

Getting Started with Student Planning: Student Registration Instructions

Student Planning is accessible within a link under the Main Menu's Academic Profile. Clicking on the link will take you to the "new" MyMercy (also known as Self Service). The landing page for Self Service is called **Planning Overview**. Here, there will be tiles to access **My Progress** and the **Plan & Schedule** pages.

Select **Plan & Schedule**.

The screenshot shows the top navigation bar of the MyMercy website. On the left is the logo for Mercy College of Health Sciences. On the right are links for 'Log Out' and 'Main Menu'. Below the header is a dark purple bar with the text 'CURRENT STUDENTS - MyMERCY FOR STUDENTS MENU' and a welcome message 'Welcome Thomas!'. The main content area is white and contains a warning: 'The following links may display confidential information.' Below this are three categories: 'Financial Information' with links for 'View Account and Make Payments' and 'Student Tax Information'; 'Financial Aid' with a link for 'Financial Aid Checklist'; and 'Registration' with links for 'Search for Sections' and 'Register for Sections'. To the right is the 'Academic Profile' section with links for 'Grades', 'Grade Point Average by Term', 'Transcript', 'Degree Audit', 'My class schedule', 'My profile', 'Apply for Graduation', and 'Student Planning'. An arrow points to the 'Student Planning' link. At the bottom of the page is a purple bar with the 'myMercy' logo and 'Log Out' and 'Main Menu' links.

The screenshot shows the 'Planning Overview' page. At the top is a purple header with the Mercy College of Health Sciences logo, a user profile icon for 'autwiv', 'Sign out', 'Help', and a page number '1'. Below the header is a breadcrumb trail: 'Academics > Student Planning > Planning Overview'. The main heading is 'Steps to Getting Started' with a search box for courses. Below this is a sub-heading: 'There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:'. Step 1 is 'View Your Progress', which includes a clipboard icon and the instruction: 'Start by going to My Progress to see your academic progress in your degree and search for courses.' with a link 'Go to My Progress'. Step 2 is 'Plan your Degree & Register for Classes', which includes a calendar icon and the instruction: 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' with a link 'Go to Plan & Schedule'. An arrow points to the 'Go to Plan & Schedule' link. At the bottom is a footer with the copyright notice: '© 2000-2024 Elucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Using the Plan & Schedule Timeline

Under **Plan & Schedule**, the landing page is the **Timeline**. The Timeline shows planned courses and their term sequencing. Note that for majors of long duration, not all future terms may be available to view. If you edit your plan, request to have your advisor review changes under the **Advising** subtab.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising

OK

Courses can be moved between terms by clicking the drag handle on the left and dragging the course to the term of your choice. You may only drag planned courses; you cannot drag protected, registered, or completed course sections.

Take BIO-180 - Must be completed prior to taking this course.

Summer 2024 14 Week Term

- ENG-102: English Composition II (Credits: 3 Credits)
- NRP-113: Foundations of Pathophysiology (Credits: 2 Credits)
- NRP-117-01: Foundational Nursing Practice (Credits: 5 Credits)
- PSY-202-01: Developmental Psychology (Credits: 3 Credits)

8 Enrolled Credits, 4 Planned Credits

Fall 2024 15 Week Term

- NRP-187: Manager of Care II (Credits: 4 Credits)
- NRP-191: Maternal-Child and Mental Heal (Credits: 5 Credits)
- NRP-131: Manager of Care I (Credits: 4 Credits)

9 Planned Credits

Spring 2025 15 Week Term

- BIO-203: Microbiology (w/ Lab) (Credits: 4 Credits)
- NRP-196: Capstone I (Credits: 2 Credits)
- NRP-201: Advanced Manager of Care I (Credits: 4 Credits)

10 Planned Credits

Summer 2025 14 Week Term

- NRP-221: Advanced Manager of II (Credits: 4 Credits)
- NRP-261: Nursing Practicum I (Credits: 3 Credits)
- SPE-105: Small Group Communications (Credits: 1 Credits)

8 Planned Credits

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Plan your Degree and Schedule your courses

Schedule Timeline **Advising**

My Advisors

Bonefas, Rebecca

[Request Review](#)

[View Plan Archive](#)

Compose a Note

Course Plan last reviewed on 4/4/2024 by Bonefas, Rebecca

[Save Note](#)

Using the Schedule in Plan & Schedule for Registration

To register yourself for classes already planned in the **Schedule**, use the buttons near the top to navigate to the term which you want to register in.

