Trachtenberg School
of Public Policy
& Public Administration

THE GEORGE WASHINGTON UNIVERSITY

Checklist for Incoming Students
Fall 2022

☐ 1. **Locate and remember your GW ID number**, found on your admission letter and online here.

☐ 2. **Login to GWeb**. GWeb is a portal containing your student information, including your billing address and contact information. You will use it to register for courses, find information on university procedures such as registration or financial aid, and see student account information such as any holds that may prevent you from registering.

☐ 3. **Get your GW email address**. Once you accept your admission and pay your deposit, you can claim your GW email account here. The first part of your email address is your NetID. This is a single username and password that also gives you access to Blackboard (course management) and many other online resources. MyGW is online here.

☐ 4. **Access the online schedule of classes to view course schedules**. Choose "Main Campus" (or "Online Courses" if interested), and then look under "Public Policy and Public Administration" for the core Trachtenberg School courses.

☐ 5. **Register for classes**. Details here. At the end of this checklist, we have helpful hints.

☐ 6. **Join the TSPPPA student listservs and bookmark our blog**. When you have created your GW email address, you will automatically be added to the TSPPPA listservs to receive important program announcements. The Trachtenberg School sends one comprehensive email a week (on Thursdays), but you can also check our blog here at any time for important announcements throughout the week.

☐ 7. **Bookmark the TSPPPA Career Services website**. At orientation, you will receive login instructions.

☐ 8. **Attend TSPPPA student orientation**. Fall classes start on August 30 (check the GW Academic Calendar for important dates). Plan to join us for orientation the week before classes start. More info coming soon!

☐ 9. **Visit the GW Bookstore website** to order textbooks online (check your class syllabi first!) and to stock up on GW swag.

☐ **10. Get your GWorld card**. The GWorld card allows you to enter the library, Lerner Health and Wellness Center, show that you're eligible for students discounts around town (there are many), and lots of other stuff. More information is available on the GWorld webpage. Do not miss the Colonial Cash debit function.

☐ **11. Explore the Division of Information Technology webpage.** The GW Division of IT provides a wide range of services for students, including VPN, wireless internet access, software downloads, blog space, online data storage, training, and more. Alternatively, you can start with the Student Technology Guide.

☐ **12. Learn where to park on campus**. Its important to know that street parking can be difficult to find, and parking on campus can be expensive. If you opt to drive instead of taking the Metro, get more information on your options from Transportation and Parking Services.

If you have questions that are not answered in these materials, please contact your assigned core advisor listed at the Academic Advising webpage.

Helpful Tips for Registration

Before you create your schedule…

1. Confirm days and times of selected courses on the web schedule prior to registering. "T" indicates the class is held on Tuesdays. "R" indicates the class is held on Thursdays.
2. Be aware that some courses have labs (e.g., PPPA 6002) that are linked to a corresponding lecture section. If you do choose courses that do not correspond appropriately, you will receive a link error. See Schedule of Classes and click "Linked" in the course row.
3. Be aware that some courses are cross-listed. If two or more courses are cross-listed, this means that they are taught by the same professor and meet in the same classroom at the same time. See Schedule of Classes and click "XList" in the course row.
4. The Course Reference Number (CRN) is a five-digit number and is required to identify the department, course, and section you are selecting when registering. Course Reference Numbers change each semester.