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

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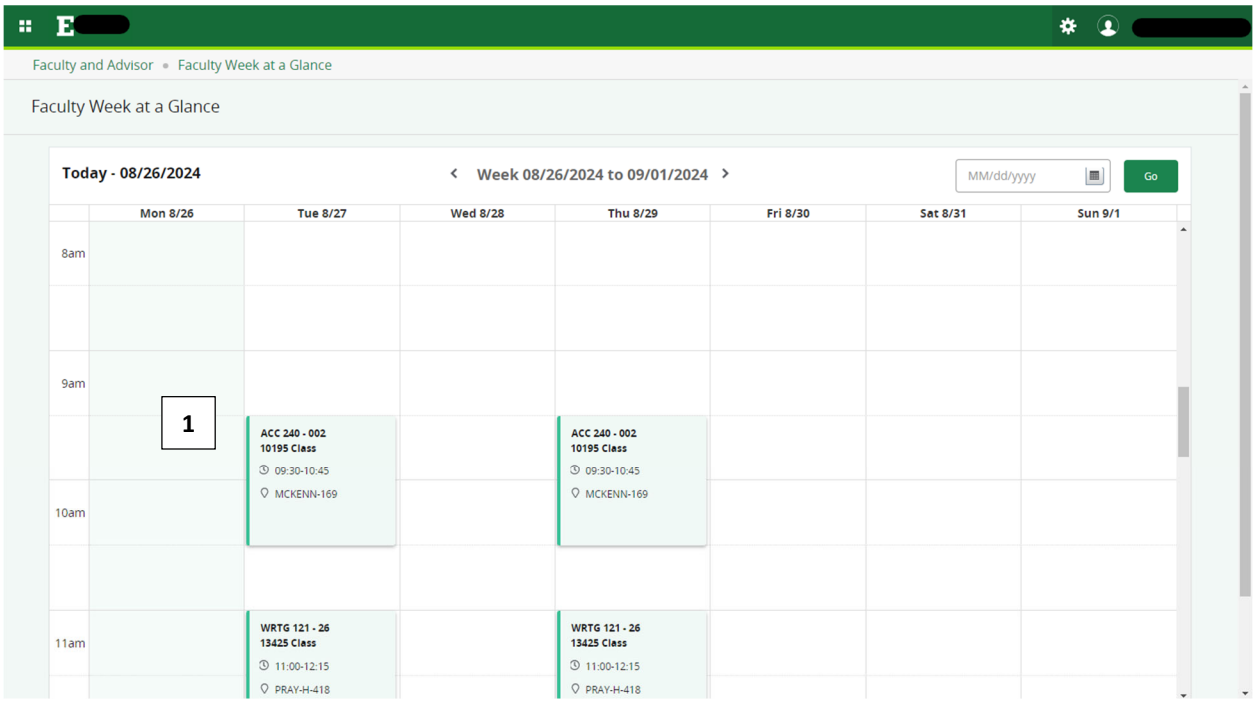
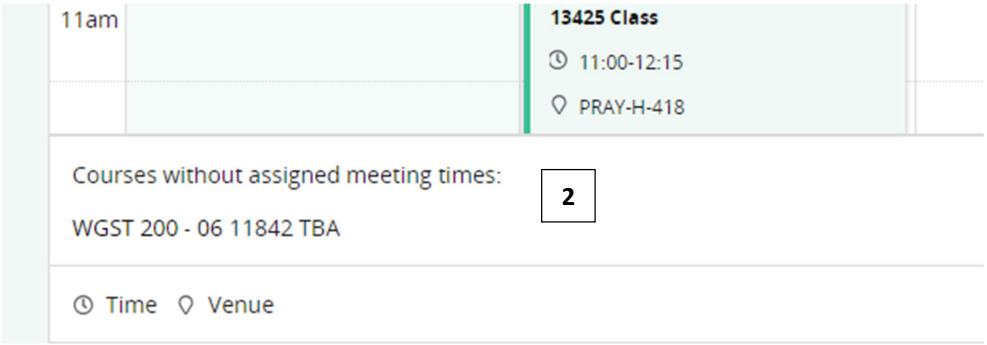
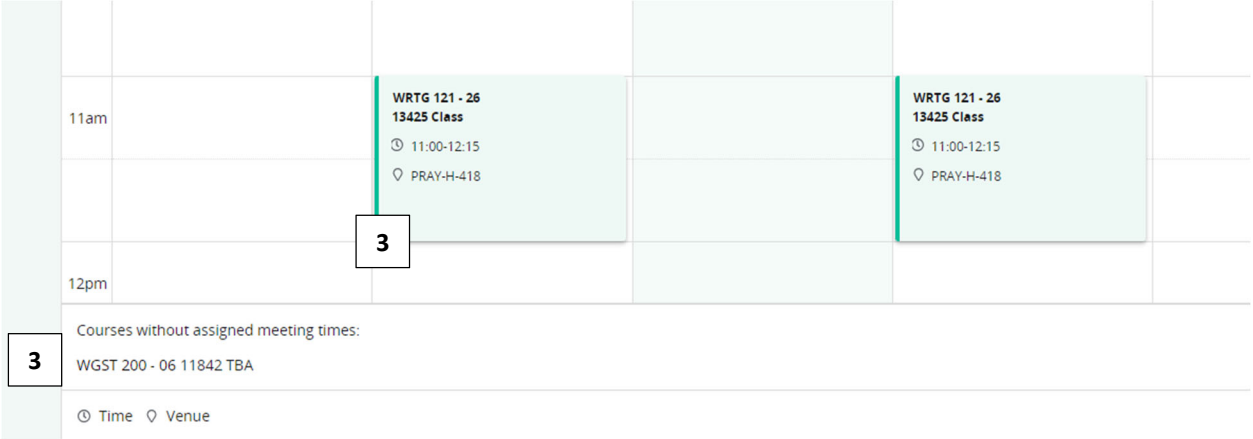
Faculty Week at a Glance & Faculty Detail Schedule Guide

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

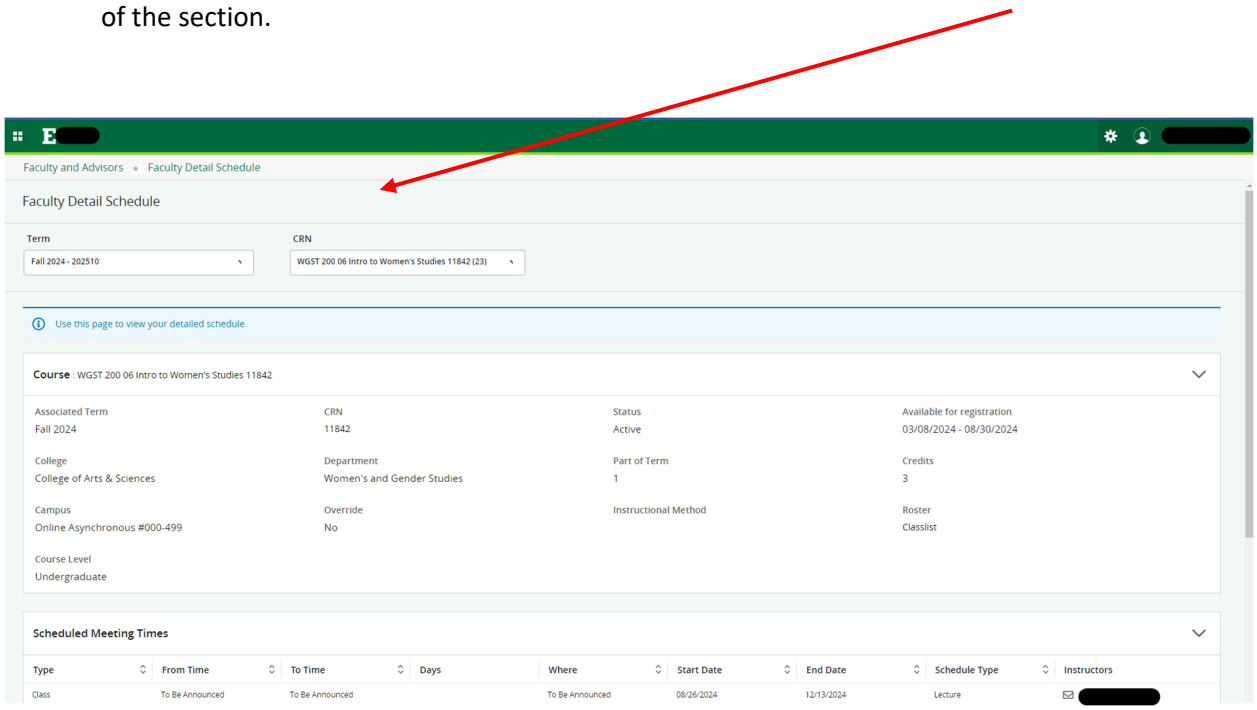


1. Your assigned courses are shown in a calendar view.
2. Any course(s) without assigned meeting times are listed just below the calendar.



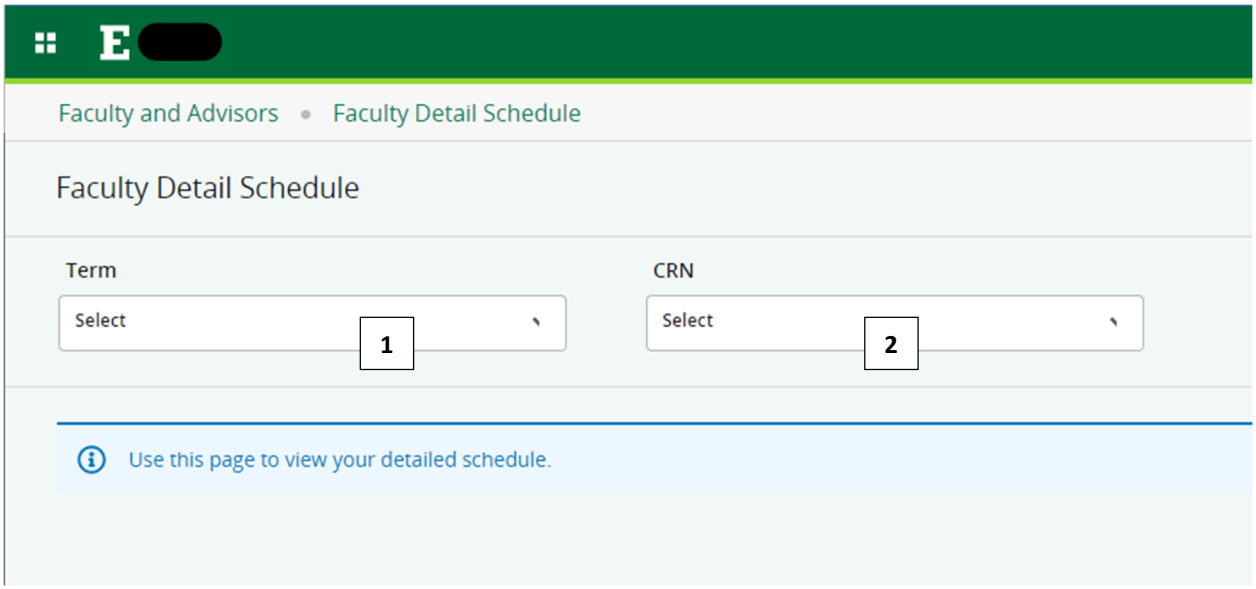


3. Click anywhere on the course in the calendar view or click the subject/course number listed under "Courses without assigned meeting times" to bring up the "Faculty Detail Schedule" view of the section.



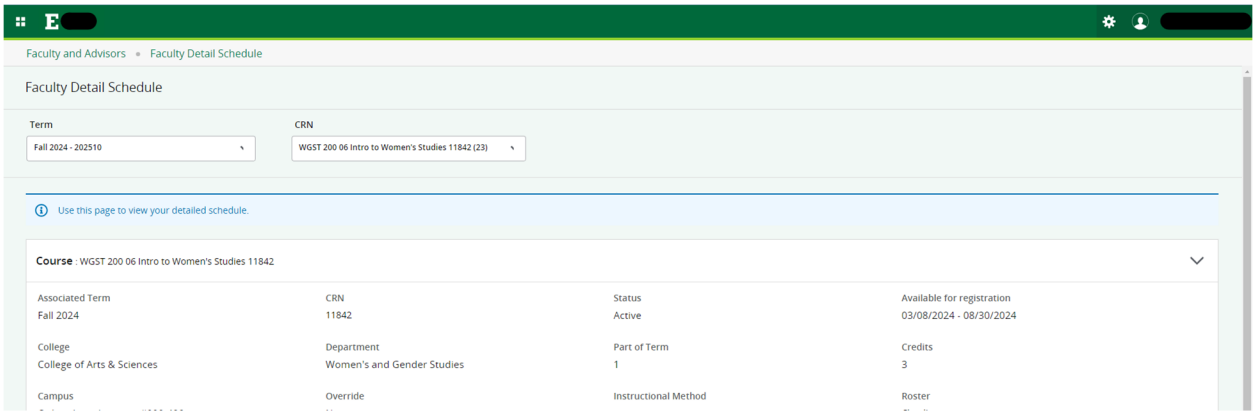
You can also navigate here by clicking "Faculty Detail Schedule" on the new My.emich Faculty Services card.

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



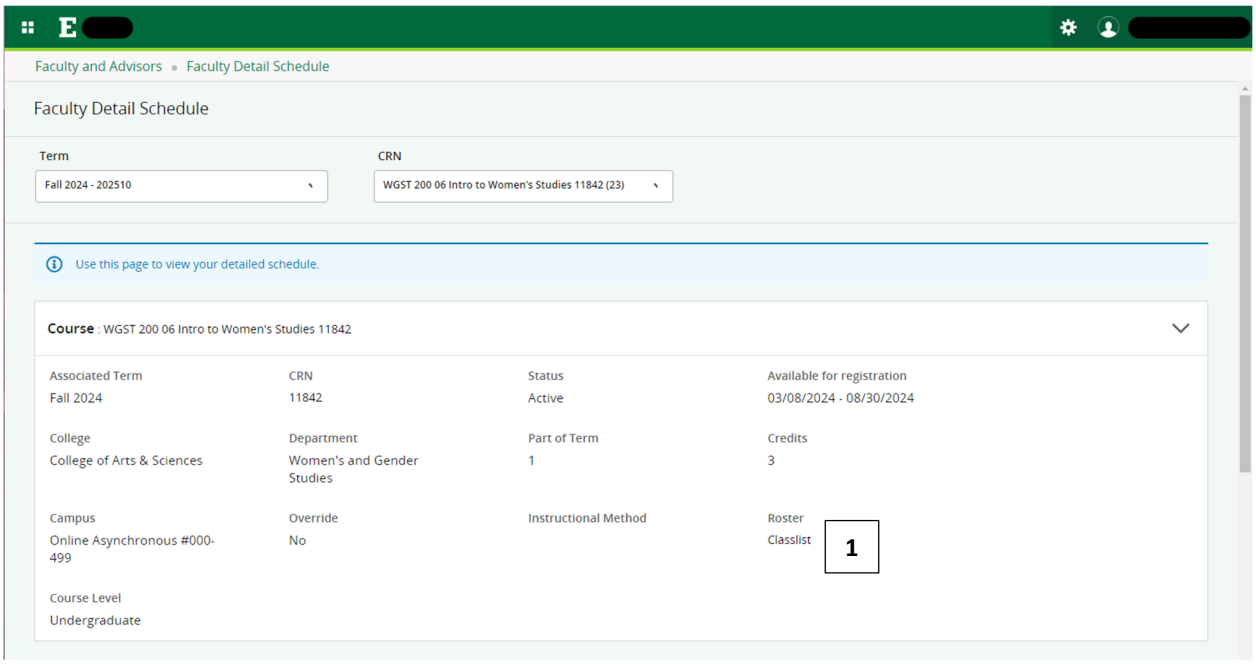
1. Select the term you wish to view
2. Select the CRN of the course section you wish to view (this list is dynamically generated with the course sections assigned to you in the term chosen)

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



Course

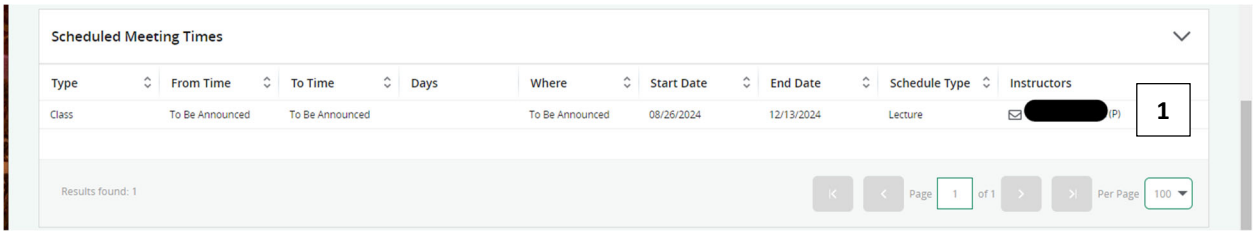
The course area lists the basic section information.



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.



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

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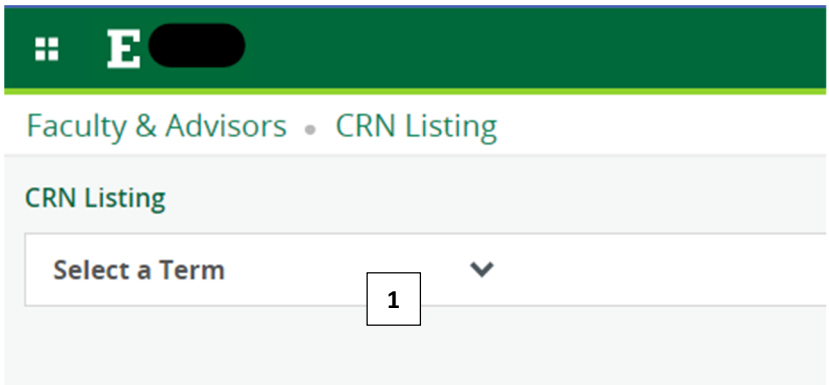
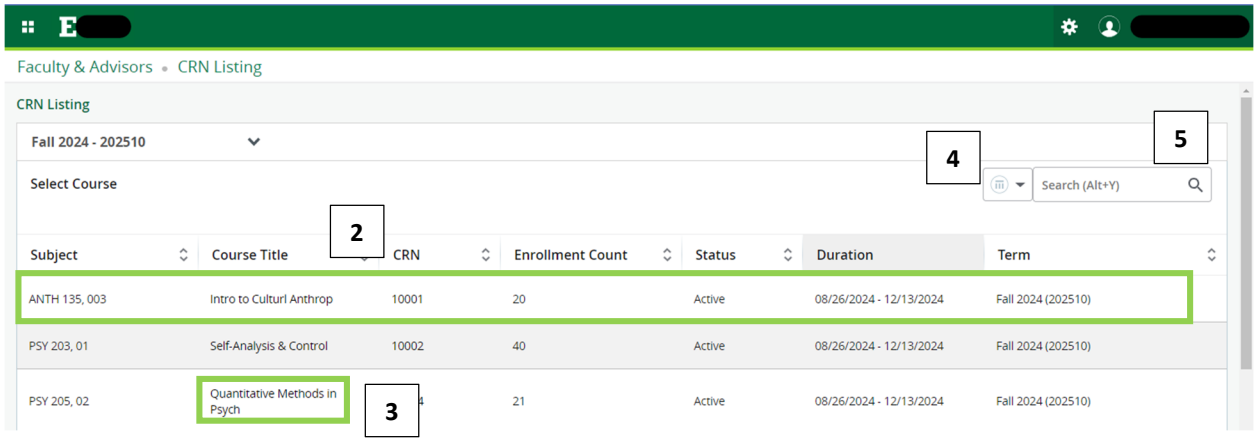
Class List Guide

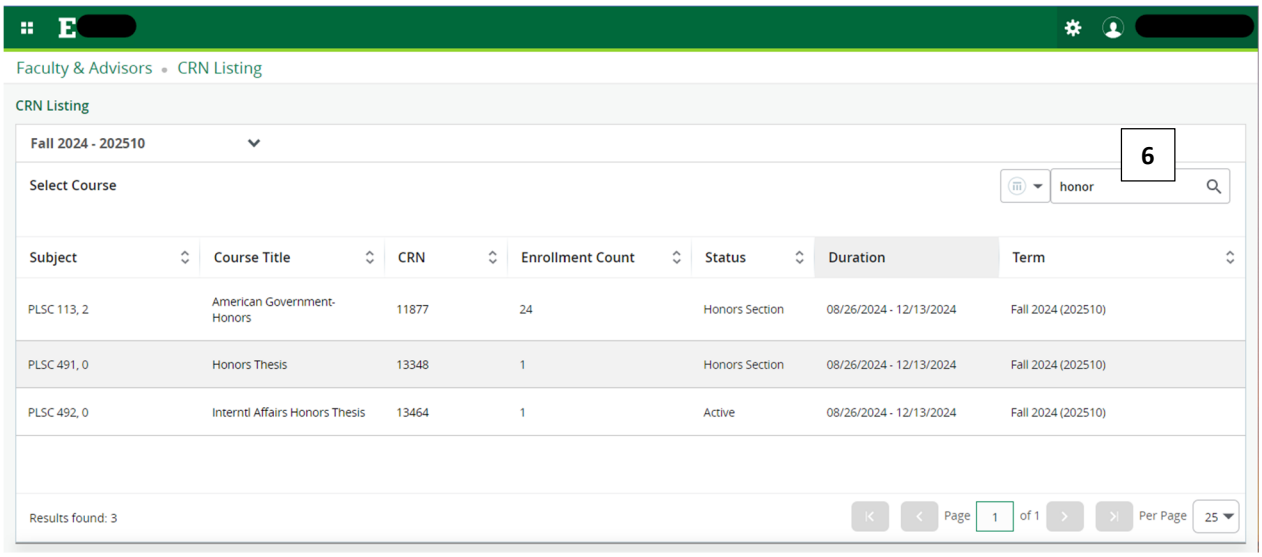
Click “Class List” on the new My.emich Faculty Academics card.



3. Select the term you wish to view

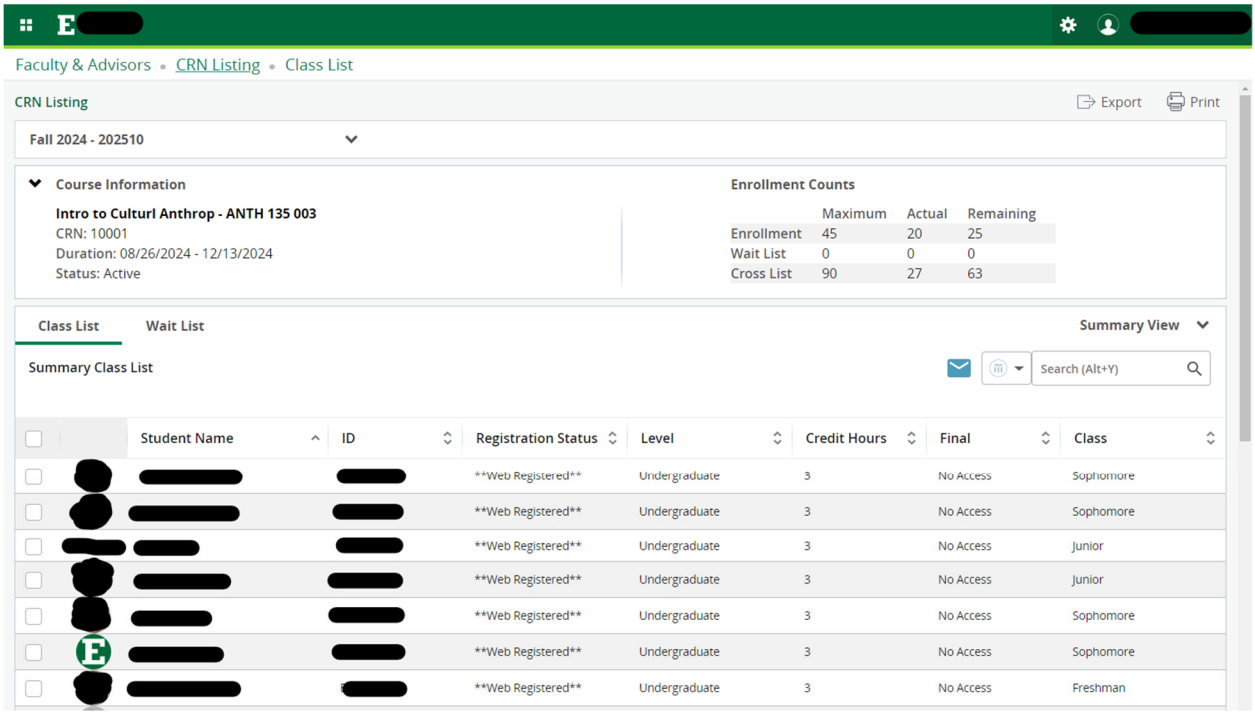


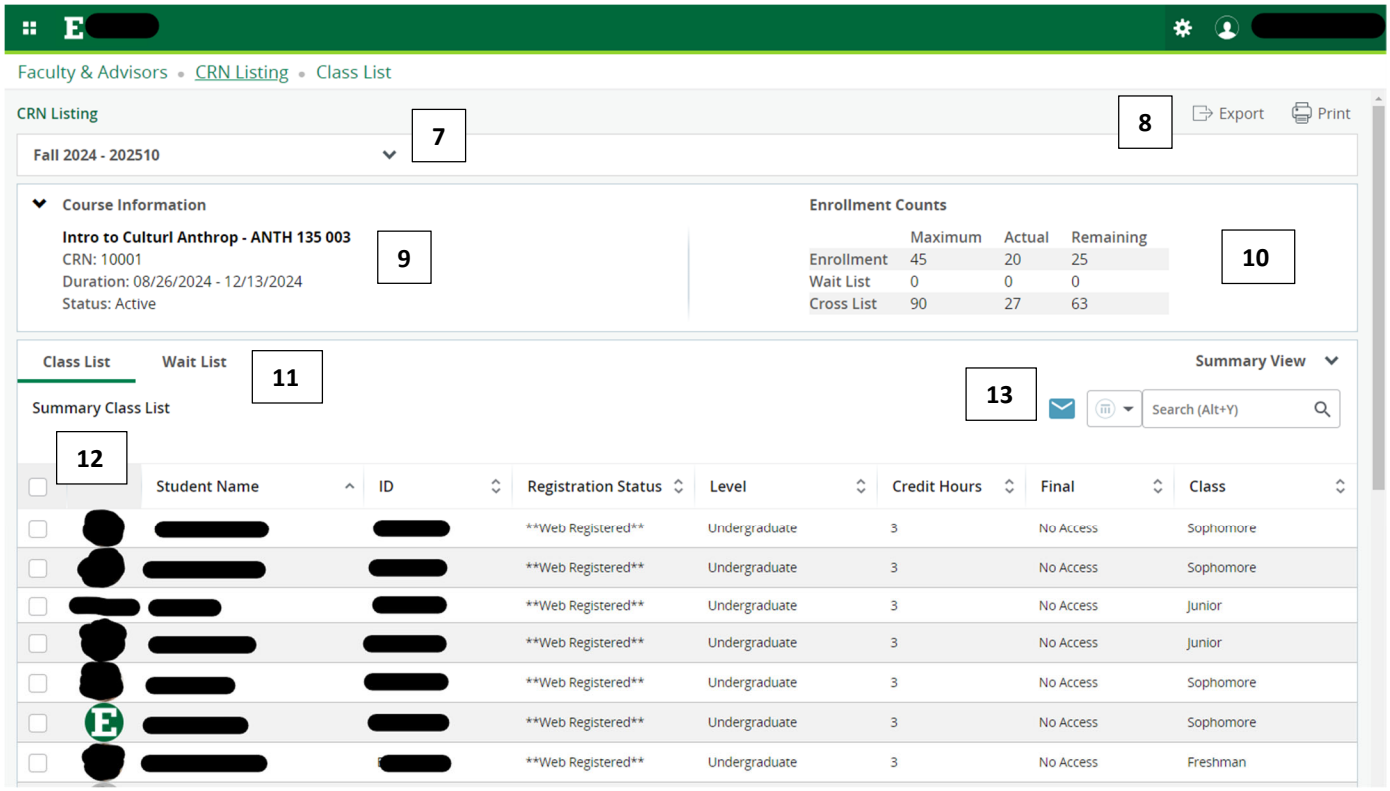
4. Click anywhere within the section’s row to open the corresponding Class List
5. Click on the hyperlinked course title to view the course catalog information
6. Use this drop-down to add/remove columns from the displayed list
7. Use this search box to narrow your list. The search is dynamic and allows 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.*



