

## 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. During the spring of their first 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.

## Meet Your Advisor

The Office of Undergraduate Student Services and Advising is the home of your professional advising staff. If you have any questions regarding academics, please find your advisor in the Professional Academic Advisors section on this page and email him or her to schedule an appointment. For more information, visit: <https://www.seas.gwu.edu/meet-your-academic-advisor>

Professional Advisor	Faculty Advisor
<ul style="list-style-type: none"> <li>• Serve as primary advisor to first-year students</li> <li>• Maintain academic records and monitor degree progress for all SEAS students</li> <li>• Help with understanding of academic policies and procedures</li> <li>• Provide guidance on DegreeMAP</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate information for course planning relevant to student interests</li> <li>• Relay department and major specific information</li> <li>• Discuss options for internships, research, and opportunities within their field</li> <li>• Approve course selections and application of academic policies</li> </ul>

## Ways to Engage with the Advising Office

- **Open Advising:** Open advising services are available throughout the academic year and are on a first-come, first-served basis and generally last 10-15 minutes.
- **Advising Appointments:** Appointments with a Professional Advisor can be scheduled through the Advisor’s Calendly page. Whenever possible, cancellations should be made 24 hours in advance to enable another student to make use of that time.
- **Registration Advising:** Open express advising hours are extended during the first two weeks of classes and during the first two weeks of registration.
- **Email Your Advisor:** Students are encouraged to email their academic advisor with brief questions and concerns. More complex academic planning or involved issues that require more can be better addressed through a meeting with an advisor.

### SEAS Undergraduate Student Services and Advising

Science and Engineering Hall, Suite 2500  
(202) 994-6158 | [seasadvising@gwu.edu](mailto:seasadvising@gwu.edu)

*Hours of Operation: Monday through Friday | 9:00am to 5:30pm*

## 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 and 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 emails</li> </ul>	<ul style="list-style-type: none"> <li>• Be informed and provide accurate information about academic policies, procedures, and regulations.</li> <li>• Assist advisees in course selection, registration, and long/short term educational objectives.</li> <li>• Maintain confidentiality (exception when your safety or the safety of others is a concern).</li> <li>• Be knowledgeable of campus resources and refer advisees to the services needed for success.</li> <li>• Ensure regular availability for meeting and timely responses to emails.</li> </ul>

## Your Four Years in SEAS

*This framework provides objectives to help you navigate your academic experience to graduation.*

<p style="text-align: center;"><b>First 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 about your 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 style="text-align: center;"><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 support your academic goals.</li> <li>• Study Abroad if desired (Spring Semester).</li> </ul>
<p style="text-align: center;"><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 style="text-align: center;"><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.</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?
RTF	Registration Transaction Form	Form used to register for a course that is closed, has a time conflict, major restrictions, etc. An RTF requires the instructor's signature.
SEAS	School of Engineering & Applied Science	The best school at GW!
SEASSPAN	School of Engineering and Applied Science Student Peer Advisory Network	Student leadership organization comprised of approximately 35 carefully selected mentors who help incoming first-year students transition to GW/SEAS.
CRN	Course Registration Number	A CRN is a 5-digit course reference number. All sections, including lectures, labs, discussions, etc., will have a unique CRN. The CRN identifies a course in the Banner administrative records system.
WID	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. These courses are built into the curriculum for each SEAS major.
H/SS	Humanities & Social Science Elective Courses	Humanities or Social Science courses must be chosen from an approved H/SS list. For most majors, 3 humanities courses and 3 social science courses are required. Ask an advisor for more details.
CPS	Counseling and Psychological Services	Now part of Colonial Health -- Counseling and Psychological Services for students.
DSS	Disability Support Services	Offers accommodations and resources to eligible students. For more information, email <a href="mailto:dss@gwu.edu">dss@gwu.edu</a> .
SEH	Science & Engineering Hall	GW's newest LEED-certified Science and Engineering building on the Foggy Bottom campus.

## SEAS Resources

SEAS Advising	<a href="https://www.seas.gwu.edu/undergraduate-student-services-advising">https://www.seas.gwu.edu/undergraduate-student-services-advising</a>
SEAS Career Services	<a href="https://www.seas.gwu.edu/career-services">https://www.seas.gwu.edu/career-services</a>
SEAS Forms	<a href="https://www.seas.gwu.edu/forms">https://www.seas.gwu.edu/forms</a>
SEASSPAN Mentors	<a href="https://www.seas.gwu.edu/student-mentor-program">https://www.seas.gwu.edu/student-mentor-program</a>
SEAS Student Organizations	<a href="https://www.seas.gwu.edu/student-organizations-and-resources">https://www.seas.gwu.edu/student-organizations-and-resources</a>
SEAS Study Abroad	<a href="https://www.seas.gwu.edu/study-abroad">https://www.seas.gwu.edu/study-abroad</a>
SEAS Academic Support	<a href="https://www.seas.gwu.edu/academic-supports">https://www.seas.gwu.edu/academic-supports</a>

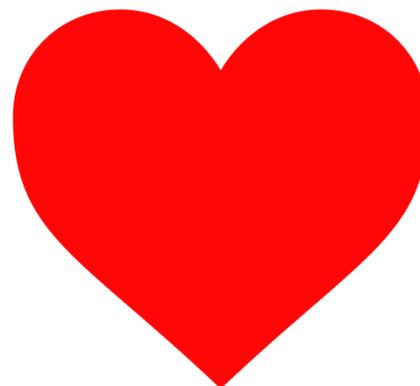
## University Resources

Student Life	<a href="https://studentlife.gwu.edu/">https://studentlife.gwu.edu/</a>
Colonial Health Center	<a href="https://healthcenter.gwu.edu/">https://healthcenter.gwu.edu/</a>
Disability Support Services	<a href="https://disabilitysupport.gwu.edu/">https://disabilitysupport.gwu.edu/</a>
GW Career Services	<a href="http://careerservices.gwu.edu/">http://careerservices.gwu.edu/</a>
GW Libraries	<a href="http://library.gwu.edu">http://library.gwu.edu</a>
GW Housing	<a href="http://living.gwu.edu">http://living.gwu.edu</a>
International Student Services	<a href="http://internationalservices.gwu.edu">http://internationalservices.gwu.edu</a>
Military and Veterans Affairs	<a href="https://military.gwu.edu/">https://military.gwu.edu/</a>
Multicultural Student Services Center (MSSC)	<a href="https://mssc.gwu.edu/">https://mssc.gwu.edu/</a>
Registrar	<a href="https://registrar.gwu.edu/">https://registrar.gwu.edu/</a>
Academic Commons	<a href="https://academiccommons.gwu.edu/">https://academiccommons.gwu.edu/</a>
Student Financial Assistance	<a href="https://financialaid.gwu.edu/">https://financialaid.gwu.edu/</a>
Writing Center	<a href="https://writingcenter.gwu.edu/">https://writingcenter.gwu.edu/</a>

## CARE Network

At GW, we aim to create a Colonial community that cares for one another. From the moment students arrive on campus, they begin to find their place at the university. The college experience can often be challenging and asking for help can be difficult. The CARE Network reaches out to offer support so that students can be as successful as possible through graduation.

The CARE Network is a cross-departmental support system which recognizes that student concerns are often multi-faceted. Students are connected to resources through inter-departmental collaboration to provide them with appropriate and personalized outreach.



For more information or to submit a Care Report, visit: <https://students.gwu.edu/care>