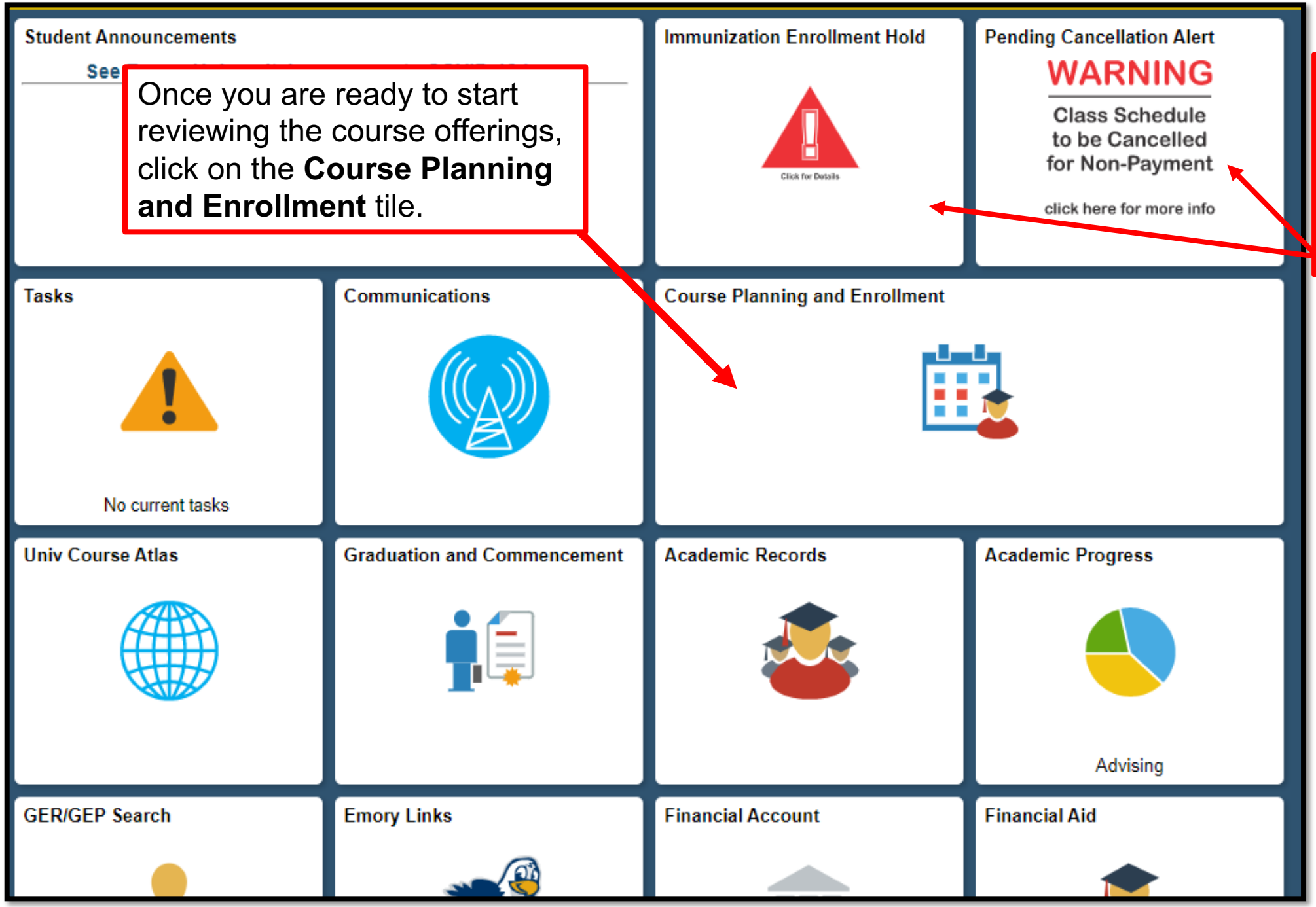
BEFORE you attempt to add courses to your shopping cart or enroll in courses, you should visit the Law Registrar webpage at https://law.emory.edu/academics/registrar.

Once you are on the webpage, scroll to the bottom of the page for a full listing of informational services that the Law Registrar provides.

For the purposes of registering for classes, it is very important to review the **REGISTRATION**, **CLASS SCHEDULES** and **COURSE DESCRIPTIONS**.

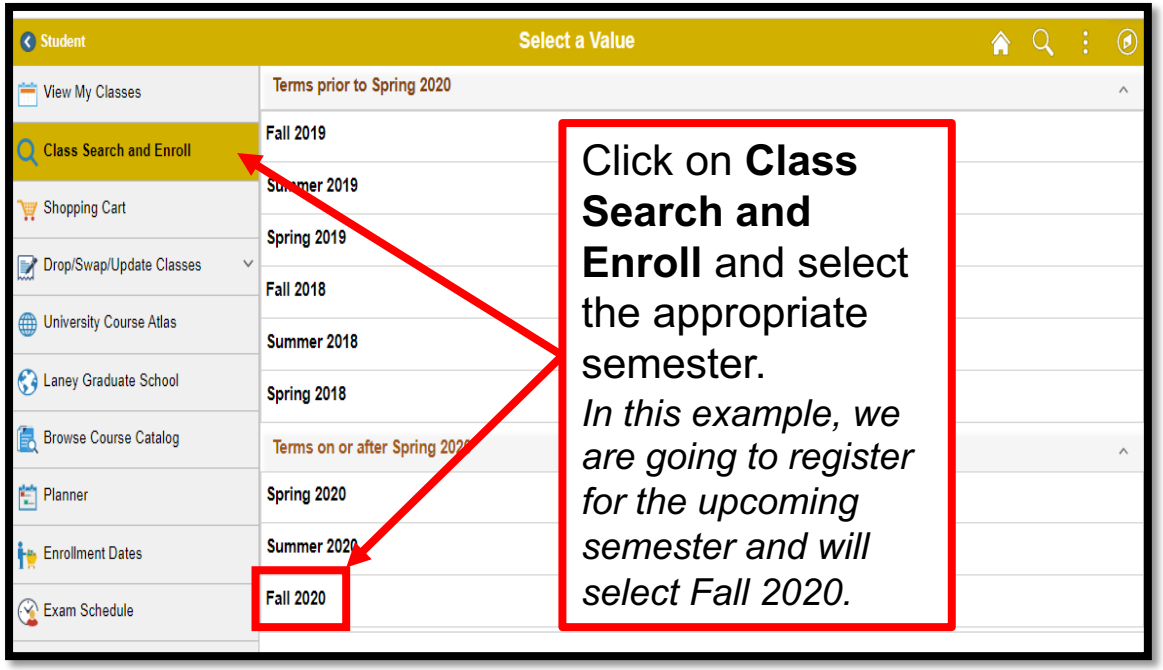
Registering in OPUS: From Shopping Cart to Waitlist

SHOPPING CART



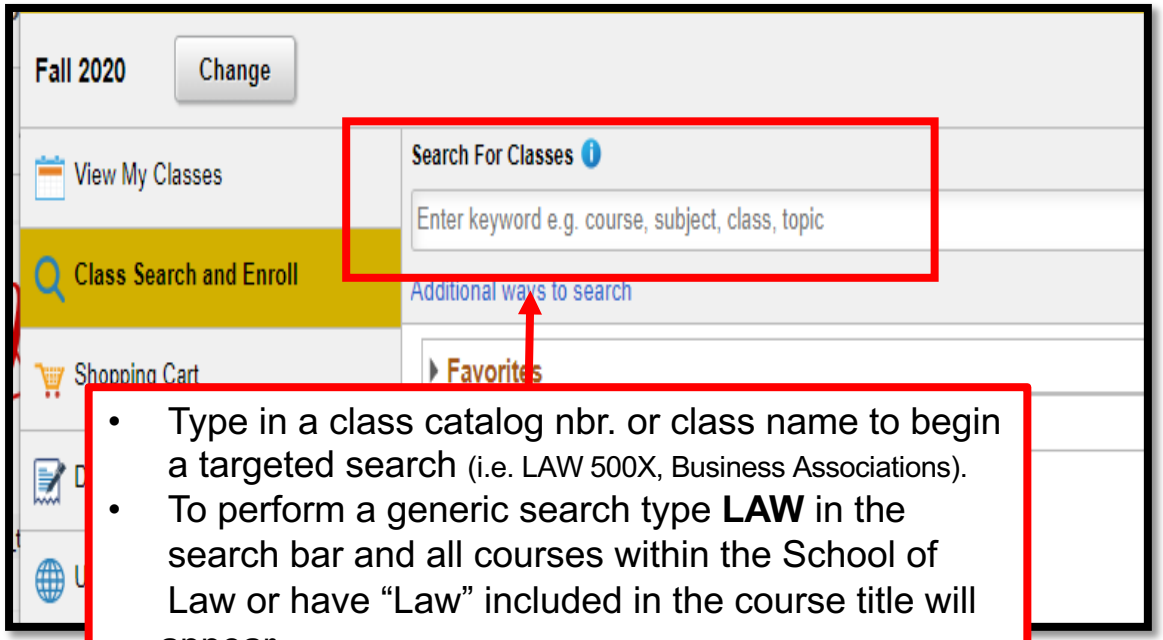
Once you are ready to start reviewing the course offerings, click on the **Course Planning and Enrollment** tile.

Check if there are any alerts needing urgent attention (i.e. immunization hold, financial hold, etc.).
*****You will not be able to register for classes if a financial hold has been placed on the account. Contact the Student Financials Office immediately.*****

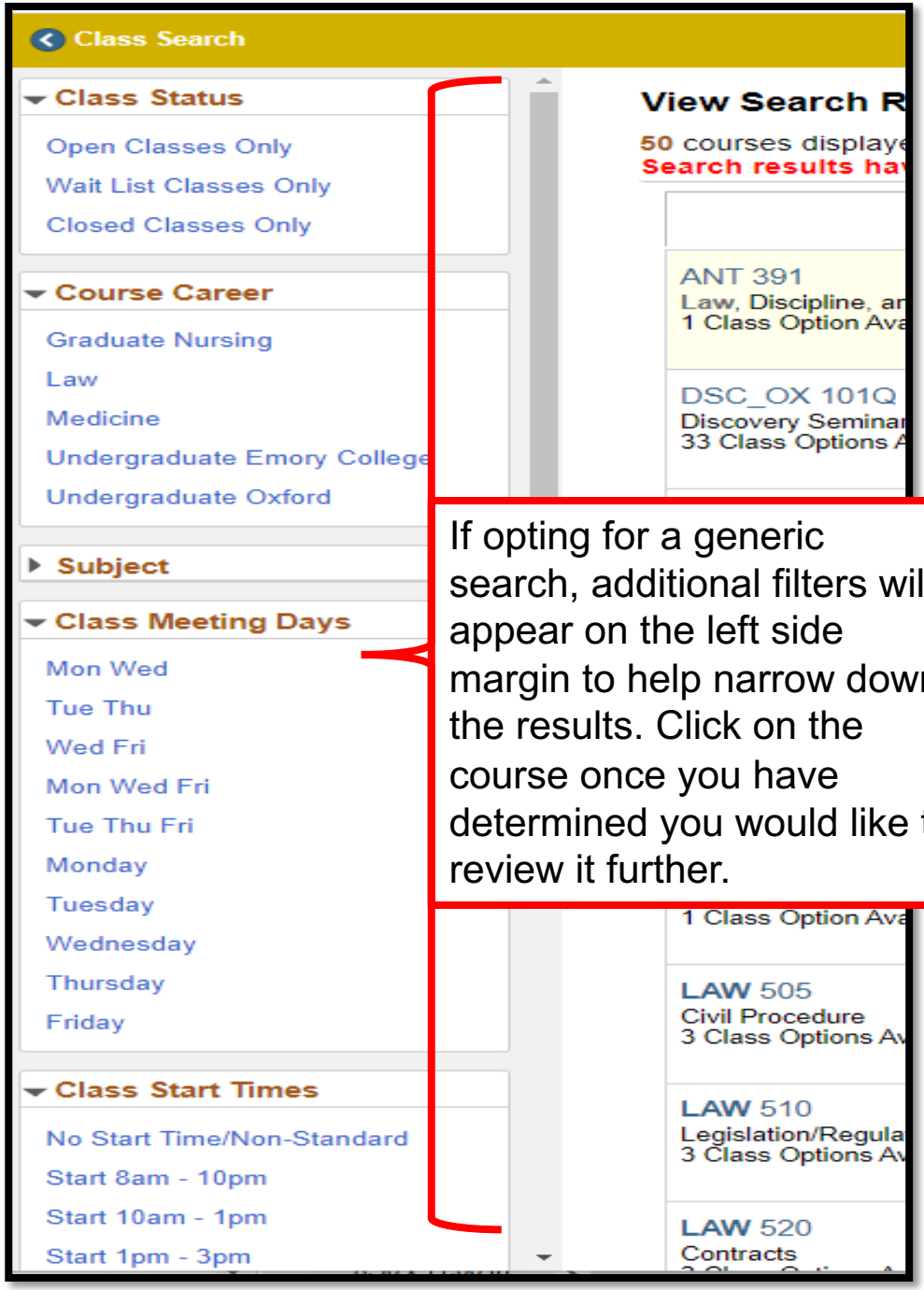


Click on **Class Search and Enroll** and select the appropriate semester.

In this example, we are going to register for the upcoming semester and will select Fall 2020.



- Type in a class catalog nbr. or class name to begin a targeted search (i.e. LAW 500X, Business Associations).
- To perform a generic search type **LAW** in the search bar and all courses within the School of Law or have "Law" included in the course title will appear.



If opting for a generic search, additional filters will appear on the left side margin to help narrow down the results. Click on the course once you have determined you would like to review it further.

