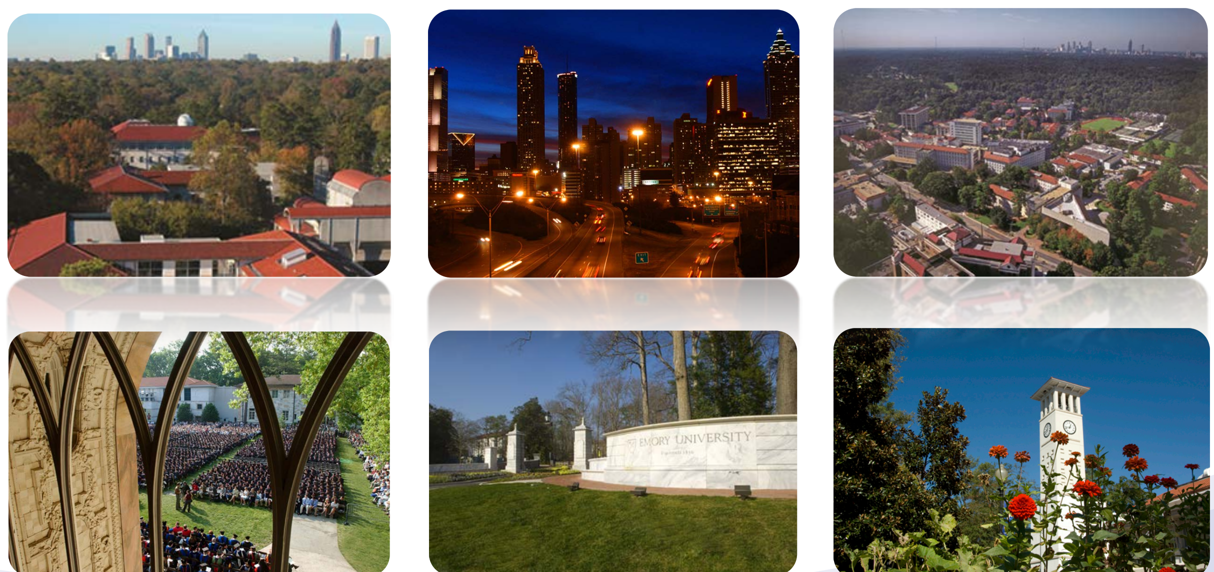
OPUS Staff Training Manual



EMORY

OPUS Staff Training Manual

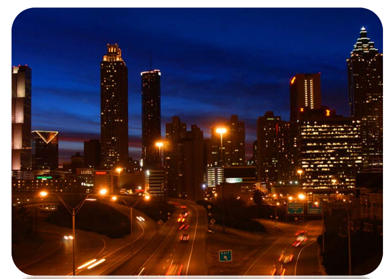
EMORY

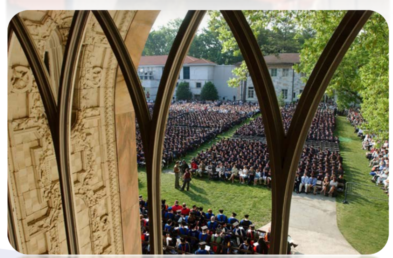
OPUS Staff Training Manual

OPUS Staff Training Manual

OPUS Staff Training Manual

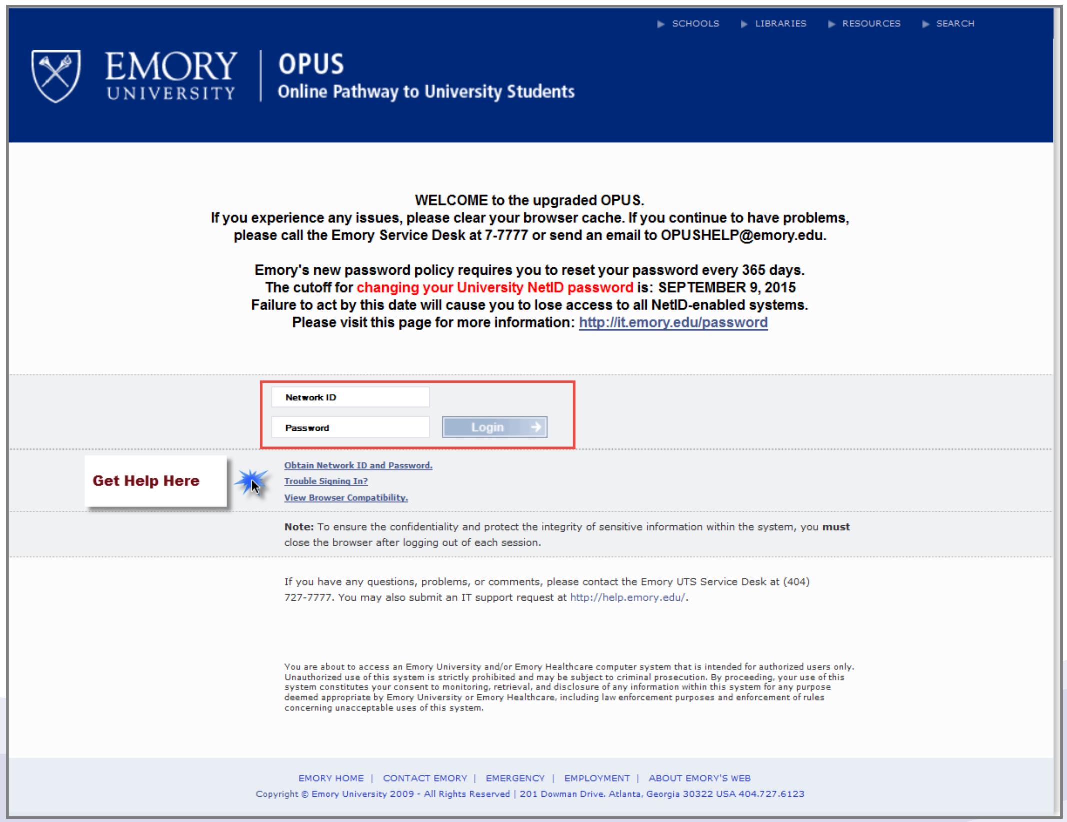
Getting Started & OPUS 101 Basics




Getting Started

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



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.

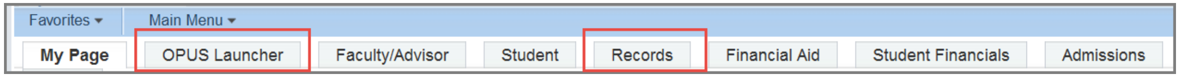
To *Sign Out* click the sign out link at the top right side of the screen. After signing out, please remember to close the web browser you are using.

EMORY

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).

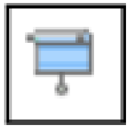
FERPA and New Access Information

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.

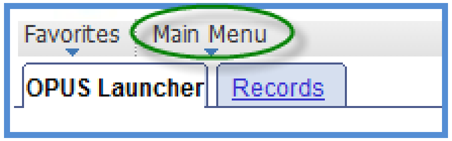
Terminology Crosswalk

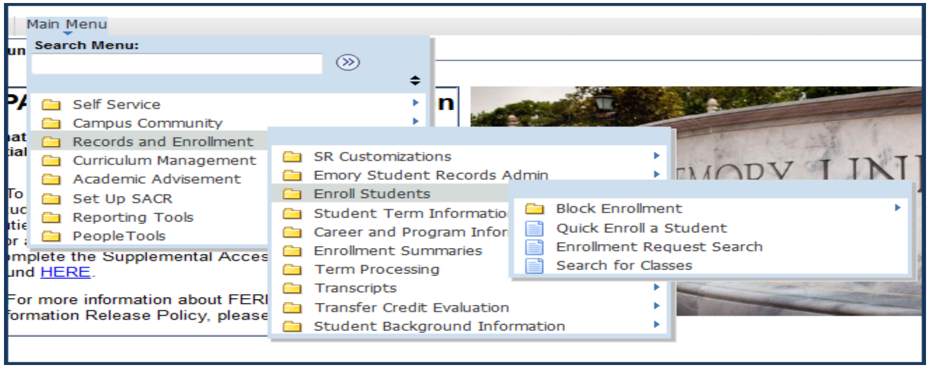
OPUS Term	Emory Equivalent/Example
Institution	Emory University
Academic Career	Undergraduate/Graduate Careers (UBUS, GBUS, UNUR, GNUR, THEO)
Academic Program	Degree Programs (LAW, LIBAS, PhD, MPH, MTS)
Academic Plan	Major (ENGLISHBA, PHILPHD)
Academic Sub-Plan	Concentration of Study (NRACRXNP, BBSCB)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

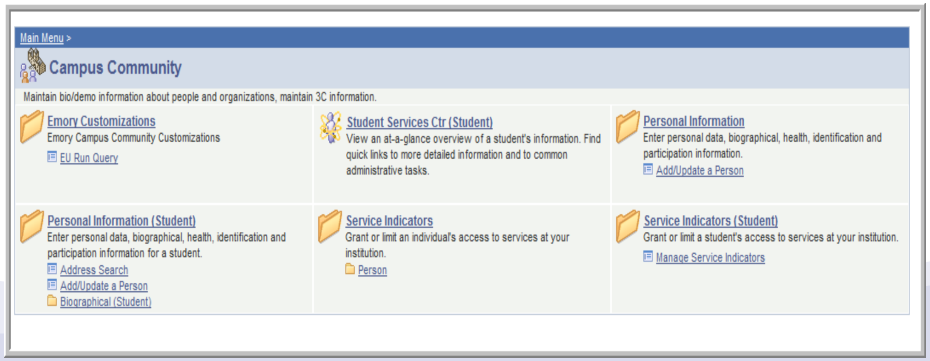
OPUS 101 – The Basics

➢ *Folder Navigation*

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





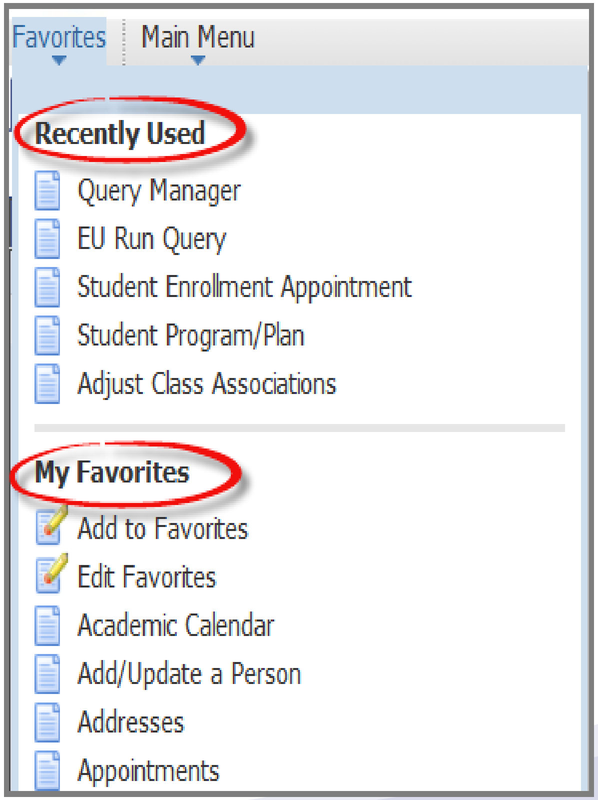


OPUS offers memory tools!

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.

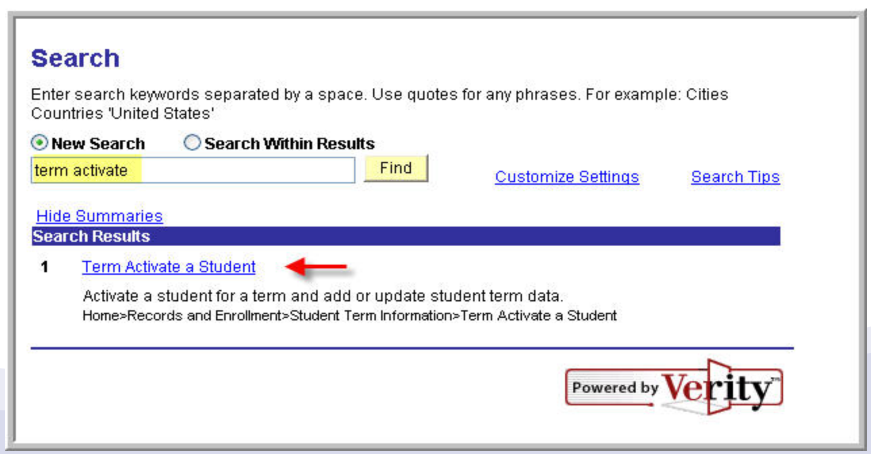
Favorites can be edited and deleted too.



OPUS 101 – The Basics

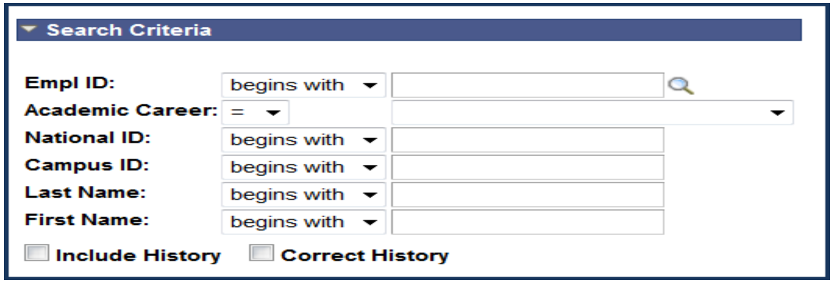
➢ *Using the Search Engine*

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!



OPUS 101 – The Basics

➢ *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.

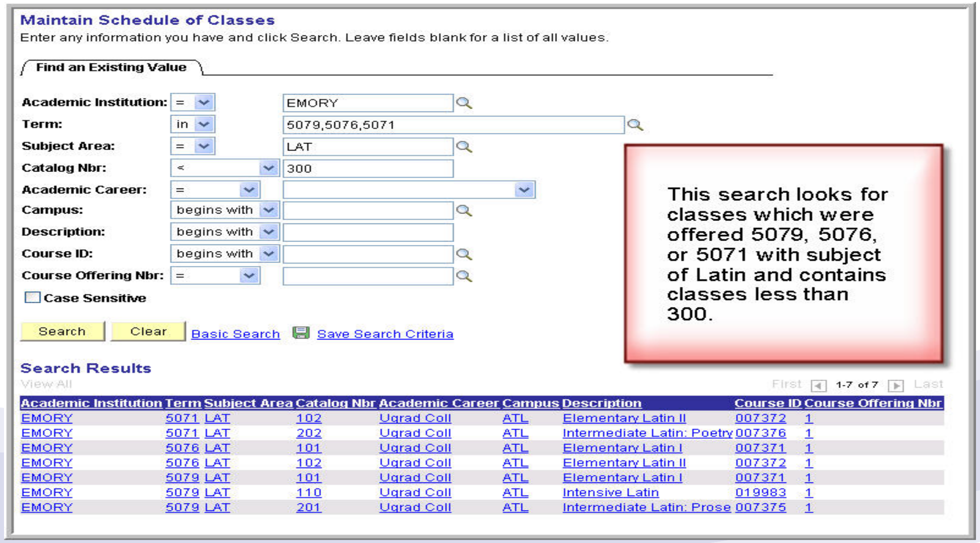
OPUS 101 – The Basics

➢ ***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

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

Search Results

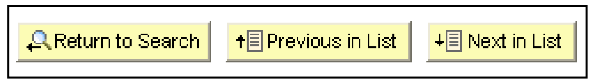
View All First 1-7 of 7 Last

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

OPUS 101 – The Basics

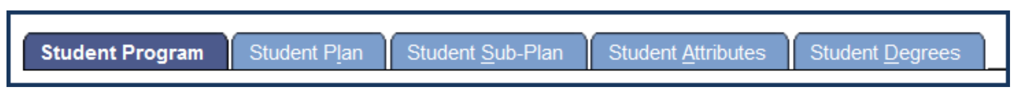
Navigation Tools

- ***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.*

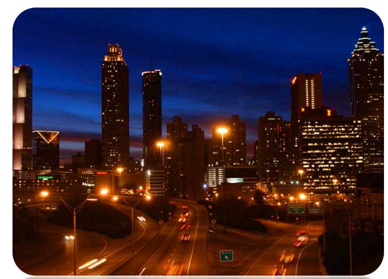
- ***Tabs to Multiple Pages or Actions***

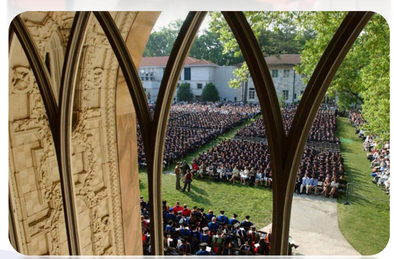


- ***HOME –*** *Returns you to the Launcher Page.*
- ***Ask OPUS –*** *When you need help, click this link.*

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.

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

EMORY

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

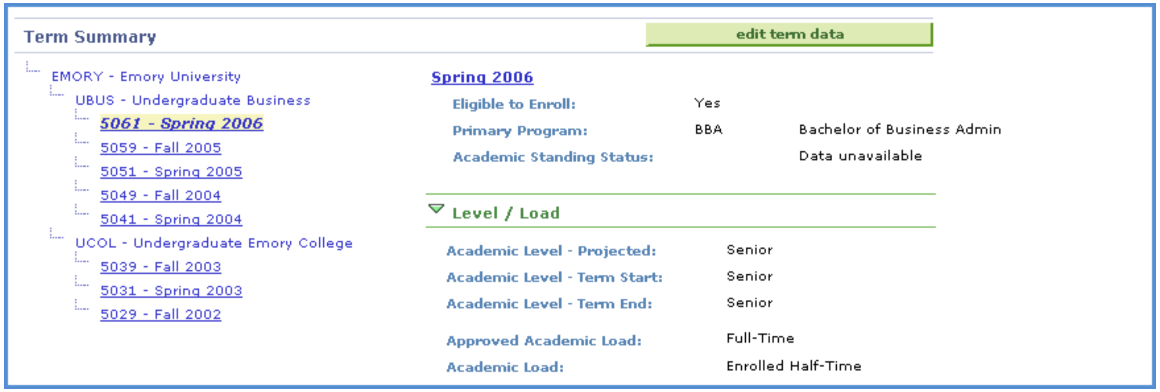
The first third of the screen shows the students Career and Program information; as well as, a detail of the highlighted Program to the left. Click on any hyperlinked program to bring up detail information for that program. One excellent feature of this section is the ability to go directly to the Program/Plan 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.

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.



View Academic Summary
Term Summary – Classes & Statistics

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

⊗Dropped indicates if a class was dropped and
✓Enrolled 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.

Classes

✓Enrolled ⊗Dropped

Class	Description	Units	Grading	Grade	Status
ANT 201-000 (2517)	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 Tops In Sociology (Lecture)	4.00	Graded	A	✓

Quick Enrollment

* 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.

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**

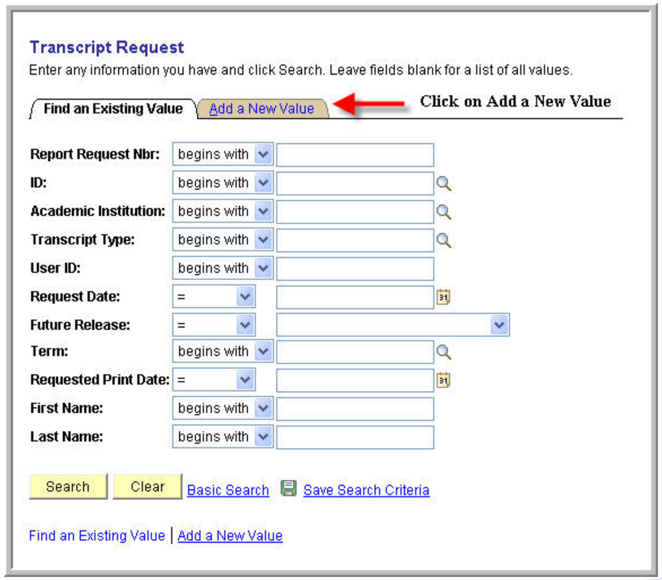
Term History

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)*



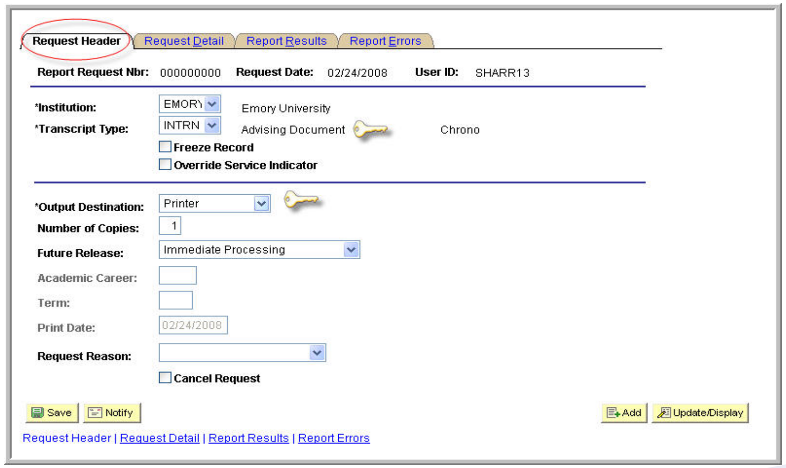
View Unofficial Transcript
Request Header Page

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

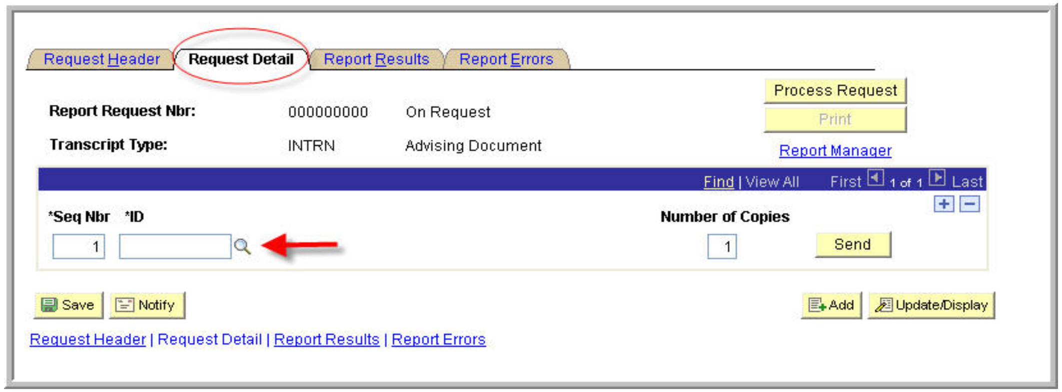
  Depending on the user's OPUS access, choices may include
  - INTRN (basic advising transcript)
  - ADV (degree audit transcript for particular school)
  - TREVL (transfer credit evaluation transcript)

- Choose Printer for the Output Destination.

- Future Release – choose Immediate Processing

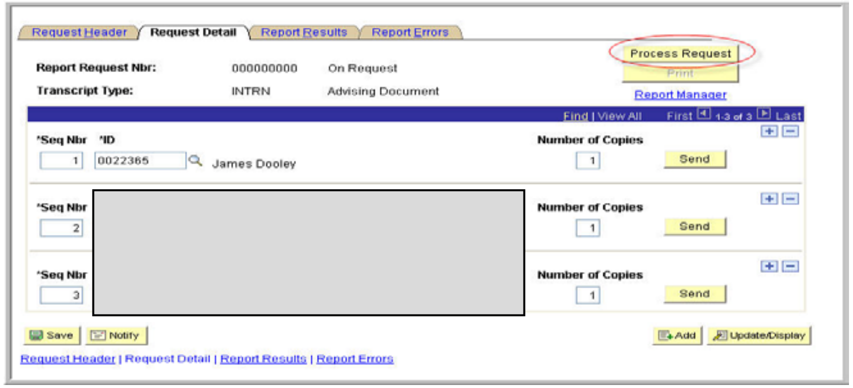


View Unofficial Transcript
Request Detail Tab



- ➢ 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.

