

## How to Register Online

1. Go to <https://selfservice.mtmercy.edu/Home.aspx> and log in. (Contact [help@mtmercy.edu](mailto:help@mtmercy.edu) if you have a problem logging in.)
2. From the Home page, click the link called 'Register'



3. Click on the 'Traditional Courses' link



4. Select the semester for which you would like to register.
  - You register for one semester at a time.
  - A green book and the text "OK to register" appear for semesters in which you are authorized to register.
  - NOTE: If you see a message that you have "not been authorized to register", please contact your advisor.

- NOTE: Please contact [registrar@mtmercy.edu](mailto:registrar@mtmercy.edu) if you a “Stop” preventing you from registering online.
- Accelerated/Online students: Fall = blocks 1,2,3, Winter= block 4, Spring= blocks 5,6,7, Summer=blocks 8,9
- Traditional students are not allowed to register for accelerated courses. Traditional students can register for online courses which are listed as “Q” sections.
- Example: BA 203.2Q

## Traditional Registration



In order to begin the registration process, please select a registration period.

	Period	Status
	<a href="#">2015/Summer Semester</a>	OK to register.
	<a href="#">2015/Spring Semester</a>	OK to register.

- Go to ‘Section Search’ to pick courses.
  - The ‘Registered Courses’ area displays courses for which you have already registered for that period
  - If you have an academic plan, you can go to that link to view it and find sections for courses.
- When searching for courses, select the period and session.
  - Numbers indicate blocks for accelerated students.
  - MAIN is for traditional courses in Fall, Winter and Spring; I and II are for traditional Summer classes.
  - Refine your search using keywords (a part of the title, instructor’s last name) or the course code
    - Example: Letter code such as ‘BC’ will give all accounting courses
  - Format should be: 2 letters, space, and 3 numbers
    - Example: No section letter/number; ‘BC’ okay, ‘BC 265’ okay, ‘BC 265.A’ not okay, ‘BC265’ not okay
  - Click the ‘Search’ button when ready.

## Section Search

7. Search list. Click the appropriate button to add the course to your cart.

- Please note the legend, sort by, and results per page (left side).
- Section information (including the section number (A, B, 00, 4Z, etc.) (center of the screen)
- Use the add or wait (waitlist) button (right).

Showing 1 - 3 of 3

	Course	Date	Session	Credits	Fees	Schedule	Available Seats	
	Introductory Psychology <a href="#">PS 101/Lecture/7Z</a>	4/27/2015 - 6/6/2015	2015 Spring Semester 07	3.00		Wednesday 5:30 PM - 9:30 PM; Mount Mercy University, Basile Hall, Room BH 200	16 of 25	<input type="button" value="Add"/>
<b>Instructors:</b> Lee, Jennifer Ellen								
	Introductory Psychology <a href="#">PS 101/Lecture/A</a>	1/28/2015 - 5/14/2015	2015 Spring Semester Main	3.00		Monday Wed Friday 9:30 AM - 10:20 AM; Mount Mercy University, Lundy, Room LUNDY1	7 of 25	<input type="button" value="Add"/>
<b>Instructors:</b> Sapina-Kerkhove, Marijana								
	Introductory Psychology <a href="#">PS 101/Lecture/B</a>	1/28/2015 - 5/14/2015	2015 Spring Semester Main	3.00		Tuesday Thursday 9:30 AM - 10:50 AM; Mount Mercy University, Warde Hall, Room WH 109	4 of 25	<input type="button" value="Add"/>
<b>Instructors:</b> Lee, Jennifer Ellen								

8. Now the cart appears.

- To add more classes, click 'View Cart'
- When finished adding courses, click 'Proceed to Registration'.
- Note that your cart appears on the right

**Course Added** ▶ Hide

Course **PS 101/Lecture/7Z** was added to your shopping cart for period **2015/SEMSPR/07**.

