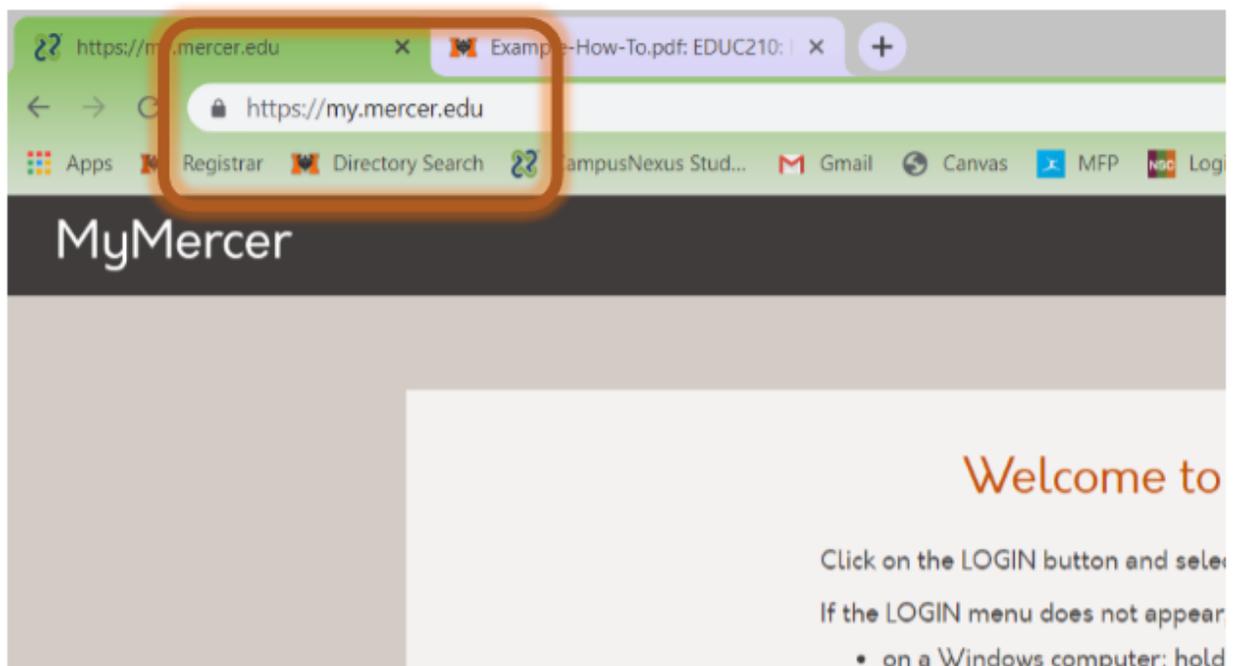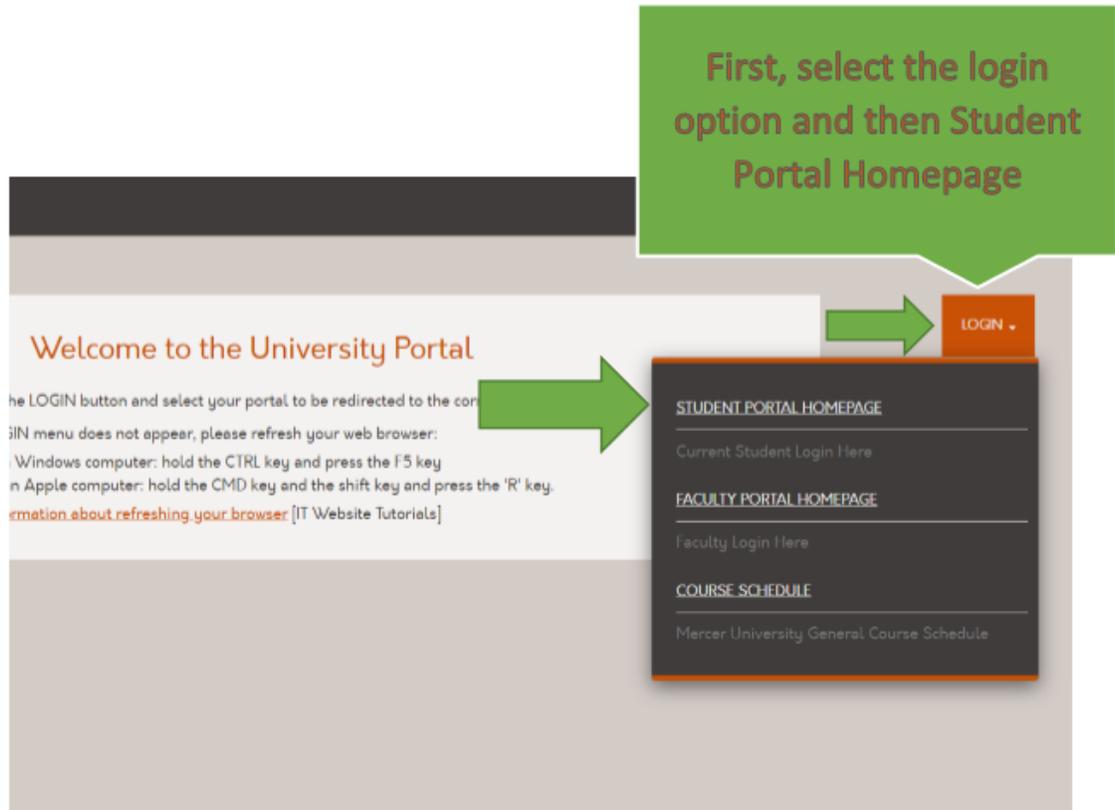How to Register for your courses on MyMercer

