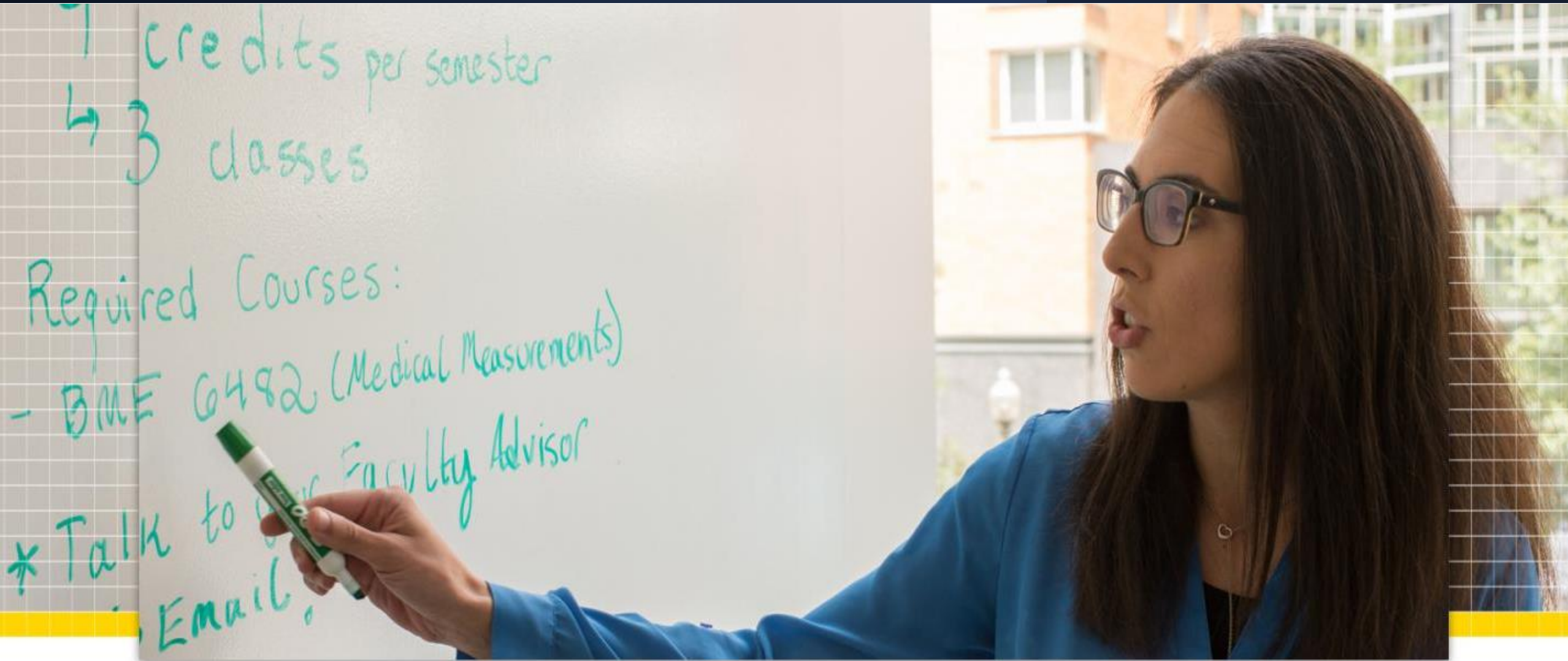


First Year Summer Plan Ahead and Registration Guidebook | Summer 2023

School of Engineering
& Applied Science

THE GEORGE WASHINGTON UNIVERSITY



Introduction and Overview

Welcome to the School of Engineering and Applied Science (SEAS)!

All first-year SEAS students will register on **Tuesday, July 18, 2023**, for all fall courses in advance of general registration. This will help ensure that you can get into all your required courses.

The SEAS First Year Summer Plan Ahead and Registration Guidebook will help you create multiple schedules using the Plan Ahead feature and review the process for registration in GWeb.

***Please note that it is important to complete your online GW/SEAS Orientation module before developing your schedule.**

Steps to Course Registration

1. Take note of the CRN in every class, including the labs and recitations from your premade schedule(s).
2. Input courses using plan ahead feature by **July 2, 2023**.
3. Sign-up for your registration date (**Registration is on July 18, 2023**).
4. Open GWeb to view the registration menu on registration day.
5. Register using pre made schedule on plan ahead on registration day.
6. Check for Common errors.
7. View Registration on GWeb.
8. Registration without plan ahead.

