



Gwynedd-Mercy College

Registrar's Office – 215- 646-7300, ex. 436

ONLINE REGISTRATION using SELF-SERVICE formerly known as IQ WEB is NOT AVAILABLE

Spring 2008 Enrolled students, Fall 2008 Enrolled students needing to make changes, Students returning after an absence and all New Students may register for Fall classes *in person*, after consulting with an advisor, in the Registrar's Office in Campbell Hall. Campbell Hall is currently undergoing renovations for the improvement of services.

Hours of operation *for the summer only* are 8:00AM-4:30PM - Monday through Thursday and 8:00AM-3:30PM on Fridays.

FULL-TIME STUDENTS (Undergraduate 12-18 credits; Graduate 9-15 credits) must meet with an advisor or the Dean of the School. The Registration form must be completed, signed and brought to the Registrar's Office in Campbell Hall for input into the data base system.

PART-TIME STUDENTS (Undergraduate 1-11 credits; Graduate 1-8 credits) may also register BY TELEPHONE - between the hours of 9:00AM-3:00PM - call 215-646-7300, ex. 437, 436, 310.

Students enrolled in Graduate Education Cohort Courses Off-Campus or the Center for Lifelong Learning, register for classes directly with their program representative.

Tuition Bills and Housing Assignments will be mailed between July 15-30 to the student's home address.

All GMC students must have a *gmc.edu* email address, along with a user name and password, to be able to access your academic and billing information using Self-Service - formerly known as IQ WEB.
Contact the Help Desk at helpdesk@gmc.edu or by calling ex. 444. Leave a message and someone will return your call.

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.