Annual 2018-2019

Academic Calendar
and
Registration Guide

Undergraduate Day Programs
Macon Campus

for
Class Schedule
go to
http://registrar.mercer.edu/macon/class-schedules.cfm

College of Health Professions
College of Liberal Arts
Eugene W. Stetson School of Business and Economics
School of Engineering
Tift College of Education
Townsend School of Music

1501 Mercer University Drive
Macon, Georgia 31207
IMPORTANT NOTICE TO ALL STUDENTS

All Colleges/Schools of Mercer University require students to meet with their advisors for academic planning. During advising, students will determine their desired course schedule and alternate courses for registration. The advisor will release the advising registration hold after advising has occurred. It is the student’s responsibility to follow their academic plan as advised.

In an effort to provide you with better service and important information, when you initiate the registration process you will see a document on your MyMercer Portal. You will be asked to electronically sign and acknowledge that you have read this information and understand your student responsibilities. Electronically signing this document will be a requirement in order to gain access to the registration process.

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CALENDAR FOR SUMMER 2018

<table>
<thead>
<tr>
<th></th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Day</td>
<td>May 21</td>
<td>June 25</td>
<td>May 21</td>
</tr>
<tr>
<td>Drop/Add, Late Registration</td>
<td>May 21-22</td>
<td>June 25-26</td>
<td>May 21-22</td>
</tr>
<tr>
<td>Holiday</td>
<td>May 28</td>
<td>July 4</td>
<td>May 28 and July 4</td>
</tr>
<tr>
<td>Last Day for Course Withdrawal</td>
<td>June 12</td>
<td>July 17</td>
<td>July 5</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>June 20</td>
<td>July 25</td>
<td>July 25</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>June 22</td>
<td>July 27-28</td>
<td>July 27-28</td>
</tr>
</tbody>
</table>

FINAL EXAM SCHEDULE FOR SUMMER 2018

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meeting Time</td>
<td>Exam Date &amp; Time</td>
<td>Class Meeting Time</td>
</tr>
<tr>
<td>8:00 - 10:00 a.m.</td>
<td>July 27, 8:00 - 10:00</td>
<td>8:00 - 9:00 a.m.</td>
</tr>
<tr>
<td>10:15 - 12:15 noon</td>
<td>July 27, 1:00 - 3:00</td>
<td>9:05 - 10:05 a.m.</td>
</tr>
<tr>
<td>1:00 - 3:00 p.m.</td>
<td>July 27, 8:00 -10:00</td>
<td>10:15 - 11:15 a.m.</td>
</tr>
<tr>
<td>3:15 - 5:15 p.m.</td>
<td>July 28, 1:00 - 3:00</td>
<td>11:20 a.m. - 12:20 noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:30 - 2:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:35 - 2:35 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:45 - 4:45 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:50 - 5:50 p.m.</td>
</tr>
</tbody>
</table>
### CALENDAR FOR 2018 - 2019 ACADEMIC YEAR

<table>
<thead>
<tr>
<th></th>
<th>FALL 2018</th>
<th>SPRING 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web and Open Registration End</td>
<td>August 20</td>
<td>January 6</td>
</tr>
<tr>
<td>Classes begin</td>
<td>August 21</td>
<td>January 7</td>
</tr>
<tr>
<td>Late Registration and drop/add</td>
<td>August 21 - 24</td>
<td>January 7-11</td>
</tr>
<tr>
<td>Last day for late registration, drop/add</td>
<td>August 24</td>
<td>January 11</td>
</tr>
<tr>
<td>Holiday</td>
<td>Labor Day September 3</td>
<td>Martin Luther King Jr. Day January 21</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 11-12</td>
<td></td>
</tr>
<tr>
<td>Mid Term</td>
<td>October 10</td>
<td>February 26</td>
</tr>
<tr>
<td>Spring Break</td>
<td></td>
<td>March 4-8</td>
</tr>
<tr>
<td>Last day for Course Withdraw*</td>
<td>October 26</td>
<td>March 21</td>
</tr>
<tr>
<td>Deadline for submitting Graduation Application</td>
<td>November 1 (for Spring &amp; Summer 2019)</td>
<td>March 23 (for Fall 2019)</td>
</tr>
<tr>
<td>Advising / Early Registration</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Holiday</td>
<td>Thanksgiving November 21-23</td>
<td>Good Friday April 19</td>
</tr>
<tr>
<td>Last class day</td>
<td>December 7</td>
<td>April 26</td>
</tr>
<tr>
<td>Reading Days</td>
<td>December 8-9, 12</td>
<td>April 27-28, May 1</td>
</tr>
<tr>
<td>Final examinations</td>
<td>December 10-11, 13-15</td>
<td>April 29-30, May 2-4</td>
</tr>
<tr>
<td>Commencement</td>
<td></td>
<td>TBD</td>
</tr>
</tbody>
</table>

* For courses that do not meet the full term, the last day for W is 66% of the length of the course.

