How to Register in MyMercy

1. On the MCHS website (<u>www.mchs.edu</u>), select Students in the top right corner:



2. Under Quick Links, select MyMercy:



⊘ MyMercy

() Microsoft 365

3. Once logged in, select "Register for Sections" and "Search and Register for Sections"



Register for Sections

Blasse choose which type of registration you would like to use: Search and register for sections

- Use this option if you would like to look for sections, add them to your preferre Register for previously selected sections
- Use this option if you have already placed sections on your preferred list and Drop sections
- Use this option if you would like to drop a section. (Other choices also allow yo Manage my waitlist
- Use this option if you would like to register or remove sections that you are cu

- 4. Using at least two fields (Term and Subject), search for courses:
 - a. TERMS:
 - i. Traditional Fall/Spring 15 wks; Summer 14 wks
 - ii. Mercy Plus 10 wks
 - iii. ABSN students 8 and 7 wks
 - b. SUBJECTS:
 - i. ASN courses = Nursing LPN/ASN
 - ii. BSN courses = Nursing
 - iii. ABSN courses = Nursing-Accl-BSN
 - iv. Course number and Section can be left blank

5. Select the class(es) you wish to enroll and click SUBMIT



6. Click the drop-down box RG Register and Submit to register for all selected classes.

You do not need to select from the Action column unless you want to remove a course from the list.

SUBMIT

Action for ALL Pref. Sections (or choose below)				,			
Preferred	Sections	(RG Rec	gister Hotor Docote			
Action	n	Term	AU Aud	iit.	nd Title	Location	Meeting Information
<u> </u>		Fall 2019 15 W	RM Rer	move from List	Intro to Prof Nursing Concept	Main Campus	s 09/03/2019-12/14/2019 Lecture Tuesday 05:30PM - 09:20PM, Academic 0
	•	Fall 2019 15 W	CON TOTAL	1120-102-018 1222	9) Prof Nursing Skills I	Main Campus	09/03/2019-12/14/2019 Lab Thursday 05:30PM - 08:30PM, Academic Cer
	•	Fall 2019 15 W	leek Term	NSG-160-01 (9930	Nursing Care Life Span I	Main Campus	8 09/03/2019-12/14/2019 Lecture Thursday 05:30PM - 09:20PM, Brennen H
	•	Fall 2019 15 W	eek Term	N5G-200-01 (9931	Nursing Care Life Span II	Main Campus	09/03/2019-12/14/2019 Lecture Tuesday 05:30PM - 09:20PM, Brennan He
	•	Fall 2019 15 W	ieek Term	NSG-231-01 (9932	Role Transition to Prof Prac	Main Campus	09/03/2019-12/14/2019 Lecture Thursday 05:30PM - 08:30PM, Academic
	•	Fall 2019 15 W	leek Term	NSG-280-01 (9933	Caring Diverse Htth Care Env	Main Campus	a 09/03/2019-12/14/2019 Web-Based Days to be Announced, Times to be A
Durrent Registrations. Drop Term Pass/ Audit Section Name and Title					Title	Location	Meeting Information
	Fall 2019 15 Week Te	m	1	UR-320-01 (9954) Na	nino Concepta & Pract II	Main Campus	09/09/2019-12/09/2019 Lecture Monday 08:00AM - 11:50AM, Brennan Hall, F
	Fall 2019 15 Week Te	_			nino Concerts & Practice IV		
		m	14	UR-525-01 (9966) No	and a second s	Main Campus	09/04/2019-12/11/2019 Clinical Wednesday 07:00AM - 03:30PM, Room to be
	Fall 2019 15 Week Te	m	N	UR-418-D1 (9976) Intr	o to Research	Main Campus Main Campus	09/04/2019-12/11/2019 Clinical Wednesday 07 00AM - 03:30PM, Room to be 09/06/2019-12/13/2019 Lecture Friday 08:00AM - 10:50AM, Sullivan Center,
	Fall 2019 15 Week Te Fall 2019 15 Week Te	am am	N. N. S	UR-416-01 (9976) Intr UR-416-01 (9976) Intr PA-101-01 (10017) Se	o to Research anish I	Main Campus Main Campus Main Campus	09/04/2019-12/11/2019 Clinical Wednesday 07:00AM - 03:30PM, Room to be 09/05/2019-12/13/2019 Lecture Priday 08:00AM - 10:50AM, Sullivan Center, 09/03/2019-12/10/2019 Web-Assist Tuesday 04:30PM - 05:20PM, Asademic
	Fall 2019 15 Week Te Fall 2019 15 Week Te Summer Semester 20	am am am 319	11 12 12 12 12 12 12 12 12 12 12 12 12 1	UR-415-01 (9976) Intr UR-415-01 (9976) Intr PA-101-01 (10017) So UR-310-01 (9729) No	o to Research anish I sino Concepts & Practice I	Main Campus Main Campus Main Campus Main Campus	09/04/2019-12/11/2019 Clinical Wedneeday 07 50AM - 03 30PM, Room to be 09/06/2019-12/13/2019 Lecture Friday 08 00AM - 10 50AM, Sullivan Center, 09/03/2019-12/10/2019 Web-Assist Tuesday 04 30PM - 05 20PM A Enderrie 05/07/2019-06/13/2019 Lecture Tuesday 08 00AM - 11 50AM, Sullivan Center
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