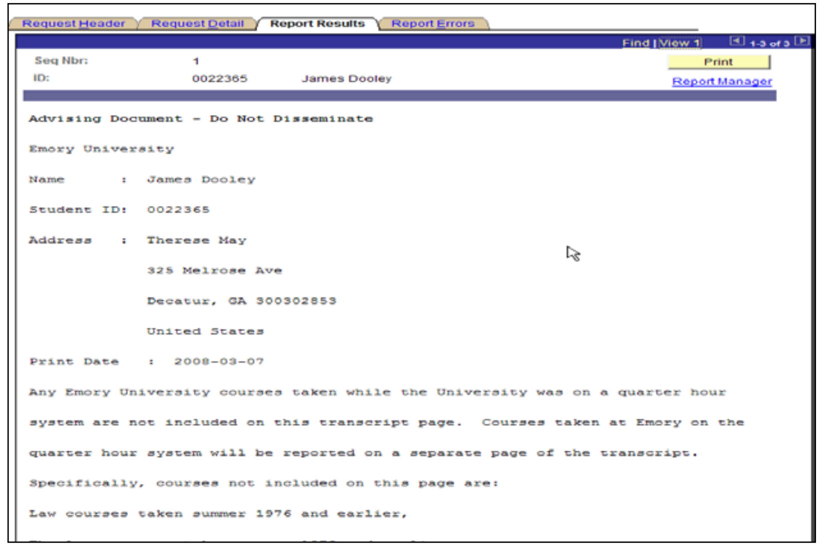
View Unofficial Transcript
Completed Request Detail Page



- 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)

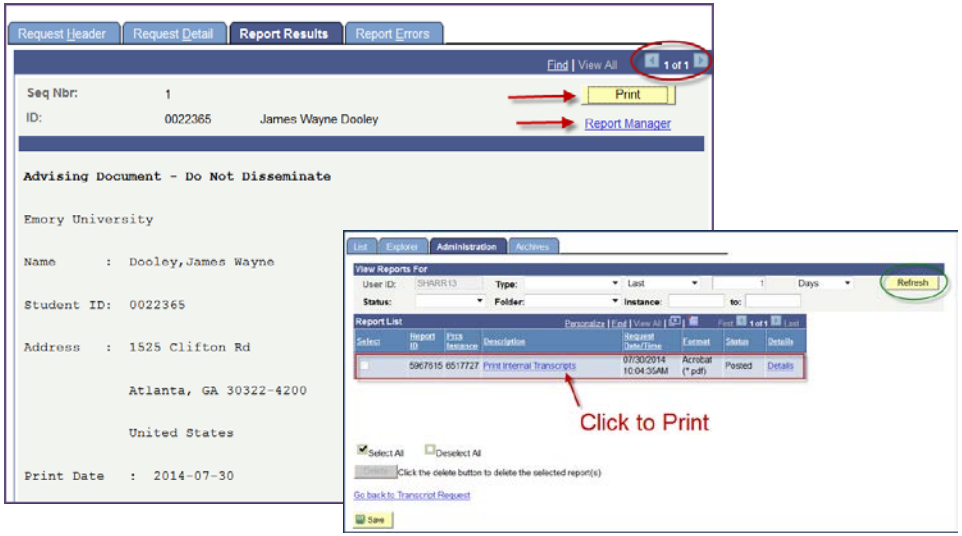


If requested only one student's transcript, you may print the results from this page. If you choose your browser print button to print, the results will be multiple pages and the format may not be attractive. If you choose the PRINT and Report Manager options on this page, the results will produce a 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.

EMORY

View Unofficial Transcript
Printing Single Transcript

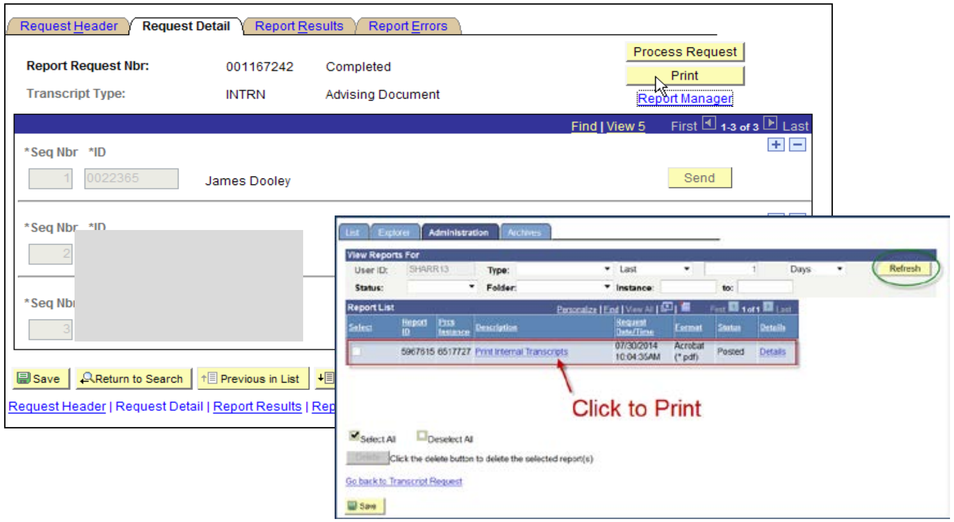


If you requested only one student's transcript, you can print from the Report Results page. Click on PRINT. In the far right corner of the page SAVED briefly displays. When SAVED disappears, click the REPORT MANAGER link. A new screen will appear. Click REFRESH until the process line changes the status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

View Unofficial Transcript

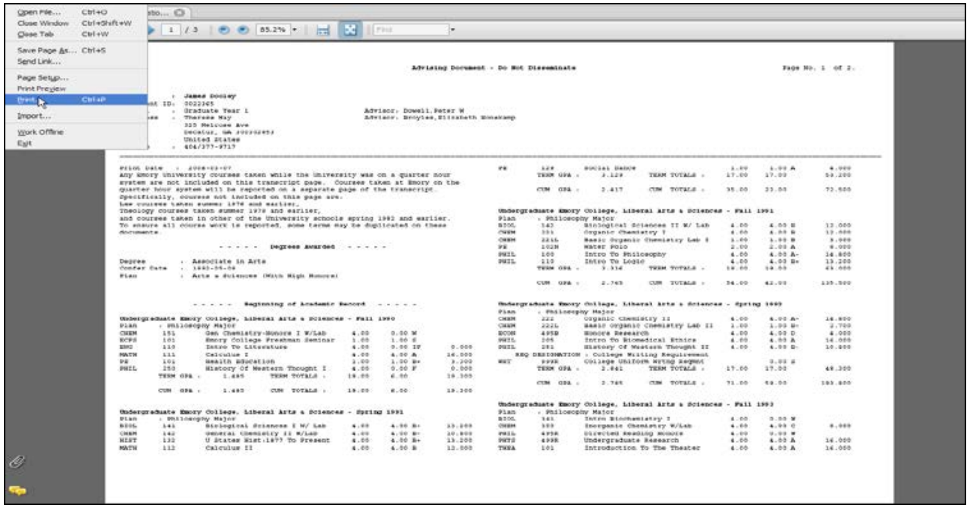
Printing Multiple Transcripts – Back to Request Detail Tab



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 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

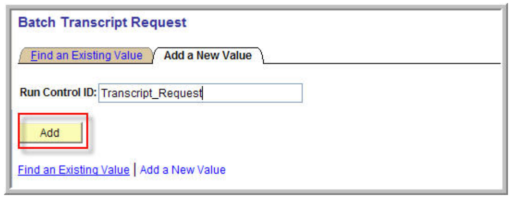
Go to the Records Tab and the Academics folder click the link for Produce Batch Transcripts.

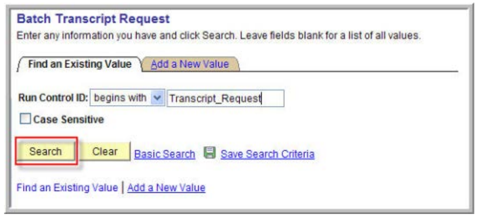
A new screen appears to guide you through the process.

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.





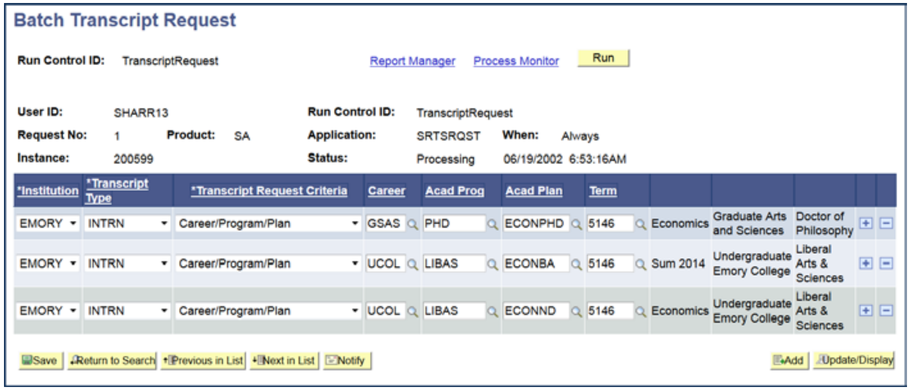
If this is the first time is being created, the user should set-up a Run Control ID for the first phase. Click Add a New Value. Naming the run control **"transcript_request"** is recommended. **Hint -** blank spaces are not allowed in run control names, please use underscore for blank spaces.

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

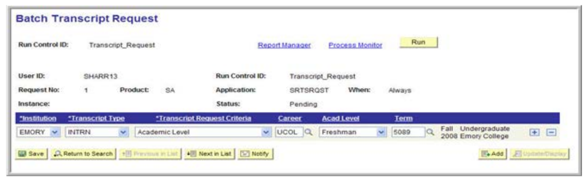
Institution - Defaults to Emory.
Transcript Type - Choose or enter INTRN – Advising Document
Transcript Request Criteria – Career/Program/Plan
Career – Choose the appropriate career (i.e. GSAS, UCOL, GNUR, etc.)
Acad Program – Choose the appropriate program (i.e. PhD, LIBAS, BSN, etc.)
Acad Plan – Choose the appropriate plan or plans (i.e. ECONPhD, ECONBA, CHEMBS, etc.)

Click to choose more than one transcript group.

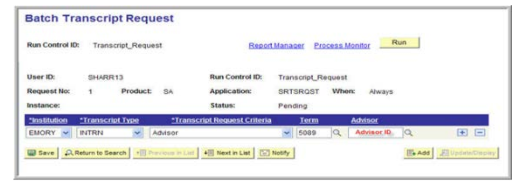
Produce Batch Transcripts
Other Criteria Options

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

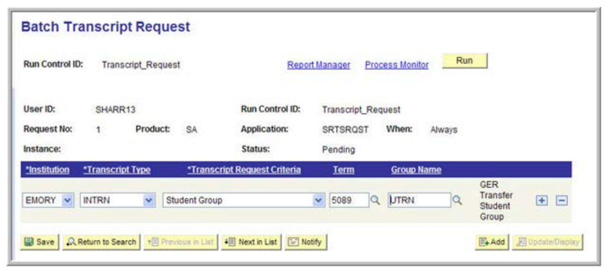
Transcript by Academic Level



Transcript by Advisor ID



Transcript by Student Group

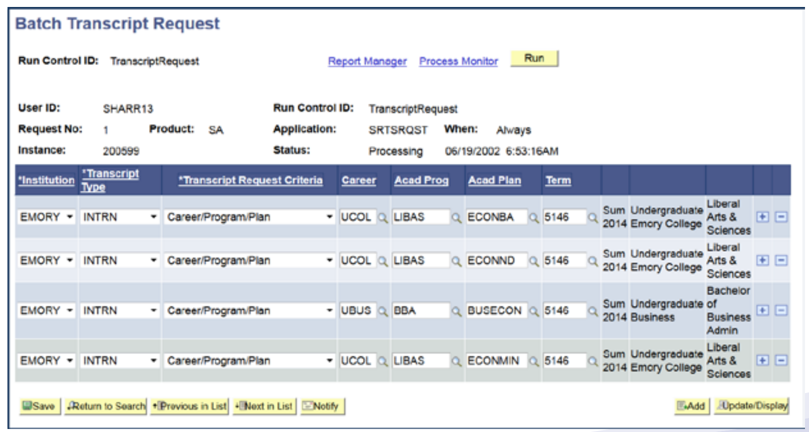


Produce Batch Transcripts
Processing the Request

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

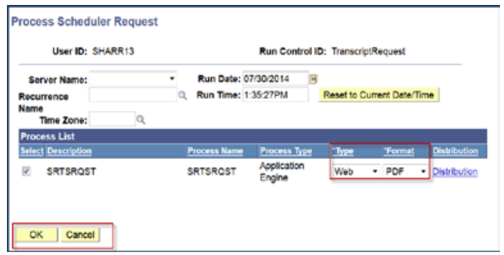
User ID: SHARR13   Run Control ID: TranscriptRequest
Request No: 1   Product: SA   Application: SRTSRQST   When: Always
Instance: 200599   Status: Processing   06/19/2002 6:53:16AM

*Institution	*Transcript Type	*Transcript Request Criteria	Career	Acad Prog	Acad Plan	Term					
EMORY	INTRN	Career/Program/Plan	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	+	−

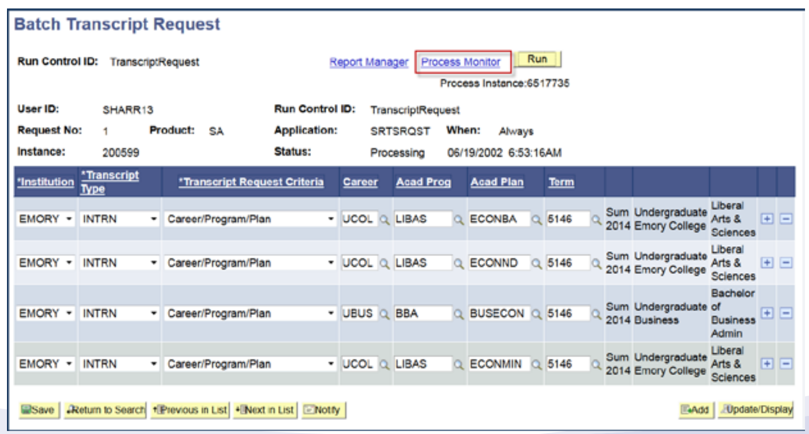
Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

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.



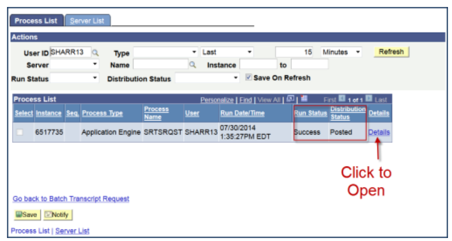
Clicking OK returns the user back to the Batch Transcript Request page. Click Process Monitor to monitor this process.



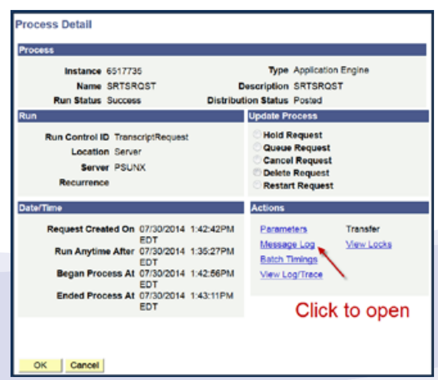
Produce Batch Transcripts

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.)



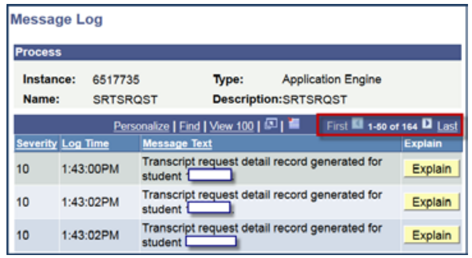
When the DETAILS link is clicked, a Process Detail page appears. Click the MESSAGE LOG link.



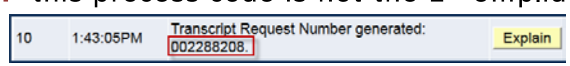
EMORY

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 empids.

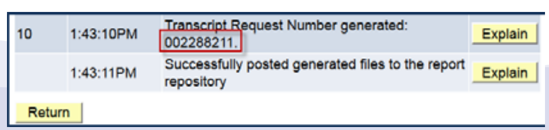


Important: Each group within the request will be assigned a process number. *Remember our request asked for students with the following majors - ECONBA, ECONND, BUSECON, and ECONMIN. There will be four process codes (one for each the groups requested). The user only needs the first and last process code 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.



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.

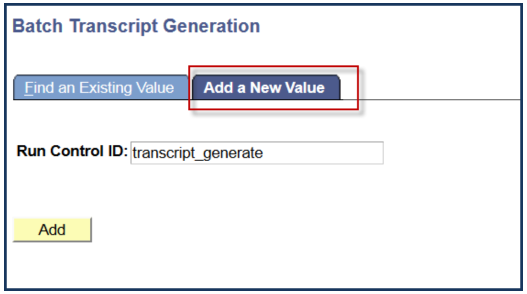


Hint: Two numbers 002288208 and 002288211 = range for 4 groups

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.



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

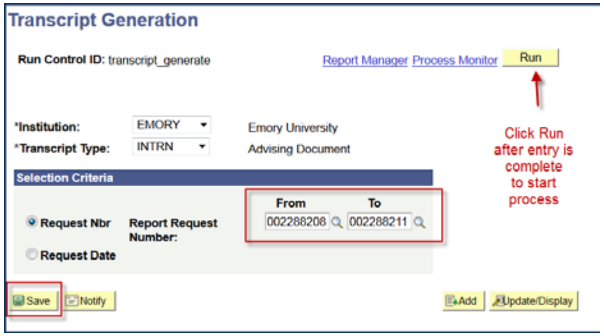
When the Transcript Generation page appears, the following information needs to be entered.

Institution = Emory
Transcript Type = INTRN

Under Selection Criteria

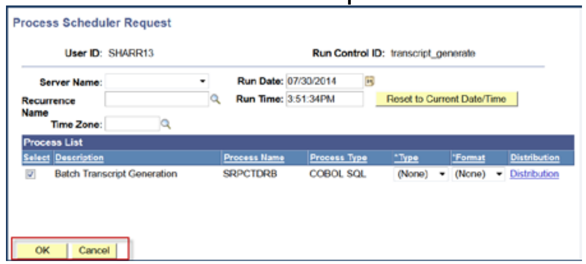
- Check the box next to Request Nbr and enter the two numbers that were written down from the previous process. From will be the first number (i.e. 002288208 and tab) and To will be the last number (i.e. 002288211 – when you tab the first number will automatically populate. If you had requested more 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.

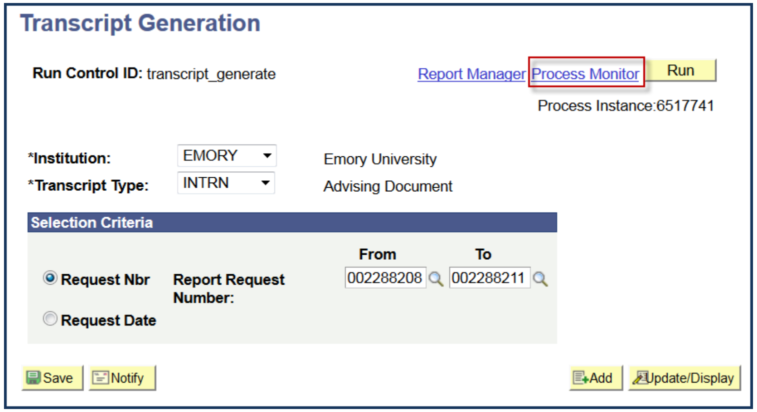


Produce Batch Transcripts
Process Scheduler Request Page

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

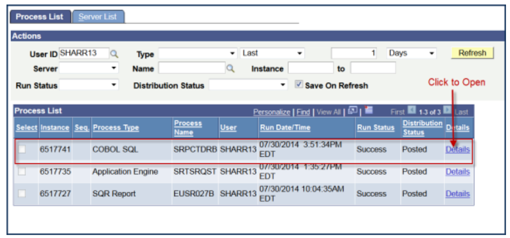


Clicking OK returns the user back to the Transcript Generation page. Click Process Monitor to monitor the process.

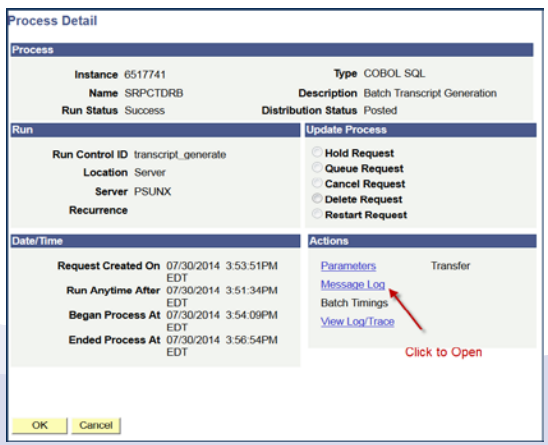


Produce Batch Transcripts
Process Monitor & Details Pages

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.)



The Process Detail page appears. Click the MESSAGE LOG link.

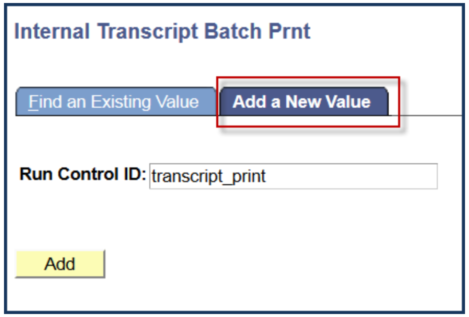


Viewing the Message Log for this phase is optional. By clicking the Message Log link, you will now see names appear with the student id number. This can be skipped and the user can move forward to the printing phase.

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.



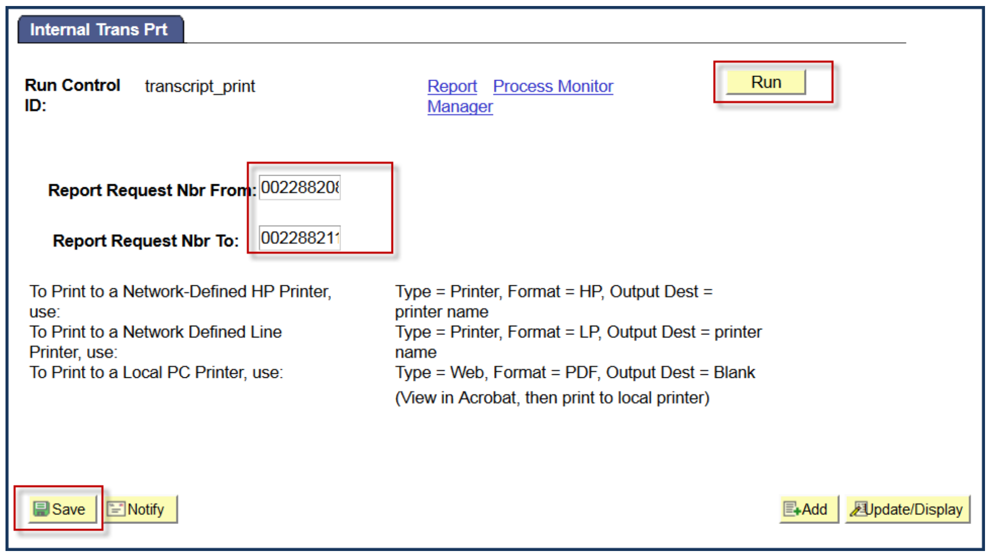
When printing a batch for the first time, the user should set-up a Run Control ID for the second phase. Click Add a New Value. Naming the run control "**transcript_print**" is recommended. **Hint -** blank spaces are not allowed in run control names, please use underscore for blank spaces.

