

# Faculty/Advisors In-Depth Guide to the new My.Emich

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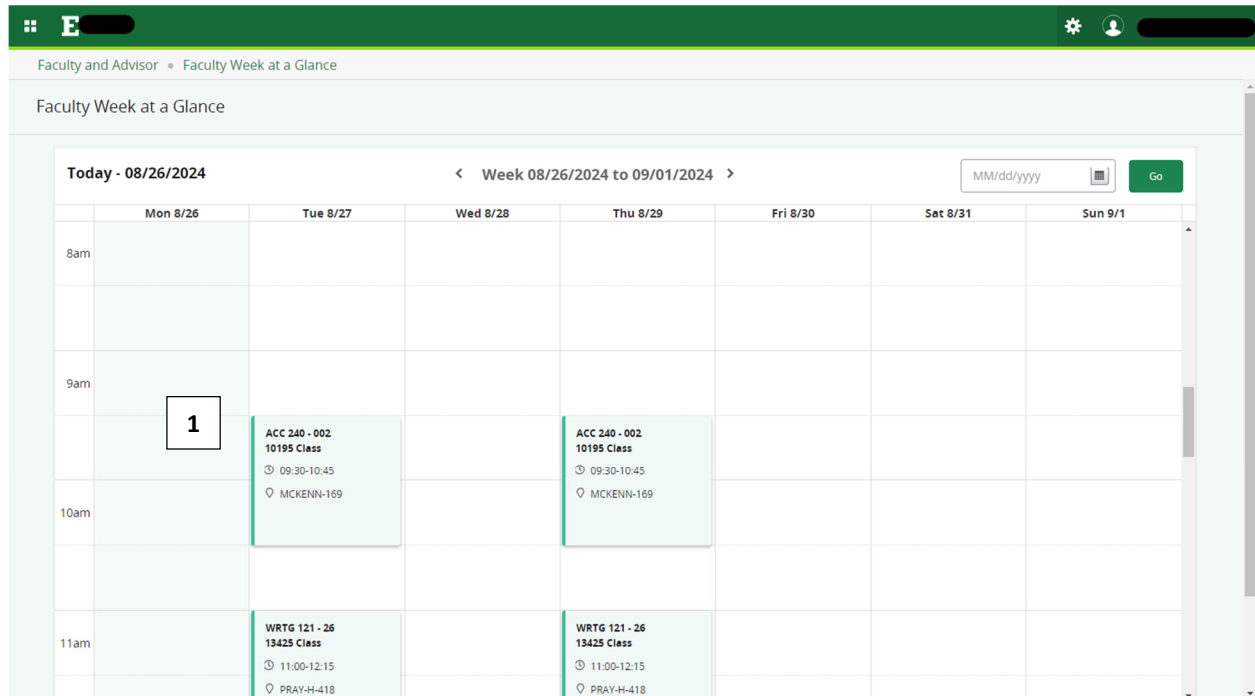
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## Faculty Week at a Glance & Faculty Detail Schedule Guide

Click “Faculty Week at a Glance” on the new My.emich Faculty Academics card.



1. Your assigned courses are shown in a calendar view.
2. Any course(s) without assigned meeting times are listed just below the calendar.

11am		<b>13425 Class</b> ⌚ 11:00-12:15 📍 PRAY-H-418
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Courses without assigned meeting times:

WGST 200 - 06 11842 TBA

⌚ Time 📍 Venue

11am

WRTG 121 - 26  
13425 Class  
🕒 11:00-12:15  
📍 PRAY-H-418

12pm

3

Courses without assigned meeting times:

WGST 200 - 06 11842 TBA

🕒 Time 📍 Venue

3. Click anywhere on the course in the calendar view or click the subject/course number listed under “Courses without assigned meeting times” to bring up the “Faculty Detail Schedule” view of the section.

Faculty and Advisors » Faculty Detail Schedule

Faculty Detail Schedule

Term: Fall 2024 - 202510 CRN: WGST 200 06 Intro to Women's Studies 11842 (23)

Use this page to view your detailed schedule.

Course: WGST 200 06 Intro to Women's Studies 11842

Associated Term	CRN	Status	Available for registration
Fall 2024	11842	Active	03/08/2024 - 08/30/2024
College	Department	Part of Term	Credits
College of Arts & Sciences	Women's and Gender Studies	1	3
Campus	Override	Instructional Method	Roster
Online Asynchronous #000-499	No		Classlist
Course Level			
Undergraduate			

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	To Be Announced	To Be Announced		To Be Announced	08/26/2024	12/13/2024	Lecture	

You can also navigate here by clicking “Faculty Detail Schedule” on the new My.emich Faculty Services card.



Click “Faculty Detail Schedule” on the new My.emich Faculty Services card.

The screenshot shows the top portion of the 'Faculty Detail Schedule' page. At the top is a dark green header with a white 'E' logo. Below the header is a breadcrumb trail: 'Faculty and Advisors • Faculty Detail Schedule'. The main title 'Faculty Detail Schedule' is displayed in a light green box. Below this, there are two dropdown menus. The first is labeled 'Term' and has a 'Select' button; a box with the number '1' is placed over it. The second is labeled 'CRN' and also has a 'Select' button; a box with the number '2' is placed over it. Below these dropdowns is a light blue informational banner with an information icon and the text: 'Use this page to view your detailed schedule.'

1. Select the term you wish to view
2. Select the CRN of the course section you wish to view (this list is dynamically generated with the course sections assigned to you in the term chosen)

Once the term & CRN are chosen, the section details will appear.

This screenshot shows the 'Faculty Detail Schedule' page after the 'Term' and 'CRN' have been selected. The 'Term' dropdown now shows 'Fall 2024 - 202510' and the 'CRN' dropdown shows 'WGST 200 06 Intro to Women's Studies 11842 (23)'. The same informational banner is present. Below the banner, a section titled 'Course : WGST 200 06 Intro to Women's Studies 11842' is expanded, showing a table of details. The table has four columns: Associated Term, CRN, Status, and Available for registration. Below this, there are rows for College, Department, Part of Term, Credits, Campus, Override, Instructional Method, and Roster.

Associated Term	CRN	Status	Available for registration
Fall 2024	11842	Active	03/08/2024 - 08/30/2024
College	Department	Part of Term	Credits
College of Arts & Sciences	Women's and Gender Studies	1	3
Campus	Override	Instructional Method	Roster

## Course

The course area lists the basic section information.

The screenshot shows the 'Faculty Detail Schedule' page. At the top, there's a green header with a logo and user profile. Below it, the page title 'Faculty Detail Schedule' is followed by a breadcrumb 'Faculty and Advisors > Faculty Detail Schedule'. There are two dropdown menus: 'Term' set to 'Fall 2024 - 202510' and 'CRN' set to 'WGST 200 06 Intro to Women's Studies 11842 (23)'. A blue banner with an information icon says 'Use this page to view your detailed schedule.' Below this is a section titled 'Course: WGST 200 06 Intro to Women's Studies 11842' with a dropdown arrow. The course details are organized into four columns: Associated Term (Fall 2024), CRN (11842), Status (Active), and Available for registration (03/08/2024 - 08/30/2024). The second row shows College (College of Arts & Sciences), Department (Women's and Gender Studies), Part of Term (1), and Credits (3). The third row shows Campus (Online Asynchronous #000-499), Override (No), Instructional Method, and Roster/Classlist. The 'Classlist' link is highlighted with a red box and the number 1. The Course Level is Undergraduate.

Associated Term	CRN	Status	Available for registration
Fall 2024	11842	Active	03/08/2024 - 08/30/2024
College	Department	Part of Term	Credits
College of Arts & Sciences	Women's and Gender Studies	1	3
Campus	Override	Instructional Method	Roster
Online Asynchronous #000-499	No		Classlist <b>1</b>
Course Level			
Undergraduate			

1. Roster – Click “Classlist” to view the class list for this section

## Scheduled Meeting Times

The scheduled meeting times area lists the section meeting information.

The screenshot shows the 'Scheduled Meeting Times' table. It has a header with columns: Type, From Time, To Time, Days, Where, Start Date, End Date, Schedule Type, and Instructors. There is one row of data: Type is 'Class', From Time is 'To Be Announced', To Time is 'To Be Announced', Days is empty, Where is 'To Be Announced', Start Date is '08/26/2024', End Date is '12/13/2024', Schedule Type is 'Lecture', and Instructors is a redacted name followed by '(P)'. The 'Instructors' cell is highlighted with a red box and the number 1. Below the table, it says 'Results found: 1'. At the bottom, there are navigation buttons: '<', '< Page 1 of 1 >', '>', and 'Per Page 100'.

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	To Be Announced	To Be Announced		To Be Announced	08/26/2024	12/13/2024	Lecture	[Redacted] (P) <b>1</b>

Results found: 1

< < Page 1 of 1 > > Per Page 100

1. If more than one instructor is assigned to the section, the Primary instructor will be displayed with a “(P)” to the right of their name.

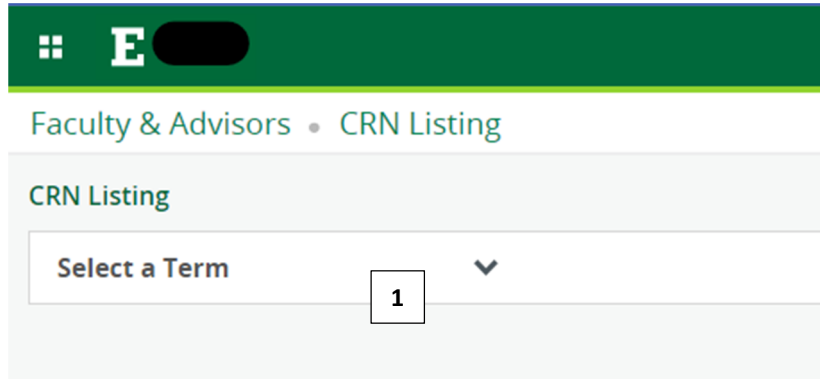
## Enrollment Counts

The enrollment counts area lists the summary values for the section enrollment, cross list (if applicable), and waitlist (if applicable).

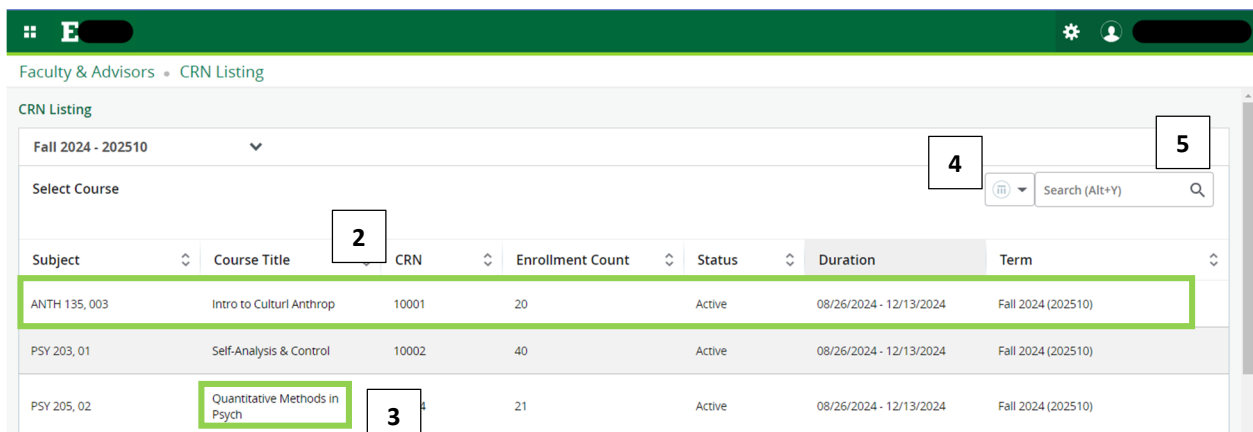
Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	30	23	7
Cross List	0	0	0
Results found: 2			
Page 1 of 1 Per Page 100			

## Class List Guide

Click “Class List” on the new My.emich Faculty Academics card.



