

New Student Guide and First Steps

Welcome to GSEHD! This guide contains helpful start up information to get you prepared to join our learning community. The frequently asked questions also contain information on course selection, books, tuition, funding, and billing.

First Steps

Step One: Set up your GW Accounts

The **GWeb** Information System allows online access to GW student services, such as registering for classes, viewing student billing accounts, viewing grades and accepting financial aid. To set up your account:

1. Go to <http://my.gwu.edu/> and click on *GWeb Info System* in the upper left corner.
2. Enter the GWid that is given at the top of your offer of admission and on your Official Program Plan.
3. Enter your six-digit birthday (MMDDYY) as your PIN. *For security purposes please change your PIN.*

Your **GW NetID** gives you access to your student email account (GWMail), GWeb (student information system), and Blackboard (online course software). To establish your NetID and email:

1. Go to <http://identity.gwu.edu/>
2. Click "Claim Your GW Email Address/NetID"
3. Enter your GWid, Last Name and Birth Date and follow the steps to create a NetID and password.
4. Finally, go to <http://my.gwu.edu/mod/email/> and sign on to your GW email with your NetID and password.

All official notifications (grades, bills, and important academic communication) will be sent to your GW email address, so please be sure to either check it regularly or have it forwarded to an account that you plan to check regularly. Instructions on how to forward your GW email account can be found [here](#).

Note: It may take up to 48 hours from when you receive this email for you to be recognized in the GW system. If you are unable to access your accounts initially please try again at a later time.

If you experience any technical difficulties, please contact the University Helpdesk at ithelp@gwu.edu. Other important information about GW technology services can be found here: <http://it.gwu.edu/support>.

Step Two: Consult Your Official Program Plan

Attached to this email is your Official Program Plan which has been approved by your faculty advisor as well as the Dean's Office and will help you determine which courses are needed to complete your program at GSEHD.

Shortly before you begin your classes, you can consult DegreeMAP which is an electronic reflection of your program plan and tracks which courses you have completed as well as those still needed. DegreeMAP is accessed through the [GWeb Information System](#): Student Records & Registration → Student Records Information Menu → DegreeMAP.

If you have any questions about which courses you should take in your first semester, or if you wish to make any course substitutions or request transfer credit, please contact your faculty advisor. If your faculty advisor approves any changes to your Official Program Plan you will need to submit a [Program Plan Change Form](#) to the Office of Student Services.

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Step Three: Register for Classes

Before registering for classes please follow the registration sequence/guidance of your faculty advisor. Off-campus/distance students may also have a program support coordinator who can assist them with registration.

To register for classes online navigate to the [GWeb Info System](#) and log in with your GWid and PIN. Detailed instructions on how to register can be found on the website of the Office of the Registrar [here](#). Once you have completed the registration process please verify your course registration under "Student Detail Schedule" in the Registration Menu of the [GWeb Info System](#).

Step Four: Familiarize Yourself with GW Resources

The Office of Student Services provides many useful materials for new students on our website: <http://gsehd.gwu.edu/students>. In particular we urge you to review the [Student Handbook](#), which provides important information about GSEHD policies and procedures, including information about registration, enrollment status, grading and academic requirements. The GW Bulletin also includes important university-wide information: <http://bulletin.gwu.edu/>.

The Office of the Registrar is also an important resource. We strongly encourage you to visit [their website](#) and familiarize yourself with registration deadlines and the tuition refund schedule. Please keep in mind that financial penalties are assessed for late registration and for dropping courses after a certain point each semester. (Note: Off-campus or distance programs may differ from main campus published details. Dates may also be verified at your program location.)

The GW Academic Calendar can be found here: <http://www.gwu.edu/academic-calendar>. The online Schedule of Classes lists the courses that are being offered each semester and can be found here: <http://my.gwu.edu/mod/pws/>

We also encourage you to familiarize yourself with resources offered by the Gelman Library (available to all students, regardless of campus/distance status): <http://library.gwu.edu>. Dorinne Banks is a dedicated Education Liaison Librarian for GSEHD and you can access her library guides and resources at <http://libguides.gwu.edu/profile/banks>.

New Student Guide: Frequently Asked Questions

Below you will find answers to some of the most frequently asked questions from new students.

What can I expect from the Office of Student Services?

The Office of Student Services oversees new student orientation programs, registration, comprehensive examinations, student appeals, dissertation defenses and degree clearance for graduation. We can assist you with the administrative aspects of your studies and help connect you with other university resources when necessary. We also closely monitor student progress to ensure that students meet all academic standards and complete all degree requirements.

Where can I find information on tuition and fees?

The tuition schedule can be found online here: <https://studentaccounts.gwu.edu/graduate-tuition>. Information on fees can be found online here: <https://studentaccounts.gwu.edu/fees-charges>

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How will I be billed?

The George Washington University does not issue paper statements. Students are [notified by email](#) (to your GW email account) when a new statement is available. More information on the eBill system is available here: <https://studentaccounts.gwu.edu/how-ebill-system-works>. **Please note:** Payment for the semester is due on the first day of the semester, on the main campus, not the first day of your session or the first day of the semester for an off-campus course. Your billing statement will include the billing due date.

Who should I contact about....?

Academic issues and course selection: Please contact your faculty advisor, whose name and contact info can be found on your offer of admission and on your Official Program Plan. Off-campus/distance students should also ask their faculty advisor if there is a program support coordinator who can assist them with academic issues.

Administrative issues: Please contact your Student Services Representative, whose name and contact info can be found on the website of the [Office of Student Services](#). The Office of Student Services is located in a townhouse at 2136 G St NW, Washington, DC. Please feel free to stop by and see us in person!

Funding options: An overview of available funding is provided by the Office of Admissions on their “Tuition and Scholarships” page: <http://gsehd.gwu.edu/admissions#tuition-and-scholarships>

I received an Immunization Form in the mail, what is this?

All students under age 26, regardless of program of study, location of study, part-time or full-time status, degree or non-degree status, must comply with the immunization requirement as set forth by the Law of the District of Columbia. It is important that you comply as soon as possible so that your registration is not hindered. You can find more information about the immunization requirement on the website of GW Student Health: <http://studenthealth.gwu.edu/immunizations>.

What textbooks do I need? Where can I purchase them?

Please check with your program and/or course instructors about what textbooks or other course materials you will need. You are welcome to obtain your textbooks through whatever service is most convenient for you. All textbooks will also be available at the [GW Bookstore](#), which is located at the Foggy Bottom Campus Marvin Center, 800 21st St NW, Washington, DC 20052.

What should I do if I have questions about my admission status? What if I want to defer my admission?

Please contact the Office of Admissions with any questions about your admissions status. All GSEHD students are required to register in the semester that they were admitted to the University. If you are unable to do so, you must contact the Office of Admissions to request a deferment.

What should I do if I have a conditional admission based on official transcripts?

Transcripts are required from all colleges and universities attended whether or not a degree was earned. If you submitted an unofficial transcript for your application review and were admitted “conditionally”, you will need to submit official (sealed) transcripts by the end of the first semester of enrollment. Make sure to do so as soon as possible so that your registration is not hindered. All transcripts should be sent to the GSEHD Office of Admissions:

GSEHD Office of Admissions
2136 G Street NW
Washington DC, 20052

The Office of Admissions can be reached at gsehdadm@gwu.edu or 202-994-9283.