The Graduate Resource Guide
2013-2014
THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC
As a supplement to this guide, you should visit the following websites. They will provide updated information on offices, services, and policies related to student services at GW.

**Colonial Central: [http://colonialcentral.gwu.edu](http://colonialcentral.gwu.edu)**

The Colonial Central website provides access to the services and information offered by the Registrar, Student Accounts, Student Financial Assistance, Cashier, GWorld, Student Parking, and Veteran Services.

**GradLife: [http://gradlife.gwu.edu](http://gradlife.gwu.edu)**

Designed to serve graduate and professional students’ non-academic needs, this site contains housing information, a calendar of upcoming events on campus, and information on graduate student organizations, ways to get involved with GW, and other information helpful to GW’s graduate population.

**GWeb Portal: [http://my.gwu.edu](http://my.gwu.edu)**

The GWeb Portal facilitates access to a mix of academic, administrative, and personal services for all students at the George Washington University. Upon logging into GWeb, you can personalize the site to provide the links and layout that fit your information needs.
Welcome to the George Washington University!

The Graduate Resource Guide has been designed to help new students transition to graduate study and to inform all graduate students about the breadth of opportunities, resources, and services offered at the George Washington University. In addition to describing the steps new students need to take prior to beginning a graduate program at GW, the booklet provides an “at-a-glance” view of the many university offices and organizations available to help you throughout your graduate experience at GW. We hope you find it useful.

Graduate Student Enrollment Management
Rice Hall, Suite 302
2121 I Street, NW
Washington, DC 20052
202-994-5984 • gradinfo@gwu.edu

The Office of Graduate Student Enrollment Management works collaboratively with graduate admissions offices, dean’s office, and support services throughout the university to establish processes, policies, communication, websites, events, and other services that maximize resources and increase the quality of graduate admissions and academic services for graduate students.
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What to do BEFORE you begin your program

This section of The Graduate Resource Guide is designed to help you prepare for graduate study at GW by providing an easy-to-follow list of suggestions for what you can accomplish before starting an academic program. Although we recommend that you follow the order listed, it is not absolutely necessary unless otherwise noted. Details are provided for each item in the corresponding sections on the following pages.

1. Review your offer of admission
2. Accept your offer of admission
3. Retrieve your GWid
4. Access the GWeb information system
5. Claim your NetID and GW e-mail account
6. Review appropriate sections of the University Bulletin and the Schedule of Classes
7. Contact your academic advisor
8. Register for classes
9. Plan for academic computing
10. Settle your student account
11. Get your GWorld card
12. Plan to attend orientation activities
13. Plan your housing
14. Take a tour of the campus
1. Review your offer of admission

Your admissions or dean’s office will have sent you information concerning your admit status, including any prerequisites or conditions of admission, who to contact for academic advising, and any school-specific orientation activities. Your academic department may have also contacted you about their advising processes and orientation. If you have any questions regarding your offer of admission or other information provided by your school or department, you should contact them directly. A list of the contact information for all schools is provided on pages 10–11 of this guide.

2. Accept your offer of admission

Following the instructions provided by your school, you must accept your offer of admission and pay any required non-refundable deposit prior to registering for courses.

3. Retrieve your GWid

After accepting your offer of admission and paying your deposit, you may retrieve your GWid number online at http://gwid.gwu.edu if you were not provided this number in your letter of admission. The GWid will be your primary identifier and will be required for access to GW’s library databases and services provided by many university offices.

4. Access the GWeb Information System

Go to http://my.gwu.edu and select the “GWeb info system” link at the top left menu on the page. To login, you will need to enter your GWid and your Personal Identification Number (PIN); by default, this is your date of birth in one of the following formats: MMDDYY or MMYY99. The system will list the personal information we have for you, such as billing address and contact information. For more details, see page 14.

NOTE: The GW Portal includes a “My Action Items” feature that serves to make members of the GW community aware of all important business service messages, including special university procedures for registration, financial aid, and housing, as well as student account notices regarding holds on your record that may prevent you from registering.

5. Claim your NetID and GW e-mail account

Your GW NetID is a single username with a corresponding password that will allow you to access a variety of university systems and also form the basis for your GW e-mail account. You may claim your NetID at www.helpdesk.gwu.edu/accounts. University announcements, including information on registration and billing, are sent to students through their GW e-mail accounts. Accordingly, you are advised to create your GW e-mail account as soon as possible.
6. Review appropriate sections of the University Bulletin and the Schedule of Classes

Academic policies, course descriptions, degree requirements, fee information, and financial regulations are provided in the University Bulletin. The Bulletin is available at www.gwu.edu/~bulletin.

Class schedules are provided online at www.gwu.edu/~schedule.

7. Contact your academic advisor

Following the instructions provided by your admissions or dean’s office, contact the appropriate faculty member in your academic program to discuss your course selection for the upcoming semester.

8. Register for classes

You may register for classes on the GWeb Information System at http://my.gwu.edu, unless your academic program or dean’s office has provided you with other specific instructions for registration. Consult the Schedule of Classes for details. Please review the information carefully if registering for variable credit hour courses. Also, note that students who register on or after the first week of classes are charged a late registration fee.

For your convenience, the following steps will guide you through the online registration process. If you have any questions about registration, call 202-994-4900 or e-mail registrar@gwu.edu.

1. Go to my.gwu.edu.
2. Click on “gweb info systems” (on the top left).
3. Enter your GWid and PIN. If you do not have either of these, please click on the appropriate link for help.
4. Click on “Student Records and Registration.”
5. Click on “Registration Menu.”
6. Click on “Register, Drop, and/or Add Classes.”
7. Select appropriate term.
8. Under the “Add Classes” option, enter the corresponding Course Registration Number (CRN) for each of the classes for which you would like to register. You will find the CRNs in the Schedule of Classes. If you receive an error message while registering, see the Schedule of Classes for instructions. Make sure to review your registration for any errors when you are finished.
9. Click on “Submit Changes.”
10. You are now registered for classes!
9. Plan for academic computing

Students who establish a G1 Account (available through http://acadtech.gwu.edu/pages/computingaccount) may use any of the university's computer labs. Each lab features a robust list of core applications and public printing services.

10. Settle your student account

Once you have registered for classes, a Statement of Account will be e-mailed to you specifying your payment due date. Review the information carefully. Please note that payment is usually due before the first day of the semester or summer session, or by the first day of class for courses offered in a timeline other than the traditional semester or summer session. All unpaid balances are subject to an annual interest rate of 12% from the first day of the semester or summer session, and a late payment fee of $75 may be charged once per semester.

NOTE: Important policy information concerning your financial status at GW is provided on pages 17–20 of this booklet (payment by third-party sponsors, tuition awards, account statements, overdue accounts, reimbursement for dropped courses, university payment plans, and financial insurance).

11. Get your GWorld card

The GWorld card is the official identification card of the George Washington University. This card is required for access to some university buildings (e.g., libraries, residence halls) and to obtain university services, including checking out library materials, requesting a transcript, cashing checks, and obtaining a parking permit. You can deposit funds to a pre-paid non-refundable debit account (Colonial Cash) that allows you to use the GWorld card to make purchases in select locations on and off campus in place of cash, checks, or credit cards. Some services offered on campus, such as parking and paying for printing and copying materials in the library, require the use of Colonial Cash.

