

Welcome to the GW How to Register Guide.

Log into GWeb to begin registering. Click on Student Records and Registration, and then click on the Registration Menu link. Once in the Registration Menu, you will have several options. In this video we will focus on the Prepare for Registration and Register for Classes links.

Click on the Prepare for Registration link.

The Prepare for Registration link will allow you to view your registration status including any holds that may prevent registration. All incoming first year students will have a First Year Registration hold that will be lifted on the day they are scheduled to register for classes.

Click on the Register for Classes link and select the appropriate term when you are ready to register. You may search for classes in the Find Classes tab. You can search by subject, course number, keyword or title. This will bring up a list of all the sections of this course.

Click on the Enter CRNs tab if you know the five-digit CRNs of the courses you would like to register for. Enter the CRNs for each course you wish to take. Click "Add Another CRN" to add lines for additional classes.

For a linked lecture and discussion, lab or recitation, be sure to include the CRNs for both sections.

Once you have entered them all, click "Add to Summary".

The courses will be added as Pending under the Summary section. Click "Submit" to complete registration. The courses will now show as Registered in the Status column.

If there is an error that prevents registration, an error message will appear in the upper right hand corner of the screen.

When classes are full, there may be a waitlist. To add yourself to the waitlist, choose "Waitlist" in the dropdown menu. Once you receive an email notifying you that a seat has become available, choose "\*\*\*Web Registered\*\*" from the dropdown menu in the Summary section for the waitlisted class. You will have 24 hours after receiving the notification to add yourself to the course.

Conditional Add and Drop lets you add a course while dropping a conflicting course. You will not be dropped from the conflicting course unless your registration for the new course is successful.

To conditionally add a new course and drop an existing course, click on the "Conditional Add and Drop" box in the lower right corner. Make sure the new course is added to your summary to be "Web Registered" and the course you want to drop is listed as "Web Drop". Click "Submit" to process the registration request. If the change is successful, you will see your registration record updated.