### FINAL EXAMINATION SCHEDULE

#### FALL 2018

<table>
<thead>
<tr>
<th>Class days, time</th>
<th>Exam day, date ● time</th>
<th>Exam day, date ● time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M W F**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>Tue, 12/11 ● 9 a.m. - noon</td>
<td>Tue, 04/30 ● 9 a.m. - noon</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Sat, 12/15 ● 9 a.m. - noon</td>
<td>Mon, 04/29 ● 9 a.m. - noon</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Thu, 12/13 ● 9 a.m. - noon</td>
<td>Thu, 05/02 ● 9 a.m. - noon</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Fri, 12/14 ● 9 a.m. - noon</td>
<td>Mon, 04/29 ● 2 - 5 p.m.</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Fri, 12/14 ● 7 - 10 p.m.</td>
<td>Fri, 05/03 ● 9 a.m. - noon</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Mon, 12/10 ● 2 - 5 p.m.</td>
<td>Sat, 05/04 ● 2 - 5 p.m.</td>
</tr>
<tr>
<td>3:00/4:00 p.m.</td>
<td>Sat, 12/15 ● 2 - 5 p.m.</td>
<td>Fri, 05/03 ● 7 - 10 p.m.</td>
</tr>
<tr>
<td>4:30 p.m. &amp; later</td>
<td>Mon, 12/10 ● 7 - 10 p.m.</td>
<td>Sat, 05/04 ● 7 - 10 p.m.</td>
</tr>
</tbody>
</table>

#### SPRING 2019

<table>
<thead>
<tr>
<th>Class days, time</th>
<th>Exam day, date ● time</th>
<th>Exam day, date ● time</th>
</tr>
</thead>
<tbody>
<tr>
<td>T R**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>Thu, 12/13 ● 2 - 5 p.m.</td>
<td>Thu, 05/02 ● 2 - 5 p.m.</td>
</tr>
<tr>
<td>9:25 a.m.</td>
<td>Tue, 12/11 ● 2 - 5 p.m.</td>
<td>Sat, 05/04 ● 9 a.m. - noon</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>Mon, 12/10 ● 9 a.m. noon</td>
<td>Tue, 05/02 ● 2 - 5 p.m.</td>
</tr>
<tr>
<td>12:15 p.m.</td>
<td>Fri, 12/14 ● 2 - 5 p.m.</td>
<td>Fri, 05/03 ● 2 - 5 p.m.</td>
</tr>
<tr>
<td>1:40 p.m.</td>
<td>Thu, 12/13 ● 7 - 10 p.m.</td>
<td>Thu, 05/02 ● 7 - 10 p.m.</td>
</tr>
<tr>
<td>3:05/4:00 p.m.</td>
<td>Tue, 12/11 ● 7 - 10 p.m.</td>
<td>Tue, 04/30 ● 7 - 10 p.m.</td>
</tr>
<tr>
<td>4:30 p.m. &amp; later</td>
<td>Sat, 12/15 ● 7 - 10 p.m.</td>
<td>Mon, 04/29 ● 7 - 10 p.m.</td>
</tr>
</tbody>
</table>

*Includes all combinations of classes that meet MWF, MTWF, MWRF, MW, M.

**Includes all combinations of all classes that meet TR, T, R.

**Attention:** Students who have three exams scheduled on the same day should contact the associate dean of their college/school to request arrangements to take one of the exams on a different day.

### FINAL GRADES

Final grades are available through MyMercer to view and print after the last day of final exams.
**Placement Tests Schedule**

**Foreign Languages**

**Fall Semester 2018**

- Monday, August 20, 10:00 a.m.  
  CSB, Room 204.
- Wednesday, August 22, 10:00 a.m.  
  CSB, Room 204.
- Friday, August 24, 10:00 a.m.  
  CSB, Room 204.
- Friday, October, 19:00 a.m.  
  CSB, Room 204.
- Wednesday, October 24, 10:00 a.m.  
  CSB, Room 204.
- Wednesday, October 31, 10:00 a.m.  
  CSB, Room 204.

