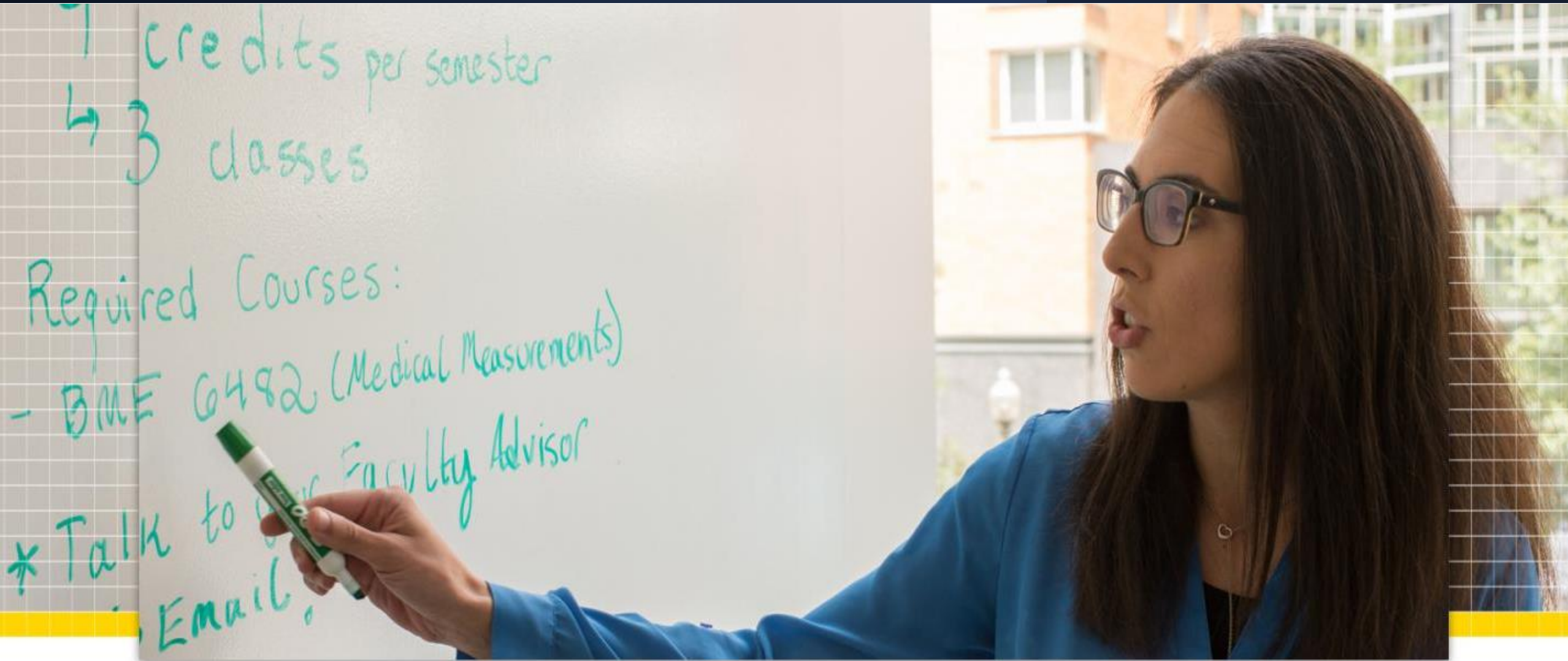# First Year Summer Plan Ahead and Registration Guidebook | Summer 2023

