Advising and Registration Syllabus |

*Preparing Mercer students for their academic future*

# Your Primary Academic Advisor

Locate your primary academic advisor’s name, e-mail, and office phone number via your MyMercer homepage in the “advisor” tile or search your advisor’s name on the Mercer Directory [directory.mercer.edu.](https://directory.mercer.edu/) If you are a first-year student, your academic advisor is your UNV instructor. If you are a transfer student or sophomore, junior, or senior student who has fully declared your major, your academic advisor is an assigned advisor within your major department to help support your major course progression toward graduation. Copy your primary advisor’s information here:

Advisor’s Name: Advisor’s E-mail:

Advisor’s Phone: Advisor’s Office Location:

# Appointments with your Academic Advisor

Mid-October, you will receive an e-mail from the Registrar’s Office that confirms your academic advisor’s name and contact information and shares your registration date and time based upon your student status and earned credit hours. Meet with your academic advisor prior to your registration date to review your academic goals, discuss your desired courses for the upcoming semester, and remove your advising hold. To schedule an advising appointment, e-mail your advisor or locate their name under your “Network” via Starfish and choose a timeframe based upon availability.

# Office of Academic and Advising Services

The Office of Academic and Advising Services’ advisors provide supplemental advising support to assist in your academic experience at Mercer.

Office Hours: M-F, 8:30-5:00 | Langdale Hall

Contact: 478.301.2078 | academicservices@mercer.edu

|aas.mercer.edu

# Appointments with Academic and Advising Services

You can schedule an appointment with an Academic and Advising Services advisor via Starfish by clicking on the “Academic and Advising Services” title, selecting your desired point of contact, and clicking on the tab next to their name to view their schedule and choose an available timeframe:

Mr. Tony Kemp, Senior Director of Academic and Advising Services kemp\_t@mercer.edu

Dr. Carol Bokros, Director of Pre-Health Professions Programs bokros\_c@mercer.edu

Dana Horsford, Director of New Student Programs horsford\_da@mercer.edu

# Learning Outcomes

Upon successful completion of an advising and registration cycle, you should be able to:

* Identify personal responsibilities in preparing for and following up to advising appointments;
* View and interpret evaluated transfer credit and earned credit via your unofficial transcript;
* Navigate University Catalog to identify your degree requirements;
* Create and maintain a personal academic plan;
* Develop an academic success plan based upon four-week and midterm instructor feedback;
* Utilize the Class Schedule to determine course offerings in both current and future semester(s);
* Discuss personal challenges and strengths in the classroom, assess what caused them and how to resolve them, and implement action plans to avoid pitfalls in the future;
* Apply the *Orangeprint* to your classroom experiences, co-curricular involvements, and academic, career, and personal goals;
* Arrange hands-on learning experiences outside the classroom through internships, study abroad, and experiential learning opportunities;
* Seek assistance from advising and registration resources to support your success at Mercer.

# Required Materials

The following materials support your advising and registration process:

# University Catalog

Utilize the University Catalog that matches your first year of enrollment (unless you have submitted the appeal form and been approved to study under another catalog). View an electronic copy on the Registrar’s website: [registrar.mercer.edu/macon/catalogs.cfm.](http://registrar.mercer.edu/macon/catalogs.cfm)

# Class Schedule and Open Seat Report

View archived, current, and future semester’s real-time class schedule(s) on the Registrar’s website: [registrar.mercer.edu/macon/class-schedules.cfm.](http://registrar.mercer.edu/macon/class-schedules.cfm) Select your desired term by clicking the appropriate radio button. To load all courses on one screen for easy viewing, scroll to the bottom of the chart and select “all” or click the excel document icon to export data into an excel document. View open seats in a course in the “# Seats Available” column.

# Academic Planning Worksheet

Outline your transfer credit, general education requirements, major and minor coursework, and pre-professional goals while recognizing what should be achieved each semester as you work toward graduation requirements. Download the academic planning worksheet or electronic academic planning excel file on the Office of Academic and Advising Services’ website: aas.mercer.edu/for-students/creating-a-4-year-plan/.

## Four-Year Academic Plan

Begin your [4-Year Academic Plan](https://aas.mercer.edu/wp-content/uploads/sites/91/2024/05/Four-Year-Academic-Plan.pdf) by utilizing the Academic Planning worksheet or download, save, build, and edit you electronic copy of your [Academic Plan](https://aas.mercer.edu/wp-content/uploads/sites/91/2024/05/Academic-Plan-at-Mercer.xlsx).