**Spring Semester 2019**

- Wednesday, January 9, 10:00 a.m.  
  CSB, Room 204.
- Friday, January 11, 10:00 a.m.  
  CSB, Room 204.
- Wednesday, March, 20, 10:00 a.m.  
  CSB, Room 204.
- Monday, March 25, 10:00 a.m.  
  CSB, Room 204.

**Mathematics**

**Fall Semester 2018**

- Monday, August 20, 10:00 a.m.  
  CSB 306.
- Friday, August 24, 10:00 a.m.  
  CSB 306.
- Monday, October 29, 10:00 a.m.  
  CSB 306.

**Spring Semester 2019**

- Monday, January 7, 10:00 a.m.  
  CSB 306.
- Friday, January 11, 10:00 a.m.  
  CSB 306.
- Monday, March 25, 10:00 a.m.  
  CSB 306.

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**Information Directory**

Undergraduate Admissions................................................................. 301-2650
Bursar’s Office .................................................................................. 301-1111
Financial Planning ........................................................................... 301-2670
Registrar ........................................................................................... 301-2680
Residence Life (Housing)................................................................. 301-2687
Student Affairs ................................................................................ 301-2685
Dean, College of Liberal Arts............................................................ 301-2915
Dean, Townsend School of Music..................................................... 301-2749
Dean, Stetson School of Business and Economics ......................... 301-2990
Dean, Tift College of Education...................................................... 301-5397
Dean, School of Engineering............................................................ 301-2459
Dean College of Health Professions, Macon ................................. 301-5478

Mercer University is committed to providing equal educational and employment opportunities to all qualified students, employees, and applicants, without discrimination on the basis of race, color, national or ethnic origin, sex, sexual orientation, age or disability, as a matter of University policy and as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). Inquiries concerning this policy may be referred to Mercer’s Equal Opportunity/Affirmative Action Officer, Diane Baca, Human Resources, 1400 Coleman Avenue, Macon, Georgia 31207, telephone (478)301-2786.

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The Academic Resource Center (ARC) helps Mercer University students attain academic success and degree completion by promoting independent, active, and lifelong learning, scholarly achievement, and personal development. The ARC provides several different services designed specifically for Mercer’s Macon traditional undergraduate students. Each service is designed to help Macon undergraduate students improve their performance and accomplish their academic goals.

The ARC offers:

- Multi-discipline peer tutoring
- Supplemental Instruction (SI), an intensive group study program led by highly-qualified student SI Leaders, for accounting, chemistry, economics, and physics courses
- College Study Skills (LSK 185/186) courses for freshmen and students who are struggling academically
- Individual study skills counseling to help students develop academic success plans
- Textbook library that provides a variety of course textbooks for student use
- Workshops (writing, study skills, and ARC services)
- Student-athlete support (coordinated with Mercer’s Athletic Department and on-site student-athlete advisor) and student-athlete study hall
- Direct access to math professors through Math Tuesdays, during which professors hold their office hours in the ARC classroom
- Quiet study spaces, including two private study rooms
- Computer lab with 15 computers, a printer and copier linked to Mercer’s Bear Card system (pay-for-print), and both flatbed and automated scanners that are free of charge
- Extended hours (open 24 hours a day) during finals week
- Leadership opportunities for sophomore, junior, and senior students through the Peer Tutoring and Supplemental Instruction Leader positions
- Online resources for students who wish to assess and/or improve their study skills through our College Study Skills website
- College study skills workshops for UNV classes, individual students, and any campus group
- Writing workshops for students seeking assistance with the writing process, formatting, or common writing mistakes

ARC services are free and available to all Mercer students. Hours are as follows:

Sunday: 2:00 p.m.-3:00 a.m.
Monday-Thursday: 8:00 a.m.-3:00 a.m.
Friday: 8:00 a.m.-5:00 p.m.

After 9:00 p.m., students must use their Bear Cards for entry. Visit the ARC in the breezeway of Connell Student Center or online at http://arc.mercer.edu.

