

Registration

Non-Gannon Students who are in good academic standing at their current colleges or universities are welcome to attend Summer Sessions. They need to submit written approval for course enrollment from their home college or university and complete the Gannon University application and registration form.

Registration Instructions for Current Students

You can access Student Planning by going directly to my.gannon.edu. Under 'GUXpress,' select 'Self-Service' then 'Student Planning.' Click on 'Plan your Degree and Register for Classes'. Arrow to the semester in which you plan to register. Add, or 'plan' the courses, then choose your sections. You must hit the 'Register Now' button in order to officially register for the classes.

You cannot register on Student Planning for courses requiring written permission, including courses that require director or instructor permission. Register for all other courses on Student Planning, then bring the written permission to the Registrar's Office after you register on Student Planning.

Students who choose not to register on Student Planning can come to the Registrar's Office to register. You should fill out the registration form with your choice of courses and have it signed by your advisor. The Registrar's Office cannot process registrations without the advisor's signature on the registration form.

Course Load for undergraduate students should be no more than two courses (generally 6 credits) for each session.

Course Changes-Add/Drop: Schedules can be changed on Student Planning or in the Registrar's Office. When using Student Planning, a schedule can be changed online until midnight the night before classes start. After this period of time, all schedule changes must be made in the Registrar's Office. Change of schedule forms are available in the Registrar's Office and the Academic Deans' offices.

Prerequisites: Many courses have prerequisites. Please make sure that you meet the prerequisite(s) indicated by the department. The Director's written permission is needed to register for a course if you do not have the prerequisite.

Withdrawal Grades – Students can drop a course and receive a withdrawal (X) grade before 60% of the course is complete. When a student stops attending a course and does not properly withdraw from the course, the student may be subject to receiving a grade of "F" for the course. The student will receive an "F" grade for the final grade if non-attendance continues.

The last day to withdraw from a:

- 2 week 'A' session course that runs May 11 - 22 is May 18.
- 5 week 'B' session course that runs May 25 - June 26 is June 15.
- 5 week 'C' session course that runs June 29 - July 31 is July 20.

For courses with different start/end dates, see the Registrar's Office.

General Information

Blackboard Learn: Blackboard Learn: Prior to registration, students should verify that they have the necessary settings and plug-ins installed on their computer. To check your settings and plug-ins please access GU Blackboard Learn and follow the links in the 'Supported Technologies' module on the 'Help' tab. All students registered for an online course will need a Windows computer with Internet Explorer (11+), Chrome (36+) or Firefox (31+) or an Apple computer with Safari (6+), Chrome (36+) or Firefox (31+) and at least a 56K dial-up connection to the Internet.

To learn how to use GU Blackboard Learn, use the self-paced Blackboard Learn course: 'Blackboard Student Orientation'.

To access GU Blackboard Learn log into <https://my.gannon.edu> with your campus wide ID (i.e. smith008) and standard password and click the 'GU Blackboard Learn' icon in the 'My Applications' web part. Call the ITS Helpdesk at 871-7501 if you have any problems.

Dining Facilities

Doc's Landing located in the Waldron Center will be open during the Summer Session Monday thru Friday, 7:15 a.m. - 2:00 p.m.

Library

In addition to physical and electronic learning and information resources, the newly-renovated Nash Library & Learning Commons provides a wide variety of study spaces for groups and individuals as well as academic support at the Writing & Research and STEM Centers. A cafe and technology helpdesk are also located inside.

Summer On-Campus Housing is available for students enrolled in summer courses, University sponsored internships, and non-mandatory collegiate athletic commitments. Students in need of summer housing for Gannon-sponsored activities may request housing through an application process. Their request will be reviewed then approved or denied by Office of Residence Life staff. The location of summer housing may vary from summer to summer and will be stated on the application, which is available in early March of each spring semester. Summer housing leases extend from the beginning of the summer session for which you are enrolled until 24 hours after the end of your last summer session class. Nontraditional arrival and departure dates need to be listed on the application and approved by Office of Residence Life staff. Any student wishing to apply for on-campus housing for any summer session should contact the Office of Residence Life at 814-871-7564 or via email at reslife@gannon.edu.

Transcripts

The student's authorization and signature are needed to release a transcript. Students have two options for requesting transcripts:

1. Complete and sign a Transcript Request Form and submit it to the Registrar's office. Official transcripts must be mailed directly from the Registrar's Office to the party requested. All transcripts given directly to the student will be stamped "issued directly to student".
2. Order or send transcripts online through the National Student Clearinghouse at www.getmytranscript.com. At this site, you can either submit an order request for Gannon to fulfill or you can have your transcripts emailed to any authorized recipient. Minimal charges apply for the online services.

Official transcripts of credit earned at other institutions which have been presented for admission or evaluation of credit and have become a part of the permanent record in this office are not reissued or duplicated for distribution.

Tuition Bill Information

Summer Tuition Rates

\$780 per credit	Business, Education, Humanities, Science
\$840 per credit	Engineering, Computer Science, Health Sciences
\$30 per credit	University Fee

Tuition Bill Due Date: Payment/Confirmation is due one week before the start date of your course(s).

Late Fee Policy

A \$50 late fee will be assessed for bills not paid/confirmed one week before the start date of your course(s).

2020 Summer Guest Student Application Form

*Current Gannon students do not have to file an application.
They should register on GUXpress or use the standard registration form.*

Students in Good Academic Standing at their college/university are welcome to attend Gannon's summer session. Applicants should submit the following to the address provided below:

1. Completed Gannon University summer application.
2. Written approval for course enrollment from their home college/university stating that they are a student in good standing and that the credits will be accepted for transfer.
3. A transcript from the home college/university.

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: _____ Date of Birth: _____ Social Security #: _____

Cell Phone #: _____ Email Address: _____

If you are currently attending another college and intend to transfer credits back to your home school, please provide the following:

Name of Current School: _____

I have previously applied for admission to Gannon. ☐ Yes ☐ No If Yes, when? _____

I have previously attended Gannon. ☐ Yes ☐ No If Yes, when? _____

If you intend to continue at Gannon this fall, you must fill out an undergraduate application with the Center for Adult Learning.

2020 SUMMER GUEST STUDENT REGISTRATION FORM

Gannon Course # Including section #	Course Title	Instructor	Days of Week	Time

Student's Name: _____

Student's Signature: _____ Date: _____

Early registration is encouraged to reserve a spot in the course.

Textbooks for courses can be purchased at the Gannon University Bookstore located in the Palumbo Academic Center or online at www.gannonshop.com.

Upon completion of your coursework, your grade will be available online at: my.gannon.edu (select GUXpress). Once your grade is available, you may request a transcript through the Office of the Registrar, Gannon University, 109 University Square, Erie, PA 16541.

UNDERGRADUATE ADMISSIONS

LOCATION:
162 West Sixth Street
Erie, PA

MAILING ADDRESS:
109 University Square
Erie, PA 16541-0001

PHONE: 814-871-7350 or 1-800-GANNON-U • FAX: 814-871-5803 • EMAIL: cfal@gannon.edu