1. Click on the course or section of the course to place in the shopping cart.

View My Classes
Shopping Cart
Drop/Swap/Update Classes
University Course Atlas
Laney Graduate School
Browse Course Catalog
Planner
Enrollment Dates
Exam Schedule

LAW 500X

Course Information

Units 3.00
Grading Student Option
Components Lecture
Course Career Law

Class Selection

Select a class option
Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - Class 4521 - Section 001	08/17/2020 - 11/23/2020	Monday Wednesday 2:15PM to 3:45PM	Gambrell Hall - 1E	Audra Savage	Open Seats 85 of 85
2	Open	Regular Academic Session	Lecture - Class 4576 - Section 002	08/17/2020 - 11/23/2020	Tuesday Thursday 9:00AM to 10:30AM	Gambrell Hall - 1E	Richard D Freer	Open Seats 90 of 90

2. Review the class selection, and if satisfied, click NEXT in the top right hand corner.

Exit
Class Search and Enroll
Previous
Next

1 Select Academic Career Complete
2 Review Class Selection Visited
3 Review Class Preferences Not Started
4 Enroll or Add to Cart Not Started
5 Review and Submit Not Started

Step 2 of 5: Review Class Selection

You have selected

LAW 500X Business Associations

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4046 - Section 002	Regular Academic Session	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Waitlist Available Places 4 of 5

3. Review the course preferences and make any changes as desired, if applicable. Proceed by clicking ACCEPT.

Class Search and Enroll
Previous
Accept

2 Review Class Selection Complete
3 Review Class Preferences In Progress
4 Enroll or Add to Cart Not Started
5 Review and Submit Not Started

LAW 500X Business Associations

Lecture - Class 4046 - Section 002 - Wait List

Permission Number

Grading Basis

Graded

4. Select to **Add to Shopping Cart**. *The "Enroll" radio button will be disabled at this time, do not select.* Proceed by clicking NEXT.

Exit
Class Search and Enroll
Previous
Next

2 Review Class Selection Complete
3 Review Class Preferences Complete
4 Enroll or Add to Cart Visited
5 Review and Submit Not Started

Do you wish to enroll or add the class to your Shopping Cart?

Enroll
Add to Shopping Cart

COURSE DETAILS

LAW 821

SEM: Corporate Governance

Add to favorite courses

Course Information

Units	3.00
Grading	Graded
Components	Seminar
Course Career	Law

Class Selection

Select a class option

Option	Status	Session	Class
1	Open	Regular Academic Session	Seminar - Class 4810 - Section 001

When selecting a course, it is recommended that you take a moment to view the “Course Information” drop down section.

This will tell you the grading basis of the course, the credit hour value, and course component.

Additional information—enrollment requirements, class notes, permission required, etc.—can be found if clicking on the hyperlink located under the CLASS column. *It is important for you to review this information prior to registering for the course to save yourself headache and hassle when you cannot enroll in the course and lose a spot in another course.*

Meeting Information | Enrollment Information | Class Details | Class Availability

LAW 821 SEM: Corporate Governance

Seminar - Class 4810 - Section 001

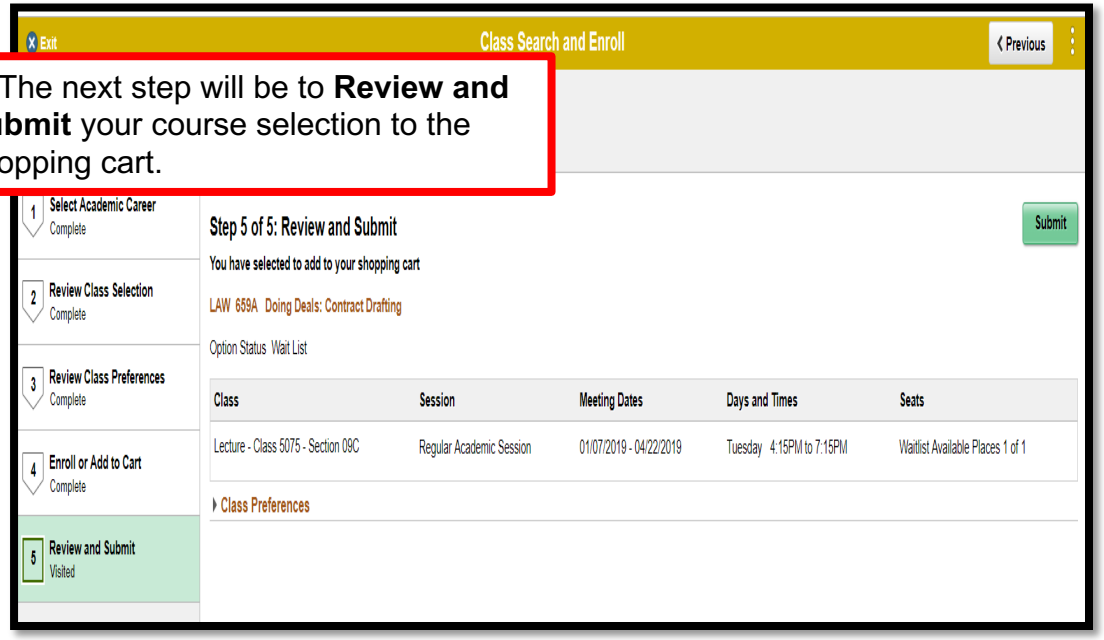
Status : Open

No Enrollment Requirements

No Class Notes

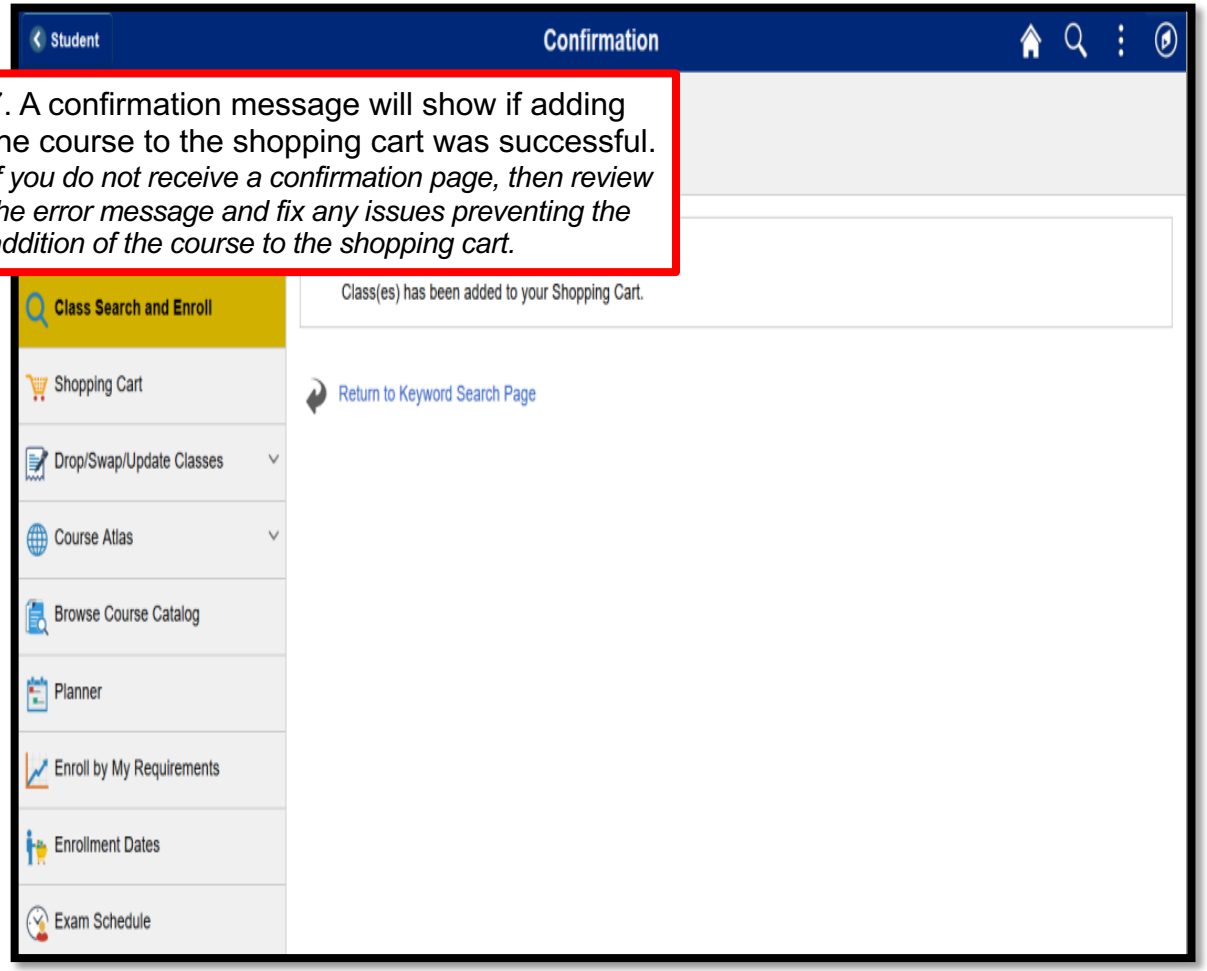
Add Consent Department Consent Required

5. The next step will be to **Review and Submit** your course selection to the shopping cart.

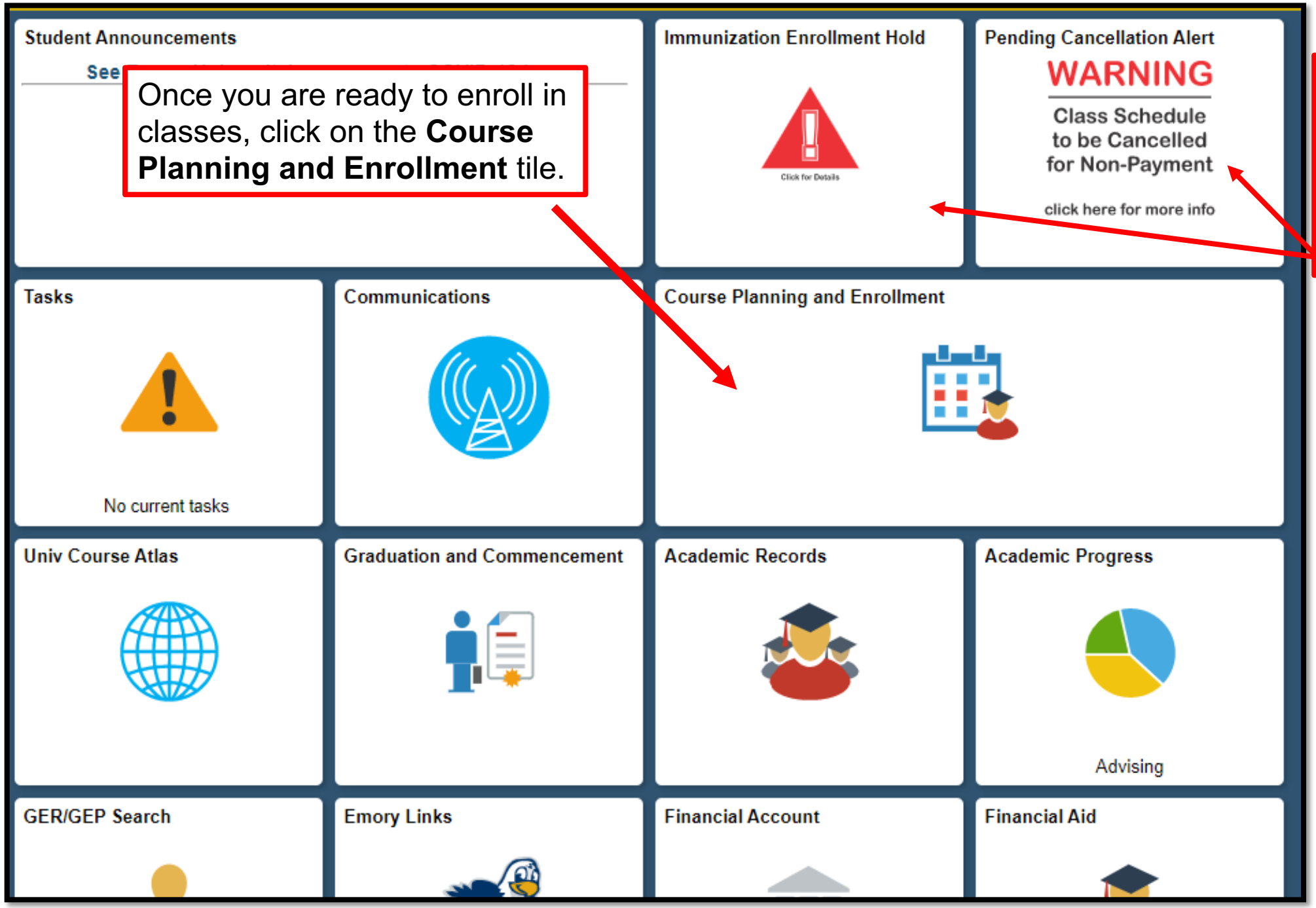


6. The final step will be to select **YES** to submitting the course selection to the shopping cart.

7. A confirmation message will show if adding the course to the shopping cart was successful. *If you do not receive a confirmation page, then review the error message and fix any issues preventing the addition of the course to the shopping cart.*

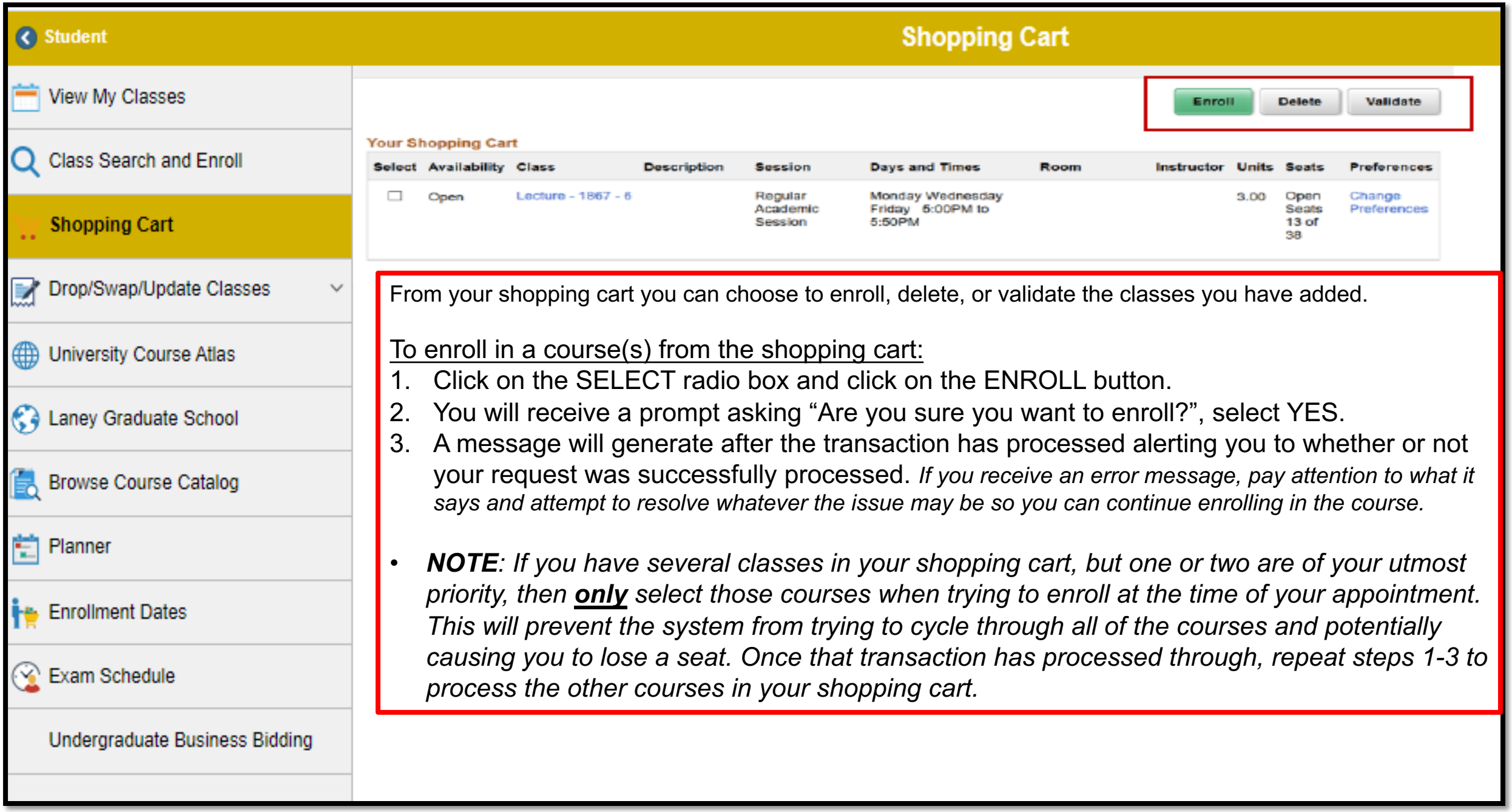


ENROLL FROM SHOPPING CART



Once you are ready to enroll in classes, click on the **Course Planning and Enrollment** tile.

