

How do I register for classes online?



**STUDENT SERVICES
OFFICE OF STUDENT LIFE**

HOW-TO SERIES

Graduate School
of Education
& Human Development

THE GEORGE WASHINGTON UNIVERSITY

Office of Student Services

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
- 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



Browser address bar: gwu.edu https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin

Browser tabs: Most Visited, Gmail, Email Log-In, GSEHD, Registrar Office, Data Marts

Logos: THE GEORGE WASHINGTON UNIVERSITY, GWeb Information System

HELP EXIT

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

RELEASE: 8.4

Click on “Student Records and Registration”



gwu.edu https://banweb.gwu.edu/PRODCartridge/tw/bkwbis_P_GenMenu?name=bmenu_P_MainMnu&msg=WELCOME+<|>Welcome,+Alex+W.+Wadsworth,+to+the+WWW+Information+System!<? Google

Most Visited Gmail Email Log-In GSEHD Registrar Office Data Marts Book

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON DC

GWeb Information System

Student Records & Registration Menu Financial Aid Personal Information Menu Employee Information GW Alert Emergency Notification

Search Go

SITE MAP HELP EXIT

Main Menu

Welcome, [REDACTED], to the WWW Information System! Last web access on 07/18/12 at 09:14 am

 **Student Records and Registration**

- Registration Menu
- Student Records Information Menu
- Student Accounts Menu
- Admissions
- Veteran Menu

 **Financial Aid Menu**

- My Cost of Attendance
- My Eligibility
- My Award Information
- E-Mail GW's Office of Student Financial Assistance
- E-Mail GW Law School Financial Aid Office
- My Federal Work Study Information

Click on “Registration Menu”



The screenshot shows a web browser window with the URL https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu. The browser's address bar and tabs are visible. The page header includes the logos for The George Washington University and GWeb Information System. A navigation menu is displayed with the following items: **Student Records & Registration Menu**, Financial Aid, Personal Information Menu, Employee Information, and GW Alert Emergency Notification. Below the navigation menu is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. A small icon of a stack of books is located to the left of the main content area. The main content area is titled "Student Records & Registration Menu" and contains a list of menu items: Registration Menu (circled in red), Student Records Information Menu, Student Accounts Menu, Admissions, and Veteran Menu. At the bottom of the page, the text "RELEASE: 8.5.1" is displayed.

Click on “Look-up Class to Add”



gwu.edu https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu

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 Registration Menu

-  Register, Drop and/or Add Classes
-  **Look-up Class to Add**
-  Student Schedule by Day & Time
-  Student Detail Schedule
-  Change Credit Hours
-  Select Term

RELEASE: 8.5.1

Select the term in which you are attempting to register for.



gwu.edu https://banweb.gwu.edu/PRODCartridge/bwskfcls.P_CrseSearch?term_in=

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RETURN TO MENU SITE MAP HELP EXIT

07/18/12 12:52 pm

Select Term or Date Range

Search by Term:

- None
- 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:

UNIVERSITY WASHINGTON DC
GWU Information System

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Look-Up Class to Add:

Fall 2012
07/31/12 10:12 am

You may use the options below to search the class schedule. You may choose any combination of fields to narrow your search.

Once you have entered the parameters for your search, press the Class Search button to view your results.

You must select at least ONE subject before clicking 'Course Search'.

Examples: Counseling, Curriculum & Pedagogy, Educational Leadership, Human Organization Learning, Special Education, etc...

Subject:

- Decision Sciences
- Dermatology
- East Asian Lang & Lit
- Economics
- Educational Leadership**
- Electrical & Computer Engring
- Emergency Health Services
- Emergency Medicine
- English
- English for Academic Purposes
- Engr Mat & Systems Engineering

Select the course you are attempting to register for.