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

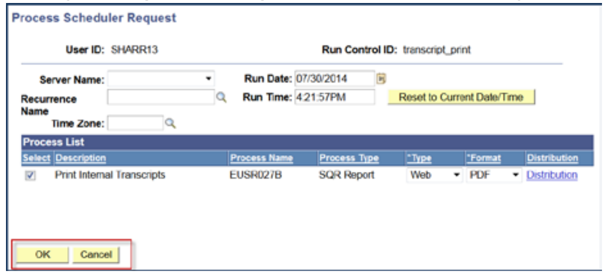
A new page will appear. Again the user will enter the request number range that was generated in the transcript request phase. The user will enter the first number in the From and last number in the To fields and SAVE.

Then click RUN.

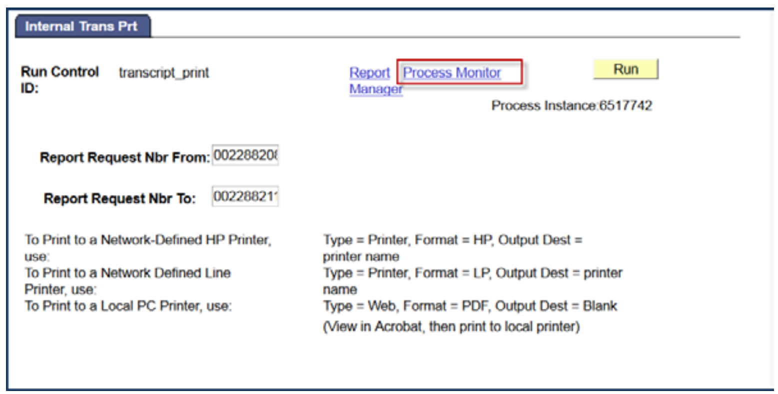


Produce Batch Transcripts
Process Scheduler Request Page

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.

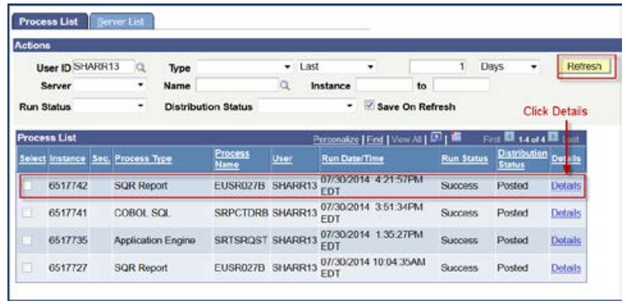


Clicking OK returns the user back to the Internal Trans Prt page. Click Process Monitor to monitor the process.

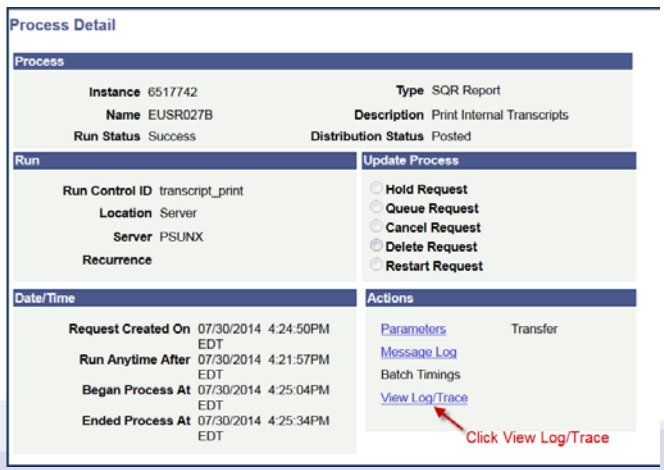


Produce Batch Transcripts
Process Monitor & Details Pages

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.

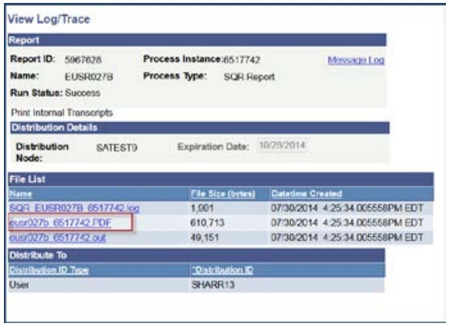


The Process Detail page appears. Click the View Log/Trace link.

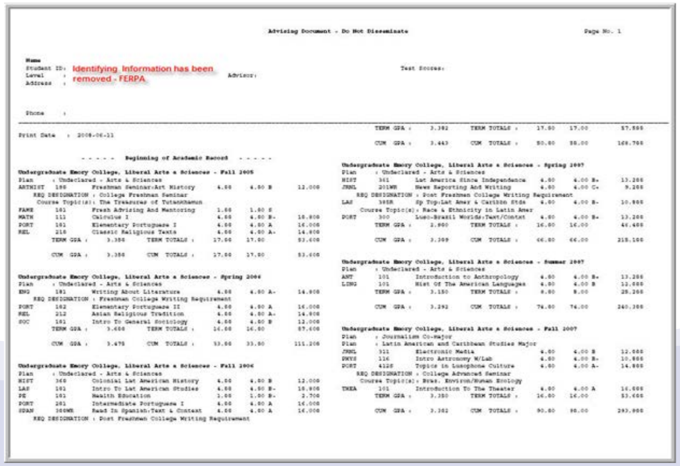


Produce Batch Transcripts
View Trace Log / Print PDF Output

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



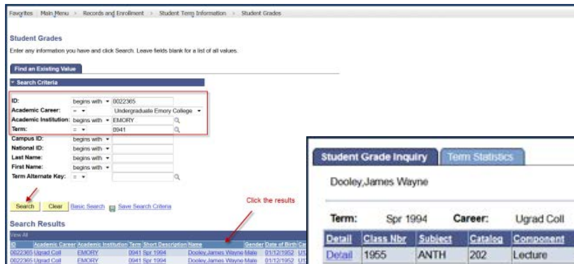
Double click this link to open the PDF file containing the transcript(s) ready for printing to your local printer.



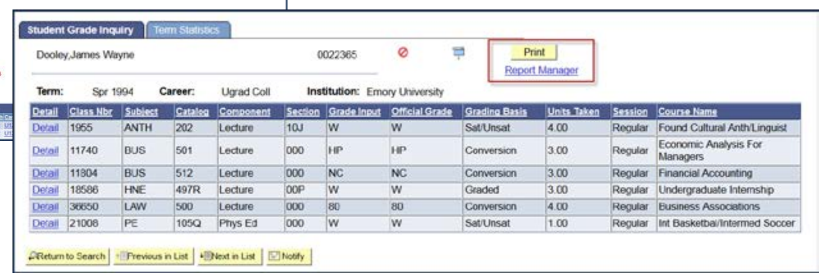
Student Grades

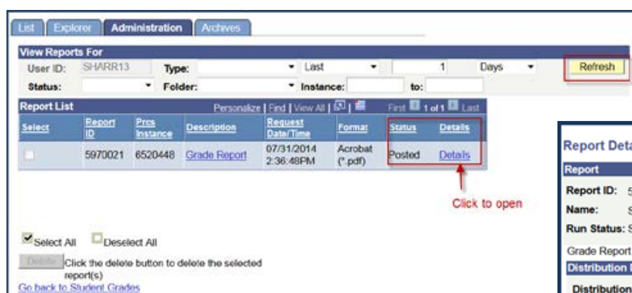
After clicking this link, the user will need to enter the student's ID and appropriate term to view the term's enrollment and posted grades. Enter the student's ID, career, Emory, term on the search page. Clicking the Print and then Report Manager to print the page.

1.

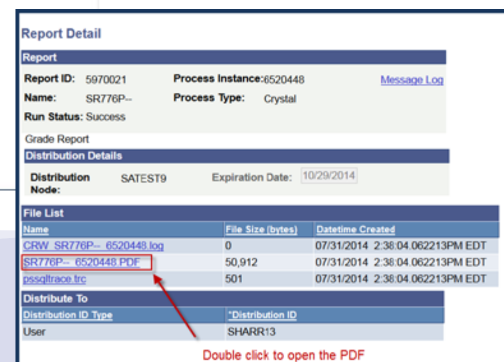


2.





3. Click Details when Posted.



4. Double click PDF

EMORY

Student Grades Result

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

Report ID: SR776P

Emory University

Grade Report

Page 1 of 1

Run Date 7/31/2014

Run Time 2:37:43 PM

Name: Dooley,James Wayne
ID: 0022365
Term: Spr 1994

Career: Undergraduate Emory College
Program: Liberal Arts & Sciences

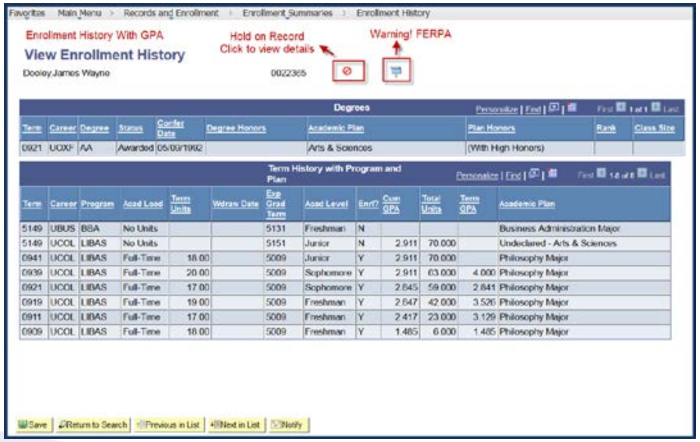
Class No.	Subject	Catalog	Session	Section	Units Taken	Grading Basis	Official Grade	Grade Points
1955	ANTH	202	1	10J	4.00	Sat/Unsat	W	0.000
	Found Cultural Anth/Linguist			Lecture				
11740	BUS	501	1	000	3.00	Conversion	HP	0.000
	Economic Analysis For Managers			Lecture				
11804	BUS	512	1	000	3.00	Conversion	NC	0.000
	Financial Accounting			Lecture				
18586	HNE	497R	1	00P	3.00	Graded	W	0.000
	Undergraduate Internship			Lecture				
36650	LAW	500	1	000	4.00	Conversion	80	0.000
	Business Associations			Lecture				
21008	PE	105Q	1	000	1.00	Sat/Unsat	W	0.000
	Int Basketbal/Intermed Soccer			Physical Education				

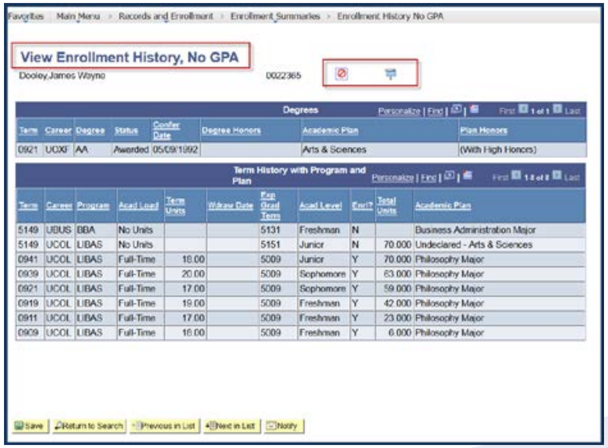
Enrollment Totals

	--- In Progress ---		--- Attempted ---		--- Completed ---			
	Toward GPA	Not Toward GPA	Toward GPA	Not Toward GPA	Toward GPA	Not Toward GPA	Grade Points	Grade Point Average
For Term:	0.000	0.000	0.000	18.000	0.000	7.000	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 a excellent page where the user can quickly identify if the student has holds or FERPA notices.





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.

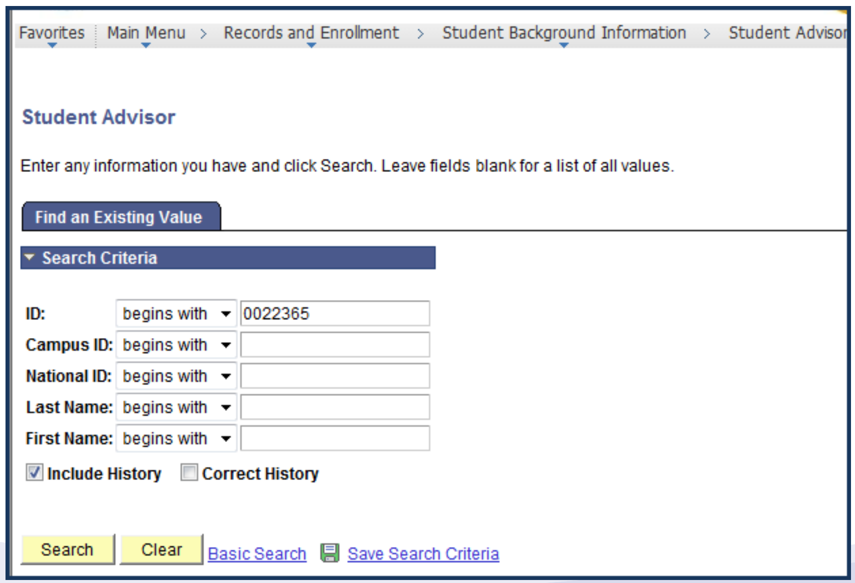
Instructions for Adding or Changing a Student Advisor follows this page.

Update Student Advisor
Process – Student Search

Adding or Changing the Student Advisor

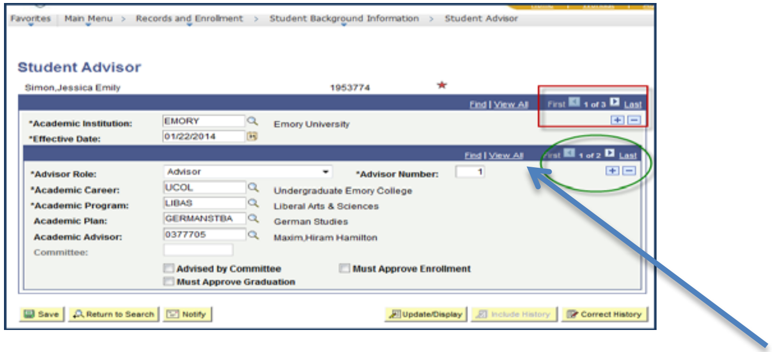
Pathway: OPUS Launcher > Main Menu > Records and Enrollment > Student Background Information > Student Advisor

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



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.

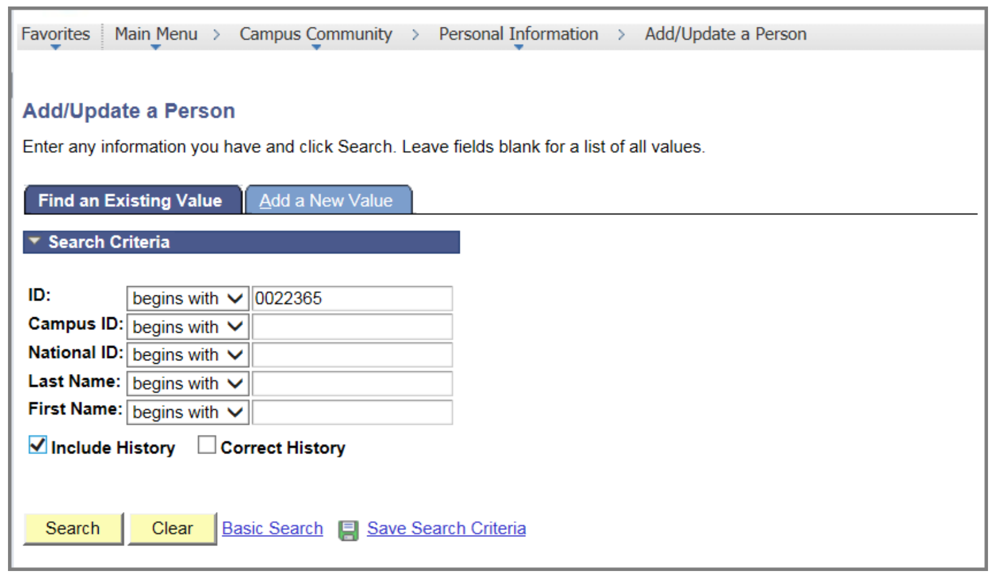
Student Personal Information

- 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

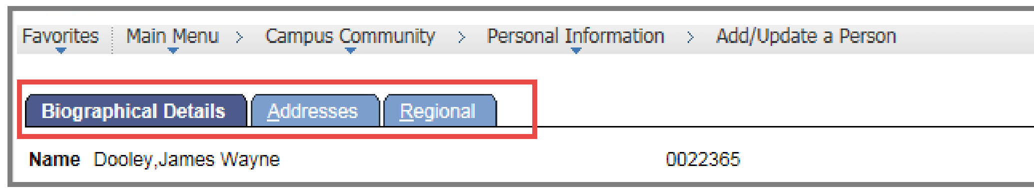
The link *View Demographic Data* quickly takes the user to the Campus Community menu – Personal Information – Add/Update a Person. The Add/Update a Person link allows the user to view only access to student personal information.

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



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.



EMORY

Biographical Details Tab

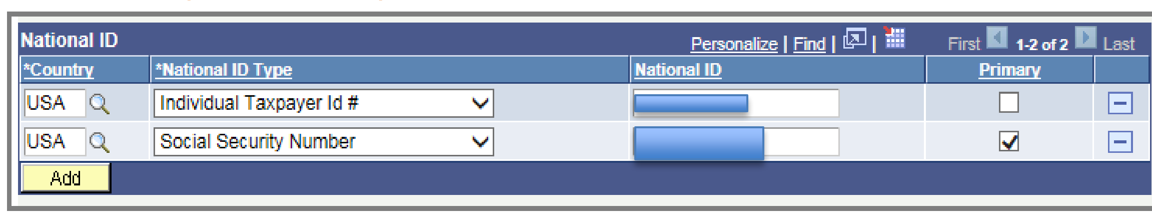
This page has several sections of information about the student. Updating and links to additional data are restricted by the role of the user.

Student's Name & ID

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

Biographical History

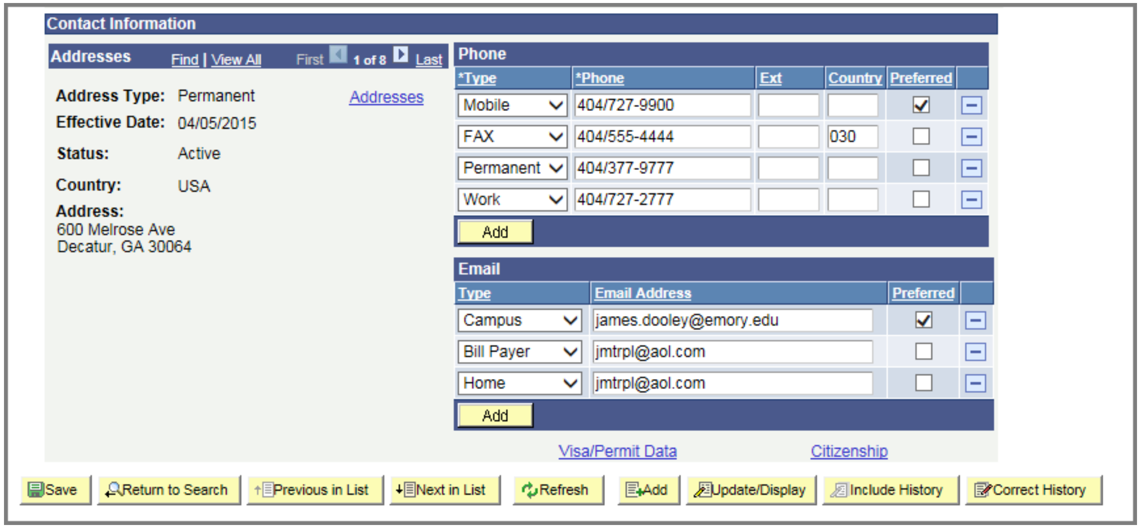
National ID (SSN & ITIN)



Biographical Details *(continued)*

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

Contact Information – Addresses, Phones, Emails



EMORY

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 | First 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: 04/16/2015 **Status:** Active

Country: USA United States

Address: Edit Address Address Linkage

Submit Reset

Add Address Types

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

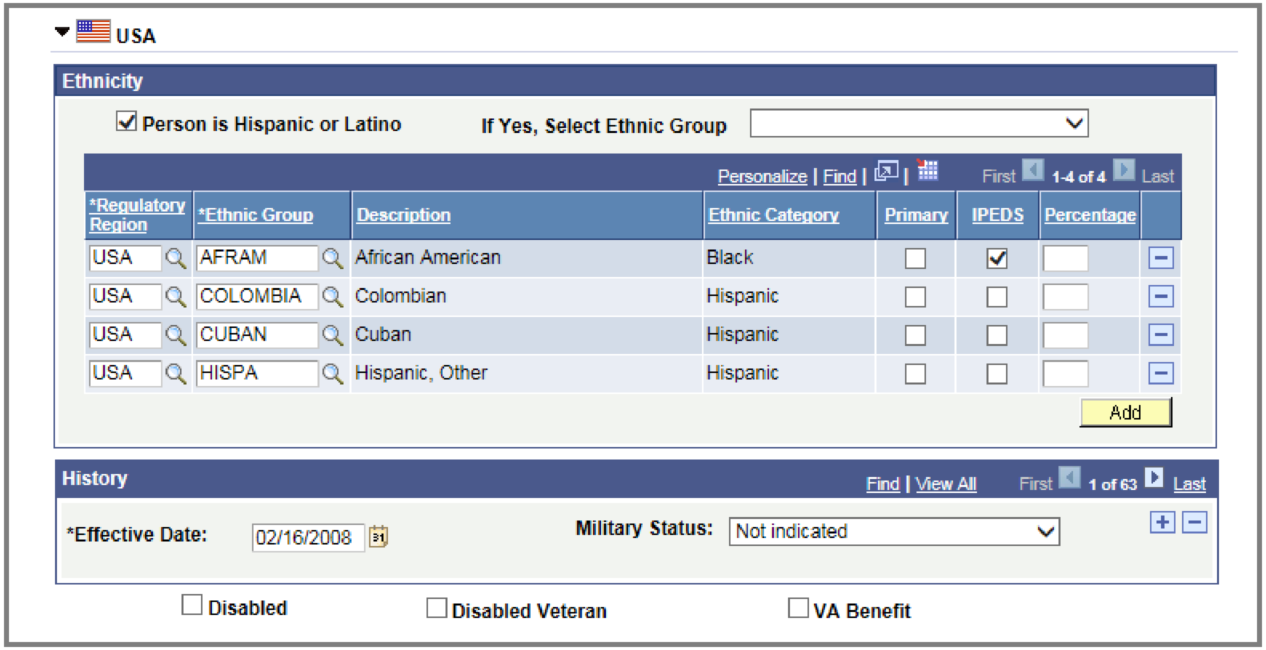
*** Active address exists**

Explain

EMORY

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

Personalize | Find | | First 1-4 of 4 Last

*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage	
USA	AFRAM	African American	Black	☐	☑		−
USA	COLOMBIA	Colombian	Hispanic	☐	☐		−
USA	CUBAN	Cuban	Hispanic	☐	☐		−
USA	HISPA	Hispanic, Other	Hispanic	☐	☐		−

