

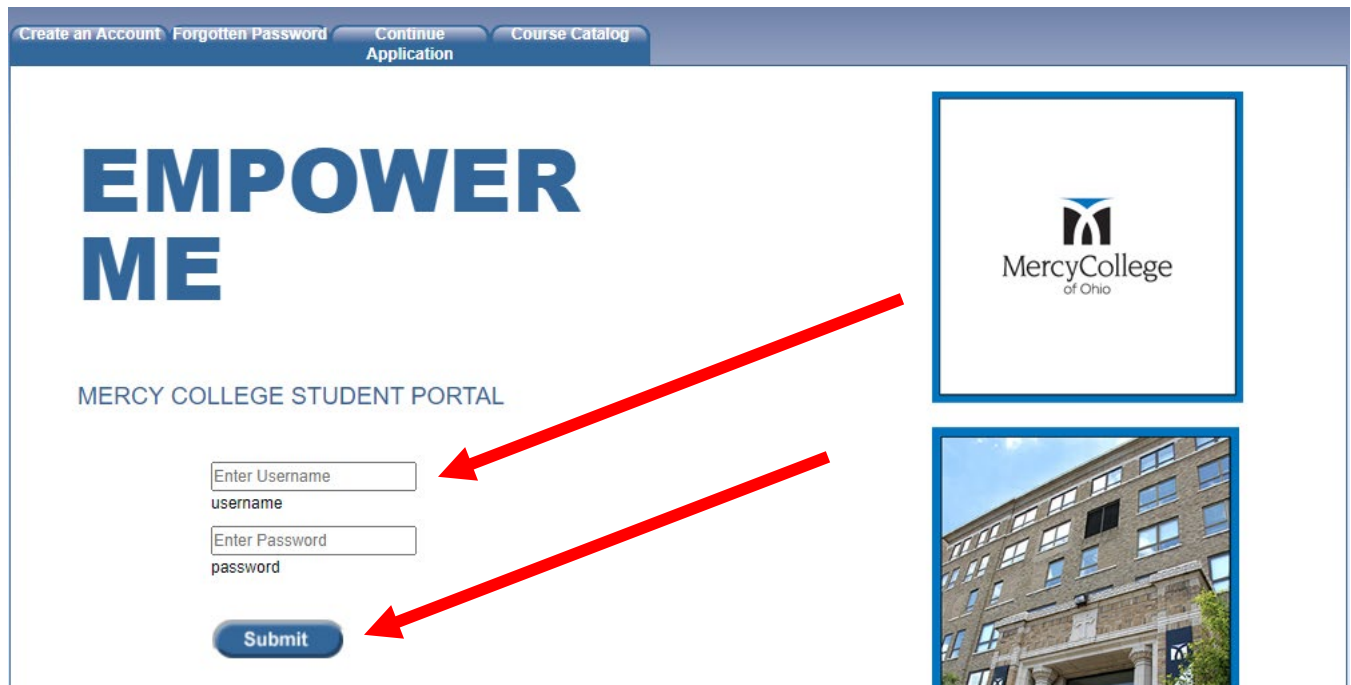
ATTENTION: Course registration changes can impact your student account, enrollment status, satisfactory academic progress, student account, grants, loans, scholarships, third-party sponsorship, or veteran benefits. Discuss all registration changes with an academic advisor and financial aid officer prior 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.

LOGIN TO EMPOWERME

Registration changes are made through your student EMPOWERME account.

- 1) Log into your [EMPOWERME](#) account at www.mercycollege.edu/empower.



Create an Account Forgotten Password Continue Application Course Catalog

EMPOWER ME


MERCY COLLEGE STUDENT PORTAL

Enter Username
username

Enter Password
password

Submit

Mercy College of Ohio



DROPPING COURSES FROM YOUR CLASS SCHEDULE BEFORE THE DROP DEADLINE WITH 100% REFUND

Students may drop courses in Empower through the first week of each session. Students enrolled in multiple sessions may need to withdraw from some courses and drop from other courses if they intend to drop and withdraw themselves in all courses for the entire term.

