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Getting Started

Type www.opus.emory.edu in your web browser.

Netid & Password

Log into the student system portal, OPUS, using
After 20 minutes of inactivity, you may receive the following message. This is a security reminder. If you get interrupted, any work that was not saved prior to the inactivity may be lost and may need to be redone. After signing out, please remember to close the web browser you are using.

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.
Guest Access (a link for parents and/or guardians)

Admissions

Student Financials

Financial Aid

Records

Student

Faculty/Advisor

OPUS Launcher

**Roles = Tabs**

Their role at Emory University.

Users are granted access to various TABS in OPUS based on

Employee Tab & Links

OPUS Launcher Page -
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). Students have the right to request that records be kept private. Students and 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
<table>
<thead>
<tr>
<th>Term Coding</th>
<th>5149 - Fall 2014</th>
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<tbody>
<tr>
<td>First character</td>
<td>0 - zero for 1900's &amp; 5 for 2000's</td>
</tr>
<tr>
<td>Next two characters</td>
<td>last two digits for the year (i.e. 14)</td>
</tr>
<tr>
<td>Last character</td>
<td>0=Winter or Interim, 1=Spring, 6=Summer, 9=Fall</td>
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**Terminology Crosswalk**

<table>
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<tr>
<td>Academic Sub-Plan</td>
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<td>ENGLISHBA, PHILPHD</td>
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<tr>
<td>Plan</td>
<td></td>
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</table>
OPUS 101 – The Basics

Folder Navigation

OPUS has drop-down menus like most Windows/Mac software. Clicking the folder icons expands menu choices.
OPUS offers memory tools!

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

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.

OPUS remembers OPUS remembers – Recently Used
OPUS 101

– The Basics

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)

Search Criteria

- **Include History**: Always choose "Include History" to pull all records related to the student in your search.

- **Last Name and First Name**: Enter the student's last name and first name and press SEARCH.

- **National ID**: If you know the student's social security number enter it in this field and press SEARCH.

- **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) and press SEARCH.

- **Emplid**: If you know the student's ID number enter it in this field and press SEARCH.
OPUS has robust search features.

Search Results

- If more than one record matches the search, a list will be displayed.
- If only one student matches the search, the student's page will be displayed.

Search on any key field with the operators such as:

- begins with, contains, =, <, <=, >, >=, between, and in list.

This search looks for classes less than 300.0.

Search on any key field with the operators such as:

- begins with, contains, =, <, <=, >, >=, between, and in list.

Search Results
OPUS 101 – The Basics

Navigation Tools

• Ask Opus – When you need help, click this link.
• Home – Returns you to the Launcher Page.

Tabs to Multiple Pages or Actions

• 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 – Allows you to look at different rows or pages of terms, actions, or classes.
• View All – Allows you to scroll down to see the different rows of information for the student. These may be different careers, actions, or classes.

• Tabs to Multiple Pages or Actions
• Return to Search – To return to search results.

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Office of the Registrar Training Series
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Records Tab & Academic Folder Links

OPUS Staff Training Manual
Records Tab Layout

Depending on the user's 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 page may also include links to the most frequently used student records pages. The Records Tab will include page links to the Office of the Registrar Training Series.
Academics Folder

Update Student Advisor
Update Expected Grad Date
Undergraduate GER Queries
Enrollment History No GPA
Enrollment History
Student Grades
Produce Batch Transcripts
View Unofficial Transcript
View Student Academic Summary

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

The Office of the Registrar Training Series

7/31/15

Institution/Career/Program/Plan Summary

View Academic Summary

The first third of the screen shows the Students Career and Program Information at a glance. By clicking each career, the user can see a summary of the student's program plan information at a glance.
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. 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 activated.

Was the student eligible to enroll? What was the student's term eligibility status? Depending on the role, academic standing status information may be viewable. This panel also includes the academic level and load for the term activated.

By clicking on any hyperlinked term, the user is able to view detailed information 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 activated.

