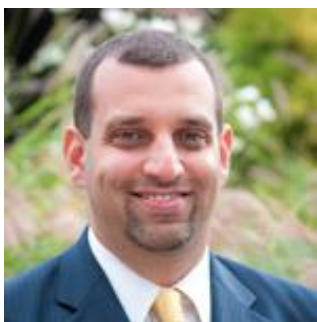


## About SEAS Academic Advising

SEAS utilizes an **integrated approach** to academic advising that utilizes both professional and faculty advising. During the first year students are assigned a **professional advisor** who will help them transition to the university and navigate the curriculum. At the end of freshman year, each student is assigned a **Faculty Advisor** based on their declared major. The Faculty Advisor becomes the primary academic advisor and will assist the student with navigating the curriculum and serve as a mentor in the discipline. In addition, the professional advisor will continue to monitor the student's academic progress and success.

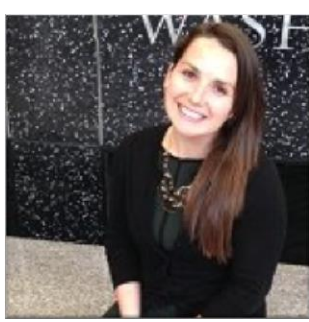
## Advising Team

*Our staff is here to help and support you throughout your time at SEAS.*



**Jonathan Ragone**  
*Director*

*Advisor for:*  
Undeclared and  
Exploring students



**Shay Shiely**  
*Professional Advisor*

*Advisor for:*  
Computer Science  
Systems Engineering  
Applied Science



**Mary Denmon**  
*Professional Advisor*

*Advisor for:*  
Civil Engineering  
Mechanical Engineering



**Brendan Wright**  
*Professional Advisor*

*Advisor for:*  
Biomedical Engineering  
Computer Engineering  
Electrical Engineering

## Ways to Engage with the Advising Office

- **Express Advising:** Express advising services are available throughout the academic year and, are on a first-come, first-served basis. Express advising meetings are limited to 10-15 minutes.
- **Advising Appointments:** Appointments with a Professional advisor can be scheduled by contacting that professional advisor. Whenever possible, cancellations should be made 24 hours in advance to enable another student to make use of that time.
- **Registration Advising:** During the first two weeks of classes and registration, professional advisors are available for extended hours for appointments and express advising.
- **Emailing your advisor:** Email is an additional way to communicate with your academic advisor. You are encouraged to email your academic advisor with brief questions and concerns; however, academic planning or involved issues require more time and students are better served by scheduling an appointment.

### SEAS Undergraduate Student Services and Advising

Science and Engineering Hall, Suite 2500  
(202) 994-6158 | [seasadvising@gwu.edu](mailto:seasadvising@gwu.edu)  
<http://www.seas.gwu.edu>

*Hours of Operation: Monday through Friday | 9:00am to 6:00pm*

## Academic Advising Expectations

*Both the advisors and student both play an important role in the academic advising process.*

Students (Your Role)	Advisors (Our Role)
<ul style="list-style-type: none"> <li>• Make informed decisions and accept responsibility for your academic career.</li> <li>• Know academic policies, procedures &amp; regulations.</li> <li>• Familiarize yourself with degree requirements, remain informed about changes in your curriculum.</li> <li>• Make use of resources available to you on campus</li> <li>• Inform your advisor of any circumstances that might impact your academic performance.</li> <li>• Read and respond to your GW email.</li> </ul>	<ul style="list-style-type: none"> <li>• Be informed and provide accurate information about academic policies, procedures, and regulations.</li> <li>• Ensure availability via access to appointments, express advising, and timely email response rates.</li> <li>• Assist advisees in course selection, registration, and long/short term educational objectives.</li> <li>• Maintain confidentiality unless to protect health and safety of yourself and others.</li> <li>• Be knowledgeable of campus resources and refer advisees to the services needed for success.</li> </ul>

## Student Learning Objectives

*This framework provides learning objectives for each year, to help you navigate your academic experience to graduation.*