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	FNGR 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.
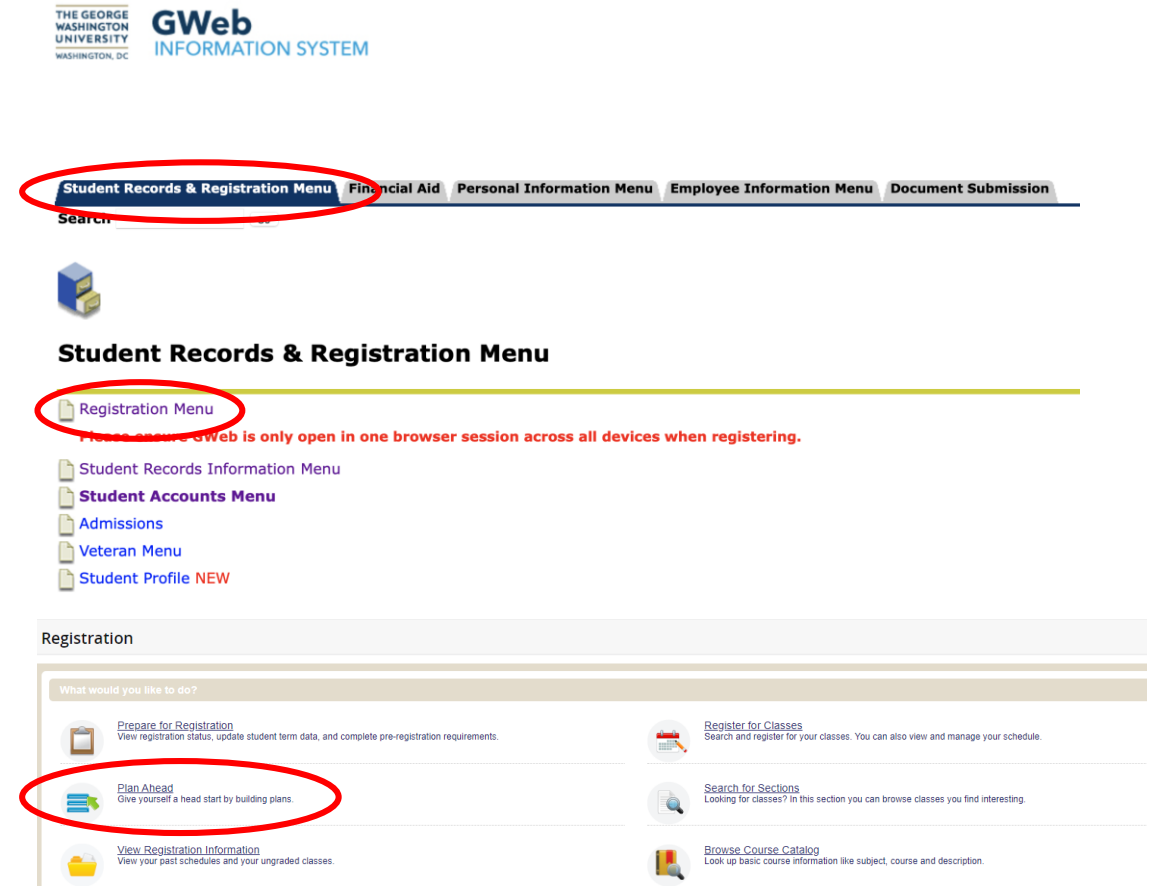
Step 2 – Continued

- 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.

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.

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.
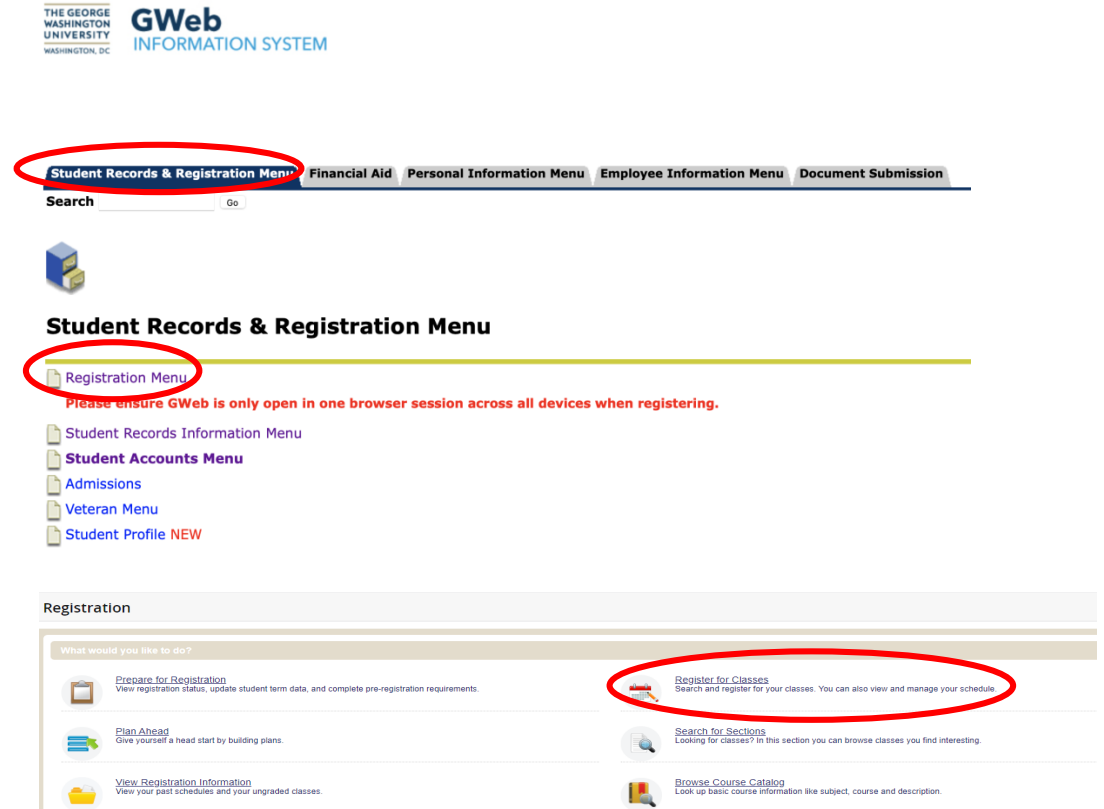
Step 5 – Register for Classes

