

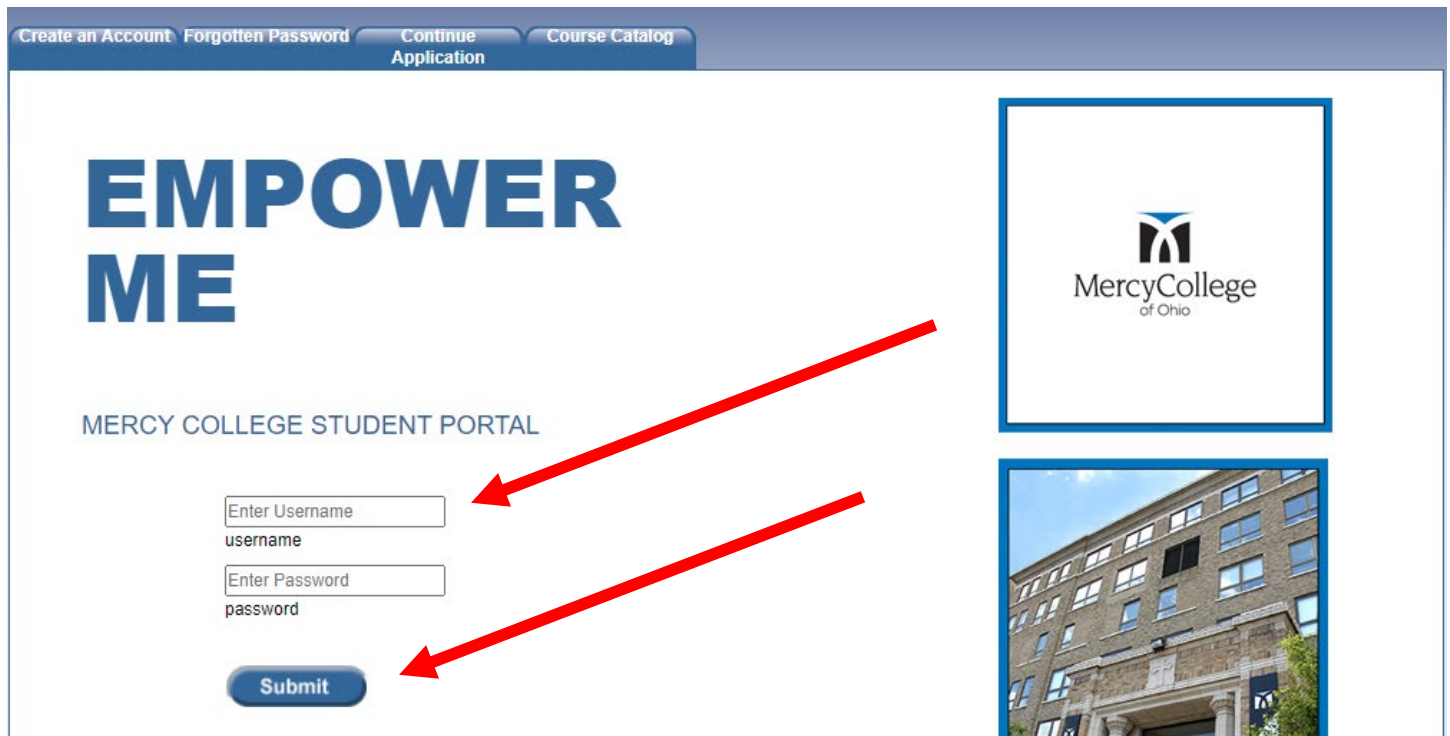
ATTENTION: Course registration changes can impact your student account, enrollment status, satisfactory academic progress, student account, grants, loans, scholarships, third-party sponsorship, or veteran benefits. Discuss all registration changes with an academic advisor and financial aid officer prior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



The screenshot shows the EMPOWERME login interface. At the top, there are navigation links: "Create an Account", "Forgotten Password", "Continue Application", and "Course Catalog". The main heading is "EMPOWER ME" in large blue letters, with "MERCY COLLEGE STUDENT PORTAL" below it. On the right, there is a Mercy College of Ohio logo and a photograph of a brick building. The login form consists of two input fields: "Enter Username" (with "username" below it) and "Enter Password" (with "password" below it). A blue "Submit" button is located below the password field. Two red arrows point from the right side of the page towards the username and password fields, and another red arrow points towards the Submit button.

ADDING COURSES TO YOUR CLASS SCHEDULE

You can add courses to your class schedule until the end of the first week of classes for each session.

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

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

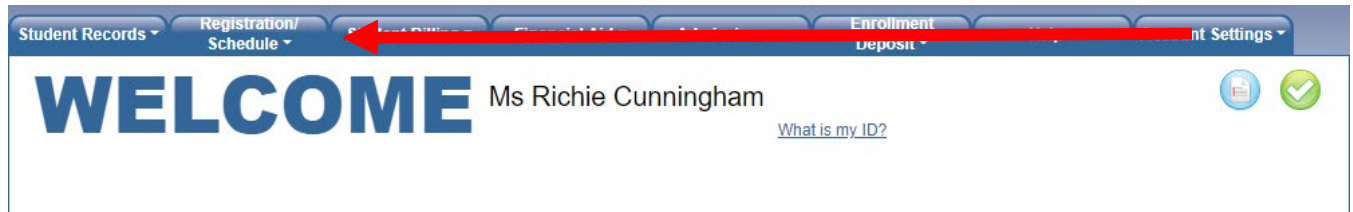
COURSE ADD STEPS:

1. Select the Registration/Schedule tab
2. Select the *Course Registration* link
3. Select Catalog from the drop-down menu 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.)
5. Enter your advisor pin, select the term, and select the *Register* button. (This screen will only appear if you are required to meet with your advisor)
6. Review your contact information. (This will only appear if you have not reviewed your contact information this term.)
7. Review prior course enrollment.
8. Select the *Add Courses* button to enroll in additional courses.
9. Use the drop-down menus to search for courses and select the *Search* button to continue.
 - a. Select the checkbox next to the courses you want.
 - i. Courses that are open for enrollment are identified by the open checkbox.
 - ii. If a course is not eligible for enrollment there will be no checkbox available.
10. When complete select the *Register* button.
11. Read the information on the confirmation screen and select the *See Detail* button.
12. Review the information on the screen. If any course appears in RED under COURSE ELECTIONS, you are NOT registered for the course-Red courses are pending registration.
13. To add additional courses, repeat steps 8-12
14. If you wish to enroll in a different term you may need to switch the enrollment term. You can find instructions for this [here](#).

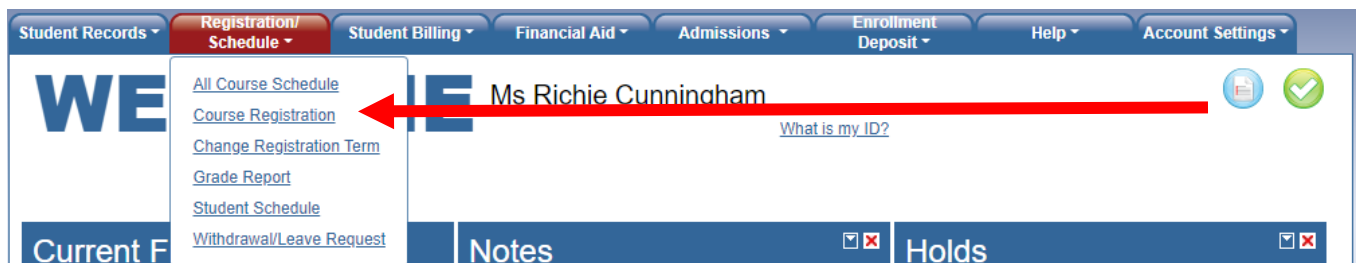
COURSE ADD DETAILS:

To do this perform the following:

1. Select the Registration/Schedule tab



2. Select the *Course Registration Term* link

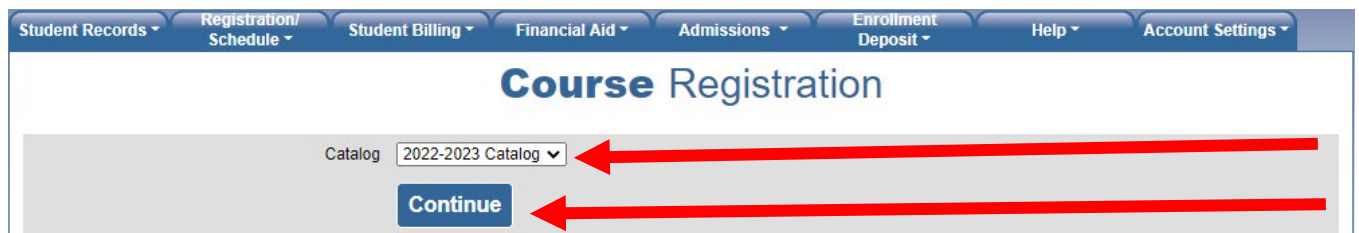


3. Select Catalog from the drop-down menu and select the *Continue* button. (This will appear only when more than one term is available for registration)

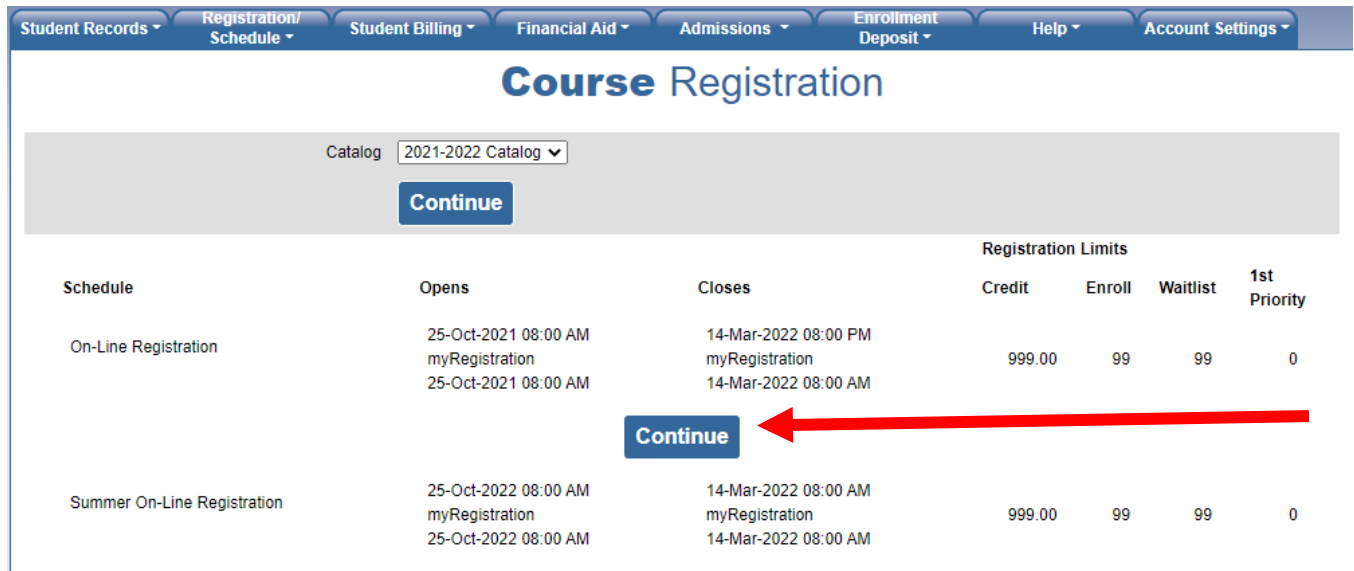
This will appear only when more than one term is available for registration. If enrolling in more than one term, (i.e. Summer/ Fall) students may need to select a different term or different catalog year.