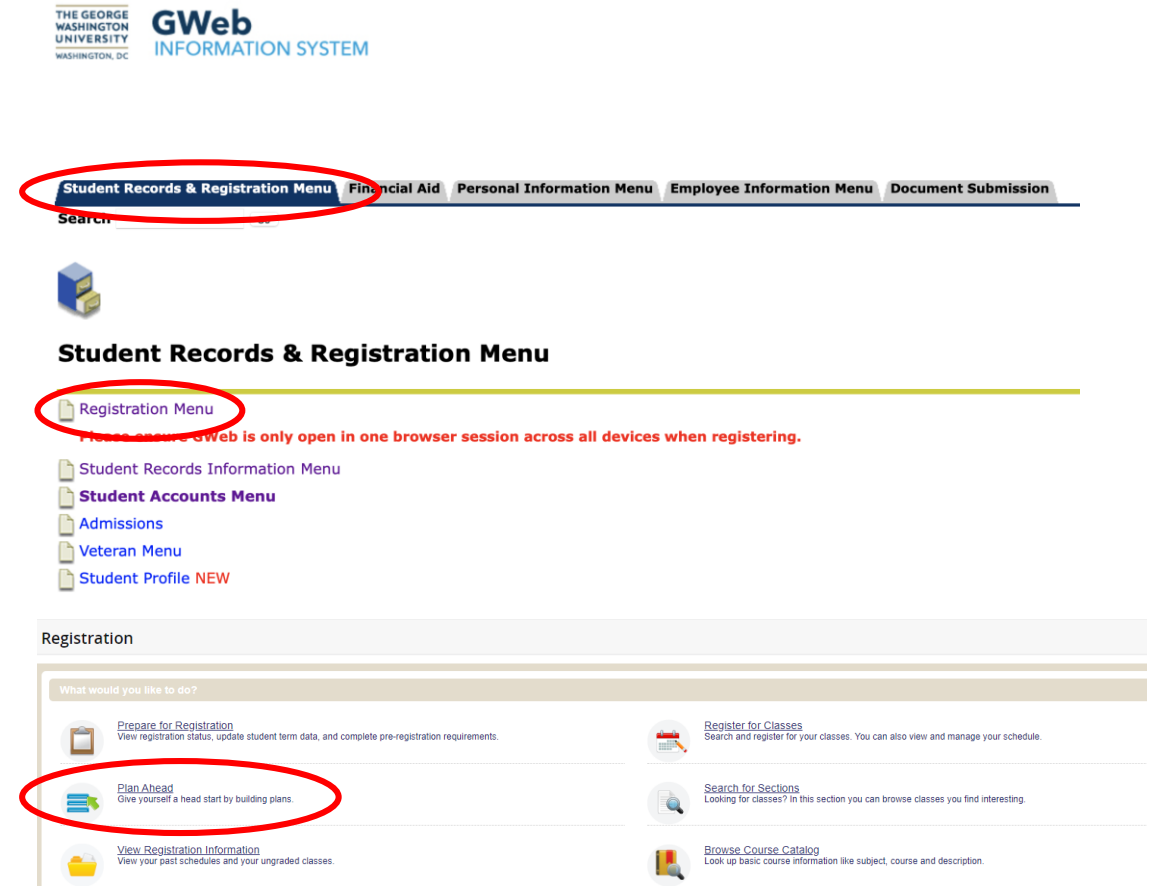
Step 1 – Take Note of Classes

- Reference to the schedule you built and take note of the 5 digit CRN for each.
- Do not forget the labs and recitations CRNs too! This can be found under the "linked" button.
- The list of courses available in each semester can be found [here](#).

STATUS	CRN	SUBJECT	SECT	COURSE	CREDIT	INSTR.	BLDG/RM	DAY/TIME	FROM / TO	
OPEN	60057	CHEM 1004	10	Medicinal Chemistry: from Atom	3.00	Zysmilich, M	FNQR 103	TR 11:10AM - 12:00PM	01/17/23 - 05/01/23	Linked
Comments: Also register for one laboratory section: CHEM 1004.30- 37.										Find Books
Course Attributes										
LINKED COURSES :										
CANCELLED	68099	CHEM 1004	30	Laboratory	0.00				01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
CANCELLED	68100	CHEM 1004	31	Laboratory	0.00				01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
OPEN	62272	CHEM 1004	32	Laboratory	0.00	Mills-Thomson, A	SEH B1700	T 09:00AM - 10:50AM	01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
OPEN	60059	CHEM 1004	33	Laboratory	0.00	Mills-Thomson, A	SEH B1700	T 12:30PM - 02:20PM	01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
CLOSED	60060	CHEM 1004	34	Laboratory	0.00	Mills-Thomson, A	SEH B1700	W 09:00AM - 10:50AM	01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
OPEN	68104	CHEM 1004	35	Laboratory	0.00	Mills-Thomson, A	SEH B1700	W 11:00AM - 12:50PM	01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
CANCELLED	66218	CHEM 1004	36	Laboratory	0.00				01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00
CANCELLED	66219	CHEM 1004	37	Laboratory	0.00				01/17/23 - 05/01/23	Find Books
Course Attributes										Chem Lab Fee \$85.00

