
Campbell Solution Center (CSC) Information

If you have any questions about Parking Passes, Student IDs, Book Vouchers, Commuter Dining Dollars, Meal Plan updates (change resident plan or add a commuter plan), or Flex dollars please email the Campbell Solution Center at csc@gmercyu.edu.

❖ Parking Passes:

The parking pass is good for the entire school year (Fall, Spring and Summer). A commuter parking pass is \$55, a resident student pass is \$85, a Graduate student pass is \$35 and a Weekend BSN pass is \$35.

Please know all students (new and current) need to register their car every new academic year. Please note the registration and payment links are separate sites. You will need to complete both steps below to receive your parking pass.

Please [click here](#) to purchase your parking pass.

Please [click here](#) to register your vehicle.

Parking Pass Pick up Instructions, if you Do Not Attend an In-Person Griffin Ready Event:

Commuter students will pick up their parking hang tag from the Campbell Solution Center on or after the first day of classes.

Resident students will receive their parking pass at check in on move in day, if purchased prior to that day. If not, they will need to pick up their pass from the Campbell Solution Center located at the front desk in Campbell Hall.

Please Note: you **will not** receive a confirmation email when your Parking Pass is ready for pick up. These items will be ready to be picked up on the first day of school. The only communication you may receive would be about your Parking Pass if you only complete 1 out of the 2 required steps. If that is the case, you will get an email to let you know which step was missed and if the step is not completed, your Parking Pass will not be ready when you come to pick it up or upon move in.

❖ Student IDs:

If you are a new student in need of a student ID card, please email your name and a headshot to idcardpicture@gmercyu.edu, emailed from your GMercyU email, so we can verify you as a student and that you are registered for classes prior to making your ID.

- If you are a new Resident student your ID will be given to you the day you move in if you have already sent in a picture.

- If you are a Commuter student, please know you will need to pick up your ID card the first day you come to campus at the Campbell Solution Center, located in Campbell Hall

Please Note: you **will not** receive a confirmation email when your ID card is ready for pick up. Your ID will be ready to be picked up on the first day of school or upon move in if you are a Resident student. If for some reason your ID card has not been made yet when you arrive to pick it up at the Campbell Solution Center, we can quickly make it or have it ready at a later time when you are available.

Lastly, please know if you lose your Student ID, and need a replacement, the fee for a new ID is \$5.



❖ Book Vouchers:

What is a Book Voucher? If your anticipated financial aid results in a credit balance (excess funds) you can choose to use these funds to buy your books from our eCampus online bookstore prior to getting your refund.

Available Dates by Semester when you can Request a Book Voucher:

- Fall semester- 8/01 through 9/10
- Spring semester- 12/01 through 1/20
- Summer semester- 4/01 until your financial aid is disbursed (varies per student)

Steps and Links to Complete your Book Voucher

1. Go to your Self-Service account. On the next page, click the **Student Finance** tile. At the bottom of the screen, click the semester. You will need to make sure have a credit balance (negative amount) in order to use your funds toward a book voucher.
2. Review the cost of your books on the [eCampus Book Store Website](#). You can find the cost of each book under the **Shop by Course** link, by clicking **Shop Now**.



3. After completing step 1 to confirm the total credit you have available, and step 2, to find out the total cost of your books, please click the [Book Voucher link](#) to complete the form and submit it electronically. **Please allow 24-48 business hours for the funds to be added to your account in eCampus after you have completed the Book Voucher.**
4. Once the funds have been added to your account in eCampus, you will receive an email notifying you they are available to make your purchase.

- The funds will only be on your account for one week. If you do not purchase your books by the end of this week, please email the Campbell Solution Center at csc@gmercyu.edu to let them know the funds expired and you need them readded.
 - Once you have used your funds to purchase your books, your credit balance on your Self-Service account will be reduced by the purchase amount. If you have any left-over funds on your account that were not used to purchase books, they will expire after a week and not be charged to your account.
5. You can now go to the eCampus website and purchase your books. If you are not sure how to do this, please [click this link](#) for step-by-step instructions on how to order your books.

If you are having any issues navigating the eCampus website, please [click on this link](#) to access their Help Desk Information.

❖ Commuter Dining Dollars:

All undergraduate commuter students with the majority of their classes taking place on campus, will be charged \$50 each semester for Commuter Dining Dollars. This fee will be added to your Student ID card to purchase food items at any Griffin Dining location on campus (Waldron Cafe, Valley Pizza, Merv Markets, Costa Coffee, and the Griffin Gear Spirit Shop).

Please note, these funds are only good for the academic year, so make sure to utilize them during the Fall and Spring semesters. After finals week in the Spring semester, any unused funds will be forfeited to Aramark, our dining service provider.

- Please note, if a commuter student chooses to purchase a Meal Plan, the \$50 Commuter Dining Dollars will be waived.

❖ Meal Plans:

Resident students can change their meal plans up until the end of drop/add period, for the Fall or Spring semesters.

Commuter students do have the option to add a meal plan to their account if you they choose.

- For more information on the available meal plans and meal plan policies, [please click here for more details.](#)

❖ Other Helpful Info:

- ✓ Please make sure to always use your GMercyU email address when corresponding through email. **Your GMercyU email is used to verify your student status which then allows us the ability to share personal account information with you should you need assistance.**

- ✓ If you have any problems logging into your portal at mygmercyu.edu or your Colleague Self-Service account, please contact our IT help desk via email at IT@gmercyu.edu or by phone at 215-646-7300 x 21444.

