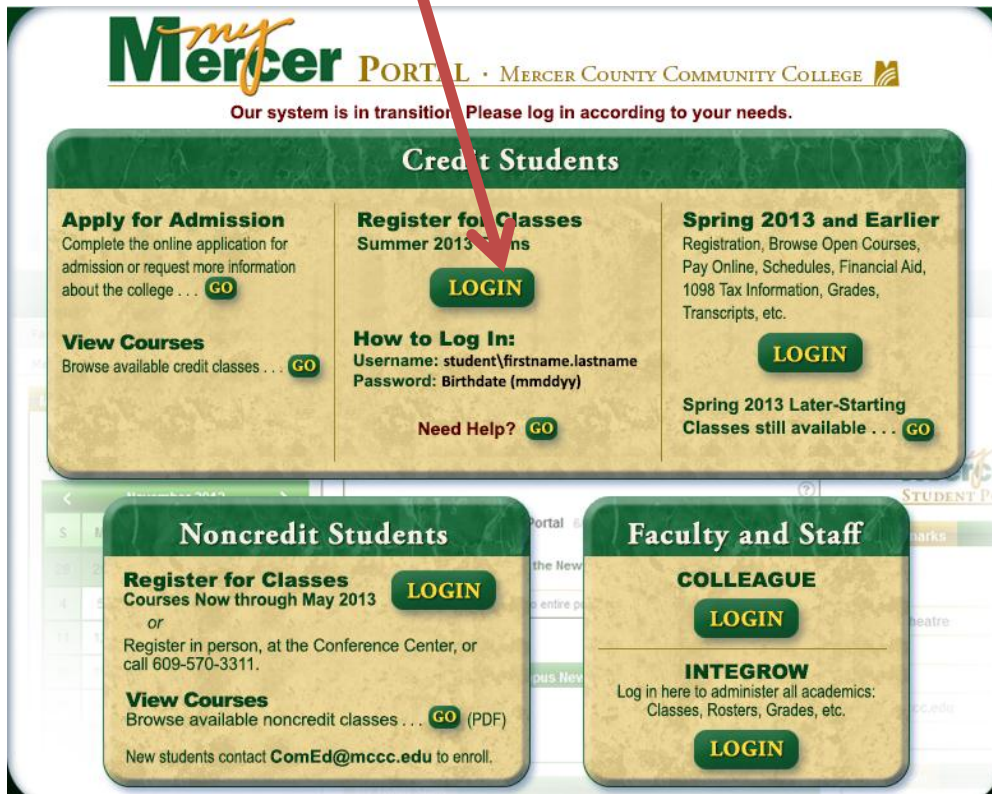


# Mercer County Community College Registering Using the My Mercer Portal and Web Advisor

Select the My Mercer Portal link on the College's web site or visit [www.mccc.edu/mymercer](http://www.mccc.edu/mymercer). Select the Register for Classes for Summer 2013 Login link.



To log into the My Mercer Portal enter student\username. Your username is your first name.lastname (# if needed). Your password is your birthdate in the format MMDDYY. For example:

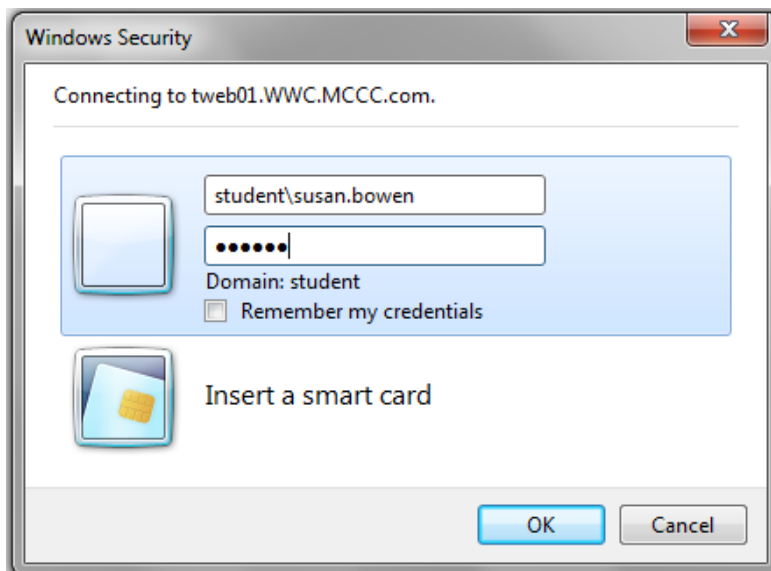
Username - Jane.Smith

Your name is Jane Smith

Password - 021989

Your birthday is February 19, 1989

Click OK.