<p><b>Freshman Year</b></p> <ul style="list-style-type: none"> <li>• Familiarize yourself with the registration process and all relevant dates and deadlines.</li> <li>• Learn the SEAS School curriculum.</li> <li>• Become familiar with Career Center resources.</li> <li>• Attend office hours to get to know your faculty.</li> <li>• Participate in extracurricular &amp; co-curricular opportunities.</li> <li>• Consider studying abroad; attend a SEAS Study Abroad Info session.</li> <li>• Build a strong partnership with your advisor</li> </ul>	<p><b>Sophomore Year</b></p> <ul style="list-style-type: none"> <li>• Get involved on campus through one of the many student organizations related to your interests.</li> <li>• Solidify your major and/or concentration.</li> <li>• Consider pursuing a minor or a second major if interested.</li> <li>• Consider internships, research or other out of the classroom opportunities to help you solidify your academic goals.</li> <li>• Potential Study Abroad (Spring Semester)</li> </ul>
<p><b>Junior Year</b></p> <ul style="list-style-type: none"> <li>• Meet with your advisor to ensure you are on track to graduate.</li> <li>• Become more involved in your co-curricular activity and seek out a leadership role.</li> <li>• Build on relationships with faculty/staff members.</li> <li>• Obtain an internship or research opportunity</li> <li>• Consider and research graduate school options</li> </ul>	<p><b>Senior Year</b></p> <ul style="list-style-type: none"> <li>• Apply for graduation at the beginning of the semester in which you will be completing your requirements.</li> <li>• Finalize course plans</li> <li>• Apply for jobs or graduate school</li> <li>• Ask for letters of recommendation from faculty, if needed</li> <li>• Complete all of your remaining courses successfully.</li> <li>• Attend commencement and graduate from GW!</li> </ul>

Acronyms & Abbreviations	What it stands for?	What does it mean?
<b>RTF</b>	Registration Transaction Form	Form used to register for a course that's closed, has a time conflicts, restrictions, etc. An RTF requires the instructor's signature for registration of closed courses and courses that require permission.
<b>SEAS</b>	School of Engineering & Applied Science	The best school at GW!
<b>SEASSPAN</b>	School of Engineering and Applied Science Student Peer Advisory Network	Student leadership organization comprised of approximately 30 carefully selected mentors who help incoming freshman transition to SEAS.
<b>CRN</b>	Course Registration Number	A CRN is a 5-digit course reference number. All sections, including lectures, labs, discussions, etc., will have a unique CRN. We use the CRN to identify a course in the Banner administrative records system.
<b>WID course</b>	Writing in Discipline course	After completing UW1020, students must take two Writing in the Disciplines (WID) courses. The WID curriculum is designed for students to receive sustained instruction in writing over the course of their studies at GW. For SEAS, it is built into the curriculum.
<b>H/SS courses</b>	Humanities & Social Science Elective Courses	Humanities or Social Science courses taken within an approved list. For most majors, 3 humanities courses and 3 social science courses required. Ask advisor for more details.
<b>Colonial Central</b>	Colonial Central	Office of the Registrar and Student Financial Services. Located in the Marvin Center.
<b>Colonial Health</b>	Colonial Health	Colonial Health offers a range of confidential health services to support medical and mental health needs, as well as promotion and prevention services to guide students in maintaining a healthy lifestyle.
<b>UCC</b>	University Counseling Center	Now part of Colonial Health -- Counseling services for students. For more information, email <a href="mailto:counsel@gwu.edu">counsel@gwu.edu</a> .
<b>DSS</b>	Disability Support Services	Offers accommodations and resources to eligible students. For more information, email <a href="mailto:dss@gwu.edu">dss@gwu.edu</a> .
<b>SEH</b>	Science & Engineering Hall	GW's newest LEED-certified Science and Engineering building on the Foggy Bottom campus.

