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 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.

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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 **www.gwu.edu/~regweb**.

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 Registrar staff in Colonial Central 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 Account eBill**.

The **Current Account Status** tab in the Quick View Section will provide you with the details of all the charges and payments/credits that have posted to the account for that specific semester, as well as the totals and balance due if applicable.

PAYMENTS AND REFUNDS

- Students have access for online payments through GWeb.
- Authorized users can use the online payment feature through Colonial Central **(www.colonialcentral.gwu.edu)** which offers the same banking convenience of an online bill pay service associated with most major financial institutions. Payments can be made through your checking, savings or money market accounts.
- 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 $75 late payment fee in the fall and spring semesters when an outstanding balance is carried into the second billing cycle of the semester.
- If a credit appears on your account, you must submit a **Refund Request Form** available online at **www.colonialcentral.gwu.edu** under the **Financial Services Forms** section or in person at Colonial Central. To expedite your refund, students should also designate their bank account to receive refunds through GWeb under **Student Account eBill** in the **Create a Refund Profile** tab. This will allow an electronic refund instead of a paper check. Please allow at least four (4) business days to receive an electronic refund, or 14 business days for a paper check refund or you may choose to have the credit balance transferred to your GWorld card for Colonial Cash.

FOR MORE INFORMATION, PLEASE CONTACT COLONIAL CENTRAL AT 202-994-9000.