9. When in the "cart" screen

- You can remove a course if it's the wrong one, or you change your mind.
- 'Add Section' to add another class
- 'View Schedule' to see a grid display of the courses you've chosen.
- 'Register' if you are finished making changes.

## Cart

**2015/Spring Semester** Empty Cart Add Section View Schedule Register

**Session - 07** Delete Session

Course	Date	Credits	Credit Type	Schedule	Remove
Int Psychology PS 101/Lecture/7Z	4/27/2015 - 6/6/2015	3.00	Credit	Wednesday 5:30 PM - 9:30 PM; Mount Mercy Univ, Basile Hall, Room BH 200	Remove

**Instructors:** Lee, Jennifer Ellen

10. Review Schedule screen. Click 'Next' after review.

- Courses that are already registered appear at the bottom and the courses to add at the top.
- You can remove a course to add with the button at the right.
- You can drop courses with the button on the left.

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**Instructors:** Keuseman, Kristopher J.

<input type="checkbox"/>	Intro to Christian - RS 114 / Lecture /	1/28/2015 - 5/14/2015	Main	3.00	Credit	Tuesday Thursday, 11:00 AM - 12:20 PM;	Mount Mercy University, Warde Hall, Room WH 310	Registered
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**Instructors:** Martin, Charlotte Joy

<input type="checkbox"/>	Hist of Early Amer - HI 114 / Lecture /	1/28/2015 - 5/14/2015	Main	3.00	Credit	Monday Wednesday, 2:00 PM - 3:20 PM;	Mount Mercy University, Lundy, Room LUNDY3	Registered
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**Instructors:** McNeese, Sara Allison

Previous Next

**Registered Courses**

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Criminal Procedure - CJ 355 / Lecture /	1/28/2015 - 5/14/2015	Main	3.00	Credit	Monday Wed Friday, 11:30 AM - 12:20 PM;	Mount Mercy University, Lundy, Room LUNDY3	Registered

**Instructors:** Brydon, Deborah Jean

11. Finalize screen. Click 'Finish'.

- The status will be 'Awaiting Advisor Approval'.

## Traditional Courses - 2010/Spring Semester

Select Period Review Schedule Finalize Complete

**Updated Schedule**

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Comp Benf Eval -BN 386 /Lecture /N	2/3/2010 - 5/22/2010	Main	3.00	Credit	Wednesday, 5:30 PM - 8:20 PM	Mount Mercy College, Basile Hall, Room BH 315	Instructor Staff	Registered
Hist Mod Amer -HI 115 /Lecture /00	2/3/2010 - 5/22/2010	Main	3.00	Credit	Wednesday Friday, 8:00 AM - 9:20 AM	Mount Mercy College, Basile Hall, Room BH 203	Dr. Adam W. Ebert	Registered
Clin Nutrition -NU 320 /Lecture /00	2/3/2010 - 5/22/2010	Main	2.00	Credit	Wednesday, 10:00 AM - 11:50 AM	Mount Mercy College, Basile Hall, Room BH 312	Nancy Ellen Brauhn	Registered
Med Surg/Peds I -NU 350 /Lecture /00	2/3/2010 - 5/22/2010	Main	5.00	Credit	Monday Wednesday, 12:30 PM - 1:50 PM	Mount Mercy College, Basile Hall, Room BH 312	Diane Maria Mulbrook	Registered
Rom Cath Trad -RS 116 /Lecture /00	2/3/2010 - 5/22/2010	Main	3.00	Credit	Monday Wed Friday, 2:00 PM - 2:50 PM	Mount Mercy College, Warde Hall, Room WH 304	Rev. Nick March	Registered
Juvenile Just -CJ 228 /Lecture /N	2/3/2010 - 5/22/2010	Main	3.00	Credit	Thursday, 5:30 PM - 8:20 PM	Mount Mercy College, Basile Hall, Room BH 303	Amanda M. Humphrey	Awaiting advisor approval

Previous Finish

12. You are finished.

- Click 'View Schedule' to display and print the schedule as a list or a grid
- Start again if you need to register for a different period (semester)