Add

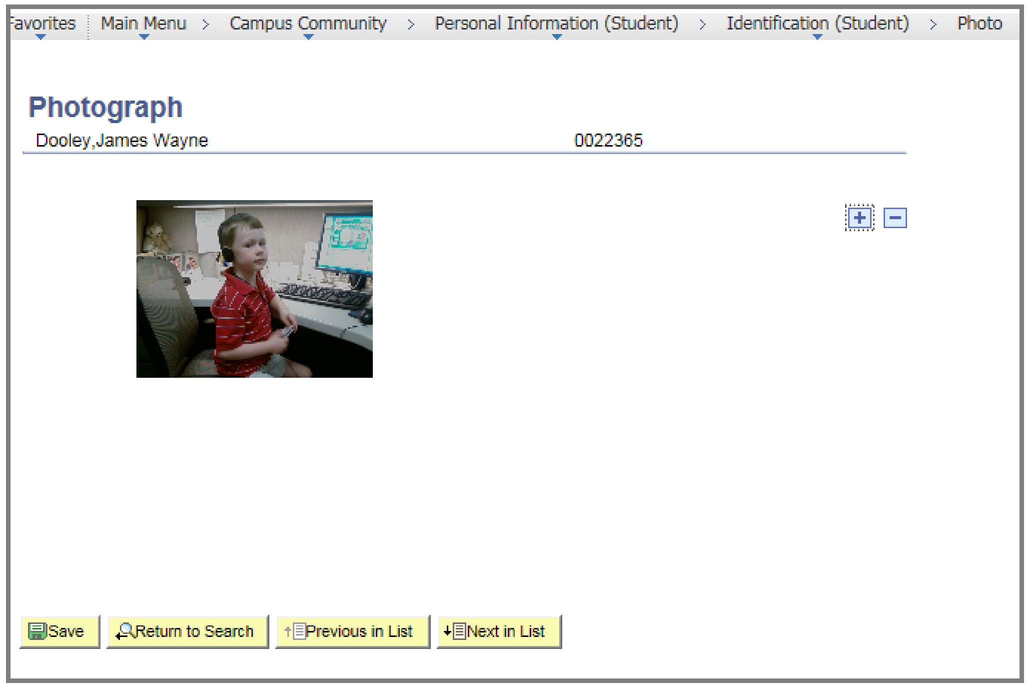
History   Find | View All   First 1 of 63 Last

*Effective Date: 02/16/2008   Military Status: Not indicated

☐ Disabled   ☐ Disabled Veteran   ☐ VA Benefit

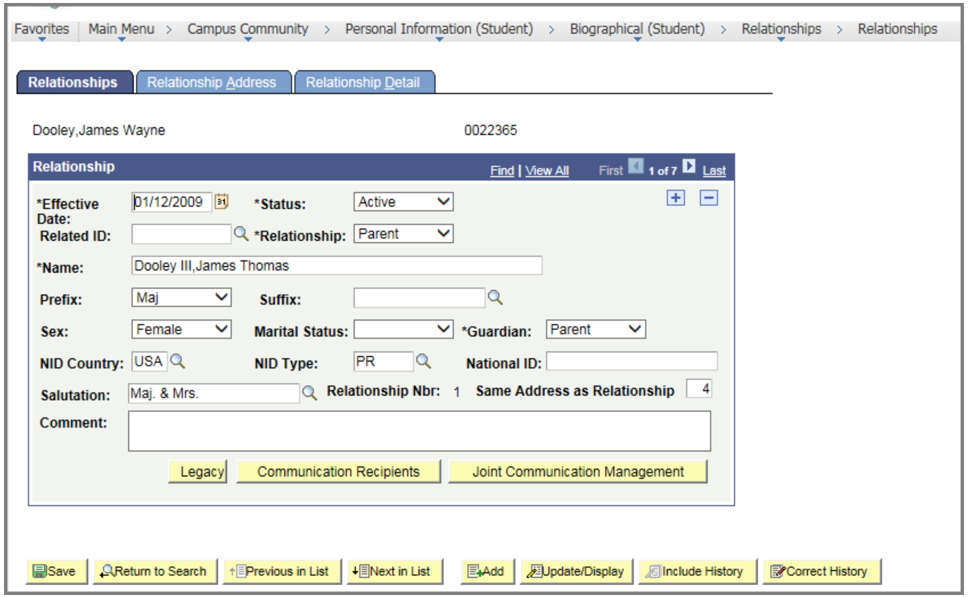
Student Personal Information
View Student Photo

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

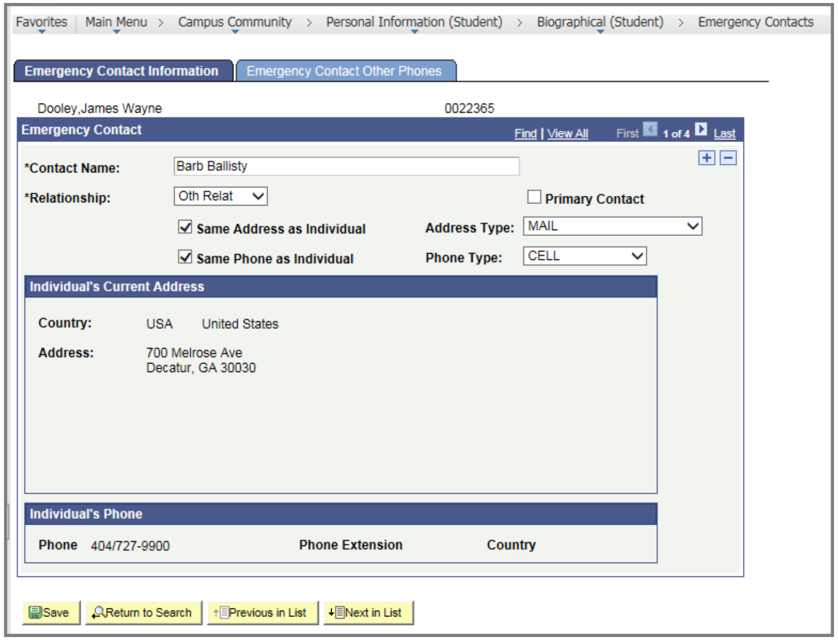
Clicking “View Relationships ” takes the user to parent, guardian, or sibling information that has been provided by the student. Enter identifying information on the SEARCH page and click SEARCH. *Be sure to click “include history” on the search screen to see all relevant data.



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



Enrollment Folder

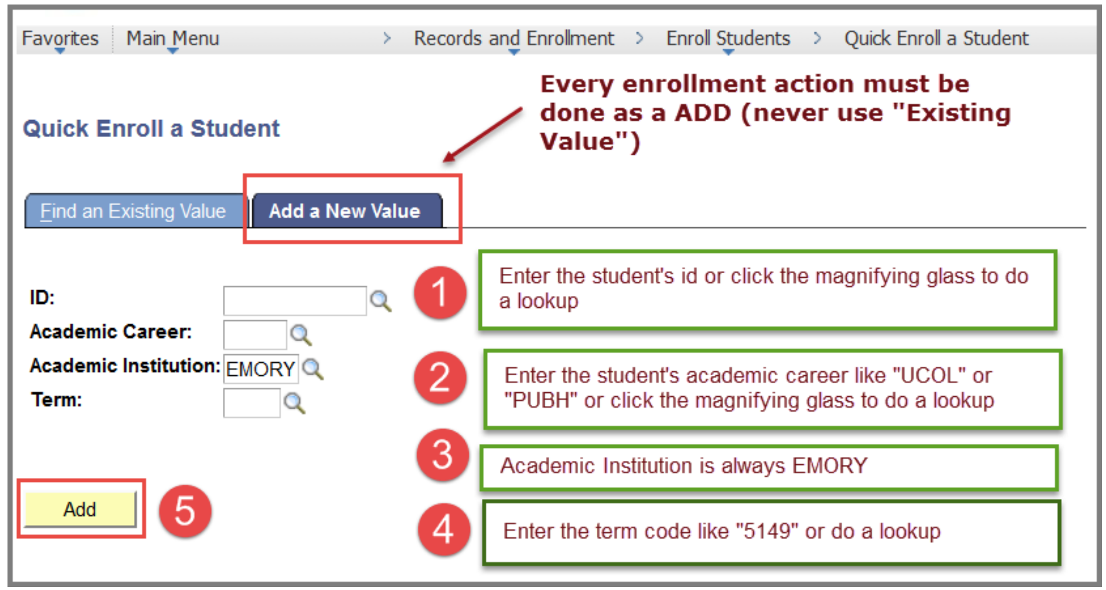
Quick links to OPUS features are found in folders on the Records tab. The folder contents are grouped so that users may find related functions easily. Let's start at the right side of the page and take a look at the Enrollment folder.

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.



EMORY

ready to enroll?

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.*

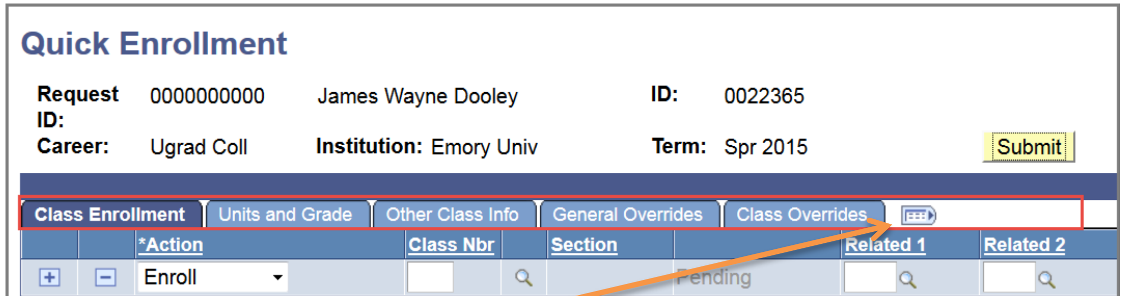
Enrollment actions are governed by compliance guidelines and may be subject to the Registrar's review and final approval.

EMORY

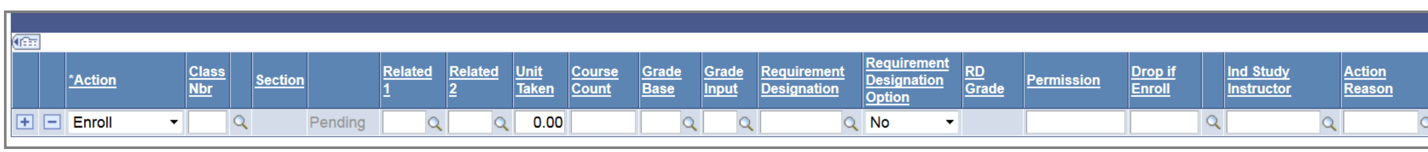
Enrollment Actions

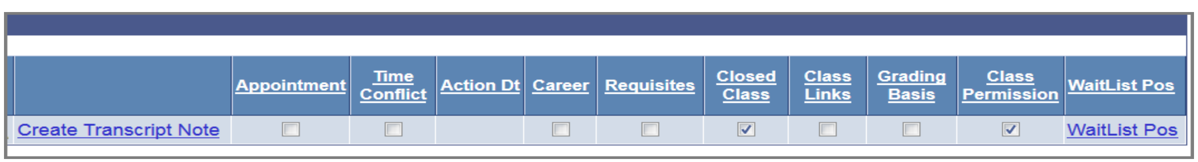
After logging into a student's record in Quick Enroll, the user will see several tabs along the top of the page. Each tab contain data elements that may be needed depending on the enrollment action being completed.

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.

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.

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.

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.

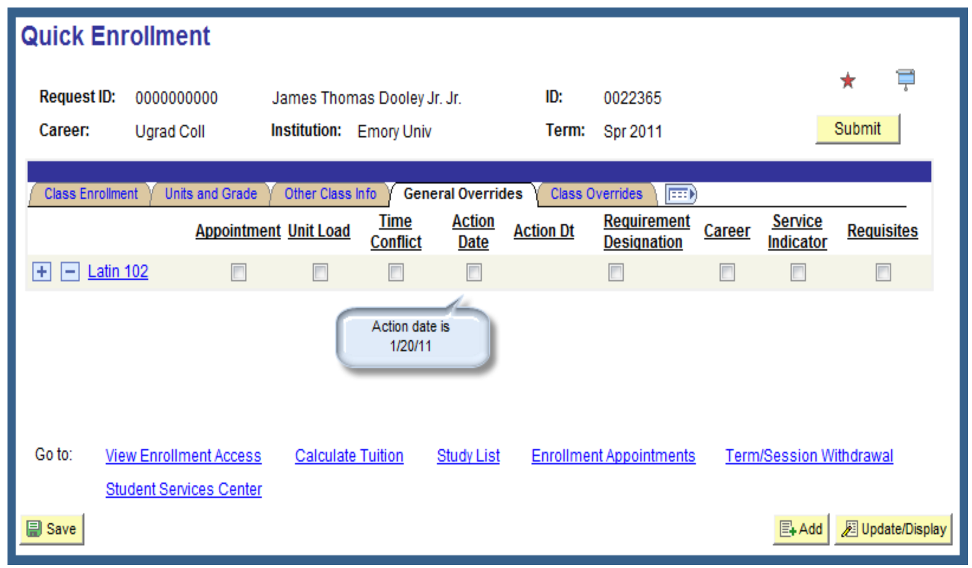
If your role allows these override capabilities,

Do Not:

- Overrride “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.



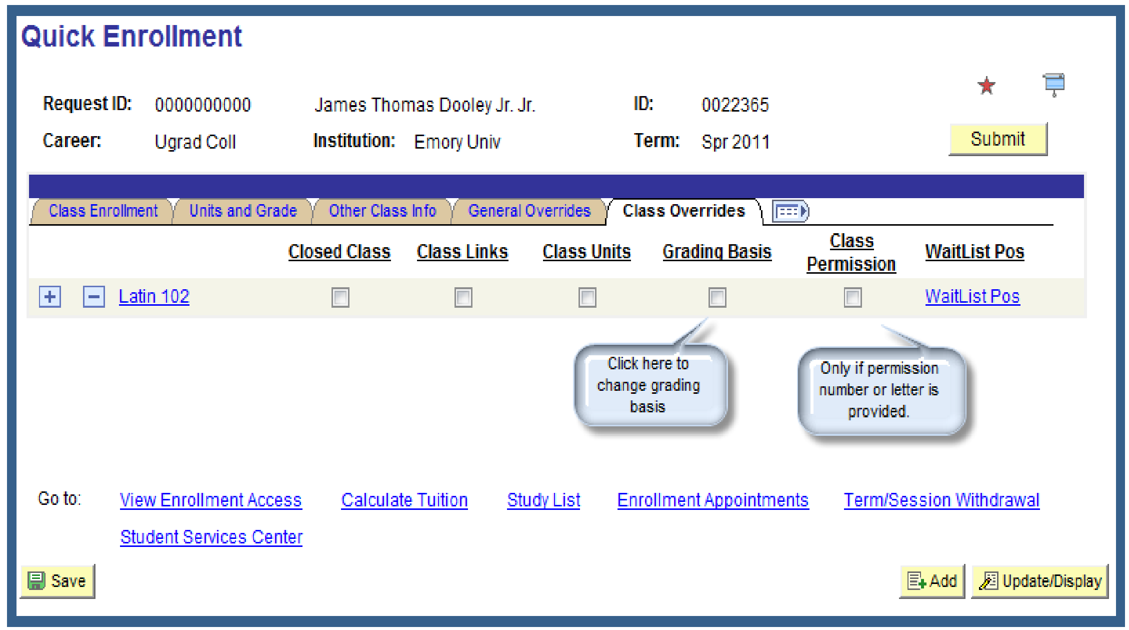
Enrollment Action – Add
Class Overrides Tab

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.

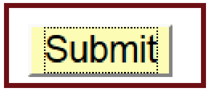
Never:

Override “Class Links.”

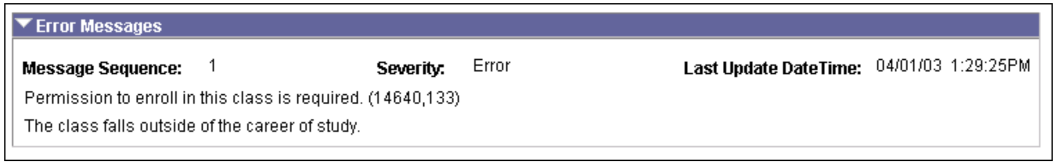


Enrollment Action – Completed

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.



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

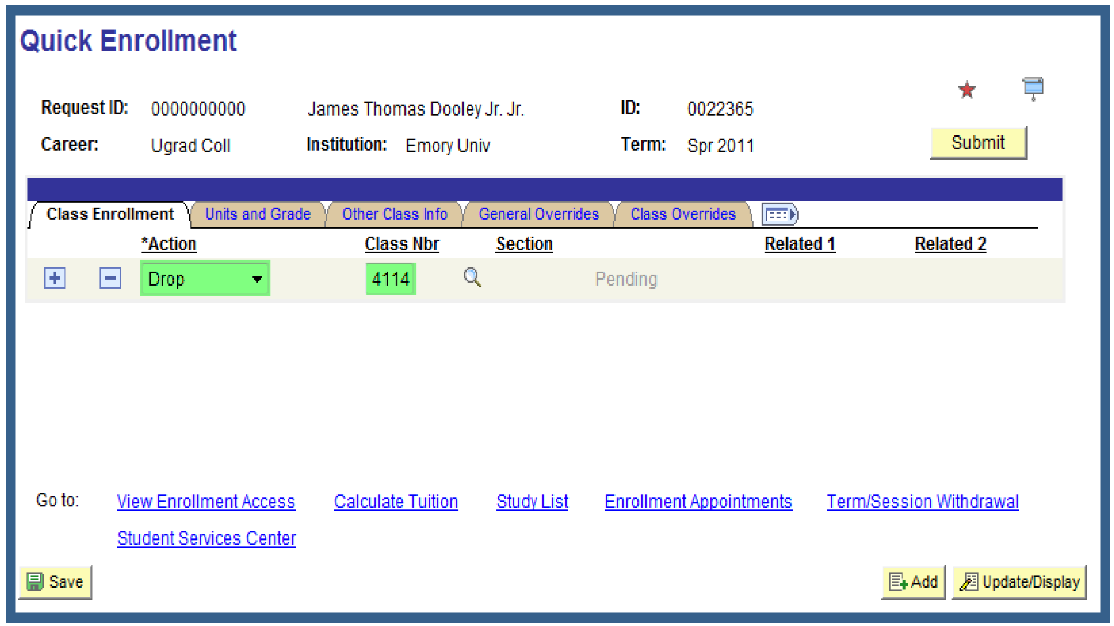
Maximum Term Student Unit Load Exceeded	Add transaction not processed. The student maximum term unit load would be exceeded.	Unit Load
Enrollment Is Not Allowed For This Class: It Is Outside the Student's Career of Study	The Add transaction was not processed. The student's academic career is not valid 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.



Enrollment Action – Drop
Class Enrollment Tab

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

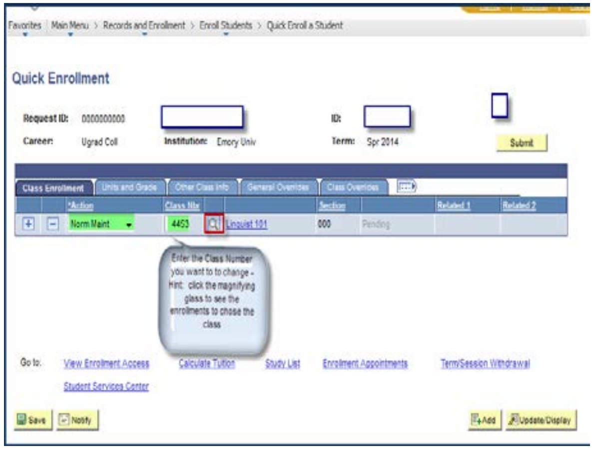
If the class is dropped between the 1st day of the term and the end of the drop/add, the class will be removed from the schedule. However, the class enrollment record will be retained for historical purposes in the enrollment table for up to 2 years. Because of this retention, students who are dropped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

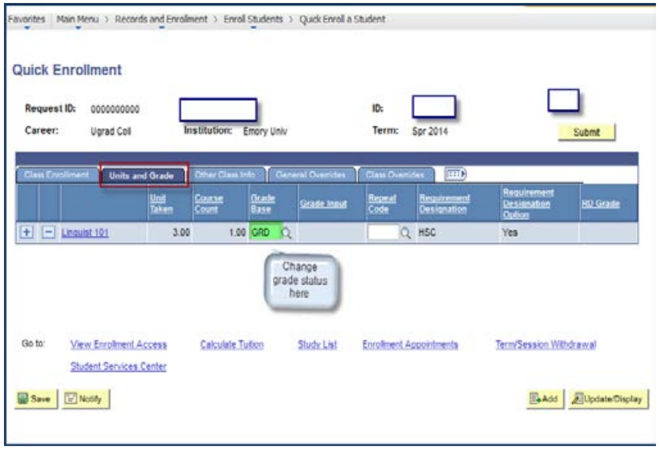
For those who have extended access to drop classes:

- 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.

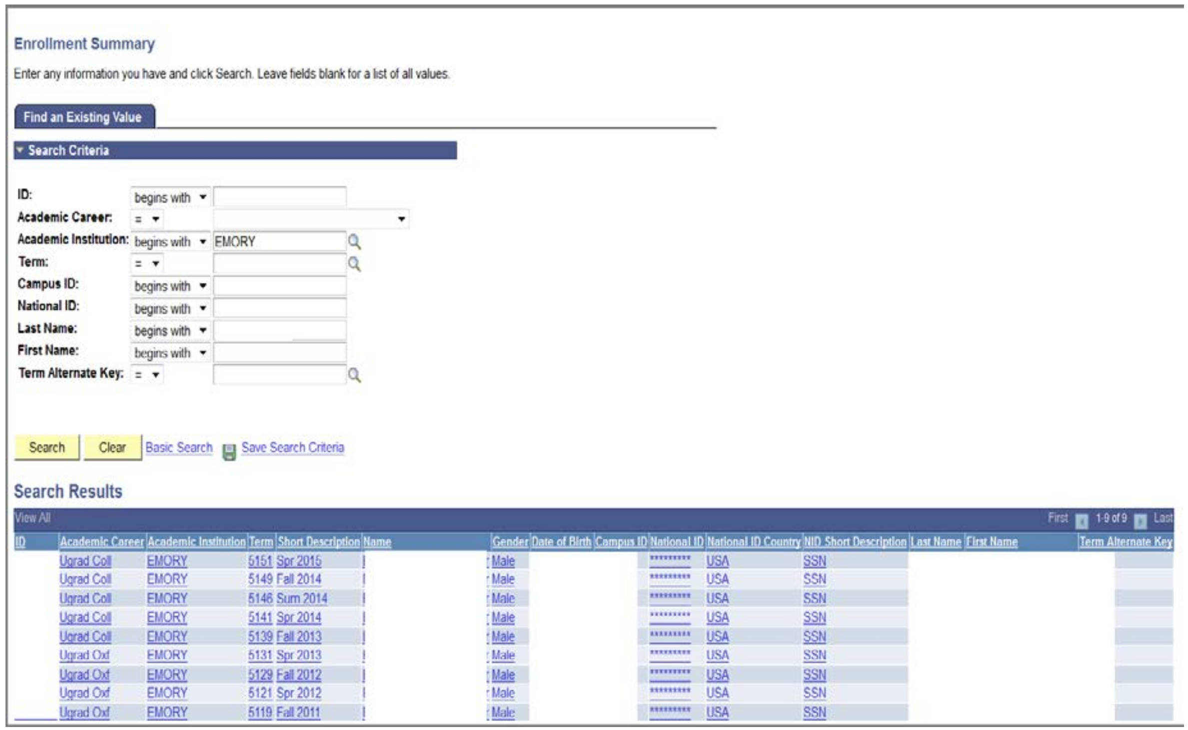




Click Submit to apply the changes.

