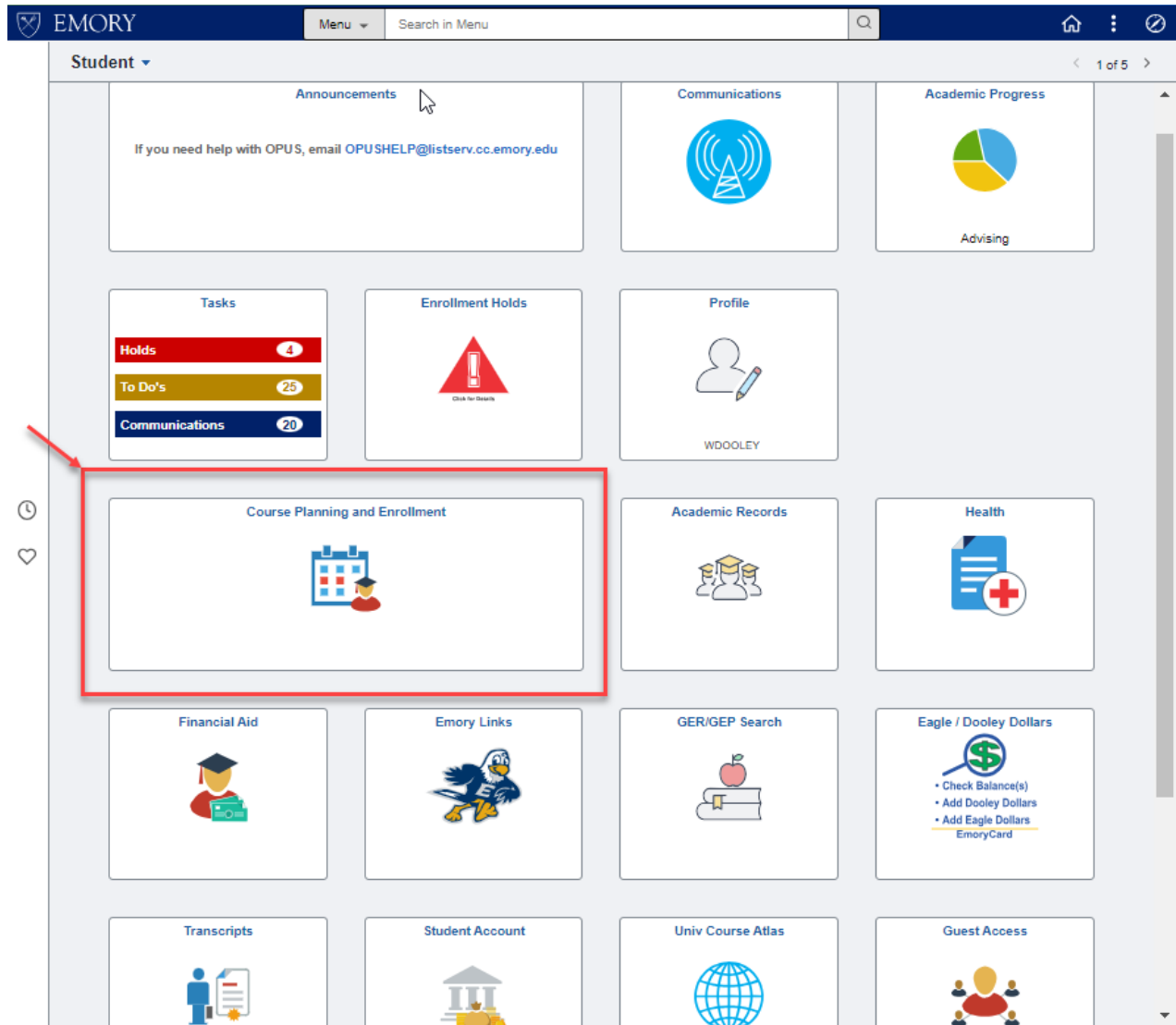
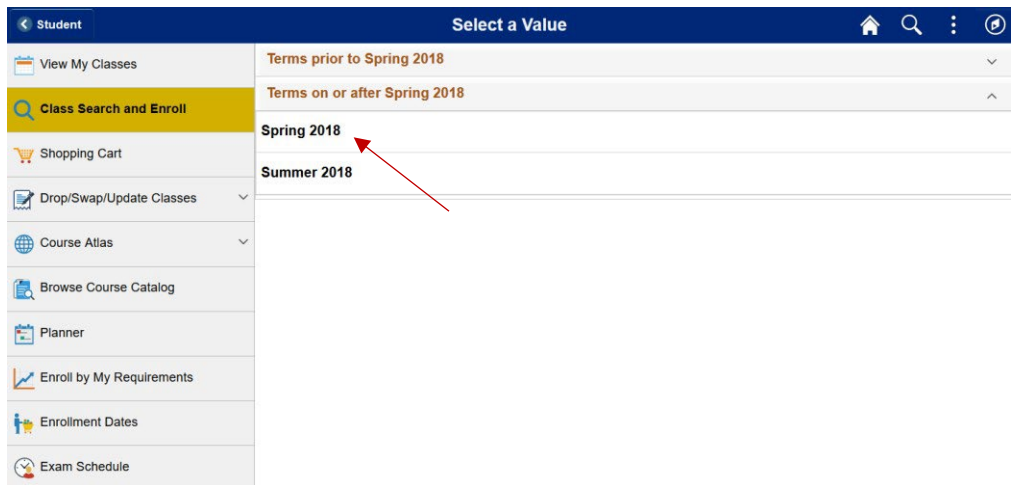


