How do I register for classes online?

STUDENT SERVICES
OFFICE OF STUDENT LIFE

HOW-TO SERIES
Getting to GWeb

- GWeb is where you can register for classes, view grades, and have access to your personal and financial aid information
- Go to [my.gwu.edu](http://my.gwu.edu)
- From this screen click on “gweb info systems” on the left hand side
- You will need your GWid # and your pin number to log in
Log in to register for classes through GWeb

User Login

Your User ID for this system is your GWid. Your GWid is the Uppercase letter ‘G’ followed by an 8-digit number. To retrieve your GWid, please visit http://gwid.gwu.edu.

Please note: Your account will be locked after five (5) consecutive failed login attempts. If this happens, click HELP for information about requesting a PIN reset.

If you have forgotten your PIN and know your User ID, please enter your User ID, leave the PIN field blank and then click the "Forgot PIN?" button to reset your PIN. Your PIN must be six characters long and should be a combination of letters and numbers. If you need further assistance, please contact The Division of Information Technology at (202) 994-GWIT.

User ID:  
PIN:  

Login  Forgot PIN?

RELEASE: 8.4
Click on “Student Records and Registration”
Click on “Registration Menu”
Click on “Look-up Class to Add”
Select the term in which you are attempting to register for.

Select Term or Date Range

Search by Term:
- None
- Fall 2012
- Summer 2012 (View only)
- Spring 2012 (View only)
- Fall 2011 (View only)
- Summer 2011 (View only)
- Spring 2011 (View only)
- Fall 2010 (View only)
- Summer 2010 (View only)
- Spring 2010 (View only)
- Fall 2009 (View only)
- Summer 2009 (View only)
- Spring 2009 (View only)
- Fall 2008 (View only)
- Summer 2008 (View only)
- Spring 2008 (View only)
- Fall 2007 (View only)
- Summer 2007 (View only)
- Spring 2007 (View only)
Find your program or the course subject you are attempting to register for:

Examples: Counseling, Curriculum & Pedagogy, Educational Leadership, Human Organization Learning, Special Education, etc...
Select the course you are attempting to register for.

### Look-Up Classes to Add:

<table>
<thead>
<tr>
<th>Fall 2012</th>
<th>Educational Leadership</th>
</tr>
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<tbody>
<tr>
<td>0920</td>
<td>Continuing Research - Masters</td>
</tr>
<tr>
<td>0940</td>
<td>Cont Research: Doctoral</td>
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<tr>
<td>6100</td>
<td>Experimental Courses</td>
</tr>
<tr>
<td>6101</td>
<td>Research and Independent Study</td>
</tr>
<tr>
<td>6114</td>
<td>Intro to Quantitative Research</td>
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<td>Intro-Educational Statistics</td>
</tr>
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<td>6232</td>
<td>Supervision/Evaluation-Instructn</td>
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<tr>
<td>6234</td>
<td>Site-Based Leadership: K-12</td>
</tr>
<tr>
<td>6236</td>
<td>School Law and Policy</td>
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Select your course and/or the section that best fits your schedule and Register.

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
Educational Leadership

<table>
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<th>Select CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
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<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
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<th>Location</th>
<th>Attribute</th>
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</table>
This is your confirmation screen notifying you of your registration.

Add/Drop Classes:

This page is used to add or drop classes for the selected term. If you have already registered for the term those classes will appear in the Current Schedule section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete press the Submit Changes button.

If you are unsure of which classes you wish to add press the Class Search button to review the class schedule.

Current Schedule

**Web Registered** on 07/31/12

<table>
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<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
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<tr>
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<td>None</td>
<td>34793</td>
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<td>6114</td>
<td>12</td>
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<td>3.00</td>
<td>Letter Grade</td>
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Total Credit Hours: 3.00
Billing Hours: 3.00
Minimum Hours: 0.00
Maximum Hours: 999999.999
Date: 07/31/12 10:59 am

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
You can also view your courses online through GWeb.
An error message will appear if you are unable to register for the course.
Why would an error message appear?

An error message will appear if there is a course restriction. These can include:

○ Time conflict
○ Course reserved for a specific program
○ Course full
○ Instructor permission needed
For Questions or Concerns

If you receive a registration error message or you have any issues please contact your GSEHD Advanced Degree Program Coordinator within the Office of Student Services.

Have a great semester!