

Instructions for looking up and requesting classes

Before you begin:

1. Log in to powerschool (on a computer – not a phone) and click on the ECA Program Completion Audit icon to see the requirements that you have met
 - a. If there is a mistake on the audit, please email records@earlycollegealliance.info to fix if needed
2. Have your E number handy or memorized and your EDP open
3. Open the [General Ed requirements](#) link

Looking up classes:

1. Log on to your myemich account
2. Click on **Student Registration** in the **Student Academic Services** tile
3. Click on **Browse Classes**
4. In the pull down menu for “**select a term for Class Search**”, choose the term you are looking for (ex. Winter 2026) and click on **continue**
5. **If you know the class you are looking for** (for example, Comm 124 Speech - you can type “communication” in the subject box and “124” in the course number box and hit search and you will see something like this:

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 24 Classes												
Term: Winter 2026		Subject: Communication		Course Number: 124								
Title	Subject Descr	Course I	Section	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Campus	Status	Schedule Typ	Attribute
Foundations of Speec...	Communi...	124	10	3	21391	Win...	Sulfridge, Rocco (...)	U M T W R F S 08:00 AM - 09:15 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speec...	Communi...	124	11	3	21392	Win...	Brooks, Margie (P...	U M T W R F S 09:30 AM - 10:45 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speec...	Communi...	124	14	3	21395	Win...	Weisman, Adam (...)	U M T W R F S 09:30 AM - 10:45 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speec...	Communi...	124	15	3	21396	Win...	Sulfridge, Rocco (...)	U M T W R F S 09:30 AM - 10:45 AM	Mai...	25 of 25 sea...	Comb - L...	Gen Ed Effect Communication Honors Only Section
Foundations of Speec...	Communi...	124	16	3	21397	Win...	Zoelick, Raechel ...	U M T W R F S 09:30 AM - 10:45 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speec...	Communi...	124	17	3	21398	Win...	Kamm, Sydney (...)	U M T W R F S 11:00 AM - 12:15 PM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication

6. Choose the course you are interested in from the list that comes up. (You can change the number of sections that show per page at the bottom to see all of the sections at once). Here is help interpreting the columns:
 - a. The CRN is the course number and must be included in your schedule request
 - b. The days, times tell you when the class meets.
 - U = Sunday (not common) and R = Thursday
 - If you hover over the days/times, it will also tell you the building and room number (or if the class is online)
 - c. Status – tells you if there are any seats available – however ECA caps the number of ECA students in a section so just because there are EMU seats does not mean that there is ECA space

- d. Attribute tells you if the class meets a general ed requirement, is an honors section or is a restricted section (you cannot register for honors sections)

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 24 Classes												
Term: Winter 2026 Subject: Communication Course Number: 124												
Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Campus	Status	Schedule Type	Attribute
Foundations of Speech...	Communi...	124	10	3	21391	Win...	Sulfridge, Rocco (...)	U M T W R F S 08:00 AM - 09:15 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speech...	Communi...	124	11	3	21392	Win...	Brooks, Margie (P...	U M T W R F S 09:30 AM - 10:45 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speech...	Communi...	124	14	3	21395	Win...	Weisman, Adam (...)	U M T W R F S 09:30 AM - 10:45 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speech...	Communi...	124	15	3	21396	Win...	Sulfridge, Rocco (...)	U M T W R F S 09:30 AM - 10:45 AM	Mai...	25 of 25 sea...	Comb - L...	Gen Ed Effect Communication Honors Only Section
Foundations of Speech...	Communi...	124	16	3	21397	Win...	Zoellick, Raechel ...	U M T W R F S 09:30 AM - 10:45 AM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication
Foundations of Speech...	Communi...	124	17	3	21398	Win...	Kamm, Sydney (...)	U M T W R F S 11:00 AM - 12:15 PM	Mai...	26 of 26 sea...	Comb - L...	Gen Ed Effect Communication

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 (CRN 21396)

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.

7. Let's say that you are a morning person, and you like the MW 8-9:15 class. Now what?
- Look for the CRN, Subject Description, Course #, title, day/time and number of credits and transfer them to the [schedule request](#) form:

32	4:00						
33	5:00						
34	Courses:						
35	CRN	Subject Description	Course #	Title	Day/Time	Cr. Hour	
36	EX: 22884	EX: Biology for Teachers	EX: 100	EX: Life Science for Elementary Teachers	EX: MW 6:00	EX: 3	
37	21391	Communication	124	Foundations of Speech	TR 8-915	3	
38							
39							
40							
41							
42							
43							
44							
45					SCH Total	3	
47	Student Signature			CORE Signature		Date	
49	CORE Advisor verifies:			* Schedules requiring a Reduced Credit Waiver			
50	☐ Google Doc Updated			will not be processed until signed waiver is			
51	☐ Reduced Credit Waiver* for <12 credits					received.	
52							

8. 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.
9. Once you have your schedule request completed, sign it and send/share/give it to your CORE who will check to make sure your request is meeting your requirements and that there are ECA spots available.