ADMISSION

An application for admission to Mercer University is required of all new students. Students may complete the Mercer Application, available online at undergrad.mercer.edu, or The Common Application available online at commonapp.org. Freshman applicants must submit a completed application form, $50 application fee, official high school transcript(s), official SAT or ACT test score(s), and letter of recommendation by the applicable deadline for each semester. Transfer applicants must submit a completed application form, $50 application fee, and an official transcript(s) from all colleges attended. Transfer applicants with 60 or fewer hours must submit official high school transcript(s). Transfer applicants with fewer than 30 credit hours must also submit official SAT or ACT test score(s). Additional information regarding admission requirements is available through the Office of University Admissions, 1501 Mercer University Drive, Macon, Georgia 31207, (478) 301-2650, (800) 840-8577, online at undergrad.mercer.edu, or by referring to the “Entering the University” section of the 2017-2018 University Catalog.
CAMPUS MAIL BOXES

All students are assigned a campus mail box. Official mail from the university to the student will be sent to the campus box with the exception of semester billing statements and semester official grade reports which are normally sent to the permanent home address. Students should check the campus box regularly for official university correspondence. Students with no campus box must contact the Mercer Post Office.

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E-MAIL

Students are assigned a Mercer e-mail address. This is the address that will be used for official university e-mail correspondence to Mercer students.

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FINANCIAL AID

In order to receive consideration for Federal funds for the 2017-18 Academic Year, the 2017-18 Free Application for Federal Student Aid (FAFSA) must be submitted for processing and the results RECEIVED in the Office of Student Financial Planning. No federal funds can be awarded without a processed FAFSA. If you have not completed your 2017-18 FAFSA, you may complete the FAFSA online at www.fafsa.ed.gov.

Please note the 2018-19 FAFSA application is also available at this time. You will need to complete the 2018-19 FAFSA for your enrollment beginning Fall 2018.

If you are a Georgia resident and wish to apply for state aid but do not want to complete a FAFSA, you must complete a Georgia Scholarship/Grant Application (GSFAPPS) by going to www.GAFutures.org.

Scholarships and Grants are not available for the summer term. Students may receive State and/or Federal funds for which they have remaining eligibility, as well as any outside sources for which they qualify for the summer term, as long as funds remain available. Please complete the 2018 Summer Aid Application online at http://financialaid.mercer.edu/forms/summer-application.cfm.

For additional information, please review our website at http://financialaid.mercer.edu or contact the Office of Student Financial Planning (478-301-2670).

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IMMUNIZATION POLICY

Students are required to submit a completed Mercer Student Health Form, which includes a record of immunizations. The form requires the signature of a physician or health care provider. Forms are available on the Macon campus at the Student Health Center, Bursar's Office, and Registrar's Office. A registration hold will be placed on a student's record for non-compliance. Information is available on the Mercer website at http://medicine.mercer.edu/files/shc-immunization.form.pdf/.

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LIBRARY INFORMATION

Currently enrolled Mercer University students use their Bear Cards to check out library materials, generate print jobs at the library anywhere from Printme.com, and access 24-hour study rooms when the library is closed. The library homepage, http://libraries.mercer.edu, provides access to the catalog and links to library information, resources, and services. A discovery service allows students to search many of the databases simultaneously. This service provides an option to search the library’s physical holdings (books, DVDs, etc.) and licensed content (journal articles, ebooks, etc.) at the same time. Students may access online resources off campus by logging into the library home page using their Mercer University ID (MUID) and password. Research assistance is available through instant messaging, email, individual consultations, and classroom instruction. The first floor of the Jack Tarver Library on the Macon campus is also home to Einstein Bros. Bagels. Coffee, sodas, sandwiches, soups, and assorted baked goods can be purchased at this location. Cash, credit cards, and Bear Cards are accepted. For additional information on library services, call (478) 301-2961 (Circulation) or (478) 301-2055 (Research Services).

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STUDENT HEALTH INFORMATION

WHAT IF I GET SICK?
Go to the Student Health Center (SHC) located in the Patterson Building. If you cannot be treated there, you will be referred to another physician in the community.

WHAT SHOULD I DO IF STUDENT HEALTH CENTER IS CLOSED?
You should go to the nearest ER or urgent care center covered by your insurance.

DO I NEED PRIMARY INSURANCE?
Students must show evidence of a personal insurance plan or obtain coverage through the student insurance program offered by Pearce and Pearce. Information regarding the coverage can be found on the student Health Center website at http://www2.mercer.edu/shc/. Students without documentation of primary insurance will automatically be enrolled and charged for this policy.

WHERE CAN I FIND DETAILED INFORMATION REGARDING STUDENT HEALTH?
Information is available on the Mercer website at http://www2.mercer.edu/shc/.