View Academic Summary
Below the term summary for a selected term, the student's enrollment actions appear in Classes. *Indicates if a class was dropped and quick link to adjust the student's schedule. *Grades also appear for the term along with term statistics. Click a particular class in the schedule to see class details. For a selected term, the student's enrollment actions are editable, clicking the quick link if the term is current and enrollment is only available for those who have the appropriate OPUS access to view this information. Term statistics for the chosen term are also viewable below the Classes.
Always click on Add a New Value, (Do NOT USE - Find an Existing Value)

Transcript Request Search Page

OPUS
unofficial transcript located in the Academics folder on the Records Tab in

Click on the View Unofficial Transcript link to view or print a student’s

Search Page

View Unofficial Transcript
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 Page

View Unofficial Transcript
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. 

Request Detail Tab

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

If requested only one student’s transcript, you may print the results from this page.
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, a brief 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" heading. 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 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. If you requested only one transcript, you can print from the Report Results page. Click on PRINT. In the far right corner of the page, a brief 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" heading. Click this link to open the transcript and print.

If you requested 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 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.
To print ALL requests at once, click on PRINT on the Request details page.

To print transcripts will be listed in one PDF ready for printing.

Transcripts will be listed in one PDF ready for printing.

Under the “Description” heading, click this link to open the transcript and all

status from initiated to "POSTED". Notice the POSTED line has a link appear

the process line changes the page. When SAVED disappears, click the REPORT MANAGER link on this 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.

To print ALL requests at once, click on PRINT on the Request details page.

Click to Print

Printing Multiple Transcripts – Back to Request Details Tab

View Unofficial Transcript
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. To close all windows, click HOME to begin your next OPUS adventure.
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 Academic Folders, click the link for Produce Batch Transcripts.

A new screen appears to guide you through the process.

Produce Batch Transcripts.
Produce Batch Transcripts

Step 1 – Transcripts Request

Click link 1. Request a Batch.

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

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

If it is the first time a transcript batch 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. Blank spaces are not allowed in run control names, please use underscores 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

- 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 (i.e. ECONPhD, ECONBA, CHEMBS, etc.)

Click to choose more than one transcript group.
Besides Career/Program/Plan criteria, there are other population choices available. Required fields for each criteria selection will differ.
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 the SAVE button at top of page.

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

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 & ECONBA as their priority minor. Students who have declared ECONND & BUSECON as their second major, and students who have declared ECONMIN as their minor.

If more than one group of population of transcripts is requested, click the icon to add another row of criteria.
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. Clicking OK returns the user back to the Batch Transcript Request page. Click Process Monitor to monitor this process.
Click the DETAILS link. A Process Details page appears.

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

The user can also change this to smaller increments of time for easier monitoring.

 Hint: To avoid confusion, the user should set the LAST data to 1 DAY. 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 under the DETAILS column. Click the SUCCESS link when the distribution status updates to POSTED. A link will appear under the DETAILS column. Click the SUCCESS link. (Note: The most recently generated process will appear at the top of the list that is displayed.)

Click the DETAILS link often to monitor process status changes. When the run status updates to SUCCESS, a link will appear under the DETAILS column. Click the SUCCESS link. (Note: The most recently generated process will appear at the top of the list that is displayed.)
The Message Log contains the empids 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 empids.

Important: Each group within the request will be assigned a process number.

The process code will look like this.

**Note:** This process code is not the first empid in the list. The process code will look like this.

Hint: Two numbers 002288208 and 002288211 = Range for 4 groups.

Once located, write down the first process number.
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 Transcripts link again. After the first run through for batch transcripts, the user can easily find and reuse run control names, please use underscores for blank spaces. Naming the run control "transcript_generate" is recommended. Hint: blank spaces are not allowed in run control names. Click Add a New Value. Naming the run control for the second phase. Click Add a New Value. Naming the run control "transcript_generate" is recommended. 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.
When the Transcript Generation page appears, the following information needs to be entered.

