

# Registration Procedures

**In-person and Web registration will begin on Monday, November 5, 2007.**

## **New Students:**

### **Prior to Your Registration:**

- **You must submit proof of immunization documents to the Registrar's Office.**
- Make and keep an appointment with your academic advisor.
- Review available courses with your advisors and make sure you have all necessary **prerequisites and registration restrictions** for each course in which you plan to register.
- Make a list of the courses in which you plan to enroll using a Registration/Schedule Worksheet.
- Clear any holds that prevent registration. Your holds status is available via Mercy Connect by selecting the student tab, then selecting "view holds." If you have any questions about your holds, contact Registration Holds: [holddesk@mercy.edu](mailto:holddesk@mercy.edu) or **1-888-464-6737**.
- If you intend to use Financial Aid (grants and loans), you **MUST** file your Free Application for Federal Student Aid (FAFSA). The Office of Student Financial Services will give priority to those who file **by November 1<sup>st</sup> 2007**. If you have not received an award notification by the beginning of the semester, please go to the Office of Student Financial Services at your home campus **IMMEDIATELY**.
- All payment arrangements must be completed by **January 8, 2008**.

### **To proceed with registration:**

- Take your registration form, signed by an academic advisor, to the Office of the Student Financial Services to complete your registration.
- If you have changed your address, submit your change of address request form at the SFS office at your campus or fax it to the Registrar's Office at 914-674-7516.

### **After you have registered:**

- Print your schedule via Mercy Connect.
- Follow through with your payment/financial aid procedures. You can pay online via Mercy Connect.

## **Continuing Students:**

- **You must be in FULL compliance with the New York State Immunization Law. Submit immunization documents to the Registrar's Office.**
- Make and keep an appointment with your academic advisor to go over your degree requirements and review your transcript on Mercy Connect. If you have transfer credits, pay particular attention to your transfer work, and make sure that you do not enroll in a course for which you have already received credit.
- Review available courses through Mercy Connect.

- Check **prerequisites and registration restrictions** for each course in which you plan to register by clicking on the CRN and then clicking on the course title. This will tell you the prerequisite.
- Make a list of the courses in which you plan to enroll using a Registration/Schedule Worksheet
- Clear any holds that prevent registration. Your holds status is available via Mercy Connect by selecting the student tab, then selecting "view holds". If you have any questions about your holds, contact Registration Holds: [holddesk@mercy.edu](mailto:holddesk@mercy.edu) or **1-888-464-6737**.
- If you have not already filed a FAFSA for 2007-2008, you must do so immediately. The Office of Student Financial Services will give priority to those who file **by November 1<sup>st</sup> 2007**. If you have already filed a FAFSA, please check with your financial counselor to make sure that you have sufficient grants and/or loans to cover your Spring 2008 tuition.
- All payment arrangements must be completed by **January 8, 2008**.

#### To proceed with registration:

- Either process your registration online (see procedures below) or take your registration form, signed by an academic advisor, to the Office of the Student Financial Services to complete your registration.
- If you have changed your address, submit your change of address request form at the SFS office at your campus or fax it to the Registrar's Office at 914-674-7516.

#### After you have registered:

- Print your schedule via Mercy Connect.
- Follow through with your payment/financial aid procedures. You can pay online via Mercy Connect.

## Web Registration

### Registration Instructions for Mercy Connect

- **Online students who live in the Tri State area must follow the New York State Immunization Law. You can fax your proof of immunization to the Registrar's Office at 914-674-7516.**
- After logging into Mercy Connect select the **Administrative Services** tab at the top of the page. (If you have trouble logging into Mercy Connect, please contact the Helpdesk at [helpdesk@mercy.edu](mailto:helpdesk@mercy.edu) or 914-674-7526.)
- To register for classes, choose **Student and Financial Aid**.
- On the **Student and Financial Aid** page, choose **Registration** to view the Registration Menu.
- You must **select a term** before you can access the options on the Registration Menu. Click **Select Term** on the Registration Menu. For all undergraduate and graduate classes the correct term is Spring 2008 **semester**, **EXCEPT** for the following: Graduate OT and PT students must select Spring **trimester** and Graduate MBA, Internet Business, Direct Marketing, Accounting, Health Services Management, and Human Resources students must select Spring **quarter** Highlight the term, and click the **Submit Term** button. This will return you to the Registration Menu.
- If you want to search for classes, click the **Class Search** button at the bottom of the page. This brings you to the **Look Up Classes** page. On this page, you can search for classes using specific criteria. You must select the **subject name** and any other criteria

