Student Affairs and Enrollment Services

Student Affairs processes student enrollment and class registration and provides resources to support and promote students during their development at Emory School of Medicine. Some of the specific functions of this office include:

- Class registration in the Emory PeopleSoft/OPUS system
- Upload final grades for MD students and process grade changes in OPUS
- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Support EmoryDOCS, which includes: organize and plan student Career Advising resources, activities, and class meetings, maintain and update the EmoryDOCS website
- Assign classrooms and meeting space in 25Live
- Arrange access to the School of Medicine Building after hours for after-hours events and for students with ID prox cards
- Enrollment verification and letters of good standing
- Requests for exclusion of jury duty during medical school rigors
- Emergency loan requests
- Facilitate, monitor and ensure compliance of students’ annual vaccination and healthcare training requirements (PPD, flu shot, OSHA, HIPAA)
- Intent to Graduate letter
- Degree verifications for state medical board/residency programs
- Notary Public services
- Monitor and facilitate the sign up for USMLE board examinations
- Fax and copy documents
- Assignment of student lockers in the student lounge, in the anatomy locker rooms, and in the basement for use by bikers
- Lost and found
- Student Affairs provides services to students on all campuses. Student affairs staff members are located on both the main Emory and Grady campuses.

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