Each semester, students at Mercer University are faced with the task of
registration. This is primarily done through your MyMercer student account. It is
important to understand the steps that you should take to effectively register and
secure your place in the courses you desire. There can be stumbling blocks to the
registration process such as registration holds, waitlists for full classes, or
incomplete processing issues. This guide will walk you through the process of
registration so that you will be prepared for the upcoming semester.

1. First, pull up the MyMercer homepage using the link:
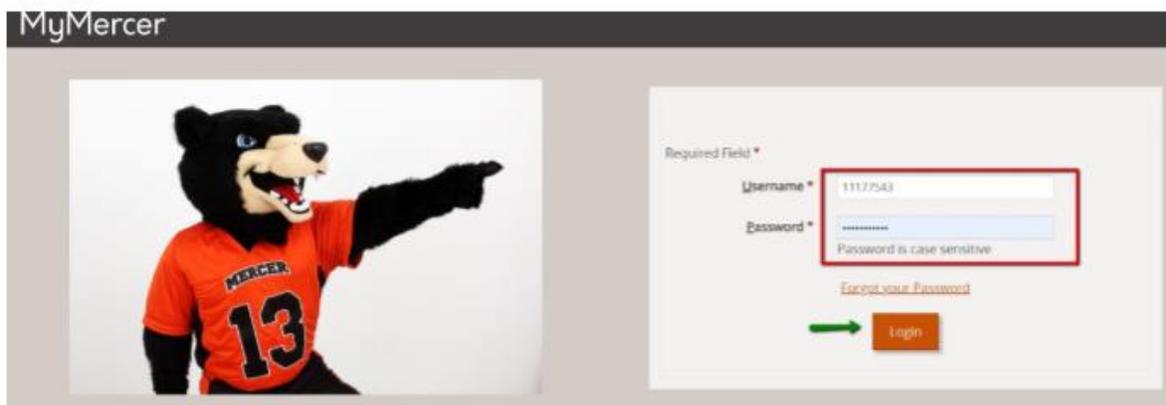
   https://my.mercer.edu/

2. You need to log in to your MyMercer account. To do this, first select Login on the right side of the screen. When the box drops down, select the Student Portal Homepage option.

