

CONSORTIUM REGISTRATION FORM

Procedures:

1. Use one form for each visited institution. Copy exact and complete course information (subject, course number, section, number of credit hours, and title) from the visited institution's Schedule of Classes. Be sure to indicate the level of credit as published (undergraduate or graduate).
2. Obtain academic approvals in the order indicated on the form. The last column of the course information section must be completed by a Departmental Official for the form to be approved. Bring the Consortium Registration Form to your Advising Office.
3. Deliver the completed form to the Consortium Coordinator in the Office of the Registrar at Colonial Central.
4. When your Consortium Registration Form has been received by the Office of the Registrar, you will receive a Consortium Receipt email confirming that your form has been received. Once the form has been processed by the Office of the Registrar at GW, you will receive a Registration Receipt email indicating that the form has been processed and sent to your Consortium school. You will not be officially registered for the course(s) until you receive confirmation of enrollment from the Consortium institution you have chosen to attend.
5. Students may obtain library privileges at the library of the institution they are visiting by contacting the circulation desk at the library to determine policies for Consortium Borrowers. Students who take courses at the University of Maryland are required to register with the University of Maryland Consortium Coordinator if they wish to use the library.

**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

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