Check if there are any alerts needing urgent attention (i.e. immunization hold, financial hold, etc.).
*****You will not be able to register for classes if a financial hold has been placed on the account. Contact the Student Financials Office immediately.*****



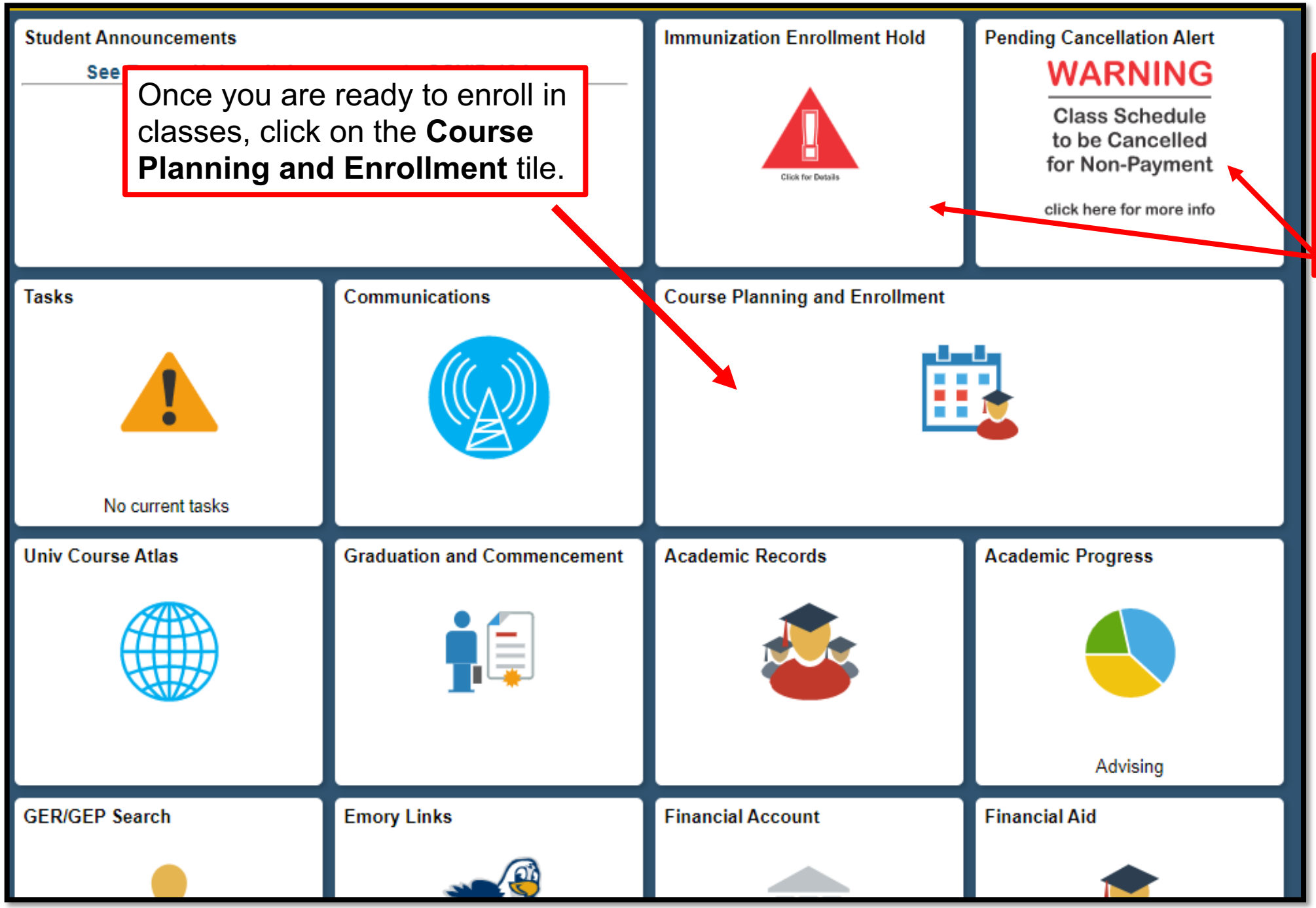
From your shopping cart you can choose to enroll, delete, or validate the classes you have added.

<u>To enroll in a course(s) from the shopping cart:</u>

1. Click on the SELECT radio box and click on the ENROLL button.
2. You will receive a prompt asking “Are you sure you want to enroll?”, select YES.
3. A message will generate after the transaction has processed alerting you to whether or not your request was successfully processed. *If you receive an error message, pay attention to what it says and attempt to resolve whatever the issue may be so you can continue enrolling in the course.*

- ***NOTE**: If you have several classes in your shopping cart, but one or two are of your utmost priority, then **<u>only</u>** select those courses when trying to enroll at the time of your appointment. This will prevent the system from trying to cycle through all of the courses and potentially causing you to lose a seat. Once that transaction has processed through, repeat steps 1-3 to process the other courses in your shopping cart.*

DIRECTLY ENROLL IN CLASSES



Once you are ready to enroll in classes, click on the **Course Planning and Enrollment** tile.

Check if there are any alerts needing urgent attention (i.e. immunization hold, financial hold, etc.).
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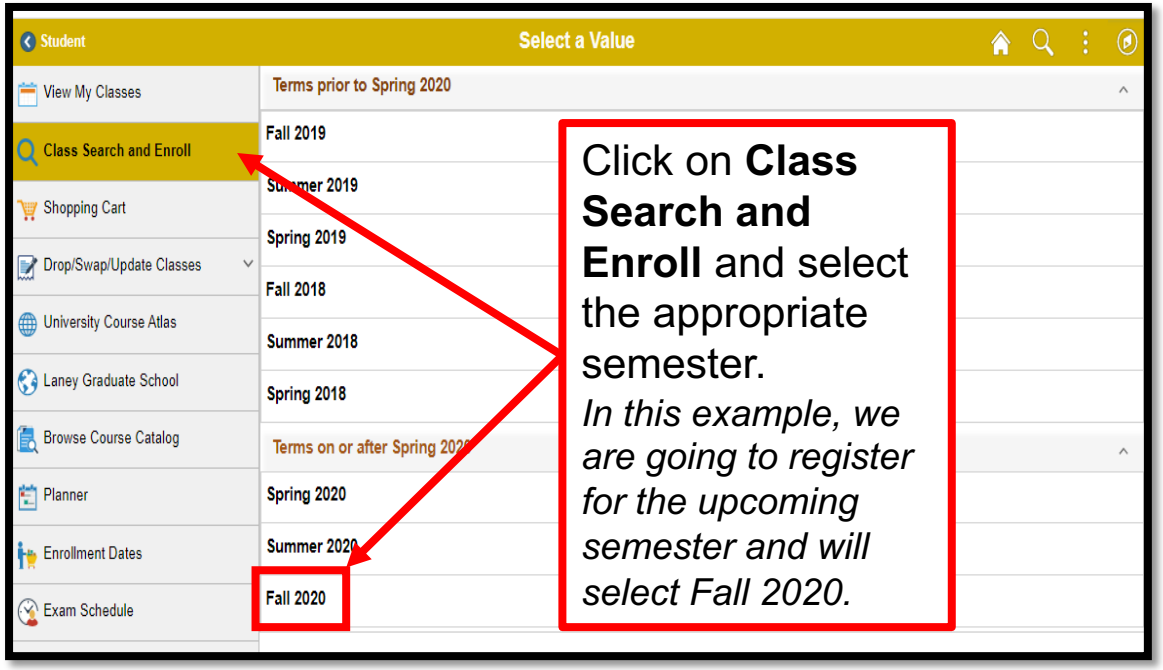
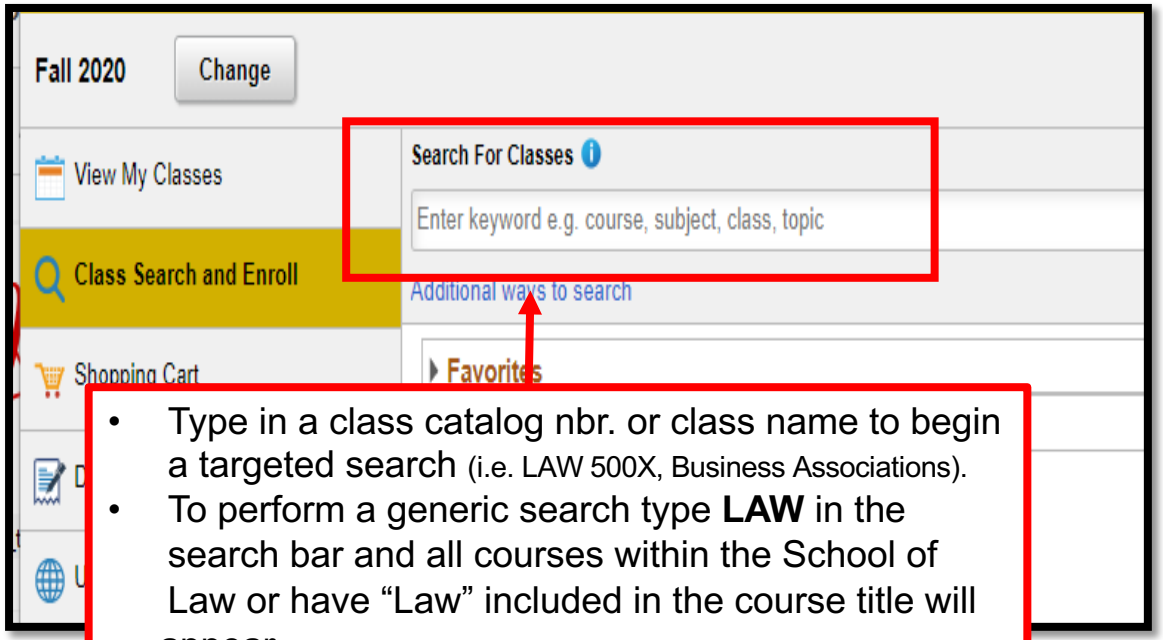
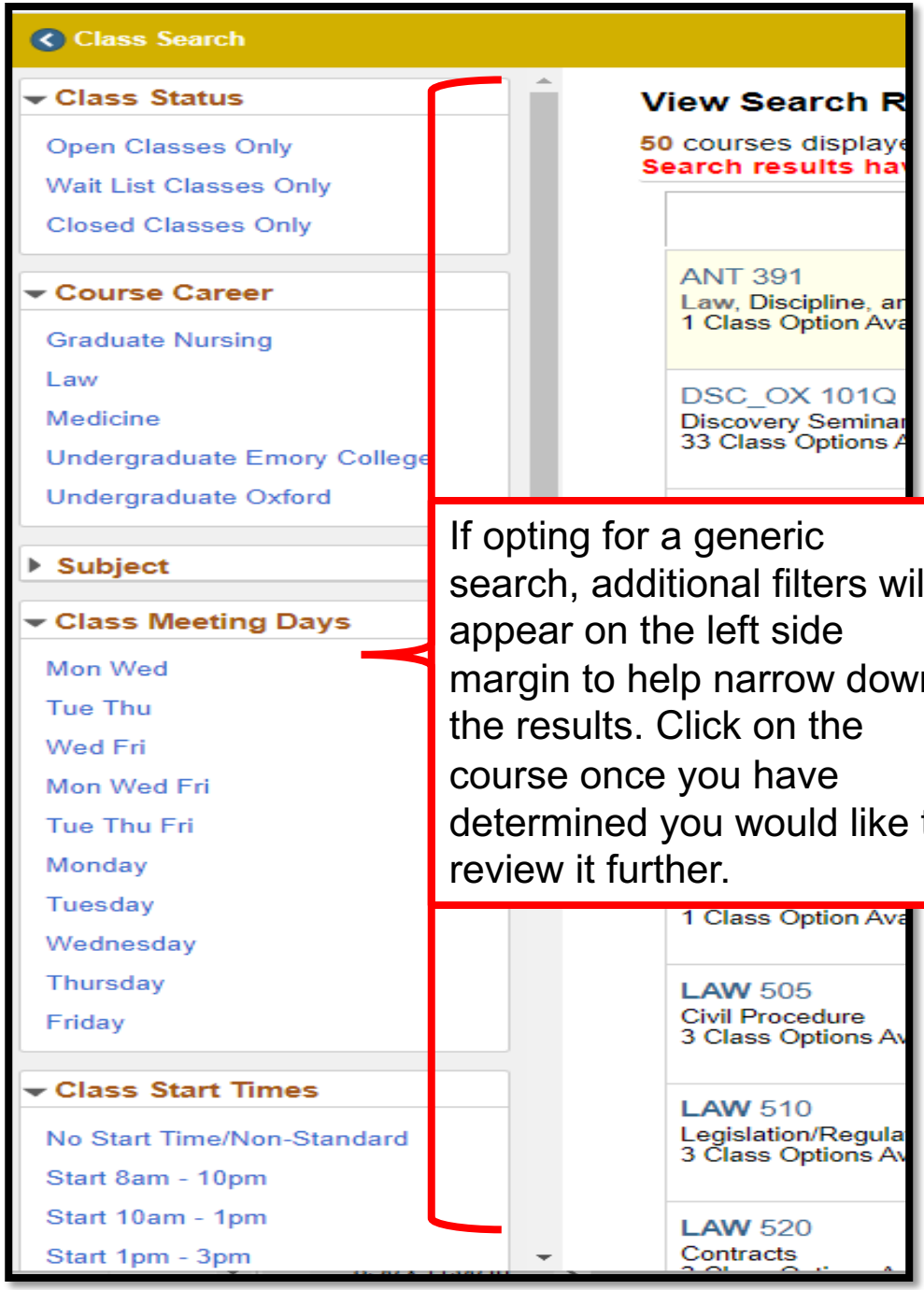


Click on **Class Search and Enroll** and select the appropriate semester.