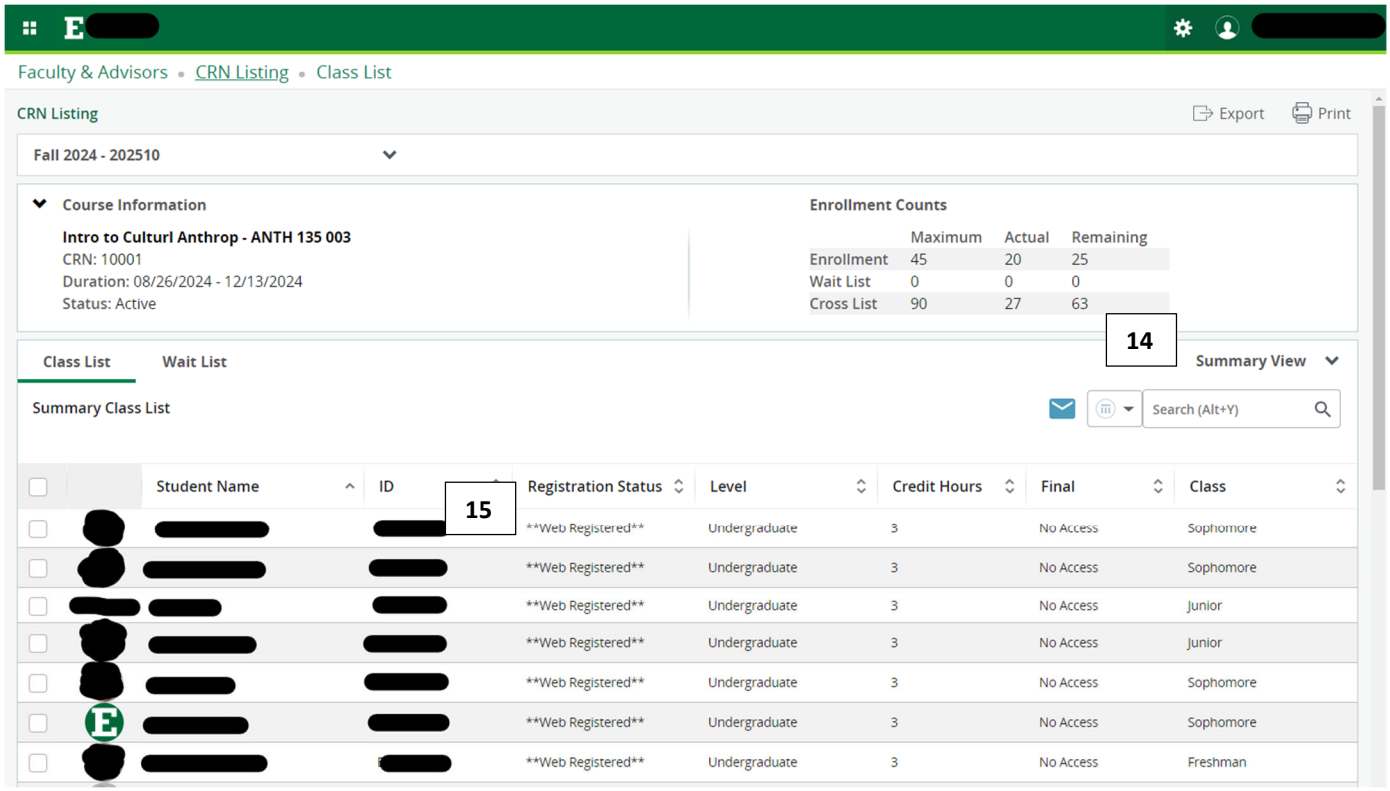
8. The value “honor” was entered and returned all results with “Honor” in the course title.

Once you click a class list, the following will be displayed;





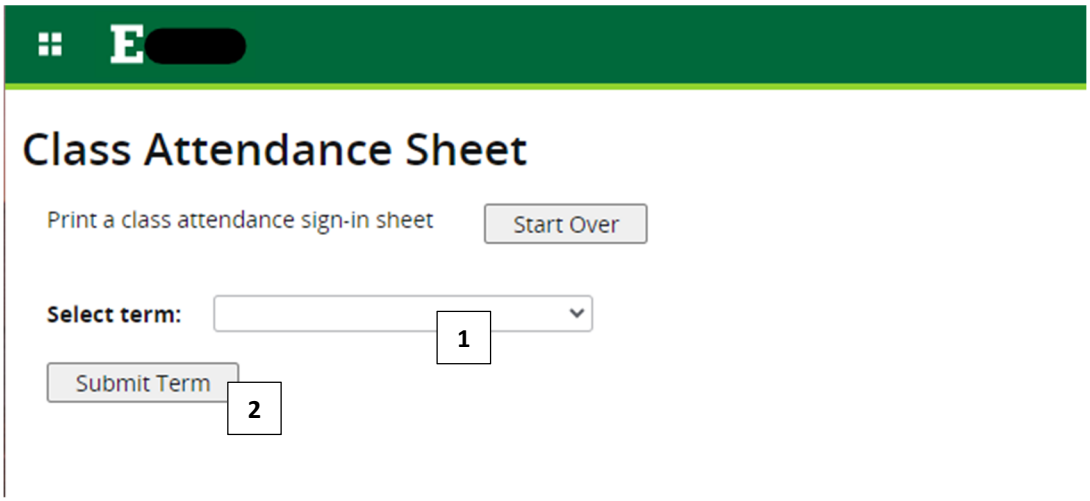
9. Click the arrow to display the list of your other assigned courses to switch between class lists.
10. You have the ability to “Export” your class list as an Excel Spreadsheet and “Print” your class list.
11. Basic course section information is displayed. Click the course title to display the course catalog information.
12. Summary enrollment counts are displayed as applicable.
13. Click to navigate to the section Wait List and back to the Class List as needed.
14. Click the top checkbox to select ALL students (click again to de-select ALL) or click to select specific students,
15. Click the “Email” icon to generate a new email message. The selected student’s EMICH email addresses will populate into the BCC field. **NOTE: The message will open in the same tab you were viewing your class list in.**



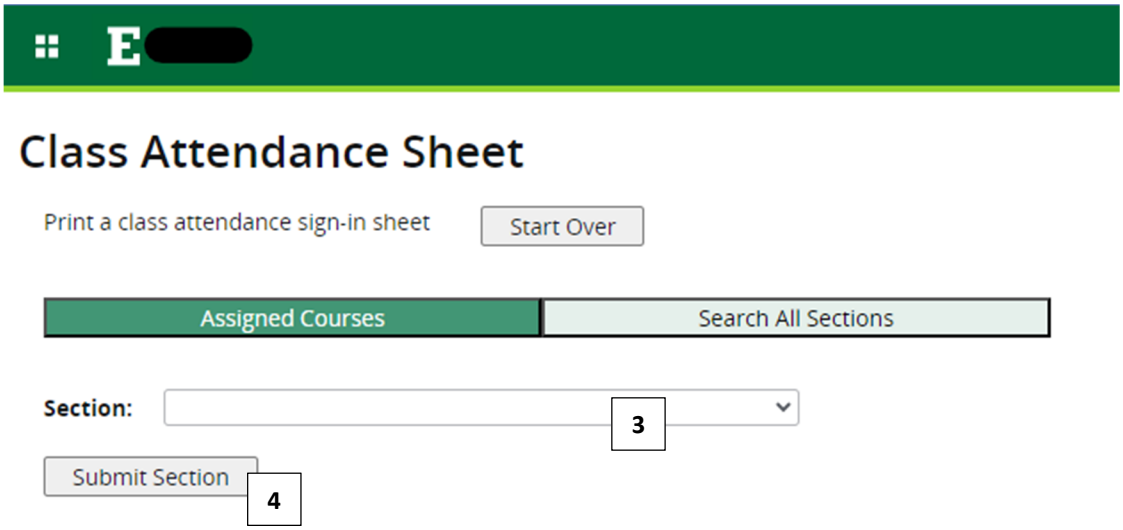
16. Click the arrow to move between the “Summary View” and “Detail View”. You can also open the detail view for a single student at a time by clicking anywhere within their row.
17. The student’s EID will do the following;
    a. Hover over the student’s EID to display the “Student Contact Card”. This 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

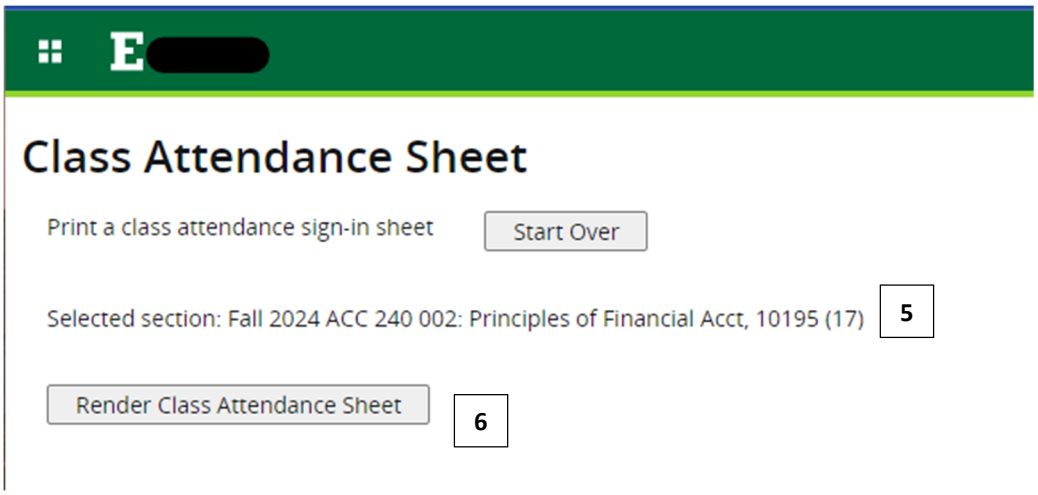
Click “Class Attendance Sheet” on the new My.emich Faculty Academics card.



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

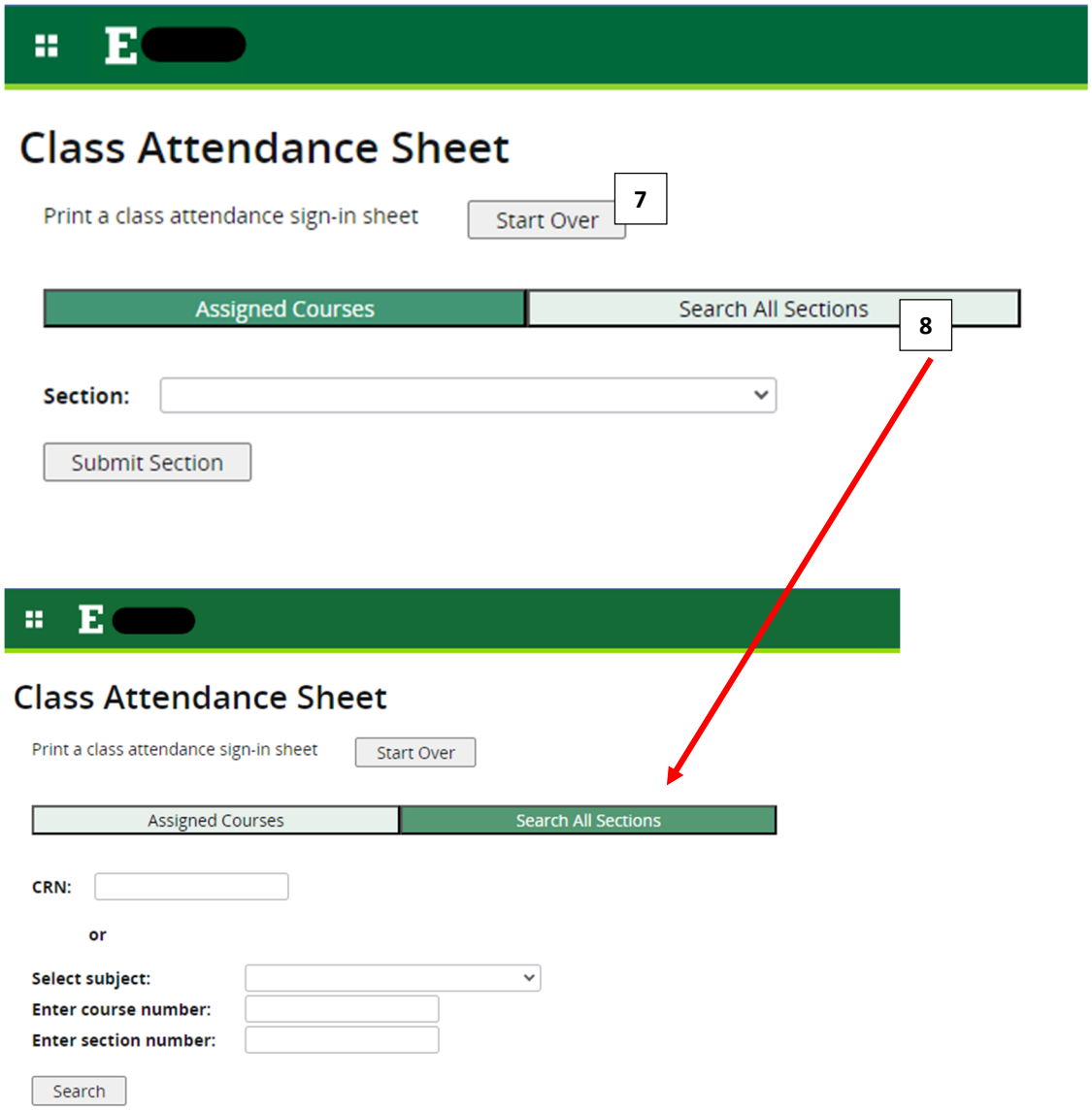


3. Click the drop-down to select one of your assigned sections for the Term chosen in step 1.
4. Click “Submit Section”



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

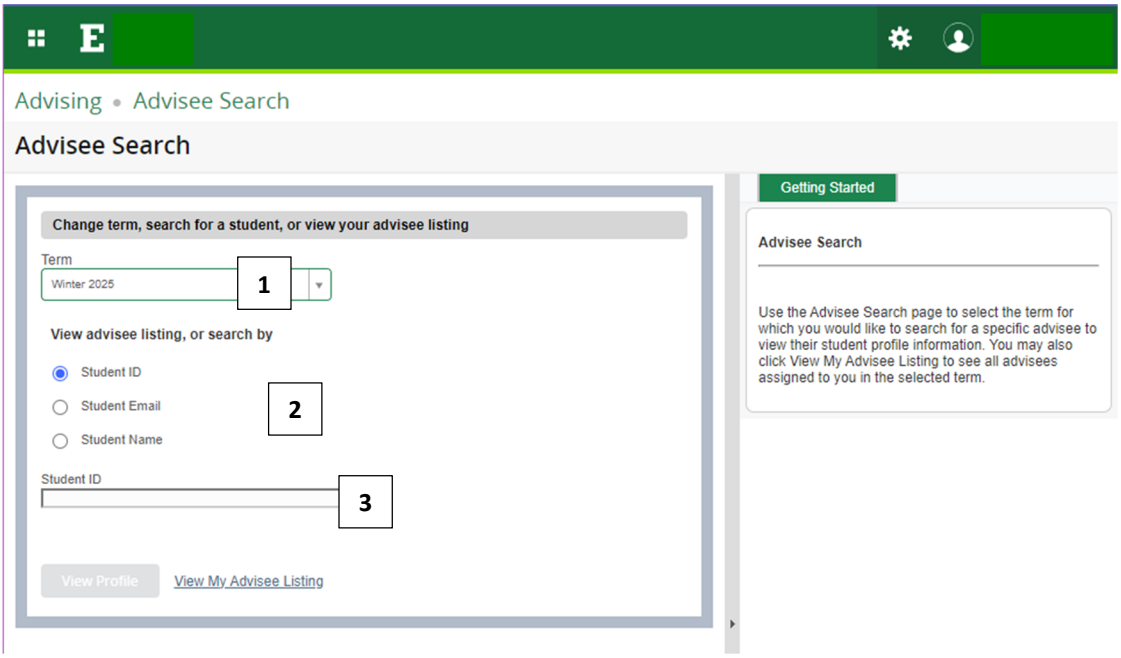
A new tab will appear that contains the sign-in sheet.



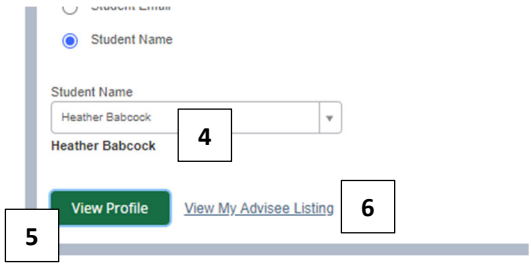
7. Click the “Start Over” button to reset the form.
8. You have the option to “Search All Sections” by CRN or Subject, Course Number & Section Number.

Student Advising Profile Guide

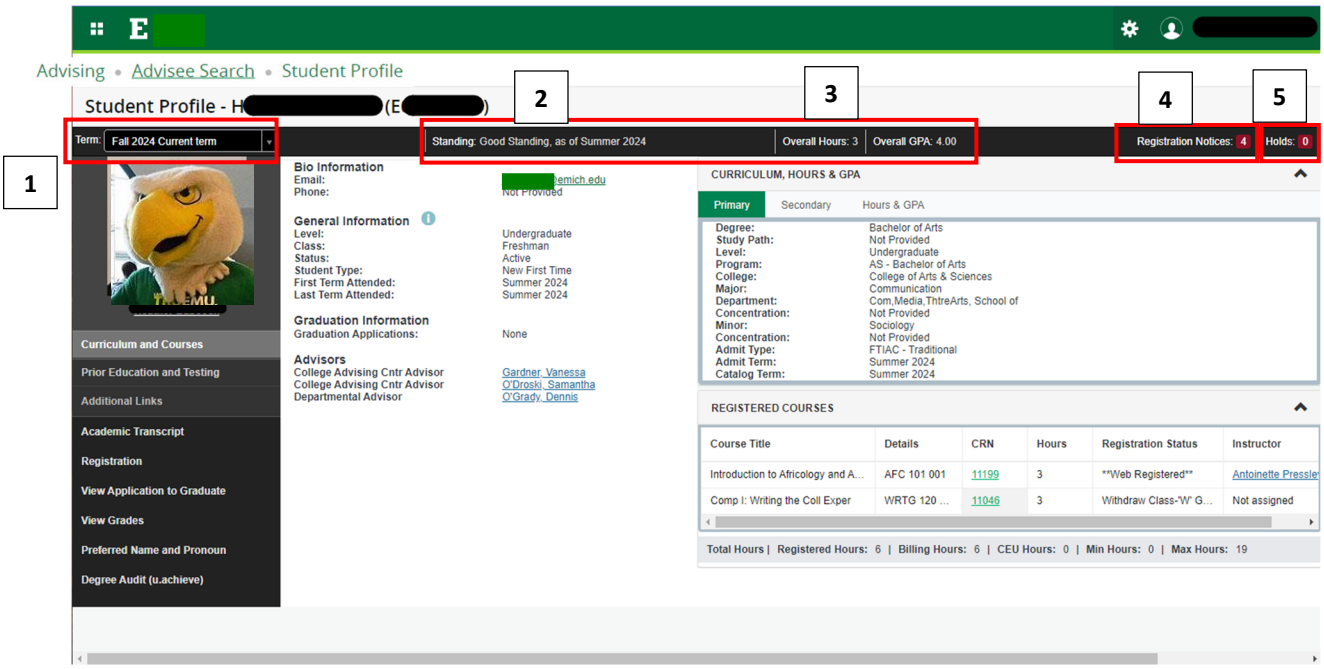
Click “Student Advising Profile” on the new My.emich Faculty Academics card.



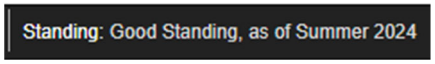
1. Use the dropdown to select and view student records for the current, past, and future terms. All the information displayed to you will update as appropriate to reflect the information during the term chosen.
2. Click the radio button to select how to search for the student’s profile;
    a. Student 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



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.

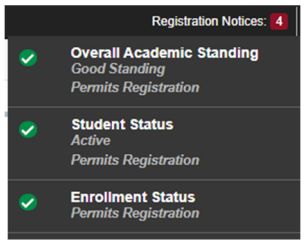


1. Term – Use the dropdown to select and view student records for the current, past, and future terms (NOTE: Future Terms will not appear until the class schedule is available for viewing ahead of registration opening.) All the information displayed to you will update as appropriate to reflect the information during the term chosen.
2. Standing – This is the student's academic standing status as of the term listed.

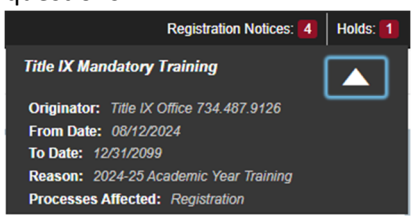
   

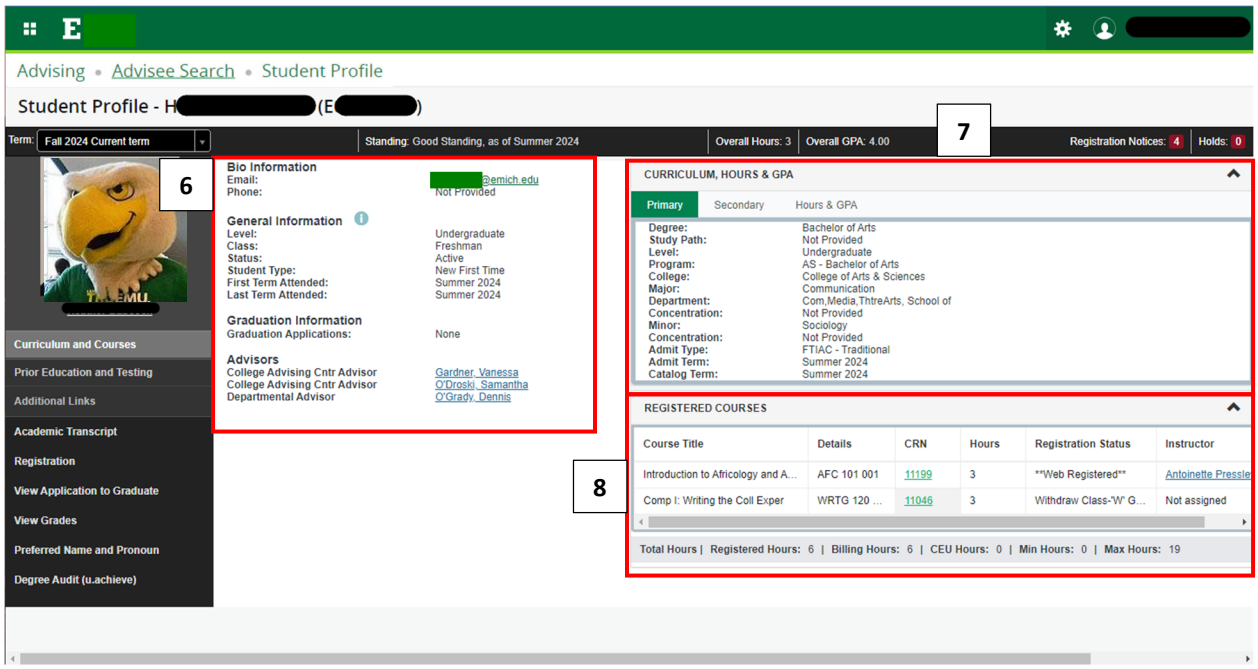
3. Overall Hours & Overall GPA – This is the student's current overall earned hours and GPA as of the term listed.