Select the Web Advisor for Students menu option.

The screenshot shows the My Mercer Student Portal interface. At the top, there is a header with the My Mercer logo and the text "PORTAL • MERCER COUNTY COMMUNITY COLLEGE". A search bar is visible on the right. Below the header, there is a navigation bar with "Student" selected. The main content area is divided into several sections: "My Week" (calendar for February 2013), "Announcements", "Campus News", "My Team Sites", "My Document Library", "Other", "TEST My Mercer STUDENT PORTAL" (with a student image), "My Bookmarks", and "WebAdvisor". The "WebAdvisor" section is expanded, showing "WebAdvisor for Prospective Students" and "WebAdvisor for Students". A red arrow points from the text above to the "WebAdvisor for Students" option.

Select the Registration menu option.

The screenshot shows the My Mercer Student Portal interface. At the top, there is a header with the My Mercer logo and the text "PORTAL • MERCER COUNTY COMMUNITY COLLEGE". Below the header, there is a navigation bar with "Student" selected. The main content area shows the breadcrumb "Mercer County Community College Test Portal > Student > WebAdvisor". A dropdown menu is open, listing several options: "WebAdvisor for Prospective Students", "WebAdvisor for Students", "Student Financial Info", "Financial Aid", "Communication", "Registration", and "Academic Profile". The "Registration" option is highlighted. To the right of the dropdown menu, there is a message: "Please select a menu option on the left".

From the Registration menu, select Register for Sections, then select Search and Register for Classes.

Student

Mercer County Community College Test Portal > Student > WebAdvisor

Register for Sections x

## Register for Sections

Please choose which type of registration you would like to use:

- Register from my worksheet**  
Use this if you want to register for sections from your Course Planning Worksheet.
- Register using course planning wizard**  
This wizard uses your program evaluation to help you plan courses you need. Then, continue into registration to pick the sections.
- Search and register for sections**  
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.
- Express registration**  
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to register. (Example: MATH\*100\*01 or Synonym 42765).
- Register for previously selected sections**  
Use this option if you have already placed sections on your preferred list and would like to now register.
- Drop sections**  
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another section.)
- Manage my waitlist**  
Use this option if you would like to register or remove sections that you are currently waitlisted in.

You can search on a number of criteria. A minimum of two criteria need to be included in your search, which one must include either the Term or Dates. You can also search on the day of the week, location of campus and keywords. Click SUBMIT.

Search/Register for Sections x

BACK ?

Term

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Accounting"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

SUBMIT

The results of your search will display. Select the class you wish to register for and click SUBMIT.

Section Selection Results ?

Co-requisite classes that do not meet your selection criteria may be displayed.

---

Narrow my search

---

Re-sort my results

---

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Summer 2013	Open	ACC-111-010 Prin of Financial Accounting		05/29/2013-07/22/2013 Lecture Monday, Wednesday 09:00AM - 12:20PM, Room to be Announced	To be Announced	21 / 25	<input type="text" value="4.00"/>	
<input type="checkbox"/>	Summer 2013	Open	ACC-111-020 Prin of Financial Accounting		05/29/2013-07/22/2013 Lecture Monday, Wednesday 06:00PM - 09:20PM, Room to be Announced	To be Announced	24 / 25	<input type="text" value="4.00"/>	

[My Schedule](#)

Select from the Action drop down menu, Register. Click SUBMIT.