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: =

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-9 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	5151	Spr 2015		Male			*********	USA	SSN			
	Ugrad Coll	EMORY	5149	Fall 2014		Male			*********	USA	SSN			
	Ugrad Coll	EMORY	5146	Sum 2014		Male			*********	USA	SSN			
	Ugrad Coll	EMORY	5141	Spr 2014		Male			*********	USA	SSN			
	Ugrad Coll	EMORY	5139	Fall 2013		Male			*********	USA	SSN			
	Ugrad Oxf	EMORY	5131	Spr 2013		Male			*********	USA	SSN			
	Ugrad Oxf	EMORY	5129	Fall 2012		Male			*********	USA	SSN			
	Ugrad Oxf	EMORY	5121	Spr 2012		Male			*********	USA	SSN			
	Ugrad Oxf	EMORY	5119	Fall 2011		Male			*********	USA	SSN			

EMORY

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).

Find | View All First 1-3 of 6 Last

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

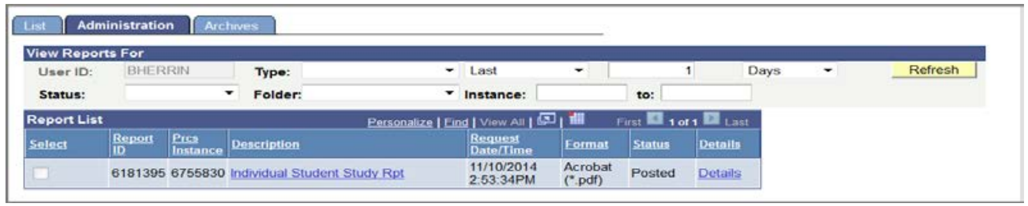
Find | View 3 First 1-6 of 6 Last

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

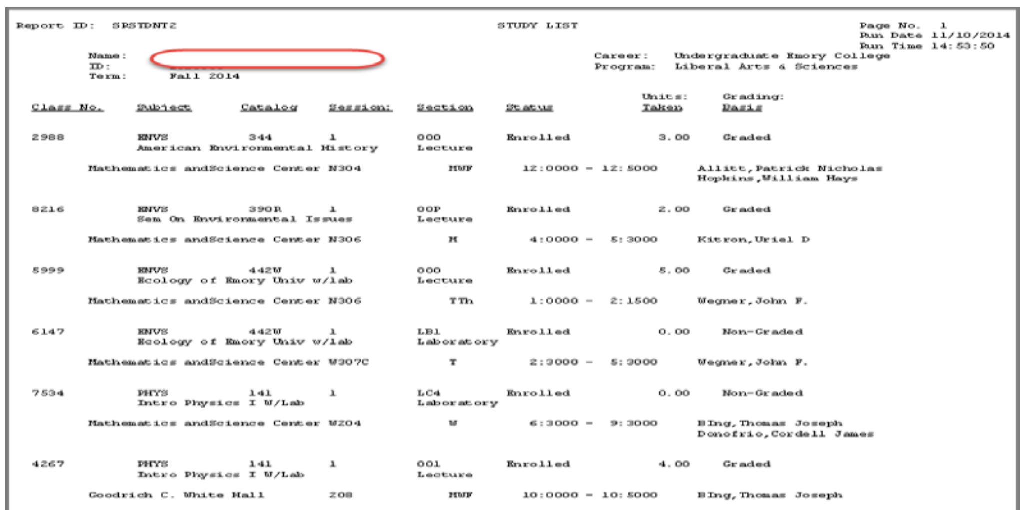
View Student Schedule

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.



Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	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: SRSTDNT2 STUDY LIST Page No. 1
Run Date 11/10/2014
Run Time 14:53:50

Name:
ID:
Term: Fall 2014

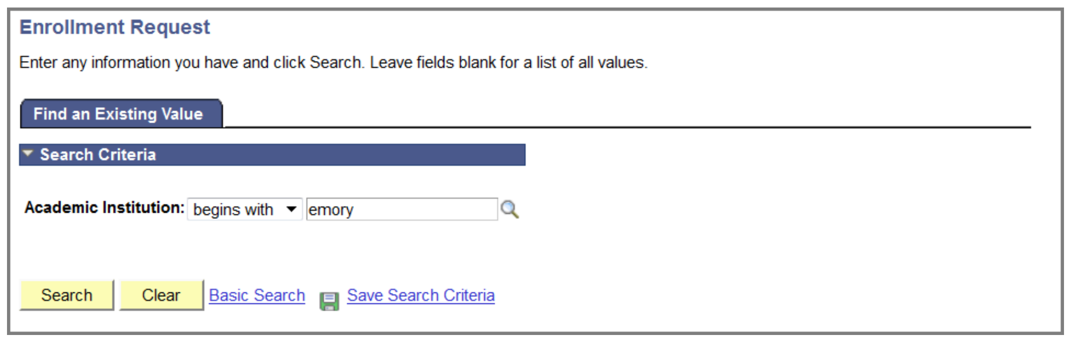
Career: Undergraduate Emory College
Program: Liberal Arts & Sciences

Class No.	Subject	Catalog	Session:	Section	Status	Units: Taken	Grading: Basis
2988	ENVS American Environmental History	344	1	000 Lecture	Enrolled	3.00	Graded
	Mathematics andScience Center N304			MWF	12:0000 - 12:5000		Allitt,Patrick Nicholas Hopkins,William Hays
8216	ENVS Sem On Environmental Issues	390R	1	00P Lecture	Enrolled	2.00	Graded
	Mathematics andScience Center N306			M	4:0000 - 5:3000		Kitron,Uriel D
5999	ENVS Ecology of Emory Univ w/lab	442W	1	000 Lecture	Enrolled	5.00	Graded
	Mathematics andScience 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 andScience Center W307C			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 andScience Center W204			W	6:3000 - 9:3000		BIng,Thomas Joseph Donofrio,Cordell James
4267	PHYS Intro Physics I W/Lab	141	1	001 Lecture	Enrolled	4.00	Graded
	Goodrich C. White Hall 208			MWF	10:0000 - 10:5000		BIng,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.

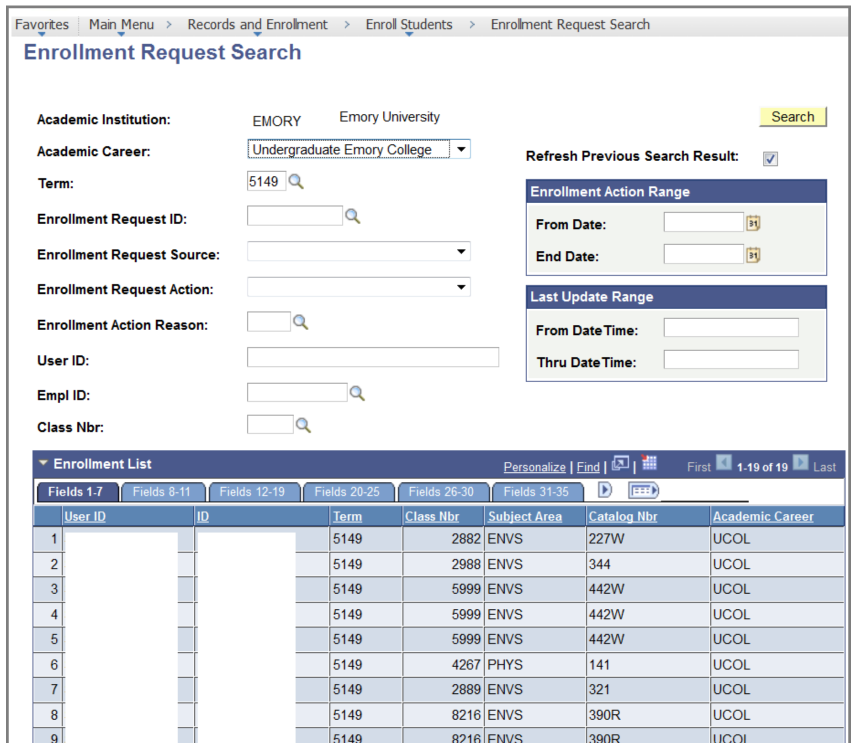
Enter Academic Institution = Emory and click SEARCH.



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

Search

Academic Career: Undergraduate Emory College

Refresh Previous Search Result:

Term: 5149

Enrollment Request ID:

Enrollment Request Source:

Enrollment Request Action:

Enrollment Action Reason:

User ID:

Empl ID:

Class Nbr:

Enrollment Action Range

From Date:

End Date:

Last Update Range

From DateTime:

Thru DateTime:

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

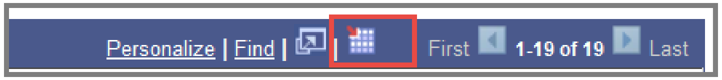
Fields 1-7 | Fields 8-11 | Fields 12-19 | Fields 20-25 | Fields 26-30 | Fields 31-35

	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

View Schedule Log – by student – Search Screen

Results

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	

EMORY

Block Enrollment Introduction

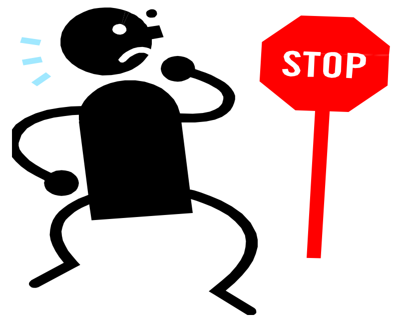
Introduction

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 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.

EMORY

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

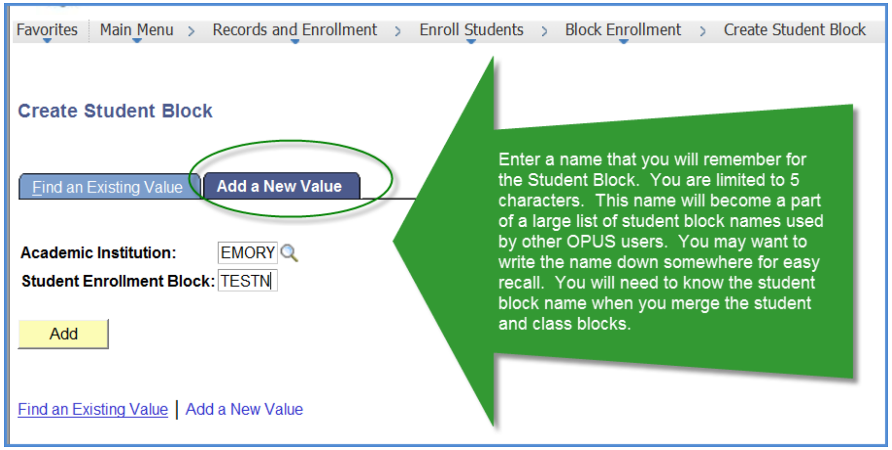
Navigation: Main Menu > Records and Enrollment > Enroll Students > Block Enrollment or Type "Block Enrollment" in search window of Main Menu in OPUS. There are three menu options: Create Class Block, Create Student Block and Block Enroll Merge. This document will review each of these options and how 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

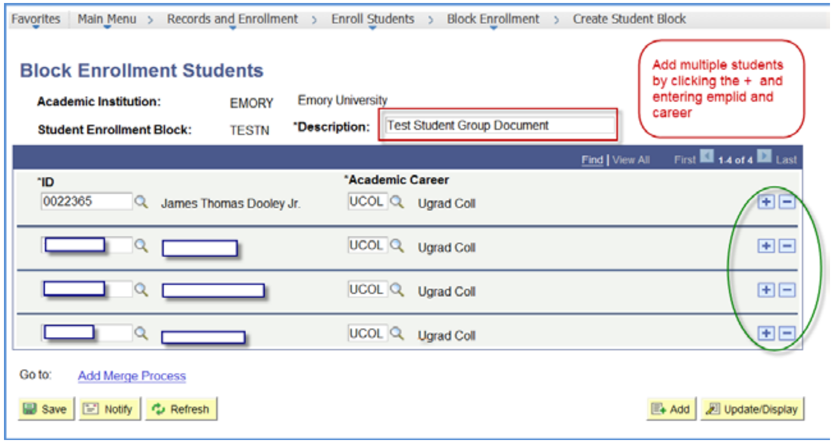
1. Click on “Add a New Value”.
2. Enter a name for the Student Enrollment Block. **Remember** this name. Click on the “Add” button.



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

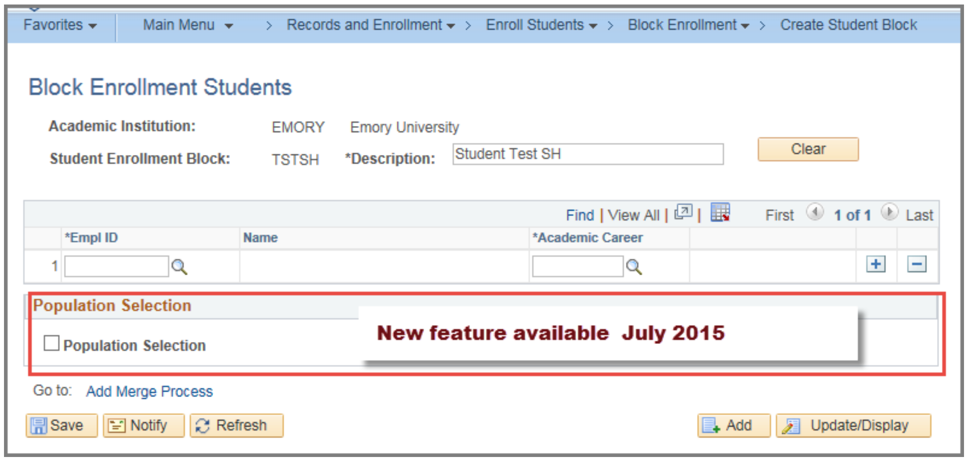
Tip: For medium or large classes it is recommended to save periodically after entering several names/career.



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.

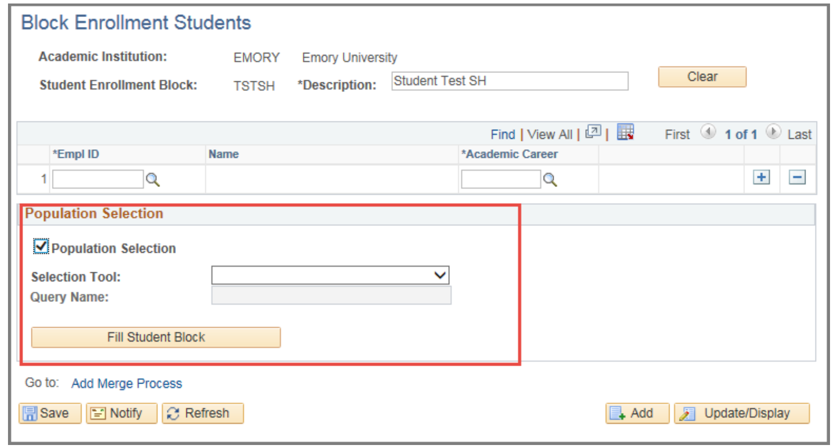


5. Create a CSV file with a list of students you wish to enroll. This can be done by exporting query results from OPUS or by creating a CSV file using EXCEL.

Set Up Block Enrollment

* New Option for Student Block (continued)

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

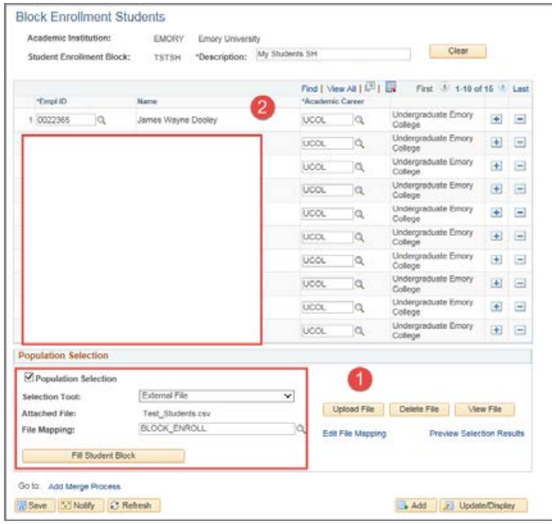


7. Create the CSV – tab delimited file of students. You only need the student’s emplid and student’s career columns. Remove all headers in your file.
8. Under Selection Tool drop down – choose External File (do not use PS Query option at this time).
9. Under Attached File – Browse to file your student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

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*

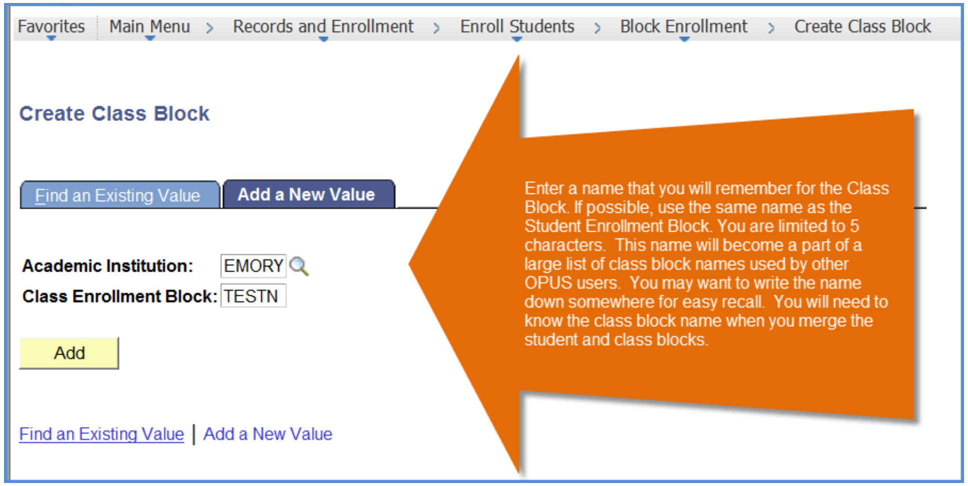


9. Don't forget to **SAVE** your Student Block.

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. <u>**Remember** this name</u>. Click on the “Add” button.



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

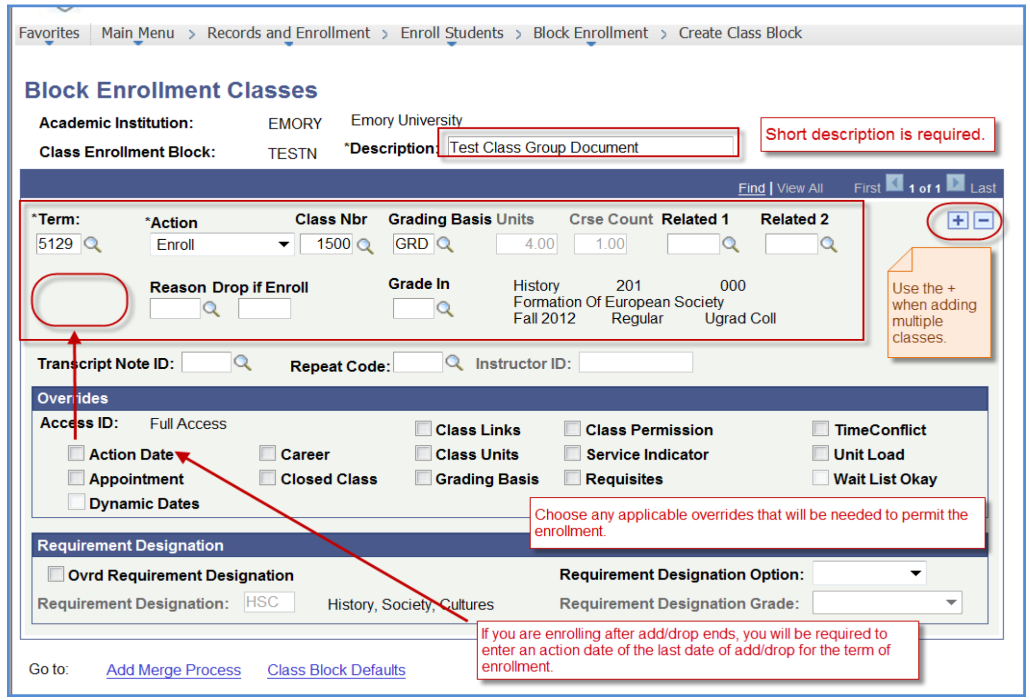
Options for Block Enrollment Actions:

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

- ✓ Enrollment
  - ➢ Enter 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 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)



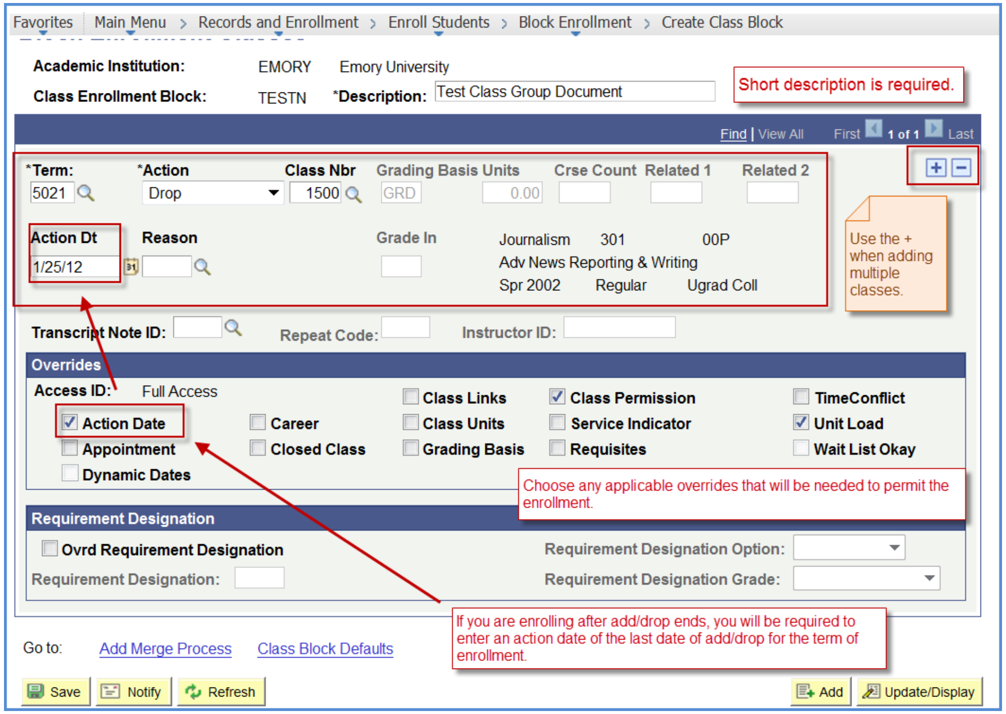
Set Up Block Enrollment
Create Class Block - Dropping

✓ 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)



