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 Both Internal and External Transfer:

1. **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.

2. **Take the Math Placement for MATH and ECON**
   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. You will be required to have the necessary score one week before the start of the semester or you could be dropped from the course. The Math Placement Test can be accessed through the following link: https://math.columbian.gwu.edu/gw-mathematics-placement-test.

3. **Review SEAS Regulations, University Policies, and Major Requirements**
   New students are expected to read through the SEAS Undergraduate website and the SEAS section of the University Bulletin to review the course plans for the various majors and policies governing SEAS undergraduate students.

4. **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/.

   Please note, you may need to take additional courses to satisfy this requirement or may need to be strategic with your course selection.

5. **Review the SEAS Humanities and Social Science Requirements**
   Each SEAS major has to complete a series of non-technical areas of study. 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. The remaining courses must be chosen from an approved list, or approved by the advisor and 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. Non-technical areas of study cannot include courses in scientific disciplines or mathematics, or courses focusing on technology.
Additionally, when a foreign language course is taken as part of the humanities requirement, the following rules apply:

- The foreign language studied may not be a native language of the student, unless the courses taken are literature courses.
- If the student has studied the language previously, he or she must first take a placement test given by the language department concerned and enroll in a course recommended by that department.
- The advisor must approve the course selection.

**Complete an Undergraduate Advising Form to Remove Registration Hold**

Each semester prior to registration students are required to meet with their Faculty Advisors (Freshmen - Professional Advisor/ Sophomores, Juniors, and Seniors - Faculty Advisor) to have their schedule approved. The form should be completed prior to the meeting by reviewing their major specific curriculum and course offerings on the GW Schedule of Classes.

*During this first meeting you should:* (1) Review your Transferred Courses; (2) Review your Undergraduate Advising Form; (3) Review your curriculum sheet and your long-term academic plans; and (4) Review your Humanities and Social Science Requirement

To download and complete the Undergraduate Advising Form go to: [http://www.seas.gwu.edu/forms](http://www.seas.gwu.edu/forms). All completed Undergraduate Advising Forms should be sent to the SEAS Undergraduate Student Services and Advising via email at seasadvising@gwu.edu.
SEAS New Transfer Student Checklist

For External Transfer 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 Info 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.