In this example, we are going to register for the upcoming semester and will select Fall 2020.



- Type in a class catalog nbr. or class name to begin a targeted search (i.e. LAW 500X, Business Associations).
- To perform a generic search type **LAW** in the search bar and all courses within the School of Law or have "Law" included in the course title will appear.



If opting for a generic search, additional filters will appear on the left side margin to help narrow down the results. Click on the course once you have determined you would like to review it further.

1. Click on the course or section of the course you are attempting to enroll in.

View My Classes
Shopping Cart
Drop/Swap/Update Classes
University Course Atlas
Laney Graduate School
Browse Course Catalog
Planner
Enrollment Dates
Exam Schedule

LAW 500X

Course Information

Units 3.00
Grading Student Option
Components Lecture
Course Career Law

Class Selection

Select a class option
Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - Class 4521 - Section 001	08/17/2020 - 11/23/2020	Monday Wednesday 2:15PM to 3:45PM	Gambrell Hall - 1E	Audra Savage	Open Seats 85 of 85
2	Open	Regular Academic Session	Lecture - Class 4576 - Section 002	08/17/2020 - 11/23/2020	Tuesday Thursday 9:00AM to 10:30AM	Gambrell Hall - 1E	Richard D Freer	Open Seats 90 of 90

2. Review the class selection, and if satisfied, click NEXT in the top right hand corner.

Exit
Class Search and Enroll
Previous
Next

1 Select Academic Career Complete
2 Review Class Selection Visited
3 Review Class Preferences Not Started
4 Enroll or Add to Cart Not Started
5 Review and Submit Not Started

Step 2 of 5: Review Class Selection

You have selected

LAW 500X Business Associations

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4046 - Section 002	Regular Academic Session	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Waitlist Available Places 4 of 5

3. Review the course preferences and make any changes as desired, if applicable. Proceed by clicking ACCEPT.

Exit
Class Search and Enroll
Previous
Accept

2 Review Class Selection Complete
3 Review Class Preferences In Progress
4 Enroll or Add to Cart Not Started
5 Review and Submit Not Started

LAW 500X Business Associations

Lecture - Class 4046 - Section 002 - Wait List

Permission Number

Grading Basis

Graded

4. Select **Enroll**. Proceed by clicking NEXT.

Exit
Class Search and Enroll
Previous
Next

1 Select Academic Career Complete
2 Review Class Selection Complete
3 Review Class Preferences Complete
4 Enroll or Add to Cart Visited
5 Review and Submit Not Started

Step 4 of 5: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll
Add to Shopping Cart

COURSE DETAILS

LAW 821

SEM: Corporate Governance

Add to favorite courses

Course Information

Units	3.00
Grading	Graded
Components	Seminar
Course Career	Law

Class Selection

Select a class option

Option	Status	Session	Class
1	Open	Regular Academic Session	Seminar - Class 4810 - Section 001

When selecting a course, it is recommended that you take a moment to view the “Course Information” drop down section.

This will tell you the grading basis of the course, the credit hour value, and course component.

Additional information—enrollment requirements, class notes, permission required, etc.—can be found if clicking on the hyperlink located under the CLASS column. *It is important for you to review this information prior to registering for the course to save yourself headache and hassle when you cannot enroll in the course and lose a spot in another course.*

Meeting Information | Enrollment Information | Class Details | Class Availability

LAW 821 SEM: Corporate Governance

Seminar - Class 4810 - Section 001

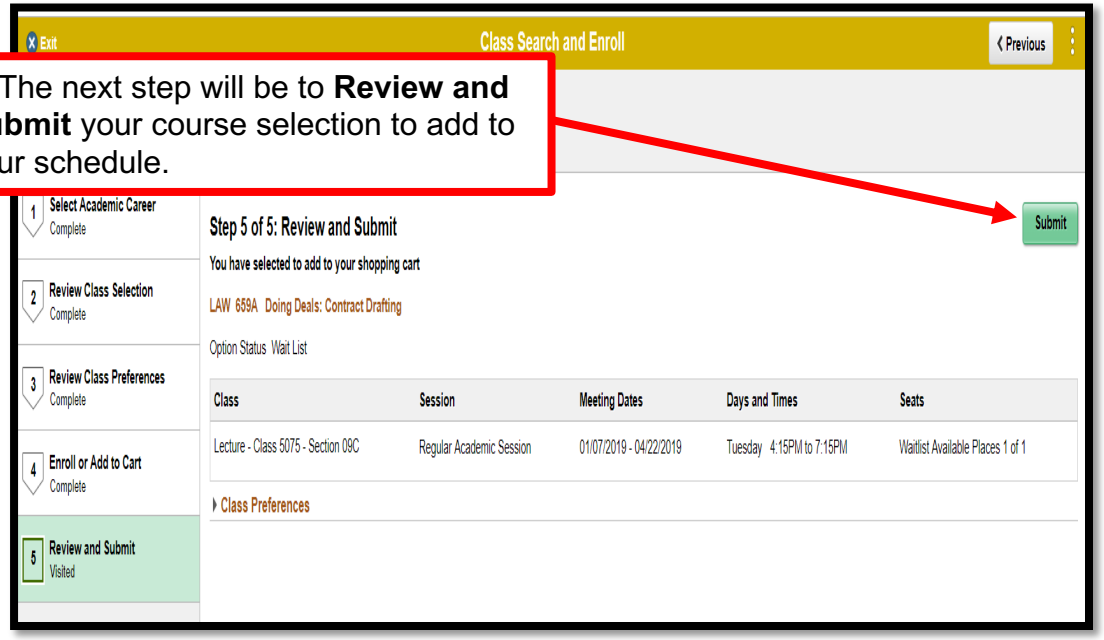
Status : Open

No Enrollment Requirements

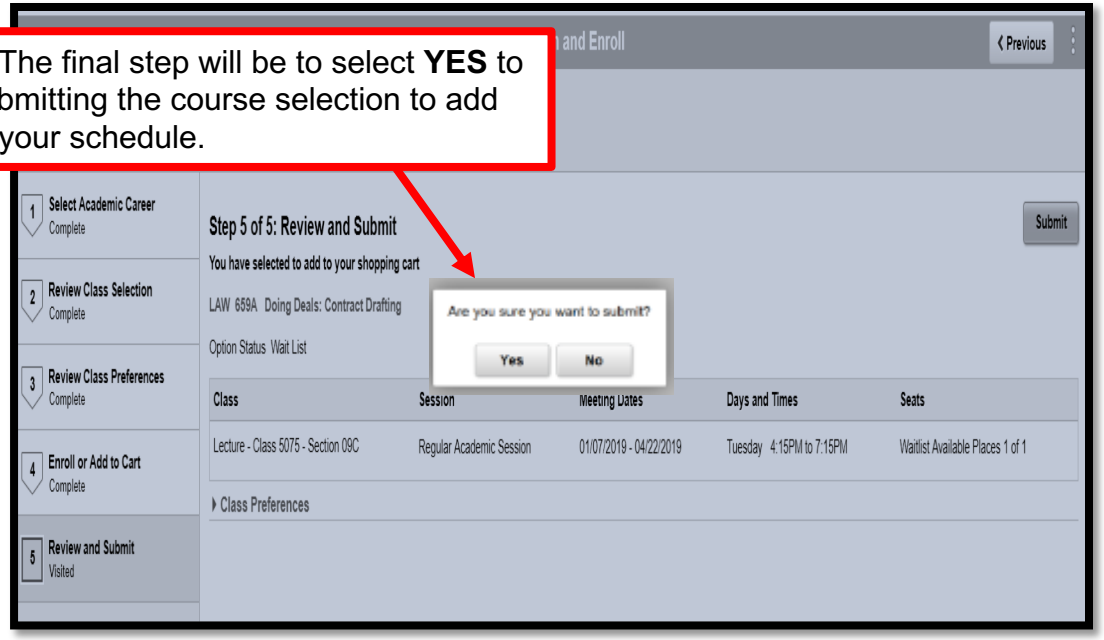
No Class Notes

Add Consent Department Consent Required

5. The next step will be to **Review and Submit** your course selection to add to your schedule.



6. The final step will be to select **YES** to submitting the course selection to add to your schedule.



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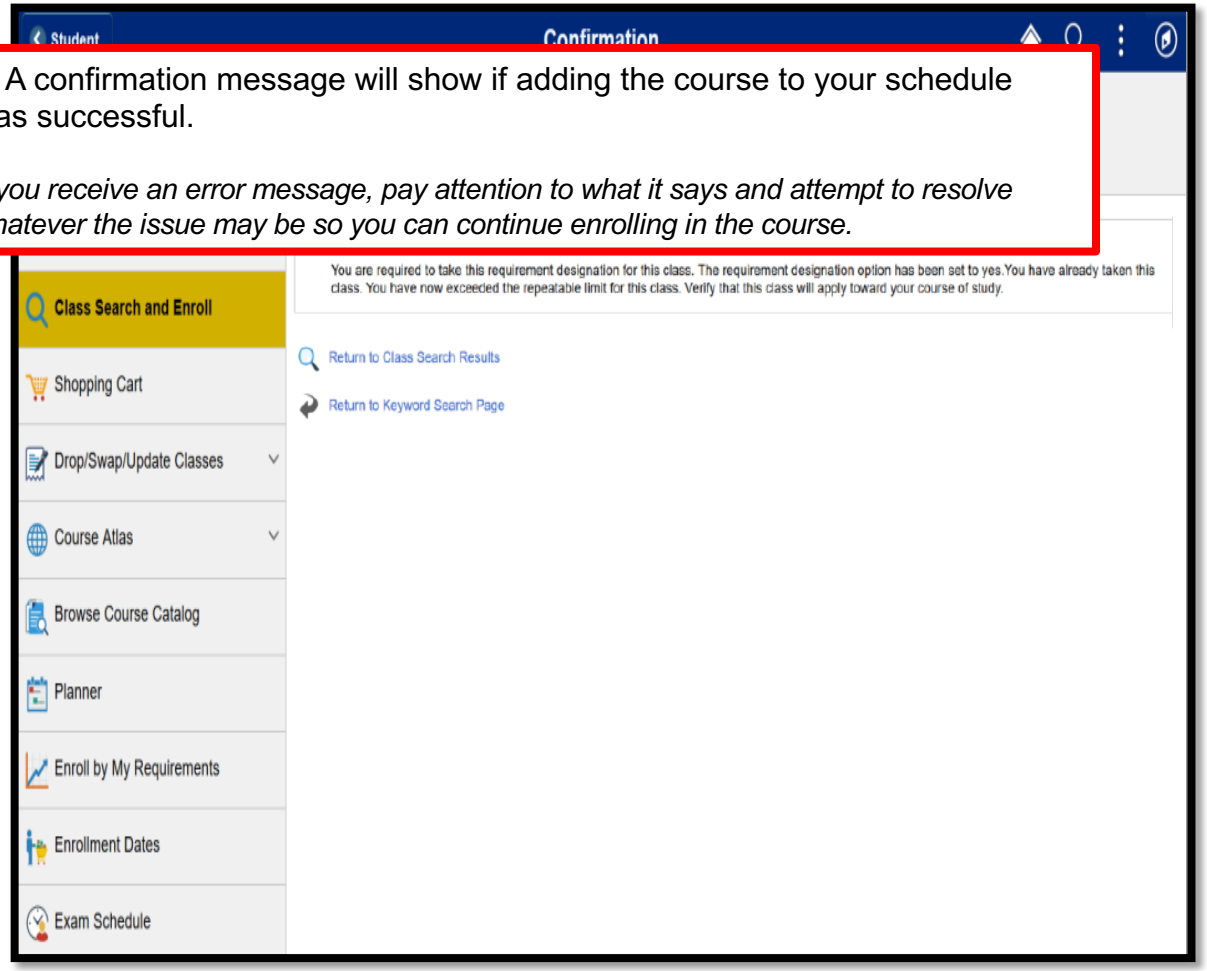


Wait List Training

How to add yourself to a class wait list and how to swap a class if enrolled from a wait list.

***DISCLAIMER**: The wait list process is set up and supported by several University Business Offices, and is not governed by the Law Registrar. You are not required to use the automated wait list process. No other wait lists will be maintained, tracked, or used outside of this process. Enrollment on the wait list, regardless of your waitlist position, does not guarantee enrollment into the class.*

How it works

1. Once all available seats in a class have been filled, OPUS will automatically begin collecting names on a wait list. The wait list will not be available until all open seats in a class have been filled. When a wait listed class has reached its capacity, the wait list feature becomes unavailable and the class will be closed until further notice.

2. The wait list process job will run every 15 minutes through the course of the day during the open enrollment period. When a seat becomes available in a class with an active wait list, the auto-enroll process will evaluate each student on the wait list in sequential order. (e.g. The student with wait list position number 1 will be evaluated first, student with wait list position number 2 will be evaluated second, and so on.)

    a. When auto-enroll evaluates a student for an available seat in a wait listed class and it is found to have enrollment errors (e.g. a time conflict, any hold type on account, exceeding 16 credit hours, etc.) then the system will notify the student that it was unable to enroll in the course and the reason why. The system will then begin to evaluate the next student in the wait list order.

