Essential Student Information for Spring 2016
Campbell Solution Center

From the Bursar’s Office:

New Students:

**SPRING’ 16 TUITION DUE BY DEC 21, 2015**

Student Health Insurance: On the enclosed billing/invoice, you will notice that new full-time undergraduate students are charged $944.00 for health insurance. If a student is covered through a private health care plan (i.e. their parent’s plan), then they MUST complete the ONLINE health insurance waiver by February 11, 2016. Students who fail to complete the online process will not receive a credit for the cost of $944.00 and will be financially responsible. Go to http://www.firststudent.com to access the health insurance waiver.

Once on the website, students will need their birth date, GmericyU Student ID (9 digit number located on the top right of the Billing Statement) and their current health Information. If you need additional information, you may visit the Bursar’s web page at www.gmercyu.edu.

Please do not confuse this waiver with proof of insurance for residency or sports.

Student IDs: All new student ID pictures taken at the Campbell Solution Center during the time of registration can be picked up within the first few days of class. If you have not had your ID picture taken, please stop by the Campbell Solution Center at any time and we will take your picture.

Parking Permits: NEW STUDENTS ONLY-All parking applications received by December 18th will be processed and parking hang-tags will be mailed to your home. If your application is received after December 18th you may pick up the hang-tag at the Campbell Solution Center. Parking hangtags are always available for purchase at the Campbell Solution Center. Resident hang-tags are $45.00 in Spring and Commuter hang-tags are $45.00. (Weekend Nursing and Grad students $25.00) Parking applications are available on our web page at: www.campbellsolutioncenter@gmercyu.edu.

Returning Student Info:

Book Vouchers: If your Anticipated Financial Aid results in a credit balance, you may be entitled to use that credit toward book vouchers, which will be available beginning December 7th at the Campbell Solution Center.

Refunds: Students with a credit balance after all Financial Aid is officially received will begin to receive refunds after February 9, 2016. You may sign up for E-Refund through your self-service account. Your refund will automatically go to your designated bank account.

Meal Plans/Flex Dollars: Resident students who wish to make meal plan changes can do so until January 15th at the Campbell Solution Center. Commuter students may purchase any meal plan until January 15th or add Flex Dollars at any time.

Gmericy offers two payment options:

*Payment in full prior to the first day of classes each semester.
*Four Month Payment Plan through Cashnet. The plan allows you to pay for the semester charges on a monthly basis as listed below. You may enroll through your self-service account by selecting make a payment.

<table>
<thead>
<tr>
<th>Payment Plan Schedule</th>
<th>Spring 2016 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Enrollment Period</td>
<td>12/03/15 - 2/15/2016</td>
</tr>
<tr>
<td>Payment 1</td>
<td>Jan. 1, 2016</td>
</tr>
<tr>
<td>Payment 2</td>
<td>Feb. 1, 2016</td>
</tr>
<tr>
<td>Payment 3</td>
<td>March 1, 2016</td>
</tr>
<tr>
<td>Payment 4</td>
<td>April 1, 2016</td>
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</tbody>
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The payment plan amount is determined by the following:

- Balance of Tuition and Fees
- Less Anticipated Financial Aid
- As new charges are applied to the account or additional aid is received, they are spread out over the remaining plan payments.
- A $25 late fee will be assessed monthly for any missed payments.
- If a second payment is missed, the payment plan will be cancelled and you will be assessed a $50 late charge from the University.
From the Registrar’s Office:

Your course schedule is available online using Self-Service on the GmercyU Portal. (Please see login instructions below)

Examine your schedule closely and refer any questions to your advisor, the Dean of your school or the Registrar’s office. If you are taking a weekend or an accelerated class, please check the start date as these may be different from the regular spring session classes.

NOTIFY THE REGISTRAR’S OFFICE IN WRITING IMMEDIATELY IF YOU DO NOT PLAN TO ATTEND CLASSES.

From the Financial Aid Office:

Anticipated Aid: The enclosed invoice includes Anticipated Aid. If you are missing aid your package may be incomplete. If so, you must contact the Financial Aid Department directly at 215-646-7300 x21216 or financialaid@gmercyu.edu

IMPORTANT NOTES

If you have a Federal Direct Loan as part of your Financial Aid, First Time Borrowers MUST complete Entrance Counseling and sign a Master Promissory Note (MPN) at www.studentloans.gov. If you fail to complete both, your Direct Loan Funds will not be disbursed to your account.

All students must have completed a FAFSA application to qualify for any need-based aid. If you choose not to complete the FAFSA, you MUST notify the Financial Aid Office by calling 215-646-7300 x21216 or emailing them at financialaid@gmercyu.edu.

GmercyU PORTAL LOGIN INSTRUCTIONS

Go to www.gmercyu.edu/and click on myGmercyU link

- Your username is your last name. first initial (or first name)
- If you are unsure of your password, you may call the IT service desk at 215-646-7300 x21444 or by e-mailing: IT@gmercyu.edu.

Be sure to use your Gwynedd Mercy University e-mail address for all electronic communication.

IMPORTANT NOTICE FOR STUDENTS

The Family Educational Rights and Privacy Act of 1974 [FERPA] is intended to protect the privacy of a student’s educational records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Under the provisions of FERPA, directory information is considered public information and, as such, may be made available to third parties unless you request to be excluded from such published information. The following information is considered “directory” information by Gwynedd Mercy University: Name, phone number, date and place of birth, address, GmercyU email address, dates of attendance, full or part time status, class, major, fields of study, degrees conferred (including dates) honors and awards. Currently enrolled students may withhold disclosure of such information. If you do not wish to have this information about you made public, you must notify the Office of the Registrar in writing by the end of the drop/add period.

Contact Information

Billing and Registrar: 215-646-7300 X21595 email: campbellsolutioncenter@gmercyu.edu

Financial Aid: 215-646-7300 X21216 email: financialaid@gmercyu.edu