- **Institution = Emory**
- **Transcript Type = INTRN**

Under Selection Criteria

Then click the **RUN** button at the top of the page.

Enter the last number in the range. After entering the numbers, you will see a process group range. If you had requested more than one group, you would have a process group range. When you tab the first number, the first number will automatically populate. If you had written down from the previous process, *From* will be the first number and *To* will be the last number (i.e., 002288208 and tab, 002288211). After entering the numbers, **SAVE**.

Check the box next to **Request Nbr** and enter the two numbers that were entered.
The Process Scheduler appears. If everything looks good, click OK or you can click cancel to void the process. Clicking OK returns the user back to the Transcript Generation page. Click Process Monitor to monitor the process.
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 this link.

Click the **MESSAGE LOG** link. 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, if they so choose.

The number of transcripts for printing depends on the length of time it takes the system to build the transcripts for printing. Don’t panic; the length of time it takes depends on the number of transcript in each grouping.

When the run status updates to **SUCCESS** and the distribution status updates to **POSTED**, a link will appear under the **DETAILS** column. Click this link. The Process Detail page appears.

Click the **MESSAGE LOG** link. 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.

The Process Detail page appears. Click the **MESSAGE LOG** link.
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 records. Click the link, click the link Print a Batch – Internal Transcript Batch Print, Enter the name “transcript_print” and SEARCH or by clicking Find an Existing Value and SEARCH or by the assigned run control. By clicking Add a New Value, naming the run control “transcript_print” is recommended. Blank spaces are not allowed in run control names, please use underscores for blank spaces.

After the first run through for batch transcripts, the user can easily find and reuse for the second phase. Click Add a New Value, naming the run control “transcript_print” is recommended. Blank spaces are not allowed in run control names, please use underscores for blank spaces.

When printing a batch for the first time, the user should set-up a Run Control ID. Click link 3. Print a Batch – Internal Transcript Batch Print.
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 field and last number in the To fields and SAVE. Then click Run.
Produce Batch Transcripts

Process Scheduler Request Page

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

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

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

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.
A new page will appear. In the middle of the page under FILE LIST is a PDF file.
1. 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.

2. Enter the student’s ID, career, Emory, term on the search page. Clicking the Print and Report Manager to print the page.

3. Click Details when Posted.

4. Double click PDF.
The Grade Report PDF results can be printed to the user's local printer:

| Grade Report | PDF results can be printed to the user's local printer |

The table contains grading information for a student.
This link provides a summary of the student's enrollment history and any enrollment history (NoGPA) that holds or FERPA notices. This is a useful page where the user can quickly identify if the student has holds or FERPA notices. Both links require the student's information to be entered on a search page. The user's role determines whether the link with GPA history is viewable.
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.

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

If you are a student, academically and financially, only staff who are authorized to make this change should use this link.

Changing an expected graduation date can have severe consequences for the student.
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, advisor 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 record. 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 advisor information, 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 to the registrar's email account at registr@emory.edu. The department is notified when the major/minor declaration 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.
Click SEARCH.

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

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

**Adding or Changing the Student Advisor**

**Process - Student Search**

**Update Student Advisor**
Update Student Advisor

Process – Student Search

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.

3. If a second major or minor is not changing, but the advisor is changing, simply enter the new emplid or lookup the emplid for the new advisor.

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

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.

Hint: For Oxford students, the Academic Career is UOXF and the Academic Program is AA.
The Student Personal Information folder is located directly under the Academics folder in the Records Tab. The folder contains grouped information links.

Let's continue looking at the right side of the page and take a look at the Student Personal Information links.
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.
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.
This page has several sections of information about the student. Updating and links to additional data are restricted by the role of the user. This page has several sections of information about the student.
Contact Information – Addresses, Phones, Emails

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

Biographical Details (continued)
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.
The Regional Tab may contain self-identified data such as ethnicity and military history data. (Data is optional & may not be reported.)
Clicking "View Student Photo" takes the user to a student's 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.
Clicking "View Relationships to Student" 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.*
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?