Step 2 – Plan Ahead

- Log into [GWeb](#)
- Click on Students Records and Registration.
- Click on Registration Menu.
- Click on Plan Ahead.
- Select the term you are registering for.
- Click Create New Plan.



Step 2 – Continued

- Search for classes.
- Add all courses for each schedule.
- Save plan.
- Name plan.
- Repeat up to 5 times.
- Make at least 2-3 plans **by July 2nd**.
- These plans may be selected at the time of registration instead of manually entering the CRNs.

Find Classes

Enter Your Search Criteria
Term: Fall 2023

Subject

Course Number to

Keyword

Search [Click](#) [Advanced Search](#)

Plan Ahead

Find Classes

Search Results – 93 Courses
Term: Fall 2023 Subject: Mechanical & Aerospace Engng

Subject	Course Number	Title	Hours	Description	Course Sections	Add Course
MAE	1001	Intro. Mech/Aerospace Eng	0 OR 1		View Sections	Add Course
MAE	1004	Engr Drawing & Comput Graphics	0 TO 3		View Sections	Add Course
MAE	1099	Variable Topics	1 TO 36		View Sections	Add Course
MAE	1117	Intro to Eng Computations	0 OR 3		View Sections	Add Course
MAE	2117	Engineering Computations	3		View Sections	Add Course
MAE	2131	Thermodynamics	0 OR 3		View Sections	Add Course
MAE	2170	History&Impact/US PatentSystem	3		View Sections	Add Course

Schedule **Schedule Details**

Class Schedule for Fall 2023

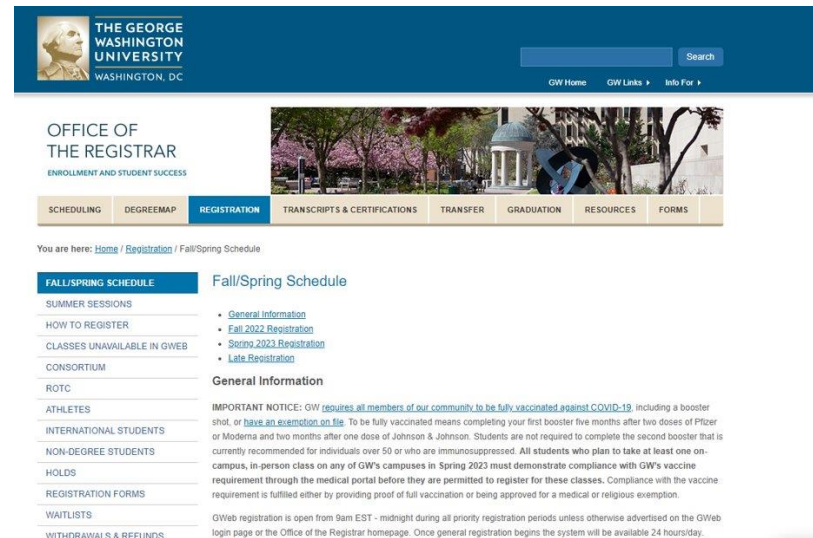
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							
6am							

