ANTHBA	MAJ
12				Junior	ANTHBA	MAJ
13				Senior	ANTHBA	MAJ
14				Junior	ANTHBA	MAJ
15				Junior	ANTHBA	MAJ
16				Junior	ANTHBA	MAJ
17				Sophomore	ANTHBA	MAJ
18				Junior	ANTHBA	MAJ
19				Senior	ANTHBA	MAJ
20				Senior	ANTHBA	MAJ
21				Senior	ANTHBA	MAJ
22				Senior	ANTHBA	MAJ

- If a student is not active (on leave, not active for the term, or degree has been awarded), they will not appear in the listing for the term. If no changes to major and they have not graduated, they will appear in the next term their record is active.
- Data in each column can be sorted.
- Data can be downloaded to Excel by clicking the download option (red/blue grid icon) on the page.



Emory Student List by Plan Org

View by Academic Organization:

Favorites | Main Menu > Records and Enrollment > Enrollment Summaries > Emory Student List by Plan Org

Term: 5151
 Academic Career: UCOL
 Academic Plan:
 Academic Organization: ANTHRO

Use magnifying glass to lookup values

Cumulative GPA	Name	Emplid	Total Hours Earned	Level	Academic Plan	Academic Plan Type
1					RELANTHND	MNP
2					RELANTHBA	MAJ
3					RELANTHBA	MAJ
4					RELANTHBA	MAJ
5					RELANTHBA	MAJ
6					RELANTHBA	MAJ
7					RELANTHBA	MAJ
8					RELANTHBA	MAJ
9					ANTHND	MNP
10					ANTHND	MNP
11					ANTHND	MNP
12					ANTHND	MNP
13					ANTHND	MNP
14					ANTHND	MNP
15					ANTHND	MNP
16					ANTHND	MNP
17					ANTHND	MNP
18					ANTHND	MNP
19					ANTHND	MNP
20					ANTHND	MNP
21					ANTHND	MNP
22					ANTHND	MNP
23					ANTHND	MNP
24					ANTHMIN	MIN

- Notice that the academic plan includes a listing of students in all applicable plans for the academic organization in the career. This listing would also list any business students who have declared a 2nd major at ECAS.
- If a student is not active (on leave, not active for the term, or degree has been awarded), they will not appear in the listing for the term. If no changes to major and they have not graduated, they will appear in the next term their record is active.
- Data in each column can be sorted.
- Data can be downloaded to Excel by clicking the download option (red/blue grid icon) on the page.

EMORY



Supplemental Documentation (available upon request)

OPUS 101 Definitions

Overview of the Faculty/Advisor Center

Printing a Class Roster

Printing a Final Grade Roster

Faculty Self-Service Waitlisting

Student Self-Service Waitlisting

Staff Self-Service Waitlisting



EMORY



If you have questions about any of the materials covered in this document, please contact the Training Coordinator in the Office of the Registrar at registr@emory.edu. Thank you.