EMORY

Set Up Block Enrollment

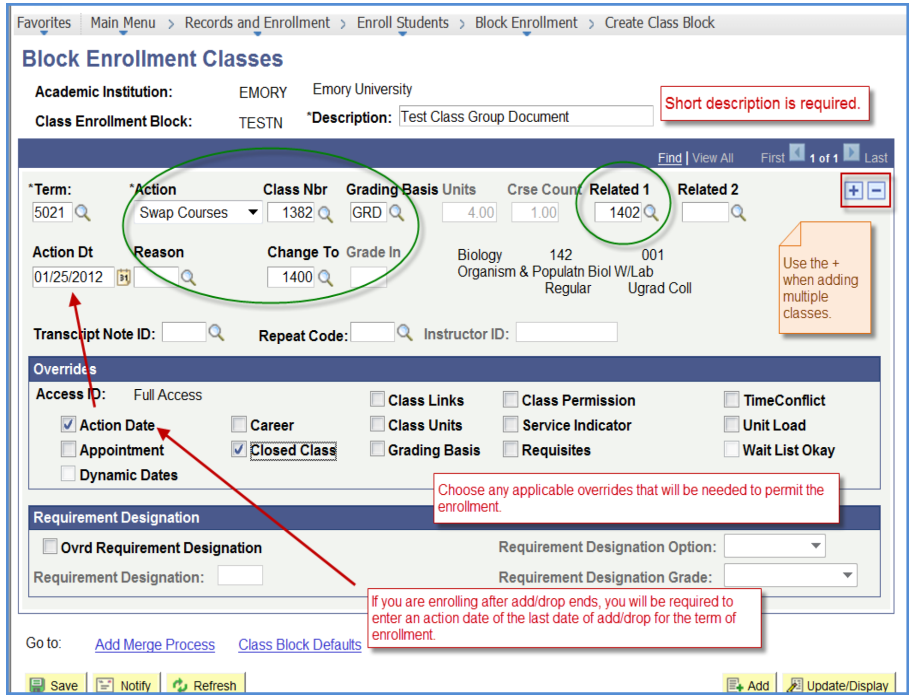
✓ Swapping Classes

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

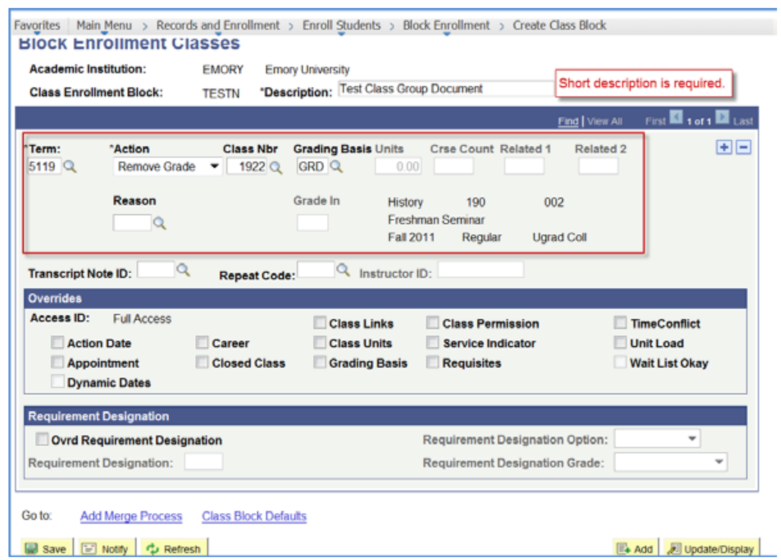
✓ Swapping Classes (Screen View)



Set Up Block Enrollment
Class Block – Removing Grades

✓ Removing Grades

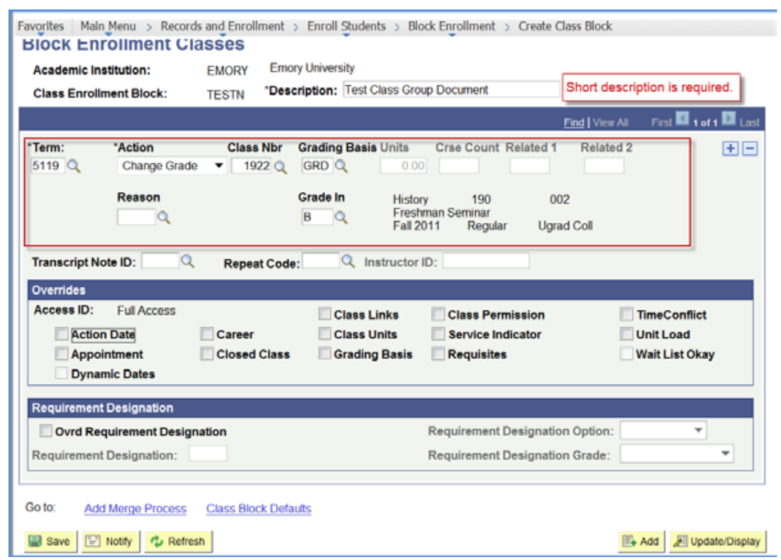
- ➢Enter or select term in the term box.
- ➢Select Remove Grade as Action Reason
- ➢Enter the 4 digit number of class in Class Nbr box.
- ➢Overrides are not needed for removing grades.
- ➢Click SAVE.



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.



Set Up Block Enrollment
Merging Student Block or Class Block

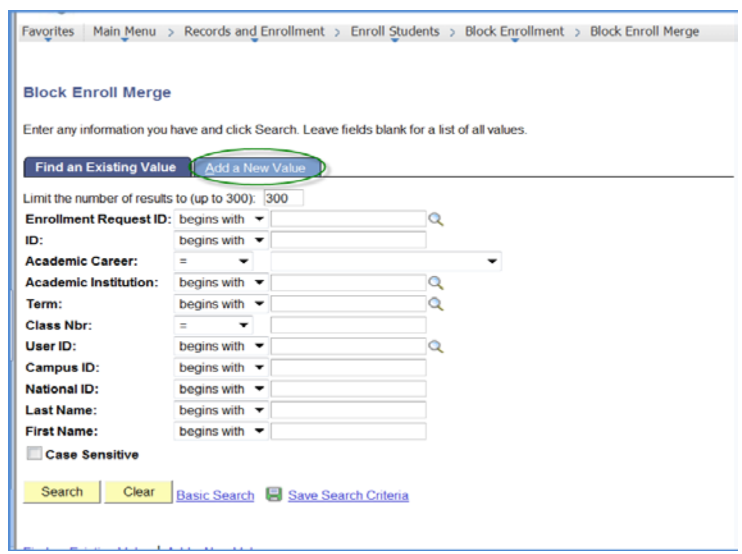
Block Enroll Merge

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)**

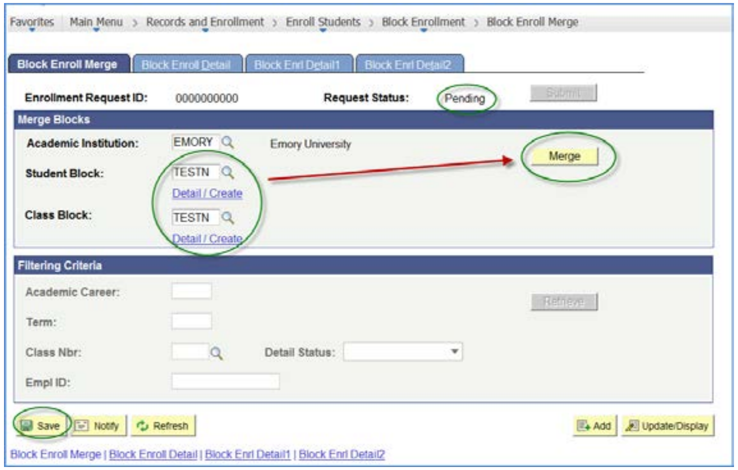
1. Click on “Add a New Value”.



Block Enrollment Merging

2. Fill in the name that was assigned for Student Block and Course Block. (under steps 1 and 2)

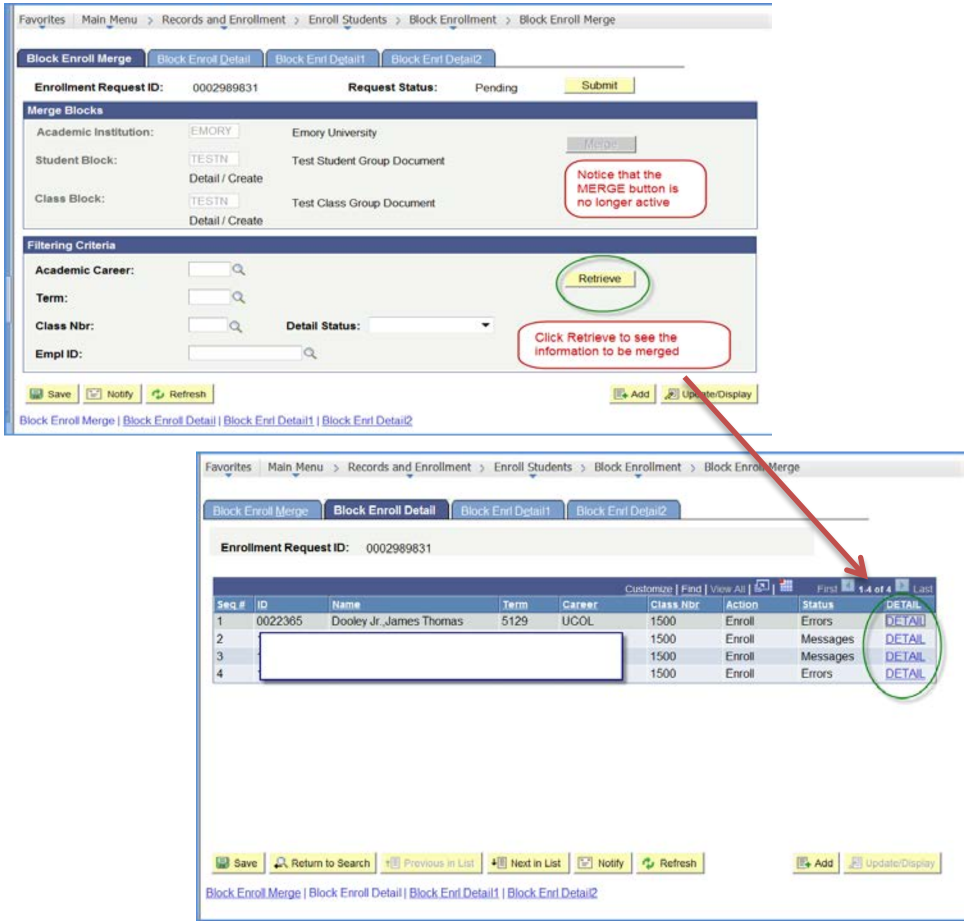
3. Click on the "Merge" button.



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

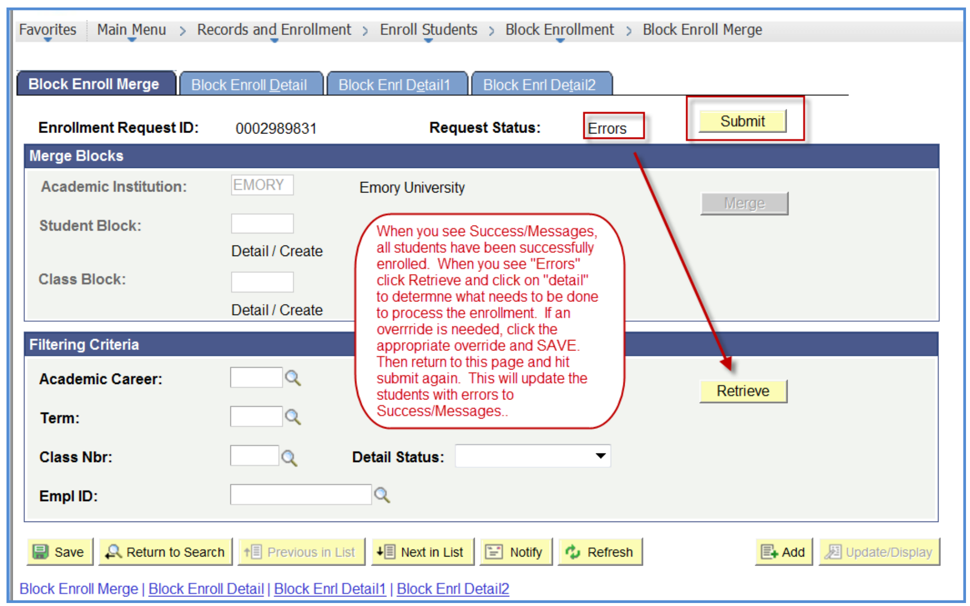
Block Enrollment Merging

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

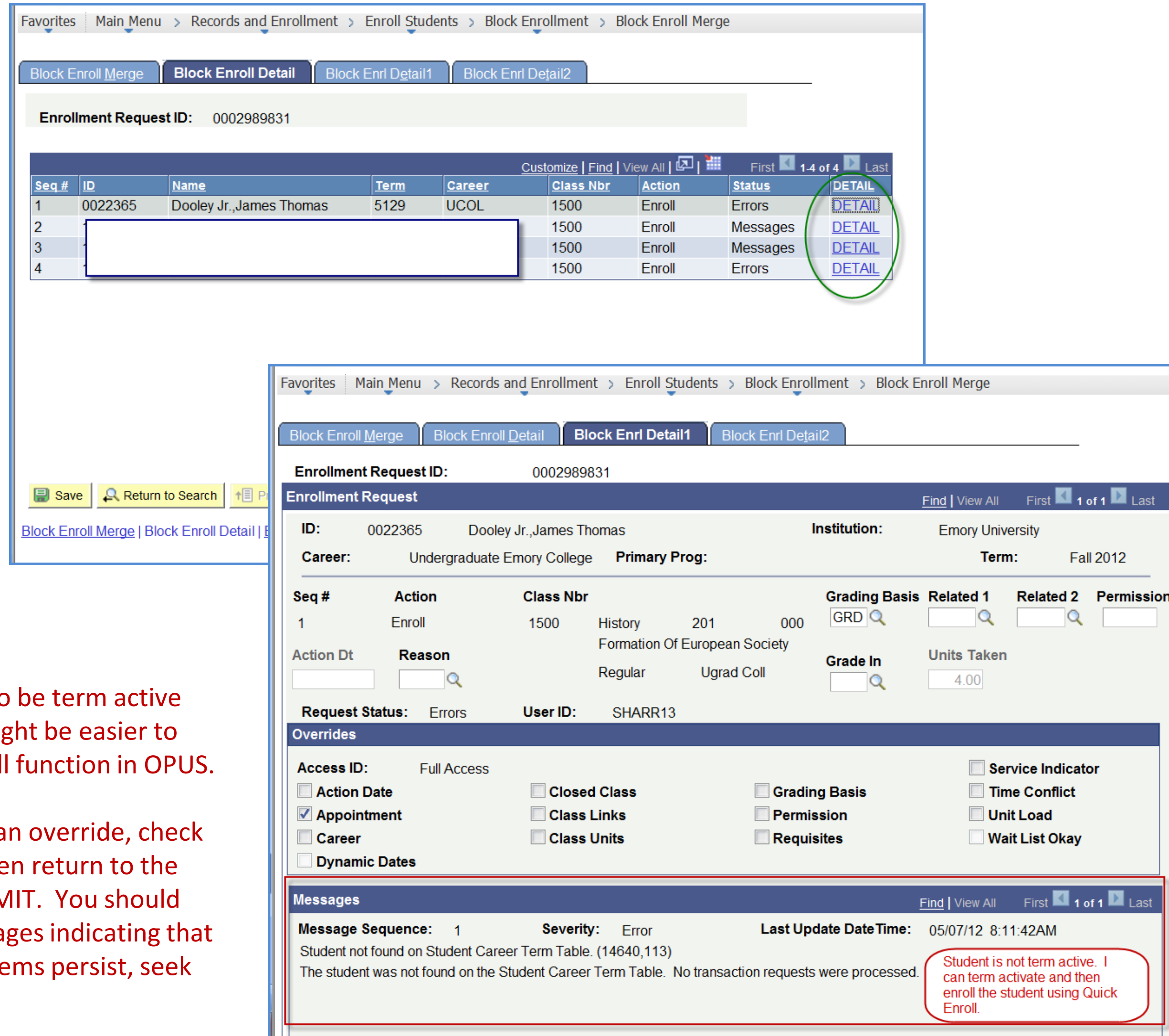


Block Enrollment Merging

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.



Block Enrollment Merging



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”

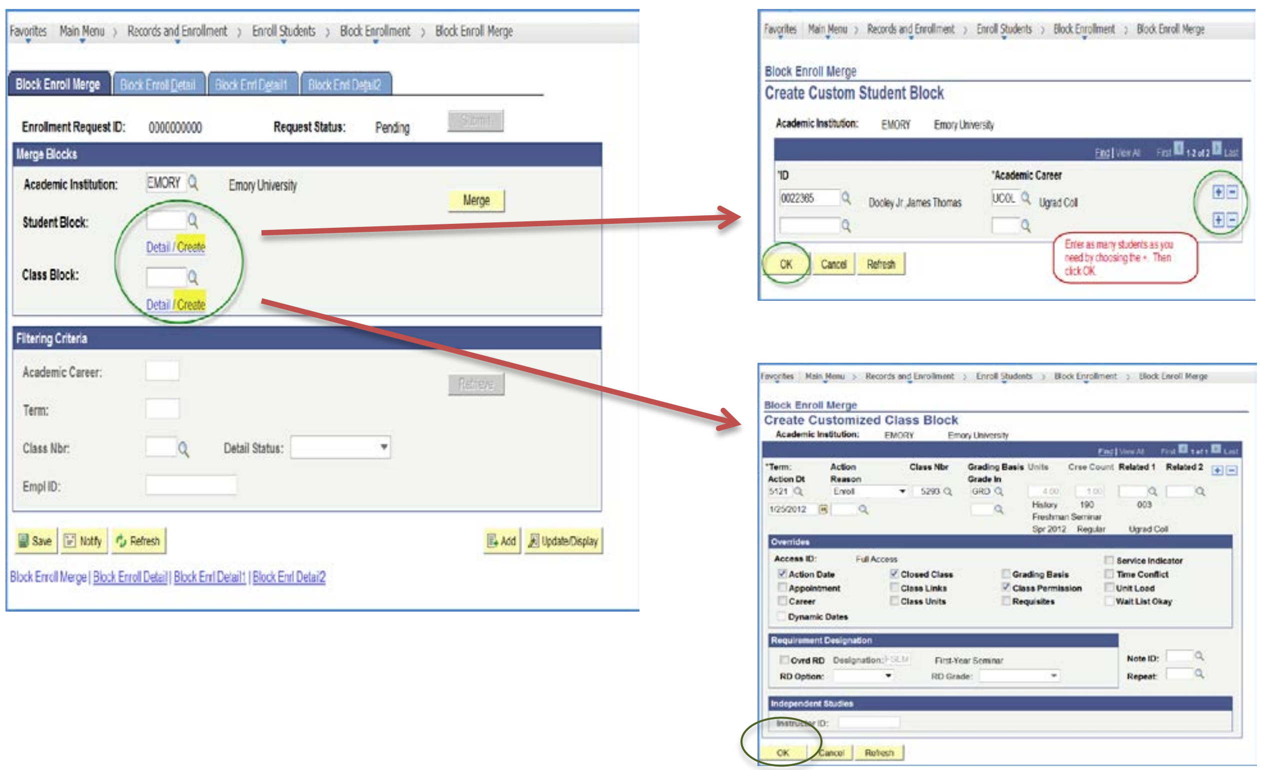
Occasionally, you may want to use Block Enrollment to process a few students into a class rather than using Quick Enroll to do these individually. You can do this by creating a block enrollment “on the fly”. However by choosing this method, please be aware that the list of students or class information 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.

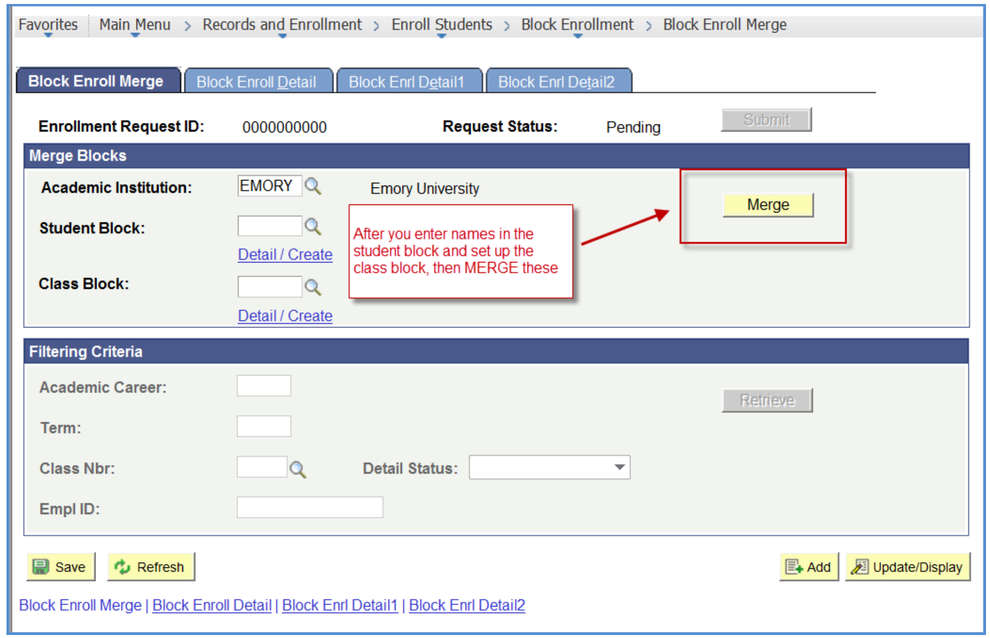
Tip: Do not use the browser back arrow when navigating through these panels. Make sure you click the tabs to maneuver between the panels.

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.



2. Click on the "Merge" button



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.

Adding a Service Indicators

Student's name & ID

Service Indicator Code & Description

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

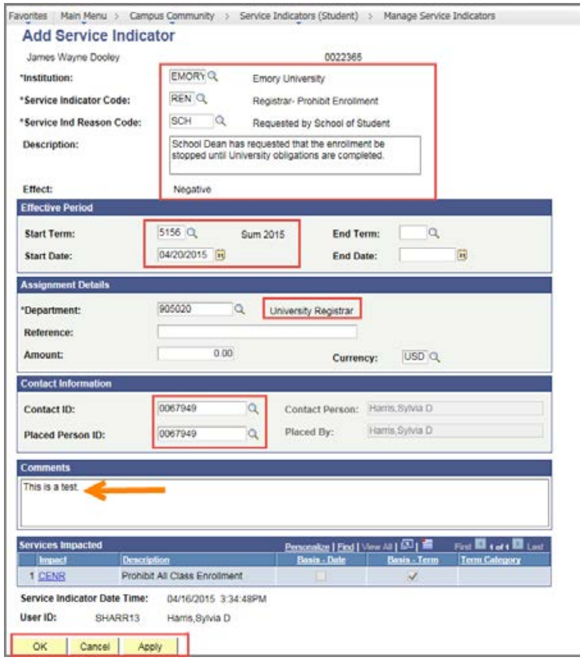
Department that assigning the indicator

Who to contact?