At Mercy College the catalog terms are Fall, Spring and Summer. For example:

- The 2021-2022 Catalog consists of
 - Fall 2021,
 - Spring 2022, and
 - Summer 2022
- The 2022-2023 Catalog consists of
 - Fall 2022,
 - Spring 2023, and
 - Summer 2023



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

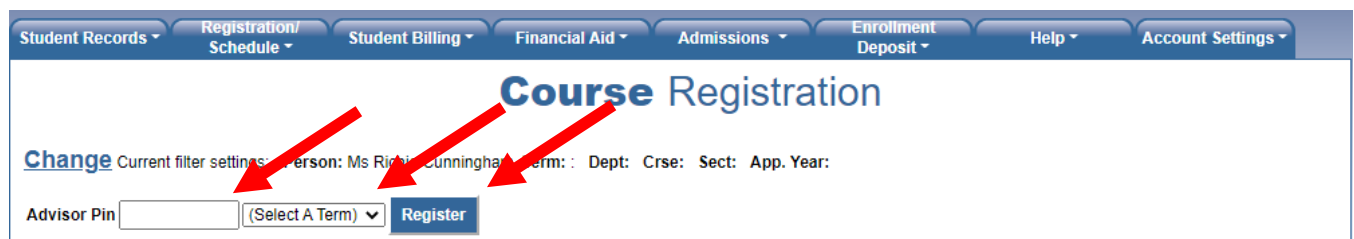


The screenshot shows the 'Course Registration' page with a navigation bar at the top. Below the navigation bar, there is a 'Catalog' dropdown set to '2021-2022 Catalog' and a 'Continue' button. Below this is a table with columns: Schedule, Opens, Closes, Credit, Enroll, Waitlist, and 1st Priority. The table has two rows: 'On-Line Registration' and 'Summer On-Line Registration'. Each row has a 'Continue' button under the 'Closes' column. A red arrow points to the 'Continue' button for the 'On-Line Registration' row.

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 then click the *Register* button. (This screen will only appear if you are required to meet with your advisor)

New Toledo Campus students must attend New Student Orientation prior to enrollment. Students who are enrolled as A.S. Health Science and on academic probation are required to meet with their advisor prior to registration. Contact your advisor for your pin if it is required for registration.

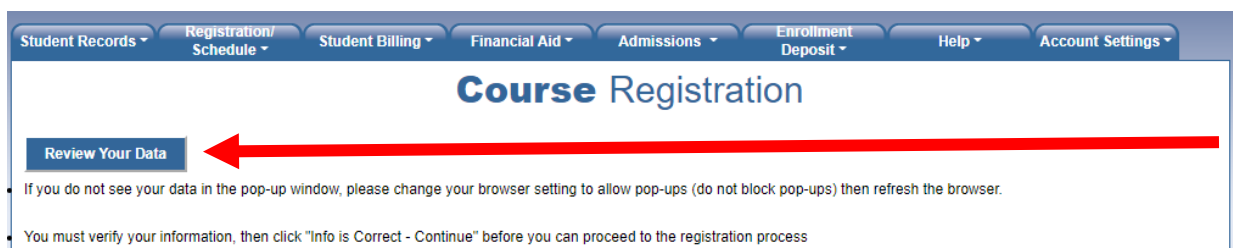


The screenshot shows the 'Course Registration' page with a navigation bar at the top. Below the navigation bar, there is a 'Change' link and filter settings: 'Person: Ms R... Cunningham', 'Term: ', 'Dept: ', 'Crse: ', 'Sect: ', 'App. Year: '. Below the filter settings, there is an 'Advisor Pin' input field, a '(Select A Term)' dropdown, and a 'Register' button. Red arrows point to the 'Register' button and the filter settings.

6. Review your contact information. This will appear once a term.

To review your contact information, perform the following steps:

- a. Select the *Review Your Data* button. (This will appear once a term)



The screenshot shows the 'Course Registration' page with a navigation bar at the top. Below the navigation bar, there is a 'Review Your Data' button. A red arrow points to the 'Review Your Data' button. Below the button, there are two lines of text: 'If you do not see your data in the pop-up window, please change your browser setting to allow pop-ups (do not block pop-ups) then refresh the browser.' and 'You must verify your information, then click "Info is Correct - Continue" before you can proceed to the registration process'.

- b. Review the data on the screen.

- c. Verify your information. If your information has changed, select the update button, and see step (e) below.
- d. If everything is correct select the *Info is Correct – Continue* button and skip step (e).

PIN Number: **1143863** Status **In Progress**

Update
Personal Information
Add or update your personal information.