First, select the login option and then Student Portal Homepage

3. Log in to your account by typing in your Mercer ID# and password. Click Login.
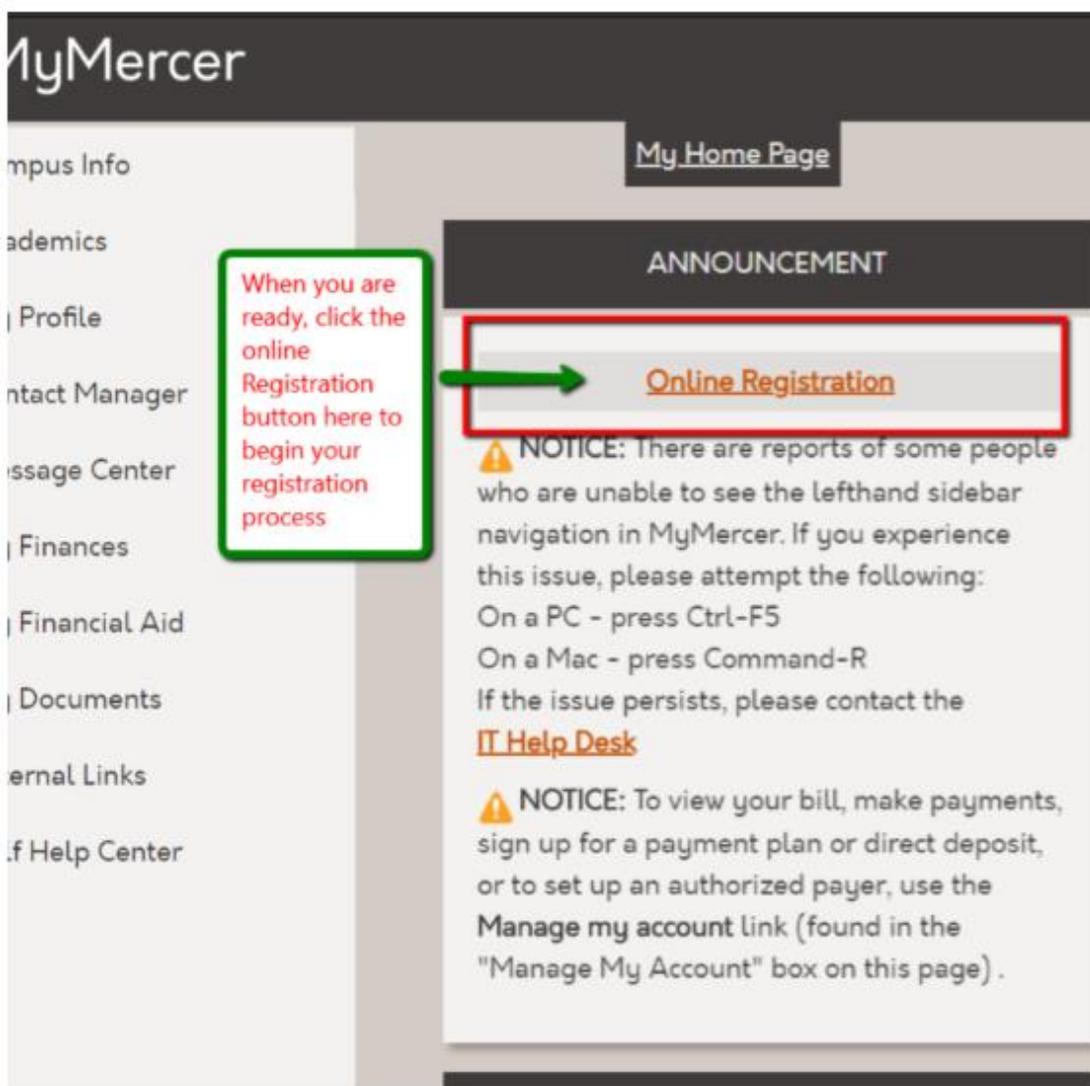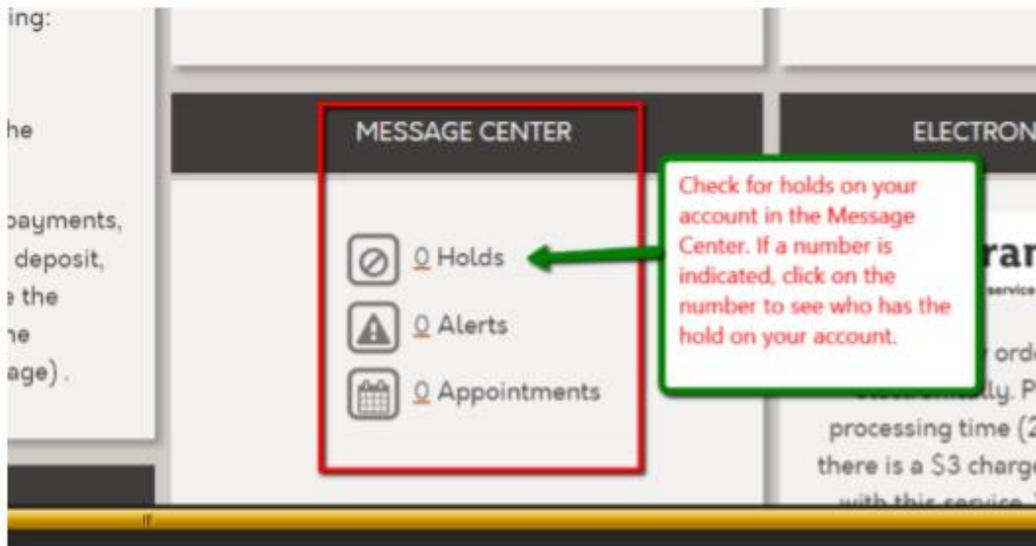
Required Field *