To obtain a GWorld card, you must go to the GWorld Card Office after you have (a) received or retrieved your GWid number, and (b) officially registered for at least one course. Please note that the earliest date the GWorld card can be issued is one month prior to the first day of classes. Please don’t forget to bring a valid U.S. government-issued picture ID (a driver’s license) or passport.

The GWorld Card Office is located in Suite G05 in the Marvin Center ground floor (800 21st Street, NW). Please refer to the GWorld website (http://gworld.gwu.edu) for current hours of operation and questions, or call the office at 202–994-1795.
12. Plan to attend orientation activities

Each fall, the university holds a Graduate Student Services Fair the week before classes begin. The Fair provides you with an opportunity to talk with representatives from GW organizations and offices and pick up materials on student resources. Information regarding the Fair is e-mailed to incoming students.

The university’s schools and departments offer a variety of orientation activities for new graduate students. If you have not yet received information about these, please contact your academic department for details about any scheduled events.

13. Plan your housing

On-campus housing for graduate students is limited, but, as the university is easily accessible to public transportation, a wide variety of convenient off-campus options is available. Information regarding on-campus housing is available at http://living.gwu.edu/graduate-students. For a searchable database of off-campus housing options, please visit http://gradlife.gwu.edu.

14. Take a tour of the campus

Tours of GW’s Foggy Bottom Campus are offered for prospective graduate and professional students three times a week (Monday, Wednesday, and Friday) at 12:30 p.m. Led by a current graduate student, tours last approximately one hour and begin at the Admissions Welcome Center in the Marvin Center, 800 21st Street, NW. Although reservations are not required, you may register online at http://graduate.admissions.gwu.edu/campus-visits.
Academic Support Services

Your academic department and faculty advisor are your first point of contact, information, and support for academic issues. The following resources are intended to supplement that support.

Deans’ Offices—Student Services

College of Professional Studies
http://cps.gwu.edu
Media and Public Affairs Building, Suite 301 (805 21st Street, NW)
202-994-2083 • 202-994-7718 (fax) • cps@gwu.edu
Monday–Friday, 9:00 am–5:30 pm

Columbian College of Arts & Sciences
www.columbian.gwu.edu
Phillips Hall, Room 107 (Academic Center, 801 22nd Street, NW)
202-994-6211 • 202-994-6213 (fax)
Contact info for CCAS program-specific graduate coordinators is available on http://columbian.gwu.edu/graduate/importantcontactslinks
Monday–Friday, 8:30 am–5:30 pm

Elliott School of International Affairs
www.elliott.gwu.edu
1957 E Street, NW, Suite 302
202-994-3002 • 202-994-9537 (fax) • advising@gwu.edu
Monday–Thursday, 9:00 am–6:00 pm; Friday, 9:00 am–5:00 pm

Graduate School of Education & Human Development
www.gsehd.gwu.edu
2136 G Street, NW
202-994-9283 • 202-994-1214 (fax) • gsehdss@gwu.edu
Monday–Thursday, 9:30 am–5:30 pm; Friday, 9:00 am–5:00 pm

Law School
www.law.gwu.edu
700 20th Street, NW, 1st Floor
202-994-8320 • deanofstudents@law.gwu.edu
Monday–Thursday, 9:00 am–6:00 pm; Friday, 9:00 am–5:00 pm

School of Business
www.business.gwu.edu/grad
Duquès Hall, Suite 550 (2201 G Street, NW)
202-994-1212 • 202-994-3571 (fax) • sbgrad@gwu.edu
Monday–Friday, 9:00 am–6:00 pm

School of Engineering & Applied Science
www.graduate.seas.gwu.edu
Tompkins Hall, Suite 103 (725 23rd Street, NW)
202-596-7239 • 202-994-1651 (fax) • engineering@gwu.edu
Monday–Thursday, 9:00 am–5:30 pm; Friday, 9:00 am–5:00 pm.
School of Medicine & Health Sciences
http://smhs.gwu.edu

M.D. Program
http://smhs.gwu.edu/mdprograms/index.html
Ross Hall, 718 (2300 I Street, NW)
202-994-2295 • 202-994-9488 (fax) • oso@gwumc.edu
Monday-Friday, 8:30 am-5:30 pm

Health Sciences Program
http://healthsciences.gwu.edu
GW Hospital, Suite 6187 (900 23rd Street, NW)
202-994-4241 • 202-994-1299 (fax) • hsp@gwu.edu
Monday-Friday, 8:30 am-5:00 pm

School of Nursing
http://nursing.gwu.edu
GW Hospital, Suite 6167 (900 23rd Street, NW)
202-994-7901 • 202-994-2777 (fax) • nursing@gwu.edu

School of Public Health & Health Services
http://sphhs.gwu.edu
2175 K Street, NW, Fifth Floor
202-994-0822 • 202-994-9867 (fax) • mallory@gwu.edu
Monday-Friday, 8:30 am-5:00 pm

Libraries

Gelman Library
www.library.gwu.edu
2130 H Street, NW
202-994-6558

During the semester, the 24-hour computer lab on the lower level, the first, third, fourth, fifth, and sixth floors are generally available for use 24 hours a day, 7 days a week, for current GW students, faculty, and staff. For non-GW affiliates, the library is open 7 days a week, 7 am-midnight. These areas may be closed or have shortened hours during holidays or university breaks. Please check posted signs or the library homepage.

All computers in the library require a login with your GW NetID. The computers on the first, third, and sixth floors provide internet access, as well as Microsoft Office Word, Excel, and PowerPoint. Wireless access is available throughout the building and can be accessed on a personal laptop.

If you are enrolled in an online or off-campus graduate program, there are many library services available to you. Please visit our website at www.library.gwu.edu/services/offcampusservices.
Gelman Library Reference Services
www.library.gwu.edu/help/reference/ask-a-librarian
202-994-6048 • refdesk@gwu.edu • IM: GelmanInfo
Regular Semester Hours: Monday–Thursday, 10:00 am - 9:00 pm;
Friday, 10:00 am–5:00 pm;
Saturday, 12:00 noon–6:00 pm; and Sunday, 12:00 noon–9:00 pm

Gelman Library’s Reference Services help students identify the most appropriate sources for their research, interpret the information in these resources, and locate materials in Gelman Library and elsewhere. Reference assistance is available in a variety of ways:

• The Reference and Information Desk, located on the first floor of Gelman Library, offers assistance on a walk-in basis and by phone.

• Ask-A-Librarian offers assistance via e-mail and chat.

• Research Assistance Appointments with a librarian are available to current GW students, faculty, and staff. They may be made for an individual or small group, Monday through Saturday.

• Research Guides are dynamic resource subject guides created by librarians.

Burns Law Library
www.law.gwu.edu/library
716 20th Street, NW
Recorded hours: 202-994-6646 • Reference: 202-994-6647 • Circulation: 202-994-6648
Library hours: Monday–Friday, 8:00 am–11:45 pm; Saturday–Sunday, 9:00 am–11:45 pm
Reference Desk: Monday–Thursday, 9:00 am–8:00 pm; Friday, 9:00 am–7:00 pm;
Saturday–Sunday, 10:00 am–7:00 pm
Hours may change during Law School holidays, breaks, and exam periods.