4. Registration Notices – Clicking this item opens a detailed display of informational messages regarding the student's current ability to register for classes.

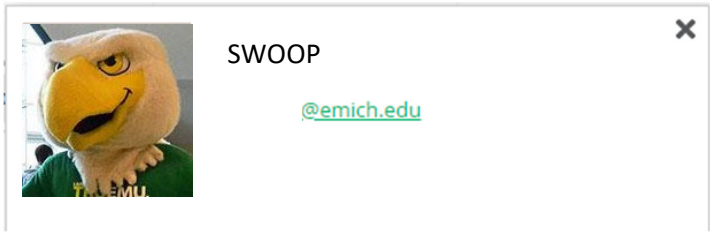
   

5. Holds – Clicking this item opens a list of holds currently assigned to the student's. Click to see detailed information about the hold, including department contact information for hold questions.

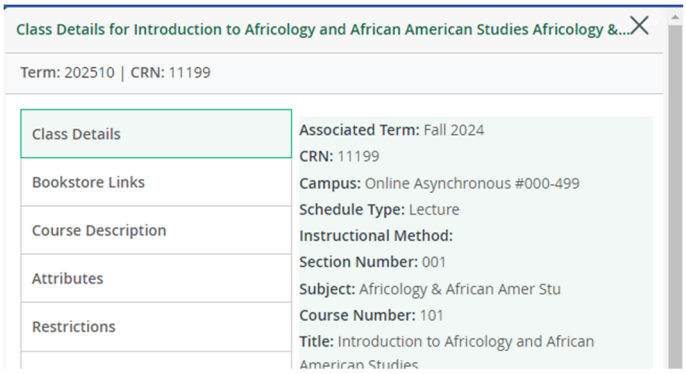
   



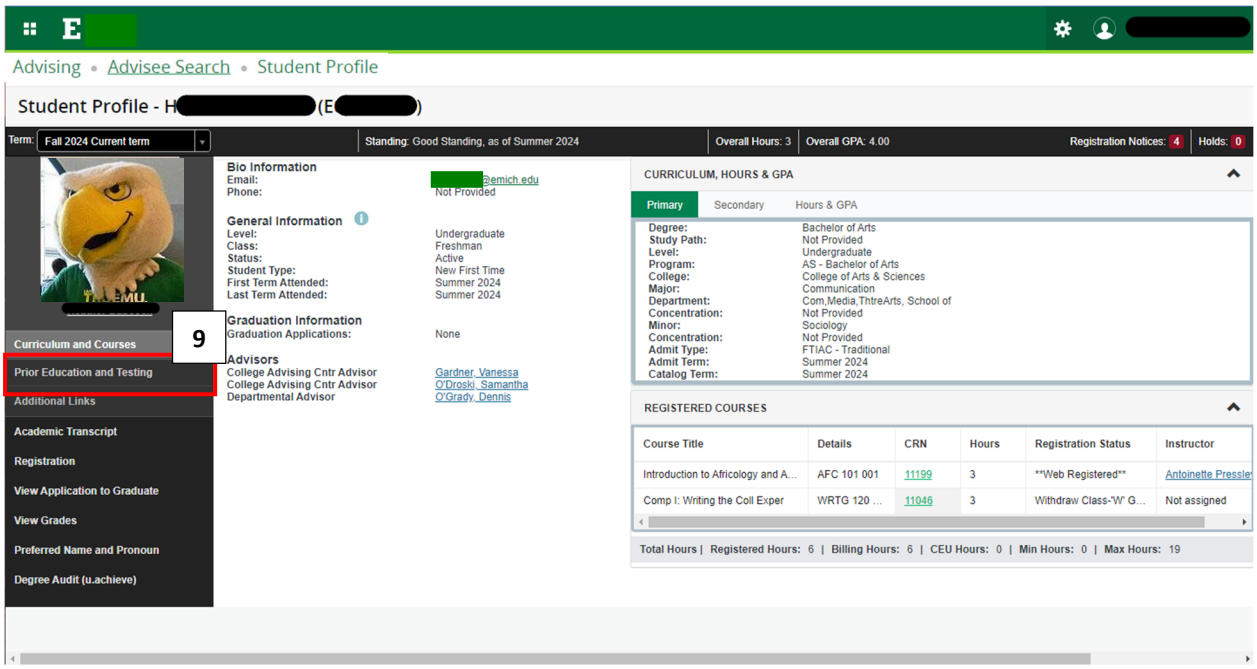
6. Bio/General/Graduation Information & Advisors – Displays summary information of the student's record.
    a. Advisors – Clicking the listed Advisor name will pull up the advisor contact card which displays a photo and contact email.



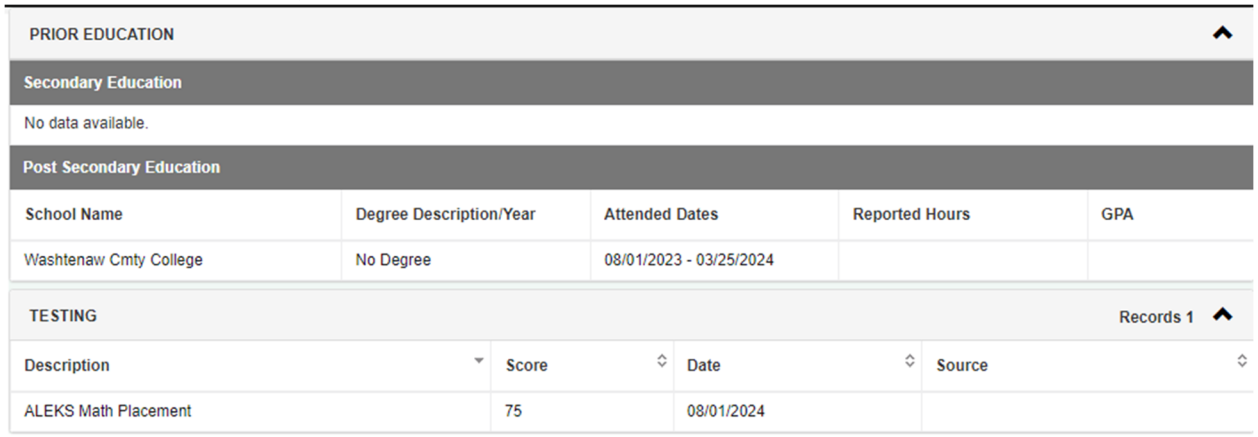
7. Curriculum, Hours & GPA – Displays the student's current major/minor/concentration information on the "Primary" & "Secondary" tabs. Institutional (EMU credits only) & Overall earned hours and GPA information is listed on the "Hours & GPA" tab.
8. Registered Courses – Displays summary information of the student's registered courses for the term chosen.
    a. CRN – Clicking the listed CRN will pull up a display of the class details.

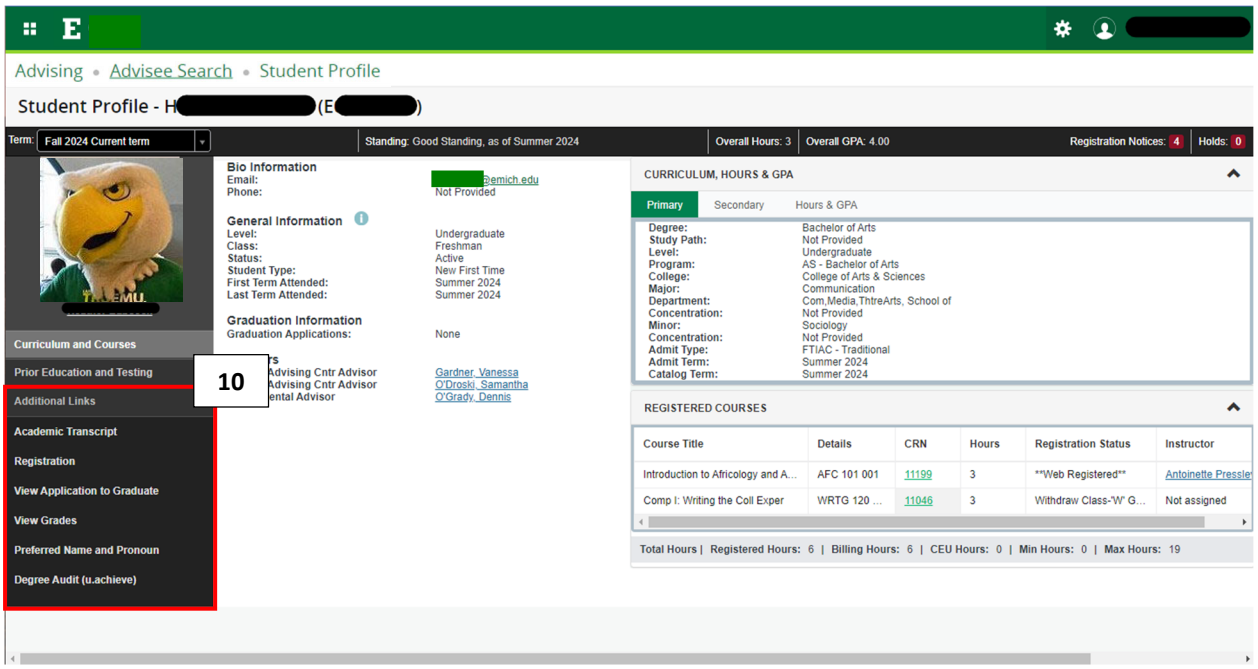


    b. Instructor – Clicking the listed Instructor name will pull up the faculty contact card which displays a photo and contact email (see Advisor card example above).



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.)

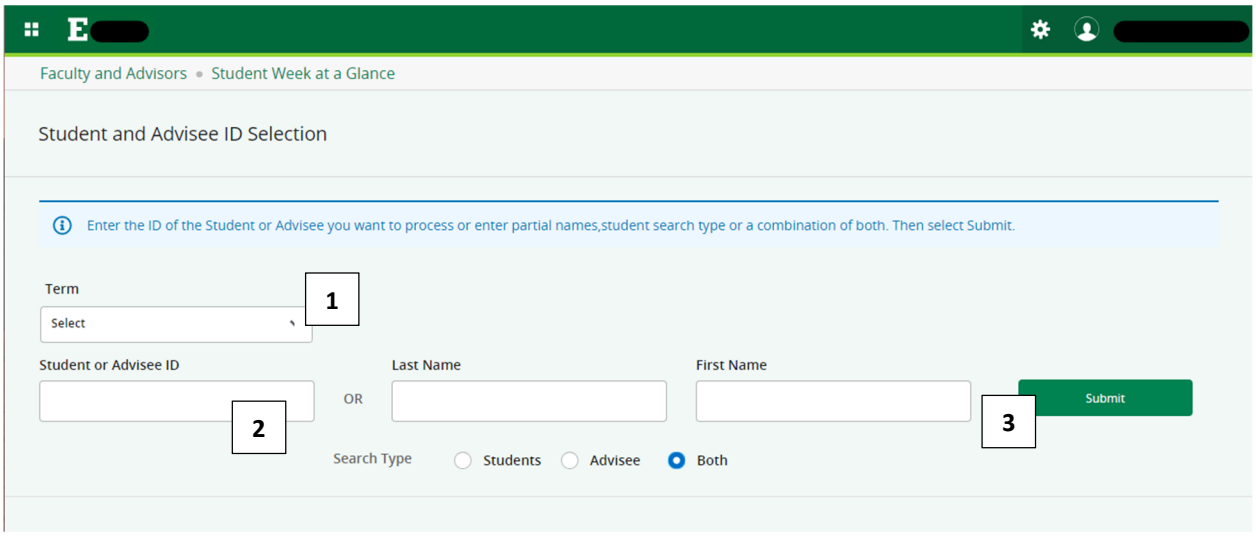




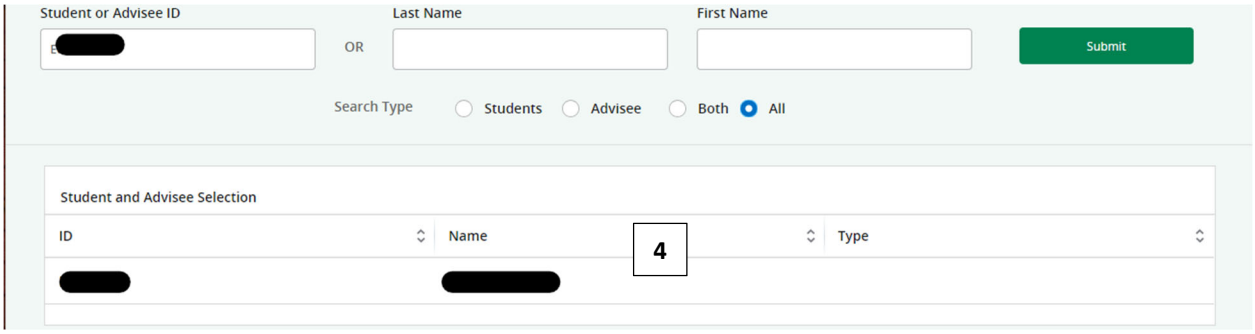
10. Additional Links – These links will direct you to various resources.
    a. Academic Transcript – takes you to the student's "unofficial transcript
    b. Registration – takes you to the Registration landing page
    c. View Application to Graduate – takes you to a page that details submitted Graduation Applications for the student
    d. View Grades – takes you to a page that lists the student's previous and current term grades
    e. Preferred Name and Pronoun – takes you to the page where you may add/update a preferred name and/or preferred pronoun
    f. Degree Audit (u.Achieve) – takes you to the u.Achieve degree audit landing page

Faculty Week at a Glance & Faculty Detail Schedule Guide

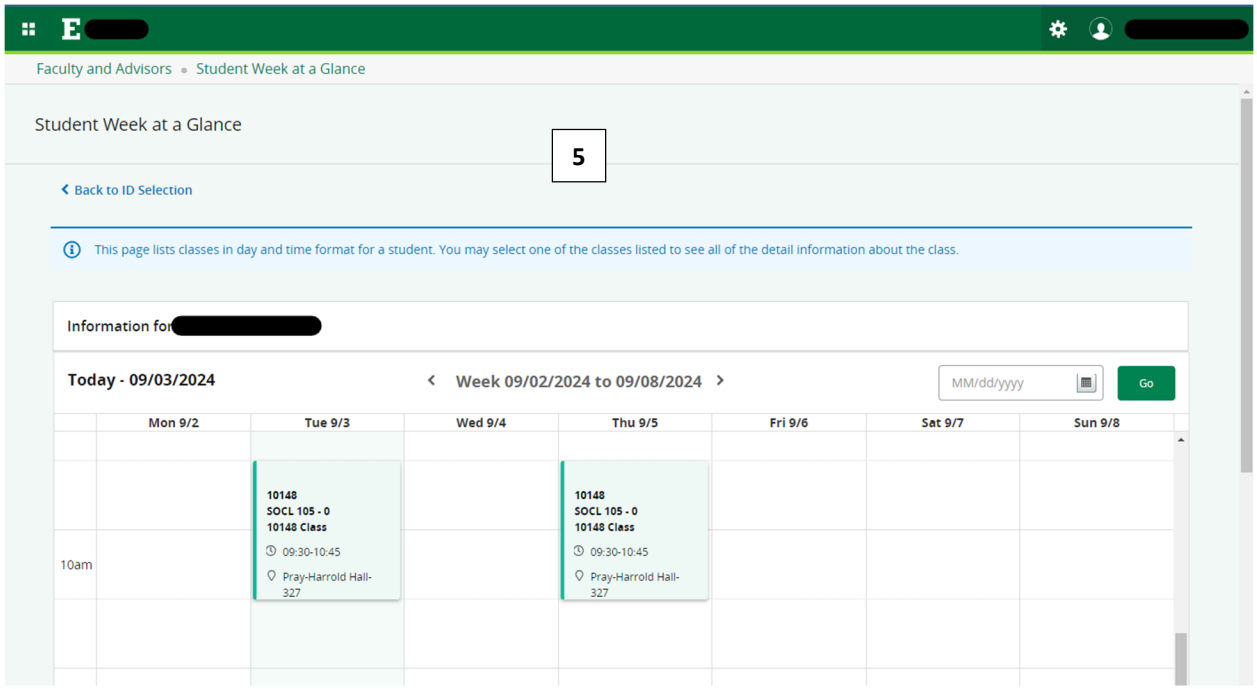
Click “Student Week at a Glance” on the new My.emich Faculty Academics card.



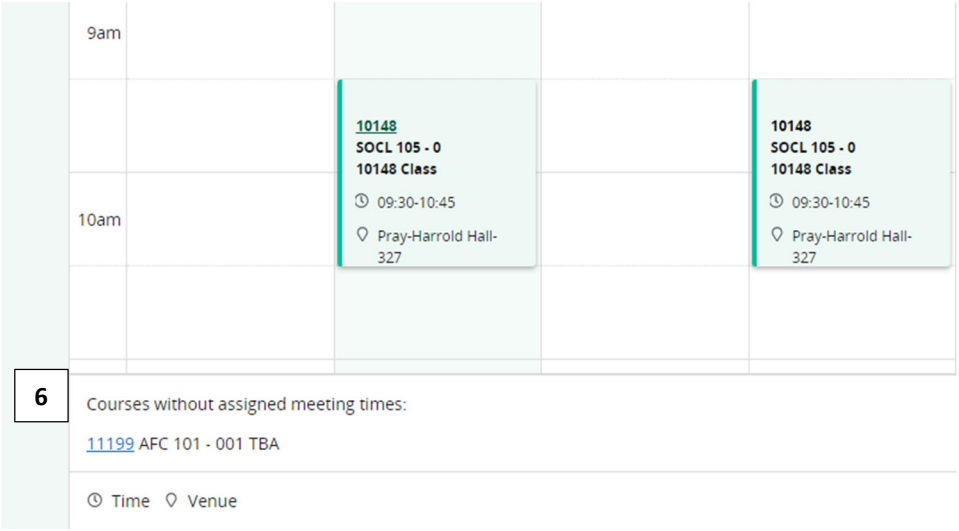
1. Select the term
2. Enter the student’s EID or Last Name & First Name
    a. You can update the “Search Type” to return; students, advisees assigned to you, or both
3. Click “Submit”

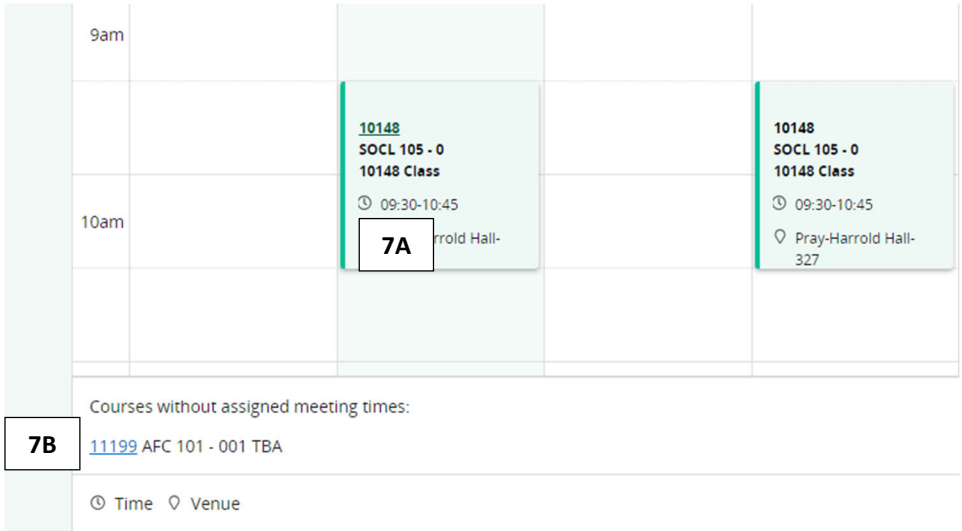


4. Click anywhere in the row for the desired student to show their schedule

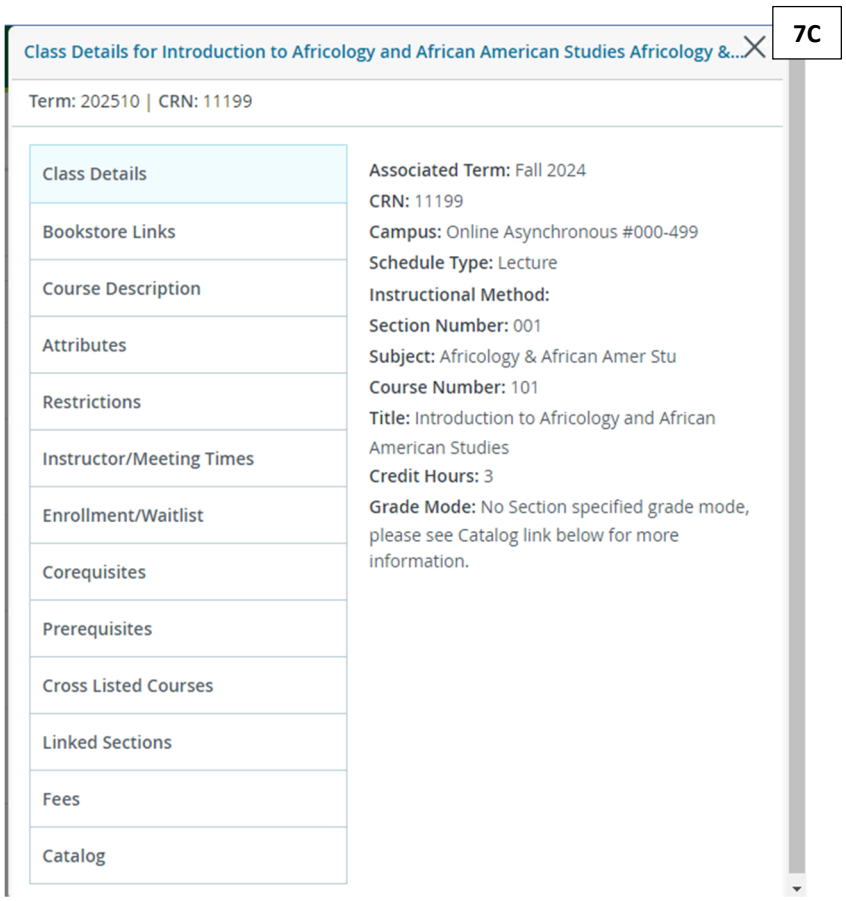


5. The student's assigned courses are shown in a calendar view.
6. Any course(s) without assigned meeting times are listed just below the calendar.



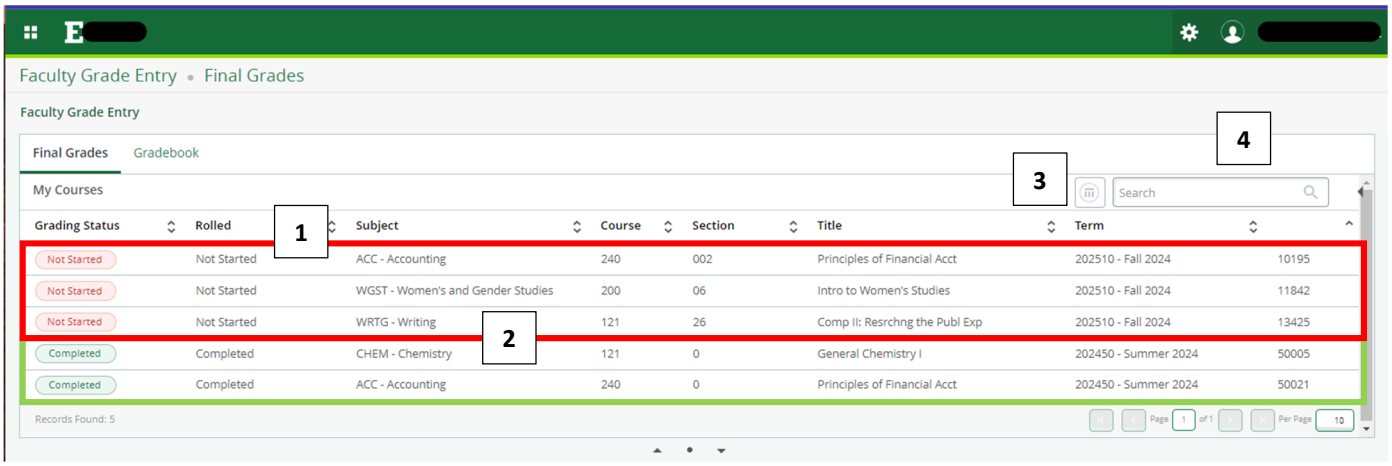


7. Click the CRN in the calendar view (7A) and/or under "Courses without assigned meeting times" (7B) to bring up the section details (7C).

