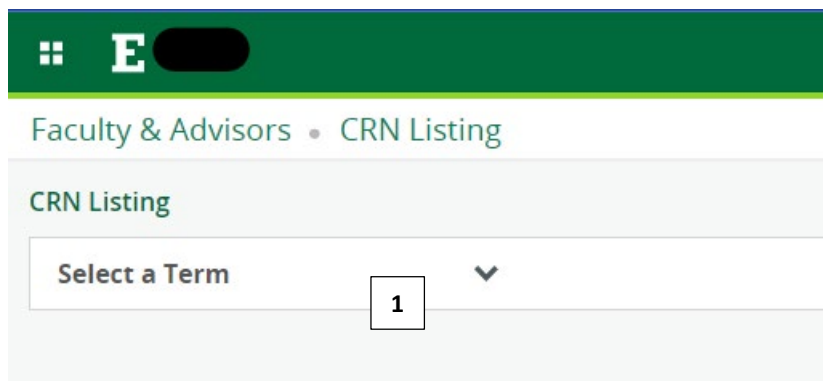
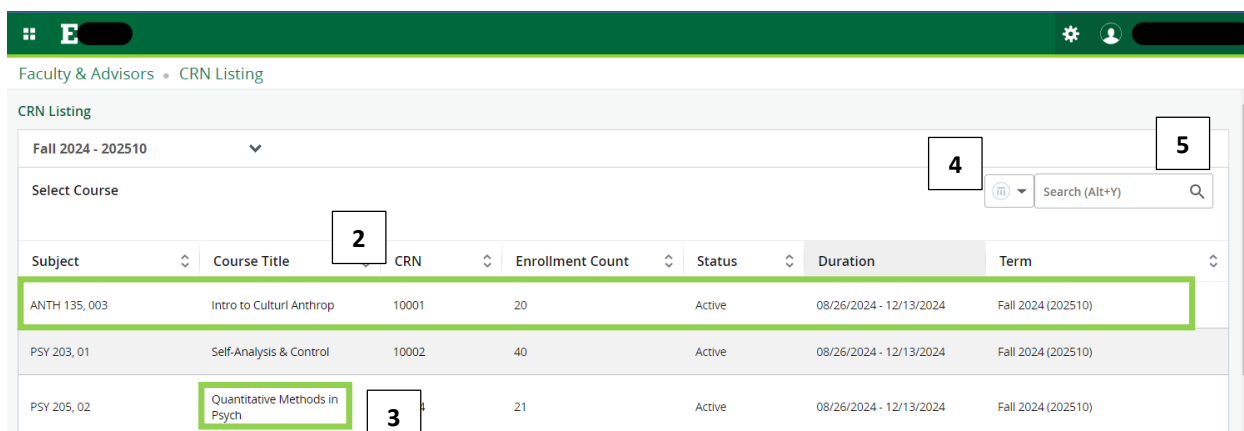


Class List Guide

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



1. Select the term you wish to view



2. Click anywhere within the section's row to open the corresponding Class List
3. Click on the hyperlinked course title to view the course catalog information
4. Use this drop-down to add/remove columns from the displayed list
5. 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.*

Fall 2024 - 202510

 Export Print

Enrollment Counts

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

Wait List

Summary View 


Summary Class List

13



Search (Alt+Y)

12

<input type="checkbox"/>	Student Name	ID	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 type="checkbox"/>	 [REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Freshman

- Click the arrow to display the list of your other assigned courses to switch between class lists.
- You have the ability to “Export” your class list as an Excel Spreadsheet and “Print” your class list.
- Basic course section information is displayed. Click the course title to display the course catalog information.
- Summary enrollment counts are displayed as applicable.
- Click to navigate to the section Wait List and back to the Class List as needed.
- Click the top checkbox to select ALL students (click again to de-select ALL) or click to select specific students,
- 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.**

 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

14

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]	[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 type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Sophomore
<input type="checkbox"/>	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3	No Access	Freshman

14. 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.
15. 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.