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RETURN TO MENU SITE MAP HELP EXIT

Fall 2012
07/31/12 10:55 am

Fall 2012

Educational Leadership

0920	Continuing Research - Masters	<input type="button" value="View Sections"/>	
0940	Cont Research: Doctoral	<input type="button" value="View Sections"/>	
6100	Experimental Courses	<input type="button" value="View Sections"/>	
6101	Research and Independent Study	<input type="button" value="View Sections"/>	
6114	Intro to Quantitative Research	<input type="button" value="View Sections"/>	
6116	Intro-Educational Statistics	<input type="button" value="View Sections"/>	
6232	Supervision/Evaluatn-Instructn	<input type="button" value="View Sections"/>	
6234	Site-Based Leadership: K-12	<input type="button" value="View Sections"/>	
6236	School Law and Policy	<input type="button" value="View Sections"/>	

Select your course and/or the section that best fits your schedule and Register



gwu.edu https://banweb.gwu.edu/PRODCartridge/bwskfcls.P_GetCrse

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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

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribu
<input type="checkbox"/>	30176	EDUC	6114	10	1	3.000	Intro to Quantitative Research	T	05:10 pm-07:00 pm	24	24	0	0	0	0	Archie P. Cubarrubia (P)	08/28-12/07	GOV 104	
<input type="checkbox"/>	31631	EDUC	6114	11	1	3.000	Intro to Quantitative Research	W	05:10 pm-07:00 pm	25	25	0	0	0	0	Lionel C. Howard (P)	08/28-12/07	SWW 201	
<input type="checkbox"/>	34793	EDUC	6114	12	1	3.000	Intro to Quantitative Research		TBA	20	8	12	0	0	0	Morgan S. Earp (P)	08/28-12/07	ON LINE	
<input type="checkbox"/>	33620	EDUC	6114	AT	I	3.000	Intro to Quantitative Research	R	05:30 pm-09:30 pm	10	5	5	0	0	0	Patricia L. Johnson (P)	10/22-12/15	HAMPTN HRC	
<input type="checkbox"/>	31485	EDUC	6114	LA	X	3.000	Intro to Quantitative Research	S	TBA	25	3	22	0	0	0	Matthew T. Allen (P), Shonna D. Waters	08/28-12/15	SEE DEPT	
<input type="checkbox"/>	33889	EDUC	6114	LH	I	3.000	Intro to Quantitative Research	R	05:30 pm-09:30 pm	20	4	16	0	0	0	Patricia L. Johnson (P)	10/22-12/15	HAMPTN HRC	
<input type="checkbox"/>	31293	EDUC	6114	QA	Q	3.000	Intro to Quantitative Research	W	06:00 pm-08:30 pm	25	1	24	0	0	0	Salvatore R. Paratore (P)	08/28-12/15	TBA	
<input type="checkbox"/>	35796	EDUC	6114	TF	3	3.000	Intro to Quantitative Research	T	06:10 pm-08:00 pm	7	0	7	0	0	0	Lisa S. Schwartz (P), Matthew A. Goldshore	08/28-12/07	TBA	
<input type="checkbox"/>	37643	EDUC	6114	VQ	1	3.000	Intro to Quantitative Research		TBA	3	1	2	0	0	0	Morgan S. Earp (P)	08/28-12/07	ON LINE	
<input type="checkbox"/>	36247	EDUC	6114	10	1	3.000	Intro to Quantitative Research		TBA	15	5	10	0	0	0	Morgan S. Earp (P)	08/28-12/07	ON LINE	

Register Add to WorkSheet New Search

This is your confirmation screen notifying you of your registration.



gwu.edu https://banweb.gwu.edu/PRODCartridge/bwskreg.P_AltPin1 ☆ Google

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Add/Drop Classes:

Fall 2012
07/31/12 10:59 am



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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on 07/31/12	None	34793	EDUC	6114	12	Graduate	3.000	Letter	Grade	Intro to Quantitative Research

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: 07/31/12 10:59 am

Add Classes Worksheet

CRNs

<input type="text"/>										
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You can also view your courses online through GWeb.



gwu.gwu.edu https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu

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Registration Menu

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- ~~Student Schedule by Day & Time~~
- ~~Student Detail Schedule~~
- Change Credit Hours
- Select Term

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An error message will appear if you are unable to register for the course.



gwu.gwu.edu https://banweb.gwu.edu/PRODCartridge/bwskfreg_P_AltPin1

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RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

Fall 2012
07/31/12 11:02 am

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 unable to find which classes you wish to add press the Class Search button to review the class schedule.

Registration Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Field of Study Res...	Major.	Please consult the Schedule of Classes for additional information. 33889 EDUC 6114 LH Graduate 3.000 Letter Grade Intro to Quantitative Research							

Add Class Worksheet

CRNs

<input type="text"/>									
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Submit Changes Class Search Reset

View My Account Balance/Add Authorized Users - Optional



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!