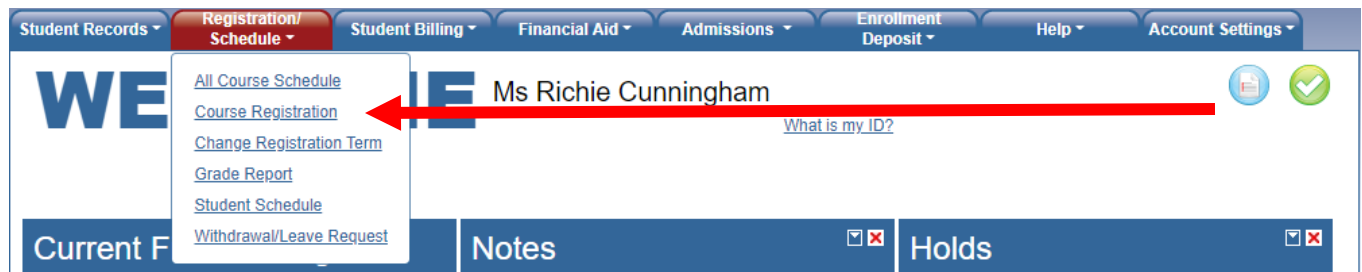
For specific dates and deadlines for dropping courses refer to the [academic calendar](#).

You may drop courses from your schedule by performing the following steps:

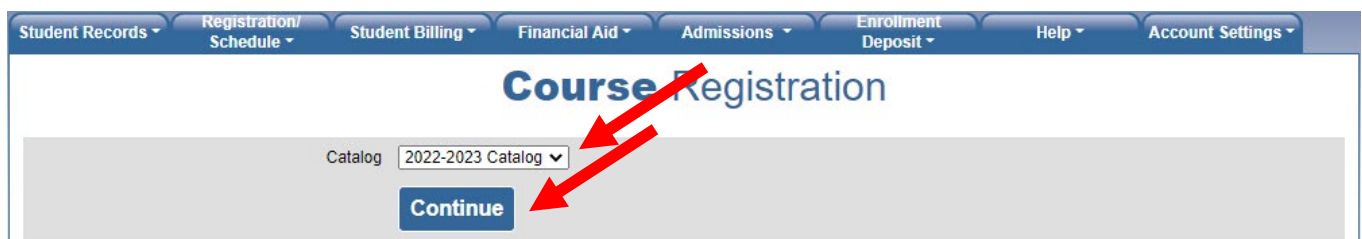
1. Select the *Registration/Schedule* tab in EMPOWERME.



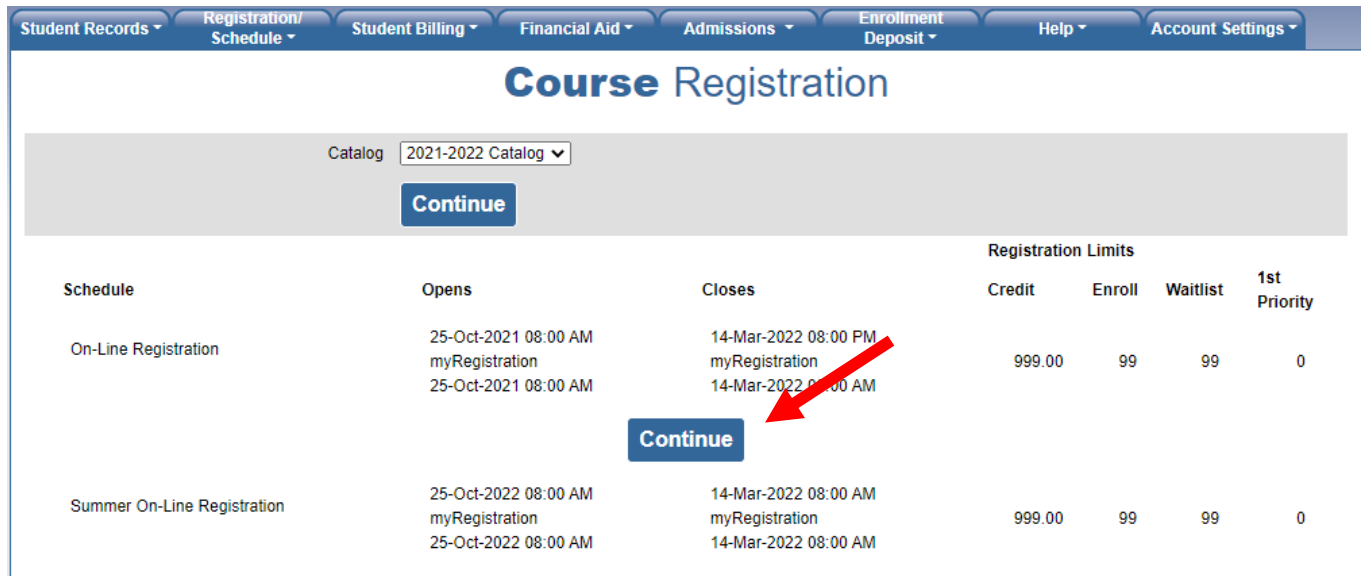
2. Select the Course Registration link.