3. Select the term you wish to view



4. Click anywhere within the section's row to open the corresponding Class List
5. Click on the hyperlinked course title to view the course catalog information
6. Use this drop-down to add/remove columns from the displayed list
7. Use this search box to narrow your list. The search is dynamic and allows key words, portions of words, and phrases found in the Subject and Course Title columns. As you begin to type search criteria, the list will begin to shift automatically. *See example on the following page.*

8. The value "honor" was entered and returned all results with "Honor" in the course title.

**E**

Faculty & Advisors • [CRN Listing](#) • Class List

---

CRN Listing Export Print

Fall 2024 - 202510

**▼ Course Information**  
  
**Intro to Cultural Anthrop - ANTH 135 003**  
 CRN: 10001  
 Duration: 08/26/2024 - 12/13/2024  
 Status: Active

**Enrollment Counts**  
  

	Maximum	Actual	Remaining
Enrollment	45	20	25
Wait List	0	0	0
Cross List	90	27	63

**Class List**    Wait List

**Summary View ▼**

Summary Class List Search (Alt+Y)

<input type="checkbox"/>	ID	Student Name	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Junior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Junior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input checked="" type="checkbox"/>	<b>E</b>	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Freshman



Export Print

▼

### Enrollment Counts


CRN: 10001

Duration: 08/26/2024 - 12/13/2024

Status: Active

	Maximum	Actual	Remaining
Enrollment	45	20	25
Wait List	0	0	0
Cross List	90	27	63

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Summary View 

### Class List

### Wait List

## Summary Class List



Search (Alt+Y)

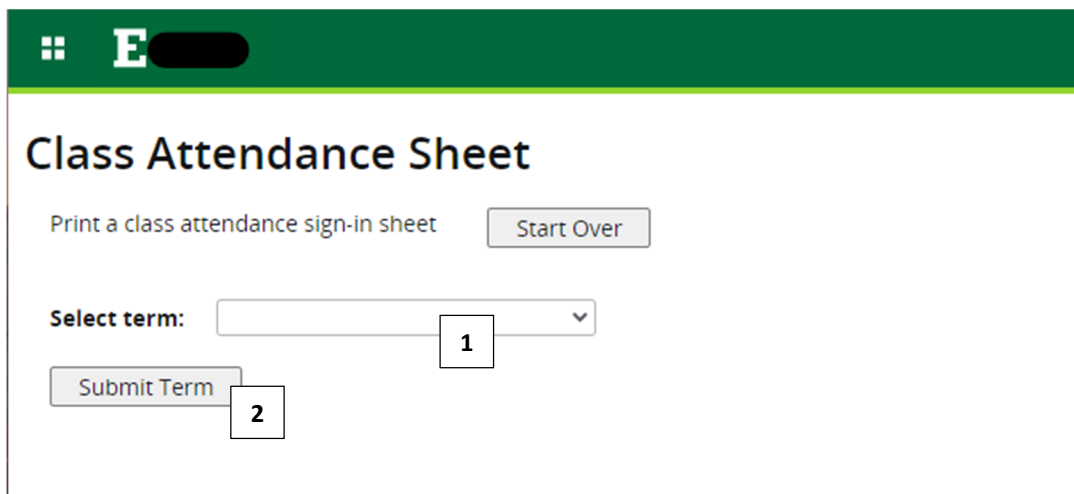


<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
<input type="checkbox"/>	[REDACTED]	15	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Junior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Junior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Freshman

16. Click the arrow to move between the “Summary View” and “Detail View”. You can also open the detail view for a single student at a time by clicking anywhere within their row.
17. The student’s EID will do the following;
  - a. Hover over the student’s EID to display the “Student Contact Card”. This lists the student name, program, major, EMICH email address, and displays a larger photo.
  - b. Click the student’s EID to be redirected to the Student Advising Profile.

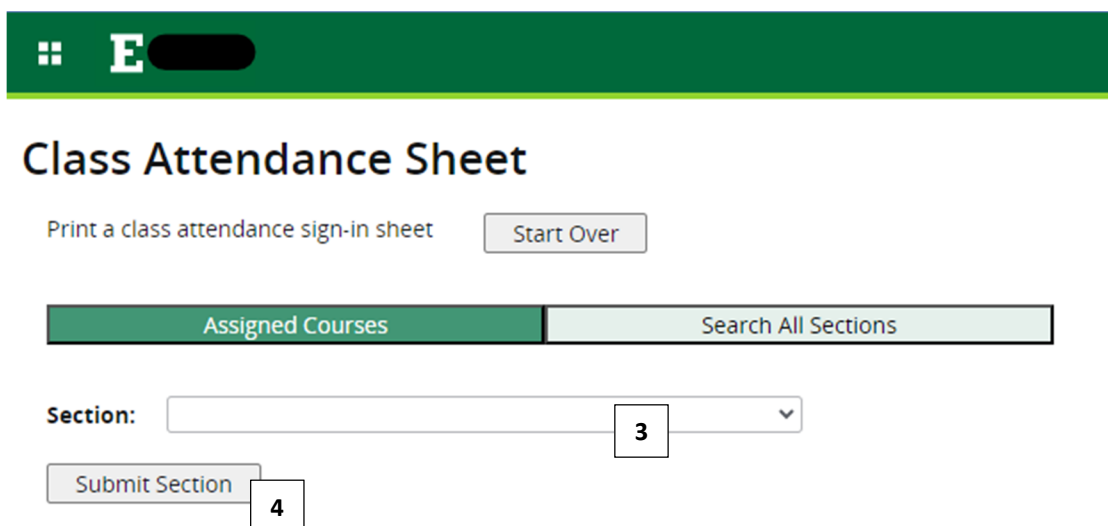
## Class Attendance Sheet Guide

Click “Class Attendance Sheet” on the new My.emich Faculty Academics card.



The screenshot shows the top of the 'Class Attendance Sheet' page. It has a green header bar with a hamburger menu icon and a user profile icon labeled 'E'. Below the header, the title 'Class Attendance Sheet' is displayed. Underneath the title, there is a link 'Print a class attendance sign-in sheet' and a 'Start Over' button. The 'Select term:' label is followed by a dropdown menu. A box with the number '1' points to the dropdown arrow. Below the dropdown is a 'Submit Term' button, with a box containing the number '2' pointing to it.

1. Click the drop-down to select a Term
2. Click “Submit Term”



This screenshot shows the same 'Class Attendance Sheet' page but with additional elements. Below the 'Print' link and 'Start Over' button, there are two tabs: 'Assigned Courses' (which is active and highlighted in green) and 'Search All Sections'. Below the tabs is a 'Section:' label followed by a dropdown menu. A box with the number '3' points to the dropdown arrow. Below the dropdown is a 'Submit Section' button, with a box containing the number '4' pointing to it.

3. Click the drop-down to select one of your assigned sections for the Term chosen in step 1.
4. Click “Submit Section”



## Class Attendance Sheet

Print a class attendance sign-in sheet

Start Over

Selected section: Fall 2024 ACC 240 002: Principles of Financial Acct, 10195 (17)

5

Render Class Attendance Sheet

6

5. Confirm the displayed section information
6. Click "Render Class Attendance Sheet"

A new tab will appear that contains the sign-in sheet.

ACC 240 002: Principles of Financial Acct, 10195 (17) / Fall 2024

Instructor:

Date: \_\_\_\_\_

### Class Attendance Sign-in Sheet

To receive credit for attending this class meeting, please sign next to your name on the list below.

Student Name

Please Sign

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



## Class Attendance Sheet

Print a class attendance sign-in sheet

Start Over

7

Assigned Courses	Search All Sections
------------------	---------------------

8

Section:

Submit Section



## Class Attendance Sheet

Print a class attendance sign-in sheet

Start Over

Assigned Courses	Search All Sections
------------------	---------------------

CRN:

or

Select subject:

Enter course number:

Enter section number:

Search

7. Click the "Start Over" button to reset the form.
8. You have the option to "Search All Sections" by CRN or Subject, Course Number & Section Number.

## Student Advising Profile Guide

Click “Student Advising Profile” on the new My.emich Faculty Academics card.

The screenshot shows the 'Advisee Search' page. At the top is a green navigation bar with a home icon, the letter 'E', a settings gear, and a user profile icon. Below the bar, the breadcrumb 'Advising • Advisee Search' is visible. The main heading is 'Advisee Search'. The primary form area has a title 'Change term, search for a student, or view your advisee listing'. It contains a 'Term' dropdown menu set to 'Winter 2025' (callout 1). Below this is a section 'View advisee listing, or search by' with three radio buttons: 'Student ID' (selected), 'Student Email' (callout 2), and 'Student Name'. Under the 'Student ID' option is a text input field (callout 3). At the bottom of the form are two buttons: 'View Profile' and 'View My Advisee Listing'. To the right of the main form is a 'Getting Started' sidebar with a heading 'Advisee Search' and a paragraph of instructions.

1. Use the dropdown to select and view student records for the current, past, and future terms. All the information displayed to you will update as appropriate to reflect the information during the term chosen.
2. Click the radio button to select how to search for the student's profile;
  - a. Student ID – Enter the student's EID
  - b. Student Email – Enter the student's EMICH email address
  - c. Student Name – Enter the student's name (format: Last Name, First Name)
3. Enter the student EID, EMICH email address, or Name into the field

This continuation of the form shows the 'Student Name' radio button selected. Below it is a 'Student Name' dropdown menu with 'Heather Babcock' selected (callout 4). Below the dropdown is a text input field containing 'Heather Babcock' (callout 5). At the bottom are the 'View Profile' button (callout 6) and the 'View My Advisee Listing' link.

4. Confirm the name shown if you searched by Student ID or Email or click to select the correct student from the drop-down list if you searched by Student Name.
5. Click “View Profile” If you have Advisees assigned to you for the term, click “View My Advisee Listing” and choose from the list.

Advising • [Advisee Search](#) • Student Profile

Student Profile - H (E)

Term: Fall 2024 Current term

Standing: Good Standing, as of Summer 2024

Overall Hours: 3 Overall GPA: 4.00

Registration Notices: 4 Holds: 0

**1**

**2**

**3**

**4**

**5**

**Curriculum and Courses**

**Registered Courses**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Introduction to Africology and A...	AFC 101 001	11199	3	**Web Registered**	Antoinette Pressler
Comp I: Writing the Coll Exper	WRTG 120 ...	11046	3	Withdraw Class-W G...	Not assigned

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

- Term – Use the dropdown to select and view student records for the current, past, and future terms (NOTE: Future Terms will not appear until the class schedule is available for viewing ahead of registration opening.) All the information displayed to you will update as appropriate to reflect the information during the term chosen.
- Standing – This is the student’s academic standing status as of the term listed.  
**Standing: Good Standing, as of Summer 2024**
- Overall Hours & Overall GPA – This is the student’s current overall earned hours and GPA as of the term listed.  
**Overall Hours: 3 Overall GPA: 4.00**
- Registration Notices – Clicking this item opens a detailed display of informational messages regarding the student’s current ability to register for classes.

Registration Notices: 4

- ✓ **Overall Academic Standing**  
Good Standing  
Permits Registration
- ✓ **Student Status**  
Active  
Permits Registration
- ✓ **Enrollment Status**  
Permits Registration

- Holds – Clicking this item opens a list of holds currently assigned to the student’s. Click to see detailed information about the hold, including department contact information for hold questions.

Registration Notices: 4 Holds: 1

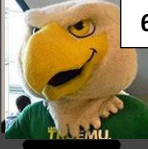
**Title IX Mandatory Training**

Originator: Title IX Office 734.487.9126  
 From Date: 08/12/2024  
 To Date: 12/31/2099  
 Reason: 2024-25 Academic Year Training  
 Processes Affected: Registration

Advising • [Advisee Search](#) • Student Profile

Student Profile - H [REDACTED] (E [REDACTED])

Term: Fall 2024 Current term Standing: Good Standing, as of Summer 2024 Overall Hours: 3 Overall GPA: 4.00 7 Registration Notices: 4 Holds: 0



**6**

**Bio Information**  
Email: [REDACTED]@emich.edu  
Phone: Not Provided

**General Information**  
Level: Undergraduate  
Class: Freshman  
Status: Active  
Student Type: New First Time  
First Term Attended: Summer 2024  
Last Term Attended: Summer 2024

**Graduation Information**  
Graduation Applications: None

**Advisors**  
College Advising Cntr Advisor: [Gardner, Vanessa](#)  
College Advising Cntr Advisor: [O'Droisi, Samantha](#)  
Departmental Advisor: [O'Grady, Dennis](#)

**CURRICULUM, HOURS & GPA**

**Primary** Secondary Hours & GPA

Degree: Bachelor of Arts  
Level: Undergraduate  
Study Path: Not Provided  
Program: AS - Bachelor of Arts  
College: College of Arts & Sciences  
Major: Communication  
Department: Com Media, Theatre Arts, School of  
Concentration: Not Provided  
Minor: Sociology  
Concentration: Not Provided  
Admit Type: FTIAC - Traditional  
Admit Term: Summer 2024  
Catalog Term: Summer 2024


**8**

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Introduction to Africology and A...	AFC 101 001	<a href="#">11199</a>	3	"Web Registered"	<a href="#">Antoinette Preslie</a>
Comp I: Writing the Coll Exper	WRTG 120 ...	<a href="#">11046</a>	3	Withdraw Class-'W' G...	Not assigned

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

6. Bio/General/Graduation Information & Advisors – Displays summary information of the student's record.
  - a. Advisors – Clicking the listed Advisor name will pull up the advisor contact card which displays a photo and contact email.
7. Curriculum, Hours & GPA – Displays the student's current major/minor/concentration information on the "Primary" & "Secondary" tabs. Institutional (EMU credits only) & Overall earned hours and GPA information is listed on the "Hours & GPA" tab.
8. Registered Courses – Displays summary information of the student's registered courses for the term chosen.
  - a. CRN – Clicking the listed CRN will pull up a display of the class details.



