

CONSORTIUM REGISTRATION FORM

Procedures:

1. Use one form for each visited institution. Copy the complete course information 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 these fields, including section number, may delay or prevent your registration at the visited institution.

Example:

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

2. 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 must also approve the request before it is submitted to the GW Office of the Registrar.
3. 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. 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. The GW placeholder that you see in GWeb does not guarantee registration at the visited institution.
4. 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) 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.

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