3. Select *Catalog* desired and select the *Continue* button. (This will appear only when more than one term is available for registration)



4. Select *Continue* button underneath the term you wish to enroll. (This will appear only when more than one term is available for registration.)

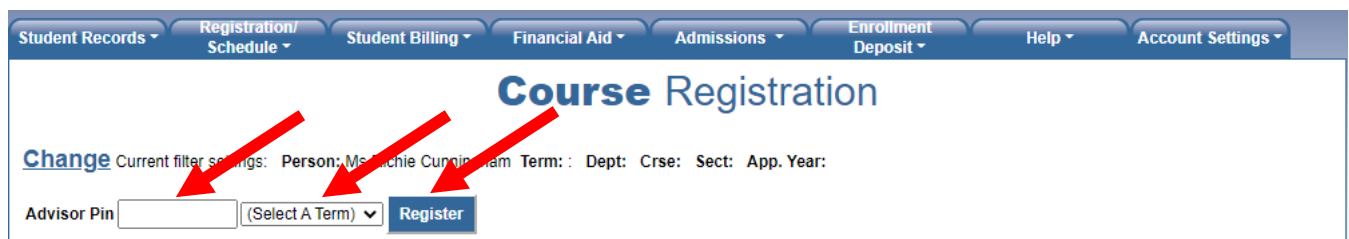


The screenshot shows the 'Course Registration' interface. At the top, there is a navigation bar with tabs for 'Student Records', 'Registration/Schedule', 'Student Billing', 'Financial Aid', 'Admissions', 'Enrollment Deposit', 'Help', and 'Account Settings'. Below this is a 'Catalog' dropdown set to '2021-2022 Catalog' and a 'Continue' button. The main content is a table with the following columns: 'Schedule', 'Opens', 'Closes', 'Credit', 'Enroll', 'Waitlist', and '1st Priority'. There are two rows of registration information. The first row is for 'On-Line Registration' with 'Opens' dates of 25-Oct-2021 08:00 AM and 25-Oct-2021 08:00 AM, and 'Closes' dates of 14-Mar-2022 08:00 PM and 14-Mar-2022 08:00 AM. A 'Continue' button is located between the two rows, with a red arrow pointing to it. The second row is for 'Summer On-Line Registration' with 'Opens' dates of 25-Oct-2022 08:00 AM and 25-Oct-2022 08:00 AM, and 'Closes' dates of 14-Mar-2022 08:00 AM and 14-Mar-2022 08:00 AM.

Schedule	Opens	Closes	Credit	Enroll	Waitlist	1st Priority
On-Line Registration	25-Oct-2021 08:00 AM myRegistration 25-Oct-2021 08:00 AM	14-Mar-2022 08:00 PM myRegistration 14-Mar-2022 08:00 AM	999.00	99	99	0
Summer On-Line Registration	25-Oct-2022 08:00 AM myRegistration 25-Oct-2022 08:00 AM	14-Mar-2022 08:00 AM myRegistration 14-Mar-2022 08:00 AM	999.00	99	99	0