Access to the Burns Law Library is exclusively reserved for the following persons: Law School patrons, including faculty, students, alumni, and staff of GW Law; university patrons, including GW faculty, students, and staff who need to use law library resources to conduct legal research; members of OCLC Shares, including students, faculty, and associates of Shares; and members of the Friends of the Jacob Burns Law Library program. During reading and exam periods, access is limited to GW Law patrons and GW faculty and staff. For more information, please contact the law library or visit the law library’s website.
Himmelfarb Health Sciences Library
www.gwumc.edu/library
Ross Hall (2300 I Street, NW)
Reference/information: 202-994-2850 • himmelfarb@gwu.edu
Reference Desk: Monday–Thursday, 8:30 am–8:00 pm; Friday, 8:30 am–5:00 pm;
Saturday, 12:00 noon–4:00 pm; not staffed on Sunday
Circulation: 202-994-2962
Circulation Desk: Monday–Friday, 7:30 am–12:00 midnight;
Saturday and Sunday, 9:00 am–12:00 midnight
Holiday hours are posted on the Himmelfarb website

The Himmelfarb Health Sciences Library is open for study at all hours. Access to
the library is limited to faculty, students, and staff of the schools of Medicine and
Health Sciences, Nursing, and Public Health and Health Services, staff of the George
Washington University Hospital, and a limited number of students enrolled in courses
in other GW schools who have received prior approval through their professors for
access. For further information regarding access, please call the Circulation Desk. Other
questions should be directed to the Reference Desk.

Eckles Memorial Library (Mount Vernon Campus)
www.library.gwu.edu/eckles
2100 Foxhall Road, NW
202-242-6620; eckles@gwu.edu; Twitter: @EcklesLibrary
Monday–Thursday, 8:00 am–3:00 am; Friday, 8:00 am–8:00 pm;
Saturday, 10:00 am–8:00 pm; Sunday 10:00 am–3:00 am;
Academic Technologies computer lab is open 24 hours/day

The Eckles Library offers study space for graduate and undergraduate students and
features a variety of study areas, from individual carrels to small group study rooms and
study lounges. GWireless is available throughout the building, as well as in the three
computer labs. A student lounge on the 2nd floor provides 50¢ coffee, cappuccino, and
hot chocolate. Library staff are available to assist you during all open hours.

The library is a short ride from the Foggy Bottom Campus via The Vern Express, a free
shuttle that conveniently leaves from Fulbright Hall numerous times an hour, both day
and night. Please check http://parking.gwu.edu/tve for a current schedule.

Virginia Science and Technology Campus Library
www.library.gwu.edu/virginia
44983 Knoll Square, Suite 179 (Ashburn, Virginia)
703-726-8230 • virginia@gwu.edu
Monday–Friday, 9:00 am–5:30 pm; Saturday, 10:00 am–6:00 pm; closed on Sunday

The Virginia Science and Technology Campus Library is open to all GW students, faculty,
researchers, and staff, as well as the general public. It is a convenient place to study, to
do research with a librarian, access e-mail, or read today’s newspaper in a comfortable
setting with tables and study carrels. The Library now has access to The Foundation
Center’s databases: Foundation Directory Online and Grants to Individuals.
Technology Resources

GWeb Information System
http://my.gwu.edu

The GWeb Information System allows you easy, online access to your student information. Through GWeb, you can:

- Search for classes and register, drop, and/or add classes.
- Change course credit hours for variable credit courses (particularly important for independent study, reading and research, and dissertation research).
- Print your schedule of classes.
- View your grades and print an unofficial transcript.
- View any administrative holds on your record. Please note that holds may prevent you from registering for classes, dropping and adding courses, and obtaining copies of your transcript.
- If you have applied for student financial assistance, you can determine your eligibility by viewing any holds and/or requirements, view your estimated cost of attendance by academic year, and view financial assistance awards.
- View your student account summary to see charges and ensure that all payments have been applied.
- View your tax information and tax notification (Form 1098-T).
- View and update personal information, including addresses, phone numbers, e-mail addresses, and emergency contacts. Keeping this information current will ensure that you receive important University correspondence and other notices.
- Manage your enrollment for GW Alert emergency notifications to your e-mail and wireless devices.

In addition, if you have been appointed as a graduate teaching assistant, graduate research assistant, or graduate administrative assistant, you can:

- View your class lists.
- View your pay information, including direct deposits, earnings and deductions, pay stubs, W-4 information, and your W-2 tax form.

To access GWeb, simply go to http://my.gwu.edu, click on the link “gweb info system” on the main page, and enter your GWid and PIN. If you do not know your GWid, please visit http://gwid.gwu.edu to retrieve it. Your PIN must be exactly six characters long and can contain numbers, letters, or a combination of both. If you are logging into GWeb for the first time or have forgotten your PIN, click on the appropriate help button.
The Division of Information Technology is committed to the success of all members of the GW community around the clock. To that end, the Division of IT provides technology assistance 24 hours a day, 7 days a week.

The IT Support Center’s Account Center on the IT Support Center website provides students the ability to:

- Claim your GW NetID to gain access to GWMail (e-mail), Blackboard, and the MyGW web portal.
- Reset NetID passwords.
- Set up an Acad UNIX shell account to get access to personal Web pages, shell programming, compilers, text-based e-mail via PINE, Tin and Trn (news readers).
- Create a Research 2 account for computationally intensive work.

G1 accounts can be obtained by visiting the Academic Technologies website at http://acadtech.gwu.edu.

Tech Commons
http://it.gwu.edu/tech-commons
Gelman Library B03
Monday - Thursday, 9:00 am – 10:00 pm
Friday, 9:00 am – 7:00 pm
Sunday, 2:00 pm - 8:00 pm

Tech Commons provides walk-up technical support on the Lower Level of Gelman Library. Powered by both the Division of Information Technology and Academic Technologies, Tech Commons is able to support a wide range of technologies and services including:

- Residence hall technology (internet, cable television, and telephone)
- Wireless configuration and usage
- Windows and Apple operating systems
- Virus and malware removal
- Dell and Apple warranty diagnosis and on-site repairs
- Many other technical issues that may arise

Computer Labs

Academic Technologies (http://acadtech.gwu.edu) supports a wide array of computing spaces on the Foggy Bottom, Mount Vernon, and Virginia Science and Technology campuses. Each of these locations feature an inclusive assortment of software applications, high-speed internet access, attractive surroundings, and public printing services. Information on locations and services are available via a searchable database at http://acadtech.gwu.edu/pages/services.
Wireless Access Points

GW1X, GW’s secure wireless network, is available in most locations on the Foggy Bottom, Mount Vernon, and Virginia Science and Technology campuses. For a full list of wireless locations, please visit http://helpdesk.gwu.edu/gewireless. GW1X supports wireless connectivity on most computers and mobile devices, including Apple iOS and Android devices.

To access GW1X, you will need:
- Your GW NetID and password.
- A computer with a 802.11b, g, or n card.

Other Academic Resources

Academic Integrity Office
www.gwu.edu/~ntegrity
Phillips Hall, Suite 412 (801 22nd Street, NW)
202-994-1977 • ntegrity@gwu.edu

The GW Code of Academic Integrity was created with input from students, faculty, librarians and administration, and applies to all graduate and undergraduate students, with the exception of law and medical students who are governed by separate policies. The GW Code of Academic Integrity is available on the web at www.gwu.edu/~ntegrity/code.html. The Code is promoted and administered by the Academic Integrity Council, made up of both faculty and students. Questions about interpretation or application of the Code should be addressed to the Office of Academic Integrity.

