

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 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 the General Ed requirements available

Looking up classes:

1. Log on to your myemich account
2. Click on the **student tab**
3. Click on **student services**
4. Click on **registration**
5. Click on **Look up classes**
6. In the pull down menu for “**search by term**”, choose the term you are looking for (ex. Fall 2016) and click on **submit**
7. In the pull down menu under “subject” scroll down until you find the type of class you are interested in. Ex. Choose **CTA Communication** if you are looking for any class that starts with CTAC (like CTAC 124 – speech).
 - Click on the course type (in this case, CTA Communication) and click on the **course search** button below the list of class types

https://bannerweb.emich.edu/pls/berp/bwckgens.p_proc_term_date

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Search Go

Look-Up Classes for

Select a Subject(s) then choose the Course Search button to view a list of courses offered for the term you selected. Press and hold the "Ctrl" key to select multiple Subjects. You can then select subject & course.

Select Advanced Search to select a Subject(s) and/or other search criteria for your sections search.

Subject: Athletics
Autism Spectrum Disorders
Aviation Technology
Biology
Biology for Teachers
Bus, Mgmt & Mktg Technology
CTA Activities
CTA Communication
CTA Interpretation/Performance
CTA Telecommunications & Film

Course Search Advanced Search

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

https://bannerweb.emich.edu/pls/berp/bwskfcls.P_GetCrse

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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



9. 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
- 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.

Sections Found

CTA Communication

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	13155	CTAC	124	0	M1	3.000	Foundations of Speech Communication	TR	08:00 am-09:15 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	QUIRK 94	Gen Ed Effect Communication
SR	13156	CTAC	124	001	M1	3.000	Foundations of Speech Communication	MW	08:00 am-09:15 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	QUIRK 93	Gen Ed Effect Communication
SR	13157	CTAC	124	002	M1	3.000	Foundations of Speech Communication	TR	08:00 am-09:15 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	QUIRK 96	Gen Ed Effect Communication
SR	13158	CTAC	124	003	M1	3.000	Foundations of Speech Communication	MW	09:30 am-10:45 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	TBA	Gen Ed Effect Communication
SR	13159	CTAC	124	004	M1	3.000	Foundations of Speech Communication	MW	09:30 am-10:45 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	TBA	Gen Ed Effect Communication
SR	13160	CTAC	124	005	M1	3.000	Foundations of Speech Communication	TR	09:30 am-10:45 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	TBA	Gen Ed Effect Communication
SR	13161	CTAC	124	006	M1	3.000	Foundations of Speech Communication	TR	09:30 am-10:45 am	20	0	20	0	0	0	0	0	0	TBA	09/04-12/19	QUIRK 97	Gen Ed Effect Communication and Honors Section
SR	13162	CTAC	124	007	M1	3.000	Foundations of Speech Communication	MW	09:30 am-10:45 am	20	0	20	0	0	0	0	0	0	Doris Fields (P)	09/04-12/19	QUIRK 101	Gen Ed Effect Communication and Honors Section
SR	13163	CTAC	124	008	M1	3.000	Foundations of Speech Communication	TR	11:00 am-12:15 pm	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	TBA	Gen Ed Effect Communication
SR	13164	CTAC	124	009	M1	3.000	Foundations of Speech Communication	MW	08:00 am-09:15 am	25	0	25	0	0	0	0	0	0	TBA	09/04-12/19	PRAY-H 221	Gen Ed Effect Communication



Using the above list of choices as an example, there are 2 CTAC 124 sections that you cannot request because they are honors sections.