**SWOOP**

[@emich.edu](#)

Class Details for Introduction to Africology and African American Studies Africology &...

Term: 202510 | CRN: 11199


Class Details	Associated Term: Fall 2024 CRN: 11199
Bookstore Links	Campus: Online Asynchronous #000-499
Course Description	Schedule Type: Lecture
Attributes	Instructional Method:
Restrictions	Section Number: 001
	Subject: Africology & African Amer Stu
	Course Number: 101
	Title: Introduction to Africology and African American Studies

- a. Instructor – Clicking the listed Instructor name will pull up the faculty contact card which displays a photo and contact email (see Advisor card example above).

Advising • [Advisee Search](#) • Student Profile

### Student Profile - H (E )

Term: **Fall 2024 Current term** | Standing: Good Standing, as of Summer 2024 | Overall Hours: 3 | Overall GPA: 4.00 | Registration Notices: 4 | Holds: 0



**Bio Information**  
Email: [@emich.edu](#)  
Phone: Not Provided

**General Information**  
Level: Undergraduate  
Class: Freshman  
Status: Active  
Student Type: New First Time  
First Term Attended: Summer 2024  
Last Term Attended: Summer 2024

**Graduation Information**  
Graduation Applications: None

**Advisors**  
College Advising Cntr Advisor: [Gardner, Vanessa](#)  
College Advising Cntr Advisor: [O'Drost, Samantha](#)  
Departmental Advisor: [O'Grady, Dennis](#)

### CURRICULUM, HOURS & GPA

**Primary** | Secondary | Hours & GPA

Degree: Bachelor of Arts  
Level: Not Provided  
Study Path: Undergraduate  
Program: AS - Bachelor of Arts  
College: College of Arts & Sciences  
Major: Communication  
Department: Com Media, Theatre Arts, School of  
Concentration: Not Provided  
Minor: Sociology  
Concentration: Not Provided  
Admit Type: FTIAC - Traditional  
Admit Term: Summer 2024  
Catalog Term: Summer 2024

### REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Introduction to Africology and A...	AFC 101 001	<a href="#">11199</a>	3	**Web Registered**	<a href="#">Antoinette Pressle</a>
Comp I: Writing the Coll Exper	WRTG 120 ...	<a href="#">11046</a>	3	Withdraw Class-W' G...	Not assigned

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19


9. Prior Education and Testing – Clicking this link changes your view from “Curriculum, Hours & GPA” to “Prior Education and Testing”.
  - a. Secondary Education – lists the high school(s) from which the student graduated (if applicable)
  - b. Post Secondary Education – lists any other higher education institutions the student attended (dual enrollment and/or transfer)
  - c. Testing – lists the student’s test score information (eg. SAT scores, ALEKS math assessment, etc.)

PRIOR EDUCATION				
Secondary Education				
No data available.				
Post Secondary Education				
School Name	Degree Description/Year	Attended Dates	Reported Hours	GPA
Washtenaw Cmty College	No Degree	08/01/2023 - 03/25/2024		
TESTING				
Records 1				
Description	Score	Date	Source	
ALEKS Math Placement	75	08/01/2024		

Advising • [Advisee Search](#) • [Student Profile](#)

Student Profile - H (E )

Term: Fall 2024 Current term Standing: Good Standing, as of Summer 2024 Overall Hours: 3 Overall GPA: 4.00 Registration Notices: 4 Holds: 0



**Bio Information**  
Email: [@emich.edu](#)  
Phone: Not Provided

**General Information**  
Level: Undergraduate  
Class: Freshman  
Status: Active  
Student Type: New First Time  
First Term Attended: Summer 2024  
Last Term Attended: Summer 2024

**Graduation Information**  
Graduation Applications: None

**Curriculum and Courses**

**Prior Education and Testing**

**Additional Links**

**Academic Transcript**

**Registration**

**View Application to Graduate**

**View Grades**

**Preferred Name and Pronoun**

**Degree Audit (u.achieve)**

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Arts	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	AS - Bachelor of Arts	
College:	College of Arts & Sciences	
Major:	Communication	
Department:	Com.Media,ThtreArts, School of	
Concentration:	Not Provided	
Minor:	Sociology	
Concentration:	Not Provided	
Admit Type:	FTIAC - Traditional	
Admit Term:	Summer 2024	
Catalog Term:	Summer 2024	

**REGISTERED COURSES**

Course Title	Details	CRN	Hours	Registration Status	Instructor
Introduction to Africology and A...	AFC 101 001	<a href="#">11199</a>	3	**Web Registered**	<a href="#">Antoinette Pressler</a>
Comp I: Writing the Coll Exper	WRTG 120 ...	<a href="#">11046</a>	3	Withdraw Class-'W' G...	Not assigned

Total Hours | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

10. Additional Links – These links will direct you to various resources.

- Academic Transcript – takes you to the student’s “unofficial transcript
- Registration – takes you to the Registration landing page
- View Application to Graduate – takes you to a page that details submitted Graduation Applications for the student
- View Grades – takes you to a page that lists the student’s previous and current term grades
- Preferred Name and Pronoun – takes you to the page where you may add/update a preferred name and/or preferred pronoun
- Degree Audit (u.Achieve) – takes you to the u.Achieve degree audit landing page

## Faculty Week at a Glance & Faculty Detail Schedule Guide

Click “Student Week at a Glance” on the new My.emich Faculty Academics card.

The screenshot shows the 'Student and Advisee ID Selection' form. At the top, there is a green header bar with a logo and a user profile icon. Below the header, the breadcrumb 'Faculty and Advisors > Student Week at a Glance' is visible. The main heading is 'Student and Advisee ID Selection'. A blue information box contains the text: 'Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.' Below this, there are three input fields: 'Term' (a dropdown menu with 'Select' as the placeholder), 'Student or Advisee ID' (a text box), and 'Last Name' and 'First Name' (two text boxes). A 'Submit' button is located to the right of the 'Last Name' and 'First Name' fields. Below the input fields, there is a 'Search Type' section with three radio buttons: 'Students', 'Advisee', and 'Both'. The 'Both' radio button is selected. Numbered callouts are present: '1' points to the 'Term' dropdown, '2' points to the 'Student or Advisee ID' text box, and '3' points to the 'Submit' button.

1. Select the term
2. Enter the student’s EID or Last Name & First Name
  - a. You can update the “Search Type” to return; students, advisees assigned to you, or both
3. Click “Submit”

The screenshot shows the 'Student and Advisee Selection' table. The table has three columns: 'ID', 'Name', and 'Type'. The 'ID' column contains a redacted value. The 'Name' column contains a redacted value. The 'Type' column contains a redacted value. A 'Submit' button is located to the right of the table. Numbered callout '4' points to the 'Name' column header.

4. Click anywhere in the row for the desired student to show their schedule





9am			
		<b>10148</b> <b>SOCL 105 - 0</b> <b>10148 Class</b> 🕒 09:30-10:45 📍 Harrold Hall-327	<b>10148</b> <b>SOCL 105 - 0</b> <b>10148 Class</b> 🕒 09:30-10:45 📍 Pray-Harrold Hall-327
10am			

Courses without assigned meeting times:

**7B** [11199](#) AFC 101 - 001 TBA

🕒 Time 📍 Venue

- Click the CRN in the calendar view (7A) and/or under “Courses without assigned meeting times” (7B) to bring up the section details (7C).

Class Details for Introduction to Africology and African American Studies Africology &... X

Term: 202510 | CRN: 11199

Class Details	Associated Term: Fall 2024
Bookstore Links	CRN: 11199
Course Description	Campus: Online Asynchronous #000-499
Attributes	Schedule Type: Lecture
Restrictions	Instructional Method:
Instructor/Meeting Times	Section Number: 001
Enrollment/Waitlist	Subject: Africology & African Amer Stu
Corequisites	Course Number: 101
Prerequisites	Title: Introduction to Africology and African American Studies
Cross Listed Courses	Credit Hours: 3
Linked Sections	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Fees	
Catalog	

**7C**

## Faculty Grade Entry Guide

Click “Faculty Grade Entry” on the new My.emich Faculty Academics card.

The screenshot shows the 'Faculty Grade Entry' page with a table of courses. Annotations are placed as follows: 1 points to the 'Grading Status' column header, 2 points to the 'Subject' column header, 3 points to a column selection dropdown menu, and 4 points to the search bar.

Grading Status	Rolled	Subject	Course	Section	Title	Term	
Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
Not Started	Not Started	WRTG - Writing	121	26	Comp II: Resrchng the Publ Exp	202510 - Fall 2024	13425
Completed	Completed	CHEM - Chemistry	121	0	General Chemistry I	202450 - Summer 2024	50005
Completed	Completed	ACC - Accounting	240	0	Principles of Financial Acct	202450 - Summer 2024	50021

Records Found: 5

1. Courses for the current term are sorted to the top.
2. Graded courses for past terms are sorted below.
3. Use this drop-down to add/remove columns from the displayed list
4. Use this search box to narrow your list. The search is dynamic and allows key words, portions of words, and phrases found in the Subject and Course Title columns. As you begin to type search criteria, the list will begin to shift automatically.

The screenshot shows the 'Enter Grades (Read Only)' section below the course list. Annotation 5 points to the 'Subject' column header in the table above. The 'Enter Grades' section has columns for Full Name, ID, Final Grade, Rolled, Last Attend Date, and Hours Attended.

Full Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended
[Redacted]	[Redacted]				
[Redacted]	[Redacted]				

5. Click within a row to open the “Enter Grades” section
  - a. If final grade submission is not yet available, you’ll see “(Read Only)” displayed

Faculty Grade Entry

Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	
Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
Not Started	Not Started	WRTG - Writing	121	26	Comp II: Resrchng the Publ Exp	202510 - Fall 2024	13425
Completed	Completed	CHEM - Chemistry	121	0	General Chemistry I	202450 - Summer 2024	50005
Completed	Completed	ACC - Accounting	240	0	Principles of Financial Acct	202450 - Summer 2024	50021

Records Found: 5

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended
			✓		
			✓		
			✓	06/23/2024	

6. Click within a row to open the "Enter Grades" section
  - a. When viewing a "Completed" section, you'll see the grade entered, rolled status, last attend date (if applicable), and hours attended (if applicable).

Faculty Grade Entry

Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	
Not Started	Not Started	ACC - Accounting	240	002	Principles of Financial Acct	202510 - Fall 2024	10195
Not Started	Not Started	WGST - Women's and Gender Studies	200	06	Intro to Women's Studies	202510 - Fall 2024	11842
Not Started	Not Started	WRTG - Writing	121	26	Comp II: Resrchng the Publ Exp	202510 - Fall 2024	13425
Completed	Completed	CHEM - Chemistry	121	0	General Chemistry I	202450 - Summer 2024	50005
Completed	Completed	ACC - Accounting	240	0	Principles of Financial Acct	202450 - Summer 2024	50021

Records Found: 5

Enter Grades

Full Name	ID	Final Grade	Rolled	Last Attend Date	Hours Attended

7. Once your section is open for grading; Final Grade, Last Attend Date, and Hours Attended become enterable.
  - a. The "Final Grade" dropdown list will list all applicable grade options
  - b. "Last Attend Date" must be entered for any EXAMPLE grades. If you attempt to save without entering one, you'll be stopped by an error message;

A last attend date is required for this grade.

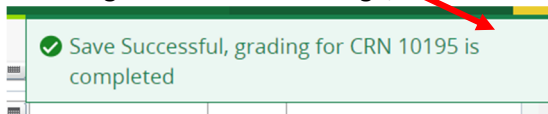
Final Grade	Rolled	Last Attend Date	Hours Attended
F			

Records Found: 17

Page 1 of 1 Per Page 25

Save Reset

8. Enter all grades. Remember to use the pagination buttons to navigate to additional pages. The grade entry sheet defaults to displaying 25 students at a time.
9. Click “Save” once all grades have been entered. If no errors have been found, you’ll see the following confirmation message;



10. Click “Reset” at any time during entry if needed. This will reset all unrolled grades back to blanks.

NOTE: You have the ability to change an entered grade post-save until the green check is displayed

**Rolled**



(Rolled Indicator). Once the rolled indicator is present, the grade has been rolled to the student’s academic history and you will need to submit a grade change request to update it.

## Faculty Grade Summary Guide

Click “Faculty Grade Summary” on the new My.emich Faculty Academics card.



### Faculty Grade Summary

Final Grade column displays the grade originally submitted on the Final Grades Worksheet. Academic History column displays the original grade posting or a grade change posted via a grade change form.

Start Over

Select term:

Submit

1. Select the term from the drop-down list
2. Click “Submit”



## Class Schedule Guide

Click “Class Schedule” on the new My.emich Faculty Academics card.

This page allows you to search for classes in the current and/or future terms. You can also view class offerings for past terms.

