Please note that this manual is intended to be a guide that provides basic information. It is not designed to cover every situation encountered when using the OPUS system. If you experience difficulties, we invite you to either contact the Law Registrar directly at lawregistrar@emory.edu or send an email to opushelp@emory.edu.

The enrollment feature for this training is a TOOL
• It can be used to configure your upcoming schedule prior to your enrollment appointment by showing you time conflicts, total credit hours, etc.
• This tool does not guarantee you will be enrolled into the classes you have placed in your shopping cart.
• This tool does not assume which classes you consider high priority to attempt enrolling in first.
HOW TO REGISTER FOR CLASSES:

STEP 1: Navigate to the Law Registrar page http://law.emory.edu/academics/registrar/index.html

STEP 2: Expand the Registrar menu and click on “Class Schedules”
Ready to Register? Expand the Resources menu and select OPUS to redirect to your student portal.

Not sure what to choose? Look at the course descriptions under the Academic Catalog for more information.

Click to expand the course listings and review the available courses and schedules.
Logging onto OPUS http://www.opus.emory.edu.

Enter your NET ID. (This is the same ID that you use for your email account.) For instance, if your email address were imalawstudent@emory.edu, your Login ID would be “imalawstudent”.

Enter your password. (This should be the same as the password you use to access your email account.)

If you receive an error message after entering your correct Login ID and Password, please contact the Information Technology Division at 404-727-7777 or visit their website at http://it.emory.edu OR use one of the helpful links located on OPUS the log-in page.
Review Enrollment Dates: Shopping Cart (a.k.a. Validation Appointment) and Enrollment Appointments days/times are viewable in your Student Center.

The Law School assigns multiple appointments for enrollment:
Pre-registration ("shopping cart") = add classes to your shopping cart to configure a schedule and to view any time conflicts, required permission, etc. for your desired courses. Enrollment into the courses is **not** guaranteed so have a back-up plan!

Pre-Selection Block = special registration appointment for Seminars, Doing Deals, etc.
General Registration Block = 24-hour enrollment window from 9:00PM – 9:00PM assigned by academic level, 16 credit hours.
Open Registration Block = open Enrollment (students may add or swap classes with open seats and appropriate permission to their schedule, up to the allowed credit limit. Closed classes will **not** be opened to accommodate extra students.)

**PLAN ACCORDINGLY!**
Search and Add Classes to the Shopping Cart:

Search Method #1:
If still viewing your enrollment appointment information under the Term Information Tab, simply select the “Add” tab on the far left.

Search Method #2:
From your Home Page, click “Enroll” under the Academics Tab and select the appropriate term and CONTINUE.
**Targeted Search:**
The simplest method for locating your classes in OPUS is to first go to Registrar’s page
http://law.emory.edu/academics/registrar/index.html and look at the Class Schedule for the current or
upcoming semester. Write down the 4-digit class number for each class. Enter the 4-digit number in
the box and click ENTER.

**Open Search:**
When searching for classes make sure you are searching the correct semester and have checked the box that says “Show
Open Classes Only.” From there you can search by Subject, Course Number, Start/End Time, Class Number, Days of Week,
Instructor’s Name, Course Keyword (if you’re not sure of the entire class name), Min/Max Units (Credit Hours), Campus,
and/or Location.
Choose the classes you’re interested by clicking on “Select Class”, set your enrollment preferences if available, then add them to your shopping cart by clicking NEXT.

**NOTE** If you didn’t check the option “Show Open Classes Only”, pay close attention to the symbols next to the class as they will tell you whether the class is Open or Closed.

**DISCLAIMER:** ADDING CLASSES TO YOUR SHOPPING CART DOES NOT GUARANTEE YOUR ENROLLMENT INTO THE CLASS. ENROLLMENT IS STRICTLY BASED ON AVAILABLE SEATS AT THE TIME OF YOUR DESIGNATED APPOINTMENT. EXCEPTIONS WILL NOT BE GRANTED.
When your enrollment period is open, SELECT the preferred class or classes from the Shopping Cart and click the ENROLL button. Only select those that are of utmost priority to attempt enrolling in first. If you do not have a preference then click “Proceed to Step 2 of 3” to attempt enrolling in your shopping cart classes. The system will attempt to enroll you in each class alphabetically.

**NOTE:** Though the course may show as open at the time you click enroll, there is no guarantee that you will be enrolled as the seats could be filled before your transaction has finished processing.

"Validate" your enrollment to confirm there are no time conflicts or other potential errors.
Finish Enrolling: To complete your enrollment, select Finish Enrolling. The final step will reveal whether the class or classes added were successful or if an error occurred. Click my class schedule to view the classes that have been successful.

The Add Class page will reappear. Select the correct semester and click on Continue; then search, if necessary, to locate another class.

If a red X appears next to one or more of your course selections be sure to read the message to identify the issue.