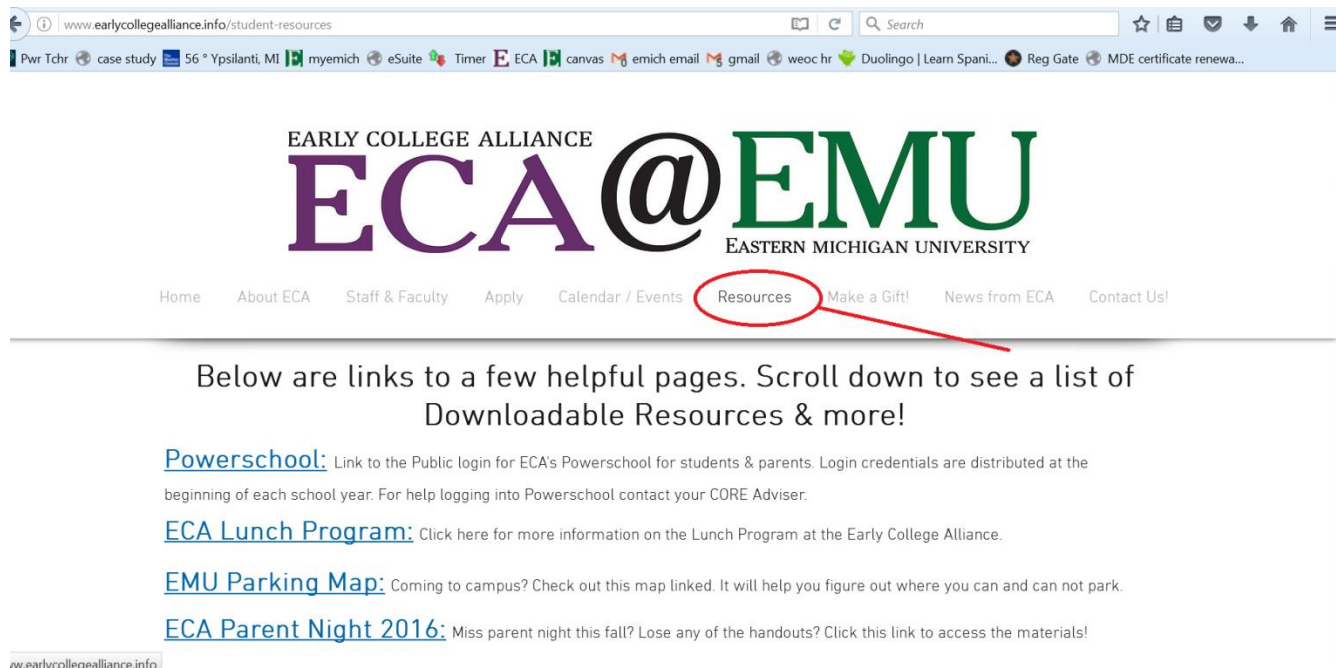
Under the Attribute column, you can also see that this class will count as a general ed requirement and will fulfill the Effective Communication requirement. When you look up other gen ed classes, they will be identified in the **Attribute** column.

10. Let's say that you are a morning person, and you like the MW 8-9:15 class. Now what?

- Look for the CRN, Class Prefix and Number, Section number, title, day/time and number of credits and transfer them to the schedule request form:

Courses:					
CRN	Prefix & Number	Section #	Title	Day/Time	SCH
EX 23115	EX: MATH 104	EX: 0	EX: Intermediate Algebra	EX: MWF 10:00-10:50	EX: 3
13156	CTAC 124	001	Foundations of Speech	MW 8-9:15	3
				SCH Total:	3
Student Signature			CORE Advisor Signature		
Administration Signature			Date		

11. You are almost done. You need to request enough credits to be considered a full time student. Students are considered full time if they are taking 12 or more credits. Sometimes, it is better if you take between 9 and 11 credits. If this is your situation, you will need to get a reduced credit waiver form signed. (available at the ECA website in the waivers and forms section under student resources).
12. Once you have your schedule request completed, sign it and give it to your CORE who will check to make sure your request is meeting your requirements and that there are ECA spots available.
13. Remember, you must type the schedule request form in order to submit it. There is a copy available at the ECA website : <http://www.earlycollegealliance.info/>
 - Click on student resources



