FALL 2012
Registration and Scheduling Information
Master, Doctoral and Undergraduate
THE INFORMATION CONTAINED IN THE SCHEDULE BOOKS WAS ACCURATE AT PRESS TIME AND IS SUBJECT TO CHANGE WITHOUT NOTICE.

For the most current information, log onto www.gannon.edu. Click on ‘Current Students,’ login, click on ‘Courses’ in GUExpress.

The University reserves the right to cancel any course due to insufficient enrollment or as deemed necessary. Every attempt will be made to notify all students of any changes.

Check GUExpress for current room assignments.

Gannon University Mission Statement
Gannon is a Catholic, Diocesan university dedicated to excellence in teaching, scholarship and service. Our faculty and staff prepare students to be global citizens through programs grounded in the liberal arts and sciences and professional specializations. Inspired by the Catholic Intellectual Tradition, we offer a comprehensive, values-centered learning experience that emphasizes faith, leadership, inclusiveness and social responsibility.
Master and Doctoral
Registration and Scheduling Information

OFFICE OF GRADUATE ADMISSIONS

Location
150 West Sixth Street

Mailing Address
109 University Square
Erie, PA 16541-0001

Phone
814-871-7474
1-800-GANNON-U

Fax
814-871-5827

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graduate@gannon.edu

Registration
GUXpress online registration begins March 29, 2012.

Current students must register on GUXpress before they come to the Registrar's Office to change their schedule.

Check 'Student-Registration' then 'My Registration Information' on GUXpress for the assigned time that you can start registering for courses on GUXpress. You can also use this section to check if you have any registration restrictions (in GUXpress) and if you have advisor approval to register on GUXpress. Registration times are also printed on your registration form and listed on the portal. Credits earned are used to determine the time you can begin registering.

Meet with your advisor to discuss your academic progress and determine what classes you need to take. Advisors will enter your registration approval on GUXpress. If you choose to register in person, you must have online approval or the advisor signature on the registration form.

You should register for classes as soon as possible so that Program Directors can identify student course needs. Courses with low enrollment may be cancelled.

Beginning August 15, payment must be submitted along with your registration.

Course Changes – Adds and/or Drops
Schedules can be changed on GUXpress or in the Registrar’s Office. Contact your advisor for GUXpress approval. Change of Schedule forms are available in the Registrar’s Office, the Dean’s Office or your advisor’s office for students who prefer to change a schedule in person. An advisor’s signature is required on the form.

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, the student will receive a grade of ‘F’ for the course.
Grades: Students can access their grades on GUXpress. We do not mail grades.

Act 48
If you are a PA certified teacher seeking Act 48 credit for a graduate course other than GEDU, GUAP and GUEC, contact Nancy Kelly at 871-7486 or email at kelly001@gannon.edu to discuss Act 48 reporting.

Tuition
All Graduate Programs (except those listed below).................................................................$850 per credit
Education Program...................................................................................................................$565 per credit
Act 48 Courses designated by GUEC....................................................................................$287 per credit
MBA Outreach (Franklin, Mfg. & Bus. Assoc., Warren).......................................................$640 per credit
Physician Assistant Program-5th year..................................................................................$975 per credit
Occupational Therapy Program-5th year.............................................................................$975 per credit
Doctor of Physical Therapy Program
  Full time..................................................................................................................$14,165 per term
  Part time (less than 10 credits)................................................................................$7,885 per term
Ph.D. in Organizational Learning and Leadership Program..................................................$850 per credit
Ph.D. in Counseling Psychology Program
  Fall & Spring...............Full time $9,955 per term, Part time (less than 9 credits) $875 per credit
  Summer.........................Full time $5,685 per term, Part time (less than 6 credits) $875 per credit

University Fee
Full time (over 8 credits)............................................................................................................$215 flat fee
Part time (1-8 credits)...............................................................................................................$18 per credit

Application Fees
Doctoral Programs.........................................................................................................................$50
Master Programs..........................................................................................................................$25

Graduation
May and August graduates must apply for graduation before February 15. December graduates must apply for graduation before September 15. The application must be signed by your department chairperson. There is an $80.00 fee.
GUXpress Registration Instructions for Current Students

The website is my.gannon.edu

GUXpress online registration begins March 29, 2012.