Total Planned Hours: 0

Save Plan

Step 3 – Check Registration Dates

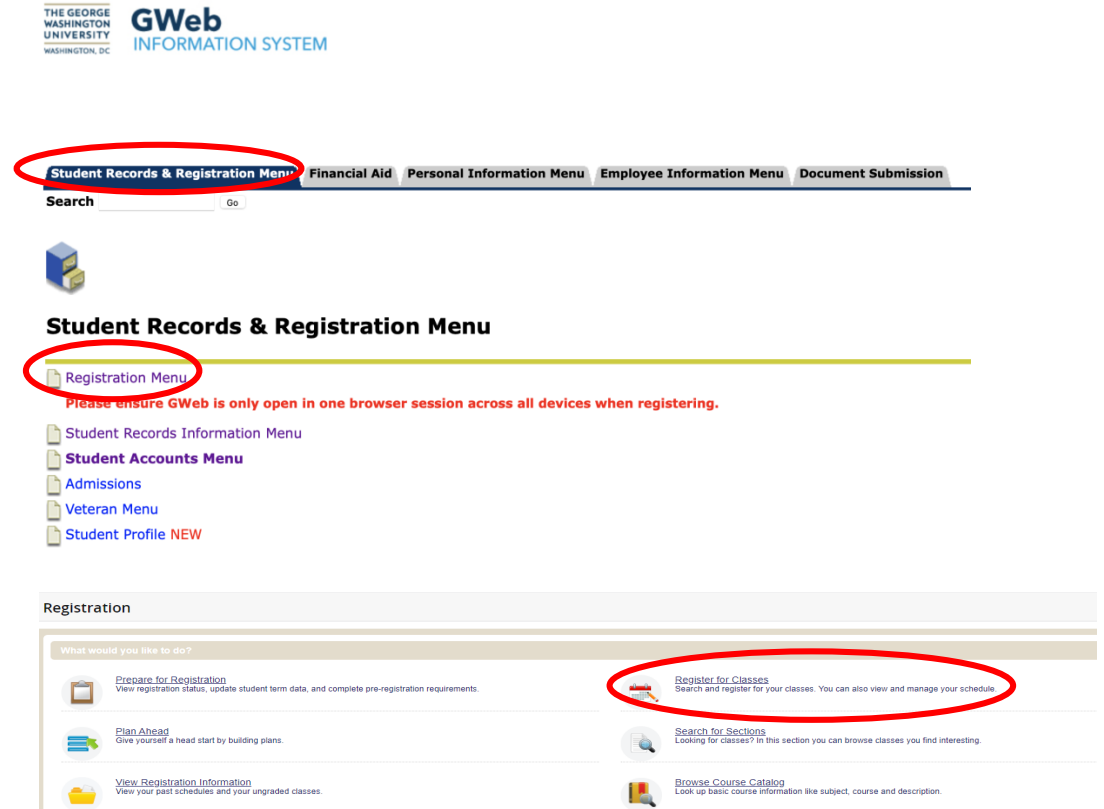
- Check registration dates.
 - **Registration for first year students opens at 8:00 AM on Tuesday, July 18, 2023.**
- See how many credits you have completed in DegreeMap to know which day you can register.
 - Credits you are currently taking do NOT count.



Undergraduate Students:		
November 14	Monday	90 or more credits earned (use your transcript to find your total credits)
November 15	Tuesday	70 or more credits earned (use your transcript to find your total credits)
November 16	Wednesday	50 or more credits earned (use your transcript to find your total credits)
November 17	Thursday	30 or more credits earned (use your transcript to find your total credits)
November 18	Friday	0 or more credits earned (use your transcript to find your total credits)
General Registration		
November 21	Monday	First day to submit RTF-EZ Waitlists available starting 9 am
Nov 21 - Jan 16		General Registration
Nov 21 - Jan 16		All Degree-Seeking Students
Dec 1 - Jan 16		Non-Degree & Corcoran Continuing Education Students
Late Registration		
January 17	Tuesday	First Day of Classes
January 20	Friday	Last day for Consortium Registration Registration closes at 12 pm to clear waitlists Registration reopens at 2 pm without waitlists

Step 4 – Register Classes on GWeb

- Log into [GWeb](#) on your day of registration at 8:00 AM EST.
- Click on Students Records and Registration menu.
- Click on Registration Menu.
- Click on Register for Classes.
- Select the term you are registering for.



Step 5 – Register for Classes

- Select Plans at the top.
- Then proceed to search for classes.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring 2023

▼ Plan: A Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add	
Engineering Orientation	SEAS 1001	0						View Sections		

Records: 1

Step 5 - Continued

- The top section will show classes you could add to your schedule.
- Check the CRN then click "Add."
- Don't forget to click "View Sections" to select the right course/linked sections.
- The bottom right box now shows all the classes you selected to register for. Then click submit.
- Make sure it says "Registered" next to all desired courses in this section.
- Now you should be registered for classes!

The screenshot displays the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Plans' tab is active, showing a plan titled 'Plan: Summer 2023Untitled Plan' for the term 'Summer 2023'. Below this is a table with columns: Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, Note, Course Sections, and an 'Add' button. The table contains one entry: 'Single-Variable Calculus II' with details 'MATH 1232, 10', 3 hours, CRN 52672, Lecture type, and instructor 'Hao Wu (Primary)'. The 'Add' button is circled in red. Below the table is a 'View Sections' button. At the bottom right, there is a 'Submit' button, also circled in red.

Below the main table, there is a 'Schedule' section showing a class schedule for Summer 2023. The schedule is a grid with days of the week (Sunday to Saturday) and times (1pm to 6pm). The class 'Single-Variable Calculus II' is scheduled for Tuesday, Wednesday, Thursday, and Friday from 4pm to 5pm.

