Section I: How to Register for Classes

Once you have logged on to My Mercer, go to “Academics”

Click on “Online Registration”

Click on “Begin/Modify Online Registration”

This screen will default to a list of required courses. You can change the display to elective courses by clicking on elective in the drop down menu under “Course Search”

1) Click on the + sign to the left of the course, then click on the green select button under “Add”
2) Once you have selected all of your courses, click on “Proceed to Final Step”
3) Click “Register/Drop” to complete the process

(** You may prefer to use “Quick Add” to register for classes**) Steps as follows:

Enter the complete course code with spaces and decimal as follows:
- Education  “Course Code” EDU EMAT620. “Section” A01
- Business  “Course Code” BUS BAA 699. “Section” A23
- Nursing  “Course Code” NUR NUR 305. “Section” N01

Click the “Add” button

Click on the + sign to the left of the course, then click on the green select button under “Add”

Once you have selected all of your courses, click on “Proceed to Final Step”

Click “Register/Drop” to complete the process

Section II: How to Drop Classes

Go to “Academics”

Click on “Online Registration”

Click on “Modify Online Registration”

Under “Selected Courses”:
1) Click on the minus sign beside the course or courses you wish to drop
2) Select “Course Change Status Reason”
3) Click “Proceed to Final Step”
4) Click “Register/Drop”

System will then display “Courses Not Registered”. Verify courses dropped.