- Select Plans at the top.

- Then proceed to search for classes.

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!

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.
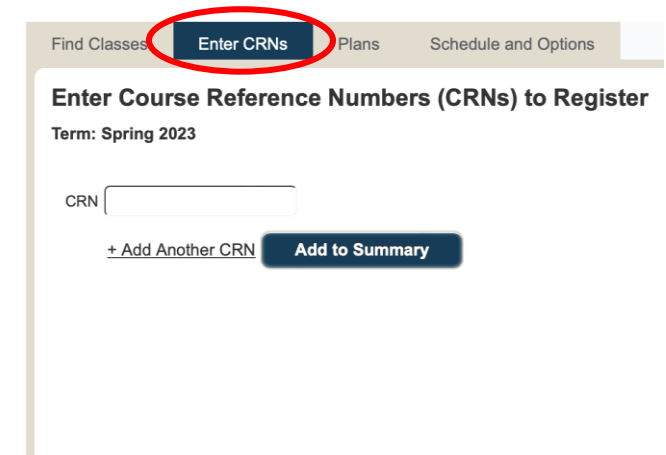
Step 7 – View Registration

- 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
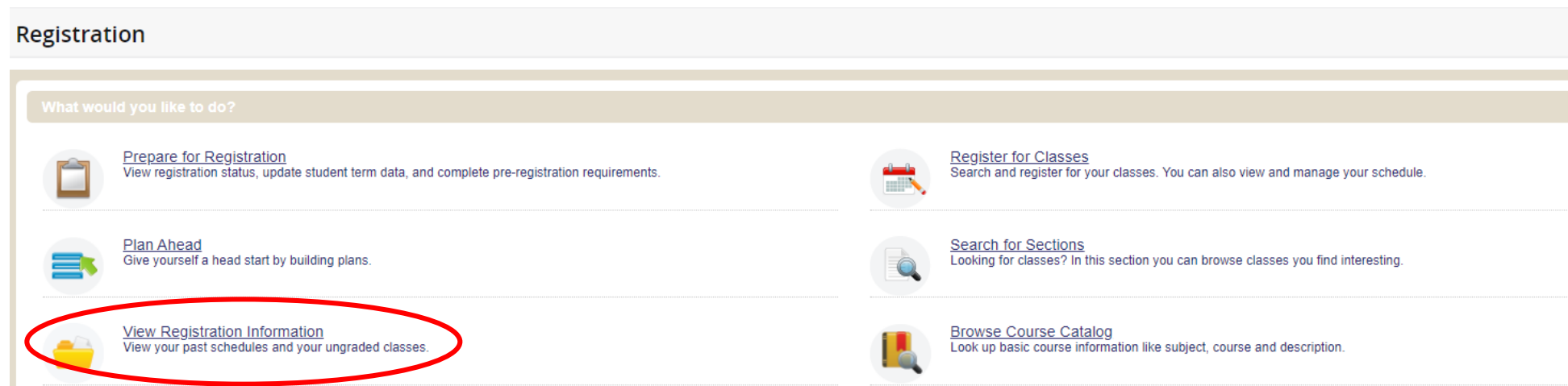
Step 8 – Register Without Plan Ahead

- 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.