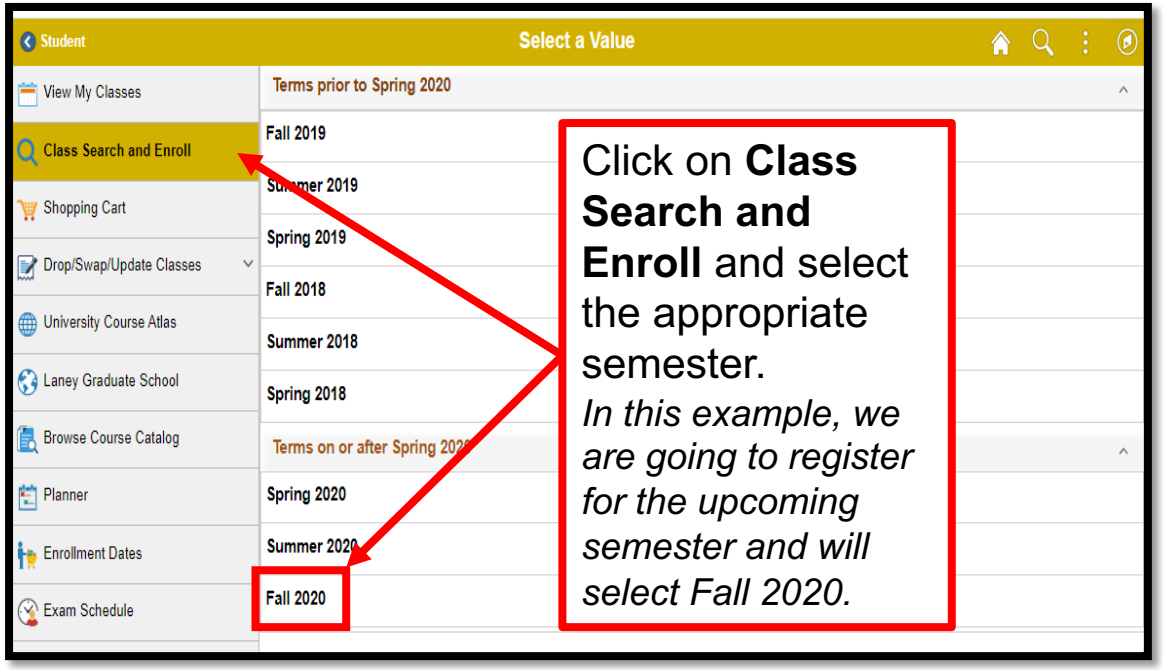
    b. Time conflicts for a class are NOT checked when a student is added to a wait list. The time conflict will only be checked when auto-enroll attempts to move the student from wait list to enrollment. *It is your responsibility to confirm that any course you are wait listing for does not have a time conflict with an existing course on your schedule since the system will not automatically verify your courses.*

    c. When placing yourself on a class wait list, and you are nearing/already enrolled in 16 credit hours or are attempting to register in a different section of the same course, then you must use the SWAP→ Drop if Enrolled feature. This feature allows you to select a class to drop should you be eligible to move from the wait list into the other class. Failure to make such a designation at the time you are registering on to a waitlist will result in you being skipped over and the system moving on to the next eligible student. If you do not do this from the beginning, then the only way to fix it will be to either drop the enrolled course or drop your wait position and start again. Your original wait list position will not be honored.

    d. The only time the course will open for enrollment for anyone not on a wait list is if the wait list has already processed in full and more seats have become available or no students on the wait list are eligible to be placed into the course.

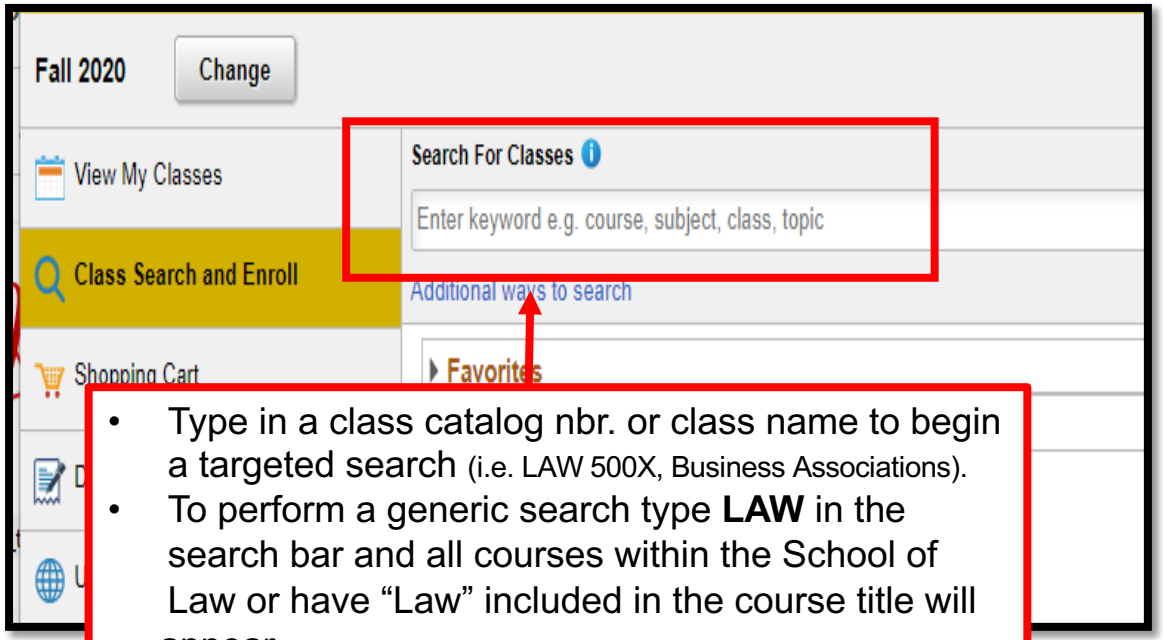
Things to know

1. You will be receiving **A LOT** of emails relating to your status on each wait list you have placed yourself on. These emails will be coming from the University Registrar (registr@emory.edu) email address. It is recommended you check all email folders (e.g. inbox, junk, trash, etc.) to monitor these communications. These communications CANNOT be turned off so asking any staff/administrator to do anything about it will be futile. The emails will be comprised of the following messages:
   a. Welcome to the WL communication – sent nightly
   b. You were not added to the WL communication – student will receive an email **every time** the process attempts to add them to a course but encounters an error (time conflict, pre-req not met, not registered for a co-req, hold on account, etc.). The Auto Enroll process runs every 15 min., so the student will receive a communication every 15 min. until they are either moved into the course or removed from the WL.
   c. You were successfully added to the WL communication – sent nightly when you are successfully enrolled into the class.

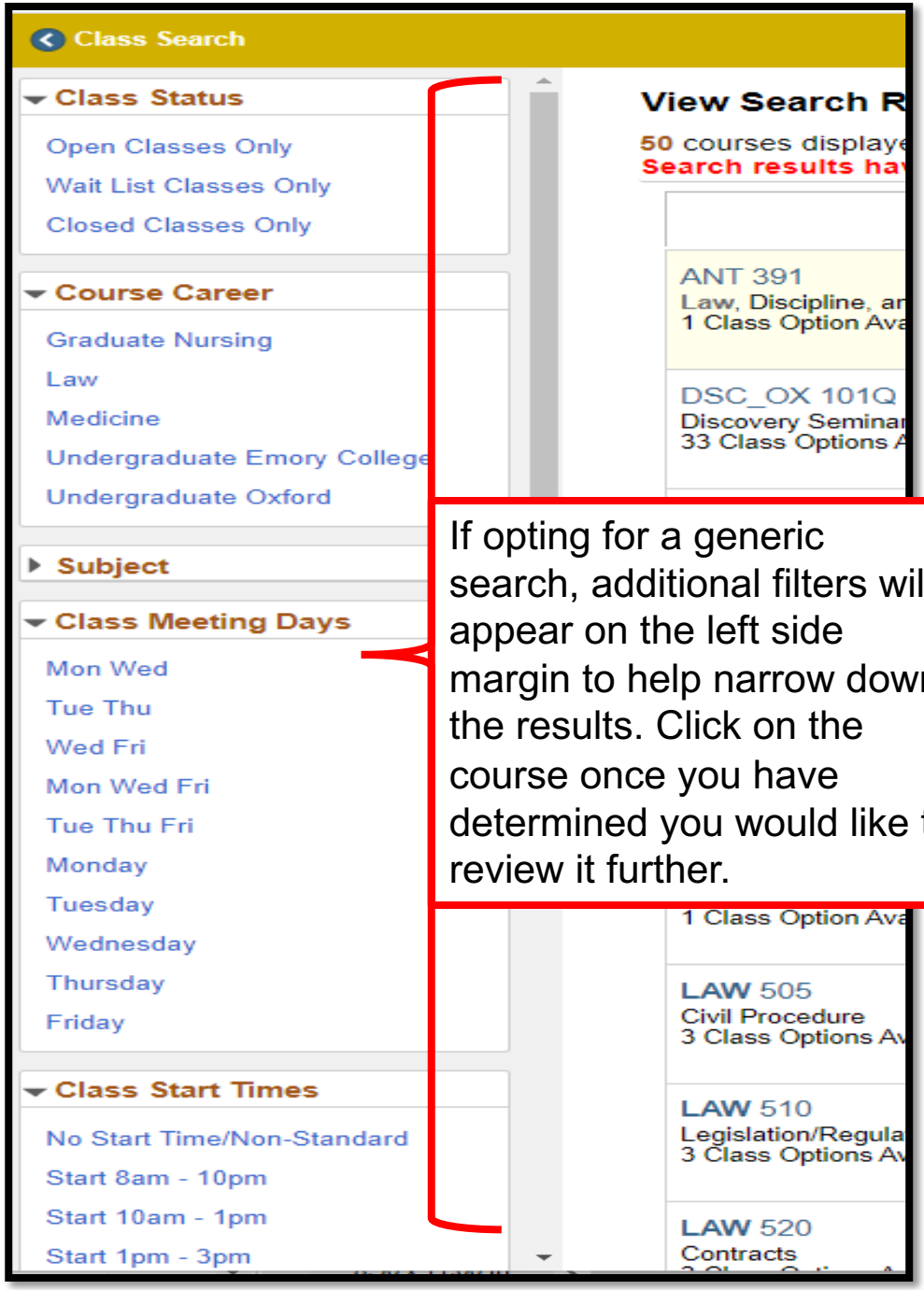


Click on **Class Search and Enroll** and select the appropriate semester.

In this example, we are going to register for the upcoming semester and will select Fall 2020.

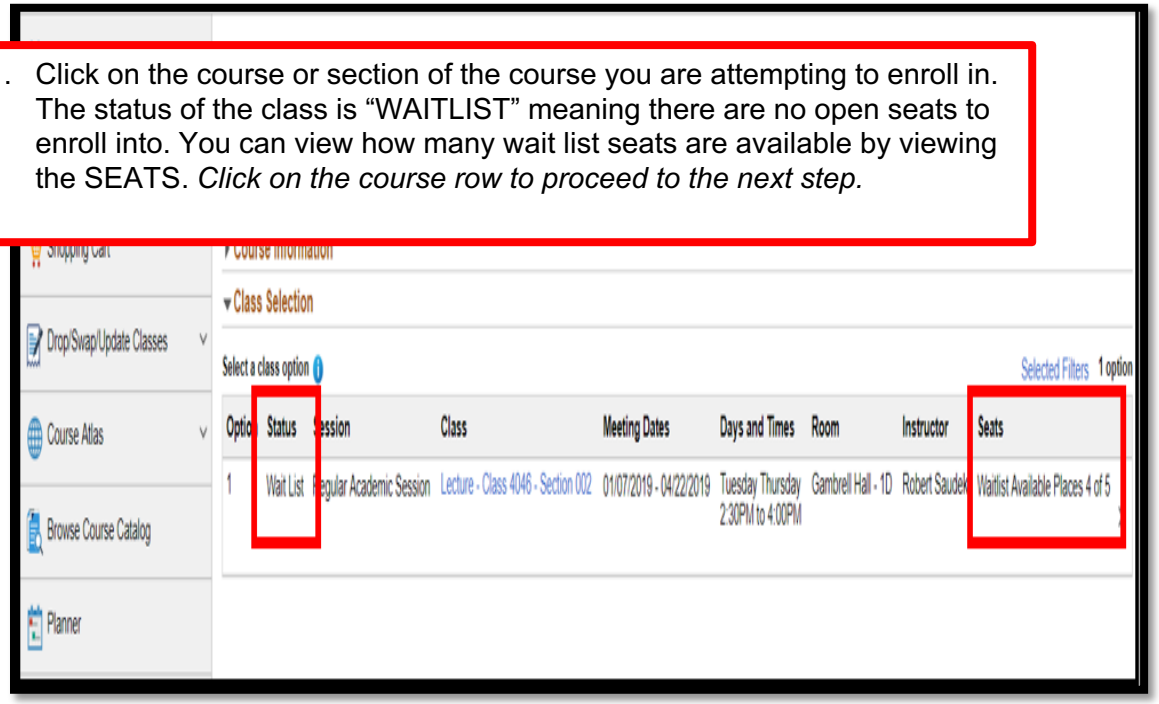


- Type in a class catalog nbr. or class name to begin a targeted search (i.e. LAW 500X, Business Associations).
- To perform a generic search type **LAW** in the search bar and all courses within the School of Law or have "Law" included in the course title will appear.

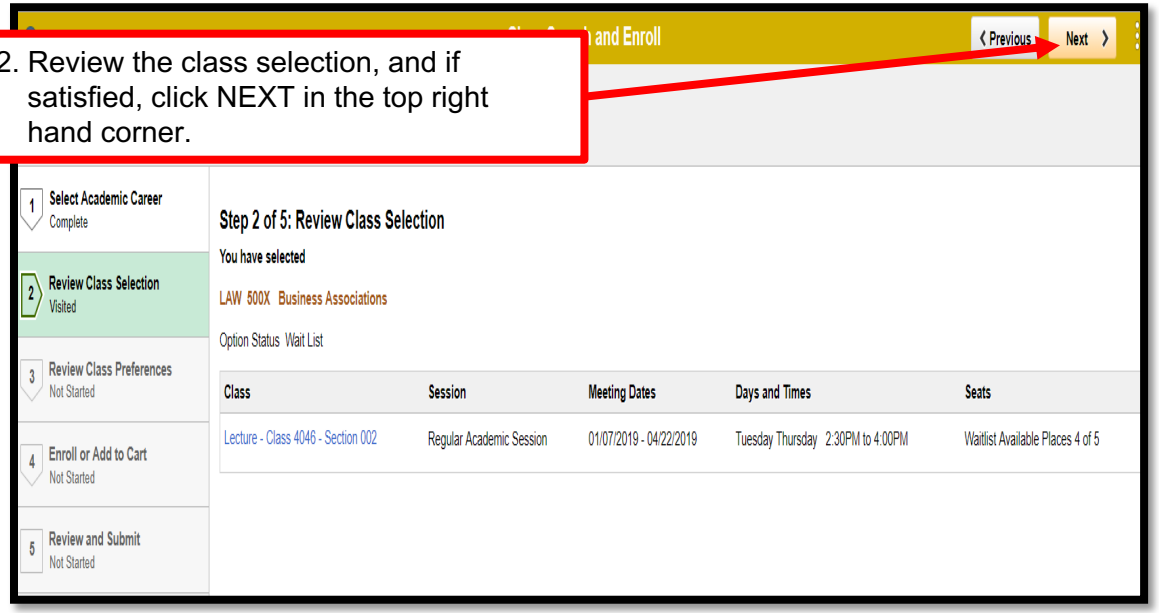


If opting for a generic search, additional filters will appear on the left side margin to help narrow down the results. Click on the course once you have determined you would like to review it further.