**NOTE: This is the same view a student has when they choose “Browse Classes” in the Registration menu.**

The screenshot shows the top navigation bar with a hamburger menu icon and the letter 'E'. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is 'Select a Term'. Below this is a dropdown menu titled 'Select a Term for Class Search'. The dropdown is open, showing a search bar and a list of terms: 'Fall 2024' (highlighted in green), 'Summer 2024 (View Only)', 'Winter 2024 (View Only)', 'Fall 2023 (View Only)', and 'Summer 2023 (View Only)'.

Enter Search criteria to find the desired class(es) (**at a minimum, a Subject code must be chosen to search**);

- **Subject** – Click within the field and a list of subjects will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or ENTER will add it as a selection.

The left screenshot shows the 'Browse Classes' page with the breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#). The heading is 'Browse Classes'. Below it is a section 'Enter Your Search Criteria' with 'Term: Fall 2024'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. The 'Subject' field is open, showing a list of subjects: 'Accounting' (highlighted in green), 'Africology & African Amer Stu', 'Aging Studies', 'Anthropology', and 'Apparel & Textile Merchandsng'. A red arrow points from the 'Accounting' option in this list to the 'Subject' field in the right screenshot.

The right screenshot shows the same 'Browse Classes' page, but now the 'Subject' field contains two selected items: 'Accounting' and 'Biology', each with a green 'X' icon to its left. The 'Course Number' and 'Keyword' fields are empty. Below the input fields are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

- Course Number – Enter the desired course number to search for. You are able to use % to search for classes beginning or ending in specific numbers (ex. 1% entered in the search above returns BIO 101, BIO 105, etc.).
- Keyword – Enter one or more words (partial words are allowed). The search uses “and” logic to return classes that contain the word(s) or partial words entered.

### Advanced Search

- Keyword (With All Words) - Enter all the words you want the search to use. The search uses “and” logic to return classes that contain ALL the words entered.
- Keyword (With Any Words) – Enter words that might help you find the class you’re looking for. The search uses “or” logic to return classes that contain ANY of the words entered.
- Keyword (Exact Phrase) - Enter the exact phrase you want to search for. The search returns classes that contain the exact phrase entered.
- Keyword (Without the Word) – Use with another keyword option. Enter a word that will filter out classes returned by the other keywords used.
- Attribute - Click within the field and a list of attributes will appear. You can scroll through the options or begin typing an attribute code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Campus - Click within the field and a list of campus descriptions will appear. You can scroll through the options or begin typing a campus code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Level – Click to choose Graduate and/or Undergraduate
- Buildings - Click within the field and a list of building descriptions will appear. You can scroll through the options or begin typing a building code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- College - Click within the field and a list of college descriptions will appear. You can scroll through the options or begin typing a college code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Departments - Click within the field and a list of department descriptions will appear. You can scroll through the options or begin typing a department code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Instructional Methods – NOT USED
- Schedule Type - Click within the field and a list of schedule type descriptions will appear. You can scroll through the options or begin typing a schedule type code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Duration – Enter a number, then choose the desired unit or Months or Weeks



- Part of Term - Click within the field and a list of parts of term descriptions will appear. You can scroll through the options or begin typing a part of term code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Title - Enter the desired title to search for. You are able to use % to search for classes beginning or ending in specific words/characters.
- Sessions - NOT USED
- Course Number Range – Enter numbers to search for courses in a range (ex. 101 to 500)
- Credit Hours Range - Enter numbers to search for classes with credits in a range (ex. 1 to 4)
- Meeting Days – Select the checkboxes as desired to search for classes held on specific days of the week.
- Start Time – Use the drop-downs to select the hour, minutes, and time of day (AM or PM) of your desired start time.
- End Time - Use the drop-downs to select the hour, minutes, and time of day (AM or PM) of your desired end time.
- Open Sections Only - Select the checkbox to ONLY search for classes with open seats.

After entering the desired criteria, click “Search”. Click “Clear” to remove your selections and begin again.

**E**

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

### Browse Classes

**Search Results — 91 Classes**  
 Term: Fall 2024    Subject: Mathematics

Search Again

Title	Subject Description	Course Rsn	Section ID	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Campus	Status	Schedule Type	Attribute	Linked Sections
<a href="#">Pre-College Math Arithmetic</a>	Mathematics	097	0	4	10235	Fall 2...	Mitchell_Lisa (Primary)	09:00 AM - 10:40 AM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Arithmetic</a>	Mathematics	097	10	4	10236	Fall 2...	Wilson_Jennifer (Primary)	09:00 AM - 10:40 AM Type: Class Main ...	Main ...	4 of 25 seats rem...	Lecture		
<a href="#">Pre-College Math Arithmetic</a>	Mathematics	097	11	4	14637	Fall 2...	Wilson_Jennifer (Primary)	- Type: Class Building: Online	Online ...	7 of 25 seats rem...	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	0	4	10385	Fall 2...	Rose_Michelle (Primary)	09:00 AM - 10:40 AM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	10	4	10696	Fall 2...	Wiedenfeld_Jennifer (Pri...)	09:00 AM - 10:40 AM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	11	4	10697	Fall 2...	Wiedenfeld_Jennifer (Pri...)	11:00 AM - 12:40 PM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	12	4	11267	Fall 2...	Rose_Michelle (Primary)	02:00 PM - 03:40 PM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	13	4	13389	Fall 2...	Wiedenfeld_Jennifer (Pri...)	02:00 PM - 03:40 PM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	14	4	13434	Fall 2...	Sipe_Lisa (Primary)	09:00 AM - 10:40 AM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		
<a href="#">Pre-College Math Bevin Algebra</a>	Mathematics	098	15	4	14630	Fall 2...	Johnson_Sandy (Primary)	09:00 AM - 10:40 AM Type: Class Main ...	Main ...	<span style="color: red;">❗ FULL: 0 of 2.</span>	Lecture		

All columns can be re-ordered. Click in the column title and drag the column to the desired location.

- **Title** – Click the class title to bring up the class details box. The various tabs provide information to assist you in choosing the class that fits your needs. For example; review the Attributes tab to see if the course fulfils a General Education (GenEd) requirement, review the Enrollment/Waitlist tab to see how many seats are available, review the Prerequisites tab to see if you need to take any other classes before you'll be eligible to register, etc.

**Class Details for Abstract Algebra Mathematics 512 0**

Term: 202510 | CRN: 11097

**Class Details**

Associated Term: Fall 2024  
CRN: 11097  
Campus: Main Campus Crse#500-699  
Schedule Type: Lecture  
Section Number: 0  
Subject: Mathematics  
Course Number: 512  
Title: Abstract Algebra  
Credit Hours: 3  
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

**Enrollment/Waitlist**

Enrollment Actual: 2  
Enrollment Maximum: 8  
Enrollment Seats Available: 6

Waitlist Capacity: 0  
Waitlist Actual: 0  
Waitlist Seats Available: 0

- Days, Times, Locations & Dates – Hover over the field to see a pop-up box that displays ALL the information without the need to re-size the column.

U M T W R F S		Class		Days, Times, Locations & Dates		Cam	
on: Tuesday, Thursday							
05:30 PM - 06:45 PM							
Type: Class							
Building: Pray-Harold Hall							
Room: 305							
Start Date: 08/26/2024							
End Date: 12/13/2024							

## Course Detail Information Guide

Click "Course Detail Information" on the new My.emich Faculty Academics card.

This page allows you to search for basic course information from the university course catalog for current and/or future terms. You can also view the course catalog for past terms. *This search works similarly to “Class Schedule”.*

***NOTE: This is the same view a student has when they choose “Browse Course Catalog” in the Registration menu.***

E

Student

•

Registration

•

Select a Term

Select a Term

Select a Term for Course Search

Select a term...

Fall 2024

Summer 2024

Winter 2024

Fall 2023

Summer 2023

Enter Search criteria to find courses (***at a minimum, a Subject code must be chosen to search***);

- **Subject** – Click within the field and a list of subjects will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or ENTER will add it as a selection.

Student • Registration • Select a Term • Browse Courses

Browse Courses

Enter Your Search Criteria  
Term: Fall 2024

Subject: Accounting

Course Number

Keyword: Africology & African Amer Stu, Aging Studies, Anthropology, Apparel & Textile Merchandsng

Student • Registration • Select a Term • Browse Courses

Browse Courses

Enter Your Search Criteria  
Term: Fall 2024

Subject: Accounting, Biology

Course Number

Keyword

Search Clear Advanced Search

- **Course Number** – Enter the desired course number to search for. You are able to use % to search for classes beginning or ending in specific numbers (ex. 1% entered in the search above returns BIO 101, BIO 105, etc.).
- **Keyword** – Enter one or more words (partial words are allowed). The search uses “and” logic to return classes that contain the word(s) or partial words entered.

### Advanced Search

- **Subject and Course Number** - Click within the field and a list of subject & course combinations will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or ENTER will add it as a selection.
- **Keyword (With All Words)** - Enter all the words you want the search to use. The search uses “and” logic to return classes that contain ALL the words entered.
- **Keyword (With Any Words)** – Enter words that might help you find the class you’re looking for. The search uses “or” logic to return classes that contain ANY of the words entered.
- **Keyword (Exact Phrase)** - Enter the exact phrase you want to search for. The search returns classes that contain the exact phrase entered.
- **Keyword (Without the Word)** – Use with another keyword option. Enter a word that will filter out classes returned by the other keywords used.
- **Title** - Enter the desired title to search for. You are able to use % to search for classes beginning or ending in specific words/characters.
- **Attribute** - Click within the field and a list of attributes will appear. You can scroll through the options or begin typing an attribute code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- **Level** – Click to choose Graduate and/or Undergraduate
- **College** - Click within the field and a list of college descriptions will appear. You can scroll through the options or begin typing a college code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- **Division** – NOT USED
- **Departments** - Click within the field and a list of department descriptions will appear. You can scroll through the options or begin typing a department code or description. Click to select the

description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.

- Schedule Type - Click within the field and a list of schedule type descriptions will appear. You can scroll through the options or begin typing a schedule type code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Course Number Range – Enter numbers to search for courses in a range (ex. 101 to 500)
- Credit Hours Range - Enter numbers to search for classes with credits in a range (ex. 1 to 4)

⚙ E

⚙ 👤

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Courses](#)

### Browse Courses

**Search Results — 114 Courses**  
Term: Fall 2024    Subject: Management

Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections
<a href="#">Special Topics</a>	Management	177	1	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>
<a href="#">Special Topics</a>	Management	178	2	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>
<a href="#">Special Topics</a>	Management	179	3	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>
<a href="#">Business Communication</a>	Management	202	3	This course is a study of principles, elements and ...	<a href="#">Q View Sections</a>
<a href="#">Self-Development as a Leader</a>	Management	250	1	This course aims to aid in the personal growth an ...	<a href="#">Q View Sections</a>
<a href="#">Creativity and Ideation for Entrepreneurship</a>	Management	270	3	Ideation is a foundational cornerstone of entrepre ...	<a href="#">Q View Sections</a>
<a href="#">Special Topics</a>	Management	277	1	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>
<a href="#">Special Topics</a>	Management	278	2	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>
<a href="#">Special Topics</a>	Management	279	3	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>
<a href="#">Special Topics</a>	Management	377	1	An exploration and study of topics not covered in ...	<a href="#">Q View Sections</a>

< > Page 1 of 12 | 10 Per Page

Records: 114

All columns can be re-ordered. Click in the column title and drag the column to the desired location.

- **Title** – Click the course title to bring up the course details box. The various tabs provide information about the course in the term chosen. For example; review the Attributes tab to see if the course fulfils a General Education (GenEd) requirement, review the Prerequisites tab to see if students need to take any other classes before they'd be eligible to register for the course, etc.

**Course Details for AFC 101, Introduction to Africology and African American Studies**

Term: 202510

**Catalog**

**Course Description**

**Attributes**

**Restrictions**

**Corequisites**

**Prerequisites**

**Fees**

**Title:** Introduction to Africology and African American Studies  
**College:** College of Arts & Sciences AS  
**Department:** Africology & African Amer Studie AAAS  
**Hours:**  
 Credit Hours: 3  
 Lecture: 3  
**Levels:**  
 Undergraduate UG  
**Grading Modes:**  
 Audit A  
 Honors H  
 Normal N  
 NA GD Translatn-Other GD Modes O  
 Pass/Fail P  
**Schedule Types:**  
 Fully Online Lecture DEO  
 Fully Online Lab DLB  
 Fully Online Lecture/Lab DLL  
 Web-Enhanced Lab ELB  
 Web-Enhanced Lecture ELE  
 Web-Enhanced Lecture/Lab ELL  
 Hybrid Lab & Online HLB  
 Hybrid Lecture & Online HLE  
 Hybrid Lecture/Lab & Online HLL  
 Lecture L

**Close**

**Course Details for AFC 101, Introduction to Africology and African American Studies**

Term: 202510

**Catalog**

**Course Description**

**Attributes**

**Restrictions**

**Corequisites**

**Prerequisites**

**Fees**

Gen Ed US Diversity GEUS

- Course Sections – If searching within the current term(s) active for registration, clicking the “View Sections” button will take you to a list of scheduled class options in Browse Classes.