Check ‘Student-Registration’ then ‘My Registration Information’ on GUXpress for the assigned time that you can start registering for courses on GUXpress. You can also use this section to check if you have any registration restrictions and if you have advisor approval to register on GUXpress. Registration times are also printed on your registration form and listed on the portal. Credits earned are used to determine the time you can begin registering.

You must meet with your advisor to discuss your academic progress, determine what classes you need to take, and pick up your registration form. You are encouraged to use the Academic Evaluation on GUXpress to see what courses are needed for your program. Advisors will enter your registration approval on GUXpress, after this process is complete.

You can access GUXpress through Gannon’s home page under ‘Current Students’ or go directly to my.gannon.edu. Select ‘GUXpress,’ then ‘Student Registration,’ then ‘Register for Sections.’ Your login information is your network ID and password. Use GUXpress to ‘Select Preferred Sections’ before your registration time. You can choose your preferred sections in advance and during your registration time simply click ‘Register’ in the drop down box. Please note: Choosing a preferred section does not guarantee a spot in that section.

You cannot register on GUXpress for courses requiring written permission. This includes courses that require director or instructor permission as well as written permission to register for a closed course. Register for all other courses on GUXpress then bring the written permission to the Registrar’s Office after you register on GUXpress.

Students must register on GUXpress before they can come to the Registrar’s Office to change their schedule.

If you want to register for more than 18 credits, ask your Dean to sign your registration form and indicate the number of credits you have been approved to take. Register for up to 18 credits on GUXpress and then bring the signed approval to the Registrar’s Office to add the additional course.

If you have negotiated deferred payments or other financial arrangements, you must be current in your payments to be eligible to register.

Use GUXpress to see if you have any restrictions that will prevent you from registering. Check ‘My Registration Information’ within the ‘Student Registration’ menu, to access this information.

GUXpress registration can be done on any computer with Internet access. Logon questions can be directed to the ITS Help Desk at 814-871-7501. Registration questions can be directed to the Registrar’s office at 814-871-7613.

Online courses are open to all students.
**Semester Bill Information**

**Due Date**
Fall 2012 semester bills are due by August 15, 2012.

**Payment**
The following payment options are available:

- **Cash or Check**
- **E-Check**
  On-line payment using a checking or savings account is available at www.gannon.edu/epayment. There
  is no fee charged for an E-Check transaction.
- **Credit Card**
  Credit Card payment is available at www.gannon.edu/epayment. Only MasterCard, Discover and American
  Express are accepted. A 2.65% convenience fee is assessed on all transactions.
- **TuitionPay Plan (Annual Plan)**
  A payment plan is available through Sallie Mae which enables you to pay all or part of your annual costs
  in ten interest-free payments for a minimal processing fee. More information regarding this plan can be
  found at tuitionpay.salliemae.com.
- **Deferred Payment Plan (Semester Plan)**
  A Deferred Payment plan is available through Gannon’s Cashier Office which enables you to defer up
  to $2,500 per semester in three interest-free payments for a minimal processing fee. More information
  regarding this plan can be found on the back of the semester bill.

**Late Fee Policy**
**Confirmation of enrollment is required by August 15, 2012.** Enrollments confirmed after August 15
will be assessed a late fee.

**Last Day to Drop/Add on GUXpress is August 21.** After August 21, all schedule changes must be
completed in the Registrar’s Office.

**Tuition Refund Policy**
Through August 29..................................................................................................................100% tuition and fees
After August 29................................................................................................................No refund is given on lab or other fees
August 30 - September 2.........................................................................................................80% Tuition Only
September 3 - 9.....................................................................................................................60% Tuition Only
September 10 - 14................................................................................................................40% Tuition Only
After September 14................................................................................................................No refund

There is no financial adjustment for credits dropped between the flat rate (12-18 credits).

