

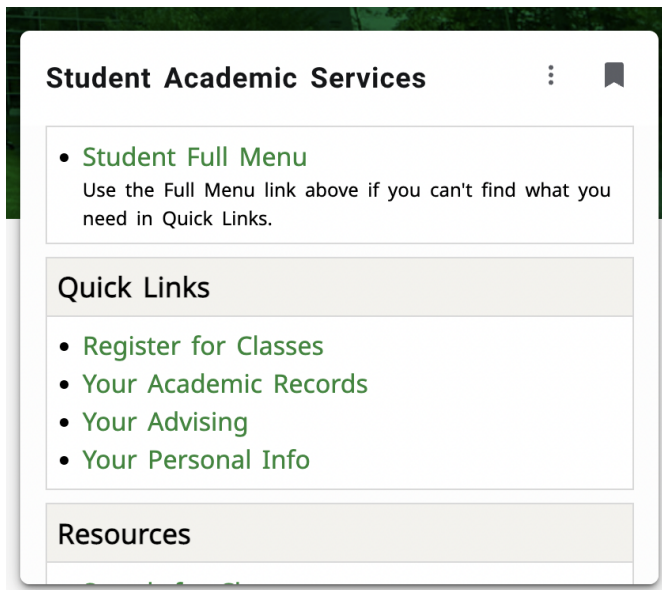
Instructions for looking up and requesting classes

Before you begin:

1. Have a copy of your audit form or a list of classes that you need to complete ECA requirements
2. Have your EID (E number) handy or memorized
3. Have a copy of your EDP out so you can pencil in your classes
4. Have a copy of:
 - a. [ECA Program Completion Requirements](#)
 - b. [EMU General Education Requirements](#)

Looking up classes:

1. Log on to your myemich account: my.emich.edu
2. Find the **Student Academic Services**



3. Click on **Register for Classes**
4. Click on **Look up classes**
5. In the pull down menu for “**search by term**”, choose the term you are looking for (ex. Winter 2023) and click on **submit**
6. In the pull down menu under “subject” scroll down until you find the type of class you are interested in. Click on the course type (ie, Communication) and click on the **course search** button below the list of class types

Subject: Children's Literature
 Civil Engineering
 Clinical Laboratory Science
 Clinical Research Admin
 College Arts & Sciences
 College of Business Genl Stds
 College of Technology
 Communicati Sciences&Disorders
Communication
 Communication Technology

Course Search Advanced Search

- Choose the course you are interested in from the list that comes up after you clicked on Course Search, in this example, COMM 124 – Foundations of Speech and click on **View Sections**

https://bannerweb.emich.edu/pls/berp/bwskfcls.P_GetCrse
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Personal Information Student Services Faculty Services

Search Go

Look-Up Classes for

Fall 2013

CTA Communication		
124	Foundations of Speech Comm	View Sections
224	Public Speaking	View Sections
225	Listening Behavior	View Sections
226	Non-Verbal Communication	View Sections
227	Interpersonal Communication	View Sections
260	Gender Communication	View Sections
265	Communicating LGBT Community	View Sections
274	Intercultural Communication	View Sections
275	Inter Racial/Ethnic Comm	View Sections

- Now you have to look at the list of course sections and choose one. However you have to understand what the columns mean and what classes you **cannot** choose.

Things to remember:

- You **cannot** request classes that are **Honors** sections or have special codes like **CSIE** section – you will find this information under the Attribute column
- Make sure you are aware of the days and times the class meets
 - MW = Mondays and Wednesdays
 - TR = Tuesdays and Thursdays
 - F = Fridays
- Check the **campus code** for the class.
 - M1 = Main Campus
 - OA = Online Asynchronous (no set meeting times)
 - OS = Online Synchronous (online, but as specific meeting times)
 -
- Make sure there is room in the class. Right after the days and times columns, there are 3 columns of numbers. The first is Cap, the second is Act and the third is Rem. **Cap** = number of students who can register for a class. **Act** = number of students currently registered for the class. **Rem** = number of spots remaining. **If Rem = 0, there is no room in the class.** Also, keep in mind, that just because there is room in the class online, does not mean there is room for ECA students in the class. We do not allow more than 20% of the class capacity to be ECA students. So if a class has a capacity of 24, we will not allow more than 5 ECA students to register for the class.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem				
SR	22509	COMM	124	0	M1	3.000	Foundations of Speech Communic	MW	08:00 am-09:15 am	26	8	18	0	0	0	0	0	0	Margie Brooks (P)	01/09-04/28	STURGH 93	Gen Ed Effect Communication
SR	22510	COMM	124	10	M1	3.000	Foundations of Speech Communic	TR	08:00 am-09:15 am	26	4	22	0	0	0	0	0	0	Rocky M Sulfridge (P)	01/09-04/28	STURGH 93	Gen Ed Effect Communication
SR	22511	COMM	124	11	M1	3.000	Foundations of Speech Communic	MW	09:30 am-10:45 am	26	5	21	0	0	0	0	0	0	Ethel Kluesner (P)	01/09-04/28	STURGH 93	Gen Ed Effect Communication
SR	22512	COMM	124	12	M1	3.000	Foundations of Speech Communic	MW	09:30 am-10:45 am	26	7	19	0	0	0	0	0	0	Deborah Kaye Samuels (P)	01/09-04/28	STURGH 95	Gen Ed Effect Communication
SR	22513	COMM	124	13	OS1	3.000	Foundations of Speech Communic	MW	09:30 am-10:45 am	26	6	20	0	0	0	0	0	0	Christine Lynne Douglass (P)	01/09-04/28	ONLINE	Gen Ed Effect Communication
SR	22514	COMM	124	14	M1	3.000	Foundations of Speech Communic	MW	09:30 am-10:45 am	25	18	7	0	0	0	0	0	0	Elvis Alford Smith (P)	01/09-04/28	TRNITY RECEPTION RM	Gen Ed Effect Communication and Honors Only Section

Using the above list of choices as an example, there is 1 COMM 124 section that you cannot request because it is an honors section.

Under the Attribute column, you can also see that this class will count as a general ed requirement and will fulfill the Effective Communication requirement. When you look up other gen ed classes, they will be identified in the **Attribute** column.

- Look up the class following the previous instructions to step 10. For example, let's say you wanted to take Chem 123. You get to the list of choices:

Sections Found
Chemistry

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem				
SR	10351	CHEM	123	0	M1	3.000	General Chemistry II	MW	09:30 am-10:45 am	40	0	40	0	0	0	0	0	0	TBA	09/04-12/19	SCIENC 141	
SR	10353	CHEM	123	1	M1	3.000	General Chemistry II	TR	12:30 pm-01:45 pm	36	0	36	0	0	0	0	0	0	TBA	09/04-12/19	SCIENC 171	
SR	14228	CHEM	123	2	M1	3.000	General Chemistry II	TR	08:00 am-09:15 am	40	0	40	0	0	0	0	0	0	TBA	09/04-12/19	SCIENC 141	

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)]

You are interested in the MW 9:30-10:45 section. Now to check for pre-reqs and co-reqs. Click on the CRN (10351 in this example). The next screen you get to looks like this:

Class Schedule Listing Fall 2013
Mar 12, 2013

Sections Found
[General Chemistry II - 10351 - CHEM 123 - 0](#)

Associated Term: Fall 2013
Registration Dates: Mar 12, 2013 to Sep 10, 2013
Levels: Undergraduate

Main Campus Crse#000-499 Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)
[Text Book Information](#)

Scheduled Meeting Times

Type Time	Days Where	Date Range	Schedule Type	Instructors
Class 9:30 am - 10:45 am MW	Science Complex 141	Sep 04, 2013 - Dec 19, 2013	Lecture	TBA

[Return to Previous](#)
RELEASE: 8.5.1

Click on **the class name, crn and section indicated by the red arrow**. This will bring you to a screen that looks like this:

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Detailed Class Information
General Chemistry II - 10351 - CHEM 123 - 0

Associated Term: Fall 2013
Levels: Undergraduate

Main Campus Crse#000-499 Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)
[Text Book Information](#)

Registration Availability

	Capacity
Seats	40
Waitlist Seats	0

Restrictions:
May not be enrolled in one of the following Levels:
Graduate
May not be enrolled in one of the following Majors:
Continuing Education

Corequisites:
[CHEM 124](#)

Prerequisites:
Prereq for CHEM123

General Requirements:
(Course or Test: [CHEM 121](#)
Minimum Grade of C-
May not be taken concurrently.)
and
Course or Test: [CHEM 122](#)
Minimum Grade of D-
May not be taken concurrently.)
and
(Course or Test: [MATH 104](#)
Minimum Grade of D-
May not be taken concurrently.)
or
(Course or Test: [MATH 105](#)
Minimum Grade of D-
May not be taken concurrently.)
or

This tells you that you must take Chem 124 at the same time (co-requisite) and have to have taken Chem 121/122 and Math 104 or etc... (pre-requisites)

Most classes will not have this long of a list of pre-req and co-req classes but you should be able to check whether or not you meet the requirements for the class you are interested in.