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STUDENT IDENTIFICATION NUMBER

Your Mercer Identification Number is a unique eight digit number randomly generated by the student information system. Although the Mercer Identification Number allows you to perform a variety of transactions, including registering for classes (both in person and on the Web), requesting a transcript, and paying your tuition, there will be some instances where you must still use your Social Security Number. Government requirements call for the use of Social Security Numbers when applying for employment, completing financial aid forms, claiming veteran benefits and for meeting other similar requirements.

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THE BEAR CARD

It’s your official ID. It’s your access for everything. From accessing your residence hall to making photocopies. It’s the Mercer Bear Card and when you’ve got it you can breeze through college life one convenient swipe at a time.

What other piece of plastic lets you do all this?
• Get into your residence hall
• Pay for your textbook at the Mercer bookstore
- Get a soda from the vending machines
- Check out books from the University Libraries
- Gain admission to athletic events
- Make photocopies at university copies
- Use campus facilities like the pool or gym

**BEAR CARD ACCOUNT**

Bear Bucks Account is a prepaid stored value account that's part of your Bear Card. It's a convenient, cashless way to pay for your purchases on and off campus. Many of the area's most popular local businesses accept the Bear Card and you can use it to pay for school supplies, restaurants, delivery, and more. To use the Bear Bucks account simply deposit money into your Bear Card Account and the balance will decline with each purchase you make. You can deposit money into the Bear Bucks Account in a number of easy ways, including online at [www.bearcardoffice.com](http://www.bearcardoffice.com), at Value Transfer Stations (VTS), by mail or by visiting the Bursar's or Bear Card Office. Any balance on your Bear Bucks account at the end of the academic year will remain available for use when you return to school the following academic year. Withdrawals of funds from the Bear Card account are not available unless you are withdrawing from school or graduation, provided that you do not have a balance due on your tuition account. Funds greater than $25.00 will be returned with a written request. Please make sure you read the Bear Card disclosure very carefully for a complete listing of terms and conditions.

**The MEAL MEMBERSHIP ACCOUNT:**

Meal Membership is required for all Freshmen, Sophomores, and Juniors living in campus housing including the Lofts at Mercer and allows access to all food services locations on campus. Residence hall students must select a meal plan option as part of their housing contracts. The Meal Membership is optional only for Senior students with over 90 accumulated hours and students who live off campus.

For more information about the Bear Card visit our web site at [www.bearcardoffice.com](http://www.bearcardoffice.com).

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**OFFICE OF THE BURSAR**

The Office of the Bursar is primarily responsible for billing, applying payments, monthly payment plans, Bear Card transfers, and issuing refunds/stipends. Our office is open Monday-Friday from 8:30 a.m. to 4:30 p.m., with the exception of Thursdays when our office closes at 1 p.m. General information and forms can be found at bursar.mercer.edu.

Mercer University offers monthly payment plans for current term tuition and fees. For more information, and to enroll, please login to your MyMercer portal and choose “Manage My Account.”

**TUITION PAYMENT**

Prior to registering, students are required to read and sign the Statement of Student Responsibilities acknowledging their understanding of the financial obligations associated with enrollment at Mercer. This document is available in the My Mercer Portal and must be completed online twice per academic year in order to register. Billing statements are issued electronically to all registered students prior to the beginning of the semester. When a bill becomes available, an email notification will be sent to the student directing them to the student portal where they can manage their account and view payment options. Regardless of receipt of this statement, all balances are due by the first day of class. Failure to pay your balance may result in the immediate cancellation of your schedule and/or the assessment of holds, late fees, and possible collection activity. The University also reserves the right to deny access to, or use of, any University facilities including dining halls, campus housing and the library, in the event a student’s course schedule is cancelled.

Students who need assistance with meeting their financial obligations should contact the Office of Student Financial Planning or the Office of the Bursar.
### REFUNDS

Students who formally withdraw from the University prior to the end of the drop/add period for any term of enrollment will be entitled to a full refund of tuition and fees.

Students who formally withdraw from the University after the end of the drop/add period may be entitled to a pro-rated refund of tuition and fees.

Students who do not formally withdraw may be subject to significant financial penalty. If a student fails to notify the University of his/her intent to leave Mercer, the student’s financial aid may be returned to the funding source, resulting in a large balance due out-of-pocket.

Please refer to the University Catalog for specific refund information.

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### Deleting Your Information from the Mercer Directory

Students may request that their names not be published in the on-line directory. If you do not want your name and email to appear in the directory, you must place a student directory restriction.