## Important Dates for Fall 2017

\*\*Open registration to add/drop courses (waitlist opens) on Banweb will begin at 7:00 AM on Wednesday, July 5, 2017.\*\*

Fall 2017 Registration Dates		
Apr 7 – Aug 27	*****	All Degree-Seeking Students
August 28	Monday	First Day of Classes/Late Registration
Aug 28 - Sep 10	*****	Late Registration for all students. All first-time registrations will incur an \$80.00 late fee
September 1	Friday	Last day for Consortium Registration
September 10	Sunday	Last day to add a course on GWeb (Banweb)
September 22	Friday	Last day to add a course using the RTF-EZ or drop a course using the RTF-EZ without academic penalty
September 24	Sunday	Last day to drop a course on GWeb (Banweb)
November 3	Friday	Last day to withdraw from a course with a grade of 'W' using the RTF-EZ or to change grade mode with Dean's permission

Dates and deadlines are subject to change. Refer to Registrar's website for updates and to view registration deadlines  
<http://registrar.gwu.edu/fall-spring-schedule>

## Important Dates for Spring 2018

Spring 2018 Registration Dates		
Nov 9 – Jan 15	*****	All Degree-Seeking Students
November 13	Monday	90 or more credits earned
November 14	Tuesday	70 or more credits earned
November 15	Wednesday	50 or more credits earned
November 16	Thursday	30 or more credits earned
November 17	Friday	0 or more credits earned
January 16	Tuesday	First Day of Classes/Late Registration. Late Registration for all students. All first-time registrations will incur an \$80.00 late fee
January 19	Friday	Last day for Consortium Registration
January 28	Sunday	Last day to add a course on GWeb (Banweb)
February 9	Friday	Last day to add a course using the RTF-EZ or drop a course using the RTF-EZ without academic penalty
February 11	Sunday	Last day to drop a course on GWeb (Banweb)
March 9	Friday	Last day to change grade mode with Dean's permission
March 23	Friday	Last day to withdraw from a course with a grade of 'W' using the RTF-EZ
March 25	Sunday	Last day to withdraw from a course with a grade of 'W' on GWeb

Dates and deadlines are subject to change. Refer to Registrar's website for updates and to view registration deadlines  
<http://registrar.gwu.edu/fall-spring-schedule>

## SEAS Resources

SEAS Advising	<a href="http://www.seas.gwu.edu/academic-advising">http://www.seas.gwu.edu/academic-advising</a>
SEAS Study Abroad	<a href="https://www.seas.gwu.edu/study-abroad">https://www.seas.gwu.edu/study-abroad</a>
SEAS Tutoring	<a href="http://www.seas.gwu.edu/tutoring">http://www.seas.gwu.edu/tutoring</a>
SEASSPAN Mentors	<a href="http://www.seas.gwu.edu/seasspan">http://www.seas.gwu.edu/seasspan</a>
SEAS Career Services	<a href="http://www.seas.gwu.edu/internships-career-support">http://www.seas.gwu.edu/internships-career-support</a>
SEAS Student Organizations	<a href="http://www.seas.gwu.edu/student-activities-organizations">http://www.seas.gwu.edu/student-activities-organizations</a>

## University Resources

Office of Multicultural Student Services (MSSC)	<a href="https://mssc.gwu.edu/">https://mssc.gwu.edu/</a>
STEMworks	<a href="https://lai.gwu.edu/stemworks">https://lai.gwu.edu/stemworks</a>
Office of International Student Services	<a href="http://internationalservices.gwu.edu">http://internationalservices.gwu.edu</a>
Writing Center	<a href="http://www.gwu.edu/~gwriter/">http://www.gwu.edu/~gwriter/</a>
Center for Student Engagement	<a href="http://studentengagement.gwu.edu/">http://studentengagement.gwu.edu/</a>
Colonial Health	<a href="http://www.gwu.edu/health-services">http://www.gwu.edu/health-services</a>
GW Career Services	<a href="http://careerservices.gwu.edu/">http://careerservices.gwu.edu/</a>
Office of Military and Veterans Affairs	<a href="http://military.gwu.edu/gw-valor-leadership-0">http://military.gwu.edu/gw-valor-leadership-0</a>
Housing	<a href="http://living.gwu.edu">http://living.gwu.edu</a>
Disability Support Services	<a href="https://disabilitysupport.gwu.edu/">https://disabilitysupport.gwu.edu/</a>
GW Libraries	<a href="http://library.gwu.edu">http://library.gwu.edu</a>