GWeb Instructions

Prior to registration, please check GWeb to see if there are any **holds** applied to prevent you from registering. A hold can only be cleared by the office that placed the hold on your record. If you have a hold that is not lifted by the time you register, please submit your registration form to the Records Office. When your hold is lifted, we will enter those classes that are still open.

ADDRESS
Access GWeb Registration at http:/my.gwu.edu and click on **gweb info system**.

TO REGISTER: at the "Main Menu" click on "Student Records & Registration" then "Registration Menu". Select "Register, Drop and/or Add Classes". You will be prompted to select and submit the term for which you are registering.

ADDING CLASSES: Enter your desired Course Reference Numbers (CRNs) into the numbered boxes and click "Submit Changes". You will immediately see if you have been successfully registered, or if there are any problems with your selections. You are only registered for courses listed in the "Current Schedule" table. CRNs can be found on the course schedule with crns on the Law School web page under Registration.

DROPPING CLASSES: You may drop courses by selecting "Dropped Course" in the "Action" column next to the appropriate course.

DON'T HAVE THE CRN?:   If you don't have the CRN of the course you wish to take, click on "Class Search". Select "Law" as the subject and specify any other parameters you wish. Once you have found your desired course, you may click on the box to the left of the CRN and click "register" to add the course to your schedule.

VARIABLE CREDIT: If the course you wish to take has a variable credit option listed in the Schedule of Classes, you may adjust the credit hours on GWeb. (You will automatically be registered for the lowest number of credits available.) From the "Add/Drop Classes : "Select Semester", click on "Return to Menu". Select "Change Credit Hours". Scroll down to the appropriate course and input the desired credit hour value into the field. Credit hour options are listed to the right of the field.

CHANGING TO CREDIT/NO CREDIT: This cannot be updated via Gweb and must be done in the Records Office. However, once the change has been entered, you may confirm the grade mode by viewing on GWeb.

When you are finished, review your schedule for accuracy. You may wish to print it out. If you have any questions, you may contact the Records Office at 994-6261.

Restrictions on GWeb Registration

The following registration transactions **must** be conducted in the Records Office:

All transactions involving courses outside the Law School. This includes:

> All non-law courses for joint degree students.
> All non-law courses approved for law credit by the Dean of Students Office.
> All non-law courses taken for a grade of *Audit*.

The following law school courses:

> All law courses requiring a professor's signature (see next to last page of packet).
> All law courses to be taken elective *CR/NC* which are normally graded.

If you wish, you may register in person in the Records Office or fax your registration form to (202) 994-8980.   The Records Office (STU105) is open from 9:00 a.m. to 8:00 p.m.