Writing Center
www.gwu.edu/~gwriter

Gelman Library, Suite 103 (2130 H Street, NW)
202-994-3765 • gwriter@gwu.edu
Monday-Thursday, 9:00 am-9:00 pm; Friday, 9:00 am-2:00 pm; Sunday, 7:00 pm-10:00 pm

Eckles Library (Mount Vernon Campus): Wednesday, 12:00 pm-4:00 pm; Sunday, 7:00 pm-10:00 pm

Himmelfarb Library (2300 I Street, NW)
Monday 4:00 pm-7:00 pm
Tuesday 6:00 pm-9:00 pm

Specialized EAP (English for Academic Purposes) support for international students is available through the Language Center (Phillips 211).

The Writing Center provides peer tutors that work with undergraduate and graduate students at all levels of writing ability, at any stage of the writing process, and with all kinds of writing projects, including course papers, theses, dissertations, scientific reports, and personal statements. The Center helps students:
- Discover topics and generate ideas
- Find and document supporting materials
- Develop and organize arguments

Appointments for all locations can be made by going to the Writing Center’s website (www.gwu.edu/~gwriter). In addition, students can call for appointments at 202-994-3765.
Colonial Central

http://colonialcentral.gwu.edu
Marvin Center, Ground Floor (800 21st Street, NW)
202-994-9000
ccentral@gwu.edu
Please refer to the website for current hours of operation.

Colonial Central is the centralized service center for student services information. Call or visit Colonial Central to speak with representatives from:

- Office of the Registrar
- Student Accounts Services
- Cashier’s Office
- Office of Veteran Services
- Office of Student Financial Assistance
- GWorld Card Office
- Student Parking Services

The university sends your semester bills electronically to your GW e-mail address. You may view your Statement of Account, pay your tuition bill, or store banking information through Student Account eBill accessible via http://banweb.gwu.edu or the Colonial Central website. The website also has financial services forms and a useful list of frequently asked questions (FAQs) that provide information on financial aid, tuition, and work-study programs.
Charges and Payments

Charges for on-campus courses may be paid by personal or bank checks, money orders, traveler’s checks, wire transfers, or online. While credit or debit cards are not accepted for payment of on-campus tuition and fees, credit cards can be used to pay for all off-campus and Virginia Science and Technology Campus courses, except those in the Accelerated M.B.A. program. Checks and money orders can be submitted in person or mailed to the address listed on your Statement of Account. Be sure to include your GWid on the check or money order, and make it payable to:

GWU or The George Washington University

You can also leave your check or money order in the Express Payment drop-off box, located just outside Colonial Central. Payments by traveler’s checks must be made in person at the Cashier’s Office and cannot be deposited in the Express Payment box.

Credit card payments for off-campus and Virginia Science and Technology Campus courses are accepted by mail, fax (202-994-0578), or in person; telephone requests are not permitted.

Receipts for payment are not provided. Your canceled check will be proof of payment. If your sponsor requires a receipt in order for you to receive reimbursement, please make arrangements by calling the Cashier’s Office. You can also access your student account through the GWeb Information System.

Payment Deadlines

All payments must be received no later than the due date indicated on your Statement of Account. Payment is usually due before the first day of the semester or summer session or by the first day of class for courses offered in a timeline other than the traditional semester or summer session. All unpaid balances are subject to an annual interest rate of 12% from the first day of the semester. In addition, a late payment fee of $75 will be assessed when an outstanding bill is carried into the 2nd billing cycle of the semester. A financial hold will be placed on all unpaid accounts with balances over $500.

Student Loans

If you are receiving a student loan, you must register by the first day of classes for the number of credit hours reported on your Loan Questionnaire. If you are registered for fewer credit hours, your loan will not be disbursed until you have submitted a Graduate Loan Change form to the Office of Student Financial Assistance. The form is available online at http://gwired.gwu.edu/finaid.
Payment by Third Party Sponsors

If all or part of your tuition is being paid by a sponsor, government, military, or company, mail or hand-deliver your authorization documents to Student Accounts Services, Colonial Central, 800 21st Street, NW, ground floor, Washington, DC 20052. Documents must be submitted by the third week of the semester to avoid a late submittal fee of up to $100. Do not submit your Statement of Account to your sponsor for payment. You must pay all tuition and fees not covered by your sponsor by the due date printed on your invoice. Your sponsor will be billed at the end of the add-drop period. The university does not accept sponsorship documentation that is contingent upon grades received for course work. Any charges not paid by your sponsor by the end of the semester will be your responsibility. Documents submitted after the third week of the semester are considered late and a late submittal fee up to $100 will apply.

Tuition Awards

If you have been awarded a fellowship that includes a tuition award, this amount will appear as a credit toward tuition on your Statement of Account. If this information is not reflected on your invoice, you will need to contact your awarding unit (dean’s office, academic department, Office of Graduate Student Assistantships and Fellowships, or research director) before contacting Student Accounts Services.

Account Statements

If you have any outstanding balance, the university will e-mail you a monthly statement that summarizes the recent activity and current balances of your account. The monthly statement will include interest and late fees on any past-due, unpaid balance. E-mails are sent to your GW e-mail address and to any other e-mail address you indicate. To log in, go to the GWeb Information System, and search for Student Account eBill.

Past Due Accounts

Accounts that are past due are subject to financial encumbrance. If your account is financially encumbered, you will have a hold placed on future registration privileges, transcripts, diplomas, and other academic information until your account is settled. Accounts that are more than 90 days past due may be sent to an outside collection agency. In the event that any account is placed with an outside collection agency, the student is responsible for any collection fees over and above what is owed to their student account.
Reimbursement for Dropped Courses

If you drop courses or withdraw from the university before the semester begins, you will be fully reimbursed for all refundable charges that have been paid. If you withdraw after classes begin and have paid your charges, you will be reimbursed according to the schedule listed below. If you wish to drop one course and add another as an even exchange, you must do so within the same class week in order to avoid a financial penalty. A refund request must be submitted to Student Accounts Services in order to receive a refund.

On-campus classes

*Fall and spring semesters:*

- On or before the end of the 1st week of the semester: 90%
- On or before the end of the 2nd week of the semester: 60%
- On or before the end of the 3rd week of the semester: 40%
- On or before the end of the 4th week of the semester: 25%
- After the 4th week of the semester: 0%

*Summer sessions:*

- Before the 1st day of the session: 100%
- Within the 1st seven calendar days of the session: 85%
- After the 1st seven calendar days of the session: 0%

Off-campus classes

- From the day of the 1st class until the day of the 3rd class: 90%
- From the day of the 3rd class until the day of the 5th class: 50%
- On and after the day of the 5th meeting: 0%

University Payment Plans

The George Washington University offers a monthly payment plan through ECSI. Details on this payment option are available on the web at [http://colonialcentral.gwu.edu/billing/paying](http://colonialcentral.gwu.edu/billing/paying).

Financial Insurance

GW participates in an elective insurance program known as the Tuition Refund Plan. This plan provides insurance coverage for the cost of tuition and fees, in the event you must withdraw from school before the end of the semester. Should you suffer a serious illness or accident and have to leave school before the end of the semester, the Tuition Refund Plan will alleviate your financial loss. For additional information, contact A.W.G. Dewar, Inc. (617-774-1555 or online at [www.tuitionrefundplan.com](http://www.tuitionrefundplan.com)) or contact Student Accounts Services.
Colonial Central

http://colonialcentral.gwu.edu

Marvin Center, Ground Floor (800 21st Street, NW)
202-994-9000 • 202-994-9009 (fax) • ccentral@gwu.edu

Please refer to the website for current hours of operation

Office of the Registrar

http://registrar.gwu.edu

202-994-4448 (fax) • registrar@gwu.edu

The Registrar’s Office maintains the official academic records for the university, including grades, degrees, and academic standing. The office processes course registrations and graduation clearances, produces the online schedule of classes (main campus only), and provides transcripts, diplomas, and certificates.