OPUS – ADD YOURSELF TO CLASS WAITLIST



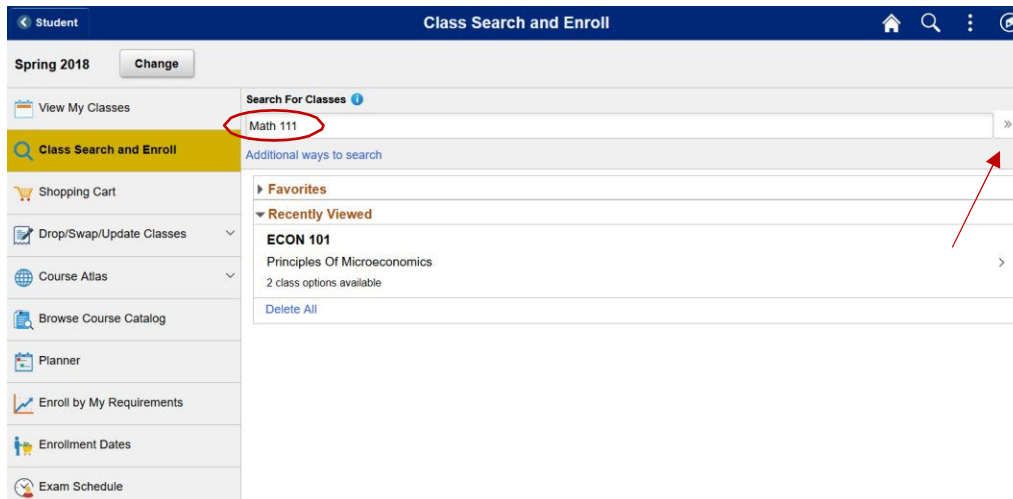
Select the "Course Planning and Enrollment" tile to *add yourself to a class waitlist*.



The waitlist process begins with the “Class Search and Enroll” option.

