To Register ONLINE
ELIGIBLE STUDENTS can register from any computer using your SELF SERVICE logon.
GO to https://selfservice.gmercyu.edu/Selfservice/Home.aspx to view course information and log in to register.

Online Registration Dates & Times
November 6th online only  Senior level & Junior Level (60 or more total credits earned prior to current term)
Time:  Beginning at 12am  Associate Degree Sophomore (30-59 credits total earned prior to current term)

November 7th online only  All Undergraduates currently enrolled (excludes non-matriculated students)
Time:  Beginning at 12am

November 8th online only  Graduate students currently enrolled
Time:  Beginning at 12am  Undergraduate Certification students

All Gwynedd Mercy University students must have a user name and password, to be able to access your registration and billing information using SELF SERVICE. Contact the IT Service Desk at IT@gmercyu.edu or by calling ext. 21444.

Directions for Registering ONLINE using SELF SERVICE:
1) View your Academic Plan via SELF SERVICE noting which courses you need to take.
2) Make an appointment to speak with the advisor listed on your View Schedule for Fall 2017 on SELF SERVICE.
3) Look at the Find Courses for Spring 2018 on SELF SERVICE. Add courses to your cart using the “ADD” button.
4) Enter courses on SELF SERVICE, selecting Registration (don’t forget to hit the “SUBMIT” button), beginning on the dates listed above.
5) Advisors will review and approve courses using the SELF SERVICE features.
6) Approved course schedule can be viewed by students on their SELF SERVICE account.
7) If courses are not approved, students will receive an email from their advisor.

Directions for Registering IN-PERSON:
Beginning November 13th-Current students unable to register online, including current non-matriculated and undeclared graduate students, may register for classes at the Campbell Solution Center. An advisor’s signature is required on the form for all undergraduate and all graduate registrations.

Beginning November 15th-New, Former, and Visiting Undergraduate and Graduate students can submit their registration cards at the Campbell Solution Center. An advisor’s signature is required on the form for all undergraduate and all graduate registrations. Contact the Campbell Solution Center 215-641-5595 if you have any questions.

First day of classes- New, Former and Visiting students who are auditing classes can submit a registration card at the Campbell Solution Center. These auditing students can only register for 9 credits each semester.

STUDENTS WITH STOPS ON THEIR ACCOUNTS - BILLING, HOUSING, LIBRARY, PARKING, and/or FINANCIAL AID - WILL NOT BE ABLE TO REGISTER FOR ANY CLASSES, ONLINE OR IN-PERSON, UNTIL THE STOP HAS BEEN REMOVED BY THE APPROPRIATE OFFICE.

Students enrolled in courses at the School of Graduate and Professional Studies, register directly with their program representative.