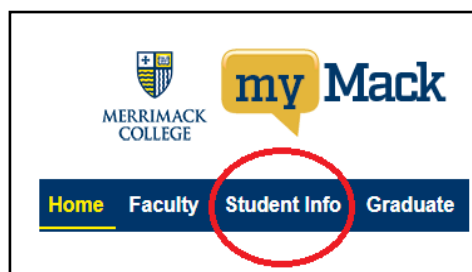
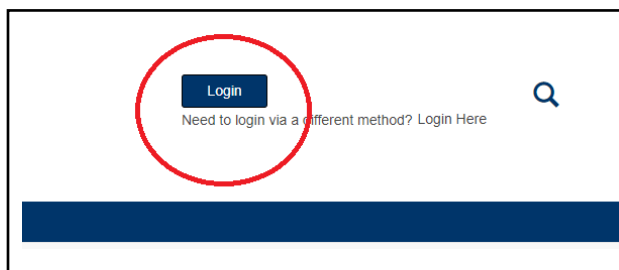


## Step 1: Log into MyMack

A. Log into your MyMack account using the button in the top right corner of the page:

mymack.merrimack.edu/ICS

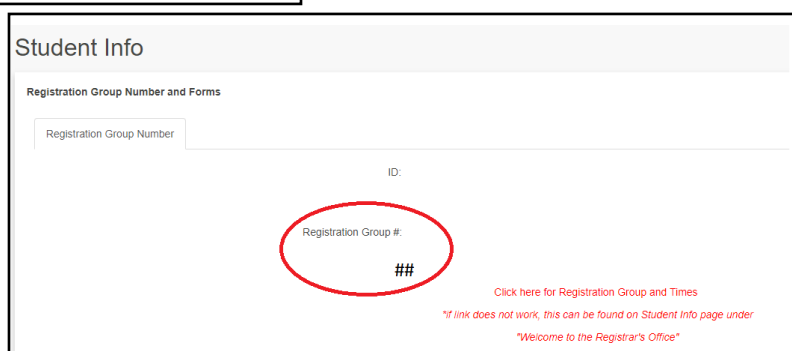
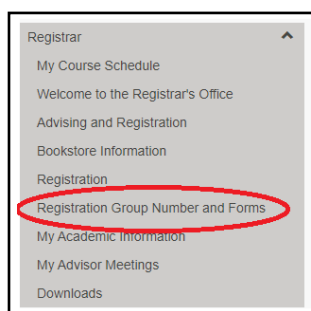
B. Select the **“Student Info”** tab at the top of the page



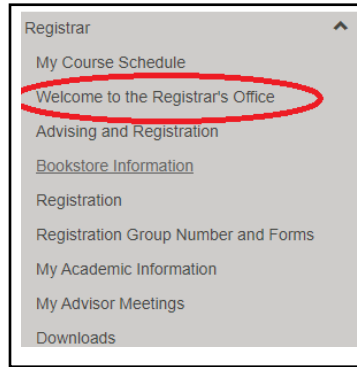
## Step 2: Find your Registration Group Number

A. To confirm when your registration time is, click on the **“Registrar”** drop down menu on the left and select **“Registration Group Number and Forms”**.

B. You will see your Registration Group number listed here. Click on where it says **“Click here for Registration Group and Times”**. If this link doesn't work, go to the next step



- C. Click on the drop-down menu again and select “Welcome to the Registrar’s Office”, then select “Registration Groups and Times” to open a PDF. Find the time that matches your group and that is when you can start to register for classes.



REGISTRATION GROUPS AND TIMES			
Thursday	October 28th	Thursday	November 4th
Group #	Time	Group #	Time
1	8:30 AM	10	8:30 AM
2	9:00 AM	11	9:00 AM
3	10:00 AM	12	10:00 AM
4	11:00 AM	13	11:00 AM
5	12:00 PM	14	12:00 PM
6	1:00 PM	15	1:00 PM
7	2:00 PM	16	2:00 PM
8	3:00 PM	17	3:00 PM
9	4:00 PM	18	4:00 PM
Friday	November 12th	Thursday	November 18th
Group #	Time	Group #	Time
19	8:30 AM	28	8:30 AM
20	9:00 AM	29	9:00 AM
21	10:00 AM	30	10:00 AM
22	11:00 AM	31	11:00 AM
23	12:00 PM	32	12:00 PM
24	1:00 PM	33	1:00 PM
25	2:00 PM	34	2:00 PM
26	3:00 PM	35	3:00 PM
27	4:00 PM	36	4:00 PM

## IMPORTANT

- A. Before your registration date, you must **MEET WITH YOUR ACADEMIC ADVISOR** so you can be cleared to register for classes.
- B. Make sure that you *clear* any “**Absolute Holds**” with the Bursar’s Office or Hamel Health or you won’t be able to register. **Transcript Holds** will not prevent you from registering, only **Absolute Holds**.