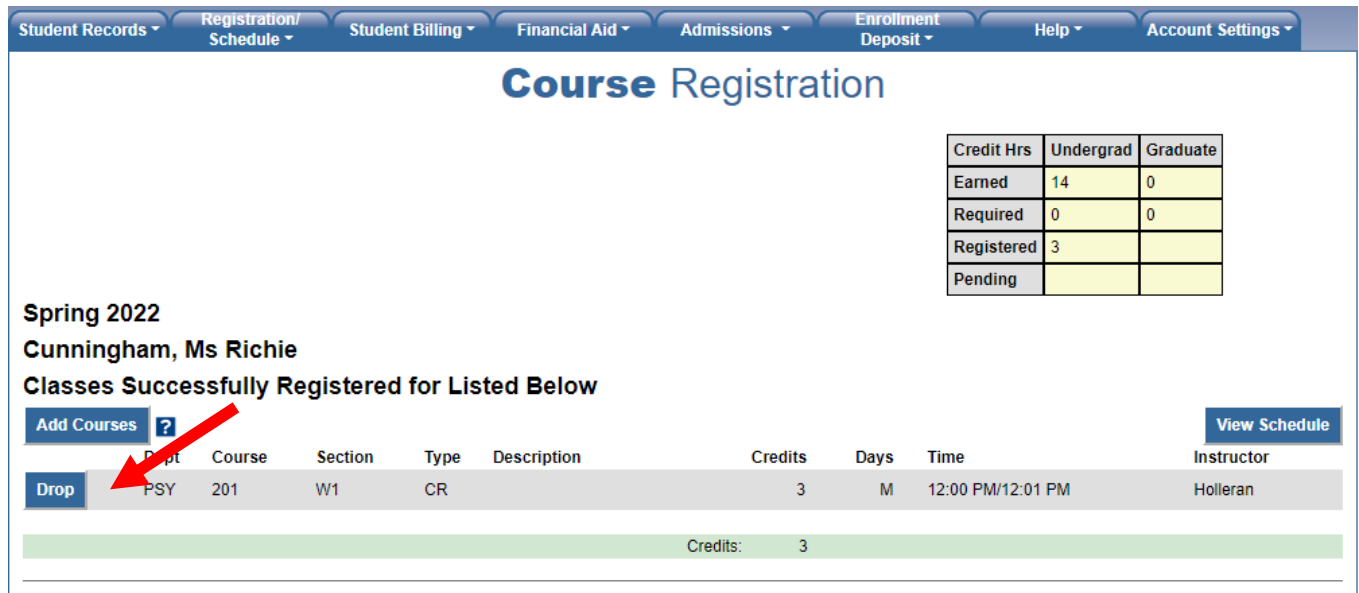
5. Enter your advisor pin (if required) select the term and select the *Register* button.
 - a. New students are required to meet with their academic advisor prior to enrolling in courses.
 - i. New Toledo students will see this until they attend New Student Orientation.
 - ii. New Online students can email registrar@mercycollege.edu to get this removed.

If you have met with your advisor and do not have your advisor pin, contact your advisor for your pin.



The screenshot shows the 'Course Registration' interface. At the top, there is a navigation bar with tabs for 'Student Records', 'Registration/Schedule', 'Student Billing', 'Financial Aid', 'Admissions', 'Enrollment Deposit', 'Help', and 'Account Settings'. Below this is a 'Change' link and filter settings: 'Current filter settings: Person: Ms. Nichie Cunningham Term: Dept: Crse: Sect: App. Year:'. Below the filter settings is an 'Advisor Pin' input field, a '(Select A Term)' dropdown menu, and a 'Register' button. Three red arrows point to the 'Advisor Pin' field, the '(Select A Term)' dropdown, and the 'Register' button.

6. Select the Drop button next to the course or courses you wish to drop.
 - a. Be certain to review the academic calendar for deadlines and discuss all requests with your academic advisor and financial aid officer before submitting the drop request.
 - b. You are only eligible to drop courses during the first week of the session. Consult the [Academic Calendar](#) for specific dates and deadlines.