Username *   11177543

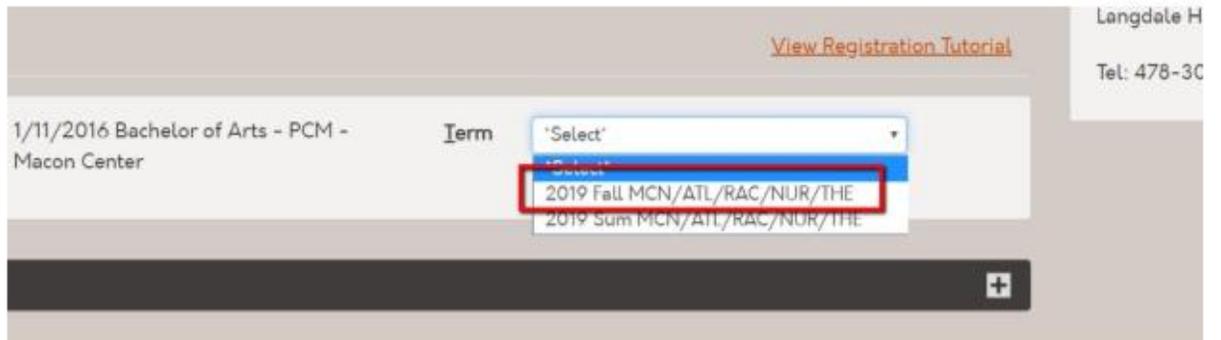Password *   •••••••••
Password is case sensitive

