Welcome to the School of Engineering and Applied Science (SEAS) at The George Washington University. Below is a checklist for you to complete prior to the start of your first semester in SEAS:

For Mid-Year First Year, Internal and External Transfer students in SEAS:

- **Complete your Welcome to SEAS Survey**
  All new internal and external transfer students must complete the Welcome to SEAS Survey. Once completed, students will be assigned a Faculty Advisor and Professional Advisor based on the major they indicated in the survey. In the interim, the Professional Advising Team can assist you with any administrative questions regarding your course registration and transfer credit. If you have any questions, please email us at seasadvising@gwu.edu.

- **Take the ALEKS Math Placement Test if you need to take MATH 1231 or ECON 1010**
  If you do not already have credit for MATH 1231 or want to take ECON 1011, you will be required to take the Math Placement Test before being eligible to take the course. For more details about the ALEKS Math Placement Test, visit: [https://math.columbian.gwu.edu/gw-mathematics-placement-test](https://math.columbian.gwu.edu/gw-mathematics-placement-test).

- **Take the ALEKS Chemistry Prep Course if you need to take CHEM 1111**
  If you do not already have credit for CHEM 1111 and your degree requires you to take it, you will be to take the ALEKS Chemistry Prep Course and receive the necessary score before being eligible to take it. For more details about the Chemistry Prep Courses, visit: [https://chemistry.columbian.gwu.edu/aleks-chemistry-prep-course](https://chemistry.columbian.gwu.edu/aleks-chemistry-prep-course).

- **Review SEAS/GW Academic Regulations, Policies, and Major Requirements**
  New students are expected to review all academic policies and regulation in the [University Bulletin](http://bulletin.gwu.edu/university-regulations) include a specific section for SEAS as well as the SEAS Undergraduate website which includes important information about major requirements and options.

- **Review the University General Education Requirement**
  The general education curriculum engages students in active intellectual inquiry across the liberal arts. Students achieve a set of learning outcomes that meaningfully enhance their analytical skills, develop communication competencies, and familiarize them with modes of inquiry. Coursework for the university general education curriculum includes 19 credits of approved courses in writing, natural or physical science, mathematics or statistics, social science, and the humanities, plus two Writing in the Disciplines (WID) courses. For most majors, these requirements are built into your SEAS degree requirements, but you should review the information here to make sure you satisfy all areas by the time of graduation: [http://bulletin.gwu.edu/university-regulations/general-education/](http://bulletin.gwu.edu/university-regulations/general-education/). Please note, you may need to take additional courses to satisfy this requirement or may need to be strategic with your course selection.

- **Review the SEAS Humanities, Social Science, and Non-Technical Elective Requirement**
  Each SEAS major must complete a series of non-technical electives. Of these courses, at least two (6 credits) must be from the Critical Analysis in Social Science list and at least one course (3 credits) from the Critical Analysis in Humanities list of the [University General Education Requirement](http://bulletin.gwu.edu/university-regulations/general-education/). The remaining courses must be chosen from an approved list or approved by the advisor to satisfying specific departmental requirements. A full list of courses by major is available on the humanities and social science form located on the [SEAS forms webpage](http://bulletin.gwu.edu/university-regulations/general-education/). Non-technical areas of study cannot include courses in scientific disciplines or mathematics, or courses focusing on technology. In addition, if you plan to take a foreign language course as part of the humanities requirement, please be sure to review the [guidelines](http://bulletin.gwu.edu/university-regulations/general-education/) in bulletin.
Complete an Undergraduate Advising Form to Remove Registration Hold
Each semester prior to registration students are required to meet with their Primary Advisors to have their schedule approved. For first year students your primary advisor is your Professional Advisor and for sophomores, juniors, and seniors your primary advisor is your Faculty Advisor. Your academic plans are approved via the Undergraduate Advising Form via the online portal.

*During this first meeting you should:* (1) Review your transferred courses; (2) Review your academic plan for the next semester; (3) Review your curriculum sheet and your long-term academic plans; and (4) Review any questions about the humanities, social science, non-technical elective requirement.

For External Transfer in SEAS Only

Review Required Curriculum and Transfer Credit Evaluation with Faculty Advisor
Students should review the Transfer Credit Evaluation memo provided to you from GW Admissions that represents the courses you have taken at your previous institutions and how they have been applied to your GW transcript. By comparing the course plans outlined in the University Bulletin - SEAS Curriculum you can begin to develop a plan for your first semester.

In addition, students should review their DegreeMap to see how transfer credit has been applied to required courses. You can access Degreemap by using myGW and logging into the GWeb Information System.

Submit Transfer Credit Approval Form (if applicable)
Periodically, courses from other institutions will be transferred as a Department 1099 course (ie. ECE 1099). This means that the course does not currently have a designated course equivalent at GW. However, you are able to have this course reviewed by the Department if you believe you have found a potential course equivalent at GW. In order to facilitate this review, you should compile the following information about the course: Both course descriptions (external and GW course), a copy of the course syllabus for the external course, a copy of your transcript (including final grades) from the external institution, and a completed Transfer Credit Approval Form. The information will need to be approved by the Department in which the course equivalent is taught and authorized by your Homeschool (SEAS) via a Transfer Credit Approval Form.

Review and submit an University Writing Exception Request (if applicable)
If you are transferring in a writing course that you think would satisfy the University Writing requirement you can petition to have the course count. For more information about the transfer policy and exceptions for the University Writing Requirement (UW1020), visit: http://writingprogram.gwu.edu/uw1020-exemptions.