View Emergency Contacts
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
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.

Quick Enroll – Search Screen

*Every enrollment action must be done as a ADD (never use “Existing Value”).

Quick Enroll a Student
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 are governed by compliance guidelines and may be subject to the Registrar’s review and approval.
- Enrollment actions are performed using a grade change form or by memo from a senior school official.
- Requests for enrollment actions must be submitted until the last day of drop/add.
- School administrators may have extended access to perform enrollment actions on behalf of their school until the last day of the term.
- Other staff may have access to perform enrollment actions for a term end.

After a term ends, only staff within the Office of the Registrar can perform enrollment actions.

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

Access to perform enrollment actions are governed by compliance guidelines and may be subject to the Registrar’s review and approval.

After a term ends, only staff within the Office of the Registrar can perform 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. Several tabs along the top of the page. Each tab contains data elements that may be needed depending on the enrollment action being completed.

Enrollment Actions

Click each tab to view the features available enrollment options.

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

Enrollment Action – Add
Swap allows you "try out" the new class without the student being dropped or losing their space in a current class.

Class Enrollment Tab

Enrollment Action - Swap
The following pages are applicable to both enrolling or swapping classes.

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

A variable credit class.

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

Enrollment Action: Add Units and Grade Tab

Operation will always default to the minimum credit hours. Please verify the correct number of hours have been entered for fixed credit hours.

Variable credit classes 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 fixed credit hours.

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

General Overrides Tab

Enrollment Action – Add

Do Not:
- Override "requisites, career, service indicator, requisite, or unit load"

You may:
- Override "appointment" when appropriate and if you are authorized to do so.
- Override "requisites, service indicator, career, requisite, or unit load" unless you are authorized to do so.
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."

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.

If your role allows these override capabilities,
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.

Enrollment Action – Completed
<table>
<thead>
<tr>
<th>Message</th>
<th>Description</th>
</tr>
</thead>
</table>
| Override Student Not Enrolled in Class | The enrollment request was not processed; the student is already enrolled in the class for the specified term. Verify class number and term, and student is already enrolled in the class for the specified term. The enrollment request was not processed. Override.
| Time Conflict                   | 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 Scheduling Conflict.
| Unit Load                        | The requested drop transaction was not processed. Dropping the class would put the student below the minimum units required for enrollment. Student Below Minimum Units.
| Class Limit                      | The requested enrollment add was not processed. The enrollment limit for the specified class has been reached. Full.
| None                             | The requested enrollment request was not processed. Student Already Enrolled in Class, Add Not Processed.
| Override                         | The enrollment request was not processed; the student is already enrolled in the class for the specified term. The enrollment request was not processed. Override.

Sample Error Messages – Enrollment Action
### Sample Error Messages

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Term Student Unit Load Exceeded</td>
<td>The student's maximum term unit load would be exceeded. The student's enrollment action was not processed. The student is already enrolled in the class.</td>
</tr>
<tr>
<td>The Student is Already Enrolled in the 'To' Class of the Swap Transaction</td>
<td>The swap transaction was not processed. The student's academic career is not valid for the class.</td>
</tr>
<tr>
<td>Unit Load</td>
<td>The student is already enrolled in the 'To' Class of the Swap Transaction. The swap transaction was not processed. The student's academic career is not valid for the class.</td>
</tr>
<tr>
<td>Career</td>
<td>The student is already enrolled in the 'To' Class of the Swap Transaction. The swap transaction was not processed. The student's academic career is not valid for the class.</td>
</tr>
<tr>
<td>Override Permission Nbr</td>
<td>The swap transaction was not processed. The student's academic career is not valid for the class.</td>
</tr>
<tr>
<td>(XX) to Enroll in Class, Add Not Processed</td>
<td>The student is already enrolled in the class. The add transaction was not processed.</td>
</tr>
<tr>
<td>Consent is needed to enroll in the class. The add transaction was not</td>
<td>The student is already enrolled in the class. The add transaction was not processed.</td>
</tr>
<tr>
<td>Processed.</td>
<td>The student is already enrolled in the class. The add transaction was not processed.</td>
</tr>
</tbody>
</table>

- **Office of the Registrar Training Series**
- **7/31/15**
When dropping a student from a class, the ACTION would be Drop.