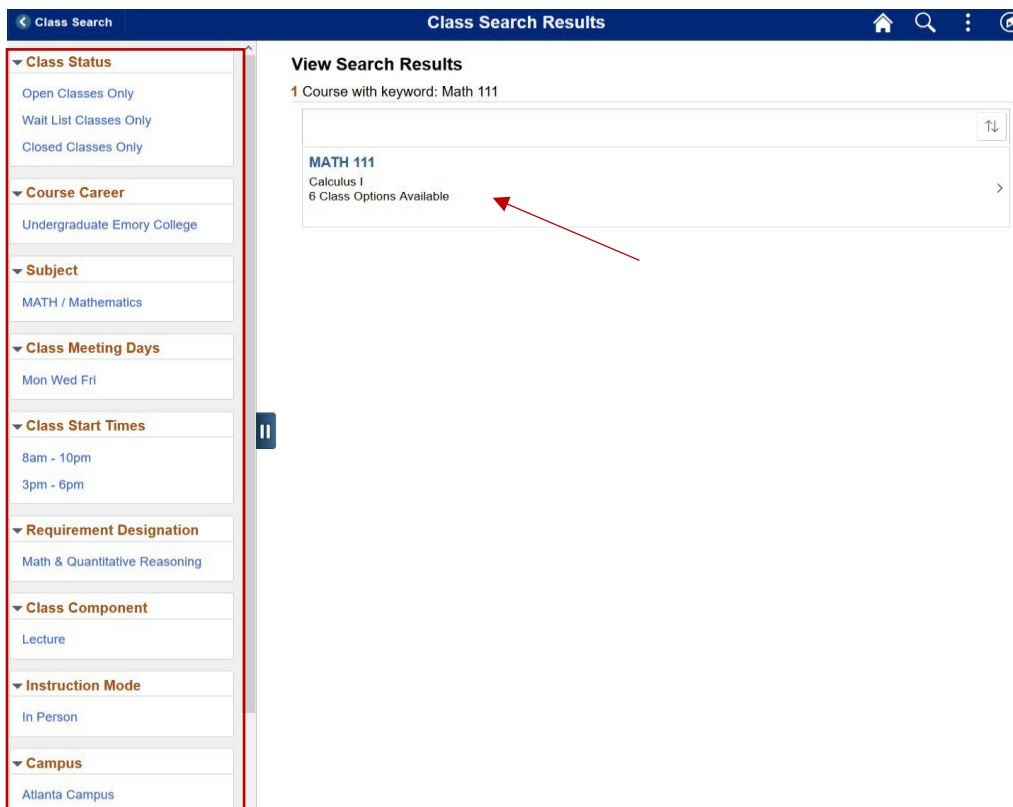
Select the Term for which you are enrolling.

OPUS – ADD YOURSELF TO CLASS WAITLIST



Enter the search criteria in the “Search For Classes” search bar and click the “>>”.

Under the “Recently Viewed” section, you will see classes you have recently searched for and selected. This feature provides a convenient way to view class options for a previously searched class.



Search for class MATH 111 shows that there are six class options (sections) available for this course.

On the left are criteria for further filtering the search results.

Select MATH 111 to see all of the class options.

OPUS – ADD YOURSELF TO CLASS WAITLIST

Spring 2018

- 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
- Class Options**

MATH 111
Calculus I

★ Add to favorite courses

► Course Information

▼ Class Selection

Select a class option ⓘ Selected Filters 6 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 1862	01/17/2018 - 04/30/2018	Monday Wednesday Friday 8:00AM to 8:50AM	Math & Science Center - W301	Allison Louie	Open Seats 1 of 29
2	Open	Regular Academic Session	Lecture - 1867	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Math & Science Center - W303	Alex Viguerie	Open Seats 13 of 38
3	Wait List	Regular Academic Session	Lecture - 1864	01/17/2018 - 04/30/2018	Monday Wednesday Friday 3:00PM to 3:50PM	Math & Science Center - W304	Madeline Locus Dawsey	Waitlist Available Places 998 of 999
4	Wait List	Regular Academic Session	Lecture - 1865	01/17/2018 - 04/30/2018	Monday Wednesday Friday 4:00PM to 4:50PM	Math & Science Center - W304	Sumit Chandra Mishra	Waitlist Available Places 999 of 999
5	Wait List	Regular Academic Session	Lecture - 1863	01/17/2018 - 04/30/2018	Monday Wednesday Friday 9:00AM to 9:50AM	Math & Science Center - W303	Erin Carmody	Waitlist Available Places 999 of 999

Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that two of the classes are open, three are waitlisted, and one is closed.