10. If you do not know the name of a specific class

- A. you can search for classes by categories. For example, once you are in the Browse Classes screen, you can click in the subject area and it will generate a list of course categories.

The screenshot shows a web interface for browsing classes. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#). Below this is a header section titled "Browse Classes". Underneath the header is a section titled "Enter Your Search Criteria" with a sub-label "Term: Winter 2026". There are three input fields: "Subject", "Course Number", and "Keyword". The "Subject" field is active, showing a dropdown menu with the following options: "Biology", "Biology for Teachers", "Bus, Mgmt & Mrktg Technology", "CTA Activities", and "CTA Interpretation/Performance".

If you are interested in seeing what classes are offered for a subject (like biology), you can click on the subject name and it will list all of the classes offered in that subject.

- B. You can also use the advanced search to list all classes with a specific attribute

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: Winter 2026

Subject	
Course Number	
Keyword	
Keyword (With All Words)	
Keyword (With Any Words)	
Keyword (Exact Phrase)	
Keyword (Without The Word)	
Attribute	
Campus	
Level	
Buildings	
College	

For example, if you are trying to find Humanities Gen Ed classes, you can click on the attribute and it will show all classes available with that attribute.

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 get to the CRN. For example, let's say you wanted to take Chem 123. You get to the list of choices:

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 3 Classes
Term: Winter 2026 Subject: Chemistry Course Number: 123

Title	Subject DeScr	Course N	Section	Hours	CRN	Term	Instructor	Days, Times, Locations & Dates	Campus	Status	Schedule Type	Attribute
General Chemistry II	Chemistry	123	0	3	20120	Win...	Kennedy, Vance (...)	U M T W R F S 12:30 PM - 01:45 PM	Mai...	40 of 40 sea... 5 of 5 waitlis...	Lecture	
General Chemistry II	Chemistry	123	10	3	20163	Win...	Holmes, Heather (...)	U M T W R F S 09:30 AM - 10:45 AM	Mai...	40 of 40 sea... 5 of 5 waitlis...	Lecture	
General Chemistry II	Chemistry	123	11	3	22275	Win...	Kennedy, Vance (...)	U M T W R F S 12:30 PM - 01:45 PM	Mai...	20 of 20 sea...	Lecture	Honors Only Section

Page 1 of 1 | 10 Per Page

- You are interested in the MW 9:30-10:45 section. Now to check for pre-reqs and co-reqs. Click on the Title of the class (General Chemistry II). The next screen you get to looks like this:

Class Details for General Chemistry II Chemistry 123 10

Term: 202620 | **CRN:** 20163

Class Details
Bookstore Links
Course Description
Attributes
Restrictions
Instructor/Meeting Times
Enrollment/Waitlist
Corequisites
Prerequisites
Cross Listed Courses
Linked Sections
Fees
Catalog

Associated Term: Winter 2026
CRN: 20163
Campus: Main Campus Crse#000-499
Schedule Type: Lecture
Section Number: 10
Subject: Chemistry
Course Number: 123
Title: General Chemistry II
Credit Hours: 3
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Close

- Click on the Corequisites button to find out what class you have to take at the same time. For example:

Class Details for General Chemistry II Chemistry 123 10

i Term: 202620 | CRN: 20163

Class Details

Bookstore Links

Course Description

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Corequisites

Subject	Course Number	Title
Chemistry	124	General Chemistry II Lab

This tells you that you must take Chem 124 at the same time (co-requisite).

4. Click on the Prerequisites button to find out what you need to have completed before taking this course. For example:

Class Details for General Chemistry II Chemistry 123 10

i Term: 202620 | CRN: 20163

Class Details

Bookstore Links

Course Description

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Cross Listed Courses

Linked Sections

Fees

Catalog

Catalog Prerequisites

Area Prerequisites

Prerequisites:Prereq for CHEM123
(
Course or Test: Chemistry 121
Minimum Grade of C-
May not be taken concurrently.
and
Course or Test: Chemistry 122
Minimum Grade of D-
May not be taken concurrently.
)
and
(
Course or Test: Mathematics 105
Minimum Grade of C
May not be taken concurrently.
)
or
(
Course or Test: Mathematics 112
Minimum Grade of C
May be taken concurrently.
)
or
(
Course or Test: Mathematics 119
Minimum Grade of C
May be taken concurrently.
)
or
(
Course or Test: Mathematics 120
Minimum Grade of C
May be taken concurrently.
ACT Math 26 to 36
May not be taken concurrently.
SAT Mathematics 610 to 820

This means that you must have already completed Chem 121 and 122 and Math 105 or a higher level math before you will be allowed to register for this class.

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.