Class Enrollment Tab

Enrollment Action - Drop
Enrollment Action • Drop

Class Enrollment Tab

Enrollment Action – Drop

For those who have extended access to drop classes:

If the class is dropped between the 1st day of the term and the end of the term, and the term has not begun, simply drop the class. The class will be removed from the schedule.

If the term has begun, schedule action will be recorded. For guidance, contact the Office of the Registrar (registrar@emory.edu) for guidance.

Users who believe there is a valid reason why a class should be dropped on the student’s record:

After drop/add has ended, any drops will automatically record a “W” grade on the student’s record.

For those who have extended access to drop classes:

If the term has begun, and schedule action has been recorded, any drops will automatically record a “W” grade on the student’s record.

If the class has been dropped from all classes after the 1st day of class can no longer be admission revoked.

Because of this retention, students who are dropped from all classes after the 1st day of class can no longer be admission revoked.

The Office of the Registrar Training Series 7/31/15
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.

Click Submit to apply the changes.
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.
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. That “saved” briefy appears in the upper right side of the page. The enrollment summary for the chosen term appears. Please notice the dark blue line on the page. In our example, please notice the dark blue line on the page. The enrollment summary for the chosen term appears.
To print the document:

Click the Individual Student Study Rpt link under Description

The Details link will appear when the document is ready to print. The Status will be POSTED and the Details link will appear. When the document is ready to print, click the Refresh button on this page. When the printing is complete, the Status will be POSTED and the Details link will appear.

View Student Schedule
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.
The results will appear below the request. Click the SEARCH button.

ID of the person who performed the actions (for example: sharr13), User Id of the user, and Class Nbr of the student. There are several search options in this panel. The user can search by Emplid of student, User Id of the person, and Class Nbr of the student. The user can also use the Emplid of the student, User Id of the person, and Class Nbr of the student to search for the results. The results will appear below the request.

After entering the institution, a search page with multiple search options appears. In the example below, the Academic Career was Undergraduate Emory College, the term 5149, and the search screen appears by student.
Click the grid box on the dark blue line of the Enrollment List to export to Excel. Clicking this icon expands the tab results for easy viewing.

View Schedule Log – by student

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Introduction

Block Enrollment

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 making specific class changes such as instructor, title, topic, room, or time. The block enrollment feature is used to swap students from the old class to the new class. 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.

Request for class changes in credit hours, GER tag, or grading basis are sent to registrar@emory.edu. 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. When the entire class or a large group of students will receive the same enrollment action, block enrollment would not be the appropriate tool to use when making specific class changes such as instructor, title, topic, classroom, time, or grading basis. 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. 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.
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.

MERGING
Block Enrollment
Creating a Student Block/Class Block

Navigation:
Main Menu > Records and Enrollment > Enroll Students > Block Enrollment or Type "Block Enrollment" in search window of Main Menu in OPUS.

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

There are three menu options: Create Class Block, Create Student Block and Block Enrollment. This document will review each of these options and how they intersect.

There are three menu options: Create Class Block, Create Student Block and Block Enrollment. This document will review each of these options and how they intersect.
1. Click on "Add a New Value".
2. Enter a name for the Student Enrollment Block. Remember this name.
3. Click on "Add a New Value".

Create Student Block

Set up Block Enrollment

Remember this name.
Set Up Block Enrollment

Create Student Block

1. Enter a simple description (required).
2. Enter EMPL ID and Career.
3. Click on the “plus sign” to insert Row and enter next EMPL ID. Repeat as necessary.
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 is recommended to save periodically.