After the first week of the semester, there is no financial adjustment when a student drops from full time
to part time status.

**Federal Policy for Return of Federal Aid**
Gannon adheres to the Federal Refund Policy for all students who receive Title IV Federal Funds. If a
student completely withdraws from the university within the first 60% of the semester, all or a portion of
federal aid may be returned. These Federal policies are outlined in the catalog and can also be obtained
by contacting the Financial Aid Office or the Department of Education.
**General Information**

**Access Student Records:** In accordance with the 1975 Family Educational Rights and Privacy Act, the University has established a policy concerning access to student records. The full policy is available in the Datebook/Handbook.

**Angel:** 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 visit http://angel.gannon.edu and click on the Web Browser Check link that is found within the Getting Started with ANGEL nugget. All students registered for an online course will need a computer with Internet Explorer (7, 8, or 9) or Firefox (3.6.x or Final Release Channel) and at least a 56K dial-up connection to the Internet. To learn how to use ANGEL, click on the Student Tutorial link, also located within the Getting Started with ANGEL nugget on the ANGEL home page. To access ANGEL go to http://angel.gannon.edu. Enter your campus wide ID (i.e. smith008) and standard password. Call the ITS Helpdesk at 871-7501 if you have any problems.

**Auditing Courses:** Interested persons may audit most lecture courses offered at Gannon University if there is space available in the course. Audit forms may be obtained in the Registrar’s Office after the first day of class and only with the written permission of the instructor. Audit courses may be added, dropped, changed to credit or credit to audit only during the first two weeks of the semester. Laboratory courses may not be taken as an audit. The cost to the student is listed in the University catalog. Courses taken for audit will be noted on a student transcript with a grade of **AU**, which carries neither credits nor grade points. Please see the University catalog for the complete policy on auditing courses.

**Change of Address:** Students who have moved or are planning to move should complete a Change of Address form available in the Registrar’s Office. This will allow for the accurate maintenance of records and ensure the receipt of all communications from the University. Students who do not want directory information released must fill out a form in the Registrar’s Office. If there is a directory hold on your record, we will not release any demographic, enrollment, or graduation information without your written permission.

**Change of Major:** Students who wish to change or declare a major should do so by completing a Change of Major form available at the Department/Program Offices, the Deans’ Offices, Registrar’s Office, and Student Success Center.

**Change of Name:** Students must provide an official document, such as their social security card or driver’s license, showing their new name with the request for a name change. Forms are available in the Registrar’s Office.

**Closed Sections:** Since sections will be closing periodically during registration, students are strongly advised to check GUXpress to see if a section is open or closed.
Course Changes-Add/Drop: Schedules can be changed on GUxpress or in the Registrar’s Office. Change of schedule forms are available in the Registrar’s Office and the Academic Deans’ offices. Changes will be accepted through the first week of the semester. Classes added during the second week of the semester require the written permission of the instructor and their advisor. The dates are published in the Academic Calendar. Courses dropped during the first two weeks of the semester will not appear on the student transcript. Students will receive a withdrawal grade (X) from September 5 until October 29. Withdrawal from a class will not be permitted after October 29. If the dates of the course are different from the regular semester dates, the student can withdraw from the course before 60% of the course is complete. When a student stops attending a class 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.

Courses Taken at Another College or University: Students enrolled at Gannon University must obtain the permission from their Academic Dean in order to take courses at other institutions. Only the course(s) and semester hours are transferred into Gannon University; therefore grades do not transfer. Forms and additional information can be obtained from the academic deans.

Credit Overload: Students wishing to enroll for more than 18 credits must have the written approval of their Academic Dean for their registration to be processed.

Enrollment Verification can be printed from GUxpress.

GOLD Courses: Courses from GOLD are found at: http://gannon.learntoday.info . You will use your standard Gannon username but your default password will be sent to your Gannon e-mail account after registration.

