

# 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

**Colonial Central**  
800 21st St., NW  
Marvin Center  
Ground Floor  
Washington, DC  
20052

Phone:  
(202) 994-4900

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

# 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.

**\*\*Undergraduate students in the Columbian College of Arts & Sciences, the School of Business, the School of Engineering & Applied Science, the Elliott School of International Affairs, and the Milken Institute School of Public Health may not take Distance Education/Online courses through the Consortium during the Fall and Spring semesters.**

## 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

**THE GEORGE  
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**Office of the  
Registrar**

**Student Services Hub**

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