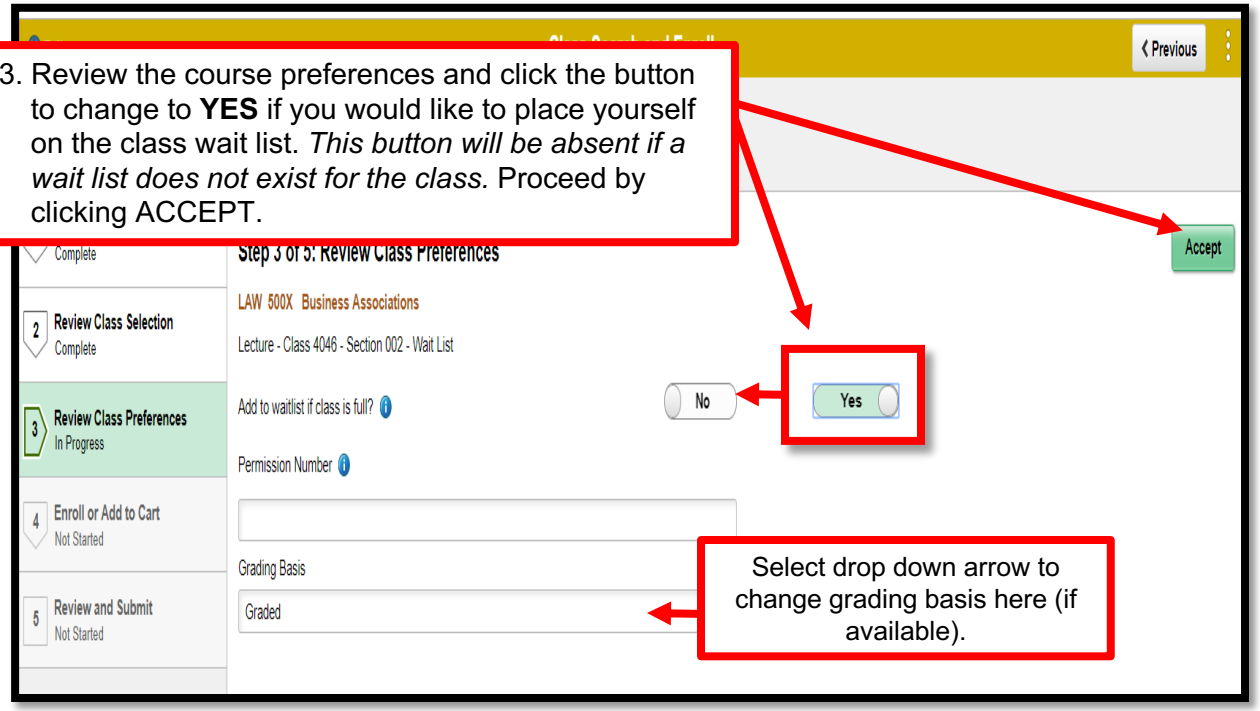
1. Click on the course or section of the course you are attempting to enroll in. The status of the class is “WAITLIST” meaning there are no open seats to enroll into. You can view how many wait list seats are available by viewing the SEATS. *Click on the course row to proceed to the next step.*



2. Review the class selection, and if satisfied, click NEXT in the top right hand corner.

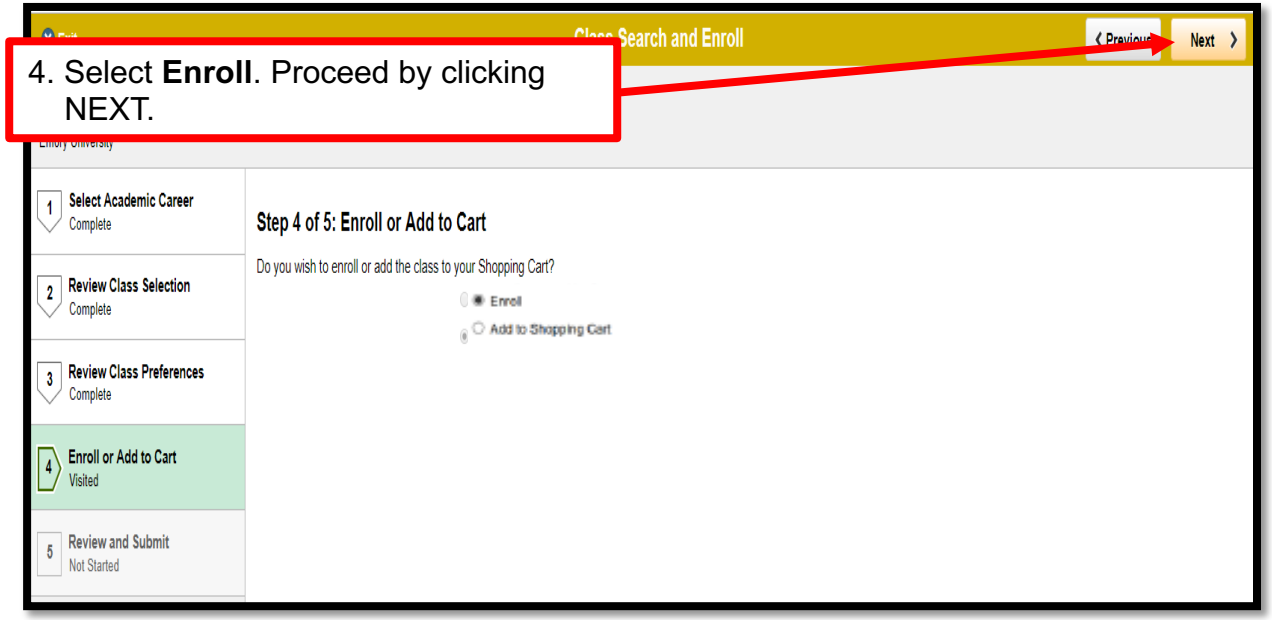


3. Review the course preferences and click the button to change to **YES** if you would like to place yourself on the class wait list. *This button will be absent if a wait list does not exist for the class.* Proceed by clicking ACCEPT.



Select drop down arrow to change grading basis here (if available).

4. Select **Enroll**. Proceed by clicking NEXT.



COURSE DETAILS

LAW 821

SEM: Corporate Governance

Add to favorite courses

Course Information

Units	3.00
Grading	Graded
Components	Seminar
Course Career	Law

Class Selection

Select a class option

Option	Status	Session	Class
1	Open	Regular Academic Session	Seminar - Class 4810 - Section 001

When selecting a course, it is recommended that you take a moment to view the “Course Information” drop down section.

This will tell you the grading basis of the course, the credit hour value, and course component.

Additional information—enrollment requirements, class notes, permission required, etc.—can be found if clicking on the hyperlink located under the CLASS column. *It is important for you to review this information prior to registering for the course to save yourself headache and hassle when you cannot enroll in the course and lose a spot in another course.*

Meeting Information | Enrollment Information | Class Details | Class Availability

LAW 821 SEM: Corporate Governance

Seminar - Class 4810 - Section 001

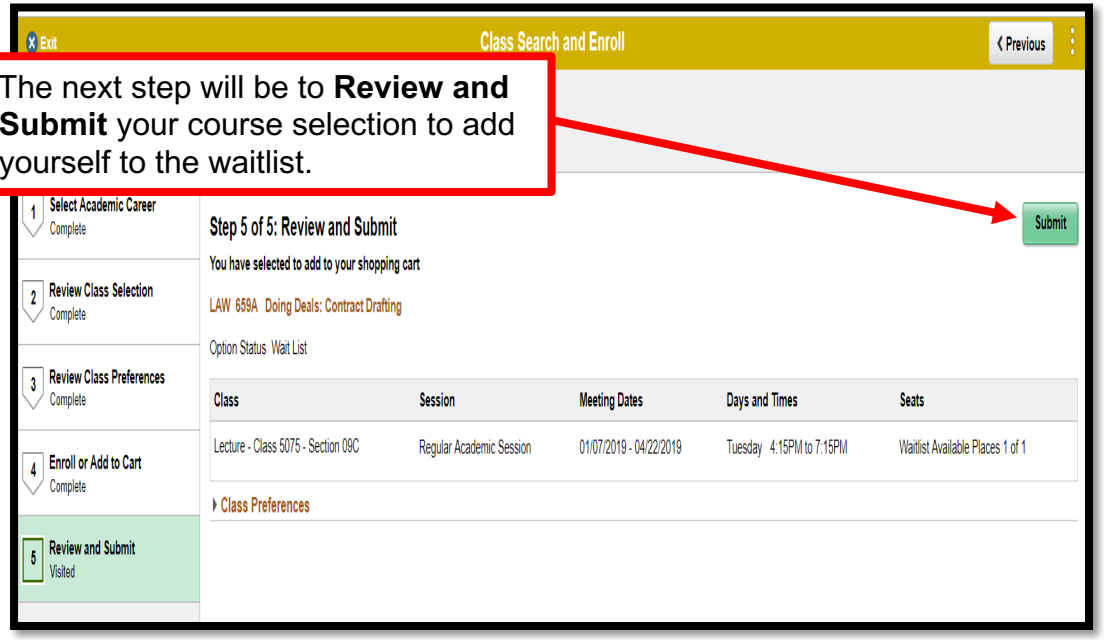
Status : Open

No Enrollment Requirements

No Class Notes

Add Consent Department Consent Required

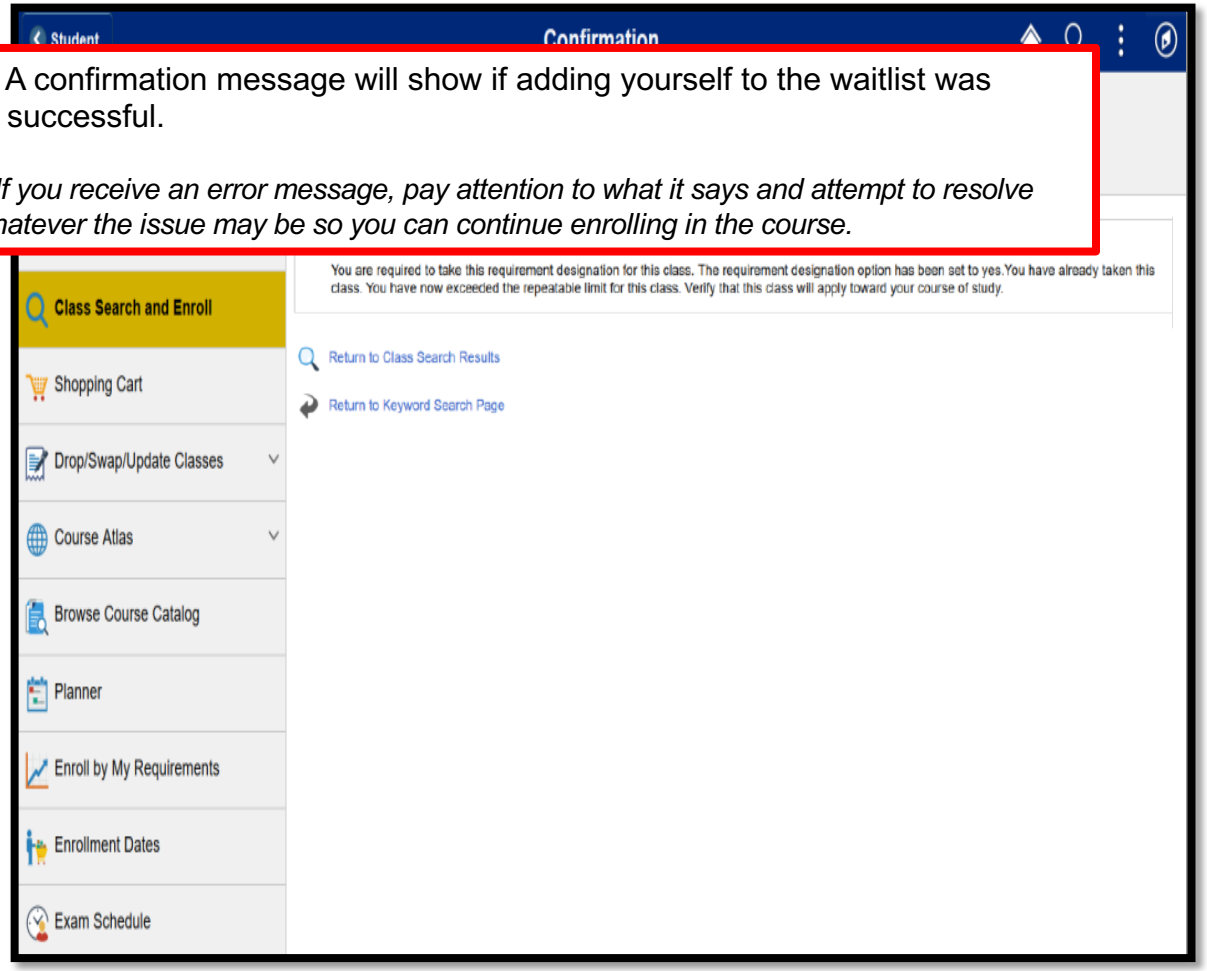
5. The next step will be to **Review and Submit** your course selection to add yourself to the waitlist.



