REGISTRATION GUIDE - SPRING 2027

Go to the Nest at https://my.gmercyu.edu to access Colleague Self-Service.
All course information is available in the Course Catalog in Self-Service.
Contact IT Service Desk at IT@gmercyu.edu or call ext. 21444 for log-in assistance.

Online Registration Dates & Times

October 26th through November 1st 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.
November 2nd 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 Programs** (formerly Non-Term students) (all students)
November 3rd 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)
November 4th online only Time: Beginning at 9am	**Sophomore level** (30-59 total credits *earned prior to current term)
November 5th 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 Fall credits) by viewing their "Unofficial transcript" on Self-Service.**

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

Additional Registration Dates:

Beginning November 9th - **Current students** unable to register online may register for classes by emailing a Course Add form to 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 November 11th - **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.

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

STUDENTS WITH HOLDS ON THEIR ACCOUNTS
(BILLING, HOUSING, LIBRARY, PARKING, REGISTRAR 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.