Course Registration

Credit Hrs	Undergrad	Graduate
Earned	14	0
Required	0	0
Registered	3	
Pending		

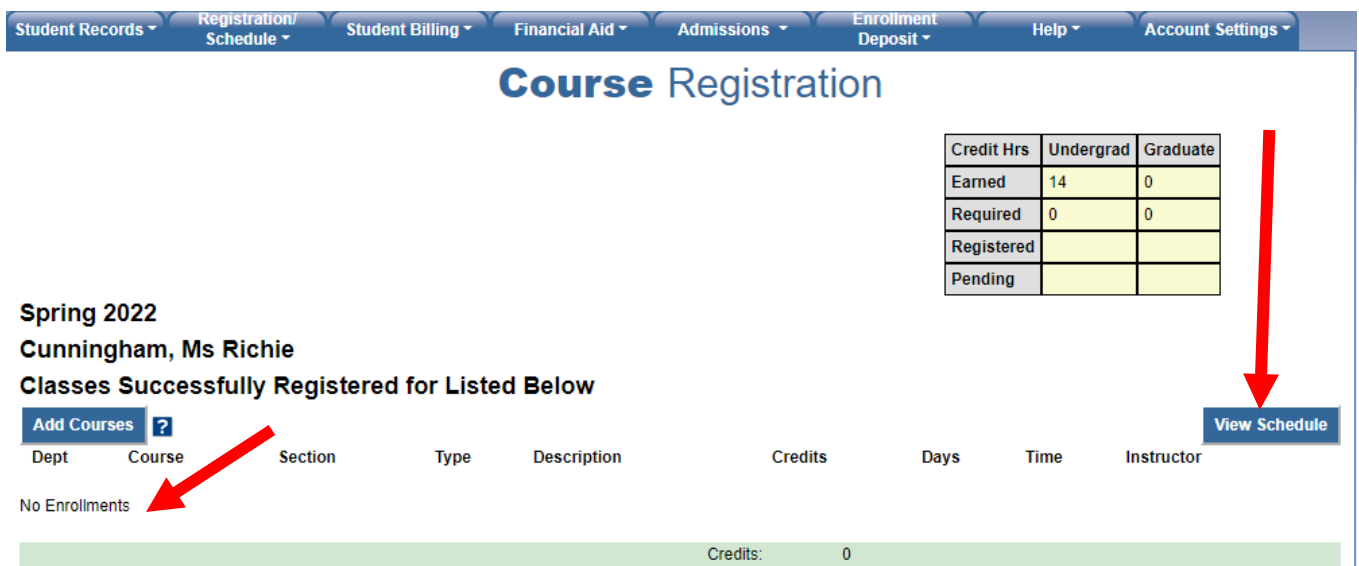
Spring 2022
Cunningham, Ms Richie
Classes Successfully Registered for Listed Below

[Add Courses](#) ? [View Schedule](#)

Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<input type="button" value="Drop"/>	PSY	201	W1	CR		3	M	12:00 PM/12:01 PM	Holleran

Credits: 3

7. Once the course registration page refreshes, review the information on the screen reflecting your updated course schedule.



Course Registration

Credit Hrs	Undergrad	Graduate
Earned	14	0
Required	0	0
Registered		
Pending		

Spring 2022
Cunningham, Ms Richie
Classes Successfully Registered for Listed Below

[Add Courses](#) ? [View Schedule](#)

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								

Credits: 0

8. If you wish to drop courses in a different term you may need to switch the enrollment term. You can find instructions for this [here](#).

WITHDRAWING FROM COURSES AFTER THE DROP DEADLINE WITH 100% REFUND:

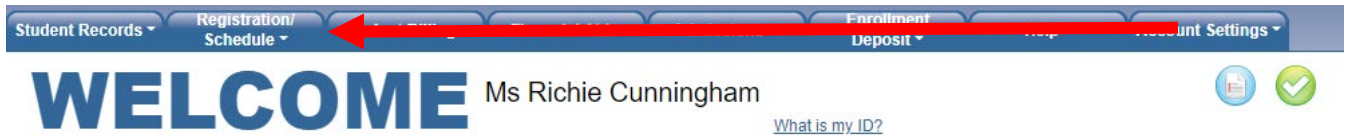
After the end of the first week of classes within a session, students are eligible to withdraw from classes. When withdrawing there is a record of enrollment on student transcripts and students will receive a grade of “W”, “WP”, or “WF” depending on when they withdraw from the course and if they are passing or failing a course at the time they are withdrawing. A grade of “WF” impacts students’ cumulative GPA.

Student’s attempting to withdraw from the college may also need to drop course enrollments in sessions that have not started yet. To drop courses please refer to the instructions [above](#).