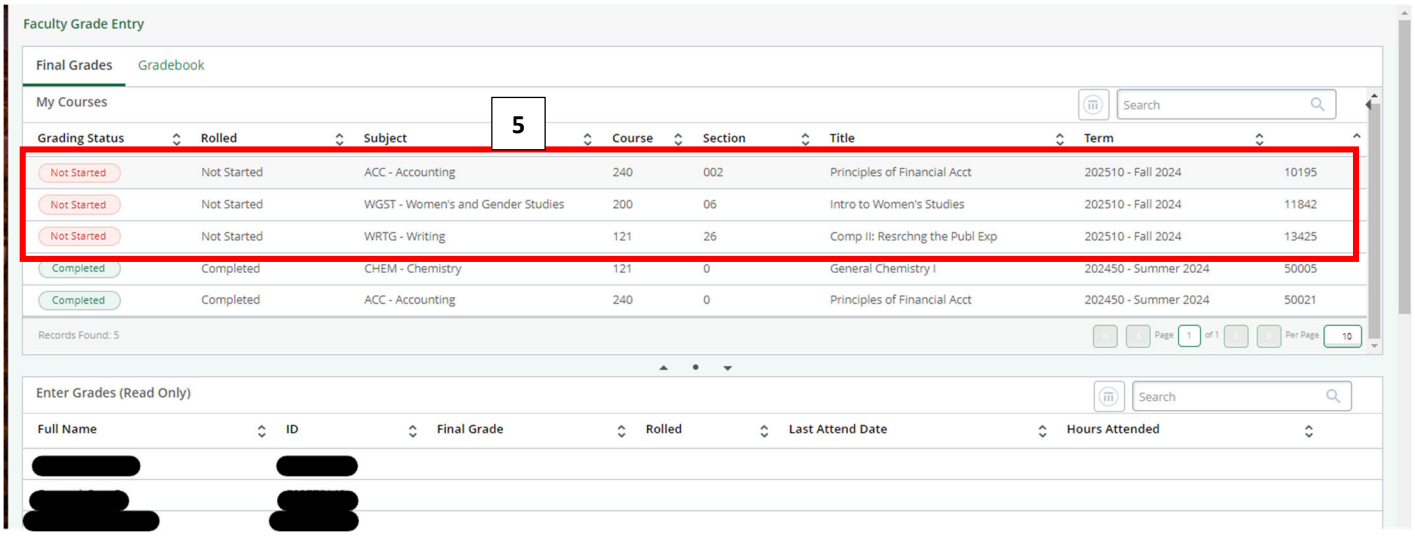


Faculty Grade Entry Guide

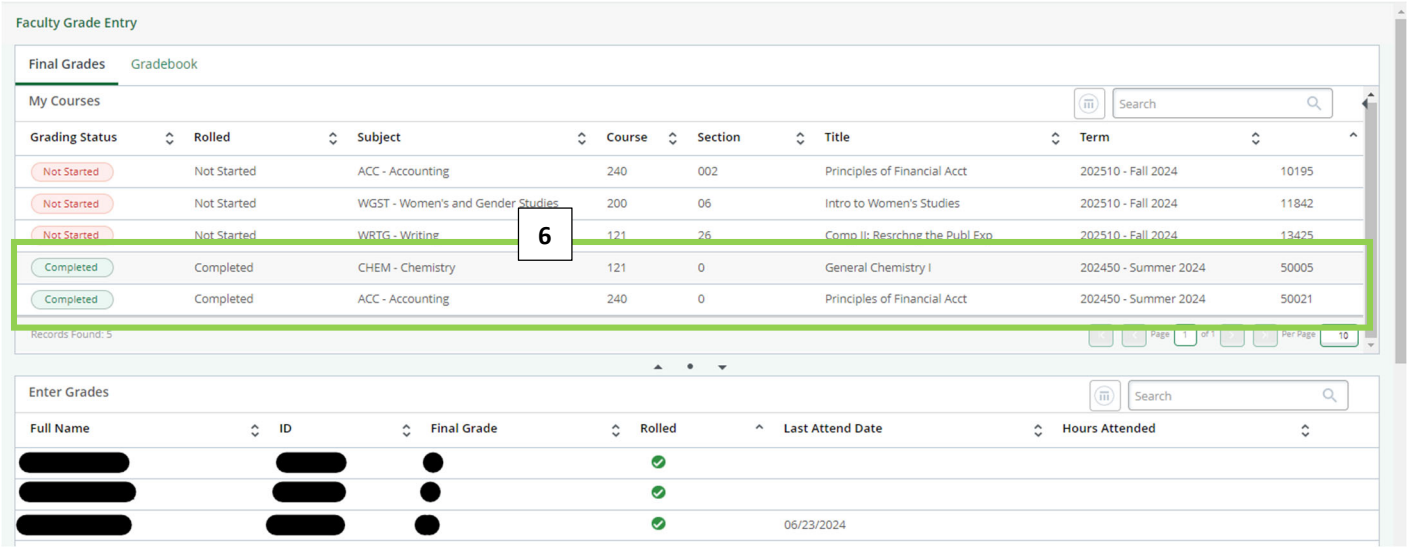
Click “Faculty Grade Entry” on the new My.emich Faculty Academics card.



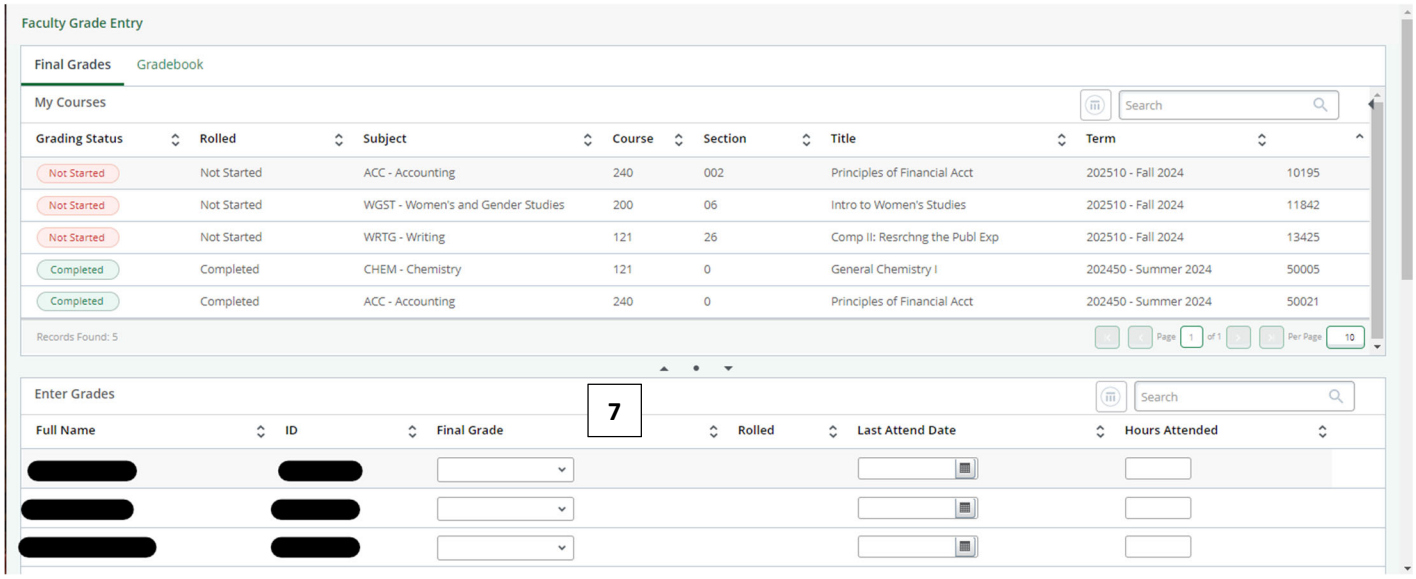
1. Courses for the current term are sorted to the top.
2. Graded courses for past terms are sorted below.
3. Use this drop-down to add/remove columns from the displayed list
4. Use this search box to narrow your list. The search is dynamic and allows key words, portions of words, and phrases found in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



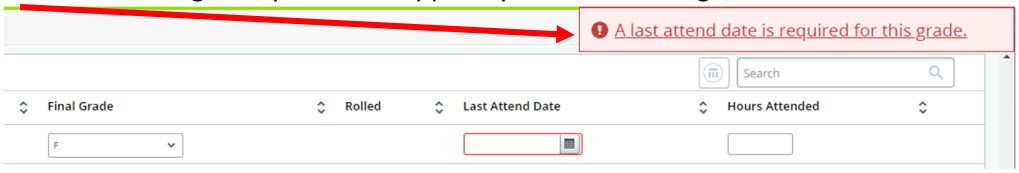
5. Click within a row to open the “Enter Grades” section
    a. If final grade submission is not yet available, you’ll see “(Read Only)” displayed

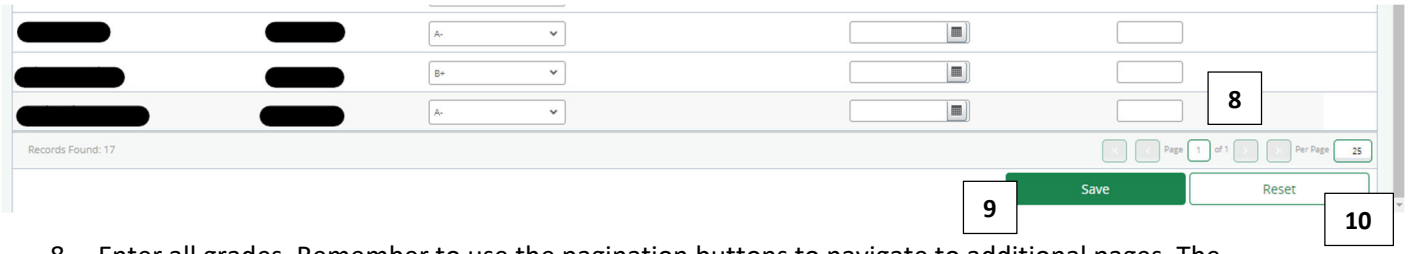


6. Click within a row to open the "Enter Grades" section
    a. When viewing a "Completed" section, you'll see the grade entered, rolled status, last attend date (if applicable), and hours attended (if applicable).

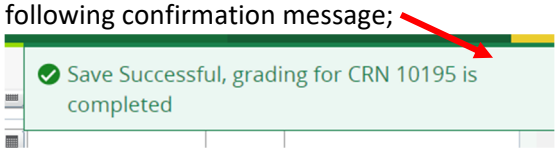


7. Once your section is open for grading; Final Grade, Last Attend Date, and Hours Attended become enterable.
    a. The "Final Grade" dropdown list will list all applicable grade options
    b. "Last Attend Date" must be entered for any EXAMPLE grades. If you attempt to save without entering one, you'll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





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;



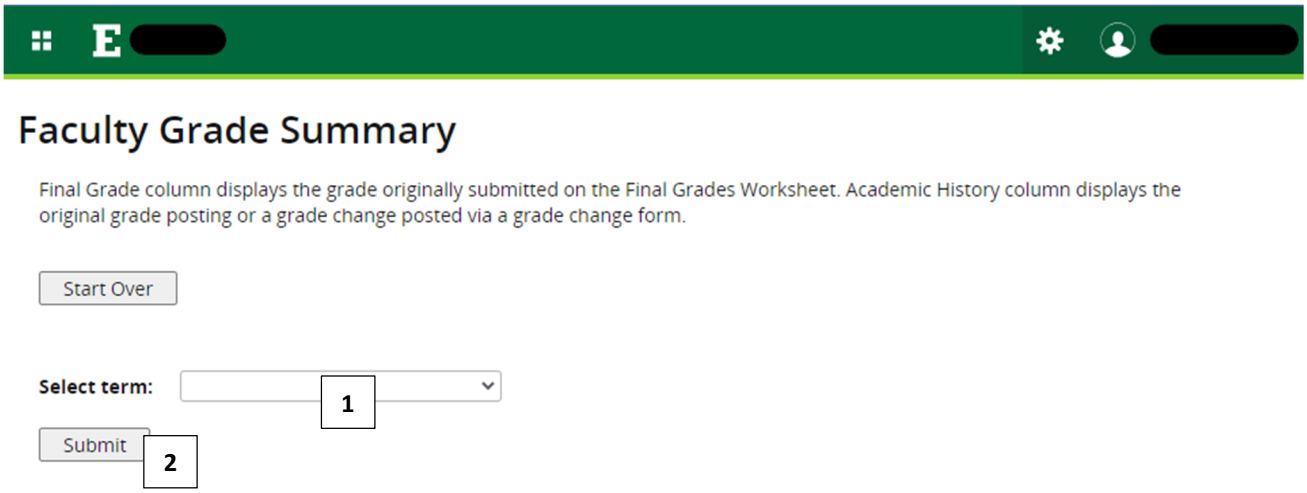
10. Click "Reset" at any time during entry if needed. This will reset all unrolled grades back to blanks.

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

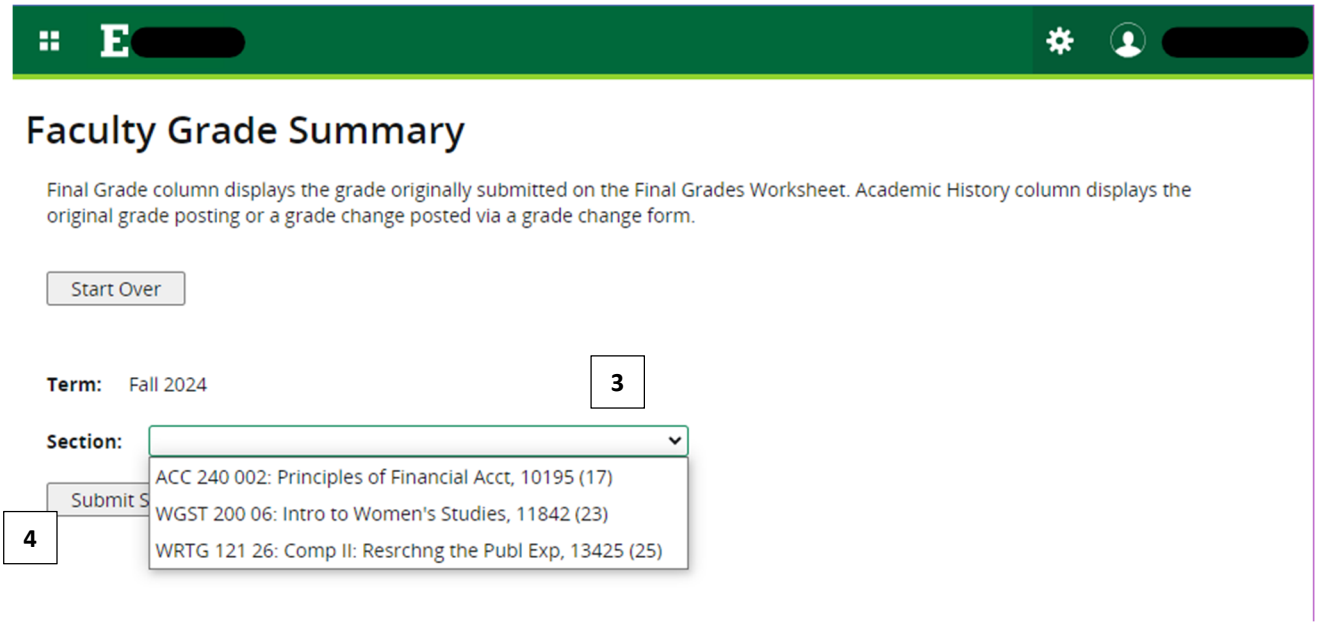
(Rolled Indicator). Once the rolled indicator is present, the grade has been rolled to the student's academic history and you will need to submit a grade change request to update it.

Faculty Grade Summary Guide

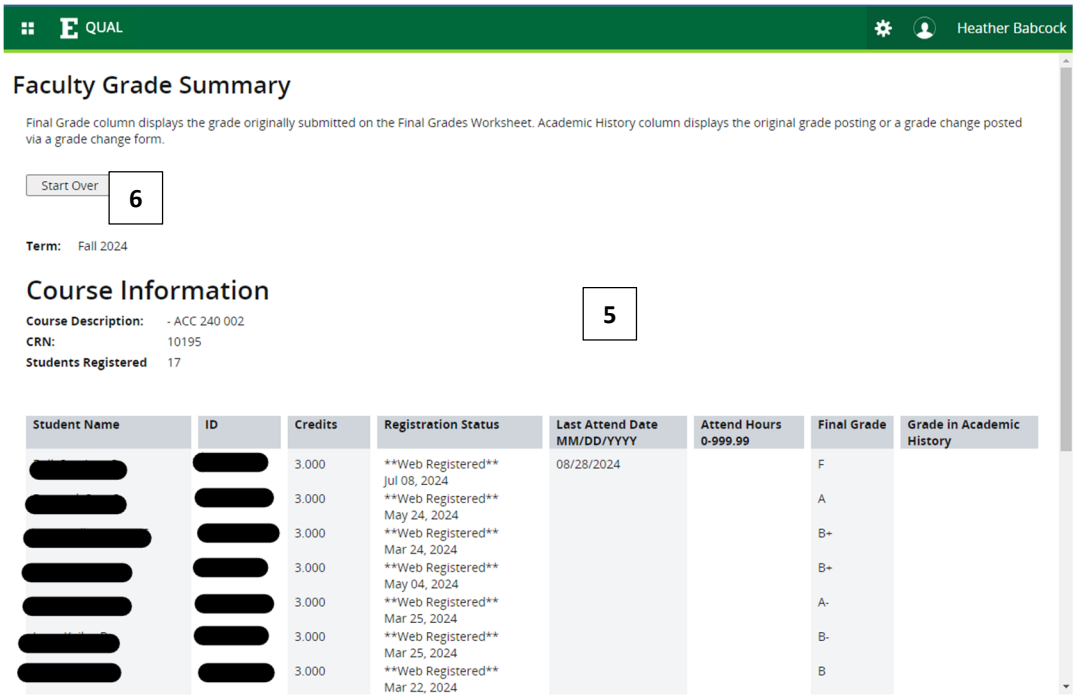
Click "Faculty Grade Summary" on the new My.emich Faculty Academics card.



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



3. Choose the section you wish to view from the list
4. Click “Submit Section”



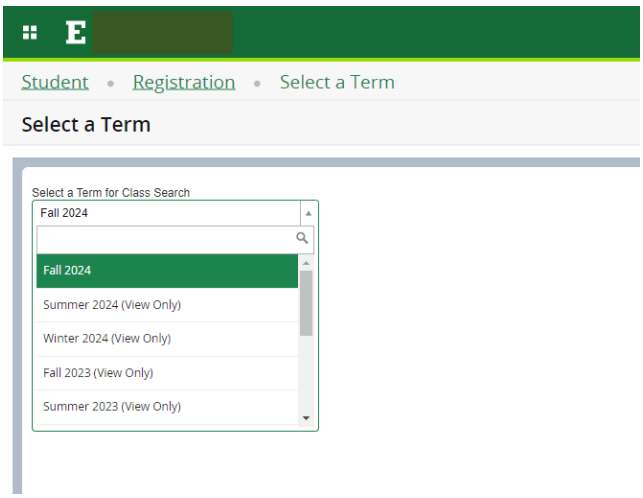
5. The grade summary generates as shown above. The “Final Grade” column reflects the grade entered during grad submission. If the grade was changed, the final grade posted to the student’s academic history will be showing in the “Grade in Academic History” column.
6. Click “Start Over” at any time to choose a different term and section to view as needed.

Class Schedule Guide

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

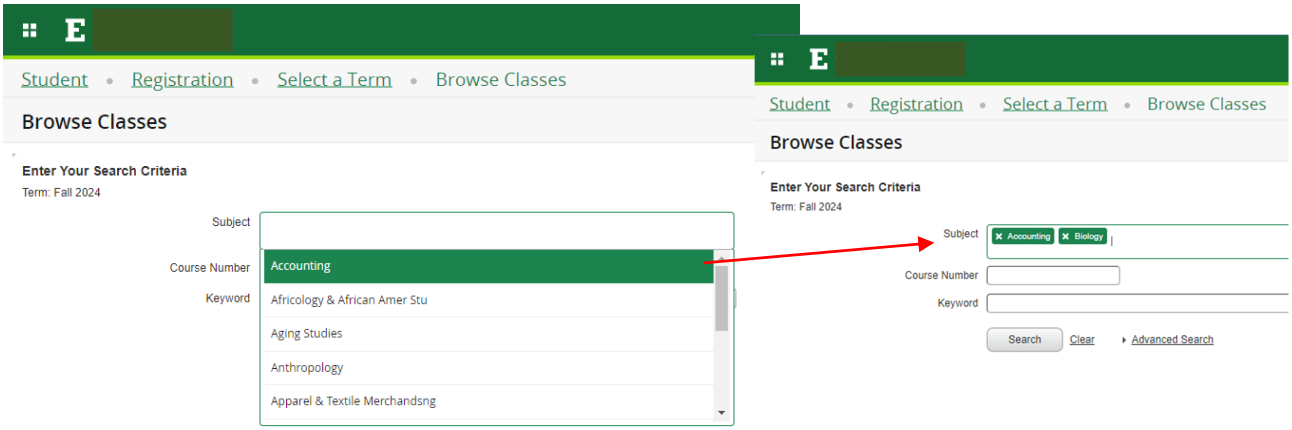
This page allows you to search for classes in the current and/or future terms. You can also view class offerings for past terms.

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



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.



- 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.

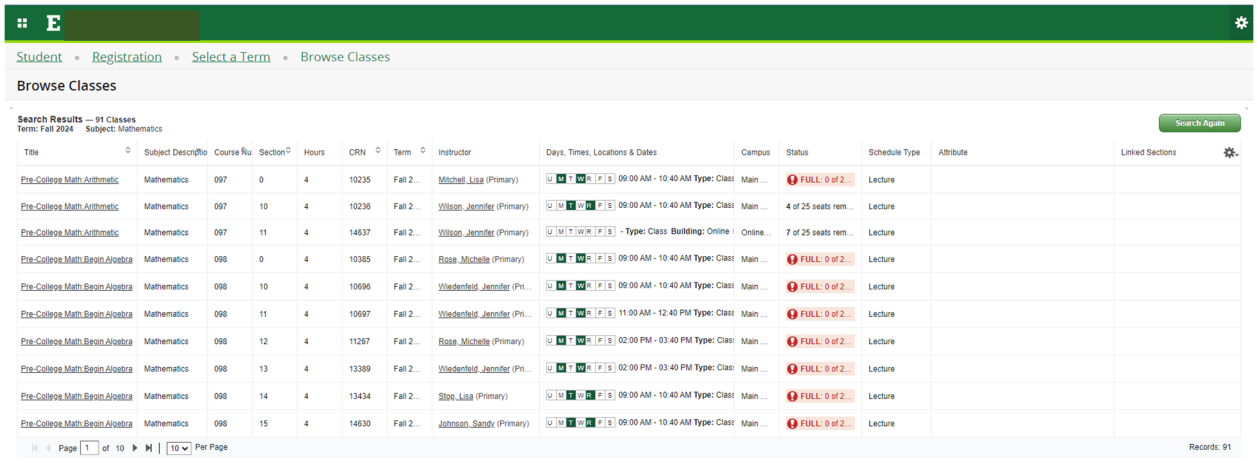
Advanced Search

- 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 shcedule type descriptions will appear. You can scroll through the options or begin typing a shcedule 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.

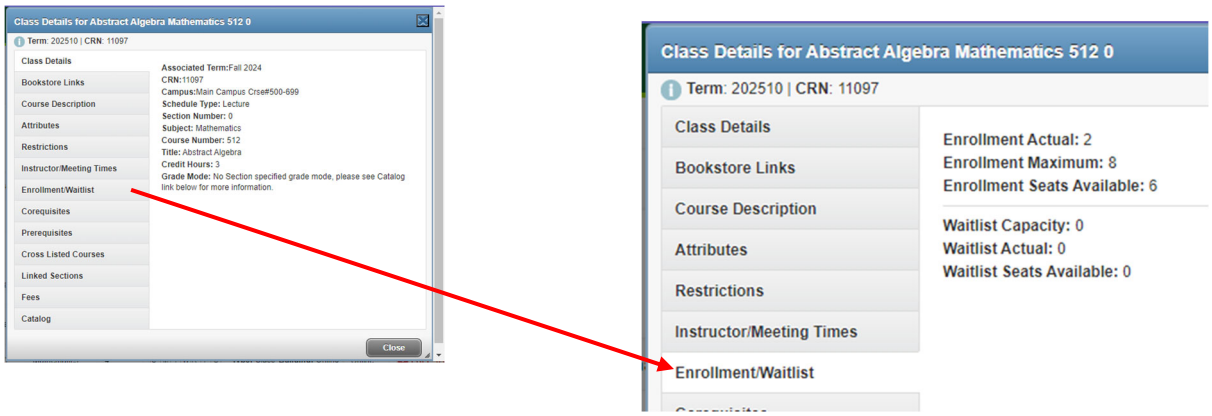
Search Results List



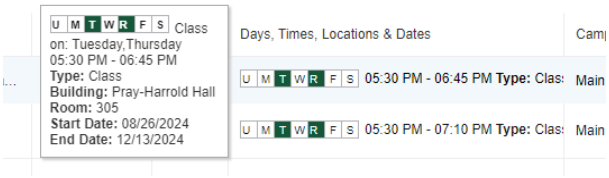
All columns can be re-sized by hovering your cursor over the boundary lines until a double-ended arrow appears. Click and drag the colomn to the desired size.

All columns can be re-ordered. Click in the column title and drag the colomn 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.



- 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 colomn.

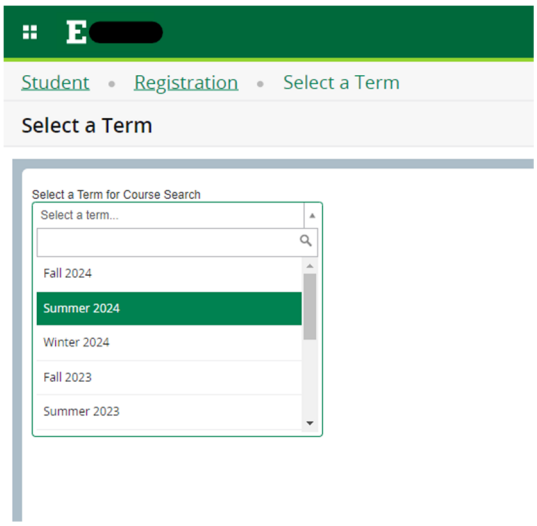


Course Detail Information Guide

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

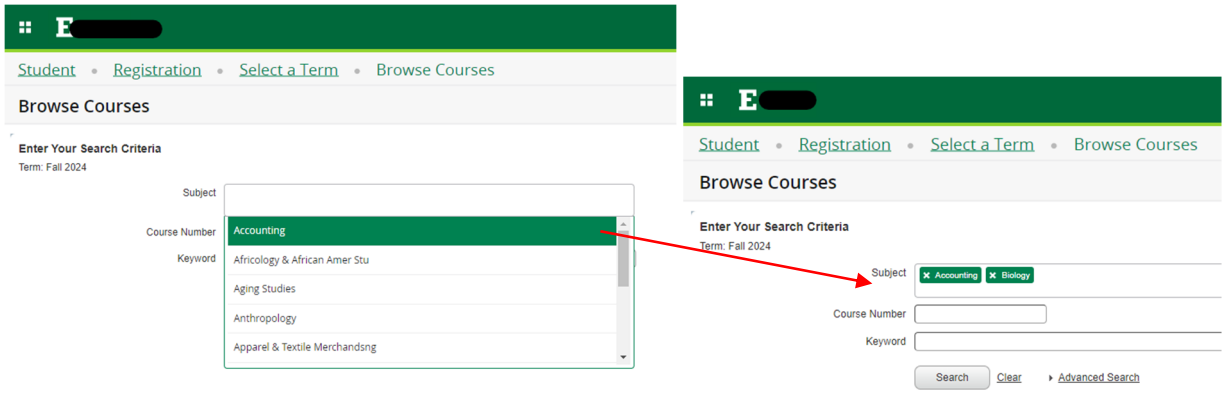
This page allows you to search for basic course information from the university course catalog for current and/or future terms. You can also view the course catalog for past terms. *This search works similarly to "Class Schedule".*

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



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.