Mailing Address Line 1	2221 Madison Avenue
Mailing Address Line 2	
City	Toledo
State/Province	Ohio Postal Code 43604
Home: Area Code	419 Phone 251-8989
Mobile: Area Code	419 Phone 251-8913
Personal Email Address	

Print
Info is Correct - Continue

- e. A pop-up window will appear. Update the information and select the *Next* button when complete.

PIN Number: **1143863** Status **In Progress**

Personal Information: Add or update your personal information:

Add or Update your mailing address below:

Mailing Address Line 1

Mailing Address Line 2

City

State/Province Postal Code +

Add or update your Home Phone Number:

Home: Area Code Phone ?

Add or update your Mobile Phone Number:

Mobile: Area Code Phone ?

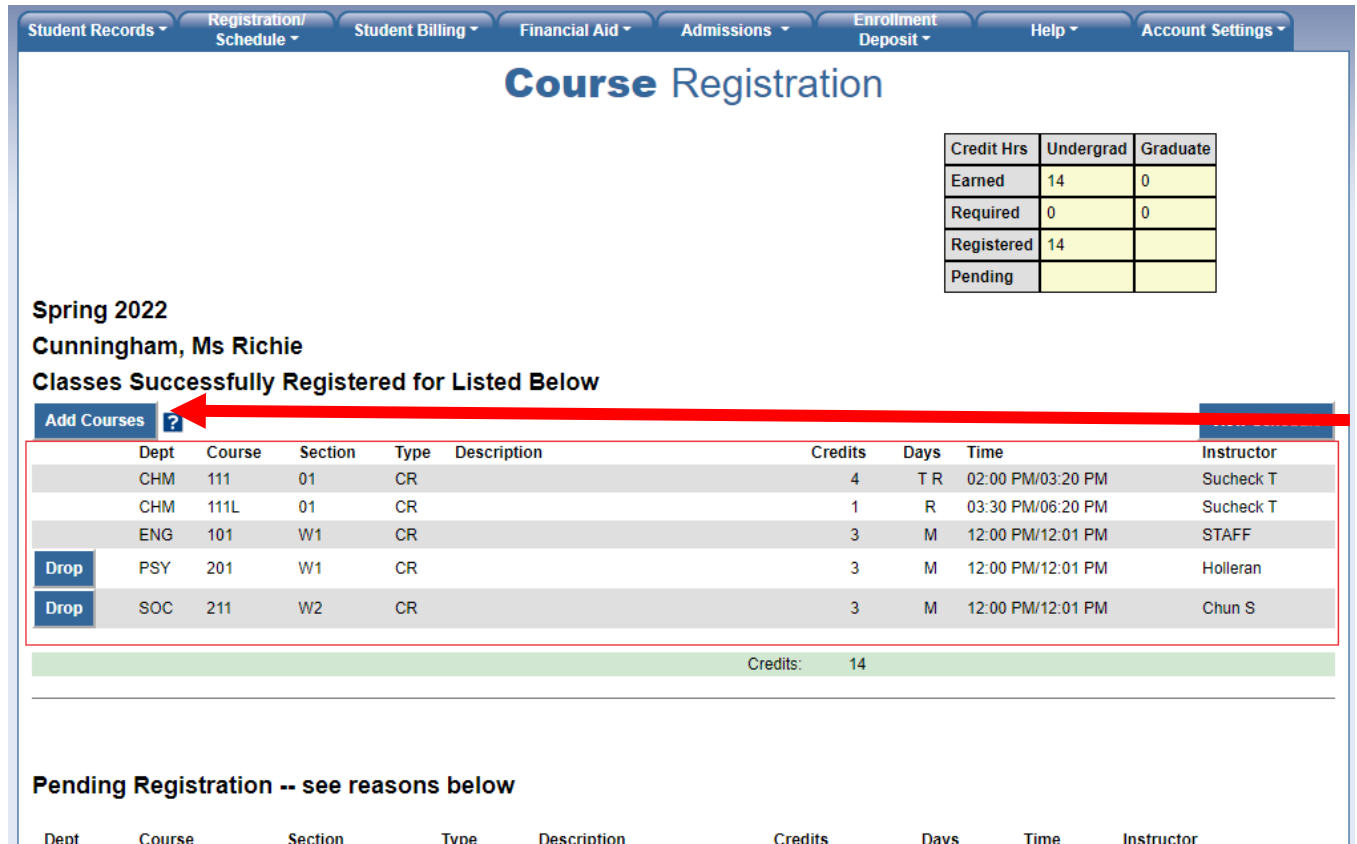
Add or update your Personal Email Address:

Personal Email Address

required and optional

« Back
Next »

- 7. Review prior course enrollment.
- 8. Select the *Add Courses* button to enroll in additional courses.



Course Registration

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

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

Add Courses ?