If you have a specific registration date and time assigned to you, it may show up here. You do not have to register at that time, this is simply the earliest time you are allowed to register for the upcoming term.

When you click on a section, you'll see the **Section Details**. Important things to notice are the Seats Available (indicates if the course is full), Waitlist information, Course Requisites (if applicable), and Meeting Information (when, where, and how the class meets).

The screenshot displays the 'Schedule' tab of a registration system. At the top, there are navigation buttons for 'Schedule', 'Timeline', and 'Advising'. Below this, a term selector shows 'Summer 2024 14 Week Term' with left and right arrow buttons and a plus sign. A 'Remove Planned Courses' button is on the right. Below the term selector are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right side, it shows 'Planned: 9 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area is split into two columns. The left column shows course details for 'ENG-102: English Composition II' and 'NRP-113: Foundations of Pathophysiology'. The right column is a grid with days of the week (Sun-Sat) as columns and times (8am-8pm) as rows. Two course sections are visible in the grid: 'NRP-113-01' on Tuesday at 6pm and 'NRP-131-01' on Thursday at 6pm. An arrow points to the 'Summer 2024 14 Week Term' selector.

Schedule Timeline Advising

< > Summer 2024 14 Week Term + Remove Planned Courses

Filter Sections Save to iCal Print Planned: 9 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ENG-102: English Composition II ×

[View other sections](#)

⏪ < 1 of 1 > ⏩

This section has a waitlist

ENG-102-01 English Composition II
Waitlisted: 3
Instructor: MacKrell, A
Time:
Dates: 5/13/2024 - 8/17/2024
Location: Main Campus (Web-Online)

NRP-113: Foundations of Pathophysiology ×

Take BIO-180 - Must be completed prior to taking this course.

[View other sections](#)

⏪ < 1 of 1 > ⏩

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm			NRP-113-01		NRP-131-01		
7pm							
8pm							

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising

Summer 2024 14 Week Term

Filter Sections

ENG-102: English Composition II

View other sections

1 of 1

ENG-102-01 English Composition II
Seats Available: 1 / 35 / 0
Instructor: MacKrell, A
Time:
Dates: 5/13/2024 - 8/17/2024
Location: Main Campus (Web-Online)

NRP-113: Foundations of Pathophysiology

Take BIO-180 - Must be completed prior to taking course.

View other sections

Section Details

ENG-102-01 English Composition II
Summer 2024 14 Week Term

Instructors MacKrell, A (amy.mackrell@my.mchs.edu, 515-643-6795)

Meeting Information 5/13/2024 - 8/17/2024
Main Campus, (Web-Online)

Dates 5/13/2024 - 8/17/2024

Seats Available 1 / 35 / 0

Credits 3

Grading Graded

Requisites  **Take ENG-101; - Must be completed prior to taking this course.**

Course Description Continued practice in the writing process, with assignments that teach students to deliberate on issues and ideas and present carefully reasoned, well-supported, and documented arguments in support of their opinions. Course includes strategies of persuasion and analysis, research, methods of documentation, and other discourse conventions of college writing. Students will learn to formulate questions, gather information, analyze sources and properly acknowledge them, support assertions with strong and detailed evidence, and shape information, evidence, and tone to meet the demands of a specific context and reader. PREREQUISITE: ENG 101 or equivalent. Mode of delivery: face-to-face, web-based, 3

Books Total

Close **Add Section**

To select the class, click **Add Section** and follow through any confirmations. Keep going through your planned courses to add sections until your schedule is complete. If some of your planned courses are not available, or if you have other scheduling concerns, feel free to go back to the **Advising subtab** and reach out to your Advisor for guidance.