Name Susan G. Bowen

---

Action for ALL Pref. Sections (or choose below)

---

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="button" value="Register"/>	Summer 2013	COS-101-001 Intro to Computer Science		05/28/2013-08/13/2013	To be Announced	25 / 25	<input type="text" value="4.00"/>	

---

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Summer 2013		ACC-111-010 Prin of Financial Accounting		05/29/2013-07/22/2013 Lecture Monday, Wednesday 09:00AM - 12:20PM, Room to be Announced	To be Announced	4.00	

---

If one of my choices is not available

ALL Allow me to adjust all

---

A message will appear that your request (s) has been process. Select OK.

**Registration Results** ?

---

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2013	Registered for this section		ACC-111-010 Prin of Financial Accounting		05/29/2013-07/22/2013 Lecture Monday, Wednesday 09:00AM - 12:20PM, Room to be Announced	To be Announced	4.00	

---

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2013		ACC-111-010 Prin of Financial Accounting		05/29/2013-07/22/2013 Lecture Monday, Wednesday 09:00AM - 12:20PM, Room to be Announced	To be Announced	4.00	

---

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

The next step in your registration process is to Make a Payment, under the Student Financial Info Menu. You can pay using a credit card or Pay on a Payment Plan. Click SUBMIT to complete your transaction.

Mercer County Community College Test Portal > Student > WebAdvisor

**Pay on My Account** ?

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

\* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
	1,119.00	Summer 2013 Reporting Term, Student Receivable-Credit	1,119.00	0.00	0.00	0.00	0.00
Total Amount Due			1,119.00				

Payment Type\*

Account Summary | Account Summary by Term | [Pay on My Payment Plan](#)

The Academic Profile Menu provides you with access to your grades, your class schedule, and your profile. The profile includes your new Student ID and your email address among other information.

Personal Information

Full Name Susan G Bowen  
Preferred Name Susan G. Bowen  
0046097

Address  
123 Technology Way  
East Windsor, NJ 08520

Phone Number	Extension	Type
609-123-4567		Cell Personal
609-555-5555		Cell Personal

E-mail Address Type  
susan.bowen@student.mccc.edu Student

Emergency Contact Name Daytime Phone Evening Phone Other Phone Relationship  
None Specified

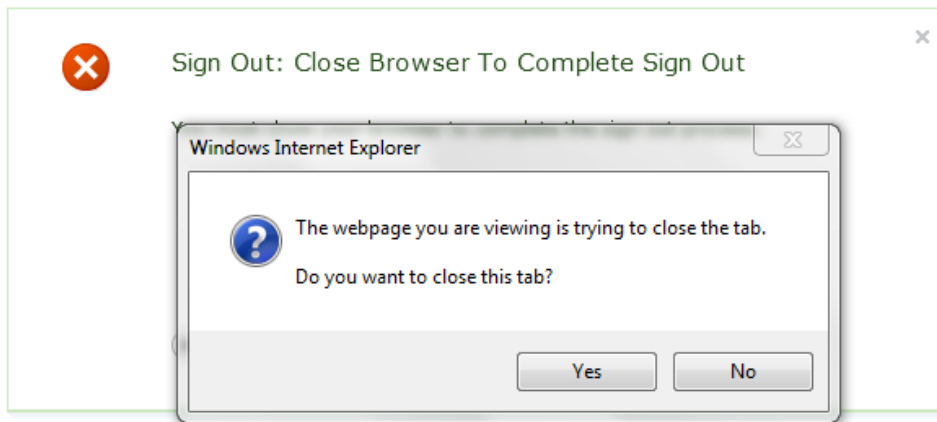
Academic Information

To log out of the My Mercer Portal, select your name in the upper right hand corner and select Sign Out.

Susan G Bowen

- All Sites
- My Site  
Open your personal homepage
- My Profile  
View and manage your profile.
- My Settings  
Update your user information, regional settings, and alerts.
- Sign in as Different User  
Login with a different account.
- Sign Out  
Logout of this site.

**To complete your sign out procedure and ensure security of your information, close the browser. If you are on a public computer, it is recommended that you reboot the computer.**



**PLEASE NOTE: AFTER THE START OF THE TERM, YOU CANNOT DROP OR ADD CLASSES ONLINE USING THE MY MERCER PORTAL AND WEB ADVISOR. YOU WILL NEED TO COME IN OR CONTACT ENROLLMENT SERVICES.**