

# Getting Registered For Classes

## A Resource Guide For New Students

### COURSE LISTINGS

#### What courses are being offered this semester?

Each semester's course offerings are posted on the Registrar's website:

<http://my.gwu.edu/mod/pws/>.

Courses are either grouped under "Main Campus" for those courses held at Foggy Bottom. Or they are grouped under "Off-Campus" for those held online, at the Hall of States (Leg Affairs) or the Alexandria Graduate Education Center (Strategic PR).

#### 📍 Main Campus

- Political Management
  - PMGT Courses held at Foggy Bottom (i.e. PMGT 201)

#### 📍 Off-Campus

- College/Professional Studies
  - Strategic Public Relations practicum and capstone (i.e. PSPR 300)
- Political Management
  - Online PMGT courses \* (i.e. PMGT 205)
  - Legislative Affairs courses with PMGT subject code (i.e. PMGT 267)
- Political Science
  - Legislative Affairs courses (i.e. PSC 201)
- Prof. Studies – Public Relations
  - Strategic Public Relations courses (i.e. PSPR 201)
  - Online Strategic Public Relations courses \* (i.e. PSPR 201)

\* Online courses are ONLY for those students enrolled in the online/ distance learning program. You will be dropped from any online/distance learning course you register if you are not in the online program.

FALL 2009	SUMMER 2009
<ul style="list-style-type: none"> <li>• <u>Main Campus</u></li> <li>• <u>Mount Vernon Campus</u></li> <li>• <u>Virginia Campus</u></li> <li>• <u>Off Campus</u></li> <li>• <u>700 Series Courses</u></li> <li>• <u>CCAS Dean's Seminars</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Main Campus</u></li> <li>• <u>Mount Vernon C</u></li> <li>• <u>Virginia Campus</u></li> <li>• <u>Off Campus</u></li> <li>• <u>700 Series Cour</u></li> <li>• <u>CCAS Dean's Sr</u></li> <li>• <u>GW Summer On</u></li> </ul>
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FINAL EXA

#### Pay attention to the **COMMENTS** listed below each course.

STATUS	CRN	SUBJECT	SECT	COURSE	CREDIT	INSTR.	BLDG/RM	DAY/TIME	FROM / TO
OPEN	84702	PSPR 201	PR	PR Principles & Practice	3.00	Spellman, J	ALEX	T 07:10PM - 09:00PM	08/31/09 - 12/19/09
Comments: This course is being taught at the Alexandria Graduate Education Center. ←									
OPEN	84703	PSPR 202	PR	Adv PR Writing	3.00	Bates, D	ALEX	R 07:10PM - 09:00PM	08/31/09 - 12/19/09
Comments: This course is being taught at the Alexandria Graduate Education Center.									
OPEN	87032	PSPR 204	DE	Media Relations	3.00	Bates, D	ON LINE		09/07/09 - 10/16/09
Comments: This course meets during the first half of the semester: 9/07/09 - 10/16/09. This is a distance learning course. ←									
OPEN	87027	PSPR 206	EM1	Ethical Standards in PR	3.00		ON LINE		08/31/09 - 10/11/09
Comments: Registration restricted to online students only. This is a distance learning course. ←									

# COURSE REGISTRATION

## How - and when - do I actually register for classes?

Students register for classes using the GWeb\* online system: <https://banweb.gwu.edu/>.

Your User ID for this system is your GWid. Your GWid is the Uppercase letter 'G' followed by an 8-digit number.



Your PIN must be six characters long and should be a combination of letters and numbers.

1. <https://banweb.gwu.edu/>.
  - On the User Login page, enter your nine-digit student ID number (or GWid) and your six-digit PIN and click 'Login'.
2. **Navigate to the appropriate semester Registration Screen**
  - At the main menu click on 'Student Records & Registration Menu,' then 'Registration Menu,' then 'Register, Drop and/or Add Classes.' You will be prompted for a term.
3. **Enter your Course Reference Numbers (CRNs)**
  - Simply enter your desired Course Reference Numbers (CRNs) into the numbered boxes and click on 'Submit Changes.' You will immediately see if you have been successfully registered, or if there are any problems with your selections.
4. **Edit your Selections**
  - You may add additional CRNs by entering them into the numbered boxes. You may drop courses by selecting 'Web Drop' in the 'Action' column next to the appropriate course. If any of your courses have a range of credit hours, you will automatically be registered for the lowest number of credits. If you wish to change the credits, return to the 'Registration Menu' and select 'Change Credit Hours.'
5. **Confirm your Registration**
  - When you are finished, review your schedule for accuracy. You may wish to print your schedule by selecting the appropriate button at the bottom of the same page.

\* The GWeb info system is available seven days a week from 7:00 am to 8:00 pm, including weekends. You can only register for classes during these hours.

Registration error codes and their meanings can be found on the registrar's website: [http://www.gwu.edu/~regweb/web-content/registration/reg\\_errors.html](http://www.gwu.edu/~regweb/web-content/registration/reg_errors.html)

## Where do I find syllabi for my classes?

You can find course syllabi on the GSPM's website: <http://www.gspm.org/coursesyllabi> and are listed by program.

# DROPPING/ADDING COURSES

## **What are the deadlines for dropping a class?**

During the Fall and Spring semesters the deadline for dropping a course without academic penalty is the end of the eighth week of classes. A course dropped during the first four weeks of classes will not appear on a student's transcript. A course dropped after the fourth week but before the end of the eighth week will appear on the transcript with a grade of "W". Students who wish to drop a course after that deadline must work with their department graduate advisor to petition CPS.

## **Can I register late for a class?**

Late registration occurs the first 2 weeks of the fall and spring semesters and the first week of summer classes. An \$80.00 Late Fee will be assessed.

Beginning with the first week of classes, students who wish to add a course(s) and drop a course(s) as an even exchange may do so without financial loss if these transaction requests are made during the same calendar week for an equal number of credit hours.

## **Will I get my money back if I drop a class?**

Courses dropped before the first day of classes will have 100% of the tuition charges cancelled. Courses dropped AFTER classes begin, are subject to the refund schedule, which governs the prorated cancellation of semester tuition charges in cases of program adjustment (see below) or withdrawal:

- On or before the end of the first week of classes - 90% refund
- On or before the end of the second week of classes - 60% refund
- On or before the end of the third week of classes - 40% refund
- On or before the end of the fourth week of classes - 25% refund
- After the fourth week of classes - No refund

Always visit the Registrar's website  
to read the most up-to-date policies and deadlines  
regarding registration

<http://www.gwu.edu/~regweb/>

