

# CONSORTIUM REGISTRATION PROCEDURES

## Procedures:

1. Read the Consortium information posted at [registrar.gwu.edu/consortium](http://registrar.gwu.edu/consortium) to ensure you and your chosen course(s) are eligible for cross-registration.
2. **Complete one Consortium Registration Form for each visited institution, per semester.**  
Copy the complete course information, including section, from the visited institution's Schedule of Classes and be sure to indicate the level of credit as published (undergraduate or graduate). Failure to complete any of the form fields, including student information and signatures, may delay or prevent your registration at the visited institution. Please note UMD's Winter session will appear on your spring schedule.

### Example:

Subject	Course #	Section	Credits Hrs	Course Title	Credit Level
ECON	101	02	3	Intro to Microeconomics	UG

3. **Complete a Consortium Equivalent Approval Form.**  
A specific GW equivalent course is required for all Consortium registration requests except ROTC. The appropriate GW academic department must approve the equivalent, which can include Special Topics courses. If the GW equivalent is being offered in the same semester the Consortium registration will not be approved (except for Special Topics courses).  
  
Your academic advisor/program office must also approve and sign the request before it is submitted to the GW Office of the Registrar.
4. **Submit BOTH forms through your advising office or directly to the Office of the Registrar.**  
Once your request has been processed by the GW Office of the Registrar, you will see a placeholder registration class in GWeb, which indicates that the form has been sent to your Consortium school. The GW placeholder that you see in GWeb does not guarantee registration at the visited institution. You will not be officially registered for the course(s) until you receive confirmation of enrollment from the Consortium institution you have chosen to attend.
5. Students may obtain library privileges at the institution they are visiting and should contact the library to determine policies for Consortium Borrowers.

## Credit Restrictions:

Participation in the Consortium program is restricted to main campus (Foggy Bottom/Mount Vernon/Corcoran) degree candidates in good academic standing. Non-Degree students and students in off-campus programs are ineligible to take courses through the Consortium program.

- *Full-time undergraduate students* may enroll in approved courses such that the total number of credit hours does not exceed six (6) per semester or twenty-one (21) per degree program. Semester/credit restrictions apply to all course activity during the summer as one (1) semester.
- *Part-time undergraduate students* may enroll in approved courses through the Consortium such that the total number of credit hours does not exceed six (6) per academic year or twenty-one (21) per degree program.
- *Graduate students* may enroll in approved courses through the Consortium such that the total number of credit hours does not exceed nine (9) hours for a Master's program or twelve (12) hours for a Doctoral program.
- Students enrolled in two (2) or more Consortium institutions are not eligible to participate in Consortium cross-registration among those institutions, either outgoing or incoming.

THE GEORGE  
WASHINGTON  
UNIVERSITY

WASHINGTON, DC

Office of the  
Registrar

Student Services Hub

University Student  
Center

Ground Floor

Phone:  
(202) 994-4900

Fax:  
(202) 994-0282

Email:  
[registrar@gwu.edu](mailto:registrar@gwu.edu)

# Consortium Registration Form

for GW Students



Consortium of Universities of the  
Washington Metropolitan Area

Today's date:		Semester/Year:		DO YOU EXPECT TO GRADUATE AT THE END OF THE TERM? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> M	<input type="checkbox"/> F				
Gender		Last Name		First Name	
				Middle Initial	GWID Number
Date of Birth		Daytime phone #		Email address	
				Major	
Special Services Required? <input type="checkbox"/> Yes   <input type="checkbox"/> No					
LEVEL	<input type="checkbox"/>	Undergraduate	<input type="checkbox"/> Freshman   <input type="checkbox"/> Sophomore   <input type="checkbox"/> Junior   <input type="checkbox"/> Senior		
	<input type="checkbox"/>	Graduate	<input type="checkbox"/> Masters   <input type="checkbox"/> Doctorate		
	<input type="checkbox"/>	Law			

### Home Institution:

<input type="checkbox"/>	American University	<input type="checkbox"/>	Catholic University	<input type="checkbox"/>	Gallaudet University
<input type="checkbox"/>	George Mason University	<input type="checkbox"/>	<b>George Washington University</b>	<input type="checkbox"/>	Georgetown University
<input type="checkbox"/>	Howard University	<input type="checkbox"/>	Marymount University	<input type="checkbox"/>	Montgomery College
<input type="checkbox"/>	Natl. Defense Intel. College	<input type="checkbox"/>	Northern VA Community College	<input type="checkbox"/>	National Defense University
<input type="checkbox"/>	Prince George's Comm. College	<input type="checkbox"/>	Trinity University	<input type="checkbox"/>	University of DC
<input type="checkbox"/>	UMD – College Park	<input type="checkbox"/>	Uniformed Services Univ. of the Health Sciences	<input type="checkbox"/>	

