1. When you log in to Mercy Connect, go to the Student tab, and then click on ‘Registration’ - The last option is the CE/NE request form.

2. If your program is not allowed to submit a request you will see the below window. This applies to accredited/licensure programs. More details can be found here.

You are currently registered in a program that is exempt from opting in to the CE/NE Grading Option. This is likely due to licensure or accreditation requirements. Please contact your program director for further information.

Program: BS_Sociology

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3. If you are allowed to submit a request they will see the below form.

Credit Earned / No Earned Credit Grading Option Request Form

Click here to view the full "Temporary Credit Earned / No Earned Credit Policy" and FAQs

Be advised, this form will not be saved if you navigate away from it before clicking the 'Submit Form' button. Courses that have already been submitted cannot be unselected or selected again. Once courses are approved for the CENE grading option, they cannot be switched back to a normal grading option.

First Name
Emnett

Last Name
Wormbrand

CWID
20243508

Email
ewormbrand@mercy.edu

Program
BS_Psychology

I am requesting the Credit Earned / No Earned Credit Grading Option for Spring 2022 for the course(s) checked below. *Identified by: Course Section and Number & CRN

*Courses that say, "This course is not eligible for CENE" below have been determined to be not eligible for opting in to the CENE Grading Option by the program director. This is likely due to a pre-requisite/progression requirement, or strict accreditations/licensure requirement. Please contact your program director and/or Program mentor for further information. You can see a full listing of ineligible courses along with a rationale here.

- Psychology 320, 1110
- Education 500, 6471 *This course may not be eligible for CENE.
- Philosophy 112, 9470

Clinical Lab Science 411, 11020 *This course is not eligible for CENE.

Submit Form
4. If they accidentally click ‘Submit Form’ without checking any courses, they will see this message.

   **You did not select any courses.**

   If you wish to request CE/NE for a course please go back to the Credit Earned / No Earned Credit form and make sure a check mark is next to the corresponding course you are requesting.

   **RELEASE: 8.9**

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5. Once you have confirmed the courses you would like to select the below confirmation page will come up.

   **Thank you. Your Credit Earned / No Earned Credit request has been submitted.**

   Your form will be sent to your program director, Jeffery Cohen at jcohen@mercy.edu for final review.

   Notifications of approvals will be sent on or around 4/27, 5/4, and 5/11 (depending on when you submit your form)

   Name: Emmett Warmbrand
   CWID: 20243508
   Email: ewarmbrand@mercy.edu
   Program: BS_Psychology
   **Course(s)**
   Psychology 320, 1110

   **RELEASE: 8.9**
6. You can go back to the form at any time and see the courses you have already requested, and request additional valid courses you have not requested yet. Courses that you have already selected or that are not eligible will appear in grey, per the below picture.

I am requesting the Credit Earned / No Earned Credit Grading Option for Spring 2022 for the course(s) checked below. *Identified by: Course Section and Number & CRN

*Courses that say **This course is not eligible for CE/NE:** have been determined to be not eligible for opting in to the CE/NE Grading Option by the program director. This is likely due to a pre-requisite/progression requirement, or strict accreditations/licensure requirement. Please contact your program director and/or Pact mentor for further information. You can see a full listing of ineligible courses along with a rationale here.

Psychology 320, 1110 *You already requested the CE/NE grading option for this course.

- Education 500, 6471 *This course may not be eligible for CE/NE.
- Philosophy 112, 9470

Clinical Lab Science 411, 11020 *This course is not eligible for CE/NE.

Submit form