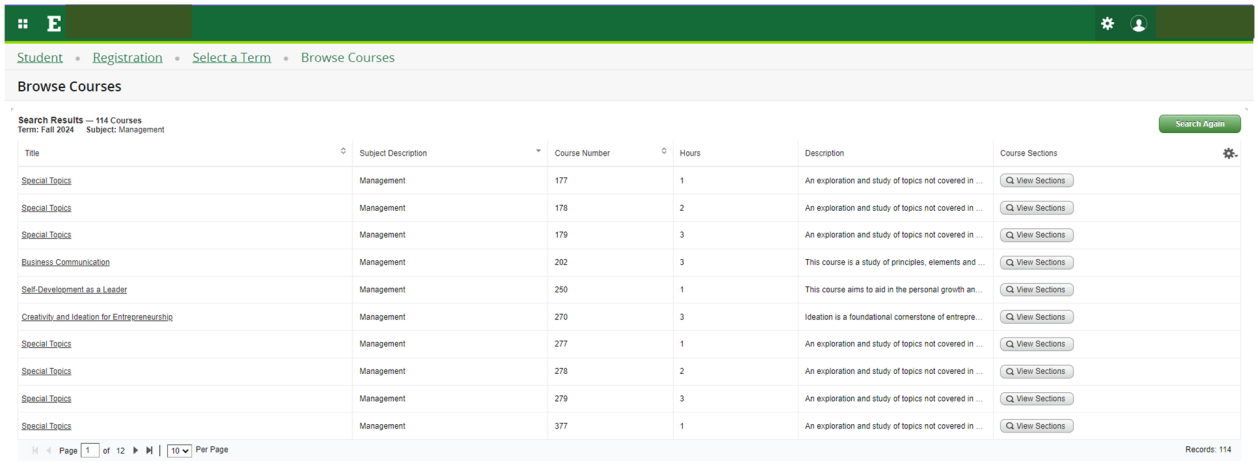
Advanced Search

- 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 shcedule type descriptions will appear. You can scroll through the options or begin typing a shcedule 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)

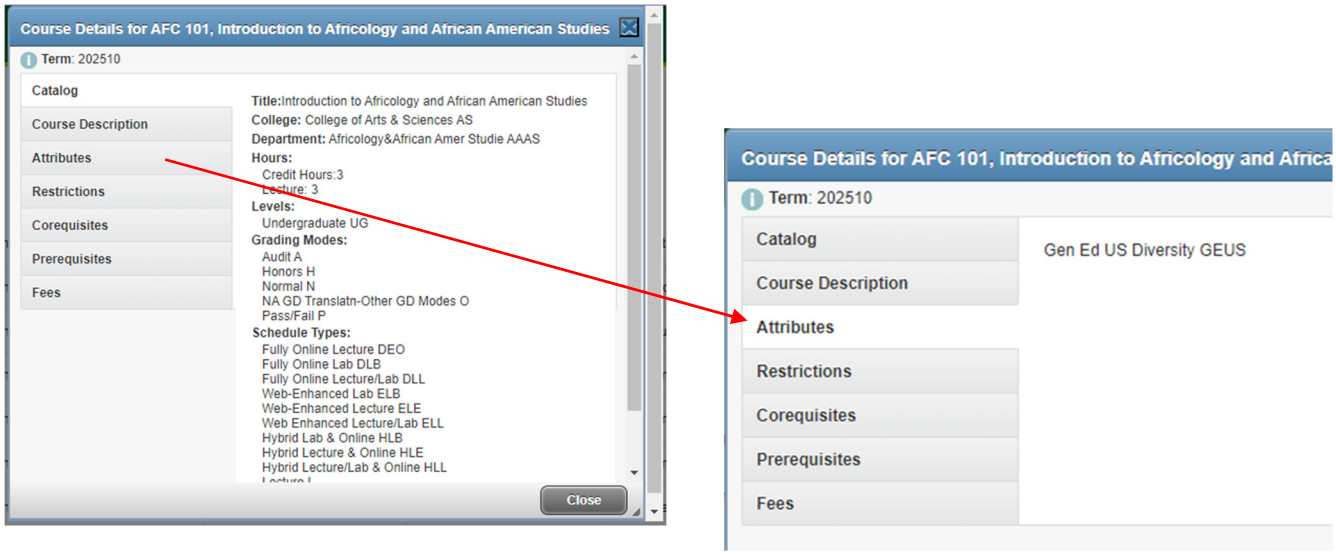
Search Results List



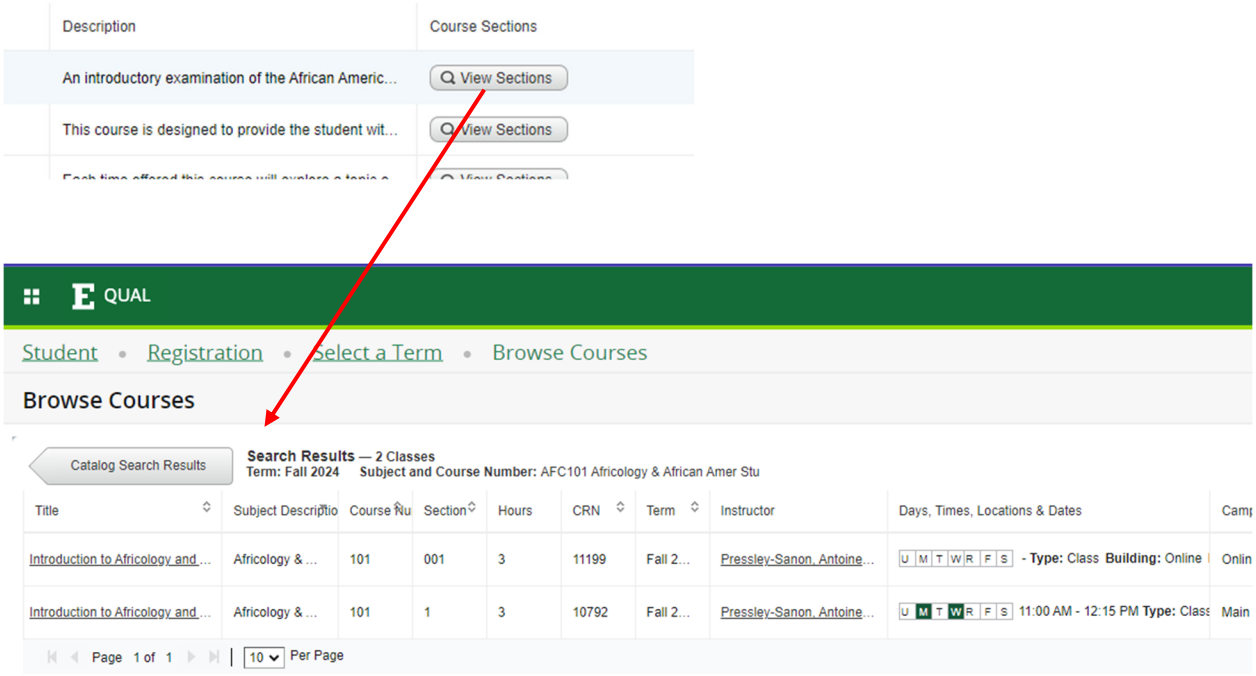
All columns can be re-sized by hovering your cursor over the boundary lines until a double-ended arrow appears. Click and drag the colomn to the desired size.

All columns can be re-ordered. Click in the column title and drag the colomn 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 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.

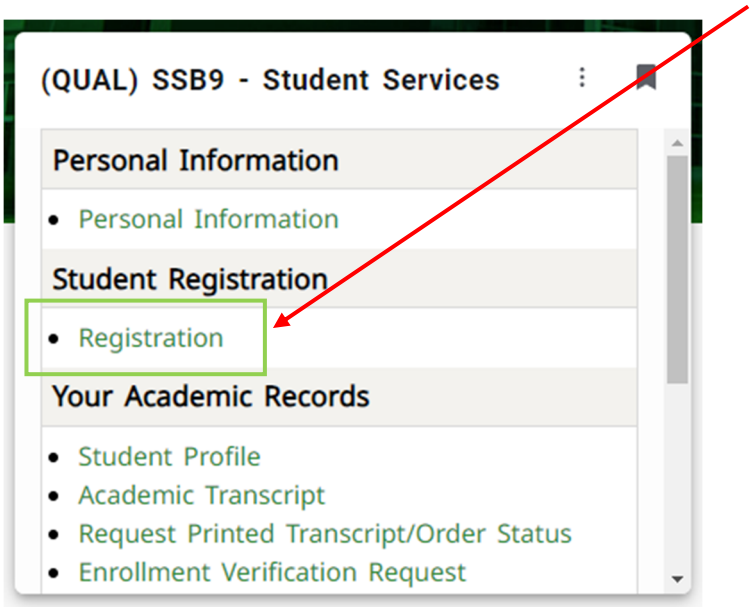


Registration Guide for Assisting Students

Overview & Getting Started

On July 15th, 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!

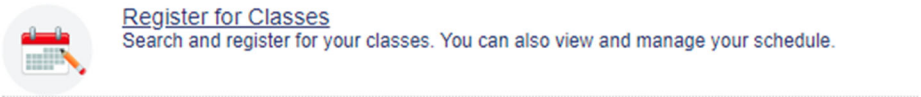
- Students begin with the SSB9 My.EMICH Student Services card (https://experience.elluciancloud.com/emu), by clicking "Registration"



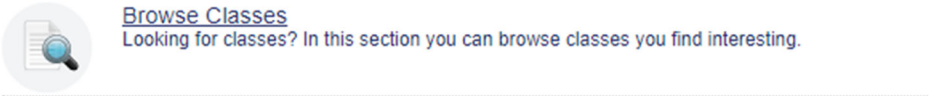
The Registration menu will present several options for moving forward;

- Prepare for Registration -

- Register for Classes –

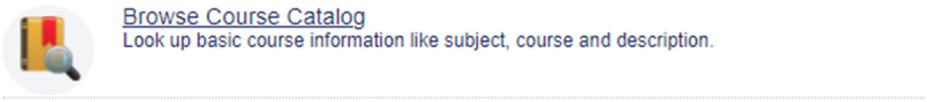


- Browse Classes –



- View Registration Information –

- Browse Course Catalog -



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.

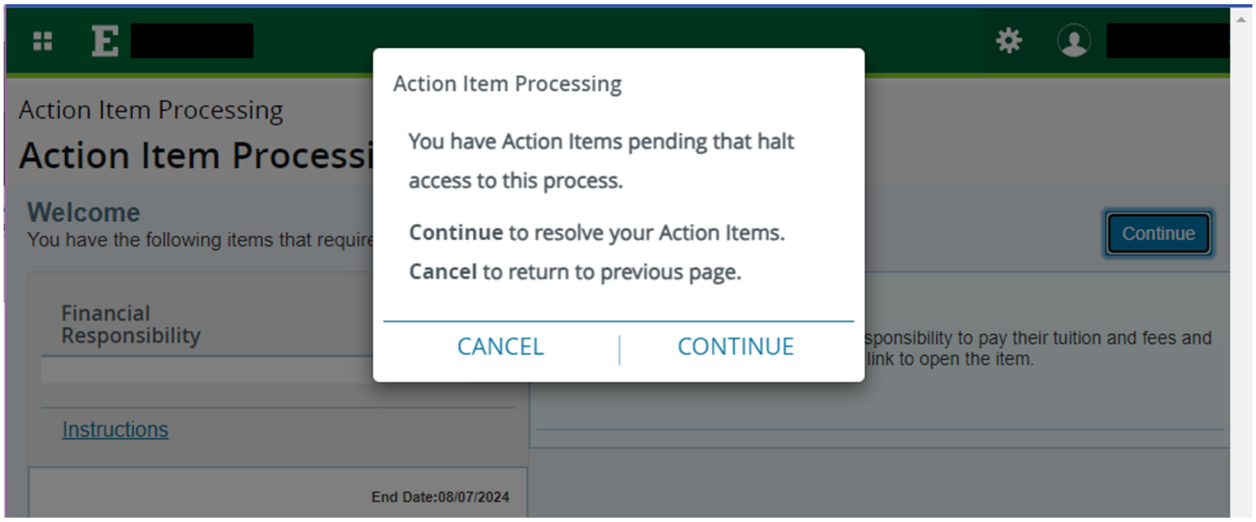
Financial Responsibility Statement & Major/Minor Verification (Action Item Processing - AIP)

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

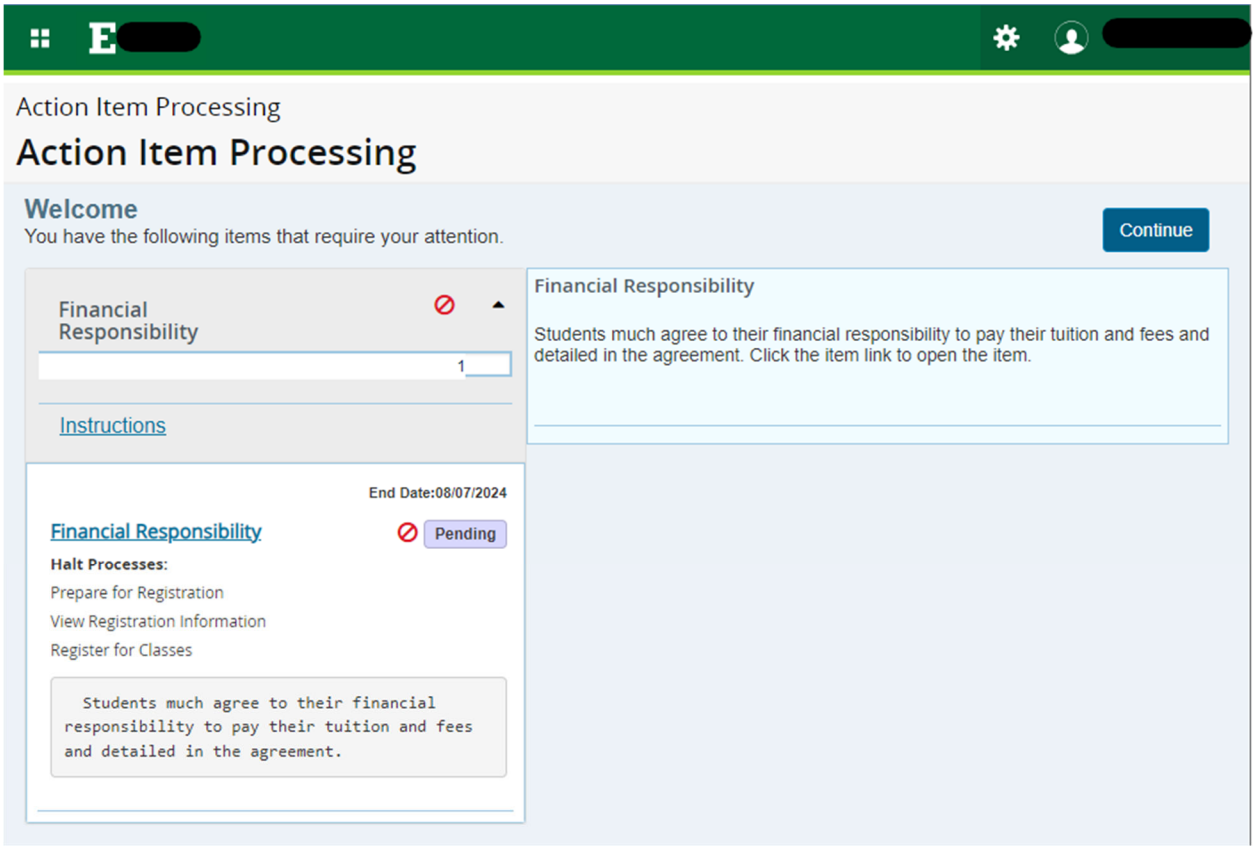


Outstanding Action Items will prevent students from registering for classes.

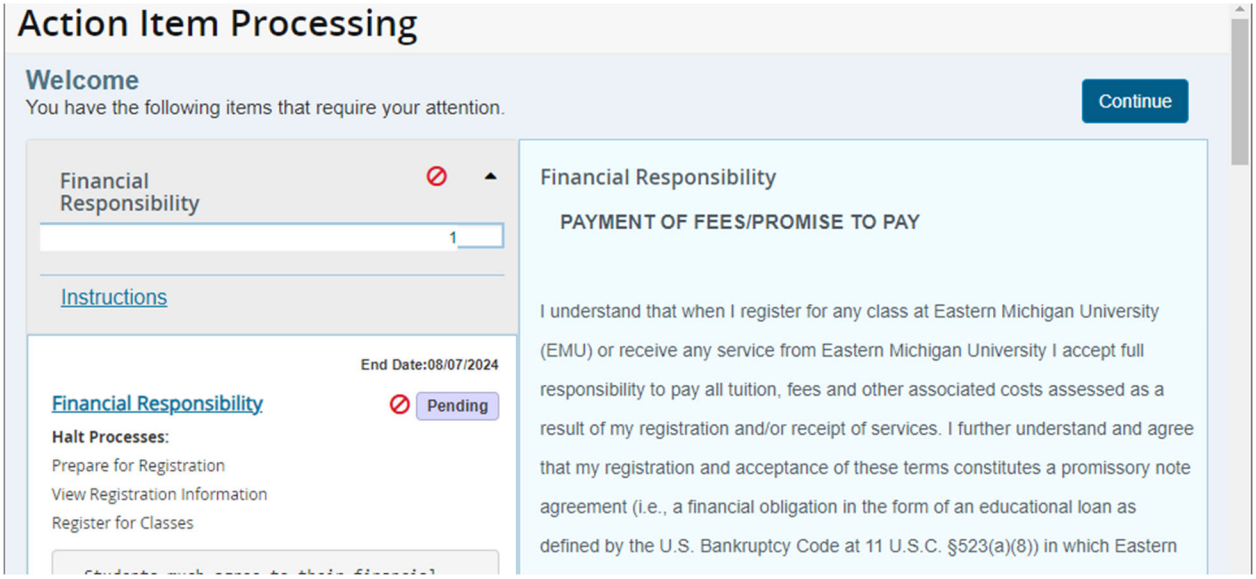
- Click CONTINUE to view the Action Items that require attention
    - **NOTE:** *Clicking CANCEL returns students to the Registration menu*

Financial Responsibility Statement AIP

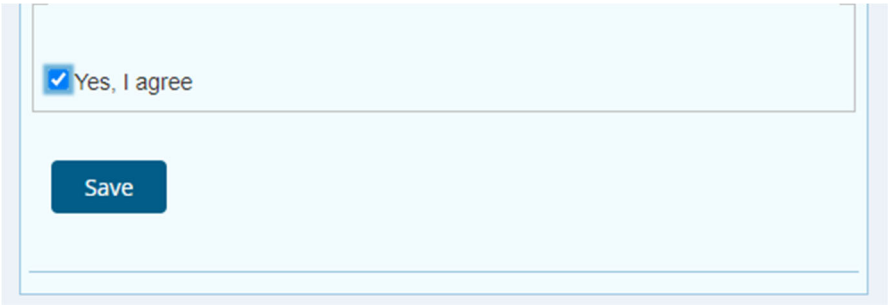
The AIP item text remains hidden until the item on the left is clicked. Click anywhere within the AIP item to "open" it.



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.*



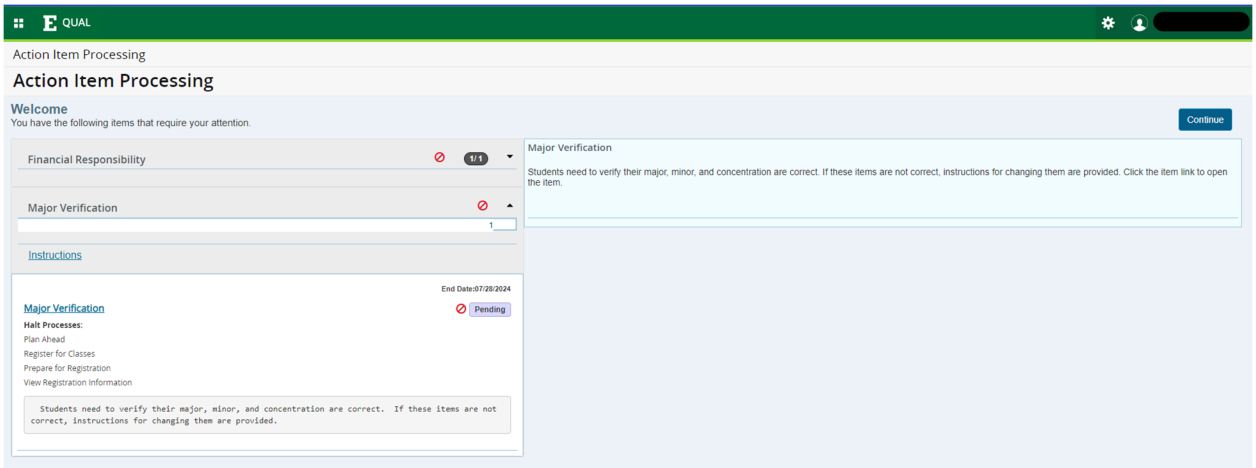
They should check the box next to "Yes, I agree" and click Save.



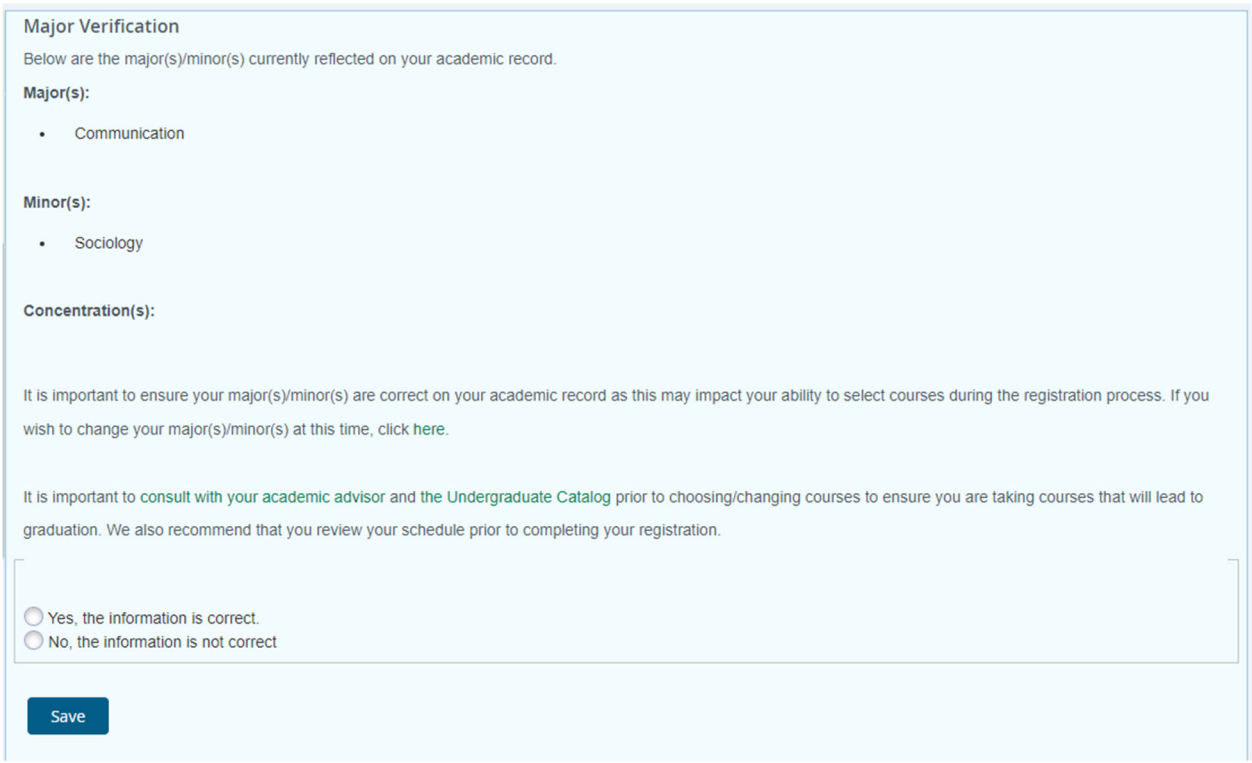
Now that the action items have been completed, the status will be updated to Completed .

Major Verification AIP

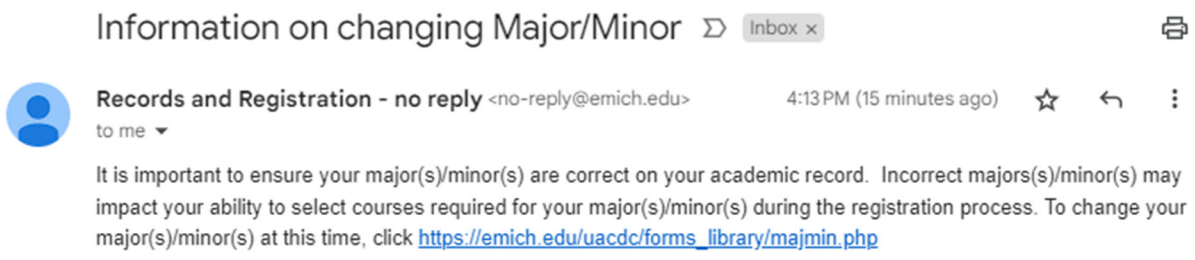
The AIP item text remains hidden until the item on the left is clicked. Click anywhere within the AIP item to “open” it.