Forgot your Password

Login

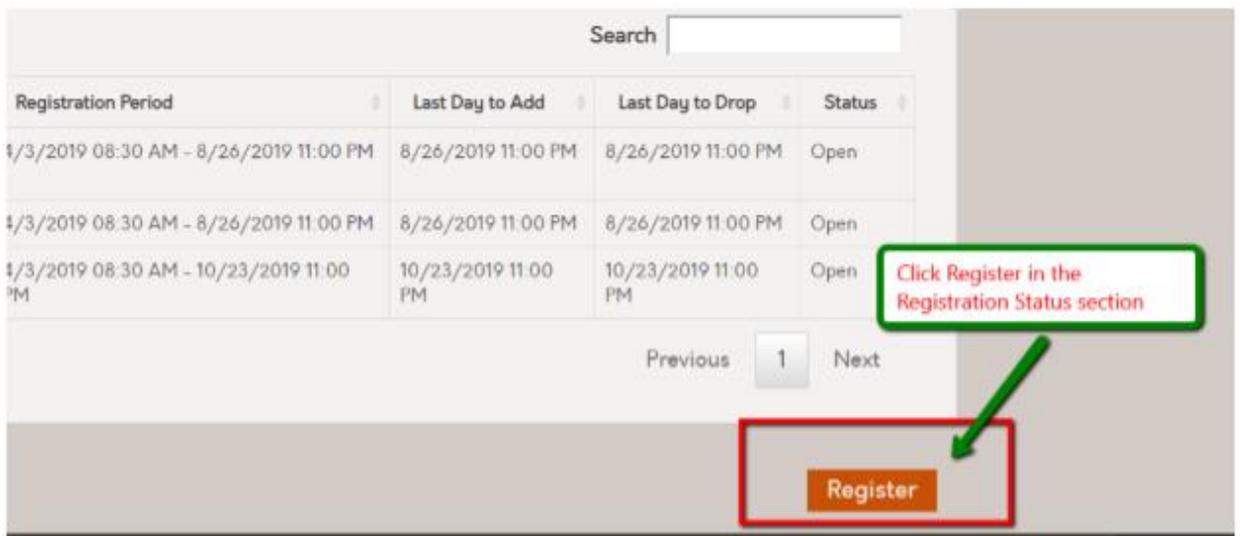4. You are now at your MyMercer home page. This is where you will find the
   option to register online. You can check and make sure that there are no
   holds on your account prior to registration using the box. If a number is
   indicated, you have a hold and need to take care of it before registration
   can proceed. If no holds exist, proceed to the Online Registration option on
   your homepage.

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MESSAGE CENTER

ELECTRONIC

⊘ ○ Holds

⚠ ○ Alerts

📅 ○ Appointments

Check for holds on your account in the Message Center. If a number is indicated, click on the number to see who has the hold on your account.

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MyMercer

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Financial Aid

Documents

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My Home Page

ANNOUNCEMENT

When you are ready, click the online Registration button here to begin your registration process

Online Registration

⚠ NOTICE: There are reports of some people who are unable to see the lefthand sidebar navigation in MyMercer. If you experience this issue, please attempt the following:
On a PC – press Ctrl-F5
On a Mac – press Command-R
If the issue persists, please contact the **IT Help Desk**

⚠ NOTICE: To view your bill, make payments, sign up for a payment plan or direct deposit, or to set up an authorized payer, use the **Manage my account** link (found in the "Manage My Account" box on this page).
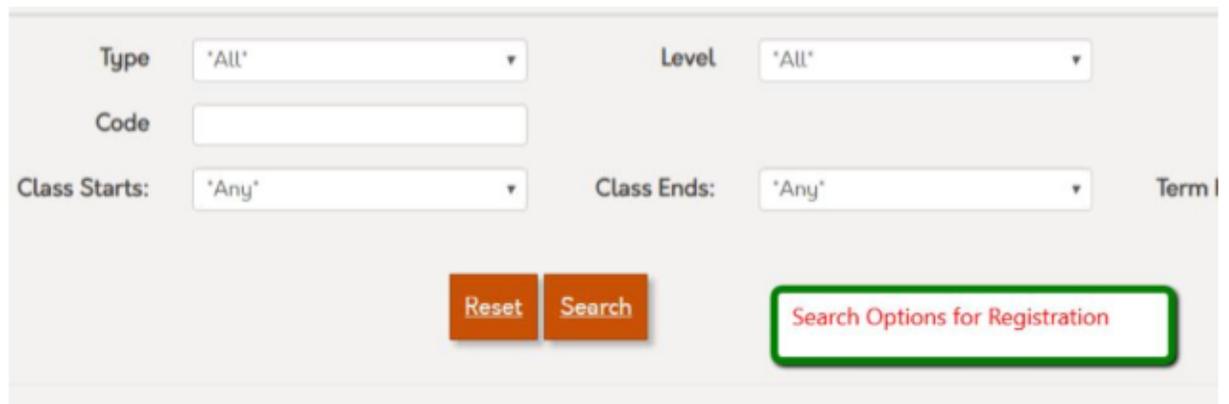
5. Select the term that you wish to register for if multiple options exist.