After entering several names/career.
Set Up Block Enrollment

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.
3. Enter a simple description (required).
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.

NEW Option for Student Block

NEW Option for Setting Up Student Block
Set up Block Enrollment:

* New Option for Student Block Enrollment (continued)

6. Click on "Population Section" on block enrollment students page.

7. 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.

8. Under Selection Tool drop down – choose External File (do not use PS query option at this time).

9. 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.

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.

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.

9. Don’t forget to SAVE your Student Block.
Set Up Block Enrollment

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

![Image](507x39 to 510x534)

Create Class Block

Create Class Block
Set Up Block Enrollment

Create Class Block

Options for Block Enrollment Actions:

- Enter of 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 Action Date box. Use the last day of Add/Drop/Swap for the semester of the enrollment as the Action date.
- Click SAVE.

Options for Block Enrollment Actions:

Click SAVE.

- Enter of 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 Action Date box. 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)
Set Up Block Enrollment

Create Class Block - 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.
- When the Medical School drops classes, students may be required to drop.
- Click OK.
Set Up Block Enrollment

Create Class Block – Dropping Students (Screen View)
Tips: Swapping Classes

Set up Block Enrollment

- Click on the Class permission override box for permission or Medical School classes.
- Enter Swap Courses as Action Reason.
- Enter or select term in the Term box.
- Enter the 4-digit number for the old class.
- Enter the 4-digit number for the class to be swapped into.
- Do not cancel the old class before creating a block of students. See the course documentation for details on scheduling a class.
- Do not cancel a class before creating a block of students. If the old class is from a class to be cancelled to a newly created class, the new class must be created.

If the swapping is from a class to be cancelled to a newly created class, the new class must be created.

- 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.
- If the roster is for a previous semester, the Grades will need to be removed. This can be done with the block enroll process rather than using the block enroll process into the class using the Quick Enroll process.
- If the students have varying units or grading basis, it may be easier to individually enroll students into the new class.
- Print the class roster of the old class before cancelling it. This will give us the Grading basis and units for the students.
- Set the enrollment limit of the old class at “0” to prevent new students from enrolling.
- Enter the 4-digit number for the class to be swapped into.
- Enter Swap Courses as Action Reason.
- Enter or select term in the Term box.
- Enter the 4-digit number for the old class.
- Do not cancel the old class before creating a block of students. See the course documentation for details on scheduling a class.
- Do not cancel a class before creating a block of students. If the old class is from a class to be cancelled to a newly created class, the new class must be created.

Tips: Swapping Classes

Set up Block Enrollment
Set Up Block Enrollment

Swapping Classes (Screen View)

Create Class Block - Swapping
Set Up Block Enrollment

Class Block – Removing Grades

Click SAVE.

Oversides are not needed for removing grades.

Enter the 4 digit number of class in Class Nbr box.

Select Remove Grade as Action Reason.

Enter or select Term in the Term box.

Removing Grades
Set up Block Enrollment

Class Block – 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.
Set Up Block Enrollment

Merging Student Block or Class Block

1. Click on "Add a New Value".

OR use the following path:

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

Screen

Click on "Add Merge Process" at the bottom of the class set up.
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.

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

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Office of the Registrar Training Series

EMORY
After processing, select the "Retrieve" button. This will pull up the information to be merged.
Go back to the block enroll merge panel and select the "Submit" button.

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.

After processing, check the Request Status for a "Success" button.
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.

The student will need to be term active before enrollment can take place. If problems persist, seek assistance.

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.
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” through these panels. Make sure you click the tabs to maneuver between the panels.

**Tip:** Do not use the browser back arrow when navigating between these panels.

Enroll Merge.

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

Please be aware that the list of students or class information will not be saved for future block enrollment actions.
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.
After merging the „on the fly“ student and class blocks, please refer to steps 1-5 located in this section to complete the process.

