

ONLINE REGISTRATION INSTRUCTIONS

To make sure you can sign into **MyMercer** and to check for any holds that may prevent registration, you should sign on a few days before your registration time window opens.

- ▶ Time out occurs in fifteen (15) minutes if there is no activity on the web screens.
- ▶ You cannot register online for classes that require application or special permission, please see Dr. Michelle Garber for assistance.
- ▶ Read through the prerequisites and notes sections of courses carefully.

To Sign on MyMercer:

Go to

<http://www.mercer.edu>

Select Current Students

Under **General Resources**, click on MyMercer

Click on **Student Portal Homepage**

User Name: Enter Mercer

ID Password: XXXXXXXXX

Click on Login. If you forget your Password, click on "[Forgot your password?](#)"

On your home page, check for Registration holds and the corresponding messages.

To Register Via the Web:

1. On the top bar, select **Online Registration**

Note: If your account is on hold for any reason, you will receive the error "Online Registration is not available" with a stop sign. If your registration date and time are in the future, your display will be "Group Closed."

2. Select your enrollment and term as applicable.
3. Click on **Begin Online Registration**.
4. The **Display** default on the left of the screen is "Required courses." You may click the "Elective" option to bring up other available course options. To see sections available for courses appearing, click the + sign to the left of course to expand the course selection. **PreReq**, if applicable, will appear - click to see prerequisites. Click on the + beside the section to select the course.
5. If you do not see courses that you want to register for, use the Quick Add feature. You must enter the complete exact course information (include period) under **Course Code**. Example:

THE THOT 500.

Then under **Section** enter the number as appears on the schedule. Examples:

10

HYB

6. After choosing all courses needed, make sure your schedule is correct. Remove any courses that may have been listed in error using the minus sign.
7. Click **Proceed to Final Step**.
8. If all information is correct, click on **Register/Drop**. Your course schedule will now be complete.
9. If you need to unregister/drop a class, a box will pop up for you to select a reason. Select and enter. Course will be dropped from your registration.

Be sure to proceed through all steps to complete registration.