Navigating to the Student Info Menu

The Student Information menu provides access to student contact, academic history and course schedule information.

1. From the My.Emich Faculty tab, navigate to the Self Service channel and click the Expand Self Service channel to fill screen button.

Note: The Self Service Main Menu channel is displayed.

2. Click the Faculty & Advisors link.

Note: The Faculty Services menu is displayed.

3. Click the Student Information Menu link.

Note: The Student Information menu is displayed.

Selecting a Term

You may be prompted to select a term prior to performing some tasks listed on the Student Information menu.

1. From the Student Information menu, click the Select a Term pull-down arrow and click the term from the list.

Note: If selecting a term is not appropriate to the task you want to perform (e.g., viewing a transcript), select the current term.

2. When you are finished, click the Submit button.

Note: The system will remember the term you picked until you change it or log out of My.Emich.

Selecting a Student

You may be prompted to select a student prior to performing some tasks listed on the Student Information menu.

1. From the Student Information menu, click the ID Selection link.

Note: You may be prompted to select a term. The ID Selection page is displayed.

2. Type the student’s E-ID in the Student or Advisee ID field.

Note: Alternately, type the student’s last and first name (or any portion thereof) in the Last Name and First Name fields.

3. When you are finished, click the Submit button.

Note: The ID Selection page is displayed with the student or list of students that match the E-ID or name you entered. If required, click the Student or Advisee pull-down arrow and select the student you want to work with, from the list.

4. When you are finished, click the Submit button.

Note: the system will remember the student you picked until you change it or log out of My.Emich.

Viewing Student Information

Anyone with access to the Faculty Services menu can view student information, including status, level, college, program, admit term, admit type, and veteran status.

1. From the Student Information menu, click the Student Information link.

Note: You may be prompted to select a term or student. The General Student Information page is displayed.

2. When you are finished, click the Faculty Services menu tab and navigate to the Student Information menu.

Viewing Addresses & Phone Numbers

Anyone with access to the Faculty Services menu can view a student’s addresses and phone numbers.

1. From the Student Information menu, click the Student Addresses & Phones link.

Note: You may be prompted to select a term or student. The Student Address and Phones page is displayed.

2. When you are finished, click the Faculty Services menu tab and navigate to the Student Information menu.

Viewing Email Addresses

Anyone with access to the Faculty Services menu can view a student’s email address.

1. From the Student Information menu, click the Student E-mail Address link.

Note: You may be prompted to select a term or student. The Student E-mail Address page is displayed.

2. When you are finished, click the Faculty Services menu tab and navigate to the Student Information menu.

Viewing a Class Schedule

Anyone with access to the Faculty Services menu can view a student’s class schedule.

1. From the Student Information menu, click the Concise Student Schedule link.

Note: You may be prompted to select a term or student. The Concise Student Schedule page is displayed.

2. When you are finished, click the Faculty Services menu tab and navigate to the Student Information menu.
**Viewing an Academic Transcript**

Anyone with access to the Faculty Services menu can view a student's unofficial transcript, including program/degree information, a list of all transfer and EMU credit courses and a summary of transfer and EMU credit courses by degree/level.

1. From the **Student Information Menu**, click the **Academic Transcript** link.

   **Note:** You may be prompted to select a term or student. The **Student Academic Transcript Options** page is displayed.

2. Click the **Transcript Level** pull-down arrow and select the transcript level you want to view.

3. Click the **Display Transcript** button.

   **Note:** The **Student Academic Transcript** page is displayed.

4. When you are finished, click the **Faculty Services** menu tab and navigate to the **Student Information** menu.

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**Viewing Transfer Information**

Anyone with access to the Faculty Services menu can view a student's transfer credits and GPAs for courses that have been evaluated and accepted by EMU.

1. From the **Student Information Menu**, click the **Transfer Information** link.

   **Note:** You may be prompted to select a term or student. The **Transfer Information For...** page is displayed.

2. When you are finished, click the **Faculty Services** menu tab and navigate to the **Student Information** menu.

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**Viewing High School Information**

Anyone with access to the Faculty Services menu can view a student's high school information.

1. From the **Student Information Menu**, click the **High School Information** link.

   **Note:** You may be prompted to select a term or student. The **High School Information For...** page is displayed.

2. When you are finished, click the **Faculty Services** menu tab and navigate to the **Student Information** menu.

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**Viewing Test Scores**

Anyone with access to the Faculty Services menu can view a student's test score information, including GRE, GMAT, SAT, ACT, etc.

1. From the **Student Information Menu**, click the **Test Scores** link.

   **Note:** You may be prompted to select a term or student. The **Test Score** page is displayed.

2. When you are finished, click the **Faculty Services** menu tab and navigate to the **Student Information** menu.

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**Viewing Student Holds**

Anyone with access to the Faculty Services menu can view a list of current holds that have been placed on a student's record along with the from/to dates. Holds may prevent registration, graduation and the production of transcripts. Hold types include: ESL, financial, judicial and double-c.

1. From the **Student Information Menu**, click the **View Holds** link.

   **Note:** You may be prompted to select a term or student. The **View Holds** page is displayed.

2. When you are finished, click the **Faculty Services** menu tab and navigate to the **Student Information** menu.

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**Viewing Academic Events**

Anyone with access to the Faculty Services menu can view a list of academic events (e.g., Learning Beyond the Classroom credits) and the calculated completion rate for a student.

1. From the **Student Information Menu**, click the **Supplemental Advising Information** link.

   **Note:** The calculated completion rate is only for undergraduate students and is as of the time that the academic standing is calculated at the end of a term.

2. When you are finished, click the **Faculty Services** menu tab and navigate to the **Student Information** menu.