2. Click on the „Merge“ button.
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.

Negative notices (informational and/or preventive) or

Positive notices (informational)

Service Indicators are placed on a student's record by authorized officials. Service indicators can only be released by authorizing official or their representative. Service indicators are placed on a student's record by authorized officials. FERPA can only be released with written approval of the student.
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 + to add a row on their record. Please note: the student may have service indicators on their record. If they do click + to add a row on their record.

Service Indicators Search
Adding a Service Indicators

- 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)
- Description
- Service Indicator Code
- Students name & ID

Click Apply & OK to SAVE.
Removing a Service Indicators

Return to the Manage Service Indicator page via the Records Tab link.”
The next folder on the Records Tab contains Course/Class Information.
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.

 Criteria Search with Subject Area & Catalog Nbr.

Click from results to see class roster.

Click on the Records Tab, a SEARCH page appears.
After clicking the link on the Records Tab, a SEARCH page appears.
Search results. Click the class number or section to view class details.
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.

View Class Roster
Search Screen
After clicking the link on the Records Tab, a Search page appears. 

**View Class Roster**

- **Search Screen**

Criteria Search with Class Nbr.

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

**See class roster:**

- Click from results to 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 lists the maximum enrollment limit and the number enrolled. In the next link, we will discuss communicating with students enrolled in a class.

This section discussed in link – Access Email Class Roster documentation.
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 communication. The user can click "Select All" to notify all students. 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.
Permission numbers are unique selections of numbers assigned to classes that allow students 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, and then search. Note: All classes have assigned permission numbers.
Class Permission Numbers

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

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

Note: All classes in all careers have assigned permission numbers when the class is 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.

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

Require permission.
Most directed studies/research or supervision classes require permission. All permission required classes require a permission number 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."
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 permission numbers, which can be used to grant permission to add or drop a class. The applicable action is determined by selecting the appropriate tab and entering the unique numbers provided.
Under "Class Permission Data," the user can assign, verify who and when the permission number was used, and write comments. The data can be condensed into multiple tabs but can be expanded using the grid icon. The table can be downloaded by clicking the red/blue grid.
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:

Enter Schedule and Textbooks
Transfer Credit Report
Transfer Admission
Enrollment 
Enrollment Etd
Enrollment Stop
Enrollment Withdraw
Course History
Course Credential
Add/Remove Course Cred
To view options...
Pull down "other academic...

Enter Schedule and Textbooks
Request Undergraduate
Any Academic:
Enrollment
Students Name and Embed

Quick Reference Guide
Student Services Center
This link on the Records Tab allows users to pull up information regarding students whose academic records meet certain criteria.

Enter:

Emory Student List by Plan ORG

Term (Required)

Academic Career (Required)

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

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

Required one or the other

Academic Plan or Academic Career

Term (Required)
Emory Student List by Plan Org

View by Academic Plan:

- 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. If no changes to major and they have not graduated, they will not appear in the listing for the term. For the term, if degree has been awarded, they will not appear in the listing for the term. If degree has been awarded, they will appear in the next term.

- 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.

- Use magnifying glass to lookup values
View by Academic Organization:

Emory Student List by Plan Org

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Course</th>
<th>Term</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td><a href="mailto:jdoe@emory.edu">jdoe@emory.edu</a></td>
<td>123-456-7890</td>
<td>MBA</td>
<td>Fall</td>
<td>Master's</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jsmith@emory.edu">jsmith@emory.edu</a></td>
<td>987-654-3210</td>
<td>BBA</td>
<td>Spring</td>
<td>Bachelor's</td>
</tr>
</tbody>
</table>

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. Notice that the academic plan includes a listing of 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 term, or degree has been awarded, they will not appear in the next term their record is active. If changes to major and term are made, they will not appear in the next term their record is active. Use magnifying glass to lookup values.
Supplemental Documentation (available upon request)
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.

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Thank you.