6. Select the Register option in the Registration Status section

7. Now you are on the registration selection page. There are several search
   options located at the top of the page for you to search for you course to
   add. You may also choose to select a course from a list of courses provided
   based on your program. This is not a complete list but may aid in your
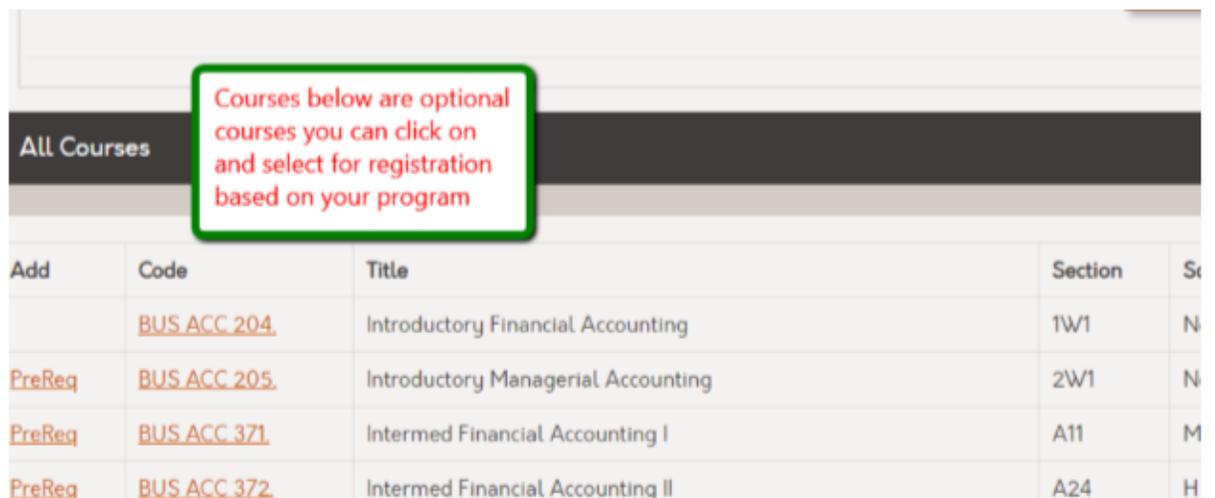   selection of courses.

Type	*All*			Level	*All*	
Code						
Class Starts:	*Any*			Class Ends:	*Any*	Term

Reset | Search

Search Options for Registration

Or you may choose to select a course from the list provided on the page

All Courses

Courses below are optional
courses you can click on
and select for registration
based on your program

Add	Code	Title	Section	S
	BUS ACC 204	Introductory Financial Accounting	1W1	N
PreReq	BUS ACC 205	Introductory Managerial Accounting	2W1	N
PreReq	BUS ACC 371	Intermed Financial Accounting I	A11	M
PreReq	BUS ACC 372	Intermed Financial Accounting II	A24	H

8. Another option you have is to quick add a course. This will require you to know the exact course code and section for the course you are adding. The list of the courses offered for any semester are located on the Registrars website, http://registrar.mercer.edu/.

Search Courses & Quick Add

Course Search   **Quick Add**

Enter course code and section to add to Selected Courses.