6. The final step will be to select **YES** to submitting the course selection to add yourself to the waitlist.

7. A confirmation message will show if adding yourself to the waitlist was successful.

***If you receive an error message, pay attention to what it says and attempt to resolve whatever the issue may be so you can continue enrolling in the course.*



Waitlist SWAP→ Drop if Enrolled

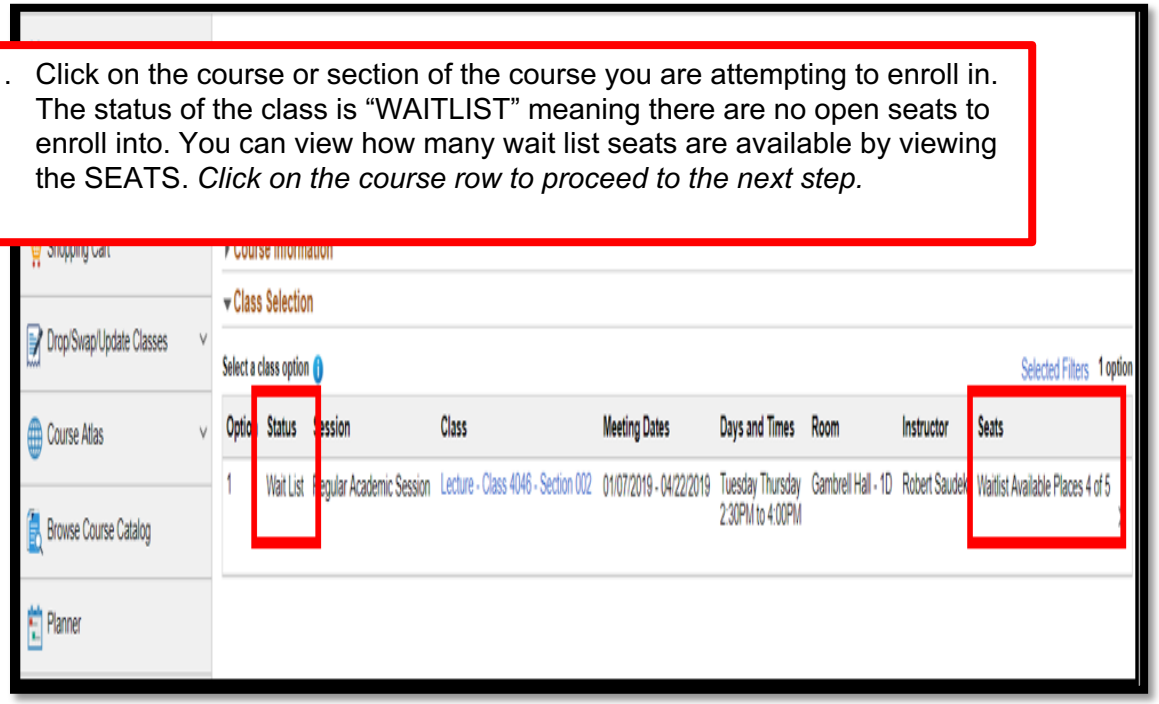
DO NOT ADD YOURSELF TO THE CLASS WAITLIST BEFORE EXECUTING THIS PROCESS.

If you have already waitlisted yourself into the course before executing the "swap" process then you will have to remove yourself from the waitlisted course—losing your wait listed position—and re-enroll on the wait list.

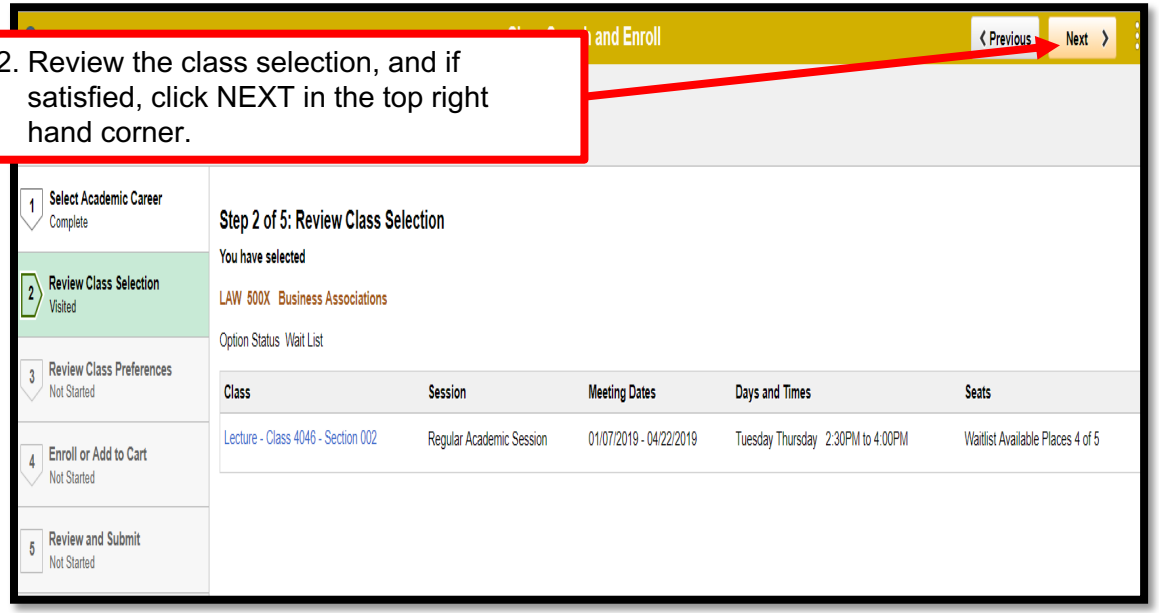
You will <u>not</u> be given your original wait list position back.

If there is a course you would prefer being enrolled in more than a course currently enrolled on your schedule, then you **must start** with the DROP/SWAP/UPDATE process.

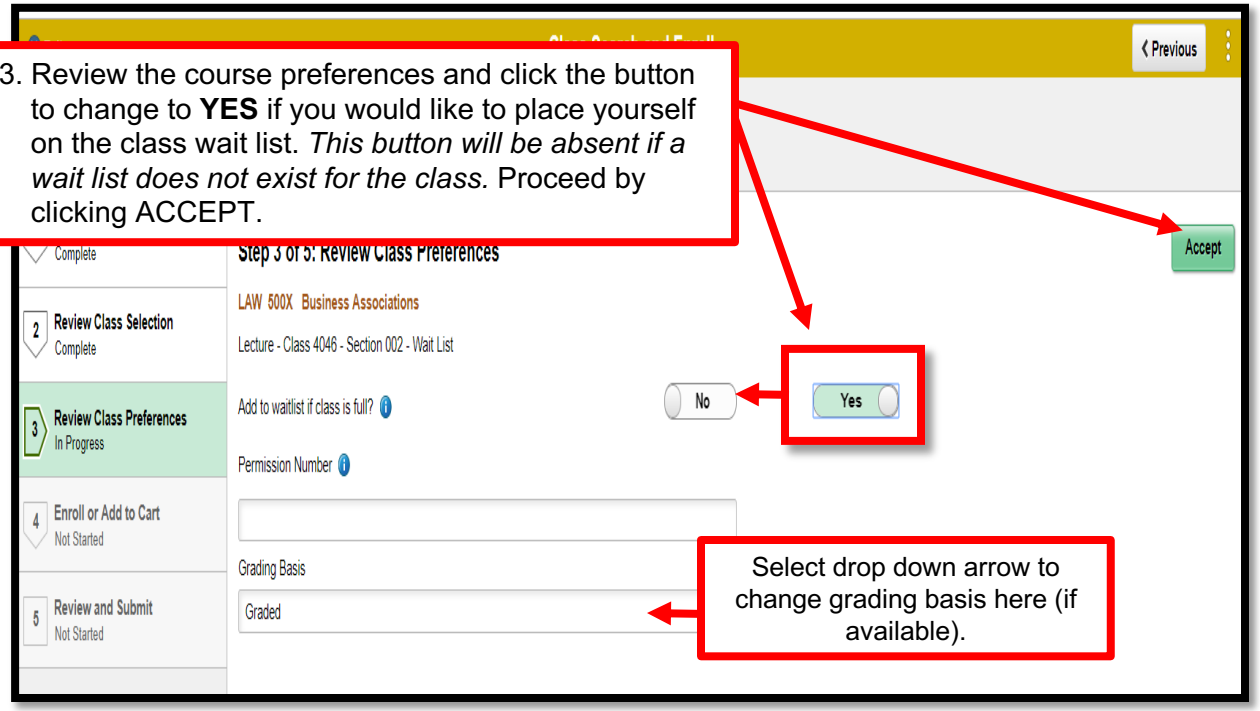
1. Click on the course or section of the course you are attempting to enroll in. The status of the class is “WAITLIST” meaning there are no open seats to enroll into. You can view how many wait list seats are available by viewing the SEATS. *Click on the course row to proceed to the next step.*



2. Review the class selection, and if satisfied, click NEXT in the top right hand corner.

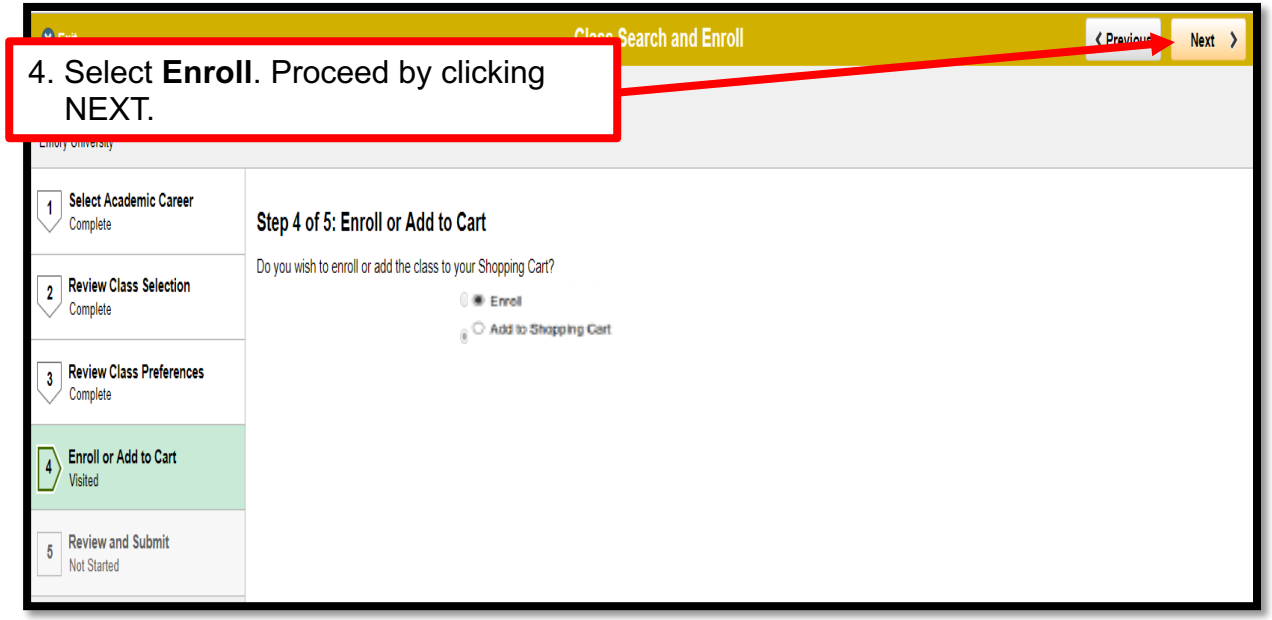


3. Review the course preferences and click the button to change to **YES** if you would like to place yourself on the class wait list. *This button will be absent if a wait list does not exist for the class.* Proceed by clicking ACCEPT.



Select drop down arrow to change grading basis here (if available).

4. Select **Enroll**. Proceed by clicking NEXT.



COURSE DETAILS

LAW 821

SEM: Corporate Governance

Add to favorite courses

Course Information

Units	3.00
Grading	Graded
Components	Seminar
Course Career	Law

Class Selection

Select a class option

Option	Status	Session	Class
1	Open	Regular Academic Session	Seminar - Class 4810 - Section 001

When selecting a course, it is recommended that you take a moment to view the “Course Information” drop down section.

This will tell you the grading basis of the course, the credit hour value, and course component.

Additional information—enrollment requirements, class notes, permission required, etc.—can be found if clicking on the hyperlink located under the CLASS column. *It is important for you to review this information prior to registering for the course to save yourself headache and hassle when you cannot enroll in the course and lose a spot in another course.*

Meeting Information | Enrollment Information | Class Details | Class Availability

LAW 821 SEM: Corporate Governance

Seminar - Class 4810 - Section 001

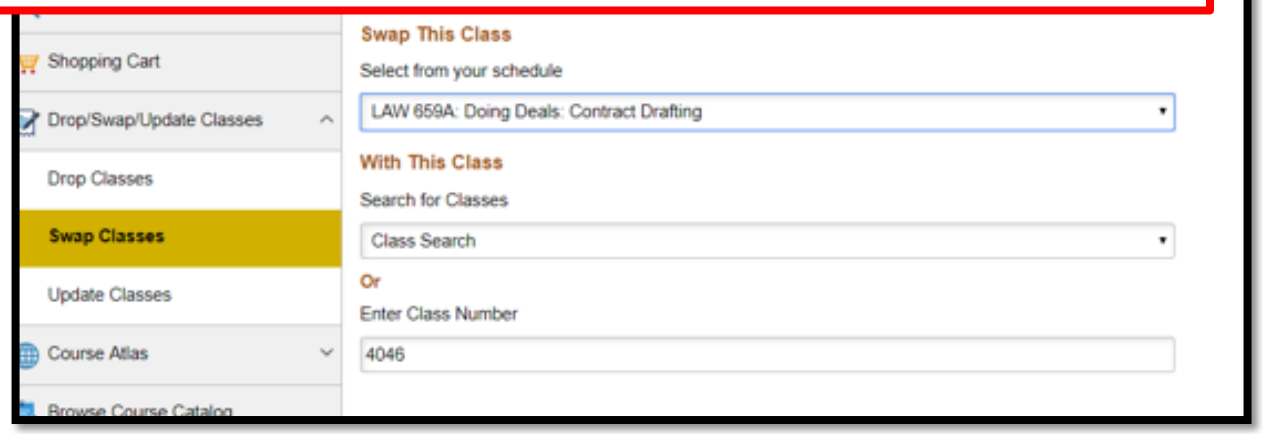
Status : Open

No Enrollment Requirements

No Class Notes

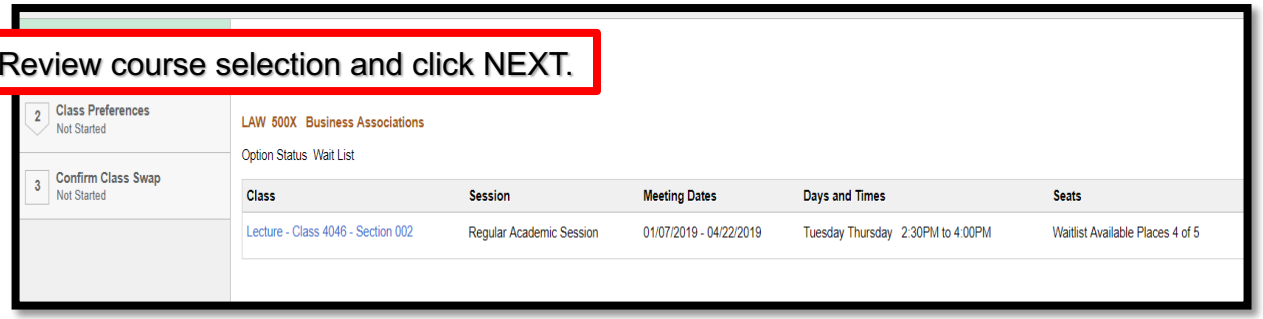
Add Consent Department Consent Required

1. When initiating this process, you will select a class from your schedule that you are <u>actually</u> enrolled in. You can either conduct a class search for the course you wish to swap out or specify the 4-digit class number. (*You cannot swap a wait listed course for another wait listed course.)*