Student Accounts Services

703-726-1099 (fax) • sao@gwu.edu

Student Accounts Services maintains a record of students’ charges and payments, e-mails the Statement of Account, applies payments to your account (direct payments, third-party sponsors, and employee benefits), and refunds overpayments. Students can view their student account information online by visiting GWeb (http://my.gwu.edu).

Office of Student Financial Assistance

http://gwired.gwu.edu/finaid

202-994-0906 (fax) • finaid@gwu.edu

The Office of Student Financial Assistance (OSFA) offers financial aid in the form of Federal Direct Stafford, Graduate PLUS, and alternative loans to students who have been admitted to one of our graduate degree programs or an approved graduate certificate program. The OSFA website provides a brief description of the loan programs, as well as an overview of the process involved in applying for those types of loans. Continuing graduate students can view their personal financial aid by visiting GWeb (http://my.gwu.edu).

NOTE: Graduate students seeking Federal work-study funds or merit aid, such as graduate fellowships and assistantships, should contact the Office of Graduate Student Assistantships and Fellowships (see page 22).
Cashier’s Office
202-994-9000 • 202-994-0578 (fax)
cashier@gwu.edu

The Cashier’s Office accepts payments for tuition and fees and provides a check cashing service for all students that are currently registered with a validated GWorld card. The Cashier’s Office will cash personal checks, money orders, or traveler’s checks up to a maximum of $150 per day. All checks and money orders must be made payable to GWU or The George Washington University. No second-party checks will be accepted, unless from parents or legal guardians, and you must present a current GWorld identification card. A fee of $35 is charged for any returned checks.

Office of Veteran Services
www.gwu.edu/veterans
202-994-9570 • 202-994-9009 (fax) • vetserve@gwu.edu

GW salutes your service to our country and values your contributions to the campus community. We are committed to providing you with the highest level of student and financial services, and are here to assist you, through the Office of Veteran Services, with any issue that may arise in your transition at GW or during your GW experience. Office of Veteran Services staff members hold office hours in Colonial Central and are also available via phone or e-mail.

Transportation and Parking Services
www.parking.gwu.edu
202-994-7275 • 202-994-4499 (fax)

The department of Transportation and Parking Services is responsible for managing the day-to-day parking operations at the GW Foggy Bottom and Mount Vernon campuses. Their website provides complete information about the types of parking available and applicable costs, as well as an online parking permit application. Please note that after completing the online application, you must go to Student Parking Services in Colonial Central to get your decal issued. Your GWorld card and vehicle registration are required when picking up the decal.

Office of Graduate Student Assistantships and Fellowships
www.gwu.edu/~fellows
Rice Hall 302 (2121 I Street, NW)
202-994-6822 • 202-994-8845 (fax) • gradfell@gwu.edu
Monday-Friday, 8:30 am-5:00 pm

The Office of Graduate Student Assistantships and Fellowships provides general information and a wide variety of assistance with graduate support opportunities. Specific services provided to accepted and enrolled students and GW alumni include:

- Online links to outside fellowship information
- General information and informational meetings on graduate funding
· Award and distribution of fellowships and tuition awards for University-wide and special programs
· Management of the Graduate Teaching Assistantship Program (GTAP)
· Coordination of Federal work-study for graduate students

To receive priority consideration for the limited graduate work-study awards, fill out the form at www.gwu.edu/~fellows/workstudy.html and return it to the Office of Graduate Student Assistantships and Fellowships at the address above.

NOTE: Graduate students seeking Federal or alternative loans to fund their graduate students should contact the Office of Student Financial Assistance (finaid@gwu.edu).

**Colonial Cash**

www.gworld.gwu.edu
http://facebook.com/GWorldCard
GWorld Card Office
Marvin Center, Ground Floor (800 21st Street, Suite G05, NW)
202-994-1795 • 202-994-0686 (fax) • gworld@gwu.edu

Graduate students who elect to participate in the Colonial Cash Program can use their GWorld card to purchase goods and services at a wide variety of locations, both on and off campus. This declining balance, flexible spending program allows you to add dollars online with Visa or MasterCard, or at the office, using cash, check, or credit card.

An added benefit of Colonial Cash is that all food purchased from J Street food venues are exempt from DC’s 10% sales tax. The GWorld website includes a complete list of these locations. Please note that Colonial Cash funds are non-refundable.

**Tax Department**

http://financeoffice.gwu.edu/taxpayrollbenefits/tax
45155 Research Place, Suite 160 (VSTC)
703-726-8313 • 703-726-8349 (fax) • tax@gwu.edu
Available via telephone and e-mail: Monday-Friday, 8:30 am-5:00 pm

The Tax Department’s mission is to ensure that the university is in compliance with federal and state laws, and its customers include students, international visitors, and academic and administrative departments. The website provides useful information for students, such as guidance regarding tax implications of payments received by international students and the tax treatment of scholarships. The site also provides links to IRS publications and tax forms for students. Please note that the Tax Department cannot provide personal tax advice or prepare your tax returns for you.

NOTE: New international students who receive payments from the university, such as a scholarship, stipend, prize, or wages, should contact the Tax Department to complete the appropriate tax forms. Please call or send an email for more information.
Quick Guide

to Resolving Common Registration & Billing Problems

Six Easy Ways to Avoid Problems

1. Learn your GWid number and check to make sure your personal, student records, and student account information is correct on the GWeb Information System.

2. Notify the Registrar’s Office immediately if your name changes, and update any address changes yourself on GWeb.

3. When registering for a course with variable credit hours, be sure to input the correct number of hours for which you wish to register.

4. Go to http://banweb.gwu.edu to view your student account online after you register.

5. If you have applied for a loan, notify the Office of Student Financial Assistance if there is a change in your financial circumstances or the number of credit hours you’ll be carrying in any given semester.

6. When in doubt, ask questions. When contacting a university office, be sure to indicate that you are a graduate student and provide the school, program, and location (on campus, off campus, Virginia Science and Technology Campus, distance education) at which you are pursuing your graduate program.
Common Registering and Billing Issues

You registered over two weeks ago and haven’t received a Statement of Account.

Check your personal contact information on the GWeb Information System and confirm that your registration is accurate. Your online student account shows your current activity.

Your Statement of Account shows an outstanding balance, but you have already submitted your payment.

Most likely your payment was not received at the time of the issuing of your statement. Check your balance at http://banweb.gwu.edu or contact Colonial Central.

Incorrect charges are listed on your Statement of Account.

If you think that you have been charged incorrectly, go to the GWeb Information System to confirm that you are registered for the correct number of credit hours. If so, then contact Colonial Central.

There are payments or credits missing from your Statement of Account.

For payments and credits not reflected on your invoice, contact the appropriate office listed below:

- Checks, money orders, bank checks, traveler’s checks, wire transfers, online payment: Cashier’s Office
- Third-party sponsors, employee benefits: Student Accounts Services
- Graduate loans: Office of Student Financial Assistance
- Tuition awards: awarding office (dean’s office, department, Office of Graduate Student Assistantships and Fellowships, or research director)

You applied for student loans, but they are not reflected on your student account.