## Step 3: Complete the Registration Form

- A. When it is your time to register, from the “**Student Info**” tab, click on the “**Add/Drop Courses**” button under the Registration box on the right side
- B. First, at the top, make sure the **term** listed is for next semester since it will default to the current semester. Be sure you select the next semester!

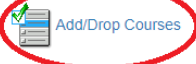

Registration

Add/Drop

**Alert:** Student Registration is open from 04/15/2021 to 10/29/2021.

Current Term: Fall Semester - 2021

Add Period Open / Drop Period Open

Add/Drop

Term: Fall Semester 2021

Student Program: Graduate Program

Select the Student Program for this registration and then select the Course I

Add/Drop course period is **OPEN**. You do not have clearance to register. You must first see your advisor.. Studer

C. Then, once it reloads, scroll down and click on the blue button that says **“Complete the Registration Agreement Form”**.

C. Here, read through the Registration Agreement and, if you agree, click the **check box** on the right and then hit the **“Submit”** button.

Add/Drop

Term: Spring Semester 2022

Student Program: Graduate Program  
Select the Student Program for this registration and then select the Course Program to find a course.

Registration is **CLOSED**. Registration is not open at this time for this section. Student Registration is currently closed.

You are currently registered for **0 credits**.

Course Program: All  
Select which courses will be displayed in the schedule & searches below.

**Registration Agreement**  
This form is for the registration agreement  
**Complete the Registration Agreement form**

**\*Note: you only have to do this once per course registration for the new semester.**

## Student Info

Registration

**Registration Agreement**

Registration Agreement

1. By checking "I agree to these registration requirements" and clicking submit, I understand that I must follow the formal add/drop and withdrawal procedures of Merrimack College and that non-attendance does not automatically withdraw me from a course or from the College. I understand that it is my obligation to view my financial account on myMack, and pay all debts incurred. Furthermore, I agree to pay all collection expenses, and any reasonable attorney's fees, which the College may incur if I do not fulfill my payment obligations.

\*Required

**Submit** Cancel

I agree to these registration requirements.

## Step 4: Search for Classes

A. After completing the “**Registration Agreement**”, it will bring you back to the previous page. Double check that the term is still correct. You then select “**More Search Options**” at the bottom, as seen here. Anytime you come back to the Add/Drop page, you can just change the term to the next semester and select “**More Search Options**” once it reloads.

B. In this page, you can either search by the “**Course Code**”, like COM or MTH OR you can search for classes that fulfill a Liberal Studies Core Requirement or Honors classes by using the drop-down menu under “**Course Area**” and selecting a category

C. After inputting the search criteria, scroll down and change “**Section Status**” to just “**Open**” to see the actual available classes. Then look down and to the left to hit “**Search**”

The screenshot shows the 'Add/Drop' page with the following elements:

- Term:** Spring Semester 2022 (dropdown menu, circled in red)
- Student Program:** Undergraduate Program
- Registration Status:** Registration is **CLOSED**. Registration is not open at this time for this section. Student Registration is currently closed.
- You are currently registered for 0 credits.**
- Course Program:** All
- Add by Course Code:** Course Search (button)
- Title:** Begins With (dropdown menu)
- Course Code:** Begins With (dropdown menu)
- Term:** Spring Semester 2022 (dropdown menu)
- Department:** All (dropdown menu)
- Course Program:** All (dropdown menu)
- Search:** More Search Options (button, circled in red)



The screenshot shows the search filters section with the following elements:

- Term:** Spring Semester 2022 (dropdown menu)
- Department:** All (dropdown menu)
- Course Number Range:** From (dropdown menu) To (dropdown menu)
- Title:** Begins With (dropdown menu)
- Course Code:** Begins With (dropdown menu, circled in red)
- Course Program:** All (dropdown menu)
- Course Area:** All (dropdown menu, circled in red)
- Course Type:** All (dropdown menu)
- Modality:** All (dropdown menu)

The screenshot shows the search filters section with the following elements:

- Faculty:** All (dropdown menu)
- Campus:** All (dropdown menu)
- Building:** All (dropdown menu)
- Section Status:** Open or Full (dropdown menu, circled in red)
- Min/Max Hours:** From (dropdown menu) To (dropdown menu)
- Search:** Search (button, circled in red) Reset (button)

## Step 5: Reading the Search Results

	A.	B.	C.	D.	E.	F.	G.	H.	I.	J.	K.	
+ ○	RTS1100	C	Christianity in Context - On Campus		30/30	Open	Kay, Warren A. / Classroom, 223	TR 12:00-01:15PM	MAIN Campus, Nursing Center,	4.0	SP 2022	01/17/2022 05/13/2022
+ ○	RTS1100	D	Christianity in Context - On Campus		30/30	Open	DiSalvatore, Nicholas / Classroom, 104	MW 02:00-03:15PM	MAIN Campus, Cushing Hall,	4.0	SP 2022	01/17/2022 05/13/2022
+ ○	RTS1100	E	Christianity in Context - On Campus		30/30	Open	DiSalvatore, Nicholas / Classroom, 104	MW 03:30-04:45PM	MAIN Campus, Cushing Hall,	4.0	SP 2022	01/17/2022 05/13/2022

A. Course code

B. Course Section (sometimes specific sections are for specific groups of students)

C. Title of Class

D. Notes! If you see this icon, click on it to see if the class is saved for certain majors or groups of students

E. Number of seats available/total seats in class

F. Status: want it to say open or reopened, not closed

G. Name of professor teaching the course

H. Day and time of the class (R = Thursday)

I. Location of class

J. Number of credits (most classes for 4 credits)

K. Semester (SP = spring, FA = fall)

TIP: To go back, use the tab at the top of the page, NOT the back button in the browser.