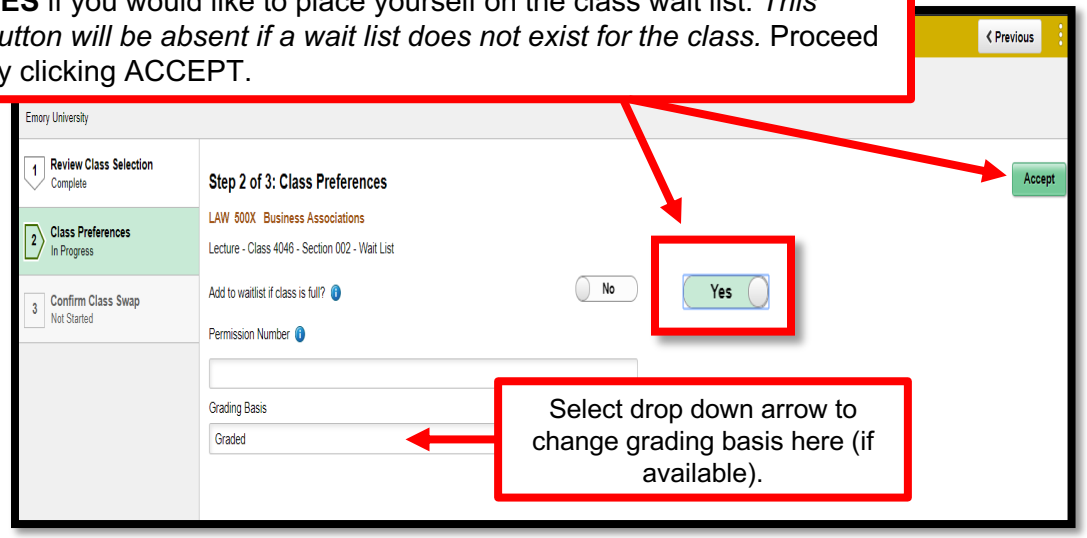


2. Click on the class row to proceed.

3. Review course selection and click NEXT.

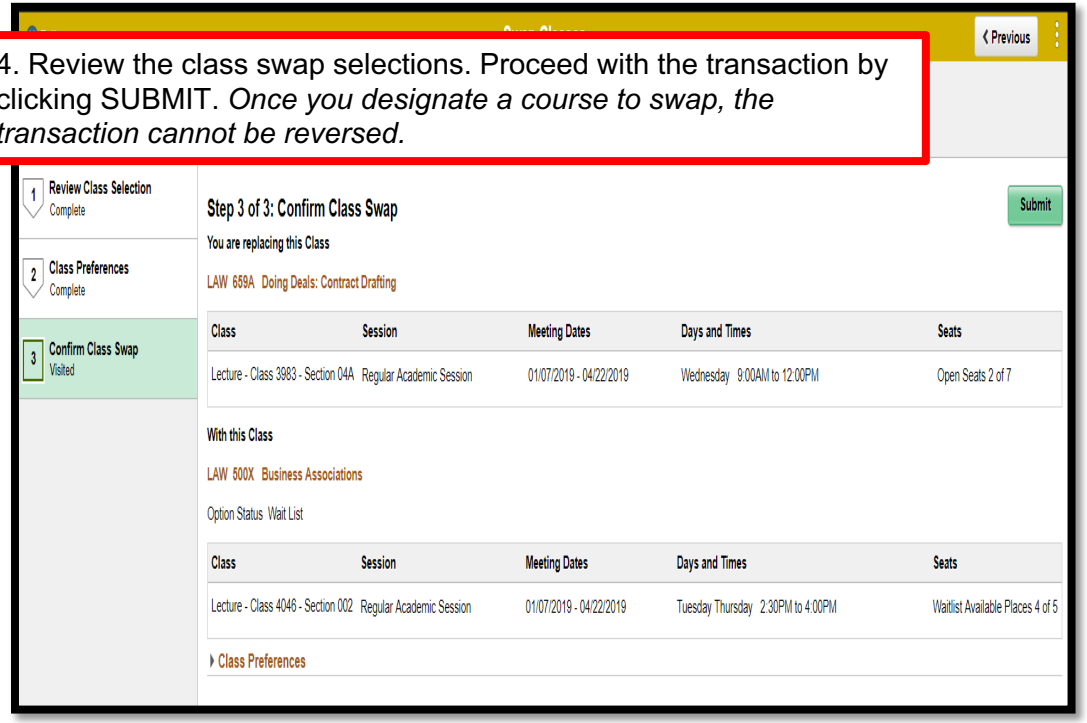


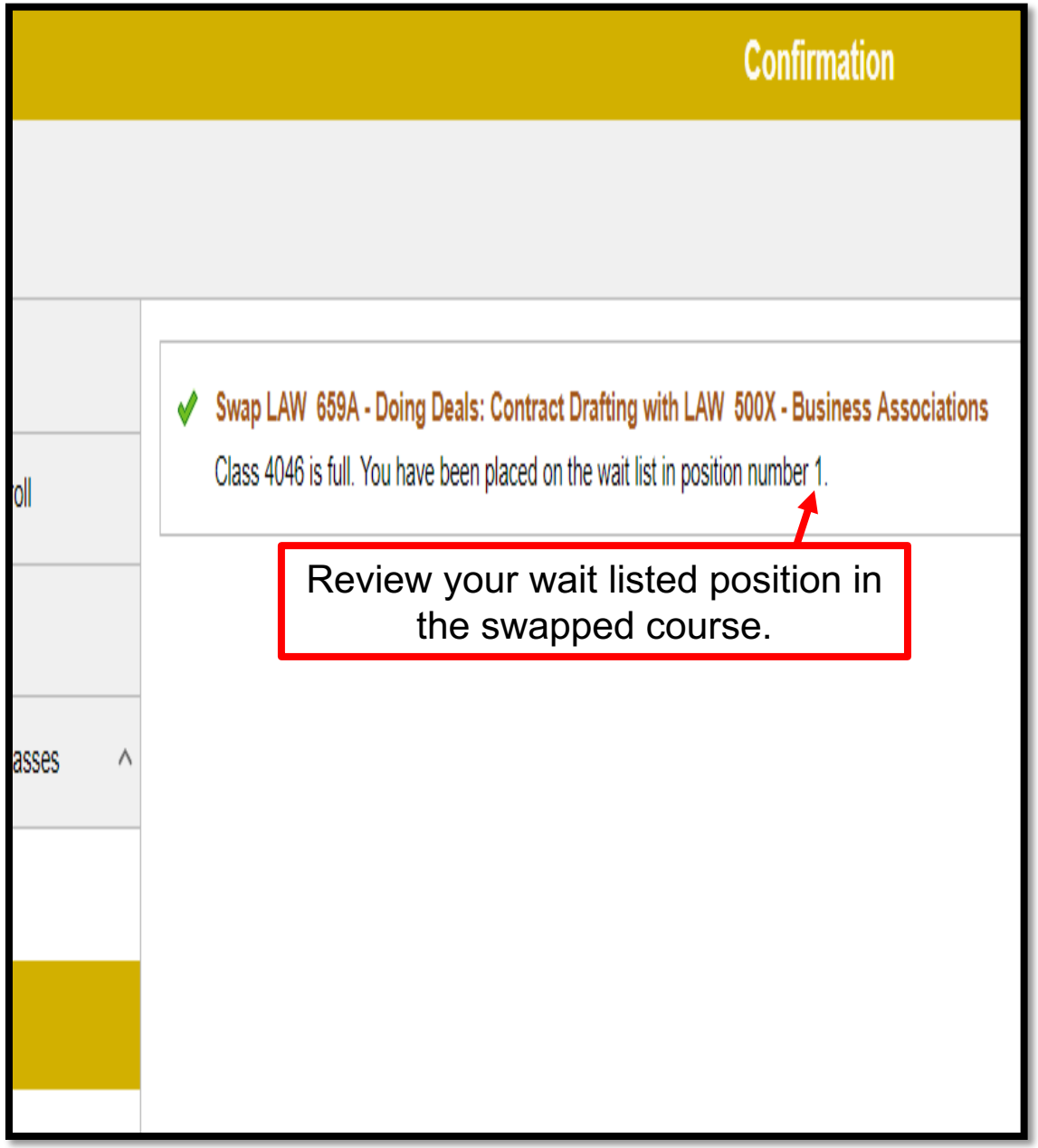
3. Review the course preferences and click the button to change to **YES** if you would like to place yourself on the class wait list. *This button will be absent if a wait list does not exist for the class.* Proceed by clicking ACCEPT.

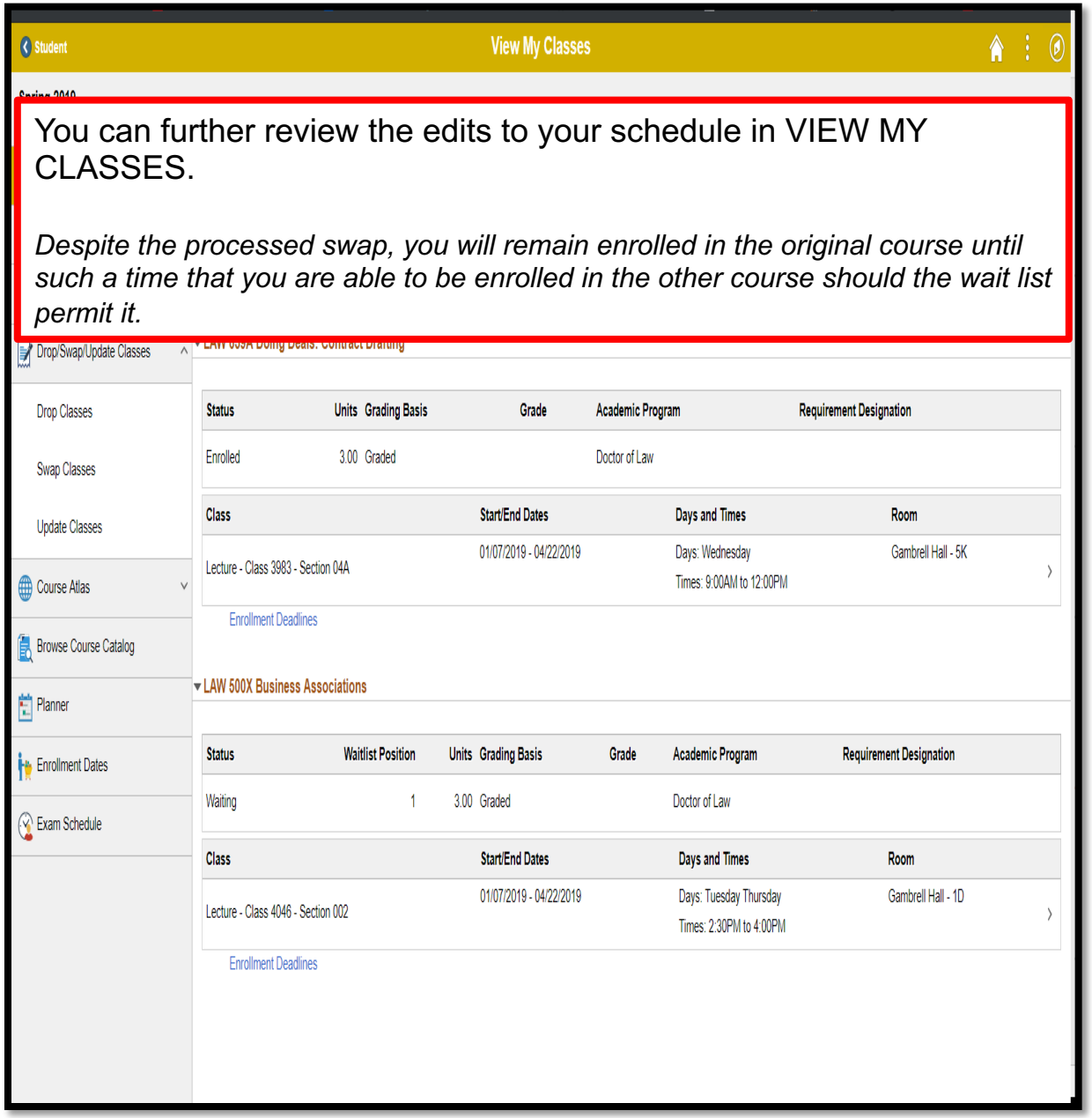


Select drop down arrow to change grading basis here (if available).

4. Review the class swap selections. Proceed with the transaction by clicking SUBMIT. *Once you designate a course to swap, the transaction cannot be reversed.*




Confirmation
Swap LAW 659A - Doing Deals: Contract Drafting with LAW 500X - Business Associations
Class 4046 is full. You have been placed on the wait list in position number 1.
Review your wait listed position in the swapped course.


Student
View My Classes
You can further review the edits to your schedule in VIEW MY CLASSES.
Despite the processed swap, you will remain enrolled in the original course until such a time that you are able to be enrolled in the other course should the wait list permit it.
Drop/Swap/Update Classes
Drop Classes
Swap Classes
Update Classes
Course Atlas
Browse Course Catalog
Planner
Enrollment Dates
Exam Schedule
Status Units Grading Basis Grade Academic Program Requirement Designation
Enrolled 3.00 Graded Doctor of Law
Class Start/End Dates Days and Times Room
Lecture - Class 3983 - Section 04A 01/07/2019 - 04/22/2019 Days: Wednesday Times: 9:00AM to 12:00PM Gambrell Hall - 5K
Enrollment Deadlines
LAW 500X Business Associations
Status Waitlist Position Units Grading Basis Grade Academic Program Requirement Designation
Waiting 1 3.00 Graded Doctor of Law
Class Start/End Dates Days and Times Room
Lecture - Class 4046 - Section 002 01/07/2019 - 04/22/2019 Days: Tuesday Thursday Times: 2:30PM to 4:00PM Gambrell Hall - 1D
Enrollment Deadlines