Comments (if applicable)

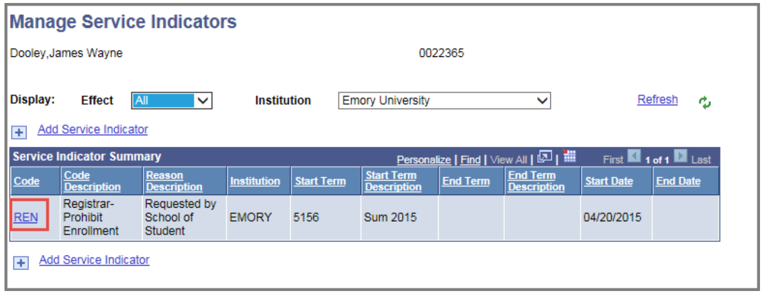
Services Impacted (if applicable)

Click Apply & OK to SAVE.

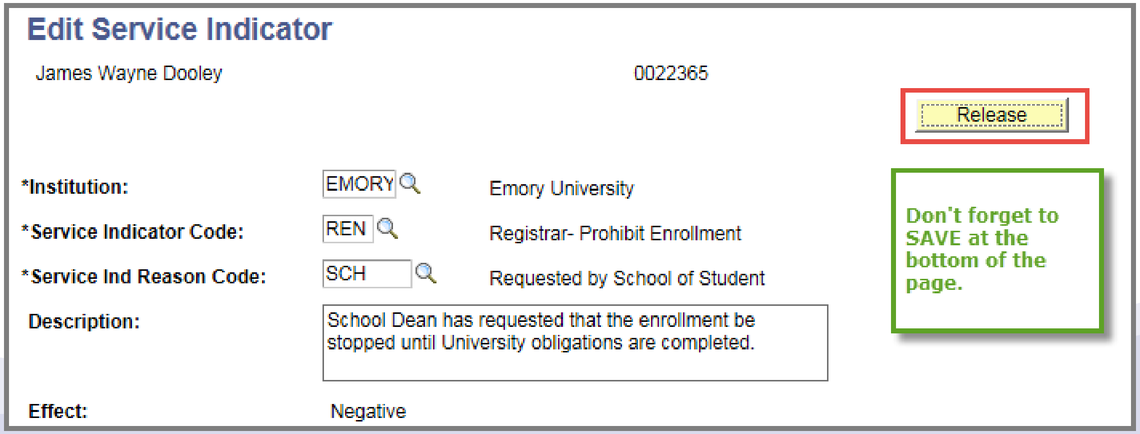


Removing a Service Indicators

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

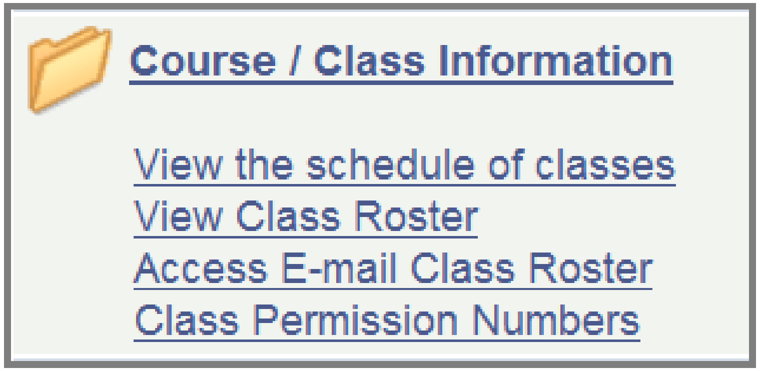


Locate the correct service indicator and click on the code. A new screen appears with the information that was entered earlier. Notice there is a RELEASE button active in the upper right side of the page. Click the button and SAVE.



Course/Class Information

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

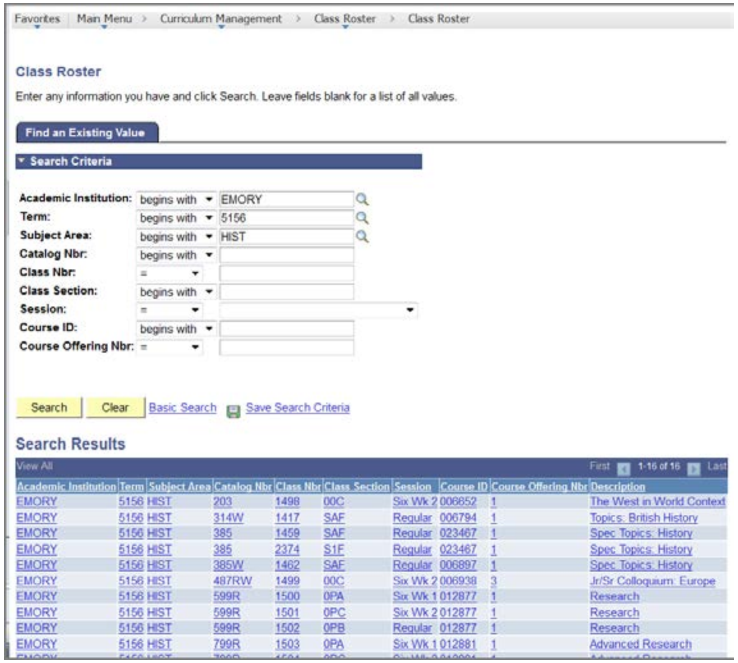


View the Schedule of Classes
Search Screen

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

Criteria Search with Subject Area & Catalog Nbr.

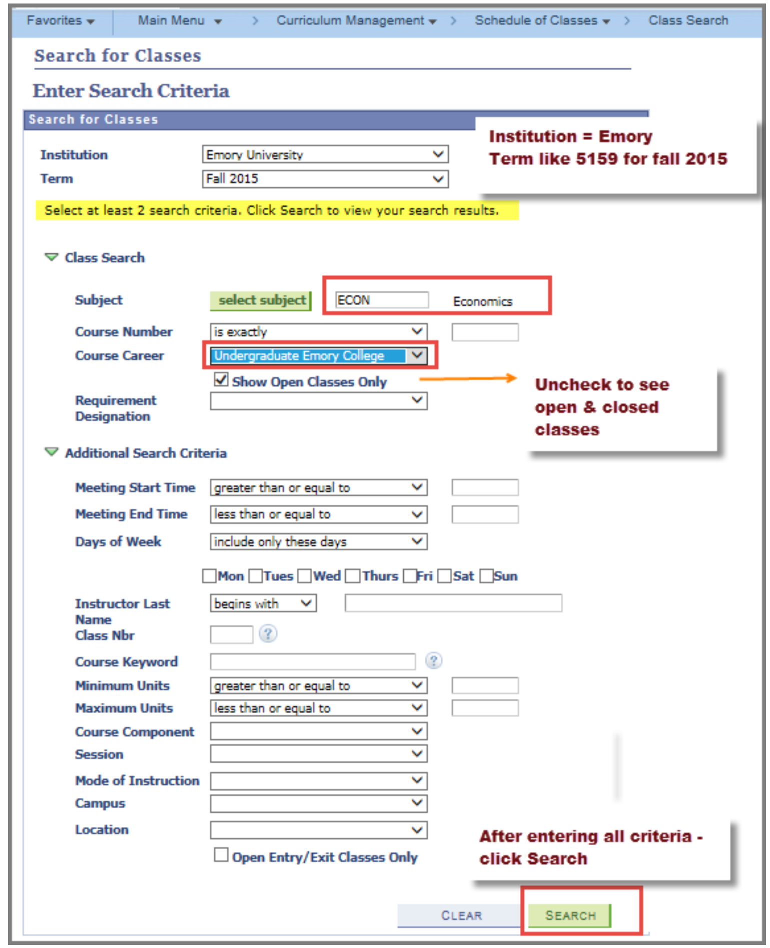
- Academic Institution required.
- Enter Term, Subject Area, and/or Catalog Nbr.
- Click SEARCH.
- Click from results to see class roster.



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

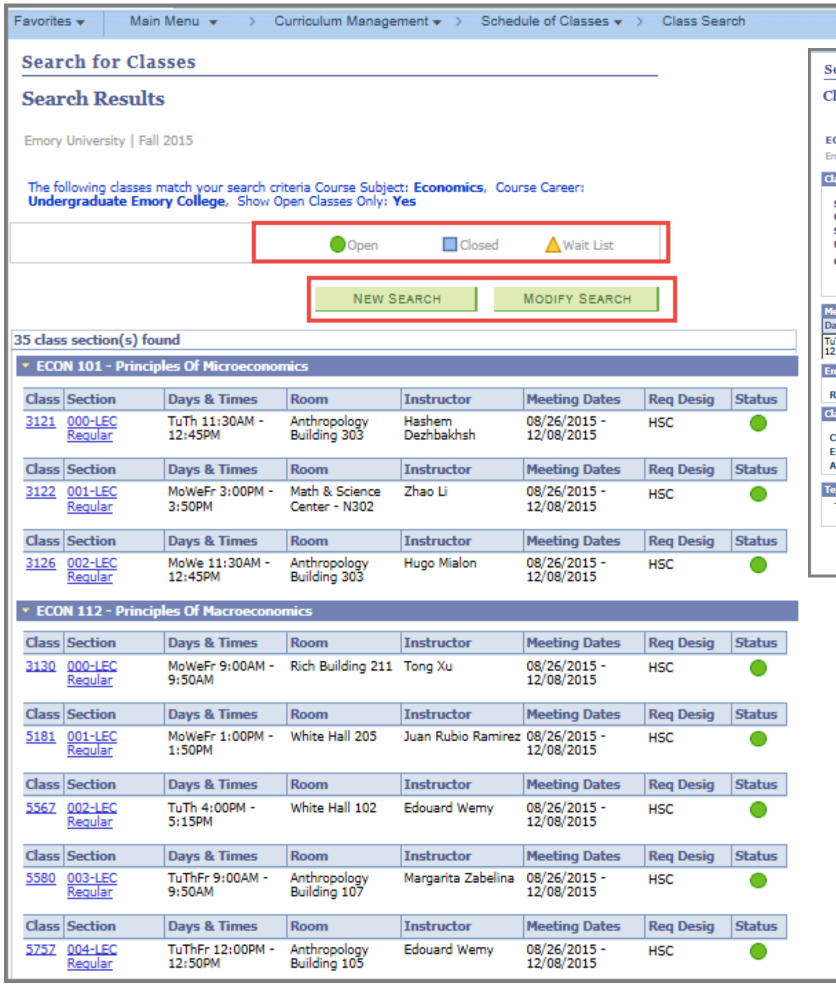
View Class Roster – Search Screen

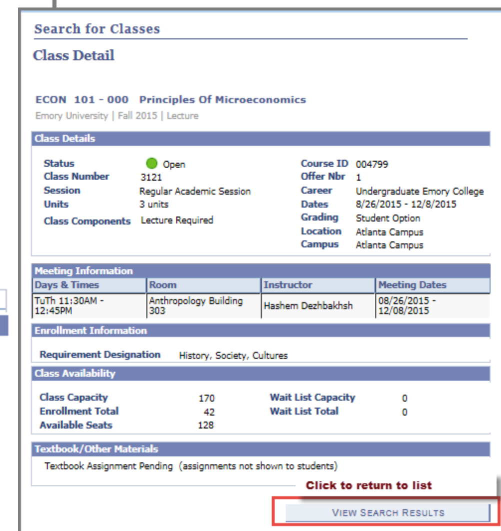
After clicking the link on the Records Tab, a SEARCH page appears.



View Class Roster
– Class Listing & Details

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





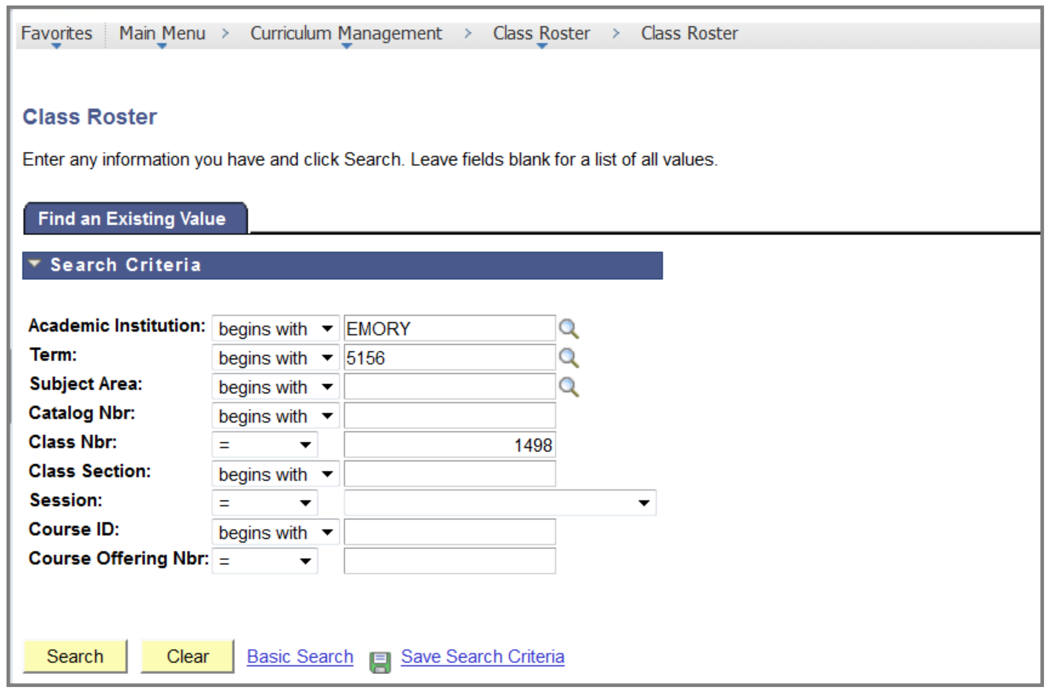
EMORY

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.

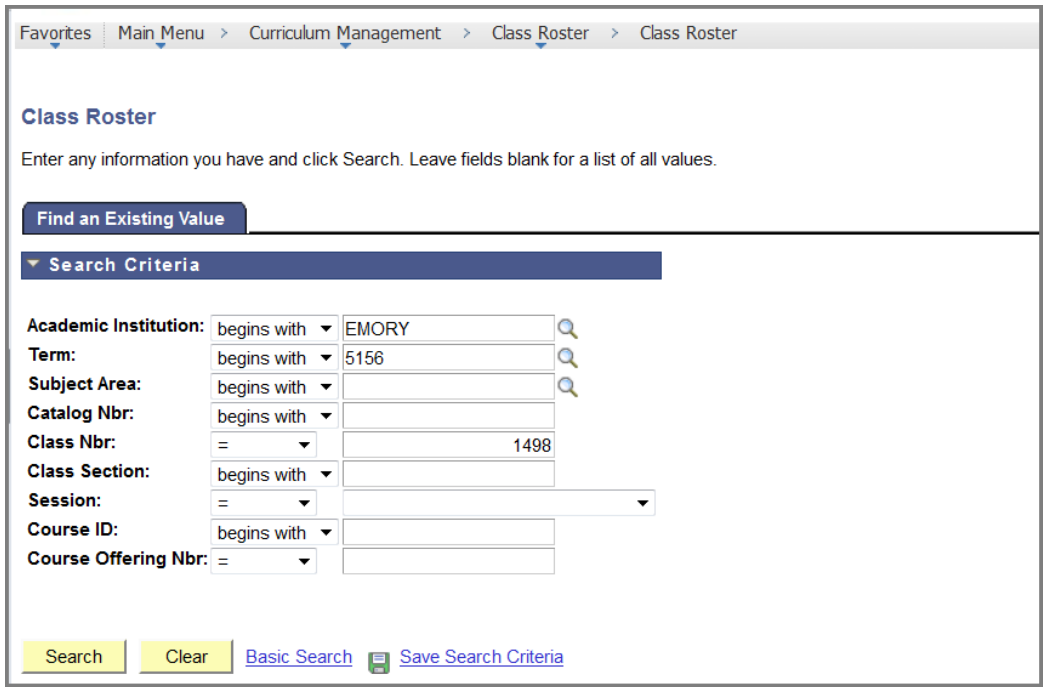


View Class Roster – Search Screen

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

Criteria Search with Class Nbr.

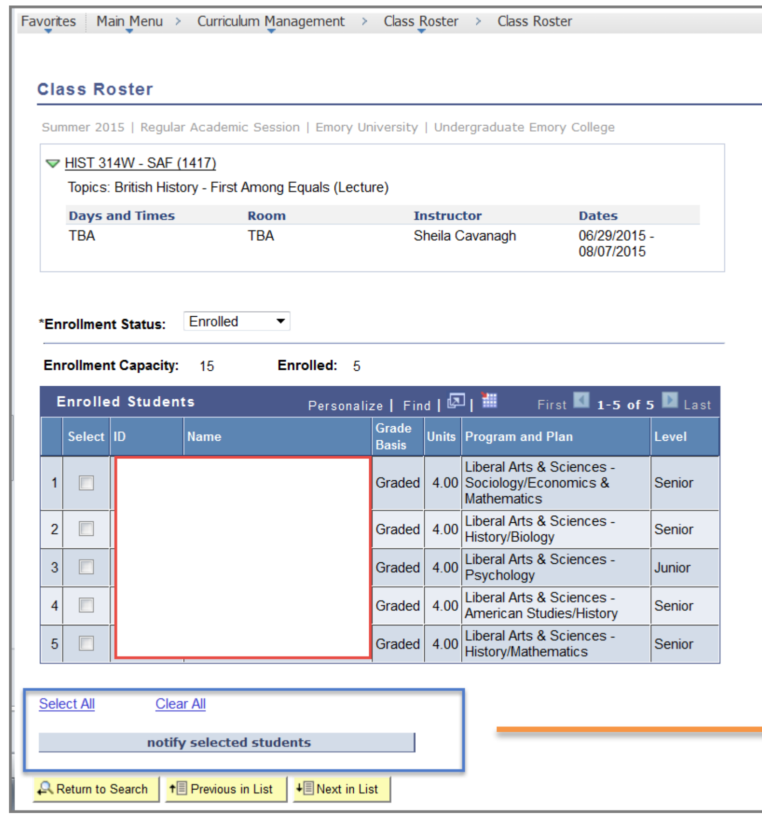
- Academic Institution required.
- Enter Term and 4 or 5 digit class nbr. (1498)
- Click SEARCH.
- Click from results to see class roster.



EMORY

View Class Roster

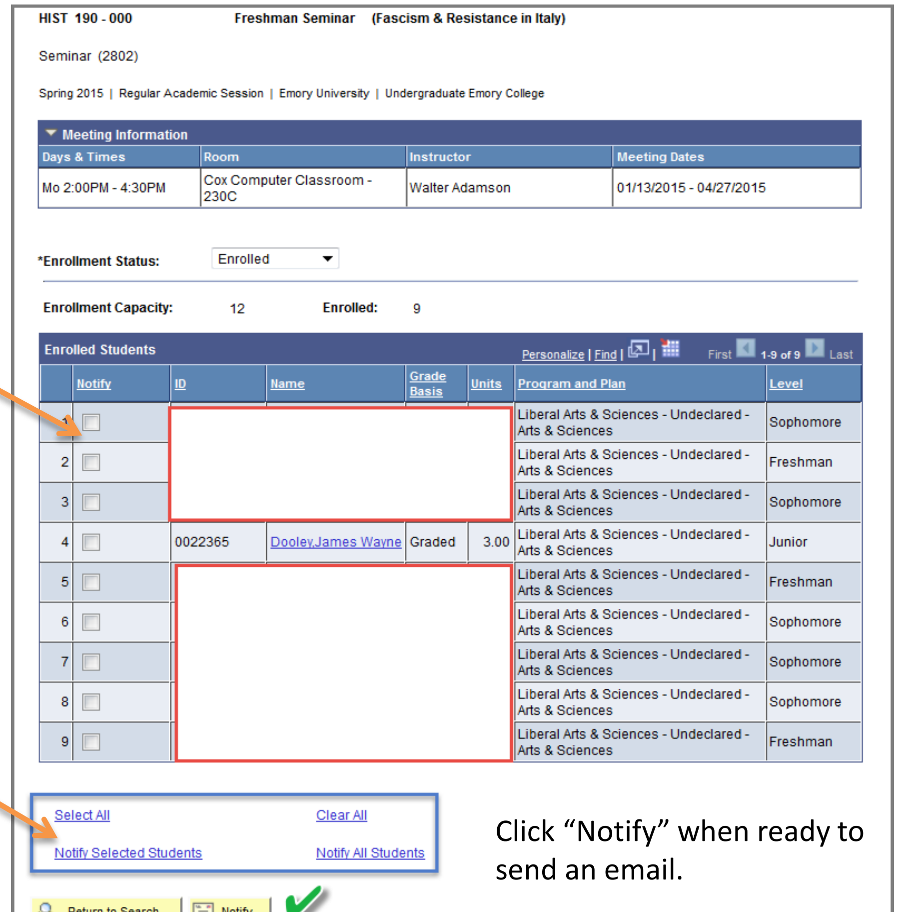
The class roster page contains information about the class at the top of the page. The enrollment status defaults to “enrolled” and enrollment capacity list the maximum enrollment limit and the number enrolled. In the next link, we will discuss communicating with students enrolled in a class.



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.



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: Enrolled

Enrollment Capacity: 12 Enrolled: 9

Enrolled Students — Personalize | Find | First 1-9 of 9 Last

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
2						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Freshman
3						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
4		0022365	Dooley,James Wayne	Graded	3.00	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Junior
5						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Freshman
6						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
7						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
8						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
9						Liberal Arts & Sciences - Undeclared - Arts & Sciences	Freshman

Select All Clear All

Notify Selected Students Notify All Students

Return to Search | Notify

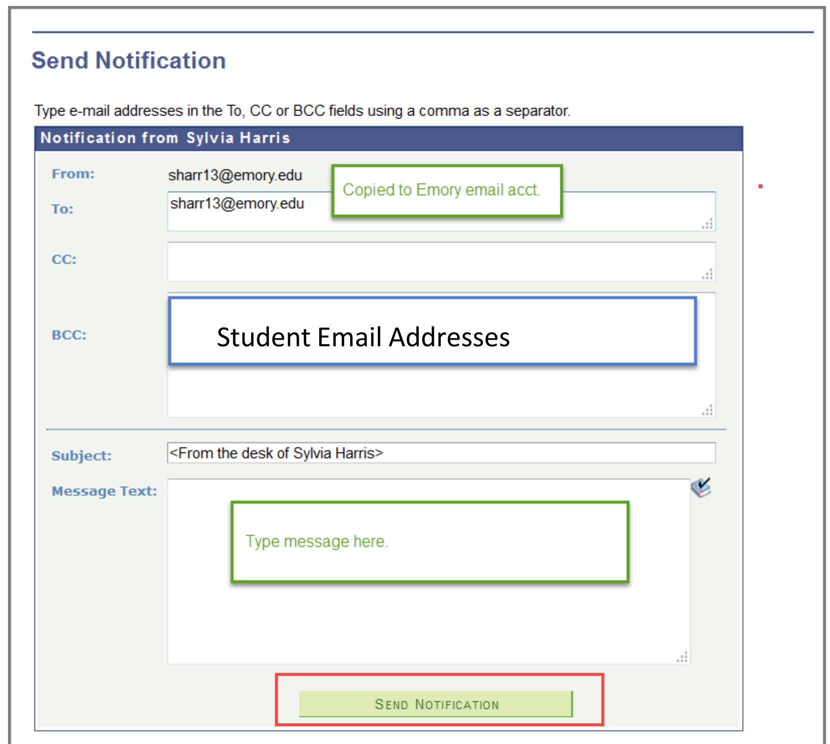
Check the notify box next to each student who needs a communication.

The user can click “Select All” to notify all students.

Click “Notify” when ready to send an email.