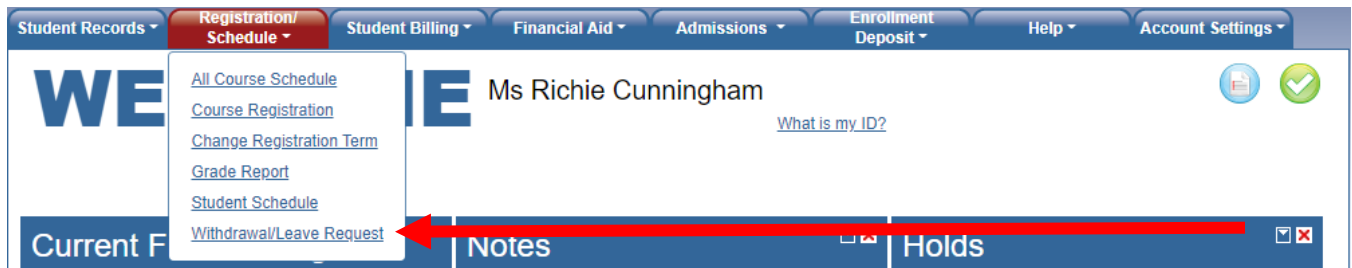
For specific dates and deadlines for withdrawing refer to the [academic calendar](#).

Withdraw from courses on your schedule by performing the following steps: (More detailed instructions are outlined [below](#) the identified steps.)

1. Select the *Registration/Schedule* tab in EMPOWERME.



2. Select the *Withdrawal/Leave Request* link.



3. Complete the Withdrawal/Leave request form by selecting the courses you are withdrawing from, answering the questions on the form, and selecting the *Request* button.
 - a. Select all the course that you intend to withdraw from

Student: Richie Cunningham
 Advisor: D. Mark McKellip

Course Spring 2022 - CHM 111 01 BASIC ORGNC & BIOCHM (Suecheck T)

Spring 2022 - CHM 111L 01 BSC ORG & BIOCHM LAB (Suecheck T)

Spring 2022 - ENG 101 W1 ENGLISH COMP I (STAFF)

Co:

Are you dropping or withdrawing from all courses this semester?

What is the reason for the request?

- b. Answer all the questions on the form:

Are you dropping or withdrawing from all courses this semester?

What is the reason for the request?

What are your plans moving forward?

Did you seek out college resources prior to this request?

Is there anything Mercy College Faculty/Staff could have done which might have prevented this request?

required and optional

Request



- If you wish to withdraw from courses in a different term you may need to switch the enrollment term. You can find instructions for this [here](#).

Course withdrawal requests are processed within one business day from the request being made.

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. After one academic year they will be considered an applicant to the college. A student on leave must comply with program and college conditions of the leave.

Depending on the session(s) in which the student is enrolled, the student may need to withdraw and/or drop from courses using the above processes. Student's who withdraw from the college prior to the start of a semester are encouraged to complete the Drop/Withdrawal/Leave Request form located at https://assets.mercycollege.edu/uploads/documents/withdrawal_loa_form_20210112.pdf?mtime=20210115225135&focal=none and submit this for to registrar@mercycollege.edu.

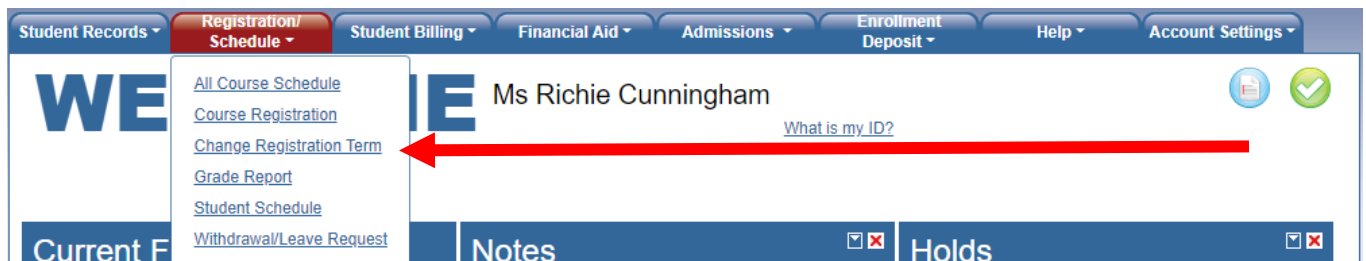
SWITCH ENROLLMENT TERMS

If you have enrolled in one term already and wish to enroll in a different term, perform the following steps:

