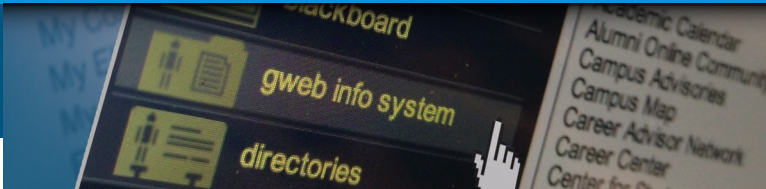


YOUR GUIDE TO THE GWEB INFO SYSTEM

Through myGW you can access your university email, calendars, online learning applications, directories and the GWeb Info System where you have access to key administrative information and activities. This flyer will provide you with information on accessing these administrative functions.

Self-service access is increasingly important as more and more communications are done electronically. Most communications from the university are sent to students via GW email. GWeb provides real-time status and allows for some transactions as well.



To log into GWeb go to <http://my.gwu.edu>, select **GWeb Info System** from the top left menu and log in with your GWid (university student ID) and PIN.



FINANCIAL ASSISTANCE

CHECKING YOUR REQUIREMENTS

From the main GWeb Menu, select **Financial Aid Menu, My Eligibility, Financial Aid Requirements** and then the applicable **Aid Year**.

Notifications of missing requirements are sent directly to the student via email. Since new requirements may be added and statuses may change as documents are reviewed, it is to your advantage to periodically review your status online. Note that during peak processing periods it may take the Office of Student Financial Assistance (OSFA) up to three (3) business days to process your documents and update the system to reflect that they have been received.

The **Financial Aid Requirements** page groups requirements into two categories: *Outstanding* and *Completed*. Documents listed in the Outstanding section require some action. Review the Requirement text to determine what action is needed.

Common Requirement Statuses

- **Requirement established**—This is the initial status for all documents and indicates that the required documents have not been received yet.
- **Received, not yet reviewed**—The document has been received by OSFA but hasn't been reviewed yet. No action is required by the applicant.
- **Requirement received and satisfied**—The document has been reviewed.

VIEWING AND ACCEPTING AWARDS

From the main GWeb Menu, select **Financial Aid Menu, My Award Information, Award by Aid Year** and then the applicable **Aid Year**.

The **Award Overview** tab provides information on the assumed housing and enrollment status, the estimated Cost of Attendance (which includes both billed and un-billed charges) along with the financial aid awards. You can obtain an official Award Letter by selecting the **Print My Award Letter** link.

- Some awards include special messages about maintaining eligibility or next steps. You can view these messages by selecting the **Fund Name** link or by going to the **Special Messages** tab.
- To accept or decline any awards in an offered status go to the **Accept Award Offer** tab.

YOUR GUIDE TO THE GWEB INFO SYSTEM

A+ COURSE REGISTRATION & TRANSCRIPTS

REGISTERING FOR CLASSES

From the main GWeb Menu, select **Student Records and Registration; Registration Menu; Register, Drop and/or Add Classes** and then the applicable **Term**.

Use the Schedule of Classes at www.gwu.edu/~schedule to put together your desired schedule (with alternate selections) prior to registration. When it is your time to register, enter the CRNs (5-digit course ID numbers) on the GWeb registration screen.

- Check your account for any holds that could prevent registration approximately one week prior to your registration date. Select **Student Records and Registration, Student Records Information Menu** and then **View Administrative Holds**. You will need to contact the department listed within the hold to resolve it before registration begins.
- Registration information, including dates and times, is always published in advance on the Office of the Registrar website at registrar.gwu.edu.

ORDERING A TRANSCRIPT

From the main GWeb Menu, select **Student Records and Registration, Student Records Information Menu, Transcripts**, and then either **View Unofficial Transcript** or **Request Official Transcript**.

The Unofficial Transcript in GWeb is a real-time view of your academic record. If grades or degrees are not listed on your Unofficial Transcript, they will not appear on any Official Transcripts that you order. You must have at least one course graded and posted to your academic record before the transcript will be available to view in GWeb or to order.

Always review your Unofficial Transcript prior to ordering any Official Transcripts to ensure that all information appears correctly.

The Unofficial Transcript available online is for student use and does not display identifying information such as name, date of birth, etc. To obtain an Unofficial Transcript with your name on it, please visit the Student Services Hub on the ground floor of the Marvin Center.



STUDENT ACCOUNTS

VIEWING YOUR ACCOUNT INFORMATION

From the main GWeb Menu, select **Student Records and Registration, Student Accounts Menu** and then **Student eBill**.

From the **Home** page, you can view your balance, check your most recent statement, set up an authorized user or alternate contact, and set up your direct deposit refund profile. You can view the details of your account using the **View Activity** button.

PAYMENTS AND REFUNDS

- Students have access for online payments through Student eBill.
- Authorized users can use the online payment feature through **Student eBill** which offers the same banking convenience of an online bill pay service associated with most major financial institutions. GW accepts payments via electronic checks from your US bank account, credit card, or wire transfer. Processing fees may apply.
- Full payment is due at the start of each semester or upon

registration, whichever is later, and the university assesses a finance charge at 12% APR on past due balances. The university also assesses a \$150 late payment fee in the fall and spring semesters when an outstanding balance is carried into the second billing cycle of the semester.

- If you would like a refund of a credit balance on your account, from the GWeb Menu, select **Student Records and Registration, Student Accounts Menu** and then **Request for Refund**. To expedite your refund, students can designate a refund profile in **Student eBill** to allow an electronic refund instead of a paper check. Please allow at least four (4) business days to receive an electronic refund. Credit balances due to wire transfers or credit card payments can be returned to the originating account or transferred to your GWorld card.