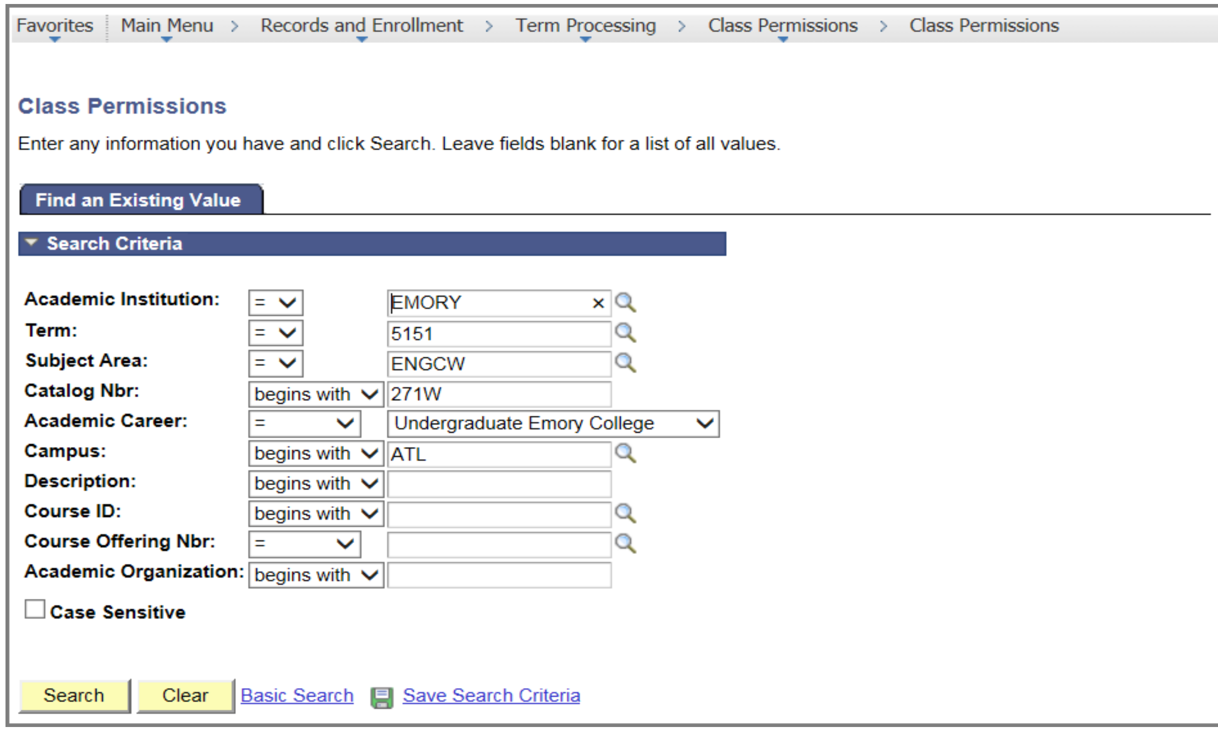
Access E-mail Class Roster

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.



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.



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.

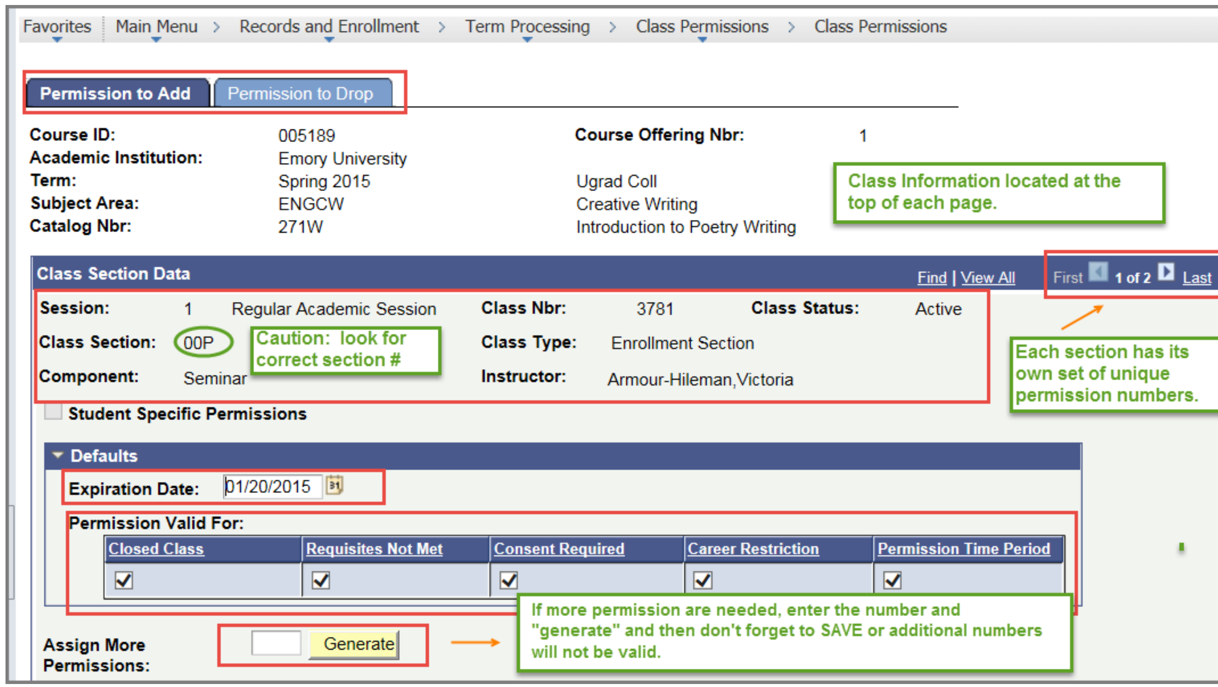
Note: All classes in all careers have assigned permission numbers when the classes are created, whether the class requires permission or not. In this situation, the permission number allows students to enroll when the offering is outside their career, the class is closed, requisite is not met, etc.

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.



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 General Info | Permission | Comments but can be expanded usin is icon

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

Class Permission Data — Personalize | Find | First 1-30 of 30 Last

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			☐			Used	01/07/2015	01/20/2015	✓	✓	✓	✓	✓	
2	648210			☐			Used	01/13/2015	01/20/2015	✓	✓	✓	✓	✓	
3	770175			☐			Used	11/04/2014	01/20/2015	✓	✓	✓	✓	✓	
4	345792			☐			Used	10/27/2014	01/20/2015	✓	✓	✓	✓	✓	
5	941655			☐			Used then Dropped	01/12/2015	01/20/2015	✓	✓	✓	✓	✓	
6	349668			☐			Used	11/04/2014	01/20/2015	✓	✓	✓	✓	✓	
7	421798			☐			Used	11/18/2014	01/20/2015	✓	✓	✓	✓	✓	
8	901782			☐			Used	11/24/2014	01/20/2015	✓	✓	✓	✓	✓	
9	305221			☐			Used	11/24/2014	01/20/2015	✓	✓	✓	✓	✓	
10	491085			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
11	654442			☐			Used	11/11/2014	01/20/2015	✓	✓	✓	✓	✓	
12	850392			☐			Used	11/11/2014	01/20/2015	✓	✓	✓	✓	✓	
13	646926			☐			Used	11/24/2014	01/20/2015	✓	✓	✓	✓	✓	
14	153957			☐			Used then Dropped	01/14/2015	01/20/2015	✓	✓	✓	✓	✓	
15	236700			☐			Used	11/24/2014	01/20/2015	✓	✓	✓	✓	✓	
16	979146			☐			Used	11/24/2014	01/20/2015	✓	✓	✓	✓	✓	
17	105058			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
18	226278			☐			Used then Dropped	11/25/2014	01/20/2015	✓	✓	✓	✓	✓	
19	276105			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
20	421320			☐			Used	12/24/2014	01/20/2015	✓	✓	✓	✓	✓	
21	434605			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
22	119359			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
23	495883			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
24	642600			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	
25	113985			☐			Not Used		01/20/2015	✓	✓	✓	✓	✓	

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

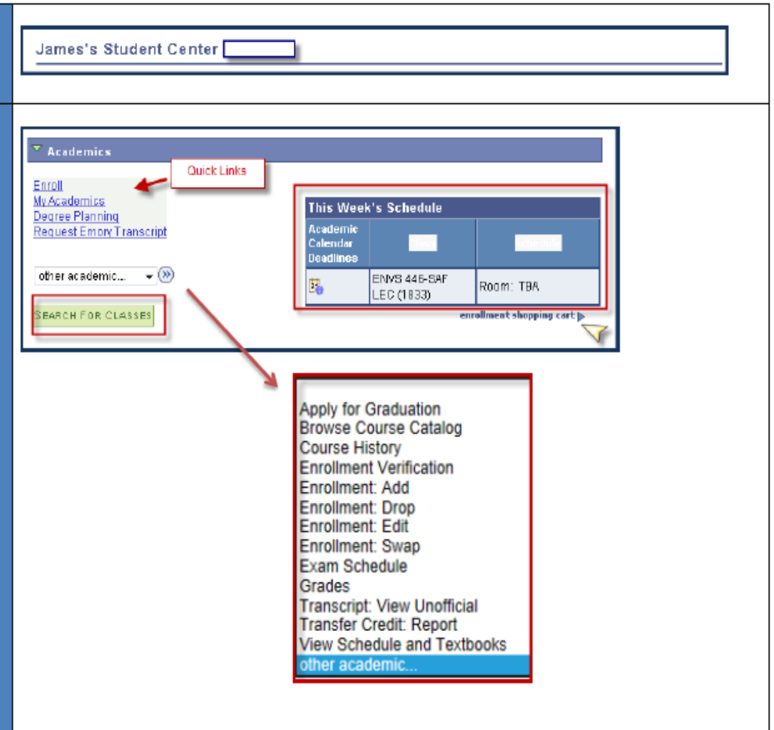
Academics

(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



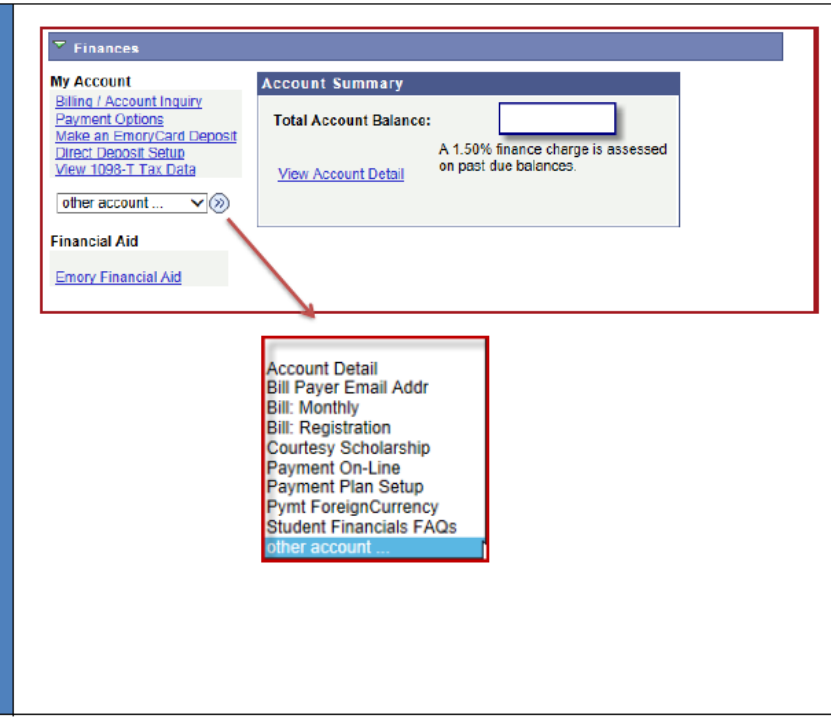
Finances:

Finances

My Account
(Quick Links)
Billing /Account Inquiry
Payment Options
Make an Emory Card 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



Student Services Center

Personal Information:

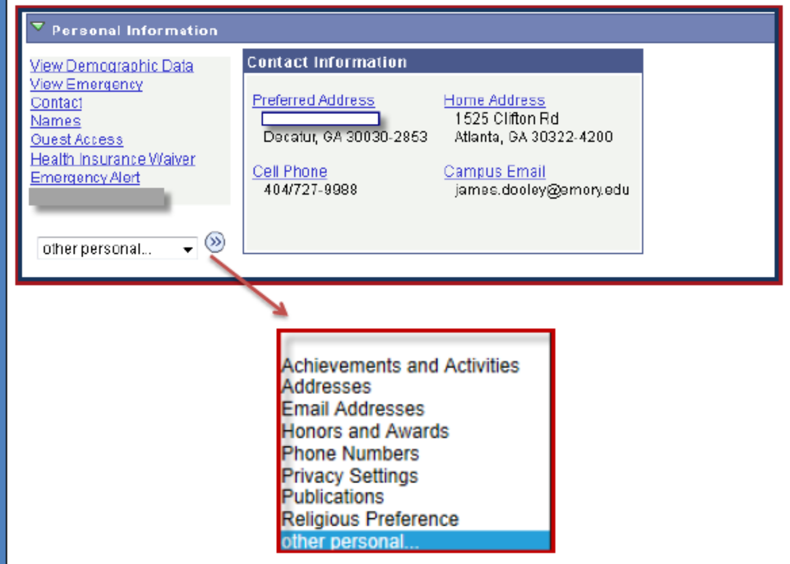
Personal Information

(Quick Links)

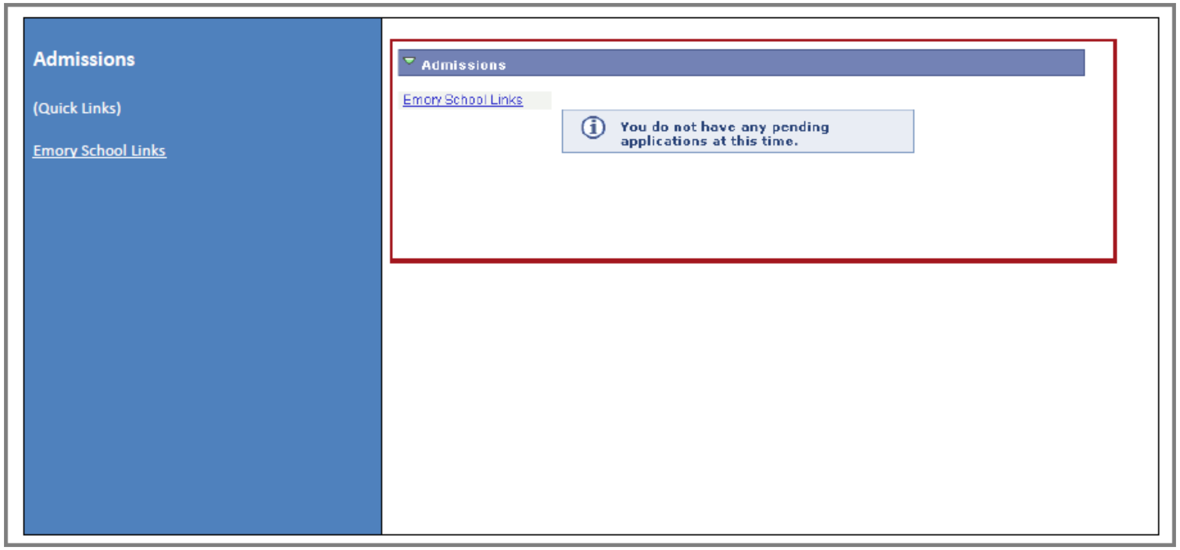
- View Demographic Data
- View Emergency Contact
- Names
- Guest Access
- Health Insurance Waiver
- Emergency Alert

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

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



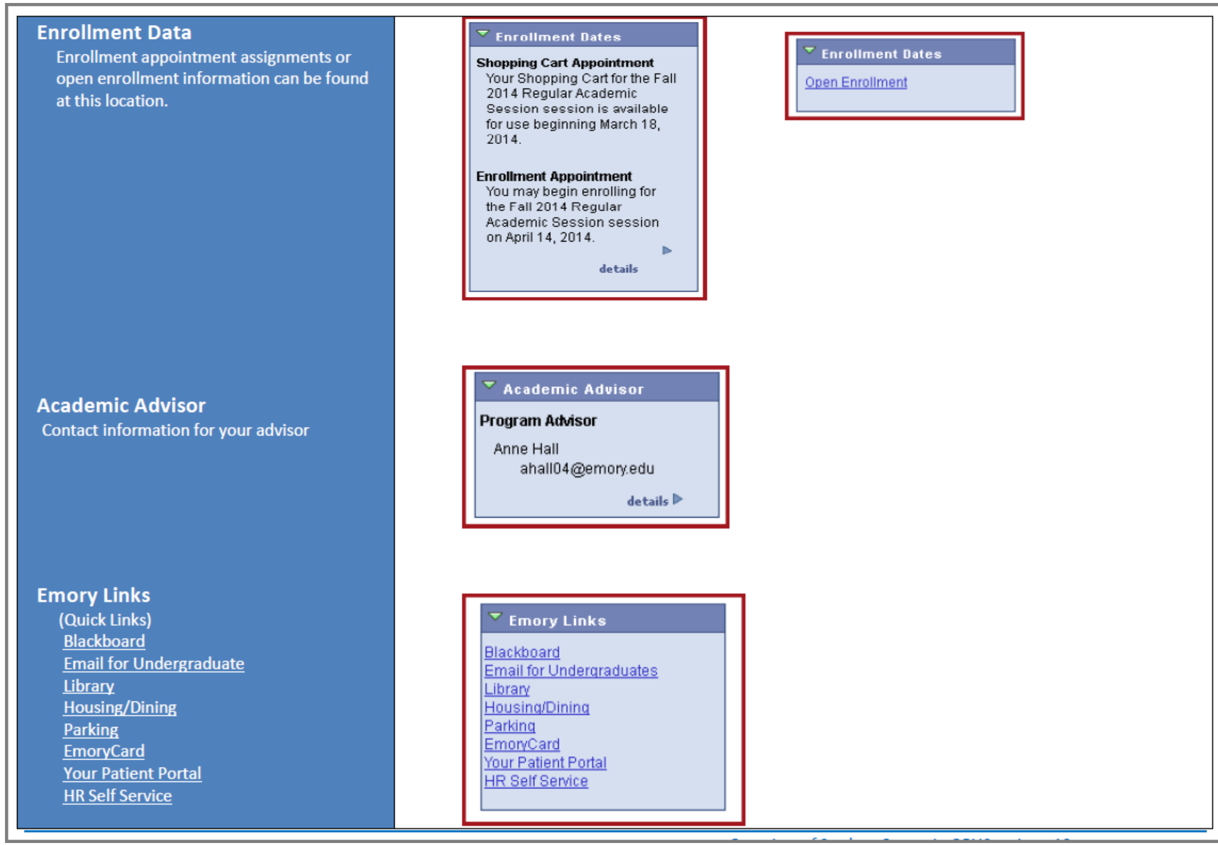
Admissions:


Admissions
(Quick Links)
Emory School Links
Admissions
Emory School Links
You do not have any pending applications at this time.

Communication

Communication Links	Students should check these links often for important communications
Announcements	**Announcements** No New Announcements details
Communications	**Communications** Unread Communications: 7 details
Holds and Clearances Check often! This area will display any holds you may have on your record. • Holds may keep you from registering in classes or have other penalties.	**Holds and Clearances** No Holds.
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.	**To Do List** Admissions: 15 Financial Aid: 1 details

Student Services Center – Enrollment Data



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

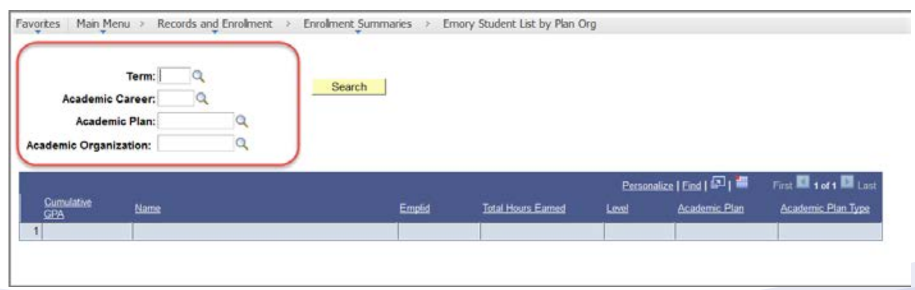
Emory Student List by Plan Org

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)*

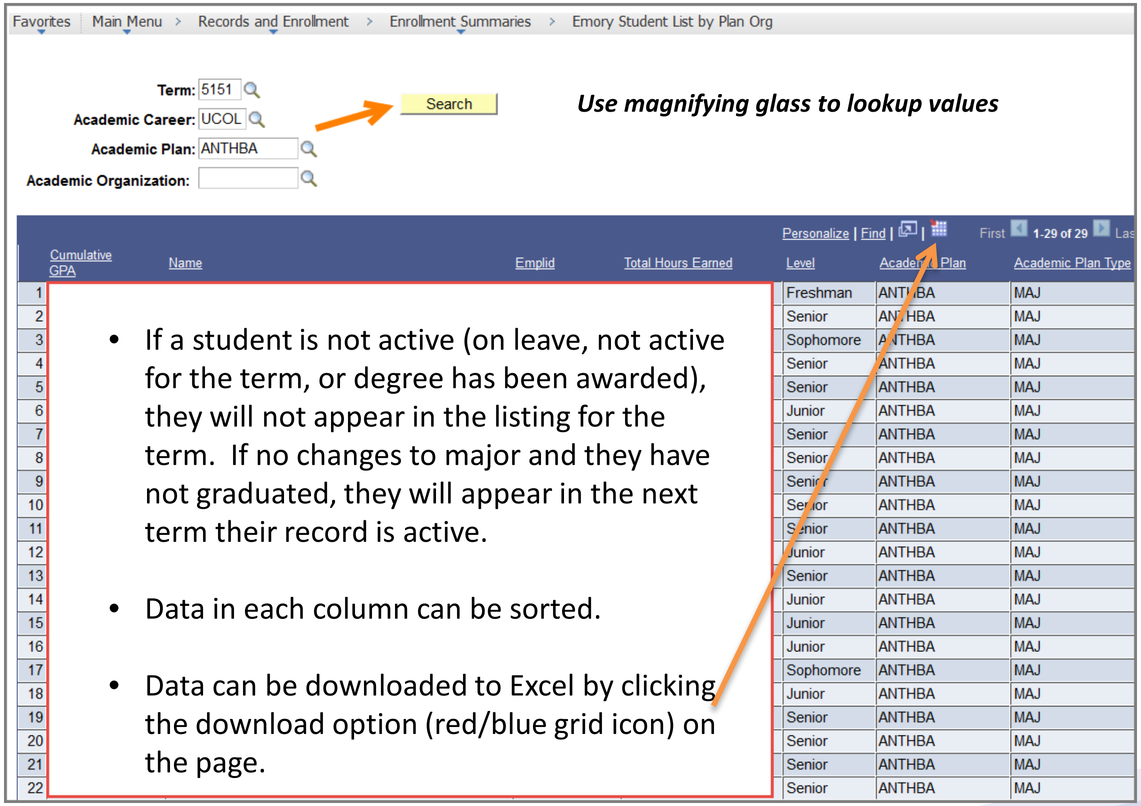
Required one or the other -
Academic Plan (view all student who are currently enrolled who have an active academic plan for the term – i.e. ECONBA, or ECONND, or ECONMIN)

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)



Emory Student List by Plan Org

View by Academic Plan:



	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

Search

Use magnifying glass to lookup values

Personalize | Find | First 1-207 of 207 Last

- 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.

	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

***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

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.