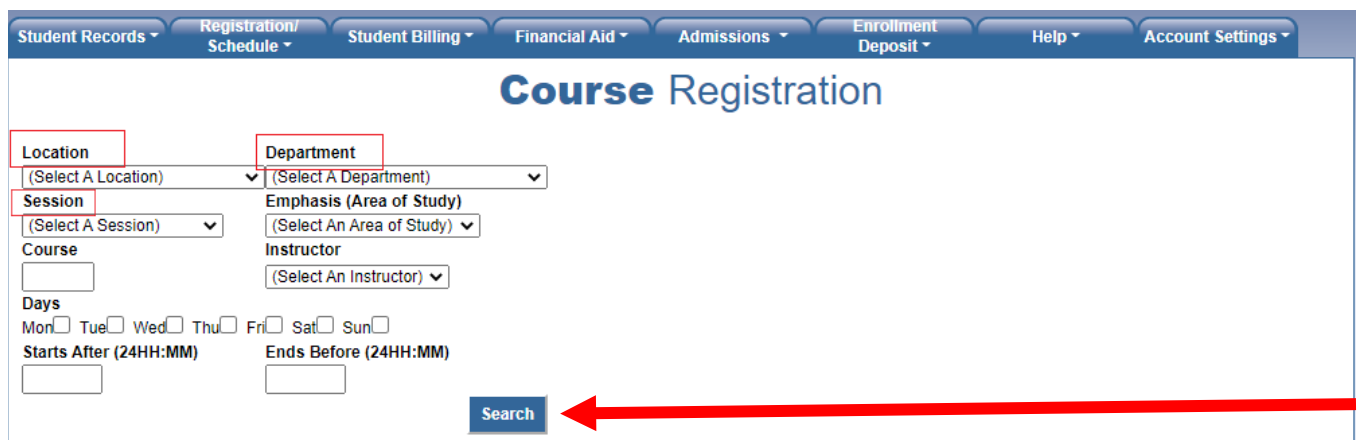
	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
	CHM	111	01	CR		4	T R	02:00 PM/03:20 PM	Sucheck T
	CHM	111L	01	CR		1	R	03:30 PM/06:20 PM	Sucheck T
	ENG	101	W1	CR		3	M	12:00 PM/12:01 PM	STAFF
Drop	PSY	201	W1	CR		3	M	12:00 PM/12:01 PM	Holleran
Drop	SOC	211	W2	CR		3	M	12:00 PM/12:01 PM	Chun S

Credits: 14

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
------	--------	---------	------	-------------	---------	------	------	------------

9. Use the drop-down menus to search for courses to enroll and select the *Search* button to continue.
 - a. When searching for courses use as few parameters as possible. (We recommend only using the department, session, and location drop down menus.)



Course Registration

Location: (Select A Location) | Department: (Select A Department)

Session: (Select A Session) | Emphasis (Area of Study): (Select An Area of Study)

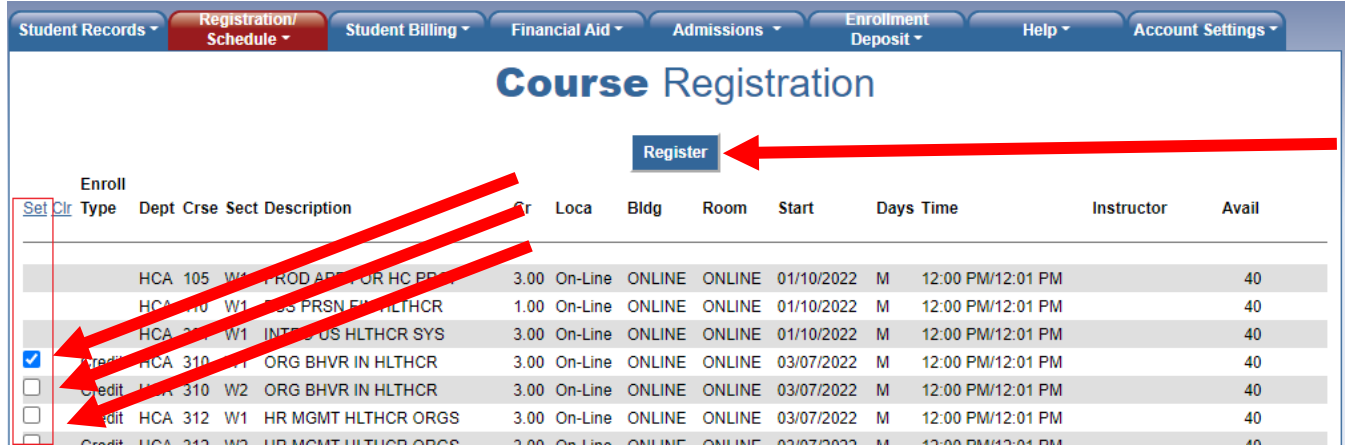
Course: | Instructor: (Select An Instructor)

Days: Mon Tue Wed Thu Fri Sat Sun

Starts After (24HH:MM): | Ends Before (24HH:MM):

Search

10. Select the checkbox next to the courses you want and when complete select the *Register* button.
 - a. Courses that are open for enrollment are identified by the open checkbox. If a course is not eligible for enrollment there will be no checkbox available.

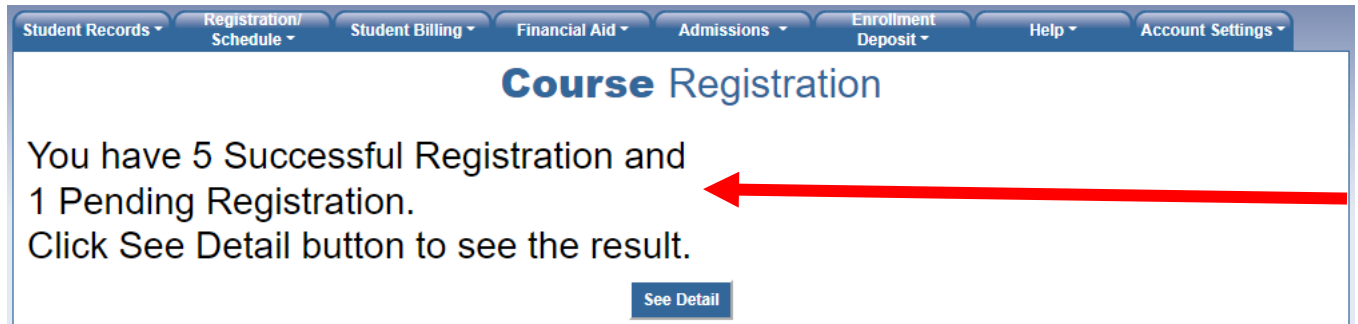


Course Registration

[Register](#)