To delete your information from the University Directory follow these steps:

1. Log into MyMercer
2. Under the “Student Privacy tile”, Click “Online Directory Privacy”
3. Check the box and click the save button.
4. A message will then be displayed saying “Privacy is now set”. If in the future you do wish your name and information to appear, you will need to release this restriction in MyMercer. To do so, follow steps 1-2. In step 3, uncheck the box and click the save button. A new message will appear saying “privacy is now cleared”.

**IMPORTANT NOTE:** This restriction applies only to the Mercer Directory. The University at its discretion and without the written consent of the student may release the following items: student name, address, e-mail address, telephone number, date and place of birth, academic program, dates of attendance, degrees and honors received, most recent previous institution attended and participation in officially recognized activities and sports. To request non-disclosure of this information to all other third parties, contact the Office of the Registrar.

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### FEDERAL DISCLOSURE REQUIREMENTS

Mercer University’s Federal Disclosure Requirements are available from the University web site at [http://www.mercer.edu/disclosure](http://www.mercer.edu/disclosure). [http://www.mercer.edu/disclosure](http://www.mercer.edu/disclosure). This report contains the following information:

- Campus Emergency Procedures
- Drug and Alcohol Policies
- Financial Assistance and Cost of Attendance Information
- Health and Safety Information: Immunization and missing persons information
- Institutional Information: accreditation, characteristics of students, degree programs, degree program improvement plans, disability support services, FERPA information, retention and graduation rates, peer-to-peer file sharing, post-graduate employment information, readmission of veterans, transfer of credit, withdrawal procedures, vote registration, and satisfactory progress standards.

Paper copies of these reports are available upon request. Please contact the Office of Institutional Effectiveness by mailing inquiries to:

Office of Institutional Effectiveness
Mercer University
1400 Coleman Avenue
Macon, GA 31207

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STUDENT RIGHTS PERTAINING TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to their education records. These rights include:

1. The right to inspect and review a student's education records within 45 days of the day the Office of the Registrar receives a request for access.

   The student should submit to the Registrar a written request that identifies the record/s the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, the student shall be advised of the correct official at the University to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate.

   The student may ask the University to amend a record that he/she believes is inaccurate. The student should write the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the Registrar, or other appropriate official if the record is maintained by another office, will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as a attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Another exception, which permits disclosure without student consent is disclosure to officials of another school, school system, or institution of post-secondary education where a student seeks or intends to enroll. Upon the request of an institution in which a student seeks or intends to enroll, the University will forward the student's education records to the requesting institution. Upon request, the student may obtain a copy of the record that was disclosed and have an opportunity for a hearing as provided above.

   As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right of a currently enrolled student to request that his/her "directory information" not be released by Mercer University.

   The University at its discretion and without the written consent of the student may release "directory information" which includes the following items: student name, address, e-mail address, telephone
number, date and place of birth, academic program, dates of attendance, degrees and honors
received, most recent previous institution attended, participation in officially recognized activities
and sports, and photographs or video images.

A student request for non-disclosure of the above items must be filed with the Office of the Registrar.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by
Mercer University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S.
Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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The schedule and procedures for early Registration will be published during each term. During Early
Registration for summer and fall, 2018, students will generally register by hours earned. Notice will be sent to
each student giving earliest registration time and instructions for registering via the Internet. Only currently
enrolled students are eligible for early registration. New and readmitted students may register following the
scheduled early registration period each semester.

ITEMS TO REMEMBER

Special Course Requirements
Many courses require departmental/instructor approval for registration or have specific prerequisite
requirements. See the current University Catalog for pre-requisites and course descriptions.

PLEASE REVIEW COURSE REQUIREMENTS ON THE COURSE SCHEDULE ON MYMERCER.

Private Music Instruction
A limited number of students can be accepted for individual lessons in voice, organ, piano, and orchestra and
band instruments. A special fee is charged for this instruction and one to two hours credit may be earned.
Students must be taking other courses at Mercer in order to be eligible to take lessons. Instructors and times
and course/call number for individual lessons may be arranged through the School of Music. Students must
register for private music lessons during the registration period.