Course Code   [ ]

Section   [ ]

Add

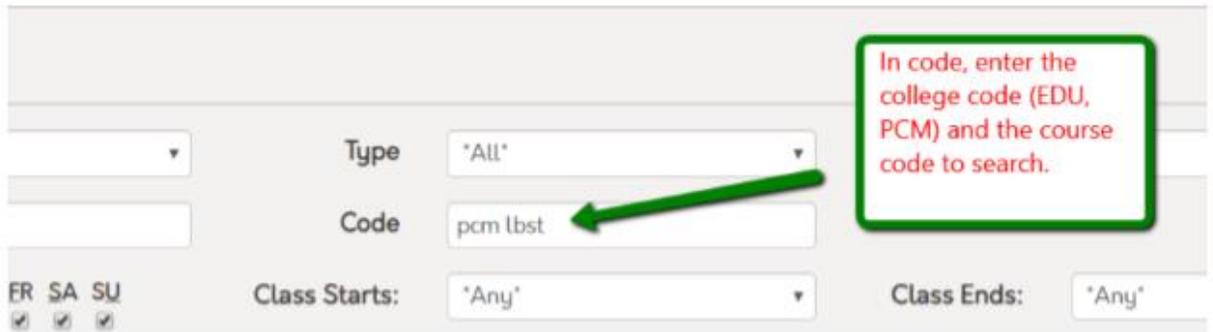**Course Search**   Quick Add

Display   All Courses ▾

Keyword   [ ]

Meeting Days   MO TU WE TH FR SA SU
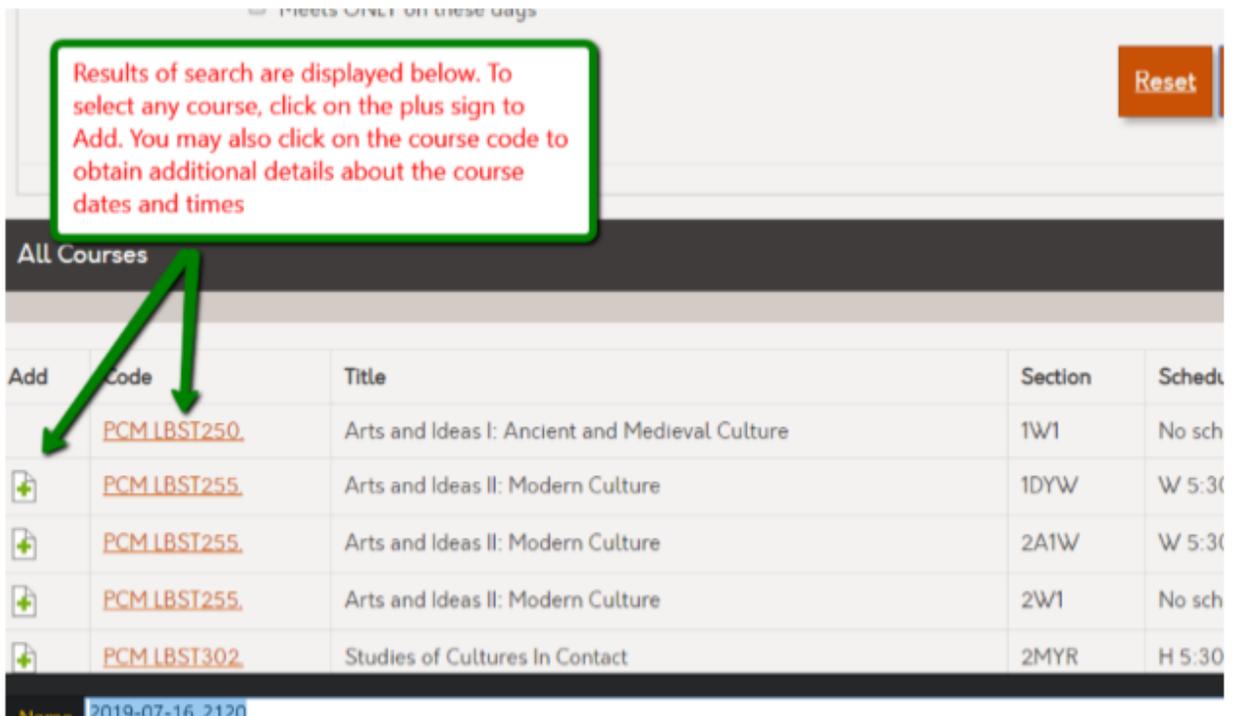☑ ☑ ☑ ☑ ☑ ☑ ☑
☐ Meets ONLY on these days