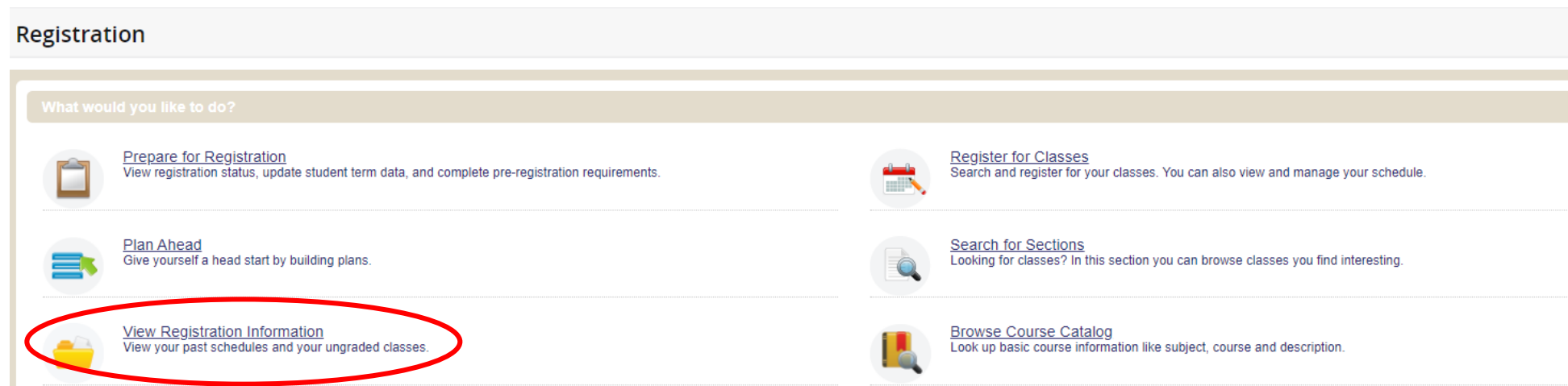
At the bottom right, there is a 'Summary' section with a table showing the status of the registered classes. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The status for 'Single-Variable Calculus II' is 'Registered', which is circled in red. The action is '**Web Registered**'. Below the table, there is a 'Submit' button, also circled in red.

Step 6 – Check For Common Errors

1. Double-check conflicts and course offerings to make sure you cannot move any courses.
2. Double-check that you meet the prerequisite(s) of the course.
3. If the website is not loading for you, try closing the browser and reopen, making sure you are not logged into the system in multiple tabs or on multiple devices.
4. Email seasadvising@gwu.edu if you have a technical issue with registration.

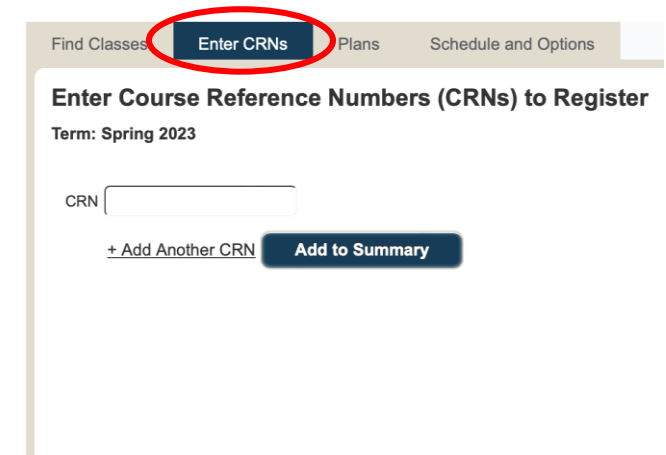
Step 7 – View Registration

- Navigate to the same window as before in GWeb
- Click on View Registration Information
- Select the upcoming term
- View registered classes and ensure it matches desired course schedule



Step 8 – Register Without Plan Ahead

- If your plans do not get you all the classes you need on the day of registration, you can register for a course using the CRN.
- Simply enter the CRN, click add to summary, then submit it and make sure the course shows as web registered in the bottom right. Verify registration as seen in step 7.



The screenshot shows a web interface for course registration. At the top, there is a navigation bar with four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is highlighted with a red circle. Below the navigation bar, the main heading is 'Enter Course Reference Numbers (CRNs) to Register'. Underneath this heading, it says 'Term: Spring 2023'. There is a text input field labeled 'CRN' with a small cursor icon. Below the input field, there is a link that says '+ Add Another CRN' and a dark blue button labeled 'Add to Summary'.