ON-LINE REGISTRATION INSTRUCTIONS

TO LOG IN
1. Go to https://my.mcnwo.mercycollege.edu
2. Type in USERNAME
3. Type in PASSWORD
4. Press SUBMIT

TO REGISTER
5. Click on STUDENT RECORDS
6. Click on COURSE REGISTRATION
   • You will NOT be able to register on-line until you have taken care of any holds. Please go to the Business Office to rectify any holds you may have on your account.
7. Select TERM
   • If ADVISOR PIN appears on the screen, you must see your advisor to obtain a 4-digit Advisor Password prior to registering on-line.
8. Click on REGISTER
9. Click on ADD COURSES to add courses to your schedule
   • Select the DEPARTMENT CODE (Example: BIO, ENG) or select nothing
   • Click on SEARCH
   • Check the box next to the Course and Section you wish to enroll in
   • Click the REGISTER button
10. To add additional courses, follow procedure 9.
11. To drop a course, select the word DROP next to the course.
12. Click on PRINT SCHEDULE to print your current schedule.

*If any course appears in RED under COURSE ELECTIONS, you are NOT registered for the course.
**You are registered for the course if the word DROP is next to the course.

TO LOG OUT
13. Click on the LOGOUT button in the upper right hand corner of the screen.