**RCI Gannon Semester Bill Instructions**

**New students need to set up your Gannon account:**

You will receive an email from Gannon with instructions on how to set up your student account. If you have difficulties setting up your account or if you didn’t receive an email, please contact Julie Lapiska at [lapiska003@gannon.edu](mailto:lapiska003@gannon.edu).

**Your semester bill is only available on Gannon Self Service.**

No paper bill will be mailed.

**Notification of semester bill:**

You will be notified via your Gannon email when a semester bill is available.

IMPORTANT: Your Gannon email is your official means of communication. It is your responsibility to view your Gannon email for eBill notifications. Failure to monitor your email is not a valid reason for waiving late fees or preventing your schedule from being deleted.

**Due Date for Payment/Confirmation:**

One week before the start date of the semester.

Payment is required before you can confirm.

Students with a credit or zero balance can confirm on-line.

**Why you need to Confirm Your Enrollment:**

This process lets Gannon know you will be attending.

When you make payment in full or payment arrangements, on-line, by mail or in person, the Cashier will confirm your enrollment. If you do not confirm by the due date, Gannon assumes you decided not to attend and your schedule will be deleted.

## What is Gannon Self-Service?

Gannon Self-Service provides all the information pertaining to billing. To access Self-Service:

Login to [my.gannon.edu](https://my.gannon.edu/)

Go to: My GU Applications

Select: Gannon Self-Service

**To Access your Semester Bill in Self Service:**

Login to the Portal: my.gannon.edu

Go to: My GU Applications

Select: Gannon Self-Service

Select: Current term and view statement (official bill in PDF format)

**Authorize Parent/Guardian Access:**

You may authorize a third-party user, such as a parent or guardian, to access your eBill account by selecting the “Manage Release of Student Information” link on the Student Account Center on GUXpress.

In accordance with the Federal Educational Rights Privacy Act (FERPA), the student is the only person who can add an authorized user.

**The Cashier’s Office strongly recommends you authorize access to your parent/guardian.**

**Frequently Asked Questions:**

Frequently Asked Questions are available in the Helpful links in Self Service.