The screenshot illustrates the process of viewing course sections. At the top, a table lists courses with a 'View Sections' button for each. A red arrow points from one of these buttons to the 'Browse Courses' section of the system interface.

**E QUAL**

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Courses](#)

**Browse Courses**

**Catalog Search Results** | **Search Results — 2 Classes**  
 Term: Fall 2024 | Subject and Course Number: AFC101 Africology & African Amer Stu

Title	Subject Description	Course Nu	Section	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Camp
<a href="#">Introduction to Africology and...</a>	Africology & ...	101	001	3	11199	Fall 2...	<a href="#">Pressley-Sanon, Antoine...</a>	<a href="#">U</a> <a href="#">M</a> <a href="#">T</a> <a href="#">W</a> <a href="#">R</a> <a href="#">F</a> <a href="#">S</a>   - Type: Class Building: Online   Onlin	
<a href="#">Introduction to Africology and...</a>	Africology & ...	101	1	3	10792	Fall 2...	<a href="#">Pressley-Sanon, Antoine...</a>	<a href="#">U</a> <a href="#">M</a> <a href="#">T</a> <a href="#">W</a> <a href="#">R</a> <a href="#">F</a> <a href="#">S</a>   11:00 AM - 12:15 PM Type: Class Main	

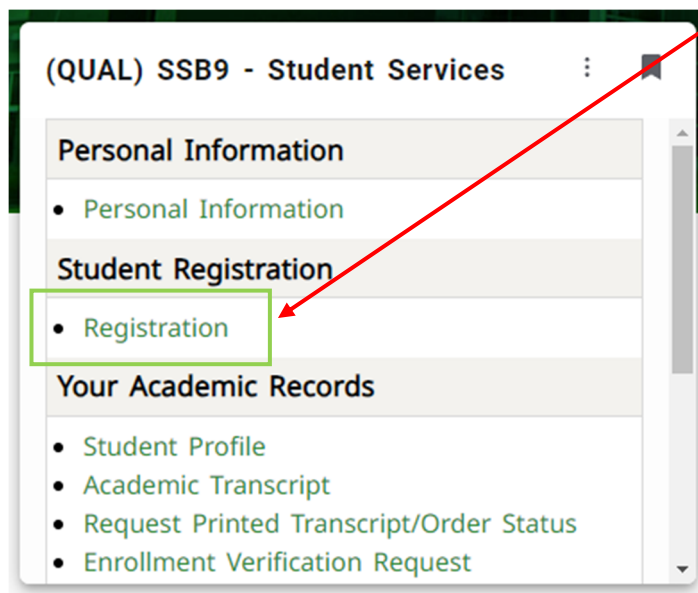
Page 1 of 1 | 10 Per Page

## Registration Guide for Assisting Students

### Overview & Getting Started

On July 15<sup>th</sup>, 2025, EMU is launching the new SSB9 My.EMICH Student Services card and SSB9 Registration. The system has been updated to a more modern look and steps have been streamlined for more efficient navigation of class search and registration!

- Students begin with the SSB9 My.EMICH Student Services card (<https://experience.elluciancloud.com/emu>), by clicking “Registration”



The Registration menu will present several options for moving forward;

- Prepare for Registration -



#### [Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.

- Register for Classes –



#### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

- Browse Classes –



#### [Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



- View Registration Information –



[View Registration Information](#)

View your past schedules and your ungraded classes.

- Browse Course Catalog -



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

**However, students will need to complete their Financial Responsibility Statement and undergraduates must also verify their declared major/minor/concentration before moving forward with registration.**

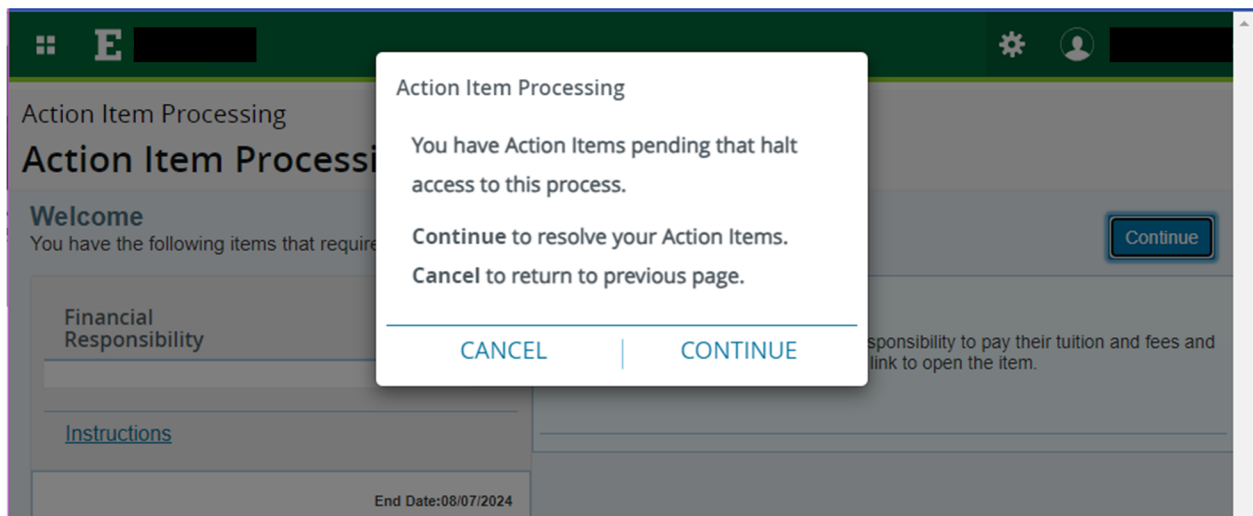
### Financial Responsibility Statement & Major/Minor Verification (Action Item Processing - AIP)

If students click any of the following options, they will be presented with a prompt labeled “Action Item Processing” (AIP);

- Prepare for Registration
- Register for Classes
- View Registration Information

They’re able to navigate to the following regardless of the status of any action items assigned to them;

- Browse Classes
- Browse Course Catalog



## Outstanding Action Items will prevent students from registering for classes.

- Click CONTINUE to view the Action Items that require attention
  - **NOTE:** Clicking CANCEL returns students to the Registration menu

### Financial Responsibility Statement AIP

The AIP item text remains hidden until the item on the left is clicked. Click anywhere within the AIP item to “open” it.

The screenshot displays the 'Action Item Processing' interface. At the top, there is a green header bar with a hamburger menu icon, the letter 'E', a settings gear icon, and a user profile icon. Below the header, the page title 'Action Item Processing' is shown. A 'Welcome' section contains the text 'You have the following items that require your attention.' and a blue 'Continue' button. The main content area is divided into two panels. The left panel, titled 'Financial Responsibility', features a red prohibition icon and a dropdown menu showing the number '1'. Below this is an 'Instructions' link. The right panel, also titled 'Financial Responsibility', contains the text: 'Students much agree to their financial responsibility to pay their tuition and fees and detailed in the agreement. Click the item link to open the item.' Below the right panel, there is a section for 'Financial Responsibility' with a red prohibition icon and a 'Pending' status. This section includes a list of 'Halt Processes': 'Prepare for Registration', 'View Registration Information', and 'Register for Classes'. At the bottom of this section, a box contains the text: 'Students much agree to their financial responsibility to pay their tuition and fees and detailed in the agreement.'

Now that the instructional text is visible, they must scroll to read the whole statement and will respond at the bottom. **NOTE:** Clicking Continue will refresh the page but will not allow the student to exit or bypass the action items before they've been completed.

The screenshot shows a web interface titled "Action Item Processing". At the top, a "Welcome" message states, "You have the following items that require your attention." with a "Continue" button. Below this, a card for "Financial Responsibility" is shown with a red prohibition icon and an upward arrow. The card has a search bar with the number "1" and a link to "Instructions". To the right of the card, the status is "End Date: 08/07/2024" and "Pending" with a red prohibition icon. The main content area on the right displays the title "Financial Responsibility" and the sub-header "PAYMENT OF FEES/PROMISE TO PAY". The text below reads: "I understand that when I register for any class at Eastern Michigan University (EMU) or receive any service from Eastern Michigan University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Eastern".

They should check the box next to “Yes, I agree” and click Save.

This close-up shows the bottom of the form. It features a checkbox labeled "Yes, I agree" which is checked. Below the checkbox is a blue "Save" button.

Now that the action items have been completed, the status will be updated to Completed.

## Major Verification AIP

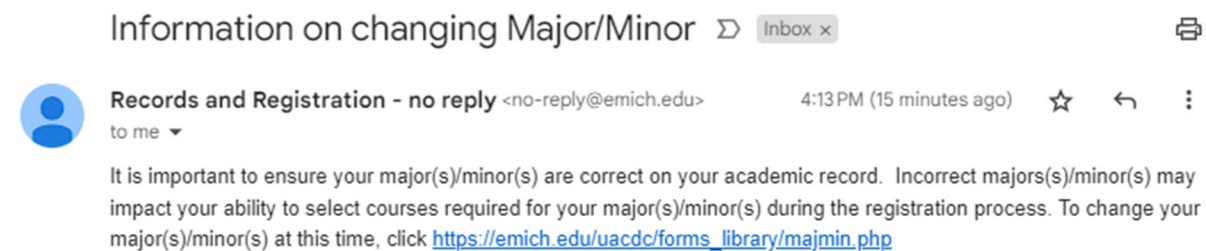
The AIP item text remains hidden until the item on the left is clicked. Click anywhere within the AIP item to “open” it.

The screenshot shows the 'Action Item Processing' interface. On the left, a sidebar lists items: 'Financial Responsibility' (status: 1/1), 'Major Verification' (status: 1), and 'Instructions'. The 'Major Verification' item is selected. The main content area displays the details for 'Major Verification', including a 'Continue' button, a description of the item, and a list of 'Halt Processes' (Plan Ahead, Register for Classes, Prepare for Registration, View Registration Information). A 'Pending' status is shown with a red circle and a 'Pending' button. The end date is 7/28/2024.

Review the listed major(s), minor(s), and concentration(s), select Yes or No, and click “Save”

The screenshot shows the 'Major Verification' form. It includes a section for 'Major(s)' with a list of 'Communication'. A section for 'Minor(s)' with a list of 'Sociology'. A section for 'Concentration(s)'. Below these sections, there is a paragraph explaining the importance of ensuring the major(s)/minor(s) are correct on the academic record. At the bottom, there are two radio buttons: 'Yes, the information is correct.' and 'No, the information is not correct.' A 'Save' button is located at the bottom left.

Upon completion of the Major Verification AIP, students receive a follow-up email with more information and a link to update their major/minor/concentration if they find it's incorrectly displayed.

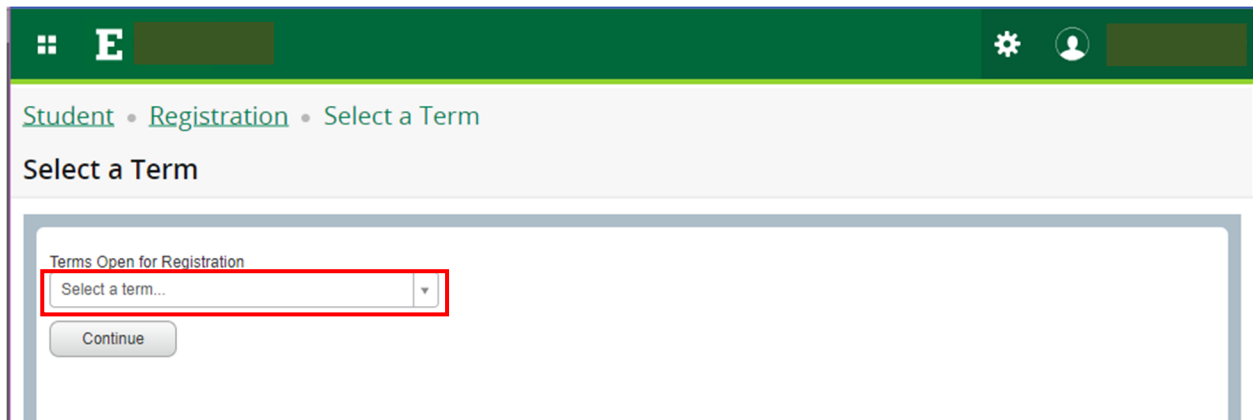


When all action items show a Completed status, clicking **Continue** will allow students to move forward to registration.

A screenshot of a web form titled 'Financial Responsibility'. The form includes a 'Response saved on: 07/24/2024' timestamp, a 'Current Response: Yes, I agree' status, and a list of 'Halt Processes' including 'Prepare for Registration', 'Plan Ahead', 'View Registration Information', and 'Register for Classes'. A green 'Completed' button is visible. Below the list, a text box contains the statement: 'Students much agree to their financial responsibility to pay their tuition and fees and detailed in the agreement.' At the bottom, a 'Major Verification' section shows a progress indicator of '0/1'.