Enroll	Type	Dept	Crse	Sect	Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>		HCA	105	W1	PROD APP FOR HC PRSN	3.00	On-Line	ONLINE	ONLINE	01/10/2022	M	12:00 PM/12:01 PM		40
<input type="checkbox"/>		HCA	110	W1	BUS PRSN FIN HLTHCR	1.00	On-Line	ONLINE	ONLINE	01/10/2022	M	12:00 PM/12:01 PM		40
<input type="checkbox"/>		HCA	311	W1	INTRO BUS HLTHCR SYS	3.00	On-Line	ONLINE	ONLINE	01/10/2022	M	12:00 PM/12:01 PM		40
<input checked="" type="checkbox"/>	Credit	HCA	310	W1	ORG BHVR IN HLTHCR	3.00	On-Line	ONLINE	ONLINE	03/07/2022	M	12:00 PM/12:01 PM		40
<input type="checkbox"/>	Credit	HCA	310	W2	ORG BHVR IN HLTHCR	3.00	On-Line	ONLINE	ONLINE	03/07/2022	M	12:00 PM/12:01 PM		40
<input type="checkbox"/>	Credit	HCA	312	W1	HR MGMT HLTHCR ORGS	3.00	On-Line	ONLINE	ONLINE	03/07/2022	M	12:00 PM/12:01 PM		40
<input type="checkbox"/>	Credit	HCA	312	W2	HR MGMT HLTHCR ORGS	3.00	On-Line	ONLINE	ONLINE	03/07/2022	M	12:00 PM/12:01 PM		40

11. Read the information on the confirmation screen and select the *See Detail* button.
 - a. If you are successfully enrolled in each of your courses, it will not identify any courses as 'Pending'

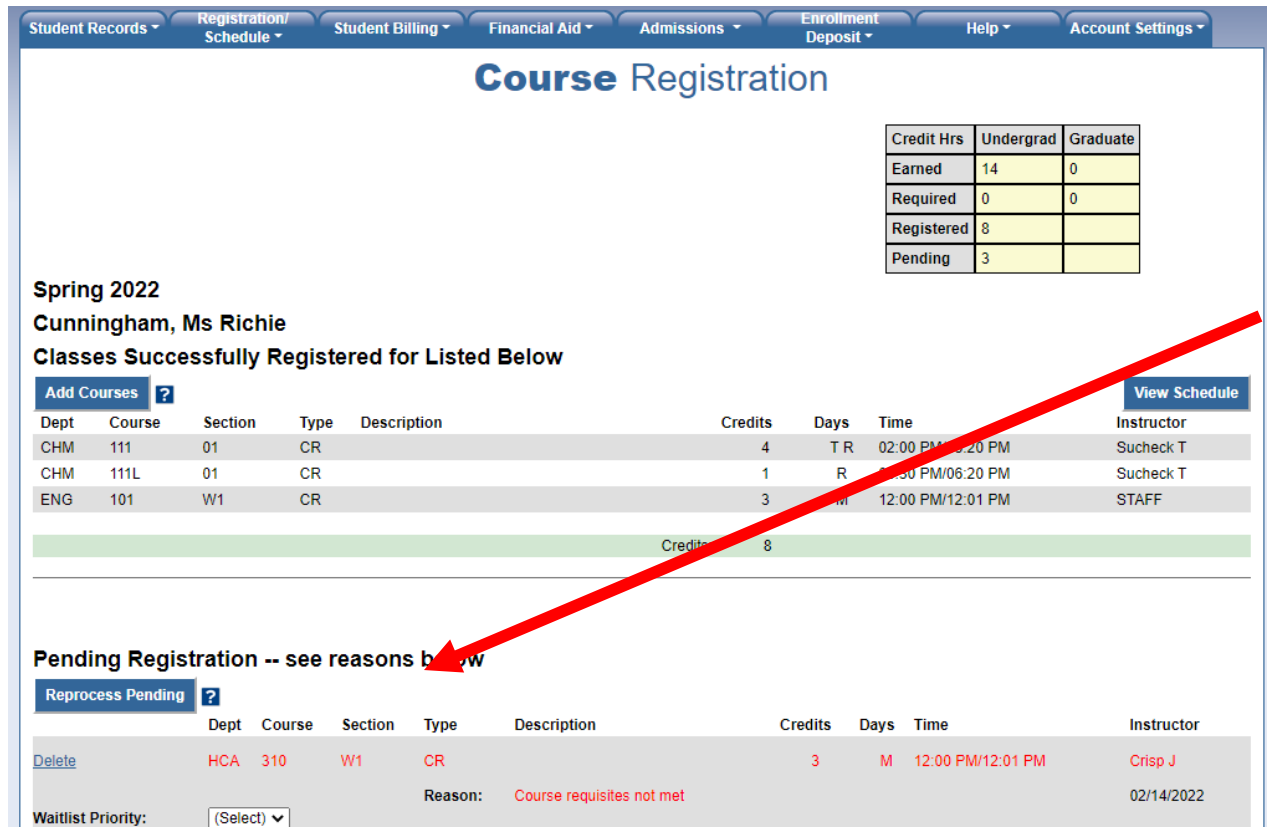


Course Registration

You have 5 Successful Registration and 1 Pending Registration.
Click See Detail button to see the result.

