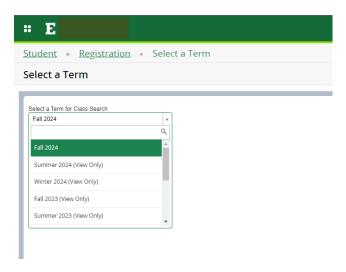
Class Schedule Guide

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

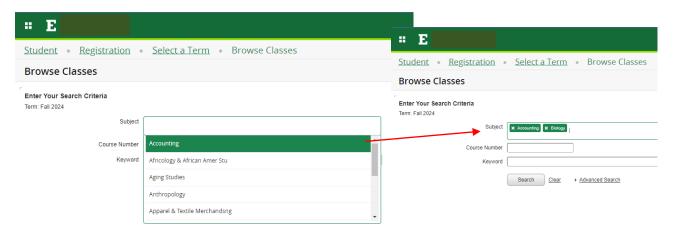
This page allows you to search for classes in the current and/or future terms. You can also view class offerings for past terms.

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.

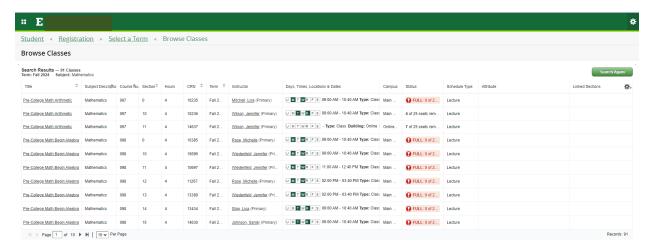
Advanced Search

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

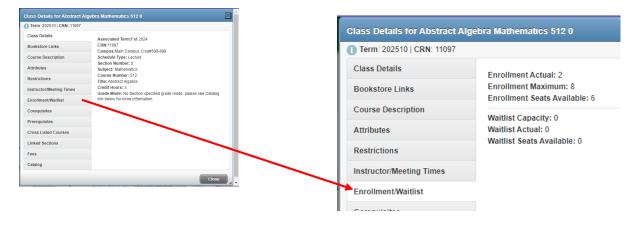
Search Results List



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.

