Registration and Scheduling Information

Doctoral, Master 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, click on ‘Search for Classes’ in GUXpress.

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 GUXpress for current room assignments.

Doctoral and Master

Registration
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.

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.
Undergraduate

GUXpress Registration Instructions for Current Students

The website is my.gannon.edu

Students must register on GUXpress before they can 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 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.

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.

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.

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.
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 visit http://help.blackboard.com/en-us/Learn/9.1_2014_04/Administrator/020_Browser_Support. All students registered for an online course will need a Windows computer with Internet Explorer (9, 10, or 11) or Firefox (FRC or ESR) or an Apple computer with Safari (6 or 7) or Firefox (FRC or ESR) and at least a 56K dial-up connection to the Internet. To learn how to use Blackboard Learn, use the self-paced Blackboard Learn course: ‘Blackboard Student Orientation’.

To access Blackboard Learn go to http://gannon.blackboard.com. Enter your campus wide ID (i.e. smith008) and standard password.

Call the ITS Helpdesk at 871-7501 if you have any problems.

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. When using GUXpress, a schedule can be changed online up till midnight the night before classes start. After this period of time, all schedule changes must be made in the Registrar’s Office, as GUXpress will not process the schedule change request. 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. 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.

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. After the Advisor signs the registration form, they should bring the form to the Registrar’s Office to register.

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 Student Success Center, Student’s Academic Advisor or Academic Dean, Cashiers’ Office, and Registrar’s Office, and when applicable, with the Counseling Services, Student Living Office, Financial Aid, and International Student 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.