Select the class in which you would like to be added to the waitlist.

MATH 111
Calculus I

★ Remove from favorite courses

▼ Course Information

Limits, continuity, derivatives, antiderivatives, the definite integral.

Units 3.00

Grading Student Option

Components Lecture

Course Career Undergraduate Emory College

Expand the “Course Information” section to see a description of the course.

OPUS – ADD YOURSELF TO CLASS WAITLIST

Spring 2018
Undergraduate Emory College
Emory University

Exit Class Search and Enroll Next >

1 Review Class Selection Visited

2 Review Class Preferences Not Started

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 1 of 4: Review Class Selection

You have selected

MATH 111 Calculus I

Option Status: Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1864	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 3:00PM to 3:50PM	Waitlist Available Places 998 of 999

When you select your class option you will then be guided through a series of steps to be added to the waitlist.

Step 1 is to review your selection.

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

Spring 2018
Undergraduate Emory College
Emory University

Exit Class Search and Enroll < Previous

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Enroll or Add to Cart Not Started

4 Review and Submit Not Started

Step 2 of 4: Review Class Preferences

MATH 111 Calculus I
Lecture - 1864 - Wait List

Add to waitlist if class is full? Yes

Permission Number

Grading Basis
Graded

Requirement Designation - Mathematics and Quantitative Reasoning
 Take Requirement Designation

Accept

Step 2 is to review the class preferences.

Here is where you indicate your desire to be added to a waitlist if a class is full (in waitlist status).

Change the waitlist button to “Yes” to be added to the waitlist.

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.

OPUS – ADD YOURSELF TO CLASS WAITLIST

Spring 2018
Undergraduate Emory College
Emory University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Enroll or Add to Cart Visited

4 Review and Submit Not Started

Step 3 of 4: Enroll or Add to Cart

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

Enroll

Add to Shopping Cart

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

Select the “Enroll” option.

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

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

MATH 111 Calculus I

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1864	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 3:00PM to 3:50PM	Waitlist Available Places 998 of 999

▶ Class Preferences

Submit

Step 4 is a final review and submission of your enrollment (waitlist) 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

MATH 111 Calculus I

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1864	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 3:00PM to 3:50PM	Waitlist Available Places 998 of 999

▶ Class Preferences

Submit

Are you sure you want to submit?

Yes No

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

OPUS – ADD YOURSELF TO CLASS WAITLIST

The screenshot shows the OPUS system interface. At the top, a blue banner reads "OPUS – ADD YOURSELF TO CLASS WAITLIST". Below this is a navigation bar with "Student" on the left and "Confirmation" in the center, along with home, search, and user icons. The main content area is titled "Spring 2018" and "Undergraduate Emory College Emory University". A left sidebar contains menu items: "View My Classes", "Class Search and Enroll" (highlighted), "Shopping Cart", "Drop/Swap/Update Classes", "Course Atlas", "Browse Course Catalog", "Planner", "Enroll by My Requirements", "Enrollment Dates", and "Exam Schedule". The main content area displays a confirmation message for "MATH 111 - Calculus I" with a green checkmark icon. The message states: "You are required to take this requirement designation for this class. The requirement designation option has been set to yes. Class 1864 is full. You have been placed on the wait list in position number 1." Below the message is a link "Return to Keyword Search Page". A red arrow points from a box labeled "Your waitlist position" to the text "position number 1" in the message.

You should then receive a message stating that you have been added to the class waitlist and given a position number.