How to Register in MyMercy

1) Meet with your advisor to determine which classes best fit your program of study.

2) You must wait until the registration time given to you by your advisor to register, but you may add courses to your “Register and Drop Sections” screen (aka the “shopping cart”) to be ready for registration at your time.

3) Log into MyMercy by going to the Mercy College home site and clicking on “MyMercy LOG In”.

4) Once you reach the MyMercy site, click on “Log in”. Enter your Mercy Username and password. This is the same as your student email username and password.
5) Once logged in, click on “MyMercy for Students”, then click on “Register for Sections”.

6) Inside of Registration Menu, there are three choices:
   a. “Search and Register for Sections” – This will allow you to search for sections and place them in the Registration “shopping cart”.
   b. “Register for previously selected sections” – This takes you to the registration “shopping cart”.
   c. “Drop Sections” – This also takes you to the shopping cart, because you can register and drop from the same screen.
   d. “Manage my waitlist” – If you have waitlisted a section using the “Search and Register for Sections” workflow, you can manage those courses here.

7) To start the Registration process, click on “Search and Register for Sections”.

8) Use the search criteria to find which course sections you want. You must choose at least 2 fields. One way to do it is:
   a. Pick the term you wish to register for.
   b. Pick the subjects (such as Nursing) for the course sections you wish to register for.
   c. Add other criteria as appropriate, although it is not necessary.
   d. Click the “Submit” button when done.
9) Review the Section Selection Results to see the sections which were returned by your query. You can also choose “Narrow my search” and go through step 6 again to further refine your choices if there are too many.

10) While deciding which courses to register for, you can click on the course title and it will provide more information about the course. Note that in the “Available/Capacity” field, the top number describes how many seats are left in the section, not how many have been taken already. Check the box next to the displayed sections you wish to enroll in, and press the “Submit” button.
11) The chosen section will then be placed in your registration “shopping cart”, which is also called the “Register and Drop Sections” screen. You will be taken there after adding a section from the search screen. At this point, you can either return to the main menu and add more sections to your shopping cart, or proceed on with registration. To proceed with the registration, continue on, otherwise click on “Main Menu” and return to Step 5 for more sections.

12) On the Register and Drop Sections screen, either use the “Action for ALL Pref. Sections” drop-down to register for all the Preferred Sections (those you picked in step 8) or individually choose which sections you wish to register for or remove.
   a. If you want to adjust all your section choices when one or more of them is full or when one or more pre-requisites are not met, then chose “ALL” in the “If one of my choices is not available” drop-down.
   b. Otherwise, if you want to register for some of your sections when one or more cannot otherwise be registered for, choose “PART” in that same drop-down.
   c. In either case, then click on “Submit”.

Register and Drop Sections
13) The Registration Results screen will show how things turned out. If you have errors, you will need to resolve the error description or problem before you can register for that particular course. For example, if you have a Business Office Hold, you will need to contact the Business Office before you can register for any courses.

14) If you chose to register a group of sections at once (and you chose the “Allow me to adjust all” option) and there were errors, you will need to make adjustments or register one at a time.

15) If you have questions about your schedule, contact your advisor or the Registrar at 515-643-6744. If you have technical questions about MyMercy, contact Tom Iverson at tiverson@mercydesmoines.org or 515-643-6735.