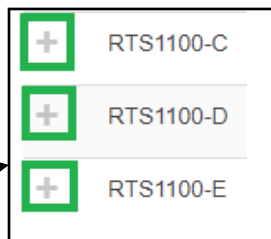
**You are here:**

Student Info > Registrar > Registration > Add/Drop > **Course Search** > Results

## Step 6: Register for Your Chosen Classes

Once you have planned out which courses/sections you want to take next semester, you have to add that course/section to your schedule. There are two ways to do this.

C. *The "slow" way:* from the **"Search Results" page**, click on the check box next to the class (they will be + if you can't register yet). Then scroll down to the bottom and hit **"Add Courses"**. You now have to repeat this search and add process for each class.

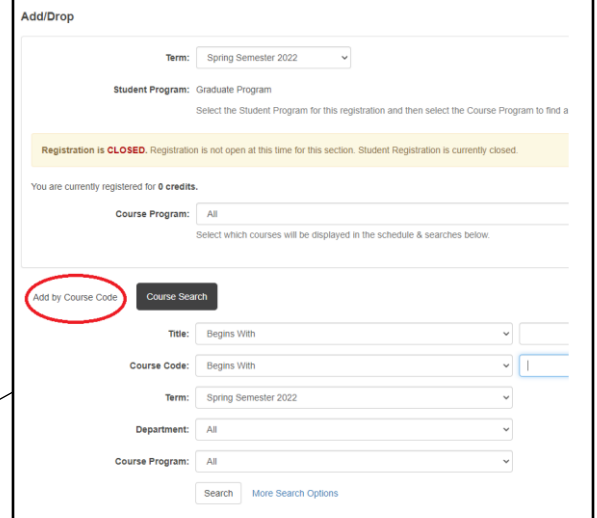


+	RTS1100-C
+	RTS1100-D
+	RTS1100-E

A. *The "fast" way:* if you know the exact course code (with section letter) for the class(es) you want to add (like MTH1003-A), Select **"Add by Course Code"** after clicking **"Add/Drop"** from the **"Student Info"** tab.

B. In each box, type in the exact course code (like MTH1003-A) and it will bring up a drop-down menu for the class. Click on it, add any other class you want, and hit **"Add Courses"**

TIP: Your schedule will then be visible at the bottom of the page. Look for any error messages associated with a class to see if you need to go and pick a different class to replace a class that is filled. Make sure you have four classes in your schedule.



Add/Drop

Term: Spring Semester 2022

Student Program: Graduate Program

Registration is **CLOSED**. Registration is not open at this time for this section. Student Registration is currently closed.

You are currently registered for 0 credits.

Course Program: All

Add by Course Code Course Search

Title: Begins With

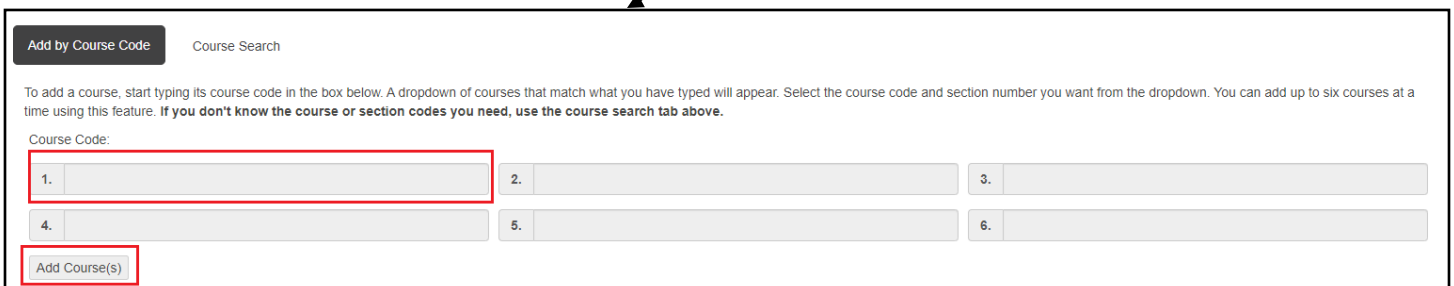
Course Code: Begins With

Term: Spring Semester 2022

Department: All

Course Program: All

Search More Search Options



Add by Course Code Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. If you don't know the course or section codes you need, use the course search tab above.

Course Code:

1.

2.

3.

4.

5.

6.

Add Course(s)