

Office of the

ADVISORS



REGISTRATION

SCHEDULE

BALANCE

REALTIME

Login: opus.emory.edu

TIP: Advisors will be asked to enter student data prior to accessing the student's account.

STEP 2

Click on the Schedule Builder Tile for Staff



The next screen will ask the advisor to enter the student's information they wish to review.

Schedule	Builder Std.	Search		
Enter any inf	ormation you hav	ve and click Searc	n. Leave fields blank for a li	st of all values.
				110 (41 7.72)
Find an Ex	kisting Value			
▼Search	Criteria			
ID	begins with v		Q	
Campus ID	begins with v			
National ID	begins with v			
Last Name	begins with v			
First Name	begins with v			
Search	Clear	asic Search	Save Search Criteria	

When advisors enter the student's information, they will see the Schedule Builder search section like students.

Schedule Build	ler									Favorites	Tips
Term: * Fall 2023		~							Collapse Filt	ers Import Cou	irses 🗸
AVAILABILITY											* Required
Unavailable Time	~	Min Break Time	~								
GLOBAL FILTERS											
Campus	~	Location	~	Session	~	Class Status	~	Career	~	Instruction Mode	~
SECTION FILTERS											
Course Attribute	~	Course Attribute Val	ие	Requirement Designa	~						
COURSE SELECTION											
Total: 0 units								Delete S	elected	Save Build Sc	hedule

STEP 5

Advisors can view class schedule entries made by students or build a schedule for students and save it to their favorites.

Sele	ct up to 10 course	es to build your schedule				
	COURSE	COURSE TITLE	UNITS	STATUS		
	BIOL 120	Concepts In Biology	3		Select Sections	Ô
$ \mathbf{Z} $	CHEM 150	Structure and Properties	3		Select Sections	ô
	CHEM 150L	Structure and Properties Lab	2		Select Sections	ô
S	ENG 210W	Major Authors	4		Select Sections	ô

STEP 6

Advisors can use Build Schedule to see the student's different options for the term.

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