- If you have not registered for at least the number of credit hours you reported on your Loan Questionnaire, you must either register for that number OR submit a Graduate Loan Change form to the Office of Student Financial Assistance to report that you are registering for fewer credits than you originally indicated.
- If you are a first-time Stafford Loan borrower at GW, you must participate in the federally required Entrance Interview. If you have not done this, you can complete the Interview online at www.studentloans.gov.
- All students must complete the Master Promissory Note for the Federal Direct Stafford and/or Federal Direct Graduate Plus loan, available on www.studentloans.gov.
Student Services and Activities

Division of Student Affairs

http://students.gwu.edu
Rice Hall 401 (2121 I Street, NW)
202-994-6710 • students@gwu.edu

The Division of Student Affairs furthers the academic mission of the university by providing programs and services that support the needs of all students across the academic lifespan, connecting students to opportunities for leadership development and supporting student wellness and a healthy campus culture.

Staff members in the Division of Student Affairs assist students in resolving complex issues, provide referrals to university resources, and answer questions concerning student life and university non-academic policies.

Services are provided through a variety of departments, including: Office of Academic Integrity, Administration & Hallmark Programs, CARE Network, Center for Alcohol & other Drug Education, Center for Student Engagement, Office of Civility & Community Standards, GW Career Center, GW Housing, International Services Office, Office of Parent Services, Student Health Service, Office of Student Rights & Responsibilities, University Counseling Center, and the Office of Veteran Services

Center for Student Engagement

http://gradlife.gwu.edu • http://students.gwu.edu
Marvin Center, Fifth Floor (800 21st Street, NW) • 202-994-6555
engage@gwu.edu

The Center for Student Engagement is committed to transforming the student experience at the George Washington University. We empower students to become active and engaged global citizens and leaders.

The Graduate, Distance, and Professional (GDP) student experience within the Center for Student Engagement connects with our graduate and professional student populations, both on our physical campuses and our distance learners across the globe. The GDP provides students with information about resources at GW and in the DC metropolitan area; advocates for graduate, distance, and professional students; provides learning opportunities through various co-curricular initiatives; and facilitates community development among the GDP population.
**Alumni Relations**

http://alumni.gwu.edu
Alumni House, 1918 F Street, NW
202-994-6435 or 800-ALUMNI-7 • alumni@gwu.edu
Monday-Friday, 8:30 am-5:00 pm

The Office of Alumni Relations works with the GW Alumni Association (GWAA), an independent 501(c)(3) nonprofit organization, to offer resources to meet the needs and interests of the more than 250,000 alumni in 150 countries around the world. The office works with the entire university community to connect alumni with current students in person and online. The office and the association partner to further GWAA’s three main goals (enabling lifetime engagement, gathering a voice for alumni, and building a culture of philanthropy) through networking and social events, alumni benefits, career services, volunteer opportunities, and dialogue with alumni. To learn more or to network with alumni, visit the GW Alumni House on campus or online, at http://alumni.gwu.edu.

**Center for Civic Engagement and Public Service**

http://serve.gwu.edu • http://gwserviceopportunities.wordpress.com
Marvin Center (800 21st Street, NW)
202-994-9900
gwserves@gwu.edu

The Center for Civic Engagement and Public Service’s mission is to integrate civic engagement into GW’s educational work, by focusing GW’s resources to meet community needs beyond the campus, promoting active citizenship in a diverse democracy, and enhancing teaching, learning, and scholarship at GW. The Center helps graduate and undergraduate students, faculty, and community partners leverage their skills and resources to make a difference in their classrooms and in the community through various service projects, service-learning courses, and funding for service-projects in the form of public service grants. By promoting and supporting partnerships that meet community needs while enhancing GW’s academic and civic mission, the Center gives members of the GW community the opportunity to make an immediate and powerful impact in their community and the world around them.

**Child Care Services**

Bright Horizons Children’s Center
2033 K Street, NW • 202-887-5944
Monday-Friday, 7:00 am-6:00 pm

The Bright Horizons Children’s Center serves the GW community by providing full-time, part-time, and back-up care for children from 6 weeks to 5 years old.
University Counseling Center

http://counselingcenter.gwu.edu
2033 K Street, NW, Suite 330 • 202-994-5300 • available 24/7 to speak with a counselor

The University Counseling Center offers services and programs to assist students with personal, social, career, and study problems that can interfere with educational and career goals. Key services offered by the Center include:

- **Individual and group counseling** to help students understand and cope with issues such as academic problems, motivation, self-esteem, self-direction, anxiety, depression, and loss.
- **Call-A-Counselor** service available 24/7 to answer questions about services and to direct callers to appropriate resources.
- A **referral service** for special services not offered at the Center or for open-ended (versus short-term) counseling needs.
- **Career development services** (e.g., career testing and individual career counseling).
- An **informational website** about Counseling Center services, academic and psychological concerns, community resources, and links to free mental health screenings, suicide prevention trainings, self-help materials, and other relevant sites.
- **Crisis and emergency services** 24 hours a day (202-994-5300). Hotlines and local emergency resources are on the Center’s website.

Disability Support Services

http://gwired.gwu.edu/dss
Rome Hall 102 (801 22nd Street, NW)
V/TDD: 202-994-8250 • 202-994-7610 (fax) • dss@gwu.edu

Disability Support Services (DSS) provides and coordinates accommodations and other services for students with a wide variety of disabilities, as well as those temporarily disabled by injury or illness. To be eligible, a student must provide documentation to DSS that substantiates the need for such services in compliance with Section 504 of the Rehabilitation Act and the ADA. Services provided without charge to the student may include registration assistance, readers, interpreters, scribes, learning specialist services, adaptive materials and equipment, assistance with note-taking, laboratory assistance, test accommodations, and referrals. DSS does not provide content tutoring. The university does not pay for personal attendant care.
Fitness Facilities
http://gwired.gwu.edu/gwellness

Information on Campus Recreation facilities at both the Foggy Bottom and Mount Vernon campuses are provided on the web.

The 183,000 square-foot Lerner Health and Wellness Center (LHWC), located at 2301 G Street, NW, is available for use by all GW students on the Foggy Bottom and Mount Vernon campuses, and faculty and staff who are LHWC members. Facilities include:

- two gymnasia that can accommodate volleyball, badminton, indoor soccer, and indoor hockey
- a jogging track, a lap pool, four racquetball courts, and six squash courts
- a fitness center with free weight, wellness, and cardiovascular fitness areas
- a multipurpose room used for aerobics, dance, martial arts, and other functions
- nutrition counseling, personal training, and massage therapy
- Campus Fresh, a fresh and healthy cafe

Support areas include locker rooms, equipment issue, and a lounge.

Food Services
www.gwcampusdining.com

**Marvin Center—800 21st Street, NW**
J Street at the Marvin Center offers a variety of dining options. Located on the first floor, J Street is a multi-station eatery with everything from coffee and diner food to made-to-order pasta and sushi. J Street also features an extensive salad and sandwich bar, and vegan and vegetarian options.

**Duquès Hall—2201 G Street, NW**
G-Dub Java offers Starbucks coffee and coffee drinks, as well as a variety of baked goods. G-Dub Java also offers sandwiches, pastries, bottled beverages. Open during breakfast and lunch. Closed for dinner.