Special Grading
Satisfactory/Unsatisfactory Grading Option (S/U). Students in the College of Liberal Arts, Tift College of
Education, Townsend School of Music, and Stetson School of Business and Economics are permitted to take
two courses per year on a "satisfactory/unsatisfactory" basis. Students must indicate the "S/U" grade option
on their registration form or submit a "change form for optional satisfactory/unsatisfactory grading basis"
(required if students registers via the web) and have until the fourth class day of the semester (end of late
registration, drop/add period) to change the grade option. Courses graded on the "S/U" basis count toward
total hours earned but do not affect quality hours nor carry grade points. As other stipulations do apply,
please refer to the University Catalog for further information on the Satisfactory/Unsatisfactory grading
option. Students planning to attend any graduate schools/programs should be aware of the program's rules
regarding S/U grades.

Class Audit. Full-time students may audit, with appropriate approval, any courses for which they are eligible.
There is no special audit fee for one course for full-time students. Courses audited may not be established for
credit by examination, nor may audit courses be changed to credit courses after the last official course
change day. Auditors submit no daily work, take no examinations, and receive no credit for courses audited.
They may participate in the class discussion only with the permission of the instructor. An official entry of
"Audit" on the permanent academic record shall be made only if 75 percent of the classes are attended.
Students should register for desired courses on an "AU" basis at the point of registration. Please refer to the
University Catalog for further information on auditing restrictions.

Course Repeats. A student may repeat a course in which he/she earned a grade of D, F or U in order to
improve the grade, and have the second earned grade replace the first. The original course attempt and grade
will remain on the record, but will not affect the GPA. Refer to University Catalog for limitations on repeating
courses.

Cross Registration
Traditional day students with extraordinary circumstances who need to register in evening courses must get
permission from the dean’s office of their home school and the dean’s office of the host school, in addition to
their advisor’s approval. A separate registration form is required. Students who do receive approvals may
not be registered in those courses until after evening programs’ registration for the term/session.
Attendance on First Class Day

The demand for registration in many courses exceeds the enrollment capacity, with the result that these classes often "close" during the early and open registration periods. Some courses carry "Wait Lists" for students interested in registering for these courses should space become available. It is mandatory that students attend classes on the first class day of the semester. Students who are absent on the first class day, who have not made prior arrangements with the instructor, may be disenrolled from the course in order to allow registration of students on wait lists. However, students should not assume they will be dropped for non-attendance.

Traditional day students with extraordinary circumstances who need to register in evening courses must get permission from the dean’s office of their home school and the dean’s office of the host school, in addition to their advisor’s approval. A separate registration form is required. Students who do receive approvals may not be registered in those courses until after evening programs’ registration for the term/session. Mercer students who cross-register for any courses will be charged tuition rates consistent with their Mercer home college or school.

THE WAIT LIST OPTION

Most courses can maintain a wait list after reaching the enrollment limit. The University uses the lists of names appearing on wait lists to determine the actual demand for a particular course and the possibility of adding sections of needed classes. The names are recorded on the wait lists in the order of demand.

When classes you have selected are closed, you should plan to select one of your alternate courses. However, your name CAN be placed on the “wait list” for the closed class.

▷ WAIT LISTS ARE LIMITED AND WHEN FULL, YOU CANNOT BE ADDED TO THE WAIT LIST.

▷ You may only be wait-listed for ONE section of any course. If you really need the course and space is available in other sections, you should go ahead and register for another section if your schedule permits.*

▷ You may not wait list for a different section of a course for which you are registered.*

▷ If a space becomes available in a wait-listed course, the FIRST person on the wait list will be placed in the class and others on the list will move up in line. IF YOU ARE REGISTERED FOR ANY OTHER COURSE AT THE SAME TIME AS THE WAIT-LISTED CLASS, YOU WILL BE DROPPED FROM THE WAIT LIST - NOT REGISTERED INTO THE CLASS!!

Following the above guidelines, be sure to get on the wait list for closed classes you need. You can go ahead and register for alternate courses NOT taught in the same time period. YOU MUST LEAVE THE TIME PERIOD FREE FOR POSSIBLE AUTOMATIC REGISTRATION IN COURSES YOU HAVE WAIT-LISTED.

If you are automatically registered in your wait-listed course, the Registrar’s Office will send a copy of your new schedule to your Mercer e-mail account.

* STUDENTS WHO APPEAR ON WAIT LISTS FOR MORE THAN ONE SECTION OF A COURSE, OR WHO ARE REGISTERED FOR ONE SECTION AND WAIT LISTED ON ANY OTHER SECTION(S) OF THE SAME COURSE WILL BE DROPPED FROM THE WAIT LIST(S). CHECK MyMercer REGULARLY FOR CHANGES IN YOUR SCHEDULE; YOU WILL NOT BE NOTIFIED OF THESE DROPS.

