



Entering Course Information on the Non-Degree / Special Standing Application

In general, you will find the information you need on department or school websites. If you have OPUS access, you can use the class search feature to find the information there. If you are uncertain about any items below, contact the program administrator in the department offering the course you are seeking to take.

Here is what you will see on the application:

Course Information

Add the information below for each course you want to enroll in. After you have added the information, you will be asked to upload emails giving you permission to enroll, one for each course. You can enter information for up to five courses.

Class #	<input type="text"/>
Subject	<input type="text"/>
Catalog #	<input type="text"/>
Class Section	<input type="text"/>
Units	<input type="text"/>
Grading Basis	<input type="text"/>
Instructor's Name	<input type="text"/>
Instructor's Email Address	<input type="text"/>
Overload Permission?	<input type="text"/>

For each course you seek to enroll in, attach an email from the instructor giving you permission to enroll.

No file chosen

Accepted File Types: .jpg, .tif, .pdf, .doc, .docx, .rtf, .txt

- **Class #** is a unique 4 digit number assigned to each class, often referred to as the OPUS number.
- **Subject** and **Catalog #** are the traditional ways of identifying a course – eg, Anthropology 585.
- **Class Section**: many courses are offered in several sections, and we need to know which one you seek to enroll in.
- **Units**: this is the number of credits the course carries.
- **Grading Basis**: you must select what grading basis you wish to enroll in – letter grade (LG) or pass/fail (S/U, for “Satisfactory” and “Unsatisfactory”).
- **Instructor’s Name** and **Instructor’s Email Address**: you will need these in order to request permission, and you will need to enter them here.
- **Overload Permission**: *if you explicitly requested and explicitly received* permission to enroll as an overload, then choose “Yes.”
- Don’t forget to **attach** an email from the instructor giving you permission to enroll.
- You can add more courses by clicking the “Add Entry (+)” button.

If you have questions, contact Tracey Wright at tracey.wright@emory.edu or Tamika Hairston at tamika.hairston@emory.edu.