

# OPUS – ENROLL FROM PLANNER

The screenshot shows the EMORY student dashboard. The 'Course Planning and Enrollment' tile is highlighted with a red box and a red arrow pointing to it from the left. Other tiles include Announcements, Communications, Academic Progress, Tasks, Enrollment Holds, Profile, Academic Records, Health, Financial Aid, Emory Links, GER/GEP Search, Eagle / Dooley Dollars, Transcripts, Student Account, Univ Course Atlas, and Guest Access.

Select the “Course Planning and Enrollment” tile to *enroll in classes from your planner*.

The screenshot shows the EMORY student dashboard's 'Planner' section. The 'Planner' tile is highlighted in the left sidebar. The main content shows a table with columns for Terms, Units, and Courses. The 'Unassigned Courses' row is highlighted, and the 'Spring 2018' row is also highlighted. Red arrows point to the 'Unassigned Courses' and 'Spring 2018' rows.

Terms	Units	Courses
Unassigned Courses	4.00	1
Spring 2018	3.00	1

Select the “Planner” option to view the courses in your planner and to enroll in classes.

As a way of organizing your planner courses you have the option of assigning courses to a specific term or leaving them unassigned. Assigning your courses to a term is not required in order to enroll. It is simply a convenient way to group your courses together.

To begin the enrollment process, select one of the groups of courses.

For this example, select the “Spring 2018” group.

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The screenshot shows the 'Planner' interface for Undergraduate Emory College. The left sidebar contains navigation options: View My Classes, Class Search and Enroll, Shopping Cart, Drop/Swap/Update Classes, Course Atlas, Browse Course Catalog, Planner (highlighted), Enroll by My Requirements, Enrollment Dates, and Exam Schedule. The main content area is titled 'Spring 2018' and features a 'Delete All' button. A table lists the courses in the group:

Course	Description	Units	Typically Offered	Status
MESAS 338	Tibetan History	3.00	Spring	★ Planned
<b>Total Units</b>		3.00		

Below the table are links for 'Add from Course Catalog' and 'Add from My Requirements'. A red arrow points to the 'MESAS 338' course entry.

Here you will see all the courses in the “Spring 2018” group.

Select the MESAS 338 course to view the course detail.

The screenshot shows the 'Course Detail' interface for MESAS 338. The left sidebar is identical to the previous screenshot. The main content area displays the course name 'MESAS 338' and 'Tibetan History'. There are three buttons: 'Move to Term', 'View Classes' (highlighted with a red arrow), and 'Delete'. Below the buttons, a message states: 'This course is in your planner under Term Spring 2018.' The 'Course Detail' section provides the following information:

- Course Career: Undergraduate Emory College
- Units: 3.00
- Grading: Student Option
- Course Component: Lecture
- Campus: Atlanta Campus
- Academic Group: Emory College of Arts and Sci
- Academic Organization: Mid East & South Asian Studies

The 'Enrollment Information' section includes:

- Typically Offered: Spring
- Requirement Designation: History, Society, Cultures
- Course Attribute: Cross Listed Course - Permanent Cross Listing

The 'Description' section states: 'This course is intended to present an overview of the history of Tibet in an unbiased format. Beginning with an introduction to Tibet's geography, people, language and religion, students will then study selected events and episodes in the history of Tibet.'

Click the “View Classes” button to see the class options.

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The screenshot shows the 'Course Detail' page with a 'Select a Value' dropdown menu. The menu is open, showing three options: 'Terms prior to Spring 2018', 'Terms on or after Spring 2018', and 'Spring 2018'. A red arrow points to the 'Spring 2018' option. The left sidebar contains navigation links: View My Classes, Class Search and Enroll, Shopping Cart, Drop/Swap/Update Classes, Course Atlas, Browse Course Catalog, Planner (highlighted), Enroll by My Requirements, Enrollment Dates, and Exam Schedule.

Select a term to see the class options for that term.

The screenshot shows the 'Course Information' page for 'MESAS 338 Tibetan History' in 'Spring 2018'. The page displays course information and a table of class options. A red arrow points to the 'Next' button in the top right corner.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1484	01/17/2018 - 04/30/2018	Monday Wednesday 1:00PM to 2:15PM	Math & Science Center - N304	Tsepak Rigzin	Open Seats 11 of 35

The MESAS 338 course has one class option available for the Spring 2018 term.

Select a class option and you will then be guided through a series of steps to enroll in the class.

The screenshot shows the 'Class Search and Enroll' page. The 'Next' button is highlighted with a red arrow. The page displays the enrollment steps and the selected class option.

**Step 1 of 4: Review Class Selection**  
You have selected  
**MESAS 338 Tibetan History**  
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday 1:00PM to 2:15PM	Open Seats 11 of 35

Step 1 is to review your selection.

Once reviewed, click the "Next" button to proceed to the next step.

Step 2 is to review the class preferences.

Here you can indicate your desire to be placed on a waitlist if a class is full (in waitlist status).

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class

Once you have completed your preference selections click the “Accept” button to proceed to the next step.

Step 3 gives you the option to either enroll in the class or add the class to your shopping cart for enrollment later.

Select the “Enroll” option.

Click the “Next” button to proceed to the next step.

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Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

**Step 4 of 4: Review and Submit**

You have selected to enroll in  
**MESAS 338 Tibetan History**

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday 1:00PM to 2:15PM	Open Seats 11 of 35

Class Preferences

Submit

Step 4 is a final review and submission of your enrollment request.

After reviewing, click the “Submit” button.

Spring 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Complete

4 Review and Submit Visited

**Step 4 of 4: Review and Submit**

You have selected to enroll in  
**MESAS 338 Tibetan History**

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday 1:00PM to 2:15PM	Open Seats 11 of 35

Class Preferences

Submit

Are you sure you want to submit?

Yes No

Select “Yes” to confirm that you want to submit this enrollment or “No” to cancel.

Student Confirmation

Spring 2018  
Undergraduate Emory College  
Emory University

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes
- Course Atlas
- Browse Course Catalog
- Planner**
- Enroll by My Requirements
- Enrollment Dates
- Exam Schedule

✓ **MESAS 338 - Tibetan History**

You are required to take this requirement designation for this class. The requirement designation option has been set to yes.

You should then receive a message stating that your enrollment was successful.