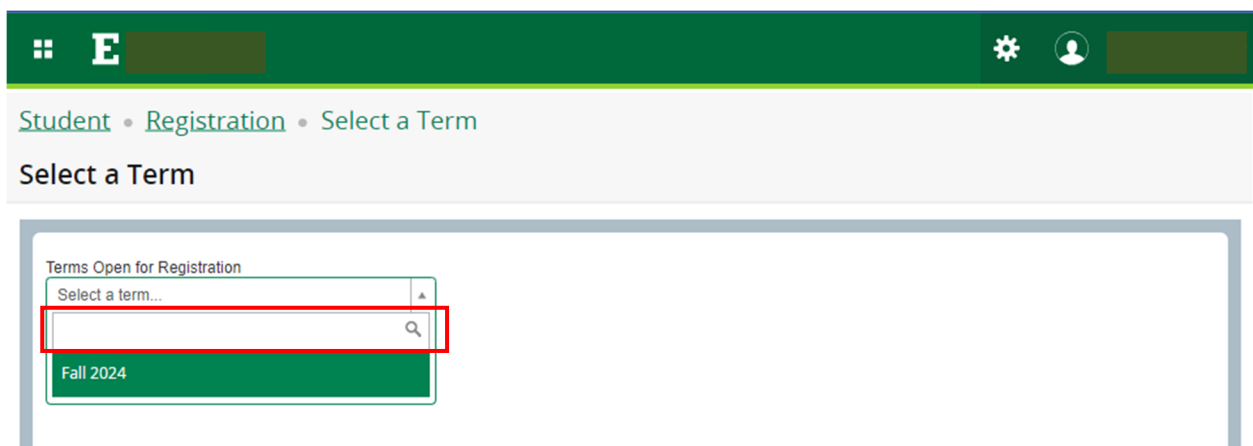
## Choose a Term

Now the system will allow students to choose an open registration term. Click anywhere within the red box below to display the list of open terms.



The screenshot shows a web interface with a green header bar containing a hamburger menu icon, a large 'E' logo, and a settings icon. Below the header is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is 'Select a Term'. Below this is a form titled 'Terms Open for Registration' which contains a dropdown menu with the text 'Select a term...' and a downward arrow. A red rectangular box highlights the dropdown menu. Below the dropdown is a 'Continue' button.

Students can also use the bar to the left of the magnifying glass to type out the desired term to search for.



This screenshot shows the same 'Select a Term' page, but the dropdown menu is open. A search bar is visible on the left side of the dropdown, and a magnifying glass icon is on the right. The term 'Fall 2024' is highlighted in green within the dropdown list. A red rectangular box highlights the entire dropdown menu area.

Click the desired term to select and click Continue.

Student • Registration • Select a Term

## Select a Term

Terms Open for Registration

Fall 2024

Continue

### Registration Menu Options

Where a student is redirected depends on the Registration Menu link clicked prior to completing their required action items.

- If they clicked “**Registration Status**” they see the following;

Student • Registration • Select a Term • Prepare for Registration

## Prepare for Registration

**Registration Status**

Term: Fall 2024

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

**Earned Hours**

- i You have Earned Hours for Level: Undergraduate, Institution Hours: 3, Transfer Hours: 0
- i Your class standing for registration purposes is Freshman

**Primary Curriculum**

Level: Undergraduate  
 College: College of Arts & Sciences  
 Degree: Bachelor of Arts  
 Program: AS - Bachelor of Arts  
 Catalog Term: Summer 2024  
 Admit Term: Summer 2024  
 Admit Type: FTIAC - Traditional  
 Major: Communication  
 Department: Com,Media,ThreArts,  
 School of  
 Minor: Sociology

- E

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2024

Subject

Course Number

Keyword

Search

Clear

▶ [Advanced Search](#)
- Schedule

Schedule Details

Summary

Class Schedule for Fall 2024

[Tuition and Fees](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Panels ▼

Submit



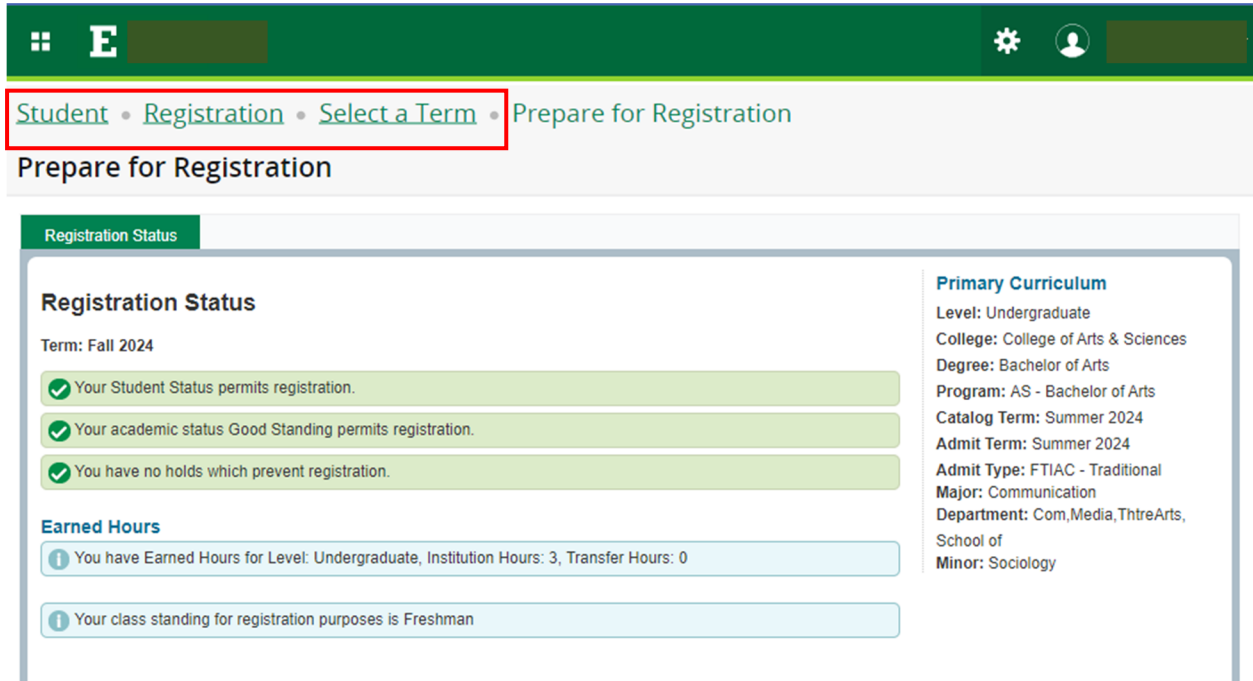
- If they clicked “**View Registration Information**” they see the following;

[illegible]

## Breadcrumb Navigation

Use the “breadcrumbs” within the red box below to navigate back to previous menus when needed.

For example; click “Select a Term” to choose a different term, click “Registration” to return to the Registration Menu



The screenshot shows a web interface for registration status. At the top is a green navigation bar with a home icon, the letter 'E', a search bar, a settings gear, a user profile icon, and another search bar. Below this is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • Prepare for Registration. The 'Select a Term' link is highlighted with a red box. Below the breadcrumbs is a section titled 'Prepare for Registration'. Underneath is a 'Registration Status' section with a sub-header 'Registration Status' and 'Term: Fall 2024'. It contains three green status bars with checkmarks: 'Your Student Status permits registration.', 'Your academic status Good Standing permits registration.', and 'You have no holds which prevent registration.' Below these is an 'Earned Hours' section with two light blue bars: 'You have Earned Hours for Level: Undergraduate, Institution Hours: 3, Transfer Hours: 0' and 'Your class standing for registration purposes is Freshman'. To the right of the status section is a 'Primary Curriculum' section listing student details: Level: Undergraduate, College: College of Arts & Sciences, Degree: Bachelor of Arts, Program: AS - Bachelor of Arts, Catalog Term: Summer 2024, Admit Term: Summer 2024, Admit Type: FTIAC - Traditional, Major: Communication, Department: Com,Media,ThtreArts, School of, and Minor: Sociology.

**Student** • **Registration** • **Select a Term** • Prepare for Registration

### Prepare for Registration

#### Registration Status

Term: Fall 2024

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

#### Earned Hours

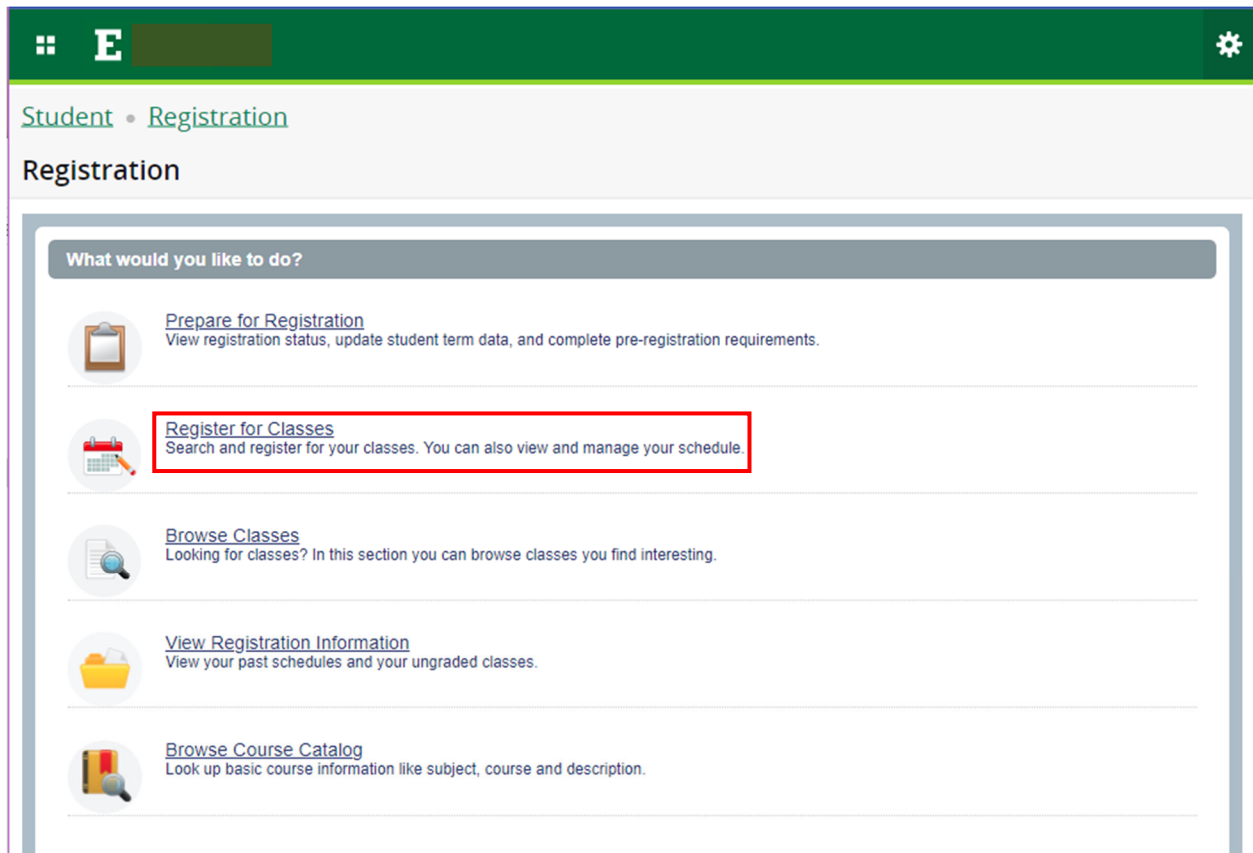
- i You have Earned Hours for Level: Undergraduate, Institution Hours: 3, Transfer Hours: 0
- i Your class standing for registration purposes is Freshman

#### Primary Curriculum

Level: Undergraduate  
College: College of Arts & Sciences  
Degree: Bachelor of Arts  
Program: AS - Bachelor of Arts  
Catalog Term: Summer 2024  
Admit Term: Summer 2024  
Admit Type: FTIAC - Traditional  
Major: Communication  
Department: Com,Media,ThtreArts,  
School of  
Minor: Sociology

## Register for Classes






1. Click "Register for Classes"



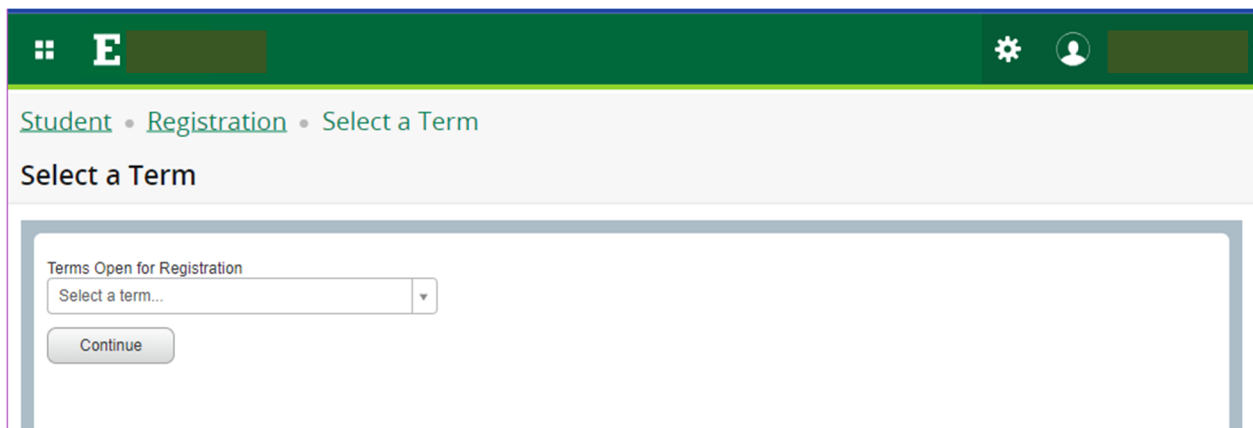
Student > Registration

### Registration

What would you like to do?