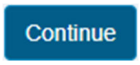


Review the listed major(s), minor(s), and concentration(s), select Yes or No, and click “Save”



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.

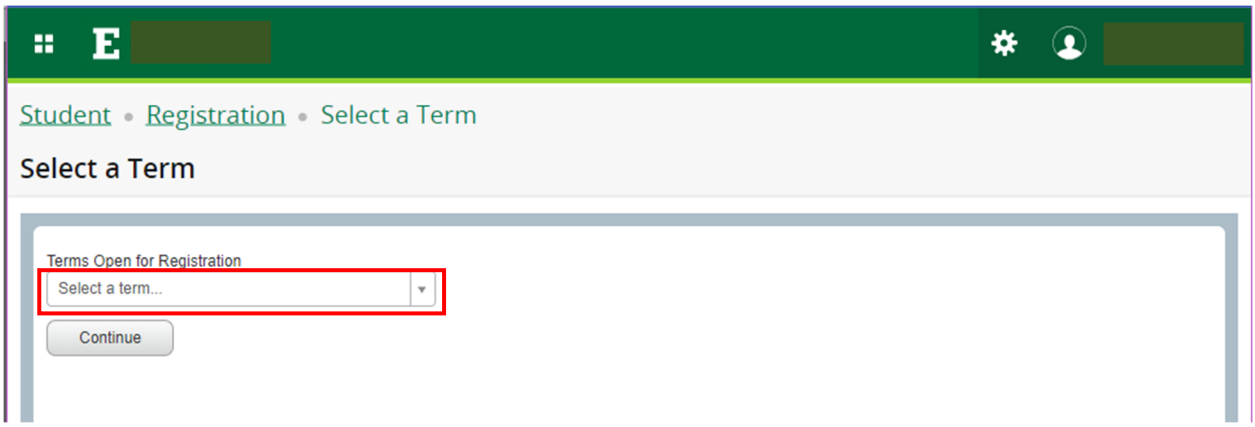


When all action items show a Completed status, clicking 

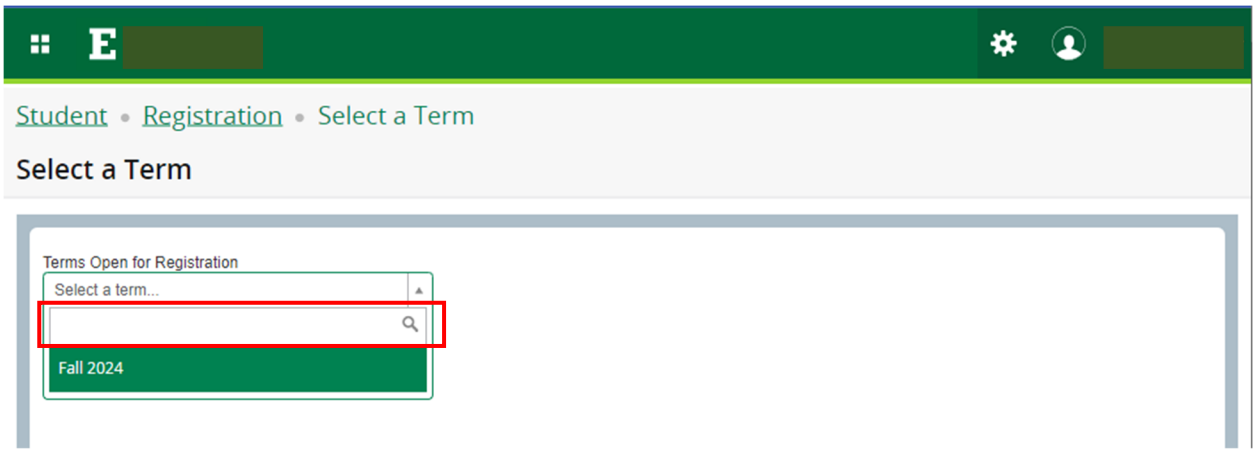
will allow students to move forward to registration.

Choose a Term

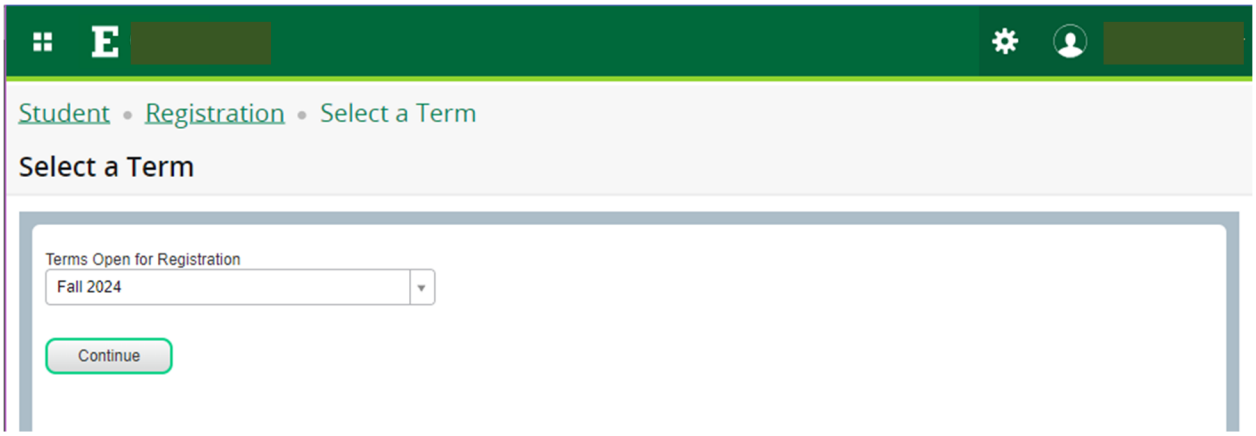
Now the system will allow students to choose an open registration term. Click anywhere within the red box below to display the list of open terms.



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



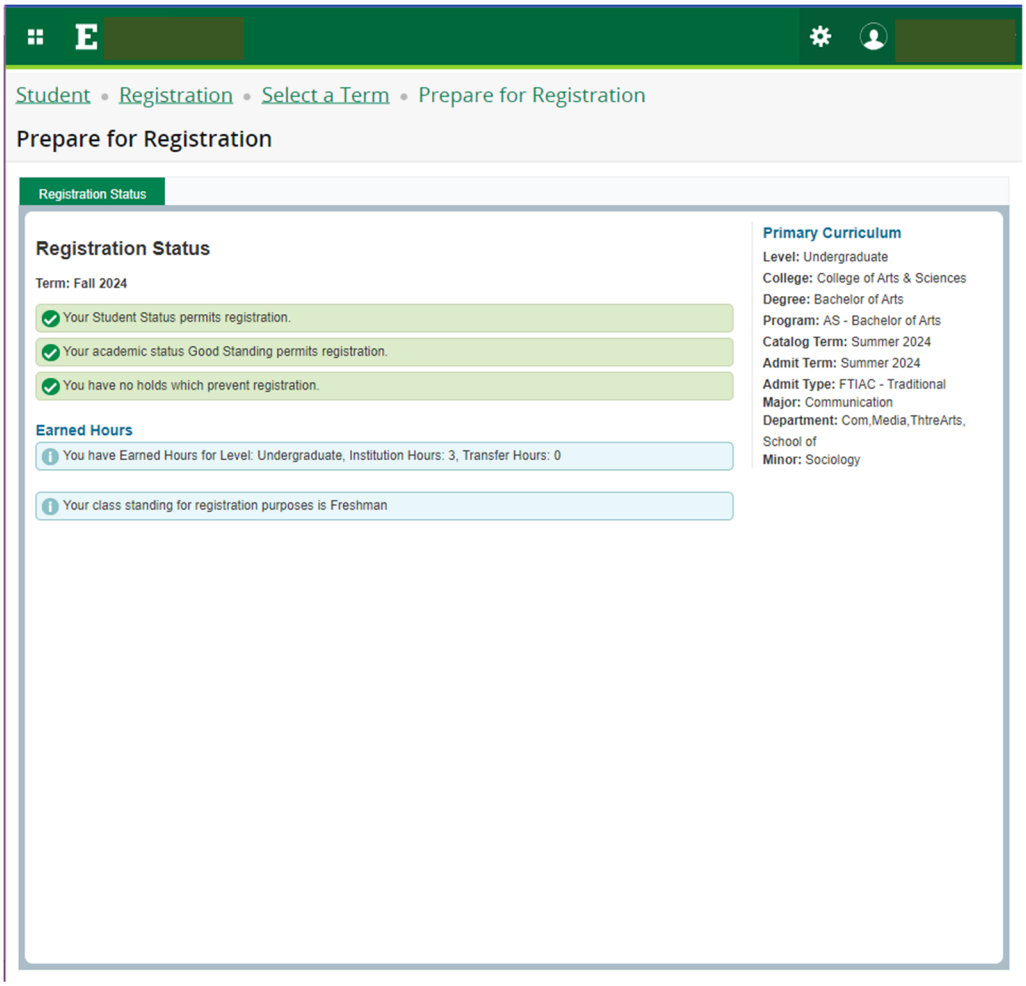
Click the desired term to select and click Continue.



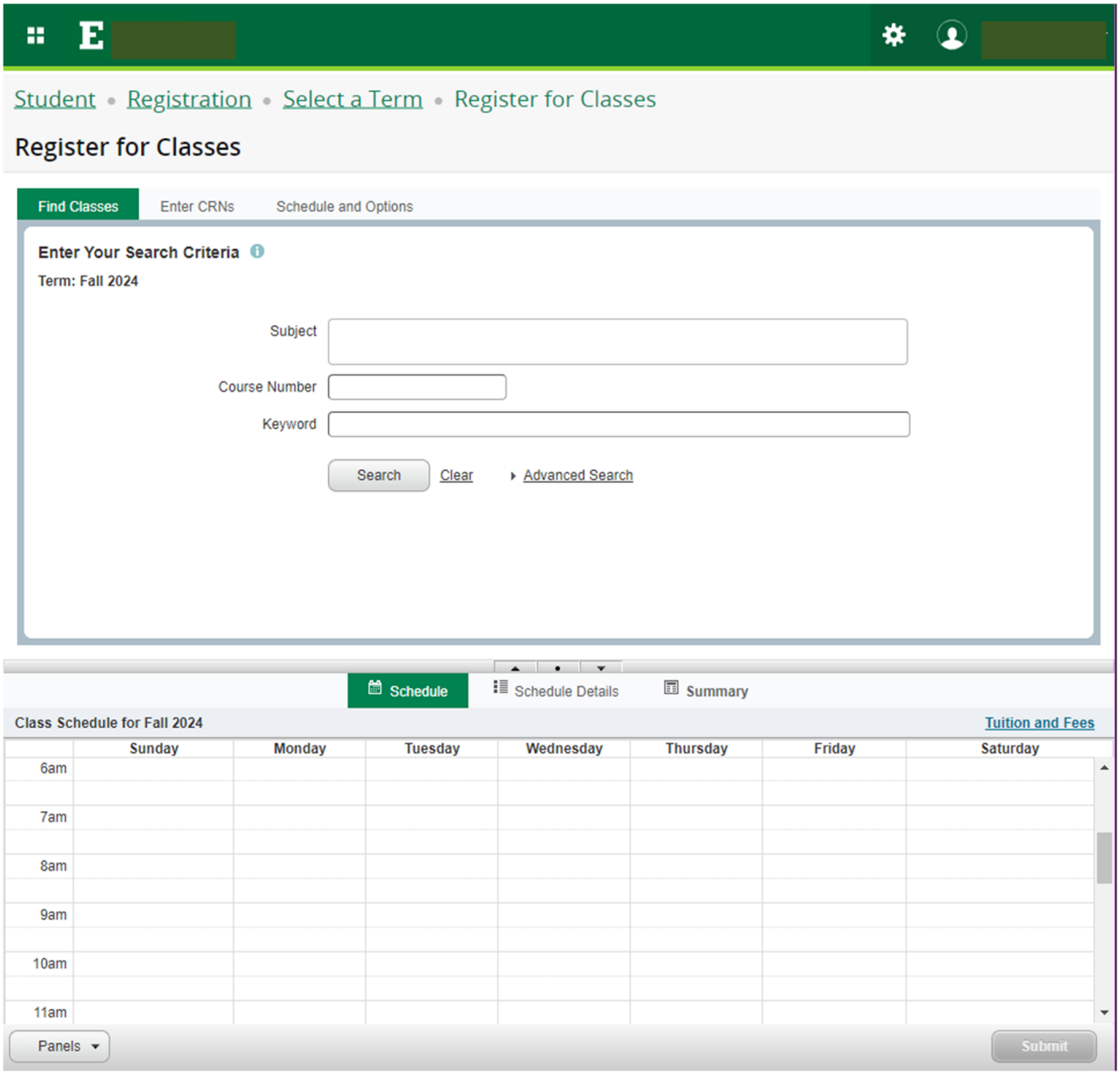
Registration Menu Options

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

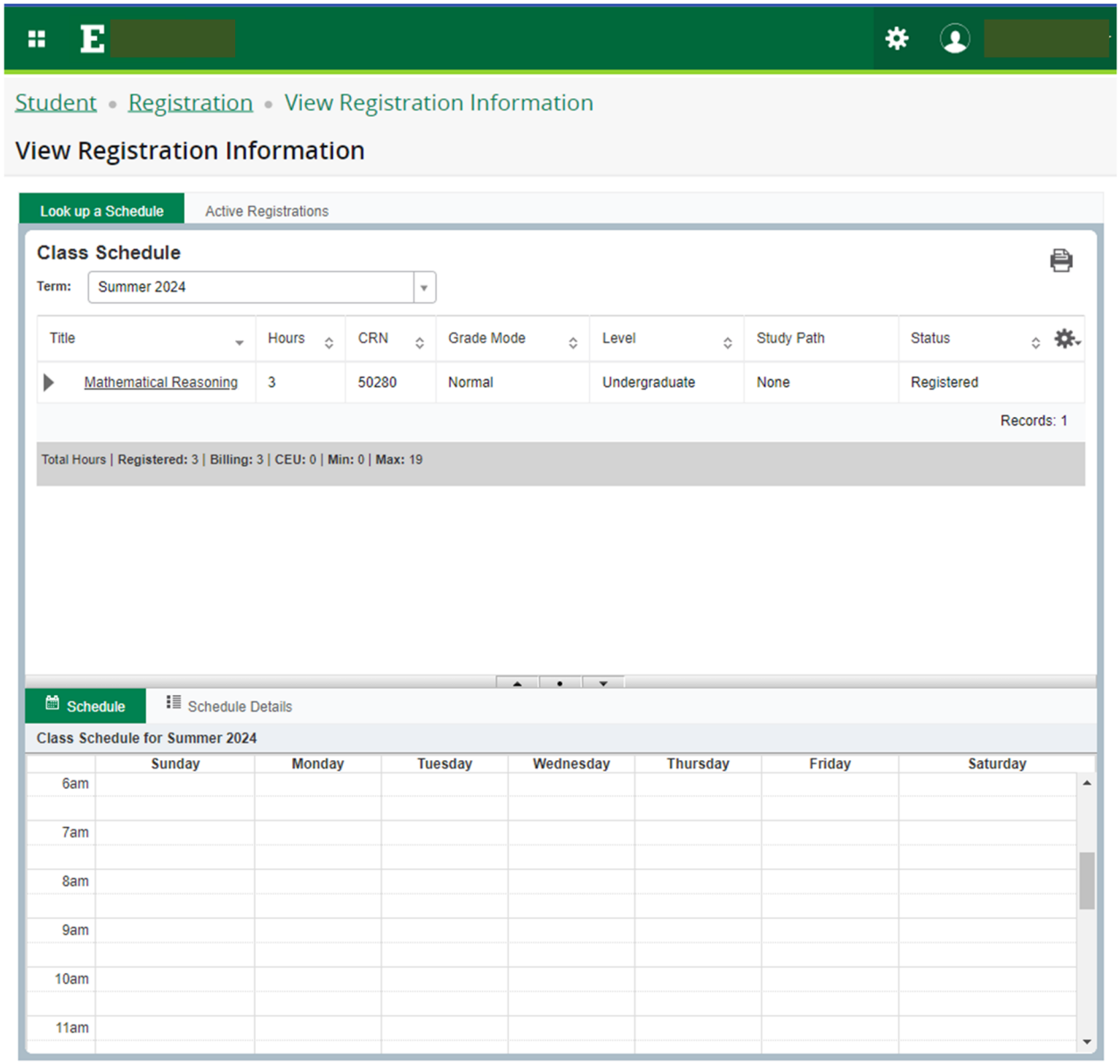
- If they clicked "**Registration Status**" they see the following;



- If they clicked "**Register for Classes**" they see the following;



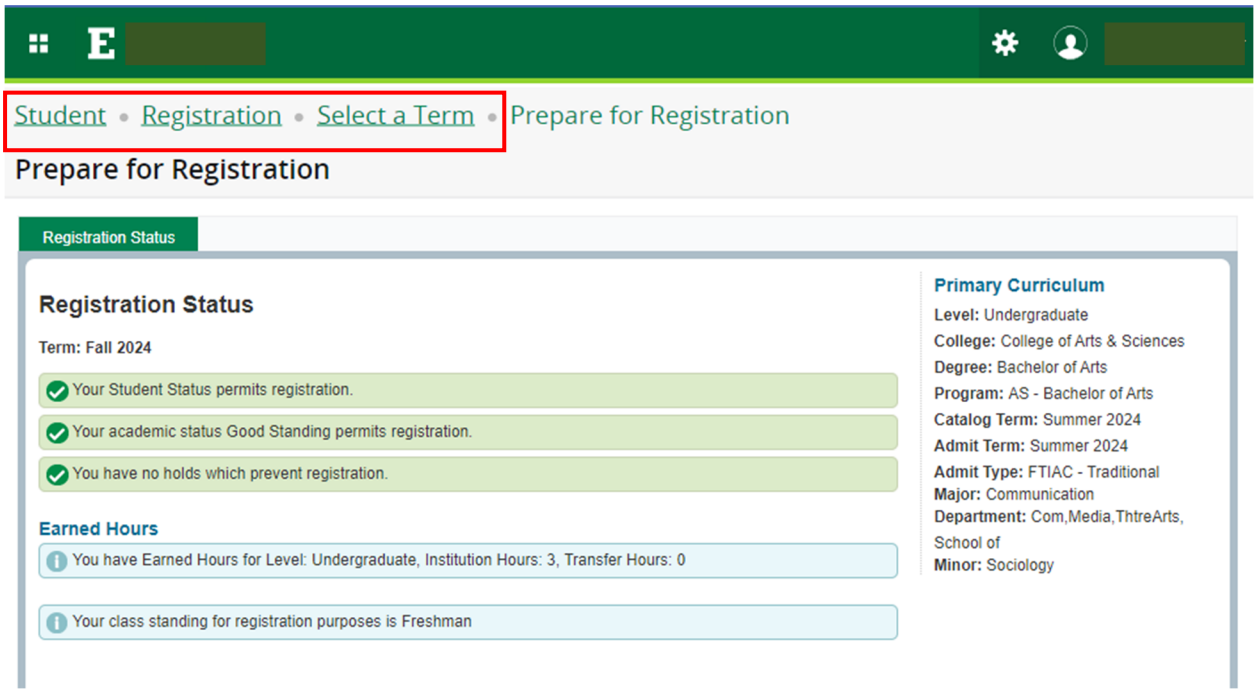
- If they clicked "**View Registration Information**" they see the following;



Breadcrumb Navigation

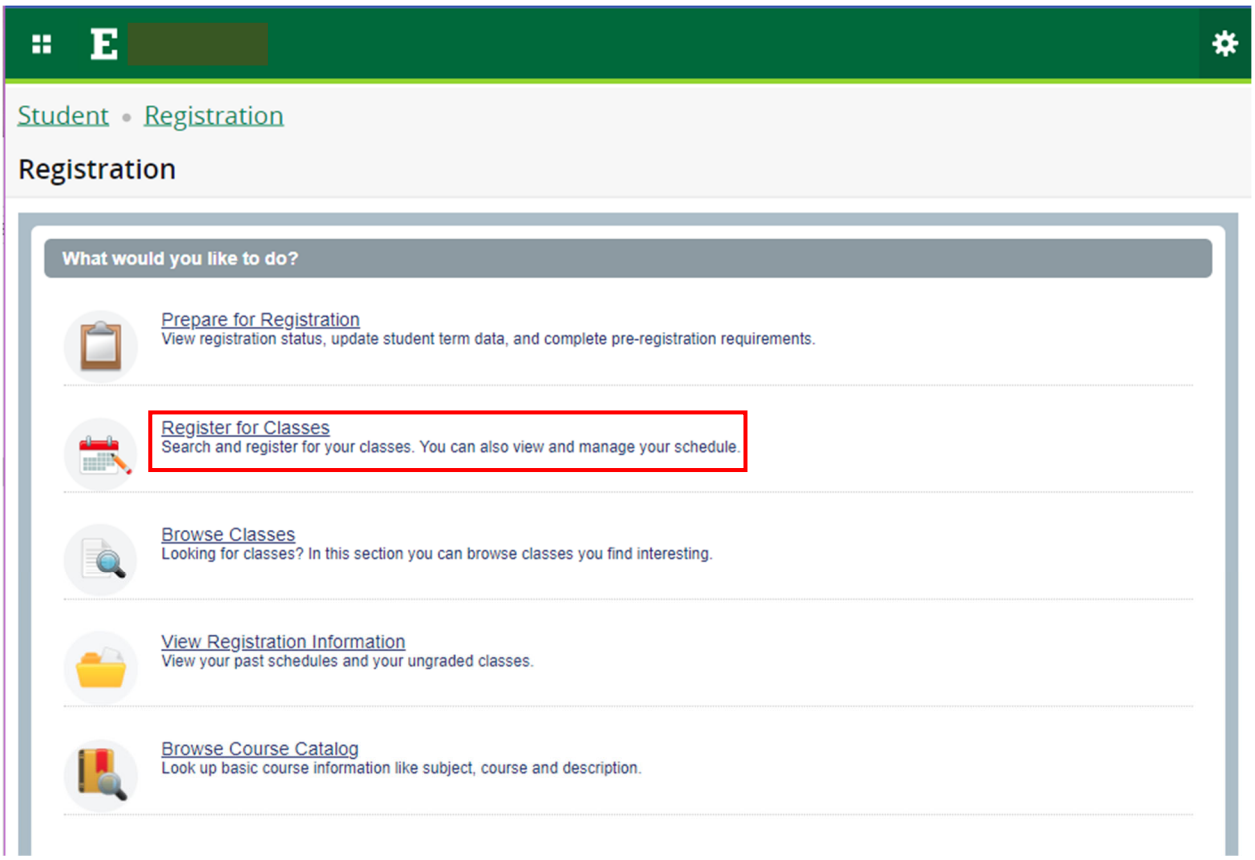
Use the “breadcrumbs” within the red box below to navigate back to previous menus when needed.

