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.
▸ To register for a class requiring a signature, you must see the instructor prior to your registration date as they must enter permissions into the system in order for you to register for the course online.
▸ 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 http://www.mercer.edu
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 Register.
4. The Display default on the top of the screen is “All courses”. You may click “Elective” or “Required” to bring up other available course options. 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. If all information is correct, click on Register/Drop. Your course schedule will now be complete.
8. 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.