

# How to Register for Classes on MyMack

## Log into myMack

<http://mymack.merrimack.edu>

Once logged in, click on 'Student Info' tab at the top menu

## Find Registration section

Click 'Course Search' or 'Add/Drop Courses' on the right side of the screen

If your desired term's courses are not already there, choose the term (e.g. Spring Semester 2017) and click 'Search'

## Fill out Required Forms

Each time you register for a new module you will be required to update your **Personal Information** as well as complete the **'Registration Agreement'**

## Browse Classes

Once you've brought up your semester, you will see all of its class offerings

Click on the course to pull up the **Course Details** including the course description



### Registration - Add/Drop Courses

Add/Drop > Add/Drop Courses

#### Add/Drop

↓ Use Drop-Down to Select Term

Term:

Student Program:

You are currently registered for:

Course Program:

Select the Student Program for this

Select which courses will be display

#### Personal Info Update

This form is used to collect data for the Personal Info Update

Complete the Personal Info Update form ← Click to fill out required form

#### Registration Agreement

This form is for the registration agreement

Complete the Registration Agreement form ← Click to fill out required form

### Registration - Results

Add/Drop > Add/Drop Courses > Results

#### Search Results

##### Search Options

Other previously selected search criteria  
Term: Spring Semester Spring Subse

Student Program: Graduate

##### Courses

- | Add                      | Course Code |
|--------------------------|-------------|
| <input type="checkbox"/> | ED5710G-OA  |
| <input type="checkbox"/> | ED5740G-OA  |
| <input type="checkbox"/> | GRAD519-OA  |

#### Inclusive Classrooms (ED5740G-OA)

Instructor(s): Last, First

Spring Semester - 2016

Dept: Graduate Education Prog.

Status: Open (35 out of 35 seats)

4.00 Credit(s), Online Grade

Clock Hours: 0.00

This course has other requirements. Course Requisites

Note: No note is available for this course.

#### Course Schedules

##### Day & Time

Day & Time	Date(s)
00:00-00:00AM	01/21/201

#### Course Description

This course will introduce students to the Professional Standards for Teachers, demonstrating the elements of the PST's. The course will present the standards and instruction, scaffolds to accommodate differences in learning, and learning environments that promote student achievement.

## Registering for the Course

There are two ways to register for a course

1. You can check the 'Add' box on the 'Search Results' screen
2. You can click 'Add this course' button from the course's 'Details' screen

Courses		
Add	Course Code	Name
<input type="checkbox"/>	ED5710G-OA	Challenges Learning Development
<input type="checkbox"/>	ED5740G-OA	Inclusive Classrooms
<input type="checkbox"/>	GRAD519-OA	Core Math:Numbers-Operations

↑ Check box to register for course



## Confirm your schedule

Please confirm your registration by checking your schedule. You may view your schedule on the 'Student Info' page on the right-hand side

When you are registering for courses, your schedule will also appear at the bottom of the 'Add/Drop' page

[Student Info](#)
[Graduate](#)
[Professional Studies](#)
[Campus Life](#)
[Technology](#)
[Resources](#)
[Alumni|Friends|Parents](#)
[Bill Only](#)
[more](#)

### Student Info

[Access](#)
[Options](#)
[Settings](#)
[Layout](#)
[Rearrange](#)

#### Advising and Registration

Add a Handout

**Spring 2016 Advising Documents**

- Master Schedule - Spring 2016 (as of 10/15/15) (.pdf, 823K)
- LS Core Offerings - Spring 2016 (.pdf, 262K)
- General Registration Information - Spring 2016 (.pdf, 227K)
- Web Registration Group Chart Spring 2016 (.pdf, 21K)
- Registration Planning Form (.pdf, 66K)
- Classification of Students (.pdf, 177K)
- Master List of Liberal Studies Courses (.pdf, 138K)
- Final Examination Schedule - Spring 2016 (.pdf, 12K)

[Go to Main Screen](#)

#### Important Links

Add a Bookmark

**Registration Information**

- Winter Session Registration Form

### Registration

[Add/Drop >](#)

#### Add/Drop

**Current Term:** Spring Semester - 2016  
**Add Period Open / Drop Period Open**

Add/Drop Courses
 Course Search

#### Your Schedule (Registered)

Course	Title	Status
ED5710G-OA	Challenges Learning Development	Current
ED5740G-OA	Inclusive Classrooms	Current

#### My Course Schedule

[Setup](#)

Your schedule →

Your registration is complete! Please contact the Office of the Registrar if you have any questions about registration at [registrar@merrimack.edu](mailto:registrar@merrimack.edu)