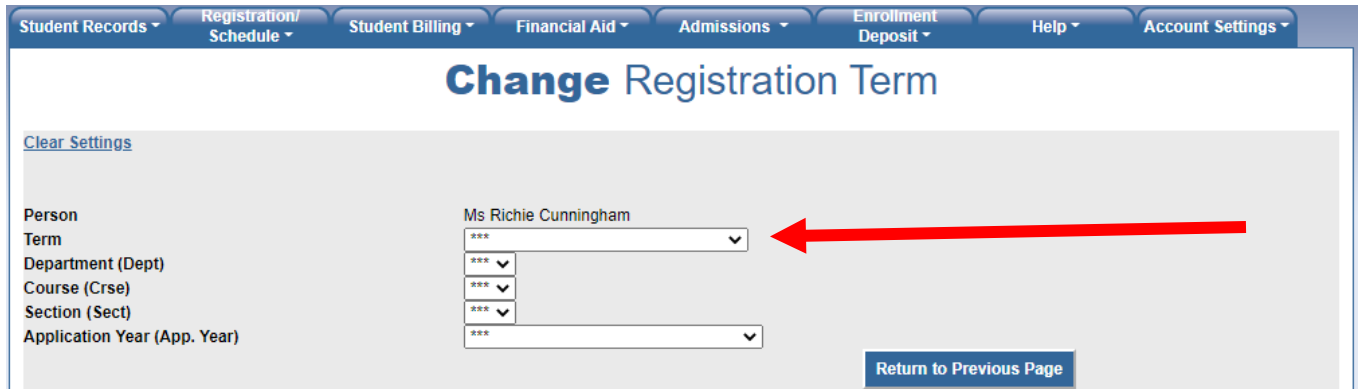
- Select the Registration/Schedule tab



- Select the *Change Registration Term* link



- In the *Term* drop down box, select the desired term



Student Records ▾ Registration/Schedule ▾ Student Billing ▾ Financial Aid ▾ Admissions ▾ Enrollment Deposit ▾ Help ▾ Account Settings ▾

Change Registration Term

[Clear Settings](#)

Person: Ms Richie Cunningham

Term: *** ▾

Department (Dept): *** ▾

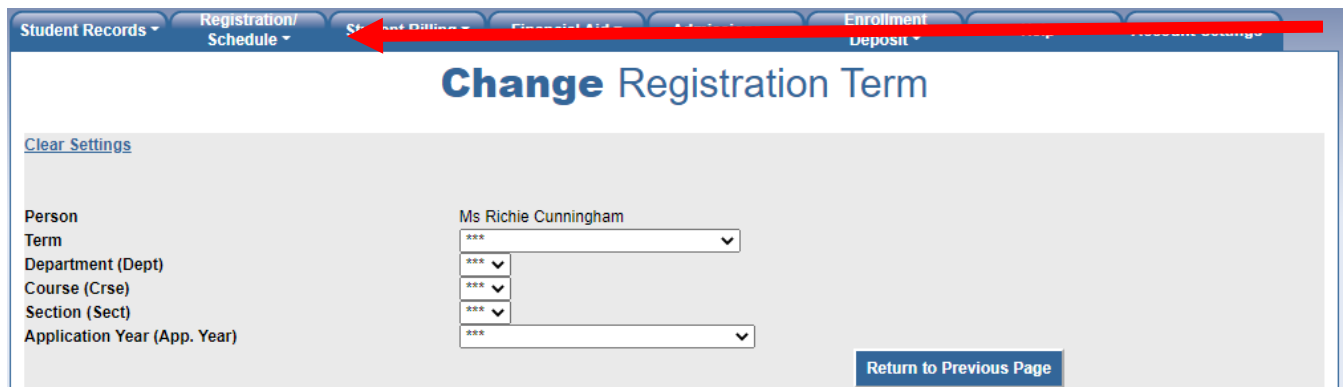
Course (Crse): *** ▾

Section (Sect): *** ▾

Application Year (App. Year): *** ▾

[Return to Previous Page](#)

4. Use the Registration/Schedule tab and menu items to return to Course Registration or the Withdrawal/Leave page.



Student Records ▾ Registration/Schedule ▾ Student Billing ▾ Financial Aid ▾ Admissions ▾ Enrollment Deposit ▾ Help ▾ Account Settings ▾

Change Registration Term

[Clear Settings](#)

Person: Ms Richie Cunningham

Term: *** ▾

Department (Dept): *** ▾

Course (Crse): *** ▾

Section (Sect): *** ▾

Application Year (App. Year): *** ▾

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