**Ivory Tower—616 23rd Street, NW**
Sandwiches, salads, and snacks are available on the street and lower levels.

**Gelman Library—2130 H Street, NW**
Starbucks (coffee shop)

**GW Hospital Cafeteria—900 23rd Street, NW**
A multi-station eatery and coffee shop are located on the first floor.

**E Street Building—1959 E Street, NW**
Carry-out food and coffee shop are located at the street level.

**Mitchell Hall—415 19th Street, NW**
7-Eleven (convenience grocery store)
**Potomac House**—2021 F Street, NW
Sandwiches, salads, and snacks available on the street level.

**Lisner Hall**—2023 G Street, NW
Sandwiches, salads, bottled beverages, and coffee available on the first level.

**Mount Vernon Campus**—2100 Foxhall Road, NW
Pelham Commons at West Hall provides grilled items, a daily hot food bar, an extensive salad bar, sandwiches, bottled beverages, and snacks, as well as convenience store items. Pelham Commons also offers an “all-you-care-to-eat” Sunday Brunch. Ames Hall features ZeBi (Zest Bistro) offering flatbread and deli sandwiches, hot casserole entrees, soups and salads, as well as coffee drinks and freshly baked desserts.

**Virginia Science and Technology Campus**
The Colonial Cafe, located on the first floor of Enterprise Hall, is open for breakfast and lunch.

**GW Bookstore**
www.gwu.bkstr.com
Marvin Center (800 21st Street, NW, ground floor)
202-994-6870 • 202-296-9445 (fax) • gwu@bkstr.com
Standard hours: Monday–Thursday, 8:30 am–7:00 pm; Friday, 8:30 am–6:00 pm;
Saturday, 12:00 noon–4:00 pm; Sunday, 12:00 noon–4:00 pm
(hours may be modified during the summer and breaks)

In addition to books and other educational supplies, the GW Bookstore sells computers and accessories, and has a variety of GW apparel, gifts, greeting cards, and residential accessories. Through the Bookstore’s website, students can easily order textbooks, software, and graduation regalia and announcements. You may order your books online at www.gwu.bkstr.com.

**Health Insurance**
For your convenience, GW offers eligible students a student health insurance plan, along with dental and vision plans. The insurance plan also provides for optional spouse, domestic partner, and dependent coverage. If you need health insurance, you will have multiple opportunities to enroll in the GW Student Health Insurance Plan. An initial information and enrollment package will be mailed in late July to the permanent address on your student record, and a follow-up mailing will be sent in August, providing instructions to enroll online. Additionally, you will be able to sign up during University-wide orientations or at the Student Health Service (located on 2141 K Street, NW, Suite 501).

PLEASE NOTE: International students on an F-1 or J-1 visa and students enrolled in the School of Medicine and Health Sciences or the School of Nursing are required to have health insurance and will be automatically enrolled in the GW Student Health Insurance Plan.
plan. Students who already carry health insurance that meets University criteria may request a waiver of the mandatory insurance requirement. Procedures for requesting a waiver are detailed at http://gwired.gwu.edu/shs/insurance.

All other students are strongly encouraged to carry health insurance. If you have coverage on your own, as an employee, or as a dependent under a policy held by a parent/guardian or spouse, be sure you have the following important details: what kind of plan it is (HMO, PPO, Indemnity, Service, etc.), what the policy covers and does not cover, how to file a claim, and what to do in case of an emergency. Students should be particularly aware of coverage issues relating to eligibility, age, and geographic location, in-network versus out-of-network providers, pre-existing condition exclusions, and prior authorization requirements. Depending on age, many students may no longer be eligible for coverage under a parent/guardian’s plan. It is essential to carry a copy of your insurance card with you whenever you seek medical care.

**International Services Office**

http://gwired.gwu.edu/iso
1922 F Street, NW, Suite 205
202-994-4477 • 202-994-4488 (fax) • iso@gwu.edu
Business hours: Monday–Friday, 9:00 am–5:00 pm (service request drop-off and pick-up)
Student advisor office hours: Monday–Thursday, 1:30 pm–3:30 pm, or by appointment
NOTE: ISO advisors are assigned to students in specific schools. Please see the assignment list on http://gwired.gwu.edu/iso/AbouttheISO/AdvisorAssignments.
Scholar services: by appointment only

The International Services office (ISO) provides essential services and programs for approximately 3,500 international students, researchers, faculty, short-term visitors, and their families from 130 countries to help them achieve their personal and professional goals during their stay at GW. Our services include, but are not limited to:

- Pre-arrival information, Welcome Center, and orientation for international students and scholars
- Advising on immigration, academic, social, cultural, and personal concerns
- Visa and immigration services
- Employment and tax workshops
- Social, cultural, and recreational activities and programs

In addition, the ISO helps to link GW to the international community in the Washington, DC area by fostering relationships with foreign embassies, foreign cultural and educational missions, international organizations, and U.S. government agencies.
Marvin Center
800 21st Street, NW
202-994-7470

The Cloyd Heck Marvin Center is the George Washington University's campus community center. It offers programs, services, and facilities for students, faculty, staff, alumni, and university guests. The Center’s wide range of facilities includes dining locations, a theatre, lounges, study rooms, conference and meeting rooms, and is home to Colonial Central, GWorld, the GW bookstore and STA Travel.

Multicultural Student Services Center
http://gwired.gwu.edu/mssc
2127 G Street, NW
202-994-6772 • 202-994-7011 (fax) • msscares@gwu.edu

The Multicultural Student Services Center (MSSC) provides leadership to the university community through diversity training, cultural programs, multicultural resources, student access, and communications. MSSC programs focus on cultural education, student retention, academic achievement, and the growth of a campus community that honors inclusion, civility, and the development of cross-cultural competencies that are critical to the success of GW students in an increasingly diverse world. MSSC’s vision is centered on increasing the access, inclusion, and participation rates of multicultural students in campus life. Specific services include Minority Student Affairs and Advocacy, the LGBT Resource Center, Religious Life and Interfaith Programs, extended operating hours, a business center, meeting/classroom space, wireless access, web-based teleconference capability, web-based multicultural event calendar, and information about a variety of resources and opportunities that support multicultural community development.

Religious Services

Several religious organizations sponsor campus groups and form a link between the university and the religious community. The advisors of religious organizations are available for counseling to enhance religious life on campus, and religious services and special observances are also offered to the university community. Links to a wide range of religious opportunities can be found online: http://studentorgs.gwu.edu/directory (select “Religious” as the category).

Student Health Service
http://gwired.gwu.edu/shs
2141 K Street, NW, Suite 501
202-994-6827 • 202-973-1572 (fax)

The Student Health Service (SHS) is a comprehensive health center serving our students’ healthcare needs, offering medical evaluation and treatment and/or referral for outpatient problems. Students in need of medical care should first make an
appointment, either by phone or online. Appointments are usually available the same day and always within 24 hours. If necessary, students with urgent problems may be directed by the clinician to come in without an appointment. The SHS website provides important information about the office, as well as relevant links to the latest public health information pertinent to the GW community.

**Mandatory Immunization Form**

ALL students under the age of 26, regardless of program of study or student status (part-time, full-time, degree, non-degree), are required by DC law to provide documentation of immunity to tetanus/pertussis, measles/mumps/rubella, chickenpox, hepatitis B, and meningitis. In addition, if under the age of 18, immunizations against polio are required. Medical/Health Sciences students should check the School’s website for additional recommendations and requirements.

**Student Organizations**

For a listing of campus involvement opportunities, visit the Student Organizations website at [http://studentorgs.gwu.edu](http://studentorgs.gwu.edu).

