Merrimack

Web Registration Instructions for MyMack

REGISTRATION AGREEMENT FORM & PERSONAL INFO UPDATE FORM:

- Both of these forms need to be completed on MyMack prior to registering. *Please note: You must be within the current semester when submitting the form.

LOGGING ON:

- Open your web browser and go to mymack.merrimack.edu
- Enter your network username and password
- Click on Student Info Tab and then on the left side, click Registrar
- Go to Registration and Add/Drop courses
- Be sure to set to the appropriate term and program

TO ADD A COURSE:

- You will see an area where course numbers can be entered. You can enter one or several courses at a time. Click "Add Course". Courses that have been added to your schedule will appear below under "Your Schedule (Registered)".

TO DROP A COURSE:

- On the Add/Drop screen under "Your Schedule", you can select a particular course. Click "Drop Selected Course".

COURSE SEARCH:

- To view the Master Schedule click "Course Search". You can view the entire schedule or view a specific department. The schedule presents basic course information including course number, title, instructor, the enrollment, and if the course is open/closed. You can also click on the course number and view a course description and any restrictions or pre-requisites that course may have.

REASONS FOR REGISTRATION DIFFICULTIES:

- Student not yet cleared for registration – please contact your advisor.
- Student has a registration hold on their account – please contact the Bursar's Office.
- Student does not have a designated time to register – please contact Registrar's Office.
- There are registration restrictions on the course (i.e. Faculty Consent) – Please contact the Instructor.