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

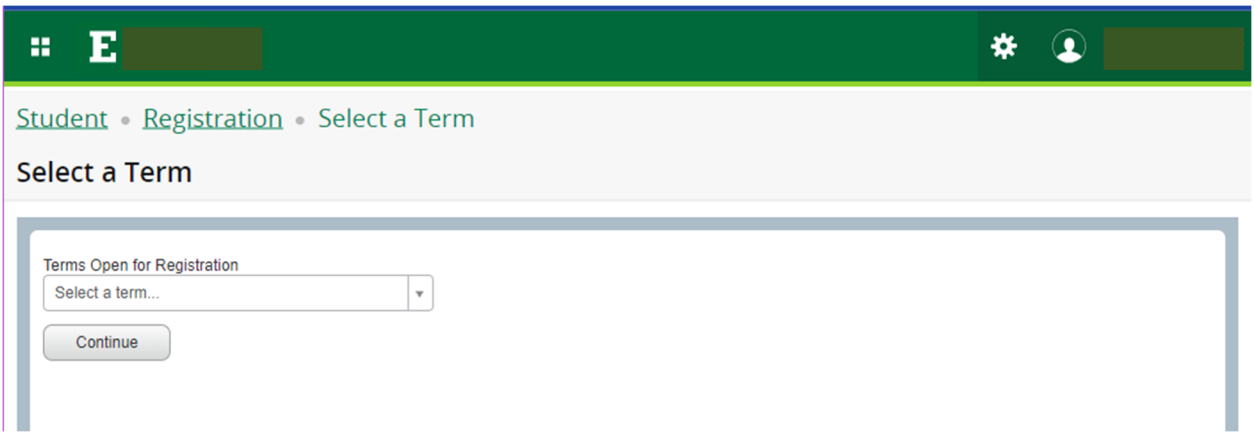


Register for Classes

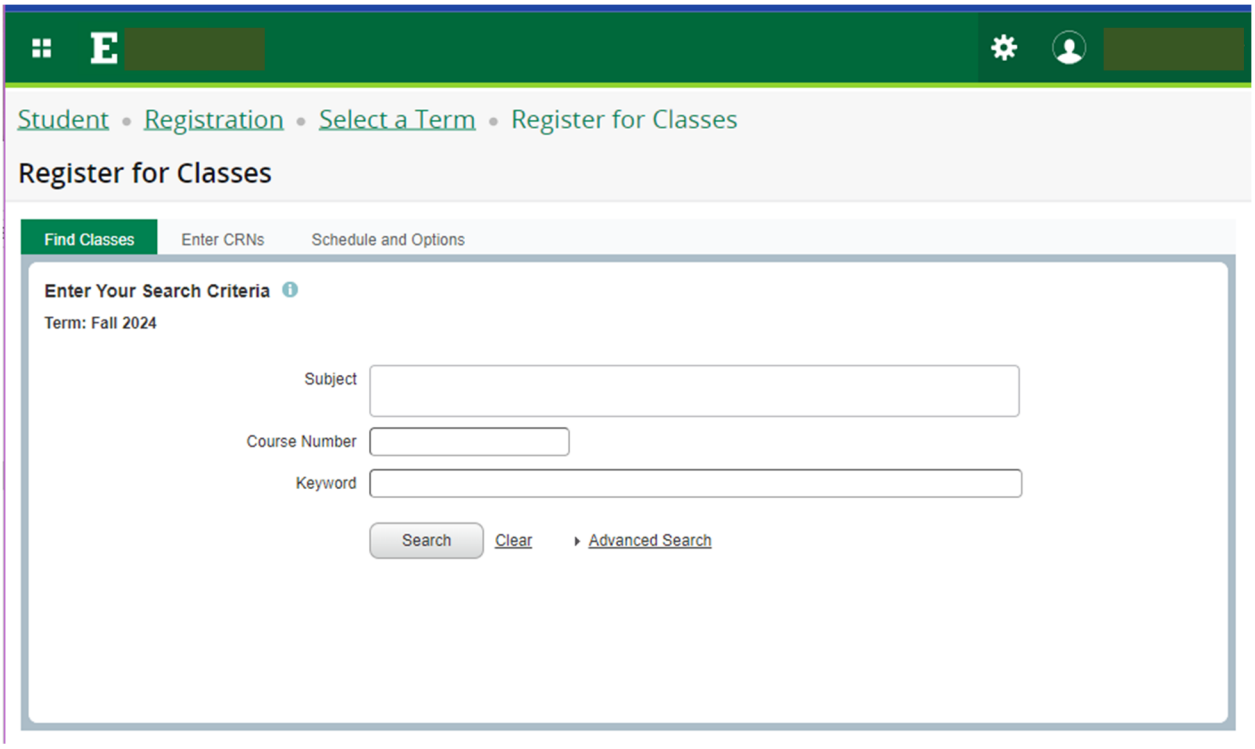
1. Click “Register for Classes”



2. Select a term and click Continue

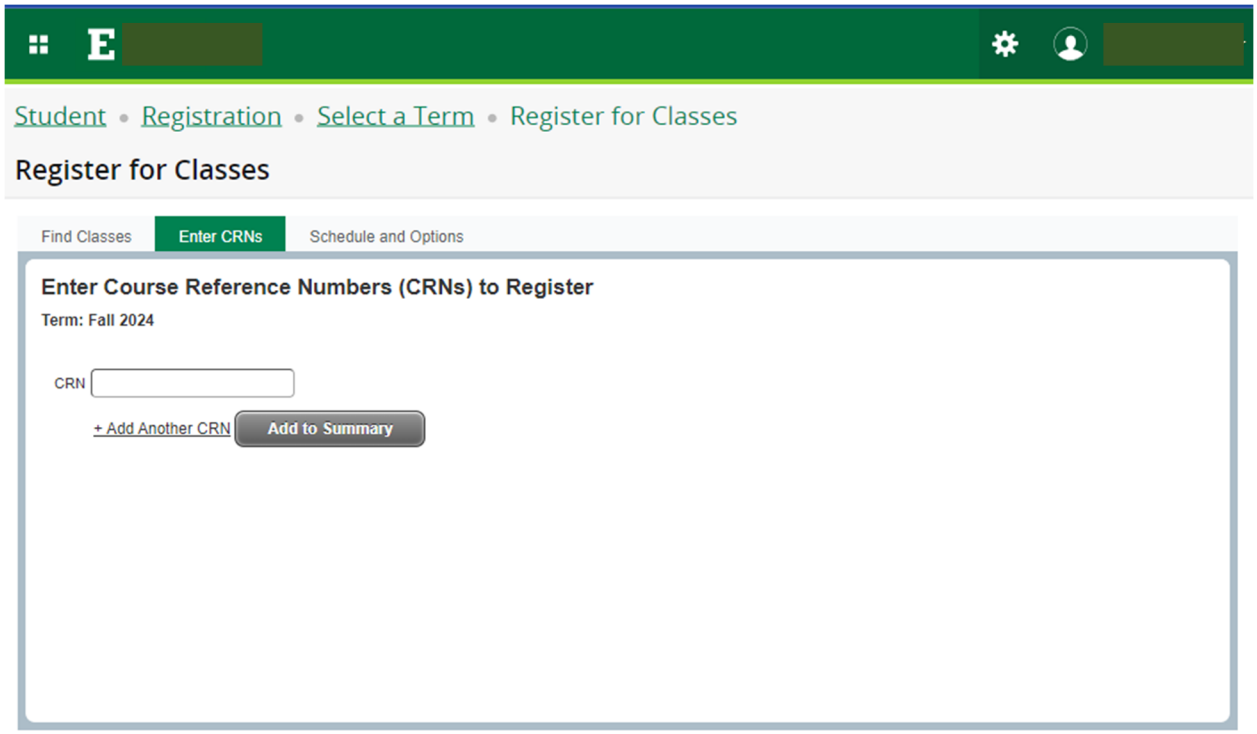


3. Enter search criteria to find classes
    a. Find Classes - allows you to enter various search criteria to find your desired classes. Minimally, you need to choose a “Subject” value to search for classes.
        i. Click in the Subject field to type in characters to search for a subject and/or begin 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”



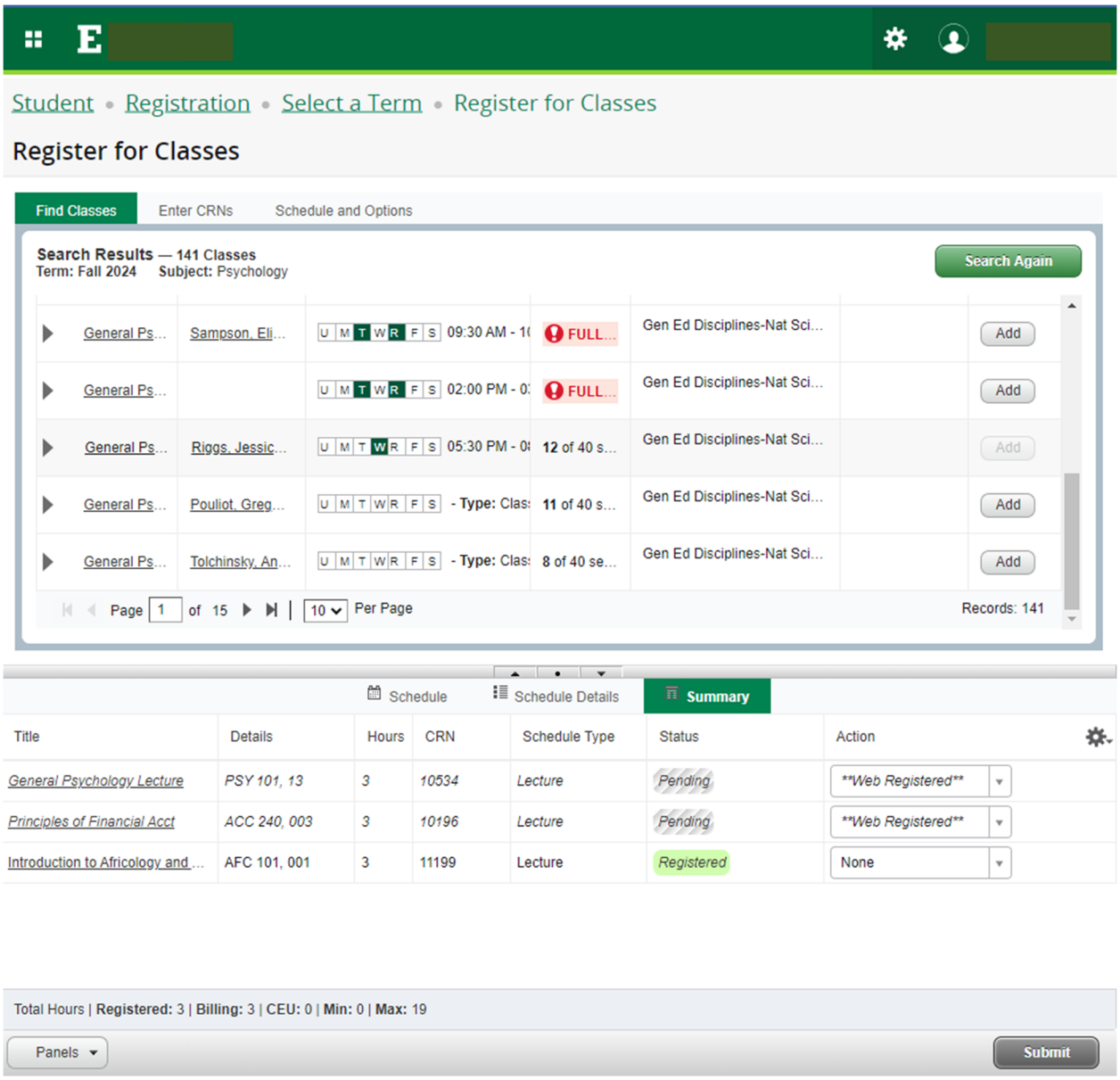
b. Enter CRNs - allows you to enter specific CRNs to register for.

i. Enter the desired CRN in the “CRN” field
ii. Click “Add Another CRN” as many times as needed
iii. Click “Add to Summary”

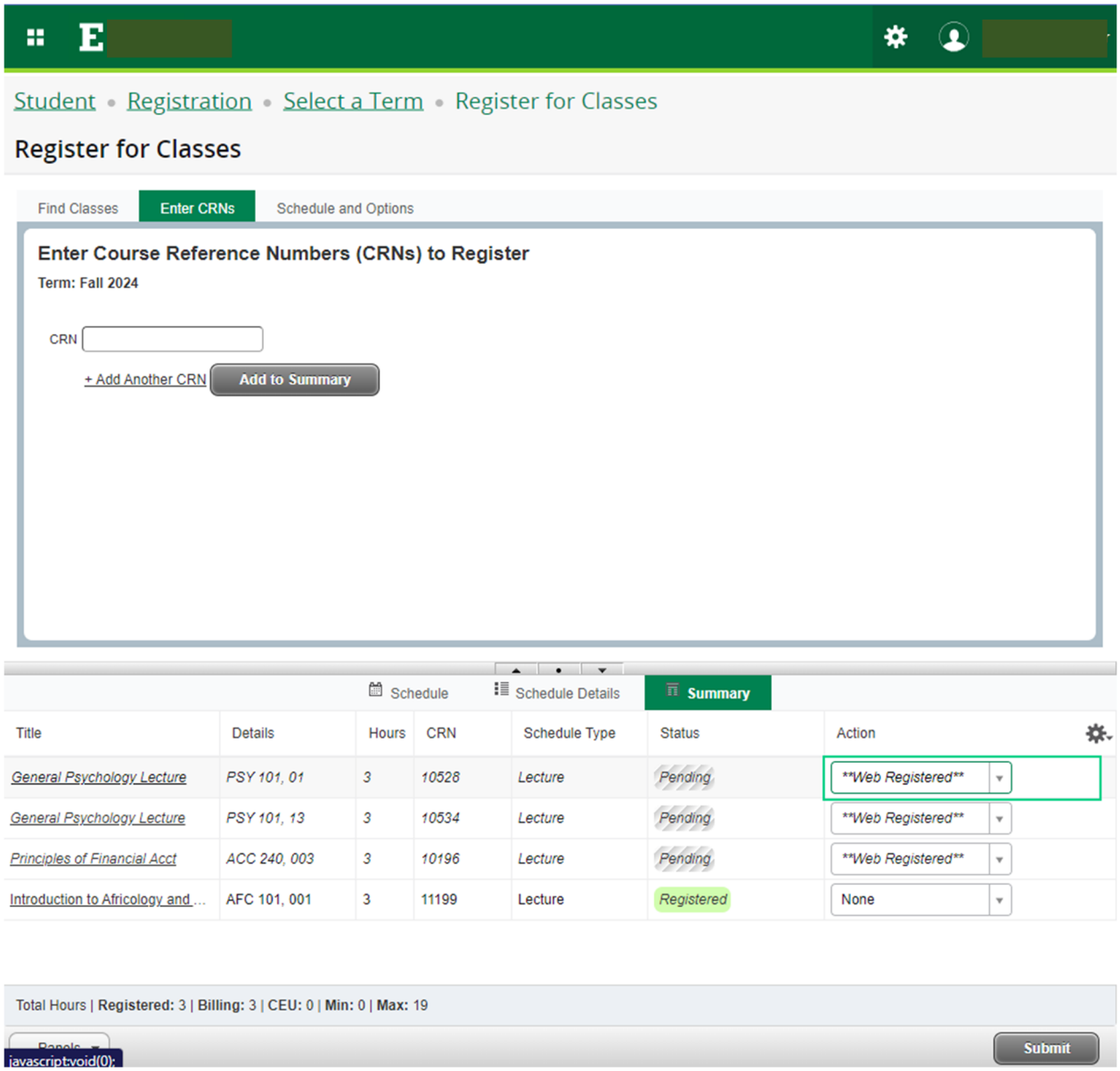


4. If students used “Find Classes”, scroll through the listed class options and click “Add” for the desired class(es). These selections will be visible in the “Summary” window below the search results.

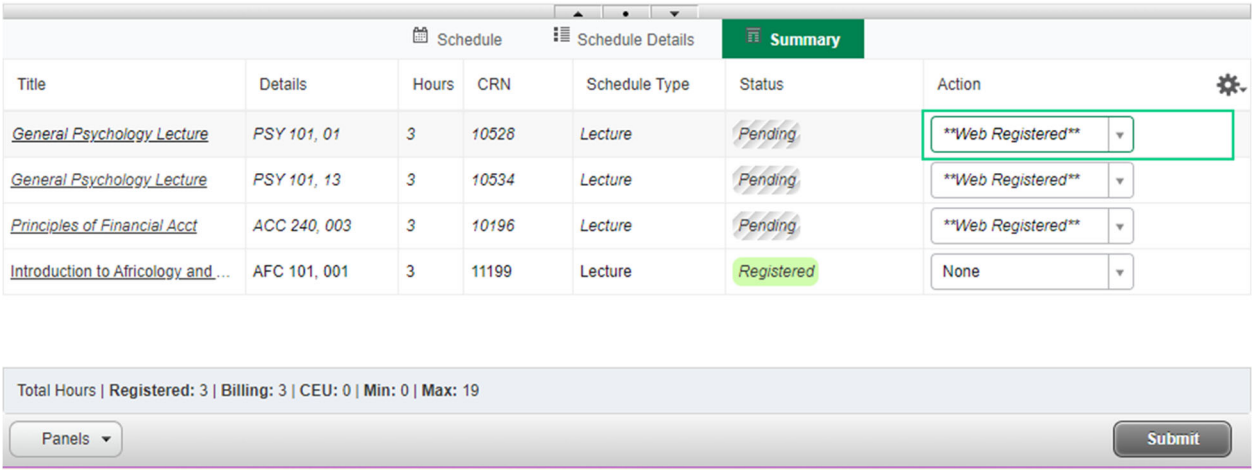
NOTE: By submitting a registration request, students will be charged a one-time per semester **$55.00 nonrefundable registration fee**.

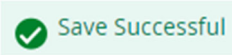


5. If students used “Enter CRNs”, they see the classes you entered CRN values for in the “Summary” window below the CRN entry fields.



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

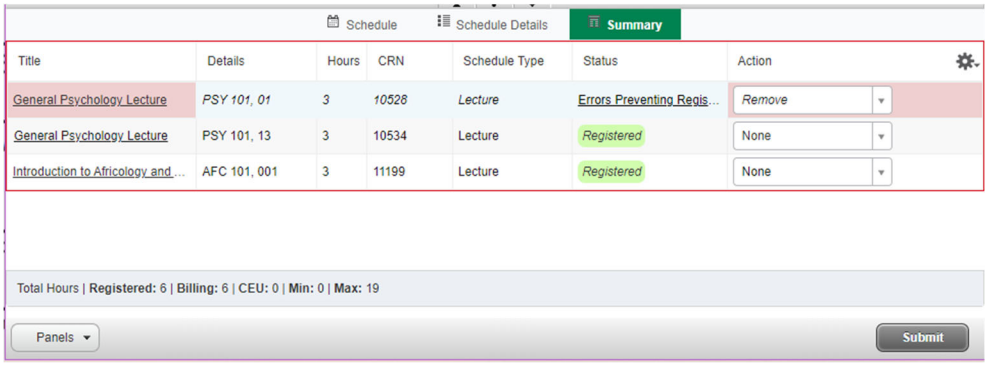


7. The system now reviews the selections and will trigger outcome notifications;
   a. 

   - indicates that they successfully registered for a class or successfully REMOVED it from the Summary
   b.

   - indicates an error of some kind that prevented them from registering for the class. Review the listed error messages to determine next steps.
      i. 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.



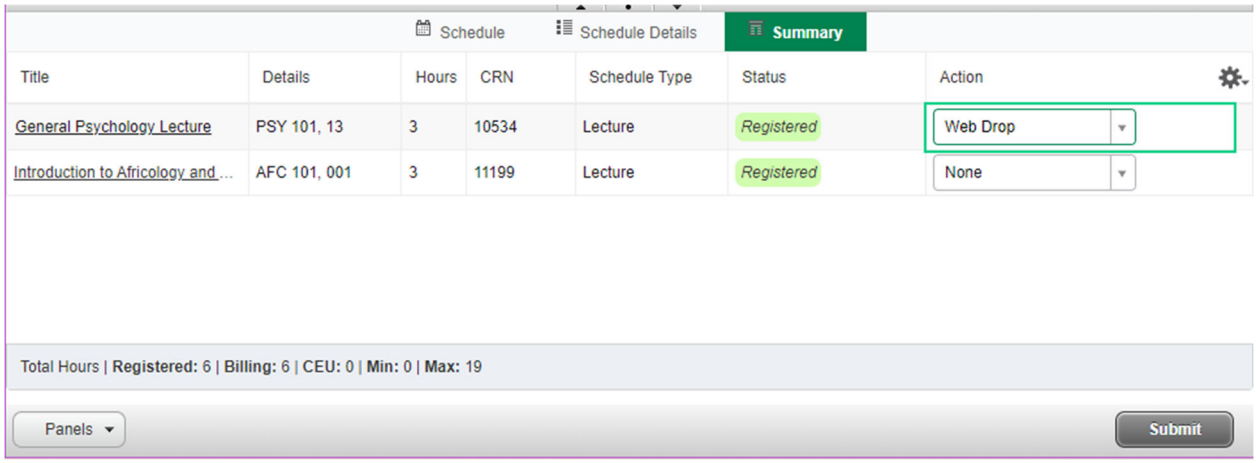
8. ***If the student had errors***, click Submit again to remove them from the summary. If no errors occurred or once prior errors have been cleared, students will see Registered as the "Status" shown in summary.

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"



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

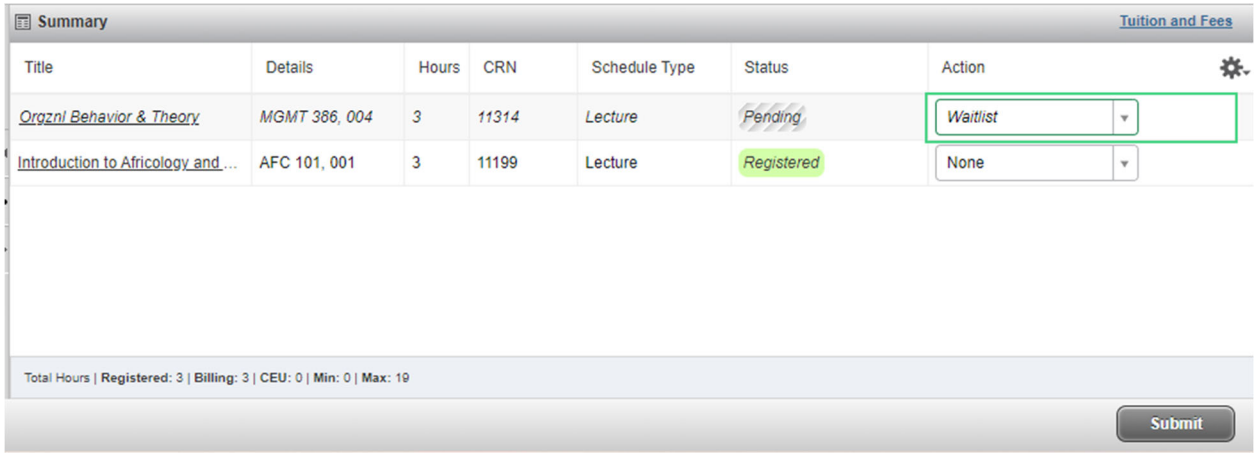
Students should visit Service EMU (268 Student Center) or contact Records and Registration at 734.487.4111 or registrar@emich.edu if:

- 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”

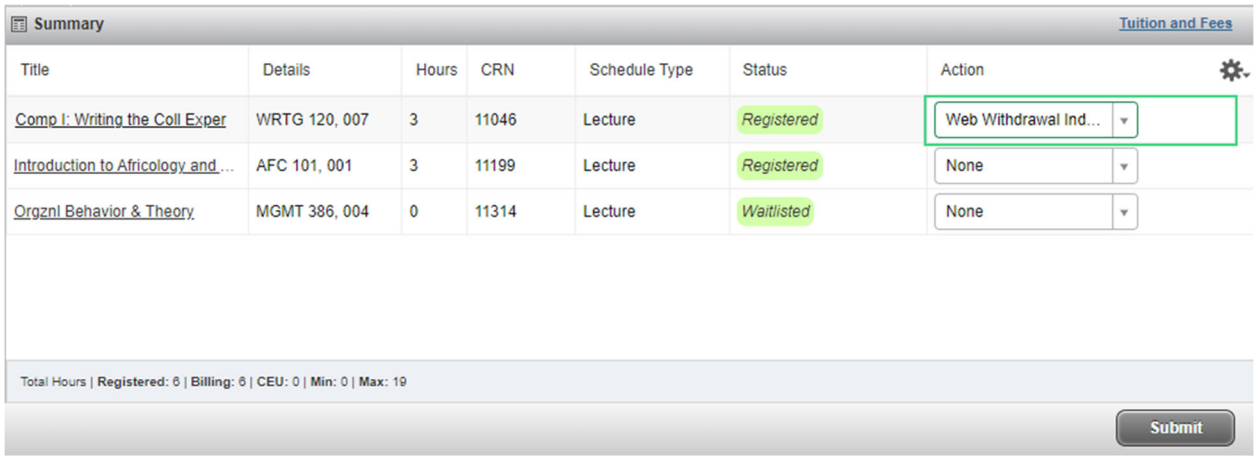


3. The class status will update to “Waitlisted”

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”



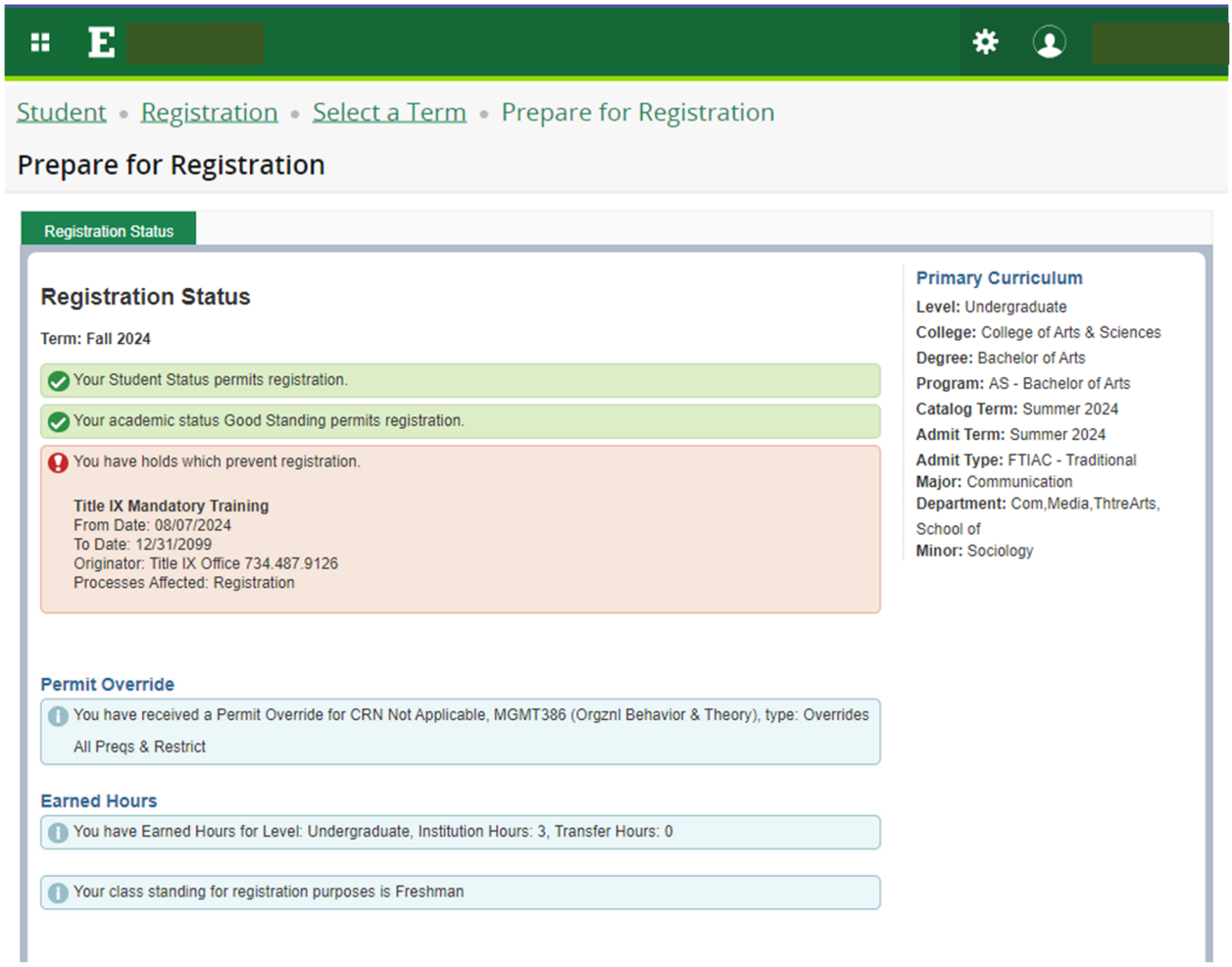
3. The class status will update to “Withdrawn”

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”

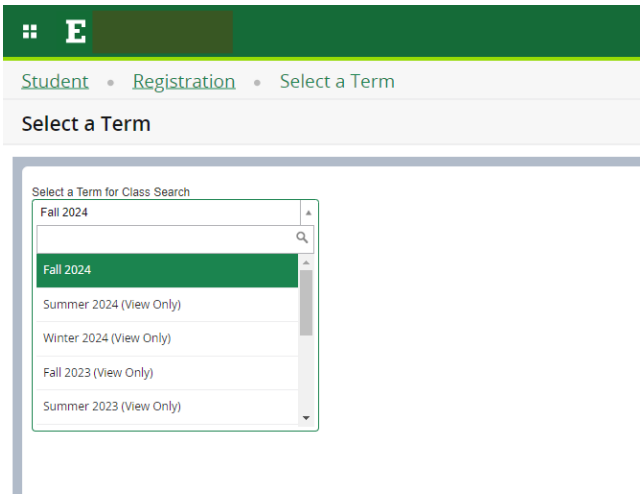


Students will see a listing of items that impact ability to register and a summary of current curriculum & admission information;

- 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.