-  [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
-  [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)  
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

2. Select a term and click Continue



Student > Registration > Select a Term

### Select a Term

Terms Open for Registration

Select a term...

Continue

3. Enter search criteria to find classes




- a. **Find Classes** - allows you to enter various search criteria to find your desired classes.

Minimally, you need to choose a "Subject" value to search for classes.

- i. Click in the Subject field to type in characters to search for a subject and/or begin scrolling through the drop-down list for the desired subject.
- ii. Enter a course number or % to search all
- iii. Click "Advanced Search" for additional options to narrow your search
- iv. When all criteria have been entered, click "Search"

The screenshot shows a web application interface for registering for classes. At the top is a dark green header bar with a hamburger menu icon, a large letter 'E', a settings gear icon, a user profile icon, and a redacted name. Below the header is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). The main heading is 'Register for Classes'. Below this is a tabbed interface with three tabs: 'Find Classes' (which is active and highlighted in green), 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab contains a section titled 'Enter Your Search Criteria' with a help icon. Below the title, it says 'Term: Fall 2024'. There are three input fields: 'Subject' (a long text box), 'Course Number' (a shorter text box), and 'Keyword' (a long text box). At the bottom of the search criteria section are three buttons: 'Search', 'Clear', and 'Advanced Search' (which has a right-pointing arrow).

- b. **Enter CRNs** - allows you to enter specific CRNs to register for.
- i. Enter the desired CRN in the “CRN” field
  - ii. Click “Add Another CRN” as many times as needed
  - iii. Click “Add to Summary”

 **E**  

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

**Register for Classes**

Find Classes

**Enter CRNs**

Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Fall 2024

CRN

[+ Add Another CRN](#) **Add to Summary**

**NOTE:** By submitting a registration request, students will be charged a one-time per semester **\$55.00 nonrefundable registration fee.**

E

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Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes
Enter CRNs
Schedule and Options

**Search Results — 141 Classes**  
 Term: Fall 2024    Subject: Psychology

Search Again

Title	Instructor	Days	Time	Status	Section	Action
General Ps...	Sampson, Eli...	U M T W R F S	09:30 AM - 10:00 AM	FULL	Gen Ed Disciplines-Nat Sci...	Add
General Ps...		U M T W R F S	02:00 PM - 02:30 PM	FULL	Gen Ed Disciplines-Nat Sci...	Add
General Ps...	Riggs, Jessic...	U M T W R F S	05:30 PM - 06:00 PM	12 of 40 s...	Gen Ed Disciplines-Nat Sci...	Add
General Ps...	Pouliot, Greg...	U M T W R F S	- Type: Class	11 of 40 s...	Gen Ed Disciplines-Nat Sci...	Add
General Ps...	Tolchinsky, An...	U M T W R F S	- Type: Class	8 of 40 se...	Gen Ed Disciplines-Nat Sci...	Add

Page 1 of 15 | 
 10 Per Page
Records: 141



Schedule
 Schedule Details
Summary



Title	Details	Hours	CRN	Schedule Type	Status	Action
General Psychology Lecture	PSY 101, 13	3	10534	Lecture	Pending	**Web Registered** ▾
Principles of Financial Acct	ACC 240, 003	3	10196	Lecture	Pending	**Web Registered** ▾
Introduction to Africology and...	AFC 101, 001	3	11199	Lecture	Registered	None ▾

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19

Panels ▾
Submit

5. If students used “Enter CRNs”, they see the classes you entered CRN values for in the “Summary” window below the CRN entry fields.





[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Fall 2024

CRN

[+ Add Another CRN](#)

Schedule

Schedule Details

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">General Psychology Lecture</a>	PSY 101, 01	3	10528	Lecture	Pending	<b>**Web Registered**</b> ▼
<a href="#">General Psychology Lecture</a>	PSY 101, 13	3	10534	Lecture	Pending	<b>**Web Registered**</b> ▼
<a href="#">Principles of Financial Acct</a>	ACC 240, 003	3	10196	Lecture	Pending	<b>**Web Registered**</b> ▼
<a href="#">Introduction to Africology and...</a>	AFC 101, 001	3	11199	Lecture	Registered	None ▼

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19

Cancel

Submit

javascript:void(0);



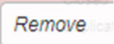
6. Once they've added their desired classes to the Summary, click "Submit"

Schedule Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">General Psychology Lecture</a>	PSY 101, 01	3	10528	Lecture	Pending	**Web Registered**
<a href="#">General Psychology Lecture</a>	PSY 101, 13	3	10534	Lecture	Pending	**Web Registered**
<a href="#">Principles of Financial Acct</a>	ACC 240, 003	3	10196	Lecture	Pending	**Web Registered**
<a href="#">Introduction to Africology and...</a>	AFC 101, 001	3	11199	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19

Panels
Submit

7. The system now reviews the selections and will trigger outcome notifications;

-  **Save Successful** - indicates that they successfully registered for a class or successfully REMOVED it from the Summary
-  **ACC 240 CRN 10196:** - indicates an error of some kind that prevented them from registering for the class. Review the listed error messages to determine next steps.
  - The "Action" listed for a class with an error will default to . Clicking "Submit" again will remove the classes with errors from the summary. This will allow students to move forward adding alternate class options.

Schedule Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">General Psychology Lecture</a>	PSY 101, 01	3	10528	Lecture	Errors Preventing Regis...	Remove
<a href="#">General Psychology Lecture</a>	PSY 101, 13	3	10534	Lecture	Registered	None
<a href="#">Introduction to Africology and...</a>	AFC 101, 001	3	11199	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 19

Panels
Submit



8. **If the student had errors**, click Submit again to remove them from the summary. If no errors occurred or once prior errors have been cleared, students will see Registered as the “Status” shown in summary.

## Registration Changes

### Drop a Class

If students want to drop an individual class from their schedule;

1. Use the “Action” drop-down to select “Web Drop” on the desired class and click “Submit”

Schedule						
Schedule Details						
Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">General Psychology Lecture</a>	PSY 101, 13	3	10534	Lecture	<span style="background-color: #d4edda; padding: 2px;">Registered</span>	<div>Web Drop</div>
<a href="#">Introduction to Africology and...</a>	AFC 101, 001	3	11199	Lecture	<span style="background-color: #d4edda; padding: 2px;">Registered</span>	<div>None</div>

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 19

Panels

Submit

2. The class status will update based on the timing of the drop
  - a. If dropping the class **before** tuition is being assessed, they will see “Deleted” and the class will disappear from the summary when the page is refreshed.
  - b. If dropping the class **after** tuition assessment has been processed, they will see “Dropped” and the class will remain in the summary when the page is refreshed.

A **\$20.00 drop fee** per transaction will be assessed beginning with the first day of the semester through the 100% drop deadline.

If student is an athlete, international student, or is receiving financial aid, dropping classes may put them below full-time enrollment and jeopardize eligibility or immigration status. Students should check with the appropriate office before dropping below full-time status:

- Financial Aid Office -- 734.487.1048
- Student Athlete Support Services -- 734.487.1283
- Graduate School -- 734.487.0042
- Office of International Students and Scholars -- 734.487.3116

Students should visit Service EMU (268 Student Center) or contact Records and Registration at 734.487.4111 or registrar@emich.edu if:

- they have a hold and need to drop a class or
- they are dropping all classes (or last/only class) for the term

### Join a Class Waitlist

If students want to add themselves to a waitlist for a class;

1. Choose the desired class and click “Add”
2. Use the “Action” drop-down to select “Waitlist” on the desired class and click “Submit”

Summary						<a href="#">Tuition and Fees</a>
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Orgznl Behavior &amp; Theory</a>	MGMT 386, 004	3	11314	Lecture	Pending	Waitlist
<a href="#">Introduction to Africology and ...</a>	AFC 101, 001	3	11199	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19

Submit

3. The class status will update to “Waitlisted”

## Withdraw from a Class

If students want to withdraw from a class;

1. Navigate to Summary
2. Use the “Action” drop-down to select “Web Withdrawal Indv Class-“W” Grade” on the desired class and click “Submit”

Summary						<a href="#">Tuition and Fees</a>
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Comp I: Writing the Coll Exper</a>	WRTG 120, 007	3	11046	Lecture	Registered	Web Withdrawal Indv... ▼
<a href="#">Introduction to Africology and ...</a>	AFC 101, 001	3	11199	Lecture	Registered	None ▼
<a href="#">Orgznl Behavior &amp; Theory</a>	MGMT 386, 004	0	11314	Lecture	Waitlisted	None ▼

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 19

Submit

3. The class status will update to “Withdrawn”

## Reference

### Prepare for Registration (Registration Menu)

This page allows students to see an overview of their current student record, including Registration Status.

1. Click “Prepare for Registration”
2. Choose Term and click “Continue”

**Registration Status**

Term: Fall 2024

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ! You have holds which prevent registration.  
Title IX Mandatory Training  
From Date: 08/07/2024  
To Date: 12/31/2099  
Originator: Title IX Office 734.487.9126  
Processes Affected: Registration

**Primary Curriculum**

Level: Undergraduate  
College: College of Arts & Sciences  
Degree: Bachelor of Arts  
Program: AS - Bachelor of Arts  
Catalog Term: Summer 2024  
Admit Term: Summer 2024  
Admit Type: FTIAC - Traditional  
Major: Communication  
Department: Com, Media, Theatre Arts  
School of  
Minor: Sociology

**Permit Override**

i You have received a Permit Override for CRN Not Applicable, MGMT386 (Orgznl Behavior & Theory), type: Overrides  
All Preqs & Restrict

**Earned Hours**

i You have Earned Hours for Level: Undergraduate, Institution Hours: 3, Transfer Hours: 0

i Your class standing for registration purposes is Freshman

Students will see a listing of items that impact ability to register and a summary of current curriculum & admission information;

- Hold Information – If students have any holds preventing them from registering, the contact information is displayed.
- Permit Override – If students been granted special permission to register for a class, the override information is displayed.
- Earned Hours – Earned hours and class standing determine WHEN students get to register. Students should use the information displayed to determine their priority registration window.

## Browse Classes (Registration Menu)

This page allows students to search for classes to register for in the current and/or future terms. They can also view class offerings for past terms.

The screenshot shows the top navigation bar with a green header containing a hamburger menu icon and the letter 'E'. Below the header is a breadcrumb trail: Student • Registration • Select a Term. The main heading is 'Select a Term'. A dropdown menu titled 'Select a Term for Class Search' is open, showing a list of terms: Fall 2024 (selected), Summer 2024 (View Only), Winter 2024 (View Only), Fall 2023 (View Only), and Summer 2023 (View Only). A search icon is visible in the top right of the dropdown.

Enter Search criteria to find desired classes (**at a minimum, a Subject code must be chosen to search**);

- Subject – Click within the field and a list of subjects will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or ENTER will add it as a selection.

This block contains two side-by-side screenshots of the 'Browse Classes' page. The left screenshot shows the 'Enter Your Search Criteria' section with the term 'Fall 2024' selected. The 'Subject' field is empty, and a dropdown menu is open showing a list of subjects: Accounting (highlighted), Africology & African Amer Stu, Aging Studies, Anthropology, and Apparel & Textile Merchandsng. The right screenshot shows the same page after a subject has been selected. The 'Subject' field now contains 'Accounting' and 'Biology' (indicated by a red arrow from the left screenshot). The 'Course Number' and 'Keyword' fields are empty. The 'Search' button is visible, along with 'Clear' and 'Advanced Search' links.

- Course Number – Enter the desired course number to search for. You are able to use % to search for classes beginning or ending in specific numbers (ex. 1% entered in the search above returns BIO 101, BIO 105, etc.).
- Keyword – Enter one or more words (partial words are allowed). The search uses “and” logic to return classes that contain the word(s) or partial words entered.

