1. **How do I register for classes and change my schedule?**
   You must log in to MyMercer. You'll need your Student ID and password as well as the course registration numbers for all courses you wish to register for. For the printed version of the registration instructions, click here.

2. **Where can I find Mercer University class offering information?**
   The class schedule is available externally here or by logging in to MyMercer during the open registration period. Online listings are updated daily and include open and closed sections, new courses, and additional sections of previously listed courses. The Mercer University Atlanta Campus Catalogs (which includes all courses and descriptions) are available online here.

3. **How do I change my address in the Mercer University directory?**
   Addresses can be changed in MyMercer or at the Office of the Registrar (Atlanta Campus). If you want to withhold the display of your address and phone number in the campus directory, you may follow the instructions per the Mercer University Published Directory.

4. **Where can I get a "full-time" letter for insurance, jury duty, employment, embassy, or scholarship purposes?**
   Following the Add/Drop date for each semester, electronic versions of your enrollment verification form can be printed off of your MyMercer Portal Page via the “National Student Clearing House” link at the center of your homepage. You may also obtain a verification letter by going to the Office of the Registrar (Atlanta Campus) and completing the enrollment verification form.

5. **Do I need an enrollment verification form for my loan service providers?**
   No, you will not need to obtain or submit a deferment form of any kind to the Registrar’s Office for your loan service providers. An electronic submission is sent monthly for all students that are affiliated with Mercer University. Please allow at least a week to 2 weeks after the add/drop period to see those changes reflected via your loan service providers.

6. **Where can I get a copy of my grades/unofficial transcript for my employers, or myself?**
   You may view and print your unofficial transcript in MyMercer by clicking “Degree Audit” under the Academic Records Tab.

7. **How can I obtain copies of my official transcript?**
   If you need an official transcript of your grades, go to the Office of the Registrar (Atlanta Campus) with your student ID card. An official transcript may also be released immediately for a $25.00 fee. Official transcripts can also be ordered online, in person, by mail, or via fax. If you would like to explore other options on receiving transcripts please click here.

8. **How do I replace a lost Mercer University ID card?**
   Replacement Mercer University Cards can be obtained at the Bear Card office located next the Mercer University Bookstore at the Northside of campus. For more information, click here.

9. **Where can I find more information about privacy and the release of student records?**
   Your records are protected under the Family Educational Rights and Privacy Act (FERPA). Information about your rights are published in the Mercer University Catalog, you may obtain the Student Record Release Authorization Form online here.

10. **Where can I get information about important semester deadlines and dates?**
    Information on deadlines and dates for all sessions are available online in the Mercer University Catalog as well as online here. The Office of the Registrar (Atlanta Campus) is available to answer questions or direct you to other resources. Visit the Mercer University Atlanta Registrar Site for other Mercer University information.
11. **Having trouble enrolling in a course?**
   Check the restrictions and prerequisites for the course. If you haven’t met or don’t qualify for the course, it won’t let you register. Have you checked to see if you have any holds? Certain holds will stop you from registering. If you have no holds and are not restricted from the course, please contact your advisor.

12. **How many hours do I need to take to be considered a full time student?**
   For undergraduates, full time status requires you to take 12 hours. For graduates, full time status requires you to take 9 hours. For doctoral, full time status requires you to have 5 hours. If you have a scholarship or financial aid, please check your MyMercer to ensure you are enrolled in enough hours throughout the school year to fulfill the status requirements for aid.

13. **I would like to speak with an academic advisor. Is this the right office for me to contact?**
   No. The Registrar’s Office does not provide academic advising. Each school has an Academic Advisor for their program to advise students in that school. This includes admissions (enrollment) counseling.

14. **How may I get a course description of a particular course offered during the current or past academic year?**
   You may obtain course description via the current/archived catalogs [here](#). Please note that archived catalogs are only archived online as far back as 2004. For course descriptions prior to these years please contact the Registrar’s Office at 678.547.6263.

15. **Can I audit a class?**
   Yes, you may audit a class by completing the “Add/Drop/Withdrawal” Form and noting the Audit option. This form can be found in the Registrar’s Office or on the Registrar’s website.

16. **When will my degree post to my academic transcript?**
   Degree information is available on transcripts:
   - Fall: 4 weeks after instruction ends
   - Spring: 4 weeks after instruction ends
   - Summer: 4 weeks after Summer Session II instruction ends (for all Summer Session terms)

17. **When will my diploma be available?**
   4 weeks after instruction ends

18. **How can an employer verify my degree?**
   Degree awarded dates and dates of attendance are public information. Therefore, an employer may obtain verification of your degree without your authorization. Written verification can be requested in person or by mail. Verbal verification can be obtained by phone: 678.547.6250.

19. **How can I order a copy of my transcript with current term grades or degree posted?**
   You may order your transcript at any time, and indicate that your transcripts are to be released only when “current term grades” or “degree is posted” to your academic record. Degrees are noted on official transcripts approximately 4 weeks after the end of the semester they are awarded. Diplomas are typically mailed 5-6 weeks after the end of the semester in which the student’s degree is awarded. Further information for transcripts is available online at [www.mercer.edu/registrar](http://www.mercer.edu/registrar). Click on “Forms”>”Atlanta”>”Transcript Request Form.”

20. **My minor is not noted on my diploma. Is this a mistake?**
   Minors are not noted on diplomas; they are posted on your transcript.

21. **When will I see my transfer credits on MyMercer?**
   Transfer credits are available on transcripts about 4-8 weeks after the time of admissions into the program. Should you have any further questions about the status of your transfer credit status please email inquiries to you department advisors.