

General Registration Information

- **Course offerings is subject to change (especially room assignments)! Real time access to course offering information is available via myMack. Please log onto myMack for the most updated information on courses!**

ROOM LOCATION

CUSH – Cushing Hall
CROWE- Crowe Hall
DEGE – Deegan East Hall
DEGW – Deegan West Hall
LIBR – McQuade Library
MEND – Mendel Sci & Engr. Center
OBRI – O’Brien Hall
OREI – O’Reilly Hall
SULL – Sullivan Hall
VOLP – Volpe Complex

REGISTRATION PROCEDURES

Students will be web registering via myMack. Go to mymack.merrimack.edu

Students Should Proceed as Follows:

- An email will be sent to your Merrimack email address approximately a week before your scheduled advising period. This email will contain
 - Registration Group Number and Time
 - The Group Number is associated with the time.
 - The date and time of the registration group number is also posted on the Registrar’s page on myMack.
- Set up a meeting time with your Discover advisor. **All students are required to get registration clearance from their advisor.**
- If you are unable to register at your assigned time, you can register at any time after their assigned time.

Web Registration Instructions for MyMack

- Go to mymack.merrimack.edu
- Enter username and password.
- Click on the Student Info tab and then on the left hand side click on Registrar
- Go to Registration
- **Be sure to set the correct term that you wish to register for**

To Add a Course

- Add by Course Code
 - To add a course, start typing its course code (ex., ACC3303) in the box. 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 to:**
- Course Search
 - You can search courses by selecting
 - Course Title (ex., Introduction to Business)
 - Course Code (ex., BUS)
 - Department (ex., Business)
 - Course Area for General Education Courses (ex., LS Core PHL for Philosophy)
 - Click Search after selecting criteria
 - A listing of courses within the criteria you have chosen will appear. The schedule tells you the 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 the course may have.
 - Click add course.
 - Courses that have been added to your schedule will appear below under “Your Schedule (Registered)”. You will get a message for courses that could not be added to your schedule. After you read the message you can clear the alerts to remove them from the screen.

To Drop a Course

On the add/drop page Under Your Schedule, you can select a particular course and then click the “Drop Selected Courses” button.

For Information on the [NECCUM CROSS-REGISTRATION PROGRAM](#), please click on the link.
For important dates, please refer to the [Academic Calendar](#).
For all of the College's Academic and Administrative policies, please refer to the [Academic Catalog](#).