

Attention: Course registration changes may have an impact on your student account, enrollment status, satisfactory academic progress, student account, grants, loans, scholarships, third-party sponsorship, or veteran benefits. Discuss all registration changes with an academic advisor and financial aid officer prior to submitting a request.

Registration changes are processed per school policy found in the [academic catalog](#). A course withdraw will result in a W, WP, or WF grade on an official transcript. Drop, withdraw, and refund timeframes are found on the [academic calendar](#). Contact the Office of Student Records for any questions at: Registrar@mercycollege.edu.

Procedure:

To Login to EmpowerMe:

Registration changes are made through your student EmpowerMe account.

- 1) Log into your student account by going to <https://mercycollege.edu>.
- 2) Select the Menu button on the top right of the page, followed by the My Mercy link.
- 3) Select EMPOWERME!.
- 4) Type in your username and password.
- 5) Select Submit.

Dropping course(s) before the last day to Drop Courses with 100% refund:

- 1) Select the Student Records tab in EmpowerMe.
- 2) Select Schedule/Grade Details
- 3) Select Course Registration.
- 4) Select Catalog desired.
 - a. This will appear only when more than one term is available for registration.
- 5) Select Term desired.
 - a. This will appear only when more than one term is available for registration.
 - b. If Advisor Pin appears on the screen, you must submit the advisor pin obtained from your academic advisor prior to continue adjusting your registration.
- 6) Select the Drop button next to the course or courses you wish to unenroll from.
 - a. Be certain to reference the academic calendar for pertinent deadlines and discuss all requests with an academic advisor and financial aid officer before submission of the request form.
- 7) The course registration page will automatically refresh to show your current course enrollment.
- 8) Select View Schedule to see your updated course schedule.

Withdrawing from course(s) after the last day to Drop Courses with 100% refund:

- 1) Select the Student Records tab in EmpowerMe.
- 2) Select Schedule/Grade Details
- 3) Select Drop/Withdraw/Leave Request.
 - a. Be certain to reference the academic calendar for pertinent deadlines and discuss all requests with an academic advisor and financial aid officer before submission of the request form.
- 4) Select the course(s) you wish to drop or withdraw from.
- 5) Answer the questions provided to the best of your ability.

- a. If dropping or withdrawing from a course(s) but not all courses for a term the answer to the question, “What are your plans moving forward?”, should be “Continue remaining courses/ . . .”.
- 6) Select Request to submit the drop/withdraw/leave form.
 - a. Withdrawal request will be processed within 3 business days of the initial request. For confirmation refer to your unofficial transcript within your Empower Me account.

Withdrawal/Leave from the College (drop or withdraw from all courses):

A student in good academic standing may return to Mercy College from a leave within one academic year, otherwise they will be considered an applicant to the college. A student on leave must comply with program and college conditions of the leave.

Before the last day to Drop Courses with 100% refund:

- 1) Select the Student Records tab in empower me.
- 2) Select Schedule/Grade Details
- 3) Select Course Registration.
- 4) Select the Drop button next to each course.
 - a. Be certain to reference the academic calendar for pertinent deadlines and discuss all requests with an academic advisor and financial aid officer before submission of the request form.
- 5) The course registration page will automatically refresh to show your current course enrollment.
- 6) Notify the Office of Student Records by completing the College Withdrawal/Leave Form found at the bottom of the registration page or on the college website. Email the form to registrar@mercycollege.edu.

After the last day to Drop Courses with 100% refund:

- 1) Select the Student Records tab in Empower me.
- 2) Select Schedule/Grade Details
- 3) Select Drop/Withdraw/Leave Request.
 - a. Be certain to reference the academic calendar for pertinent deadlines and discuss all requests with an academic advisor and financial aid officer before submission of the request form.
- 4) Select the course(s) you wish to drop or withdraw from.
- 5) Answer the questions provided to the best of your ability.
 - a. Select “yes” to the question, “Are you dropping or withdrawing from all courses therefore the college?”.
 - b. Select a “Withdrawal from College” or “Leave request” option to the question, “What are your plans moving forward?”.
- 6) Select Request to submit the drop/withdraw/leave form.
 - a. Withdraw requests after the last day to Drop Courses with 100% refund will be processed within 3 business days of the request. For confirmation refer to your unofficial transcript within your Empower Me account.