



## What Would You Like to Do?

### Need Help with Your User Name or Password?

-You can reset your password by clicking on "Can't access your account?" below the sign-in box at my.udmercy.edu -If you are still unable to log in contact the IT Helpdesk at helpdesk@udmercy.edu or (313) 993-1500

### Register for Classes with CRNs

-Log into my.udmercy.edu with User Name and Password  
-Click "Registration and Planning"  
-Click "Register for Classes"  
-Select Term  
-Click "Enter CRNs"  
-Input 5-digit CRN (ex: 12345)  
-Select "Add Another CRN" for additional courses  
-Click "Add to Summary"  
Click (bottom right) **"Submit"**

Note any Registration Add Errors and correct if necessary.

### Register for Classes without CRNs

-Log into my.udmercy.edu with User Name and Password  
-Click "Registration"  
-Click "Register for Classes"  
-Select Term  
-Search on Subject and any attributes of interest  
-Click on "Search"  
-Review sections and click on Add next to the section  
-Scroll to the bottom of the page and click on **"Submit"**

Note any Registration Add Errors and correct if necessary.

### Change Credit Hour on Variable Credit Course

-Log into my.udmercy.edu with User Name and Password  
-Click "Registration"  
-Click "Register for Classes"  
-Select Term  
-Search on "Schedule and Options"  
-In the "Hours" column, click on credit and type in your choice of credit hours.  
-Scroll to the bottom of the page and click on **"Submit"**

Note any Registration Add Errors and correct if necessary.

### Drop a Course from your Schedule

Note any Registration Errors and correct if necessary.

### Print Your Class Schedule

-Log into my.udmercy.edu with User Name and Password  
-Click "Registration & Planning"  
-Click "View Registration Information" and Select Term  
-Click on Printer icon in top right corner

### View Holds on Your Account

-Log into my.udmercy.edu with User Name and Password  
-Click on "Student Profile"  
-On top right of page, click "Holds"  
-Contact the appropriate office to resolve the issue

### Search Class Schedule

-Go to www.udmercy.edu/classschedule/  
-Select Term  
-Highlight the subject, scroll to the bottom of the page and click "Class Search"

OR

-Log into my.udmercy.edu with User Name and Password  
-Click "Registration and Planning"  
-Click "Browse Classes"  
-Select Term  
-Click "Course Search"  
-Click "View Sections"

### To View the Detroit Mercy Catalog

- Go to [www.udmercy.edu/catalog/](http://www.udmercy.edu/catalog/)
- Click on appropriate Catalog
- Choose the area you wish to investigate further  
OR
- Log into [my.udmercy.edu](http://my.udmercy.edu) with User Name and Password
- Click "Registration"
- Click "Browse Course Catalog"
- Select Term
- Highlight the subject, scroll to the bottom of the page and click "Search"

### To Order Transcripts Online

- Visit <https://www.udmercy.edu/current-students/registrar/transcripts>
- Click "National Student Clearinghouse"
- Click "Order Transcript"

### Print Enrollment Verification Certificate

- Log into [my.udmercy.edu](http://my.udmercy.edu) with User Name and Password
- Click on "Student Profile"
- Click "National Student Clearinghouse"
- Select Current, All Enrollment, or Advance Registration
- Click "Obtain Enrollment Certificate"

### To Run a Degree Evaluation

- Log into [my.udmercy.edu](http://my.udmercy.edu) with User Name and Password
- Click on "Degree Evaluation" to either "Generate New Evaluation" of your current program or click on "What-if Analysis" to evaluate your credits within a program you are considering

### View/Print Academic History

- Log into [my.udmercy.edu](http://my.udmercy.edu) with User Name and Password
  - Click "Student Profile"
  - Click "Academic History"
  - Click "Submit" to view Academic History
  - Click "Print" to print your Academic History
- Nancy C. Log into [my.udmercy.edu](http://my.udmercy.edu) with User Name and Password