Student Affairs processes student enrollment and class registration and provides resources to support and promote students during their development at Emory School of Medicine. Student Affairs provides services to all students on all campuses and has staff members on both the main Emory and Grady campuses. Some of the specific functions of this office include:

- Class registration in the Emory PeopleSoft/OPUS system
- Ensure final grades (including grade changes) have been posted into OPUS
- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Organize and implement informational class meetings, including Residency Days, for students in their clinical years Support EmoryDOCS, which includes organizing and planning student Career Advising resources, activities, class meetings, and maintaining and updating the EmoryDOCS website
- Assign space for classrooms, conferences, and other meetings in the School of Medicine building space using 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 for current students
- Degree verifications for state medical board/residency programs for alumni
- Request exclusion of jury duty during medical school rigors on behalf of students
- Facilitate, monitor, and ensure compliance of students’ annual immunization and healthcare training requirements
- Arrange N95 respirator fit testing for students
- Monitor and facilitate the sign up for USMLE Step 1 board examination
- Clinical rotation schedules
- Assign student lockers: anatomy locker rooms, and lockers for use by bicyclists
- Lost and found for the School of Medicine building

The office is supported by the Emory Clifton Campus Student Affairs staff listed below.

**Emory Campus**

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