[See Detail](#)

12. Review the information on the screen. If any course appears in RED under COURSE ELECTIONS, you are NOT registered for the course; the registration is pending.
 - b. To successfully register for a pending course, correct the registration error presented in the “reason” explanation (ex. time conflict) listed under the course title and then select Reprocess Pending.



Credit Hrs	Undergrad	Graduate
Earned	14	0
Required	0	0
Registered	8	
Pending	3	

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

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
CHM	111	01	CR		4	T R	02:00 PM/05:20 PM	Sucheck T
CHM	111L	01	CR		1	R	05:30 PM/06:20 PM	Sucheck T
ENG	101	W1	CR		3		12:00 PM/12:01 PM	STAFF

Credits: 8

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
HCA	310	W1	CR		3	M	12:00 PM/12:01 PM	Crisp J

Reason: Course requisites not met
 02/14/2022

13. To add additional courses, repeat steps 8-12.
14. If you wish to enroll in a different term you may need to switch the enrollment term. You can find instructions for this [here](#).

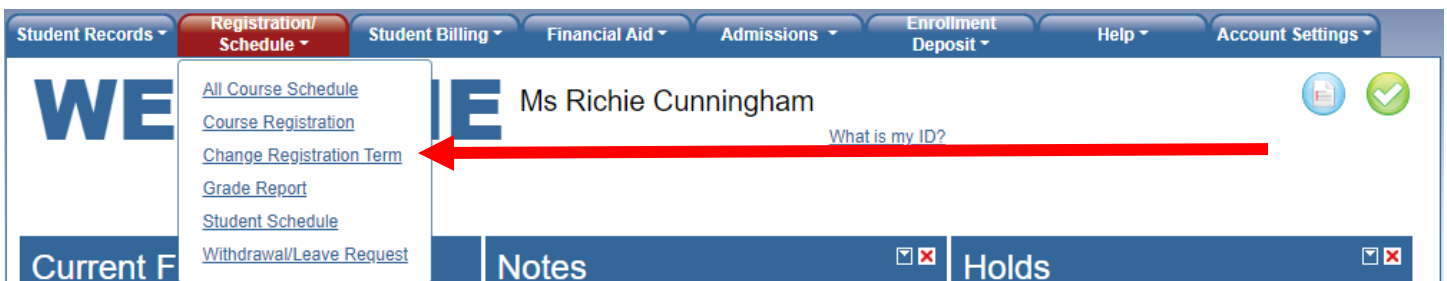
SWITCH ENROLLMENT TERMS

If you have completed enrollment in one term already and need to change the term for registration in an additional term, perform the following steps:

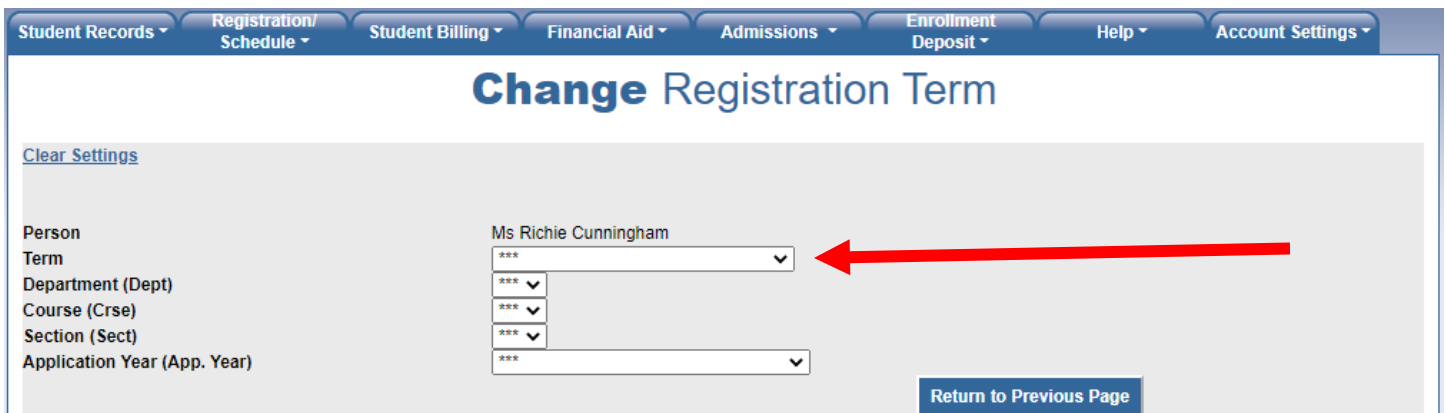
1. Select the Registration/Schedule tab



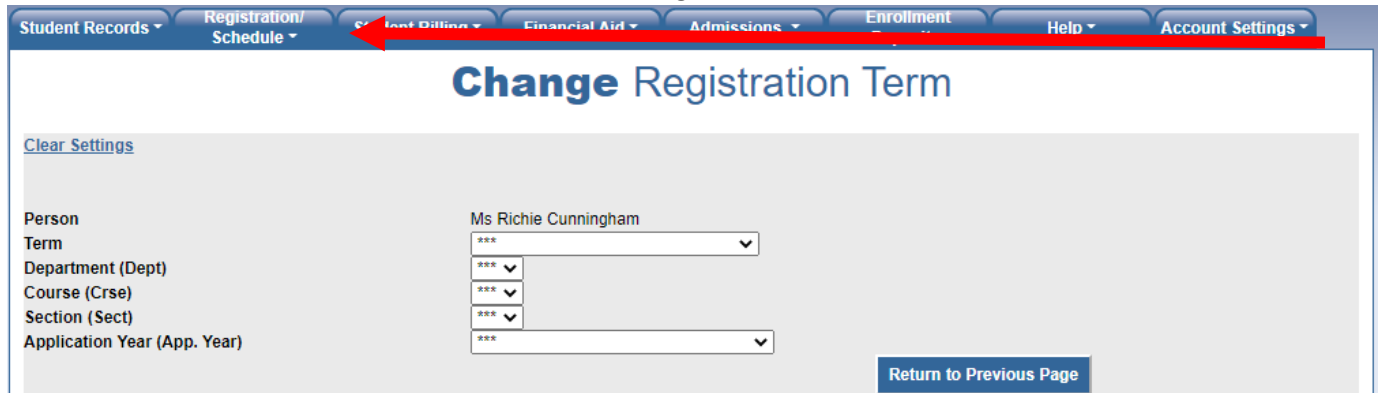
2. Select the *Change Registration Term* link



3. In the *Term* drop down box, select the term you want



4. Use the tabs and menu items to return to the Course Registration screen.



Change Registration Term

[Clear Settings](#)

Person Ms Richie Cunningham

Term ***

Department (Dept) ***

Course (Crse) ***

Section (Sect) ***

Application Year (App. Year) ***

[Return to Previous Page](#)

REVIEW ENROLLMENT HOLDS

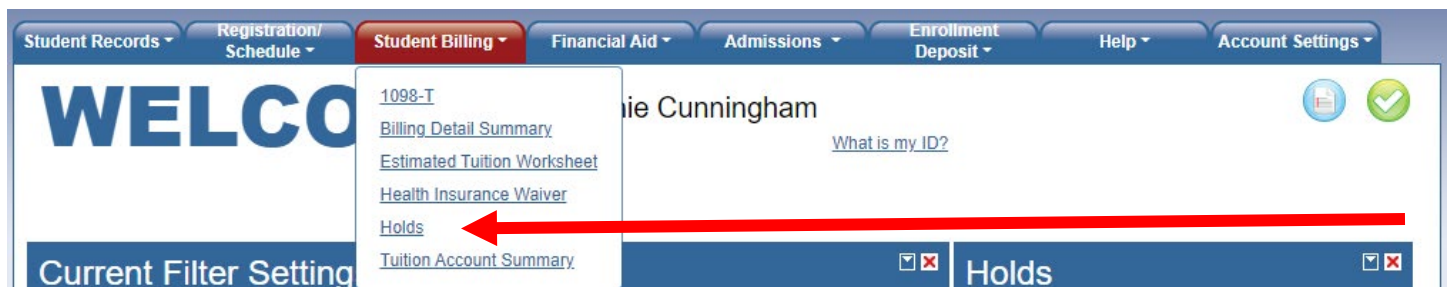
Students will not be able to enroll in courses if they have any holds on their record.

To check to see if you have any holds, perform the following:

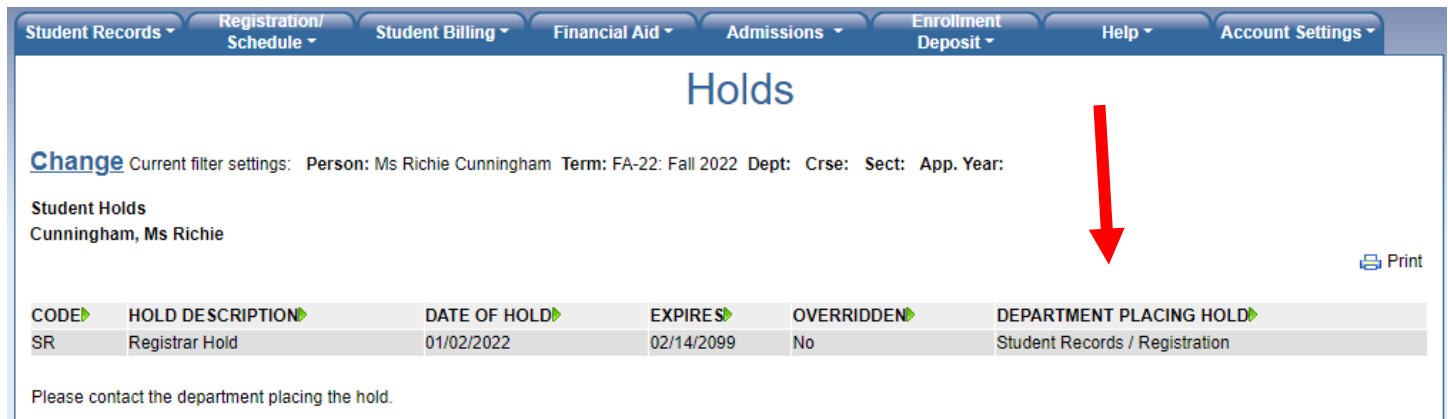
- 1) Select the Student Billing tab



- 2) Select the Holds link



- 3) If there is a hold, the department you need to contact will be listed.



- 4) If there is no department listed, please contact your academic advisor or email registrar@mercycollege.edu.