## Advanced Search

- Keyword (With All Words) - Enter all the words you want the search to use. The search uses “and” logic to return classes that contain ALL the words entered.
- Keyword (With Any Words) – Enter words that might help you find the class you’re looking for. The search uses “or” logic to return classes that contain ANY of the words entered.
- Keyword (Exact Phrase) - Enter the exact phrase you want to search for. The search returns classes that contain the exact phrase entered.
- Keyword (Without the Word) – Use with another keyword option. Enter a word that will filter out classes returned by the other keywords used.
- Attribute - Click within the field and a list of attributes will appear. You can scroll through the options or begin typing an attribute code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Campus - Click within the field and a list of campus descriptions will appear. You can scroll through the options or begin typing a campus code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Level – Click to choose Graduate and/or Undergraduate
- Buildings - Click within the field and a list of building descriptions will appear. You can scroll through the options or begin typing a building code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- College - Click within the field and a list of college descriptions will appear. You can scroll through the options or begin typing a college code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Departments - Click within the field and a list of department descriptions will appear. You can scroll through the options or begin typing a department code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Instructional Methods – NOT USED
- Schedule Type - Click within the field and a list of schedule type descriptions will appear. You can scroll through the options or begin typing a schedule type code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Duration – Enter a number, then choose the desired unit or Months or Weeks
- Part of Term - Click within the field and a list of parts of term descriptions will appear. You can scroll through the options or begin typing a part of term code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Title - Enter the desired title to search for. You are able to use % to search for classes beginning or ending in specific words/characters.
- Sessions - NOT USED
- Course Number Range – Enter numbers to search for courses in a range (ex. 101 to 500)

- Credit Hours Range - Enter numbers to search for classes with credits in a range (ex. 1 to 4)
- Meeting Days – Select the checkboxes as desired to search for classes held on specific days of the week.
- Start Time – Use the drop-downs to select the hour, minutes, and time of day (AM or PM) of your desired start time.
- End Time - Use the drop-downs to select the hour, minutes, and time of day (AM or PM) of your desired end time.
- Open Sections Only - Select the checkbox to ONLY search for classes with open seats.

After entering the desired criteria, click “Search”. Click “Clear” to remove your selections and begin again.

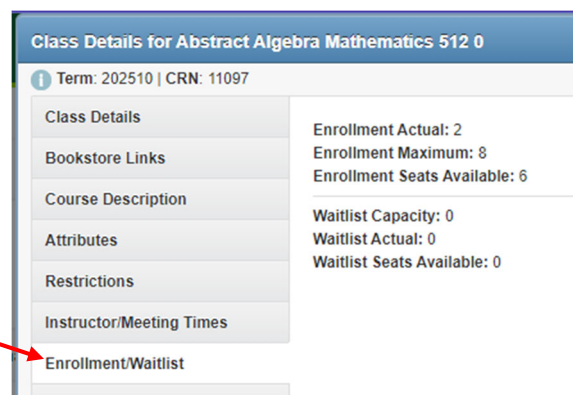
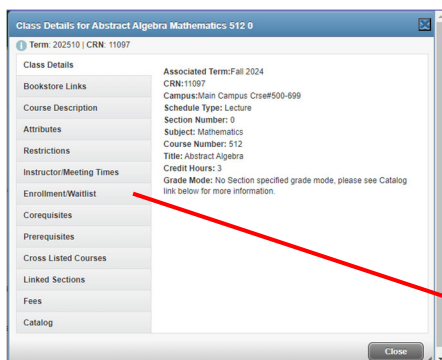
## Search Results List

Title	Subject Description	Course No	Section	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Campus	Status	Schedule Type	Attribute	Linked Sections
Pre-College Math Arithmetic	Mathematics	097	0	4	10235	Fall 2...	Mitchell, Lisa (Primary)	M Tu W Th F Sa 09:00 AM - 10:40 AM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Arithmetic	Mathematics	097	10	4	10236	Fall 2...	Wilson, Jennifer (Primary)	M Tu W Th F Sa 09:00 AM - 10:40 AM Type: Class Main ...	Main ...	4 of 25 seats rem...	Lecture		
Pre-College Math Arithmetic	Mathematics	097	11	4	14537	Fall 2...	Wilson, Jennifer (Primary)	M Tu W Th F Sa - Type: Class Building: Online Online ...	Online ...	7 of 25 seats rem...	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	0	4	10385	Fall 2...	Rose, Michelle (Primary)	M Tu W Th F Sa 09:00 AM - 10:40 AM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	10	4	10696	Fall 2...	Wiederfeld, Jennifer (Pri...	M Tu W Th F Sa 09:00 AM - 10:40 AM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	11	4	10697	Fall 2...	Wiederfeld, Jennifer (Pri...	M Tu W Th F Sa 11:00 AM - 12:40 PM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	12	4	11267	Fall 2...	Rose, Michelle (Primary)	M Tu W Th F Sa 02:00 PM - 03:40 PM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	13	4	13389	Fall 2...	Wiederfeld, Jennifer (Pri...	M Tu W Th F Sa 02:00 PM - 03:40 PM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	14	4	13434	Fall 2...	Slope, Lisa (Primary)	M Tu W Th F Sa 09:00 AM - 10:40 AM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		
Pre-College Math Beyond Algebra	Mathematics	098	15	4	14530	Fall 2...	Johnson, Sandy (Primary)	M Tu W Th F Sa 09:00 AM - 10:40 AM Type: Class Main ...	Main ...	FULL: 0 of 2	Lecture		

All columns can be re-sized by hovering your cursor over the boundary lines until a double-ended arrow appears. Click and drag the column to the desired size.

All columns can be re-ordered. Click in the column title and drag the column to the desired location.

- Title – Click the class title to bring up the class details box. The various tabs provide information to assist you in choosing the class that fits your needs. For example; review the Attributes tab to see if the course fulfils a General Education (GenEd) requirement, review the Enrollment/Waitlist tab to see how many seats are available, review the Prerequisites tab to see if you need to take any other classes before you'll be eligible to register, etc.



- |  |   |                |
|--|---|----------------|
| <div>U M T W T F S</div> <div>on: Tuesday, Thursday</div> <div>05:30 PM - 06:45 PM</div> <div>Type: Class</div> <div>Building: Pray-Harold Hall</div> <div>Room: 305</div> <div>Start Date: 09/26/2024</div> <div>End Date: 12/13/2024</div> | <div>Days, Times, Locations &amp; Dates</div> <div><div>U M T W T F S</div> 05:30 PM - 06:45 PM Type: Class Main</div> <div><div>U M T W T F S</div> 05:30 PM - 07:10 PM Type: Class Main</div> | <div>Cam</div> |
|--|---|----------------|

This page allows students to view your past term schedules & active registrations. Students can view their classes in a schedule/calendar view and see the schedule details.

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### [Browse Course Catalog \(Registration Menu\)](#)

This page allows students to search for basic course information from the university course catalog. This search works similarly to “Browse Classes”.

Enter Search criteria to find courses (***at a minimum, a Subject code must be chosen to search***);

- Subject – Click within the field and a list of subjects will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or ENTER will add it as a selection.
- Course Number – Enter the desired course number to search for. You are able to use % to search for classes beginning or ending in specific numbers (ex. 1% entered in the search above returns BIO 101, BIO 105, etc.).
- Keyword – Enter one or more words (partial words are allowed). The search uses “and” logic to return classes that contain the word(s) or partial words entered.

### **Advanced Search**

- Subject and Course Number - Click within the field and a list of subject & course combinations will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or ENTER will add it as a selection.
- Keyword (With All Words) - Enter all the words you want the search to use. The search uses “and” logic to return classes that contain ALL the words entered.
- Keyword (With Any Words) – Enter words that might help you find the class you’re looking for. The search uses “or” logic to return classes that contain ANY of the words entered.
- Keyword (Exact Phrase) - Enter the exact phrase you want to search for. The search returns classes that contain the exact phrase entered.
- Keyword (Without the Word) – Use with another keyword option. Enter a word that will filter out classes returned by the other keywords used.
- Title - Enter the desired title to search for. You are able to use % to search for classes beginning or ending in specific words/characters.
- Attribute - Click within the field and a list of attributes will appear. You can scroll through the options or begin typing an attribute code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Level – Click to choose Graduate and/or Undergraduate
- College - Click within the field and a list of college descriptions will appear. You can scroll through the options or begin typing a college code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Division – NOT USED
- Departments - Click within the field and a list of department descriptions will appear. You can scroll through the options or begin typing a department code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.

- Schedule Type - Click within the field and a list of schedule type descriptions will appear. You can scroll through the options or begin typing a schedule type code or description. Click to select the description to add it as a selection. If your search returns a single description, TAB or ENTER will add it as a selection.
- Course Number Range – Enter numbers to search for courses in a range (ex. 101 to 500)
- Credit Hours Range - Enter numbers to search for classes with credits in a range (ex. 1 to 4)

## Search Results List

Title	Subject Description	Course Number	Hours	Description	Course Sections
Special Topics	Management	177	1	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>
Special Topics	Management	178	2	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>
Special Topics	Management	179	3	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>
Business Communication	Management	202	3	This course is a study of principles, elements and ...	<a href="#">View Sections</a>
Self-Development as a Leader	Management	250	1	This course aims to aid in the personal growth an ...	<a href="#">View Sections</a>
Creativity and Ideation for Entrepreneurship	Management	270	3	Ideation is a foundational cornerstone of entrepre ...	<a href="#">View Sections</a>
Special Topics	Management	277	1	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>
Special Topics	Management	278	2	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>
Special Topics	Management	279	3	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>
Special Topics	Management	377	1	An exploration and study of topics not covered in ...	<a href="#">View Sections</a>

All columns can be re-sized by hovering your cursor over the boundary lines until a double-ended arrow appears. Click and drag the column to the desired size.

All columns can be re-ordered. Click in the column title and drag the column to the desired location.

- Title – Click the course title to bring up the course details box. The various tabs provide information about the course in the term chosen. For example; review the Attributes tab to see if the course fulfills a General Education (GenEd) requirement, review the Prerequisites tab to see if you need to take any other classes before you'd be eligible to register for the course, etc.

**Course Details for AFC 101, Introduction to Africology and African American Studies**

Term: 202510

**Attributes**

**Restrictions**

**Corequisites**

**Prerequisites**

**Fees**

**Title:** Introduction to Africology and African American Studies

**College:** College of Arts & Sciences AS

**Department:** Africology&African Amer Studie AAAS

**Hours:**  
Credit Hours: 3  
Lecture: 3

**Levels:**  
Undergraduate UG

**Grading Modes:**  
Audit A  
Honors H  
Normal N  
NA GD Translatn-Other GD Modes O  
Pass/Fail P

**Schedule Types:**  
Fully Online Lecture DEO  
Fully Online Lab DLB  
Fully Online Lecture/Lab DLL  
Web-Enhanced Lab ELB  
Web-Enhanced Lecture ELE  
Web-Enhanced Lecture/Lab ELL  
Hybrid Lab & Online HLB  
Hybrid Lecture & Online HLE  
Hybrid Lecture/Lab & Online HLL

**Course Details for AFC 101, Introduction to Africology and African American Studies**

Term: 202510

**Attributes**

**Restrictions**

**Corequisites**

**Prerequisites**

**Fees**

Gen Ed US Diversity GEUS

- Course Sections – If searching within the current term(s) active for registration, clicking the “View Sections” button will take you to a list of scheduled class options in Browse Courses.

The screenshot shows the My.eMICH interface. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Browse Courses'. Below this, the 'Browse Courses' page is displayed. It shows a table of course sections with columns: Title, Subject Description, Course Number, Section, Hours, CRN, Term, Instructor, Days, Times, Locations & Dates, and Campus. A red arrow points from the 'View Sections' button in the first row of the table to the 'Browse Courses' page header.

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Campus
Introduction to Africology and...	Africology & ...	101	001	3	11199	Fall 2...	Pressley-Sanon, Antoine...	U M T W R F S - Type: Class Building: Online	Online
Introduction to Africology and...	Africology & ...	101	1	3	10792	Fall 2...	Pressley-Sanon, Antoine...	U M T W R F S 11:00 AM - 12:15 PM Type: Class	Main

## Responsive Web Design & Panel Navigation

The new My.eMICH interface is designed to be responsive to web browser resizing and accommodates various screen size layouts while retaining full functionality.

The screenshot shows the My.eMICH interface in a responsive layout. The top navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the 'Register for Classes' page is displayed. It has a search form with fields for Subject, Course Number, and Keyword, and buttons for Search, Clear, and Advanced Search. Below the search form, there's a 'Class Schedule' page with a table showing the schedule for Fall 2024. The table has columns for days of the week and rows for times of the day. A 'Summary' panel is also visible on the right side of the schedule.

Class Schedule for Fall 2024	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

You will see search options at the top of the screen, your Schedule & Schedule Details on the bottom left, and your summary of registered classes on the bottom right.

You can collapse items using the following;

- button on the lower left
- buttons in the center of the screen & between the two lower panels (the controls between Schedule and Summary toggle left and right instead of up and down)
  - toggle upper panel (expand/collapse)
  - reset panels (expands back to split view)
  - toggle lower panel (expand/collapse)

You can also hover your cursor over the boundaries of the sections to resize them as desired. Please note that these adjustments will reset when you navigate away from this screen.

