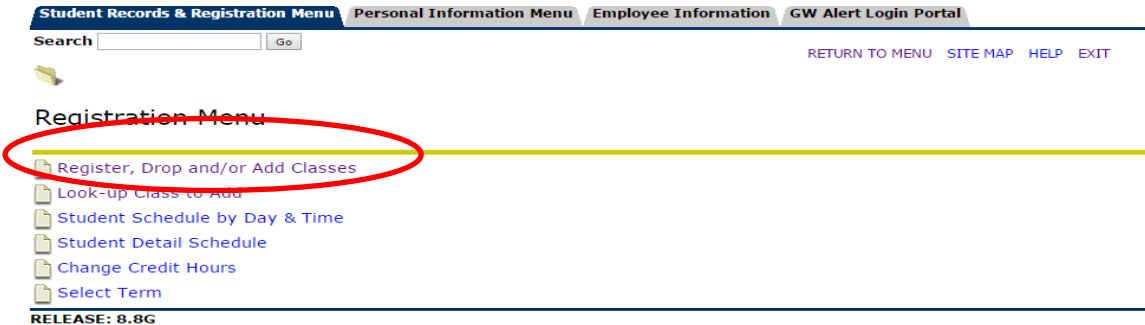
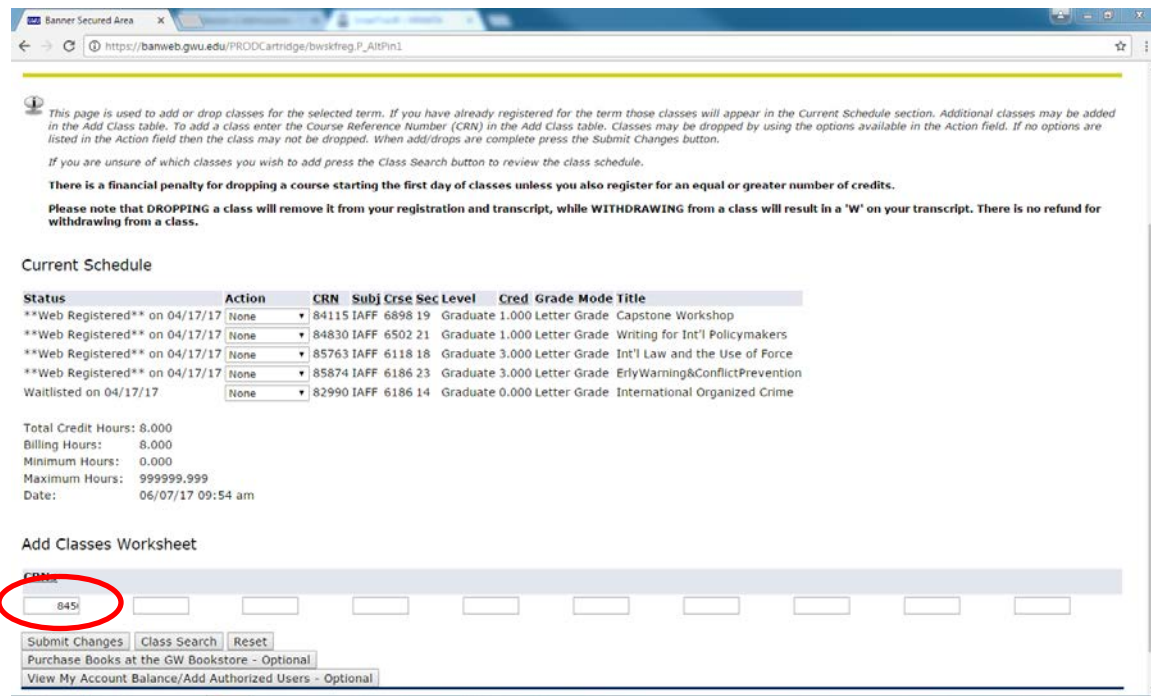


How to Waitlist a Class: Step by Step Guide

1. Login to GWeb and select Registration Menu → Click “Register, Drop and/ or Add Classes



2. You will see the screen below with your current schedule. At the bottom of the page under “Add Classes Worksheet”, enter the course CRN (example: 84500 for DefensePol&ProgAnalysis)



3. Press submit. The “Registration Add Error” will pop up and say: This course is closed, but a waitlist is available. To add yourself to the waitlist, select “waitlisted” from the dropdown menu and click “Submit changes”. Under action, select *waitlisted* from the dropdown menu as shown.

Banner Secured Area

https://banweb.gwu.edu/PRODCartridge/bwckcoms.P_Regs

in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete press the Submit Changes button.

If you are unsure of which classes you wish to add press the Class Search button to review the class schedule.

There is a financial penalty for dropping a course starting the first day of classes unless you also register for an equal or greater number of credits.

Please note that DROPPING a class will remove it from your registration and transcript, while WITHDRAWING from a class will result in a 'W' on your transcript. There is no refund for withdrawing from a class.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on 04/17/17	None	84115	IAFF	6898	19	Graduate	1.000	Letter	Grade	Capstone Workshop
Web Registered on 04/17/17	None	84830	IAFF	6502	21	Graduate	1.000	Letter	Grade	Writing for Int'l Policymakers
Web Registered on 04/17/17	None	85763	IAFF	6118	18	Graduate	3.000	Letter	Grade	Int'l Law and the Use of Force
Web Registered on 04/17/17	None	85874	IAFF	6186	23	Graduate	3.000	Letter	Grade	ErllyWarning&ConflictPrevention
Waitlisted on 04/17/17	None	82990	IAFF	6186	14	Graduate	0.000	Letter	Grade	International Organized Crime

Total Credit Hours: 8.000
 Billing Hours: 8.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 06/07/17 09:56 am

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Title
This course is closed, but a waitlist is available. To add yourself to the waitlist, select "Waitlisted" from the dropdown menu and click "Submit Changes."	Waitlisted	84200	IAFF	6160	11	Graduate	3.000	Letter	DefensePolicy&ProgAnalysis Grade I

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

4. When you press submit, your schedule will appear and you will see “Waitlisted” next to the course/ CRN that you have entered.

This page is used to add or drop classes for the selected term. If you have already registered for the term those classes will appear in the Current Schedule section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete press the Submit Changes button.

If you are unsure of which classes you wish to add press the Class Search button to review the class schedule.

There is a financial penalty for dropping a course starting the first day of classes unless you also register for an equal or greater number of credits.

Please note that DROPPING a class will remove it from your registration and transcript, while WITHDRAWING from a class will result in a 'W' on your transcript. There is no refund for withdrawing from a class.

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Waitlisted on 04/17/17	None	82990 IAFF	6186	14	Graduate	0.000	Letter Grade			International Organized Crime
Waitlisted on 06/07/17	None	84500 IAFF	6160	11	Graduate	0.000	Letter Grade			DefensePolicy&ProgAnalysis I

Total Credit Hours: 8.000
 Billing Hours: 8.000
 Minimum Hours: 0.000
 Maximum Hours: 999999.999
 Date: 06/07/17 10:01 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Purchase Books at the GW Bookstore - Optional

View My Account Balance/Add Authorized Users - Optional

5. Once you have been waitlisted, you should wait for a notification in your GW Mail notifying you that there is an available spot in the course. It will be reserved for you for 24 hours. If you do not take action within those 24 hours, you will have to sign up for the waitlist again and repeat the process.