

REGISTRATION GUIDE - SUMMER AND FALL 2026

Go to <https://my.gmercyu.edu> to view course information and log in to Colleague Self-Service. Contact IT Service Desk at IT@gmercyu.edu or call ext. 21444 for log in assistance.

Online Registration Dates & Times

**March 16th through
March 22nd online only**
Time: Beginning at 9am

Priority registration (students in the Honors Program, students active in the military or reserves, and student athletes who are registering for classes during the season of their competition). Once Priority Registration is closed, all students will have to wait until their class level registration period opens.

March 23rd online only
Time: Beginning at 9am

Senior level (90 or more total credits *earned prior to current term)
Associate Degree Sophomore (30 or more total credits *earned prior to current term)
Graduate Degree students (all students)
Online Program students (formerly Non-Term students) (all students)

March 24th online only
Time: Beginning at 9am

Junior level (60-89 total credits *earned prior to current term)
Associate Degree Freshman (1-29 total credits *earned prior to current term)

March 25th online only
Time: Beginning at 9am

Sophomore level (30-59 total credits *earned prior to current term)

March 26th online only
Time: Beginning at 9am

First Year level (1-29 total credits *earned prior to current term)

***Students can find their total credits earned (do not include Spring credits) by viewing their "Unofficial transcript" on Self-Service.**

Directions for Registering online using Colleague Self-Service are on the Registrar's Office website.

Registration questions can be directed to the Registrar's Office at registrar@gmercyu.edu.

Additional Registration Dates:

Beginning March 30th - Current students unable to register online may register for classes by emailing the Registrar's Office at registrarpaperwork@gmercyu.edu. An advisor's signature is required on the form for all undergraduate and all graduate registrations.

Beginning April 1st - New, Former, and Visiting Undergraduate and Graduate students may register for classes via Colleague Self Service or by emailing the Registrar's Office at registrarpaperwork@gmercyu.edu. An advisor's signature is required on the form for all undergraduate and all graduate registrations.

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

***STUDENTS WITH HOLDS 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 HOLD HAS BEEN REMOVED BY THE APPROPRIATE OFFICE.***