REMEMBER: If you change your mind about a class you have wait listed, please use MyMercer and “drop” the wait-listed class or come by the Registrar’s Office so that we will not register you automatically if space becomes available. Also, your name on the wait list can prevent others from registering for the class! See the academic calendar for the date web registration closes each term.

Please call or visit the Registrar’s Office 478-301-2494, 108 Langdale Hall, if you have additional questions.

INSTRUCTIONS FOR EARLY REGISTRATION

1. Check MyMercer for Registration Holds under Message Center. Be sure to accept the Statement of Student Responsibility if you have not done so.
2. Make an appointment to see your advisor during the advisement period.
3. Plan your course schedule before you see your advisor, if you can. Consult with your advisor to determine alternate courses and your progress toward graduation. See class schedule at http://registrar.mercer.edu/macon/class-schedules.cfm.
   - Obtain all approvals which may be required for certain courses (independent studies, internships, etc.).
   - List alternate courses (not just different sections of the same course) whenever possible.
   - Make sure you have cleared all registration holds (your advisor will remove the advisor hold).
4. Sign on the Web at or after the time specified for your registration, or bring the registration form to the Registrar’s Office during regular office hours of 9:30 a.m. - 5:00 p.m.

   ➢ You will not be able to register on the web for courses that require special permission for enrollment. In these cases, bring the signed registration form to the Registrar.

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ENROLLMENT CERTIFICATION/VERIFICATION

You can now print from your MyMercer account an enrollment verification for the current semester or for total enrollment.

Just follow the simple steps below:

Go to https://my.mercer.edu/

● Click on Student Portal Homepage
● Enter your Username (Mercer ID#) and password at the prompt
● Click on National Student Clearinghouse link
● Under Obtain an enrollment certificate, choose either: Current Enrollment or All Enrollment
● Click on Obtain an enrollment certificate. The enrollment certificate will appear within a minute usually in PDF format.
● Print the certification

Be sure to close all open windows upon completion, especially on public computers

*If you are submitting this certificate for a good student discount through your auto insurance, you may need to include a transcript or a copy of your last grade report found in MyMercer.

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BUILDING ABBREVIATIONS

ARC ........................................................................................................... Academic Resource Center
CCJ ........................................................................................................... Center for Collaborative Journalism
CSB ........................................................................................................... Computer Science Building
CSC ........................................................................................................... Connell Student Center
EGC ........................................................................................................... Engineering Building
GRV ........................................................................................................... Groover Hall
GSC ........................................................................................................... Godsey Science Center
HAR ........................................................................................................... Hardman Fine Arts Building
HNS ........................................................................................................... Honors House
IDP ........................................................................................................... Independently Scheduled Meeting
KNT ........................................................................................................... Knight Hall
LAN ........................................................................................................... Langdale Hall
MD ........................................................................................................... Medical School Building
MIC ........................................................................................................... Mercer Innovation Center
MUB ........................................................................................................... McCorkle Music Building
PEN ........................................................................................................... Penfield Hall
RYL ........................................................................................................... Ryals Hall
SEB ........................................................................................................... Science and Engineering Building
STN ........................................................................................................... Stetson Hall
TBA ........................................................................................................... To Be Arranged
TCA ........................................................................................................... Tattanall Square Center for the Arts
TNC ........................................................................................................... Tennis Center
TVR ........................................................................................................... Tarver Library
UNC ........................................................................................................... University Center
WAЕ ........................................................................................................... Ware Hall
WHM ........................................................................................................... Willingham Chapel
WGS ........................................................................................................... Wiggs Hall
WSC ........................................................................................................... Willet Science Building

PLEASE CALL OR VISIT THE REGISTRAR’S OFFICE 478-301-2494, 108 LANGDALE HALL, IF YOU HAVE ADDITIONAL QUESTIONS.
WEB REGISTRATION INSTRUCTIONS

Undergraduate Day Program Students

The “Registration Guide” and the University Catalog contain details regarding advising and registration. These instructions are valid for MyMercer. Should any change in procedure occur, instructions will be posted on the Registrar’s pages on Mercer’s web site.

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 on the web for classes that require a signature. Get signature and register in person in the Registrar’s Office at your convenience.
▸ To select S/U grading option, complete the S/U form or submit your signed registration form to the Registrar’s Office anytime before registration ends.

To Sign on MyMercer:
Go to https://my.mercer.edu/
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. In the Announcement title, 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:

   CLA HIS 111.

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

   001 1T1

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.
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