



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/
- Click on appropriate Catalog
- Choose the area you wish to investigate further
OR
- Log into 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 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 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 with User Name and Password
- Click "Student Profile"
- Click "Academic History"
- Click "Submit" to view Academic History
- Click File, Print to print Academic History

View Midterm or Final Grades

- Log into my.udmercy.edu with User Name and Password
- Click on "Student Profile"
- Click "View Grades"
- Select the Term, then select "Course Level"
- Midterm grades are not mandatory and may not be available.

Updating Demographic Information or Preferred Name

- Log into my.udmercy.edu with User Name and Password
- Click Self Service
- Click "Personal Information"
- Click the "Edit" button on top of Personal Details, Email, Phone Number, Address, or Emergency Contact
- In the pop-up box, edit the information you'd like to change.
- Once finished, click "Update".

To View Academic and Advisor Information

- Log into my.udmercy.edu with User Name and Password
- Click on "Student Profile"
- Here you can view your registration status, class, academic standing, advisor and curriculum information

Apply to Graduate

- Log into my.udmercy.edu with User Name and Password
- Click on "Student Profile"
- Click "Apply to Graduate"