# Unofficial Transcript

View your unofficial transcript, found on your MyMercer account under the “Self Help Center,” to identify your evaluated transfer credit (if applicable) and their Mercer equivalencies.

# Registration Form

After identifying your desired and potential alternate courses for the upcoming semester as outlined by your academic plan, complete the Registration Form found on the Registrar’s website:  [https://registrar.mercer.edu/macon/forms.cfm](%20https%3A//registrar.mercer.edu/macon/forms.cfm%20%20) Take your Registration Form(s) to your advising appointment for review with your academic advisor.

# Trial Schedule Worksheet

Outline your desired and potential alternate courses from your Registration Form into daily time blocks using the Trial Schedule Worksheet on the Registrar’s website:  [https://registrar.mercer.edu/macon/forms.cfm .](%20https%3A//registrar.mercer.edu/macon/forms.cfm%20.)

# Web Registration Instructions

Follow the Web Registration Instructions on the Registrar’s website to assist with your MyMercer Online Registration process: <https://registrar.mercer.edu/macon/registration-guide.cfm> .

# Online Registration Tutorial

Log in with your Mercer credentials to view the Online Registration Tutorial on the IT Helpdesk website: [adminapps.mercer.edu/registration/.](https://adminapps.mercer.edu/registration/)

# Additional Resources

The following campus offices and resources can provide additional assistance in your advising and registration process:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESOURCE/OFFICE** | **PURPOSE** | **PHONE 478.301.** | **E-MAIL****@mercer.edu** | **WEBSITE** | **LOCATION & NOTES** |
| **ACCESS and Accommodation**  | Documents and advocates for students’ academicaccommodations due to a disability | 2778 | access | access.mercer.edu | CSC, 209 |
| **Bursar** | Oversees online payment plans, tuitionbills, and any holds due to outstanding balance | 1111 | bursar | bursar.mercer.edu | Stembridge, 1st Floor  |
| **Center for Career and Professional Development (CCPD)** | Assists with exploring majors and pursuing internship and futureemployment | 2863 | ccpd | career.mercer.edu &mercer.joinhandshake.com/login | Wiggs Hall, 1st Floor |

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| --- | --- | --- | --- | --- | --- |
| **RESOURCE/OFFICE** | **PURPOSE** | **PHONE 478.301.** | **E-MAIL****@mercer.edu** | **WEBSITE** | **LOCATION & NOTES** |
| **Financial Planning** *Locate your Financial Aid Advisor’s name and contact info via MyMercer homepage in the “advisor” tile.* | Serves as your point of contact as it relates to financial aid in attending Mercer | 2670 | Fill in for your point of contact:Your Fin Aid Advisor’s E-mail: | financialaid.mercer.edu | Stembridge, 2nd Floor |
| *Your Fin Aid Advisor:* *\_* |  |  |  |  |  |
| **Information** | Provides tech support | 7000 | helpdesk | it.mercer.edu/student/ | Tarver, 2nd Floor |
| **Technology (IT)** | (with the MyMercer |  |  | contact\_us.htm | Extended morning hours |
| **Helpdesk** | system itself or your |  |  |  | via e-mail and phone |
|  | student login) during |  |  |  | during FY and SO |
|  | registration |  |  |  | registration timeframes |
| **Peer Advisors (PAs)***Your PA:* **\_** | Serves as a valuable peer resource in-class*Note: defer all advising questions as they relate to your academic plan to**your assigned advisor* |  | Your PA’s E-mail:@live.mercer.edu |  |  |
| **Registrar’s Office** | Enrolls students in classes and keepsacademic records | 2680 | registrar | registrar.mercer.edu | Stembridge, 1sr Floor Office Hours:M-F, 9:30-5:00 |
| **Student-Athlete** | Provides academic | 2963 | ryan\_ds | arc.mercer.edu/ | University Center |
| **Support Services** | support to all new |  |  | student-athlete-affairs/ |  |
|  *Delaney Ryan* | student-athletes and |  |  |  |  |
| *Director of Student-* | returning students, if |  |  |  |  |
| *Athlete Support* | needed |  |  |  |  |
| **Office of Student** | Assists with registration | 2657 | studentsuccess | studentsuccess.mercer.edu | Stembridge, 2nd Floor |
| **Success (OSS)** | hold removal process |  |  |  |  |
| *Grace Day, Director* | and follow-up support |  |  |  |  |
| *of Student Success* | post-registration |  |  |  |  |
| **Study Abroad** | Helps in exploring study abroad options | 4444 | studyabroad | https://globalengagement.mercer.edu/global-education/ | Wiggs, 1st Floor |