The screenshot shows a web browser window with the URL www.earlycollegealliance.info/student-resources. The browser's address bar and tabs are visible at the top. The main content area features the ECA@EMU logo, which includes the text "EARLY COLLEGE ALLIANCE" above "ECA@EMU" and "EASTERN MICHIGAN UNIVERSITY" below it. A navigation menu below the logo includes links for "Home", "About ECA", "Staff & Faculty", "Apply", "Calendar / Events", "Resources", "Make a Gift!", "News from ECA", and "Contact Us!". The "Resources" link is circled in red with a red arrow pointing to it. Below the navigation menu, the text reads: "Below are links to a few helpful pages. Scroll down to see a list of Downloadable Resources & more!". Underneath this text are four hyperlinks with descriptions: "Powerschool: Link to the Public login for ECA's Powerschool for students & parents. Login credentials are distributed at the beginning of each school year. For help logging into Powerschool contact your CORE Adviser.", "ECA Lunch Program: Click here for more information on the Lunch Program at the Early College Alliance.", "EMU Parking Map: Coming to campus? Check out this map linked. It will help you figure out where you can and can not park.", and "ECA Parent Night 2016: Miss parent night this fall? Lose any of the handouts? Click this link to access the materials!". At the bottom left of the page, the URL www.earlycollegealliance.info is displayed.

Look for ECA Waivers and Forms and click on Schedule Request Form

www.earlycollegealliance.info/student-resources

ECA Waivers & Forms

- [Academic Progress Report \[PDF\]](#)
- [Educational Development Plan \[PDF\]](#)
- [Reduced Credit Waiver \[PDF\]](#)
- [Request to Change ECA Completion Semester \[PDF\]](#)
- [Schedule Request Form \[XLS\]](#)

Other Resources

- [16-17 Student-Parent Handbook \[PDF\]](#)
- [Creating a PS Account \[PDF\]](#)
- [Parchment.com \[Link\]](#)
- [School Profile \[PDF\]](#)
- [Student Parent Conference Prep \[PDF\]](#)

ECA Completion Requirements

- [13-14 Completion Requirements \[PDF\]](#)
- [14-15 Completion Requirements \[PDF\]](#)
- [15-16 Completion Requirements \[PDF\]](#)
- [EMU Social Science Equivalents \[PDF\]](#)

WEOC

- [WEOC Website](#)
- [WEOC 16-17 Meeting Information](#)
- [WEOC JSC Meeting Agenda August](#)
- [WEOC JSC Meeting Agenda September](#)

It is an Excel file that you will need to fill out and then save with your name and term. Ex. Benya Fall 2016. You can then print it, sign it and submit it to your CORE.

One last thing....

- This is more for students who are farther into the program and taking classes that require pre-requisites or co-requisites.
 - **Pre-requisite** = class that you must pass before you can take this class
 - **Co-requisite** = class you must take at same time (this is usually the case with science classes where you have to take both the lecture and lab portions simultaneously)
- To determine whether or not a class you are interested in has pre-requisites or co-requisites, do the following:

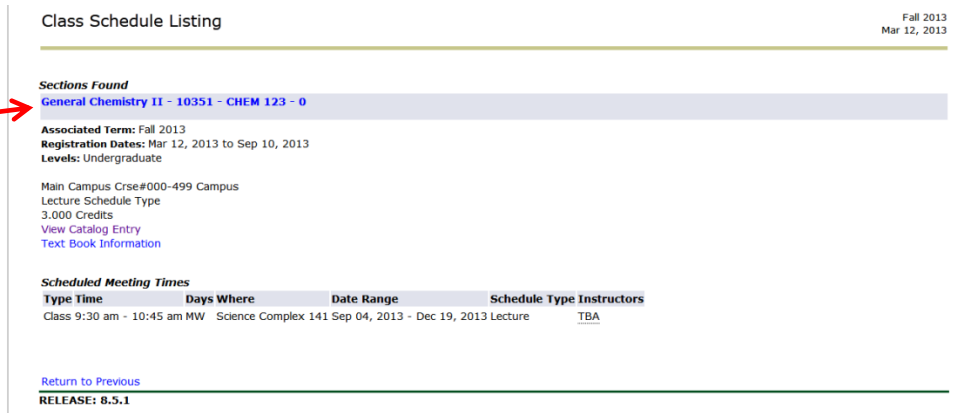
1. Look up the class following the previous instructions to step 10. For example, let's say you wanted to take Chem 123. You get to the list of choices:

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
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:

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.