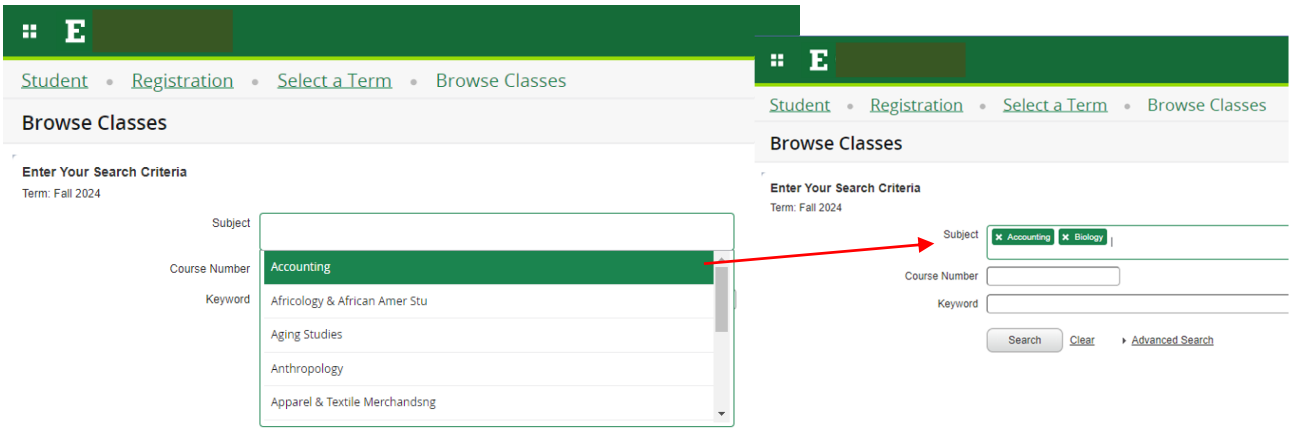
Browse Classes (Registration Menu)

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.



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.



- 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.

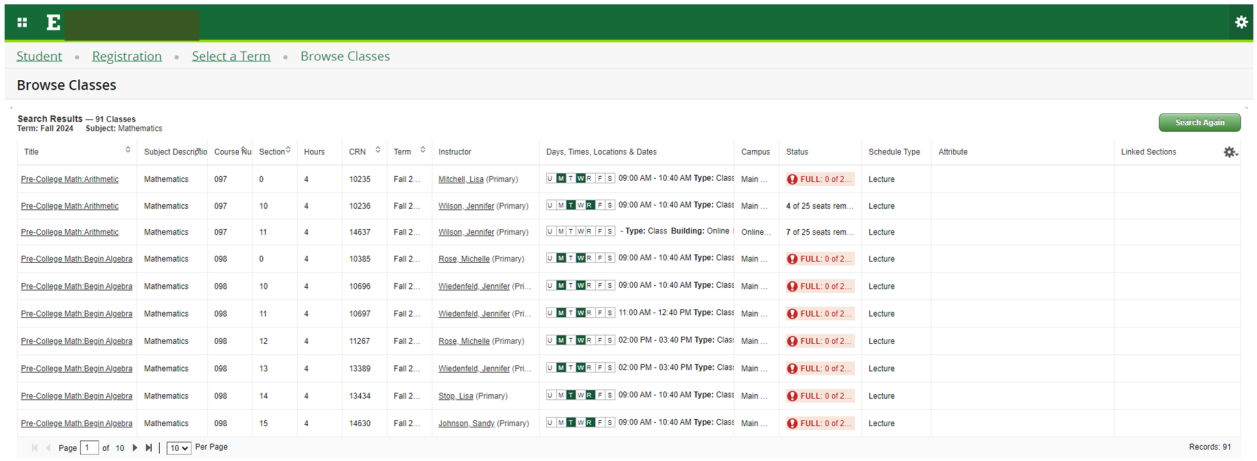
Advanced Search

- 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 shcedule type descriptions will appear. You can scroll through the options or begin typing a shcedule 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.

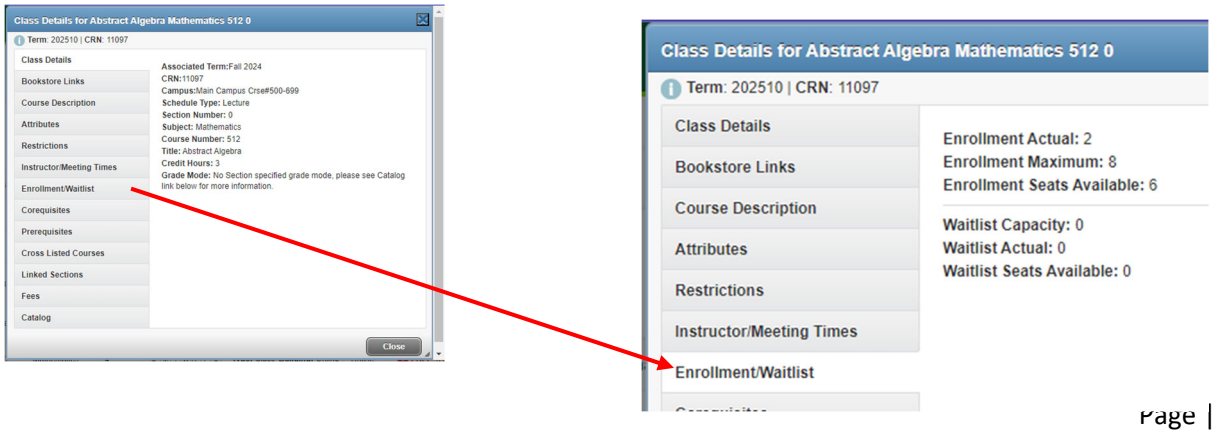
Search Results List



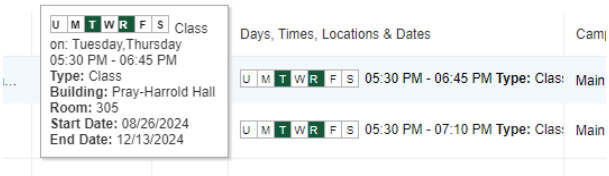
All columns can be re-sized by hovering your cursor over the boundary lines until a double-ended arrow appears. Click and drag the colomn to the desired size.

All columns can be re-ordered. Click in the column title and drag the colomn 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.

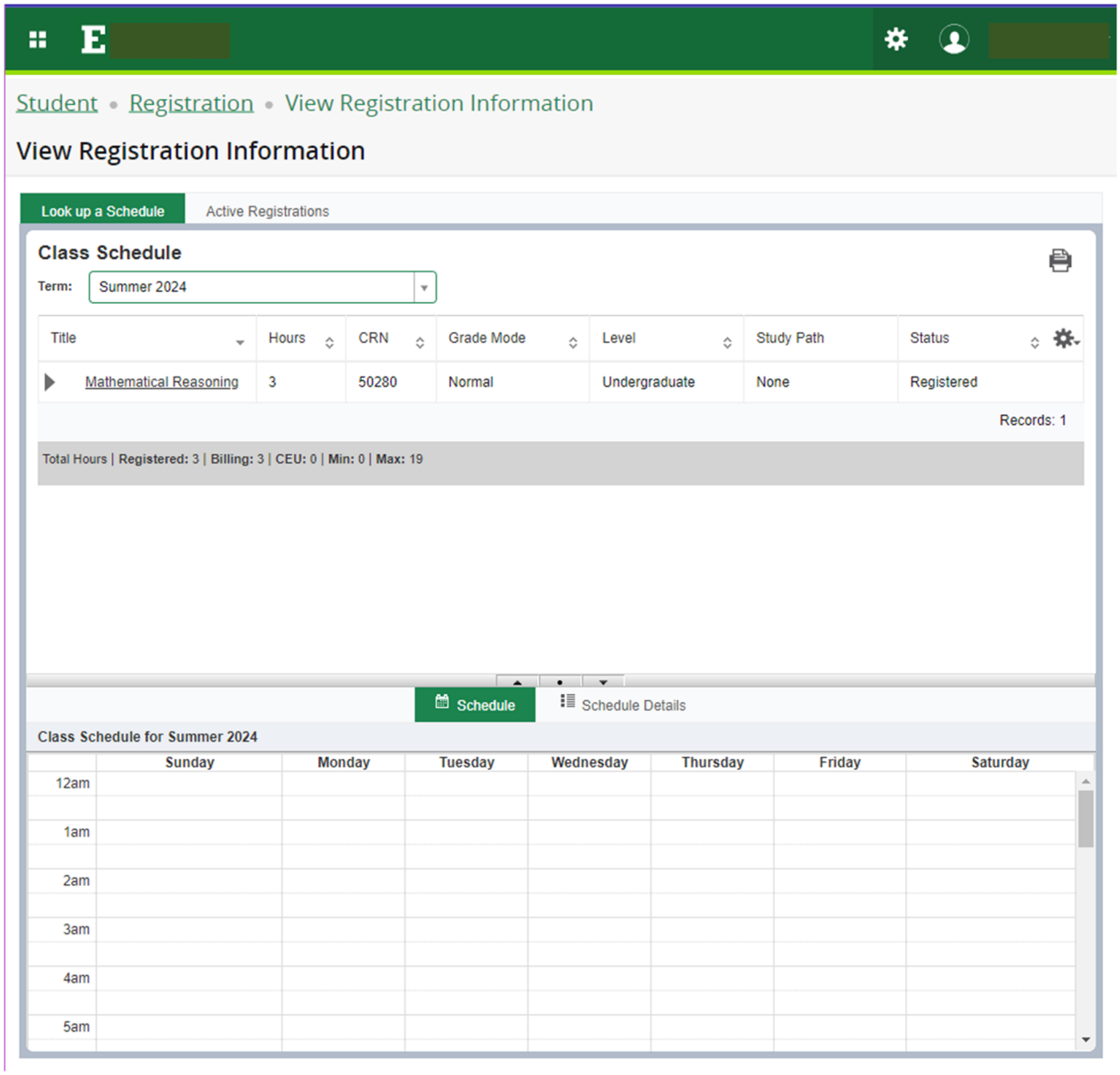


- Days, Times, Locations & Dates – Hover over the field to see a pop-up box that displays ALL the information without the need to re-size the colomn.



View Registration Information (Registration Menu)

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.



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***);

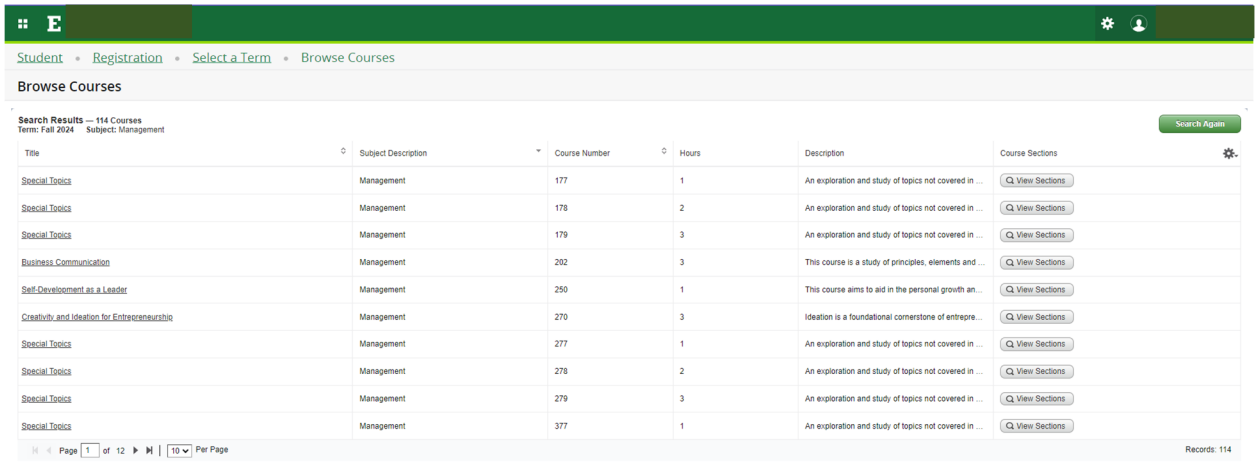
- Subject – Click within the field and a list of subjects will appear. You can scroll through the options or begin typing a subject code (ex. MATH, BIO, etc.) or description. Click to select the subject description to add it as a selection. If your search returns a single subject description, TAB or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

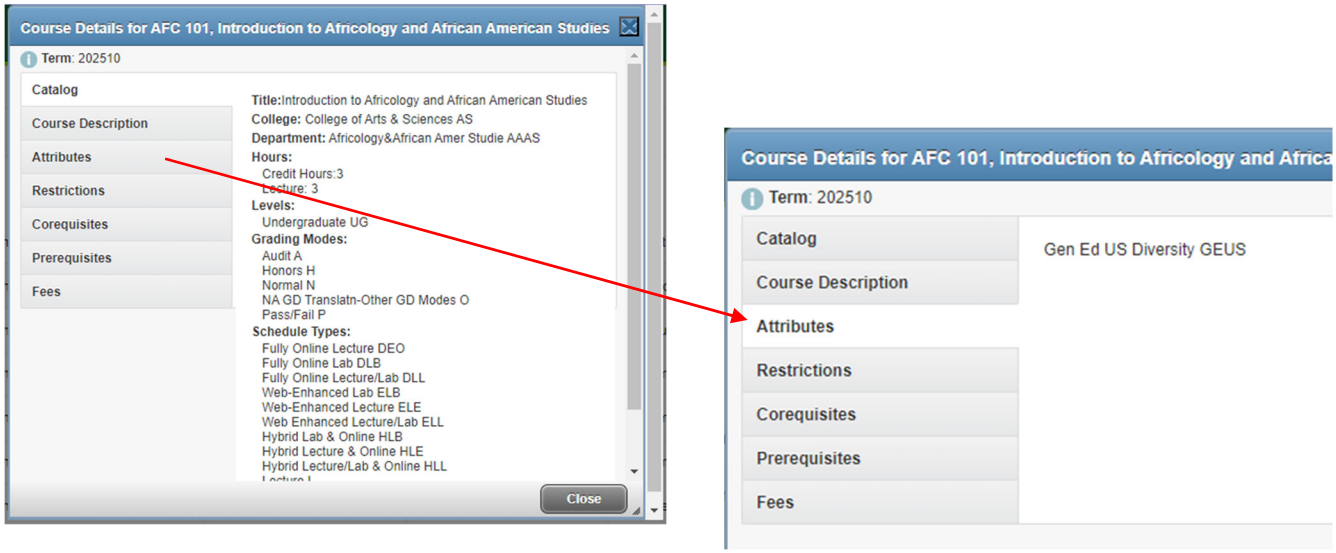
Search Results List



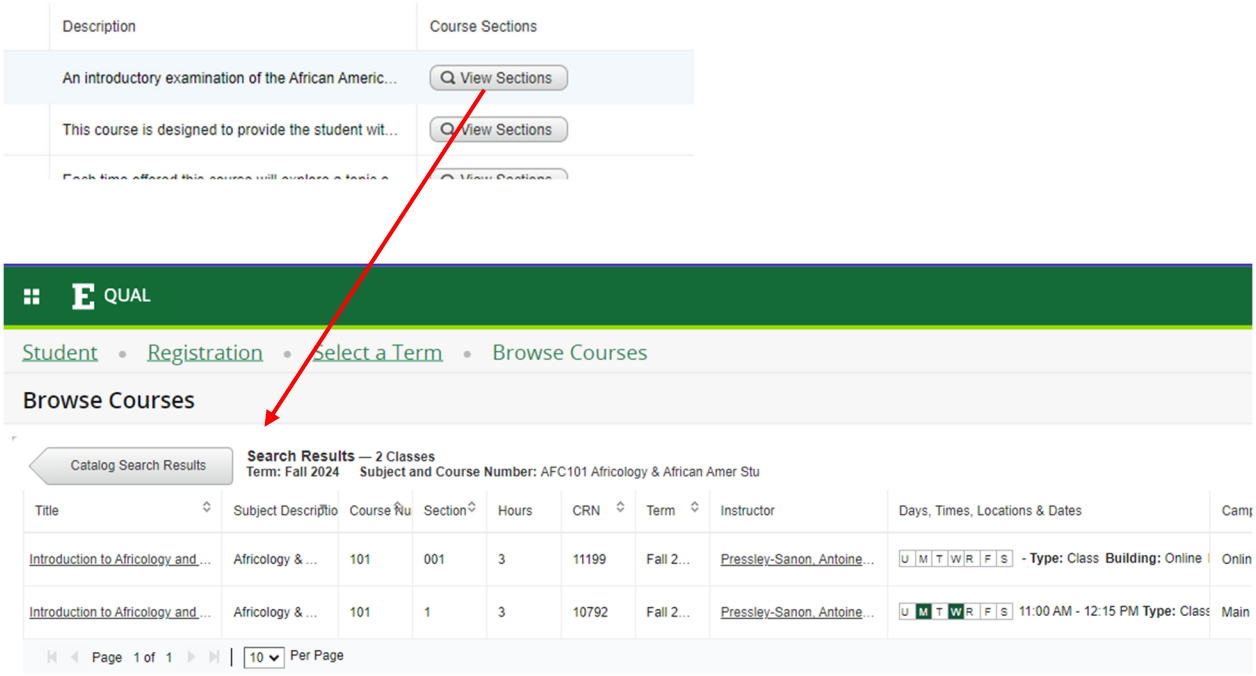
All columns can be re-sized by hovering your cursor over the boundary lines until a double-ended arrow appears. Click and drag the colomn to the desired size.

All columns can be re-ordered. Click in the column title and drag the colomn 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 you need to take any other classes before you'd be eligible to register for the course, etc.

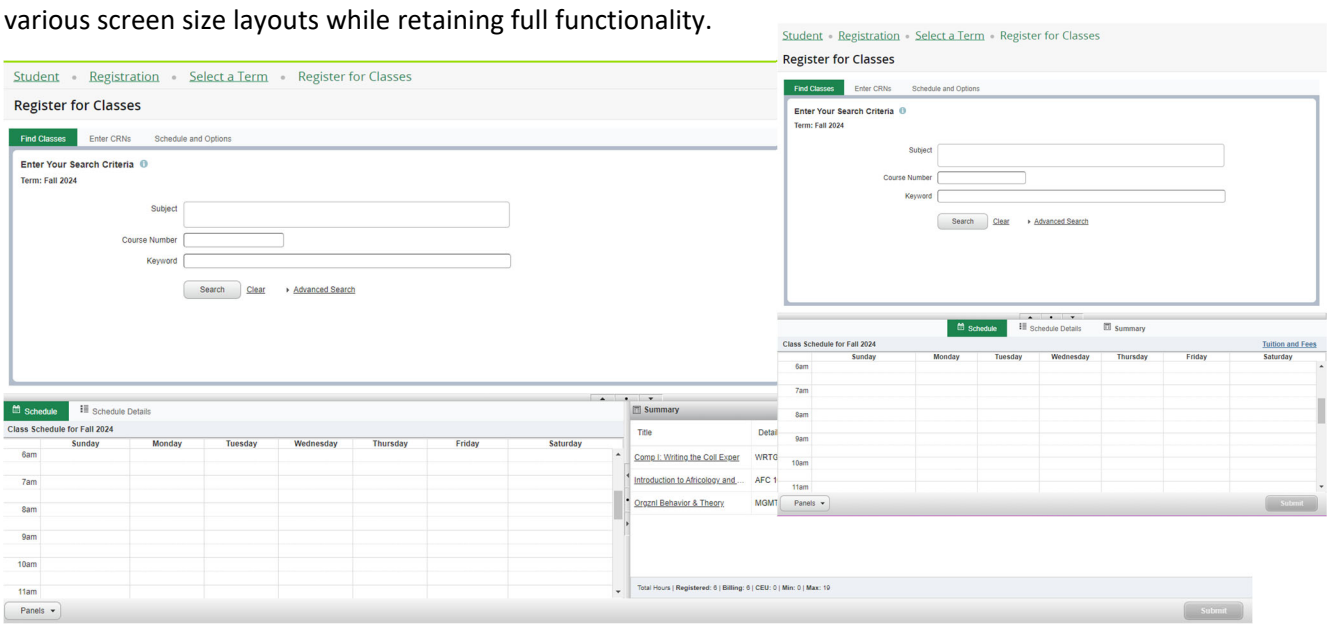


- Course Sections – If searching within the current term(s) active for registration, clicking the "View Sections" button will take you to a list of scheduled class options in Browse Courses.

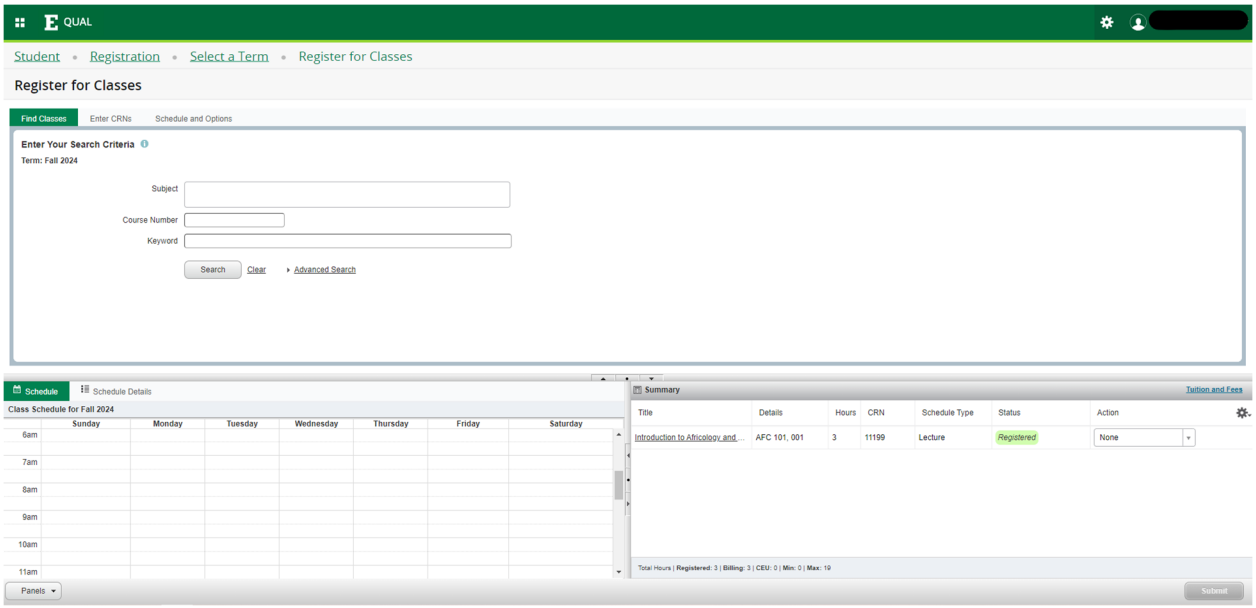


Responsive Web Design & Panel Navigation

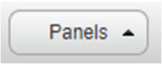
The new My.emich interface is designed to be responsive to web browser resizing and accommodates various screen size layouts while retaining full functionality.

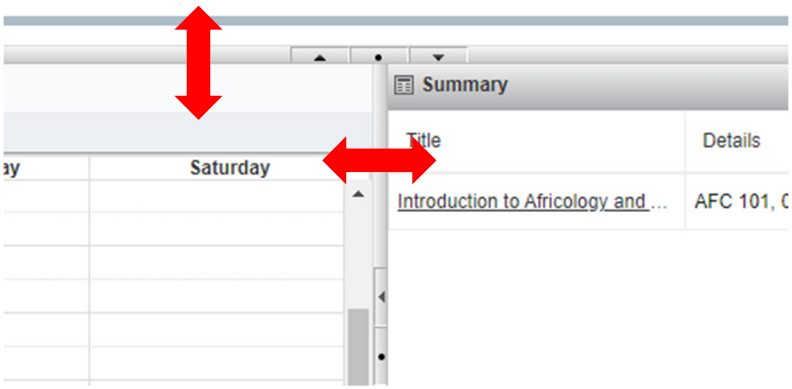


You will see search options at the top of the screen, your Schedule & Schedule Details on the bottom left, and your summary of registered classes on the bottom right.



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.