Grades: Students can access their grades on GUxpress. We do not mail grades.

Graduation Application Procedure: Application must be made in the Registrar’s Office by May 31st for December graduation and by November 15th for May or August graduation. Failure to do so by the appropriate deadline may result in loss of such privileges as participation in the ceremony, senior awards, and name listed in the Commencement Program. Forms are available on GUxpress.

Incoming Freshmen will have their schedules made by the Registrar’s Office. If freshmen wish to have input into the selection of their courses they should contact the Registrar’s Office. Freshmen entering in the Fall semester will receive their schedules at one of the Summer Freshman Orientation sessions and will have opportunities to have input into their proposed schedule during the orientation session. Incoming Spring Freshmen, Late Freshmen applicants, and Fall Freshmen not attending a Summer Orientation should contact the Registrar’s Office if there is a need for input into their schedule.

Minor: Students who decide to add a minor must go to their Academic Dean to fill out the appropriate form.

Non-Scheduled/Independent Study: Students wishing to take a course on an Independent Study basis must arrange this with the instructor of the course. The student must obtain a non-scheduled course form from the Academic Dean’s office and have the form signed by the instructor, advisor, and the Dean. This form then must be taken to the Registrar’s Office. There is a fee for non-scheduled courses.
**Pass-Fail Option:** Students have the option of taking one free elective course a semester on a pass-fail basis. This excludes required courses in the major field of study, cognate courses and Core of Discovery courses and students are limited to four pass-fail courses that count toward their degree. If students elect to take a course on the pass-fail basis, they must so state to their advisor and dean by the date designated in the Academic Calendar. The student shall have the option of converting to a letter grade until the date designated in the Academic Calendar. If the dates of the course are different from the regular semester dates, the student must submit the pass-fail form before 60% of the course is complete. The instructor submits a letter grade and the grade is stored in the Registrar’s files for future referral. In ascertaining eligibility for inclusion on the Dean’s List, students must present a minimum of 12 credit hours of letter grade courses. A “P” (passing) grade will not be reflected in the grade point average; an “F” (failing) grade, however, will be reflected. Courses taken beyond those needed for degree requirements may be taken on a pass-fail basis in addition to the four allowed.

**Prerequisites:** Many courses listed have prerequisites. Please check on GUXpress and 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.

**Readmitted Students** must meet with an Academic Advisor to formulate a schedule, and after the Advisor signs the registration form, they should contact the Registrar’s Office for their registration time/date.

**Repeat Courses:** A student may repeat a course. The student is required to submit written notice of a repeated course to the Registrar’s Office if he or she wishes to have the repeat noted on the transcript. Forms are available in the Registrar’s Office. When a student elects to repeat a course, the letter “R” will be placed in front of the original grade and the original grade will not be calculated in the grade point average. This policy is limited to 15 credits of course work. Each repeat registration is counted as a course. Courses repeated beyond the 15 credits will have both grades calculated in the GPA.

**Student Status:** Students attempting 12 or more hours during a semester are considered full time students. Students attempting less than 12 hours during a semester are considered part time students. Please see the University catalog for the complete policy.

**Transcript:** The student’s authorization and written signature are needed to release a transcript. 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 the student." 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 copies duplicated for distribution.

**Transfer Students** should meet with their Academic Dean to determine the courses for their initial semester. They may then register for their classes in the Registrar’s Office after registration week for current students is completed.

**Withdrawal from the University:** Students who find it necessary to withdraw completely from the University must fill out a withdrawal form available in the Student Success Center. The withdrawal process includes an exit interview with the Counseling Office, Student’s Advisor, Cashier’s Office, Registrar’s Office, and when applicable with the Student Living Office and Financial Aid Office. Failure to comply with this regulation may result in the assignment of a grade of “F” for all courses for which the student is enrolled in the current semester, and in forfeiture of rights to readmission. Refer to the Academic Calendar for the last day to receive withdraw (X) grades when withdrawing from the university.