



# Gwynedd-Mercy College

Bringing *Futures* into *Focus*

FALL 2010, SUMMER I 2010 and SUMMER II 2010 ONLINE REGISTRATION using SELF SERVICE

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

ELIGIBLE STUDENTS can register from any computer using your SELF SERVICE logon.

GO to <https://selfservice.gmc.edu/Selfservice/Home.aspx> to view course information and log in to register.

## REGISTRATION - SUMMER AND FALL BEGINS

### March 29 online only

Time: Beginning at midnight

Senior level & Junior Level (60 or more credits already earned)

Associate Degree Sophomore (30-59 credits already earned)  
who have not applied for May graduation

### March 30 online only

Time: Beginning at midnight

All Undergraduates currently enrolled & admitted (excludes non-matriculated students)

### March 31 online only

Time: Beginning at midnight.

Graduate students admitted to program  
Undergraduate Certification students

All GMC 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@gmc.edu](mailto:IT@gmc.edu) or by calling ex. 444.

The Fall 2010 Course Schedule is available on **GMC.EDU > SELF SERVICE > Find Courses > 2010 Fall or 2010 Summer I or 2010 Summer II.**

## To Register ONLINE using SELF SERVICE:

- 1) View your Academic Plan via [SELF SERVICE](#) noting which courses you need to take
- 2) Make an appointment with the advisor listed on your *View Schedule for Spring 2010* on **SELF SERVICE**.
- 3) Look at the *Find Courses* for 2010 Fall, 2010 Summer I and/or 2010 Summer II on **SELF SERVICE**.
- 4) Enter courses on **SELF SERVICE**, selecting *Registration*, 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.
- 8) Online registration for Summer & Fall will end May 3, the last day of regular Spring 2010 semester.

To Register IN-PERSON - Fall 2010 requires a signature from an advisor or dean/chair.

**April 6-** Fall and Summer Registration forms will be accepted at the **Campbell Solution Center** for current students unable to register online.

**April 12-** **New Students** or returning students not currently enrolled can meet with an advisor and submit a signed registration form for Fall and Summer at the **Campbell Solution Center**.