



HIGH SCHOOL ARTICULATION REGISTRATION INSTRUCTIONS

Fall Term Registration: September 15–October 15. Payment: \$50 per credit.

To complete your registration you will need the following information: DOB, social security number, and credit card or checking information. (No money orders or cash payments are acceptable.)

1. Go to www.mercy.edu and hover your mouse over the [Admissions & Aid Tab](#) until the green drop down menu appears.
2. Next, choose the [High School Programs Tab](#) and click on it.
3. On the next page, click on [Registration](#) within the green column on the left.
4. Click on [Registration](#) on the next page.
5. Click on the [Register Here](#) link.
6. Choose your school from the drop down menu.
7. Click on the radio button that corresponds with the grade you are currently in.
8. Choose the course(s) that you are registering for.
9. Complete student profile with your name and contact information. When done click [Continue](#).
10. Review the confirmation page for errors.
11. Click [Edit My Registration](#) to correct any mistakes.
12. Click [Approve and Continue to Payment](#) to complete your registration. If your high school is responsible for payment, you will be directed to the appropriate confirmation page.
13. Enter credit card or checking information and click [Continue to Checkout](#). Remember to update the [Cardholder Name](#) and email address fields where you will receive a copy of your invoice.
14. Review and confirm your information. Click [Submit Payment](#) to complete your registration.
15. Please save your email receipt of payment as proof of payment.

HIGH COURSE NAME	INSTRUCTOR	MERCY COLLEGE COURSE NAME AND NUMBER	CREDITS

Recruiter Name _____

Email _____ **Phone** (_____) _____ - _____