# Advising and Registration Events

In addition to information shared via e-mail and @merceraas on Facebook and Instagram, the Office of Academic and Advising Services also coordinates the following advising and registration events:

Throughout the semester Pre-Health Professions Advising and Workshops

 [*aas.mercer.edu/pre-professional-tracks/*](http://aas.mercer.edu/pre-professional-tracks/)

 Transfer Meetup: Advising and Registration

 First-Year Friday: How to Register for Classes

# Advising Process: Student Responsibilities

Academic advisors provide you with the most accurate information available to them, and they work with you to create a realistic plan to accomplish your educational goals. However, **the educational choices you make** and the **responsibility for knowing your degree requirements and fulfilling them in a timely and successful manner rests with you.**

# Prior to Advising

* Track your academic progress, paying close attention to any midterm progress reports that may impact your ability to pass any prerequisite coursework with a “C” or better and enroll in requisite course(s) in the spring.
* Schedule an advising appointment with your academic advisor.
* Remove your Statement of Student Responsibility hold.

*Access your Statement of Student Responsibility via MyMercer’s “Statement of Student Responsibility” tile. Click on the link, read the form, and electronically sign your statement to remove your hold.*

* Address any holds on your student account.

*View holds via MyMercer under the “Holds” tile. Your advisor will remove your advising hold. If other holds appear on your account, please contact the appropriate office to have it addressed prior to registration.*

## Remember: students are unable to register for classes if holds remain on their student account.

* Complete any placement exams to determine proper placement in a math and/or foreign language course, if needed (and not previously completed). More information at: [aas.mercer.edu/for-students/placement-exams/](http://aas.mercer.edu/for-students/placement-exams/)
* Use your Registration Form to outline your “Plan A” for preferred coursework (and alternate courses and sections) for the spring semester. Repeat this process for a Plan B and Plan C, should your preferred coursework need to be adjusted. Use the Trial Schedule worksheet to avoid scheduling conflicts.
* If you are hoping to enroll in a class for which you’ve previously earned college credit, e-mail registrar@mercer.edu from your Mercer e-mail account to deny the credit and ask that the class be added back to your Online Registration cue of available courses to avoid challenges during registration.

# During Advising

* Review your tentative plans with your advisor. Ask for additional thoughts on appropriate courses.
* If possible, check potential classes/schedules for sections that are closed, time changes, etc.
* Keep a copy of your Registration Form(s) to know what you and your advisor have agreed upon.

# After Advising

* Check and recheck Plan A, B, and C schedules for open seats via the Open Seat Report.
* Adjust your proposed schedule based on updates regarding available classes.
* Contact your advisor again if you discover that all of the course choices you initially listed are full.
* **Double check that all holds on your account are removed.** Follow-up on any holds, if needed.

# During Registration

* Be available to register on MyMercer at your assigned time. *Note: you will receive an error message if you try to access the Online Registration portal before your assigned time.*
* Be patient: the system may be slow. The spinning wheel indicates that the request to access Online Registration is being processed. When you refresh the screen, it starts the access request over again, further delaying entrance into the system. Contact IT Helpdesk for further assistance with technology issues related to MyMercer.
* When using Quick Add, you must type the course exactly as it appears— for CLA PSY 101.001, you would enter: Top box: CLA PSY 101. Bottom box: 001

*Note: the period must go in the top box.*

* Don’t panic when classes begin to close; use alternate times and/or courses to complete your registration.

# Click “Proceed to Final Step” and “Register/Drop” to FINALIZE your registration.

**After Registration**

* Follow-up with the Registrar’s Office ASAP if you experience difficulty with registration.
* Discuss any changes to your schedule with an advisor to ensure the adjustments still uphold your graduation plan.
* Waitlists should be a last resort, as they do not always result in a seat in the desired course for next semester. It is a better option to pursue an open seat 1) in another section, 2) with another instructor, or 3) in another course all together that fulfills the academic requirement.
* **Seek full-time status (at least 12 credit hours).** *Note: waitlisted courses to not qualify as “registered” courses.* This means if you are enrolled in 8 hours—but waitlisted for 2 additional courses—you are not considered a full- time student and may forfeit full-time financial support for the semester until you are enrolled in 12+ credit hours.
* If necessary, adjust your schedule based on your most current semester grades.
* Based upon your academic experiences, think about adjustments to strengthen your study habits next semester.