Using a Registration Transaction Form (RTF)
GSEHD students sometimes register with the RTF “Classic” form.

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**THE GEORGE WASHINGTON UNIVERSITY**

**Office of the Registrar**

**REGISTRATION TRANSACTION FORM**

http://registrar.gwu.edu • registrar@gwu.edu

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<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>GRADE MODE*</th>
<th>INSTRUCTOR SIGNATURE</th>
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*GRADE MODE OPTIONS:
A= AUDIT
C= LETTER GRADE
P= PASS/NO PASS (undergraduates only)
R= CREDIT/NO CREDIT (graduates only)

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I request the above action be performed.

Student Signature

Date

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AUTHORIZED SCHOOL OFFICIAL USE ONLY

☐ Prior to start of the semester OR Effective Date: ___ / ___ / ___

Signature:

Today’s Date:
Reasons to use an RTF

- To enroll in Continuous Enrollment or a Leave of Absence
- If and when you need to add/drop a course after online registration through Gweb has ended
- To override a course restriction or if the course is full (this can be done with instructor approval)
- For course information visit the Office of the Registrar website.
RTF Classic vs. RTF-EZ

- The RTF-EZ is intended for use by undergraduate students only.

- You can find the correct RTF on the Student Resources page of the GSEHD Student Services website.

- Be aware of registration dates; if you register or drop classes late, you can incur late fees.
How to Fill out an RTF

• Indicate the semester in which you wish to register/drop classes.

• Fill in the identifying information (GWid, Name, Email)

• Enter the course information including CRN number, course title, credits, etc.

• Remember to sign the form in the bottom left!
Instructor permission is required if the course has a restriction.

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I request the above action be performed.

Authorized School Official Use Only

- Prior to start of the semester
- Effective Date: ___ / ___ / ___
- Signature: ____________________________
- Today's Date: ________________________

Student Signature ____________________________ Date ________________
Once completed, submit to the Office of Student Services for School Official’s Signature

Forms can be turned in by:

Fax to 202-994-1214

Email to your Advanced Degree Program Coordinator

In person delivery or mail to 2136 G ST, NW Washington D.C. 20052
If you have any issues please contact your GSEHD Advanced Degree Program Coordinator within the Office of Student Services.

Have a great semester!