9. For the purpose of this demonstration, lets add a course by searching by the Code. Enter your search options in the Code box and click search. The results will be displayed for you to click on to select for registration.

In code, enter the college code (EDU, PCM) and the course code to search.

	Type	*All*	
	Code	pcm lbst	
FR SA SU	Class Starts:	*Any*	Class Ends:	*Any*

Results of search are displayed below. To select any course, click on the plus sign to Add. You may also click on the course code to obtain additional details about the course dates and times

Reset

All Courses

Add	Code	Title	Section	Schedu
	PCM LBST250.	Arts and Ideas I: Ancient and Medieval Culture	1W1	No sch
➕	PCM LBST255.	Arts and Ideas II: Modern Culture	1DYW	W 5:3(
➕	PCM LBST255.	Arts and Ideas II: Modern Culture	2A1W	W 5:3(
➕	PCM LBST255.	Arts and Ideas II: Modern Culture	2W1	No sch
➕	PCM LBST302	Studies of Cultures In Contact	2MYR	H 5:30

2019-07-16 2120

Clicking on the course code will give you additional details about any course in the search results such as start times and term dates.

Course Schedule Calendar   ✕

PCM LBST498. - Liberal Studies Capstone

Below is the course schedule from 8/19/2019 to 12/14/2019.
Hover over a highlighted day within the calendar to view the
course schedule.

Class Start Date :	8/19/2019	Class End Date :	12/14/2019
Delivery Method :	Hybrid Online & Classroom	Location :	N/A
Class Comments :	N/A		

Next Month ▶

			August 2019			
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

			September 2019			
S	M	T	W	T	F	S

By clicking on a course, you can review Term Dates, days of the week a course is offered, and what times they will be held. The times are obtained by hovering over the highlighted day of the week to view times on that day the course will meet

10. Once a course is selected from the search results, it will appear in your list

of selected courses as Selected status. This is like putting something in a

shopping cart when online shopping. It is not registered; you have not

purchased the item. You have just selected the course/item. Proceed with

registration by selecting the Register/Drop option.

process.

A course will appear in a status of selected for the ones you add based on your search. Any previous pregistered courses show as Registered.

View

earch

	Section	Schedule	Credits	Campus	Instructor	Status
	2MYR	H 5:30PM- 10:15PM	3.0	RAC	Biggers, James	Registered
	3MYF	F 5:30PM- 10:15PM	3.0	RAC	#Staff, TBA	Selected
eligion, and Citizenship	1M1R	H 5:30PM- 10:15PM	3.0	RAC	Craker, Timothy	Registered
Literature	2W1	No scheduled meetings	3.0	RAC	Champion, Jared	Registered
	1MYT	T 5:30PM- 10:15PM	3.0	RAC	#Staff, TBA	Registered

11. A selected course will come to a view courses screen so that you can

ensure this is what you intended to register for. Once you have reviewed

your selection, choose the register/drop button.

12. This completes the registration process and you can now see that all your

   courses are now Registered.

...us	Instructor	Status	Reason	Last Day to Drop	Term Period
	Craker, Timothy	Registered		8/26/2019 12:00 AM	8/19/2019-10/14/...
	#Staff, TBA	Registered		8/26/2019 12:00 AM	8/19/2019-10/14/...
	Champion, Jared	Registered		10/23/2019 12:00 AM	10/16/2019-12/14,...

Close Window   Return to View C...

te to check for your room changes.