Dept. & Course # "Session"	Section No.	Course Title	Semester Hours	Level of Credit	Course Start Date
				<input type="checkbox"/> Undergrad	
				<input type="checkbox"/> Graduate	
				<input type="checkbox"/> Undergrad	
				<input type="checkbox"/> Graduate	
				<input type="checkbox"/> Undergrad	
				<input type="checkbox"/> Graduate	

### Visited Institution:

<input type="checkbox"/>	American University	<input type="checkbox"/>	Catholic University	<input type="checkbox"/>	Gallaudet University
<input type="checkbox"/>	George Mason University	<input type="checkbox"/>	George Washington University	<input type="checkbox"/>	Georgetown University
<input type="checkbox"/>	Howard University	<input type="checkbox"/>	Marymount University	<input type="checkbox"/>	Montgomery College
<input type="checkbox"/>	Natl. Defense Intel. College	<input type="checkbox"/>	Northern VA Community College	<input type="checkbox"/>	National Defense University
<input type="checkbox"/>	Prince George's Comm. College	<input type="checkbox"/>	Trinity University	<input type="checkbox"/>	University of DC
<input type="checkbox"/>	UMD – College Park	<input type="checkbox"/>	Uniformed Services Univ. of the Health Sciences	<input type="checkbox"/>	

Required Signatures		Administrative Approval:	
Student (Signature)	Date	Program/Advising Office (Signature)	Date
Registrar/Coordinator (Signature)	Date	<i>GW Students: This form must be submitted with a Consortium Equivalent Approval Form.</i>	

### INSTRUCTIONS FOR THE STUDENT

1. Complete all data items on this form, copying full course data exactly as it appears in the Visited Institution Schedule of Classes.
2. Check "Level of Credit" to indicate whether course credit is to be applied to an undergraduate or graduate level at the visited institution.
3. Complete GW's Consortium Equivalent Approval Form.
4. Obtain academic and administrative approvals as prescribed in the GW Consortium Registration Procedures Document.
5. Receive and retain a copy of this form with initialed consortium stamp for use to obtain an ID card for library purposes and to display to instructor at the first class meeting. *(Only required if requested upon arrival at the visited institution)*

### INSTRUCTIONS FOR THE INSTRUCTOR AT THE VISITED INSTITUTION

1. Have student present Consortium Registration Form bearing initialed consortium stamp to verify authorization to enter specific class.
2. Enter student's name and home institution on your class roster. Student's name will appear on a class roster issued later by the Registrar's Office of your institution.

# CONSORTIUM EQUIVALENT APPROVAL FORM

**This form must be submitted with a Consortium Registration Form.**

## Student Information:

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial

\_\_\_\_\_  
GWid                      GW Email

\_\_\_\_\_  
School                      Major                      Semester/Year

## Consortium Institution:

Please use one form per institution.

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> American University  | <input type="checkbox"/> George Mason University | <input type="checkbox"/> Marymount University                | <input type="checkbox"/> Prince George's Community College      |
| <input type="checkbox"/> Catholic University  | <input type="checkbox"/> Georgetown University   | <input type="checkbox"/> Montgomery College                  | <input type="checkbox"/> Trinity Washington University          |
| <input type="checkbox"/> Gallaudet University | <input type="checkbox"/> Howard University       | <input type="checkbox"/> Northern Virginia Community College | <input type="checkbox"/> UMD - College Park                     |
|   |  |  | <input type="checkbox"/> University of the District of Columbia |

## Course Information:

Subject	Course #	Credit Hrs	Course Title	GW Equivalent (required)*	Dept. Approval Name	Dept. Approval Signature

\*Students may be required to present a detailed course description for each course in order to secure departmental recommendation. If no direct GW equivalent exists, a special topics code may be assigned.

## Required Signatures and Date:

*I have attached a completed Consortium Registration Form, and have read and agree to abide by all regulations as outlined in the Consortium Registration Procedures Document and posted at [registrar.gwu.edu/consortium](http://registrar.gwu.edu/consortium).*

*I approve of the course equivalent listed above and on the Consortium Registration Form. I have confirmed the student is eligible for cross-registration participation in accordance with GW policy, and have reviewed the course and prerequisites of the visited institution to ensure the student is prepared for success in the class.*

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Advising Office / Program Office                      Date

### Registrar's Use Only:

Student Eligible?  Yes  No    Max. Consortium Hours Met?  Yes  No    Course Equivalent?  Yes  No

\_\_\_\_\_  
Final Approval                      Course                      CRN

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