**Shuttle and Escort Services**

Shuttle service is available between the Foggy Bottom Campus and the Mount Vernon and Virginia Science and Technology Campuses. For current information on schedules and pick-up/drop-off locations, please check the following websites:

The Vern Express (round-the-clock shuttle service between the Foggy Bottom and Mount Vernon campuses): [http://gwired.gwu.edu/mvlc/Express](http://gwired.gwu.edu/mvlc/Express)

GW Virginia Science and Technology Campus: [www.gwvirginia.gwu.edu/services/shuttles.htm](http://www.gwvirginia.gwu.edu/services/shuttles.htm)

The department of Transportation and Parking Services coordinates two nighttime travel alternatives around the Foggy Bottom Campus, designed to enhance safety and peace of mind for members of the GW community when they must walk alone after dark:

- Two Colonial Express Shuttle Buses run a regular route around the campus between 7:00 pm and 3:00 am daily, stopping at different residence halls and major campus buildings. This service is available during the academic year when classes are in session. The buses do not run during breaks in the academic calendar or in the summer months. For shuttle routes and schedule, visit [www.gwu.edu/transportation-services](http://www.gwu.edu/transportation-services).

- The GW Safety Escort Service uses a fleet of escort vans to pick up and drop off students anywhere within the campus and up to three blocks off campus, between the hours of 7:00 pm and 5:30 am daily. To request a safety escort, call 202-994-RIDE (7433) or visit [http://my.gwu.edu](http://my.gwu.edu) and click 4-RIDE.
GW Career Center

http://gwired.gwu.edu/career
Marvin Center (800 21st Street, NW)
202-994-6495 • 202-994-6493 (fax) • gwcareercenter@gwu.edu

GW Career Center offers comprehensive career services, facilitating employment opportunities while students are completing their academic programs and after graduation. Specific activities include:

- Helping students find work while pursuing their academic programs, through Federal work-study, part-time jobs, internships, and cooperative education.
- Offering career development services (career planning, job search and interviewing skills, and résumé critiquing) through sessions, workshops, and fairs.
- Maintaining online and print resources to keep students and alumni well informed about internship and employment opportunities.

University Human Resources

www.gwu.edu/hr
Rice Hall, Suite 101 (2121 I Street, NW)
202-994-8500 • 202-994-9680 (fax) • dhr@gwu.edu
Monday–Friday, 8:00 am–5:00 pm

University Human Resources’ mission is to recruit, develop, and retain a highly qualified and diverse workforce. The UHR team is ready to assist our current and prospective employees in recruitment, compensation, equal employment opportunities, career development, benefits, and work-life balance. Our Faculty & Staff Service Center is a one stop shop to meet all our employees’ benefits, payroll, tax, parking, and other HR-related needs.
**School-Based Career Centers**

Several GW schools have established separate career centers to meet the unique needs of their particular student populations.

**School of Business**

**F. David Fowler Career Center**

http://business.gwu.edu/careercenter  
Duquès Hall, Suite 560 (2201 G Street, NW)  
202-994-6704 • 202-994-8347 (fax) • sbcareer@gwu.edu  
Monday–Thursday, 9:00 am–6:00 pm; Friday, 9:00 am-5:30 pm

**Elliott School of International Affairs**

**Graduate Student Career Development**

http://elliott.gwu.edu/gscd/current  
1957 E Street, NW, Suite 603  
202-994-3788 • 202-994-7702 (fax)  
escareer@gwu.edu  
Monday–Friday, 9:00 am-6:00 pm; other hours arranged by appointment

**Graduate School of Political Management**

**Career Services**

http://gspm.gwu.edu/career-resources  
Media and Public Affairs Building, Suite 461 (805 21st Street, NW)  
202-994-8782 • gspminfo@gwu.edu  
Monday–Friday, 9:00 am-5:00 pm; other hours arranged by appointment

**GW Law School**

**Center for Professional Development and Career Strategy**

www.law.gwu.edu/cdo  
2000 H Street, NW, Suite 310  
202-994-7340 • 202-994-7352 (fax)  
glawcareers@law.gwu.edu  
Monday - Friday, 9:00 am-5:00 pm  
Resource Library: Monday, Wednesday, Friday, 8:30 am-5:00 pm; Tuesday and Thursday, 8:30 am-7:00 pm; Saturday, 10:00 am-2:00 pm
School of Engineering and Applied Science
Career Services Office
www.seas.gwu.edu/jobs
Tompkins Hall, Room 101
(725 23rd Street, NW)
202-994-7892 • erashid@gwu.edu

College of Professional Studies
Career Services Office
www.cps.gwu.edu/career-services
805 21st Street, NW, Suite 301
202-994-8310 • cpscareer@gwu.edu
Hours by appointment

School of Public Health and Health Services
Office of Student Academic and Career Development Services
www.sphhs.gwumc.edu/academics/careeradvising
2175 K Street, NW, Fifth Floor
202-994-5485 • 202-994-9567 (fax)
Monday–Friday, 9:00 am–5:30 pm

Trachtenberg School of Public Policy and Public Administration
Career Development Services
www.tspppa.gwu.edu/career_services
Media and Public Affairs Building, Suite 601 (805 21st Street, NW)
202-994-8475 • 202-994-6792 (fax)
tscareer@gwu.edu
Hours by appointment

Graduate School of Education and Human Development
Career Services
http://gsehd.gwu.edu/students/careerservices
2136 G Street, NW
202-994-5860 • gsehdcareer@gwu.edu
Appointments available Monday–Friday, 8:30 am – 5:00 pm
In case of emergency, call GW Police at 202-994-6111 (Foggy Bottom Campus) or 202-242-6111 (Mount Vernon Campus). If you are on the Virginia Science and Technology Campus, call 911.

Office of Safety and Security

www.gwu.edu/safety

The George Washington University Office of Safety and Security—comprised of the Office of Emergency Management, Office of Health and Safety, and the GW Police Department—is tasked with promoting a safe campus and protecting our community. This mission requires involvement from all corners of the University, including students, faculty, and staff.

Office of Emergency Management

http://campusadvisories.gwu.edu
oem@gwu.edu • 202-994-4936

The Campus Advisories website is the University’s primary method for communicating incident-related information to the GW community.

GW Alert

GW Alert is a notification system that sends emergency alerts to e-mail addresses and mobile devices. Students, faculty, and staff may update their account and provide additional contact information at http://banweb.gwu.edu.

Other services offered by the Office of Emergency Management include:

- Ready GW – This campaign encourages individuals to prepare themselves and their families for emergencies.
- Planning Guidance – OEM supports planning efforts for special events, incidents, and continuity of operations.
- Training and Exercises – OEM provides training and exercise opportunities for divisions, departments, and offices to develop and test emergency plans.
GW Police Department

www.gwu.edu/safety/police
Foggy Bottom: 202-994-6111
Mount Vernon: 202-242-6111
Virginia Science and Technology campus and other locations: 911
TDD: 202-994-8099 • gwpd@gwu.edu

The GW Police Department (GWPD) provides police, security, and emergency services on campus 24 hours a day, 365 days a year. GWPD also serves as a resource for information on emergency procedures, theft and crime prevention, and campus crime statistics. GWPD offers a range of programs and services to enhance crime prevention in the GW community, ranging from providing information and training to emergency and safety services. Some examples of these services include self defense classes, Operation ID, bike registration, and the Adopt-an-Officer program in which officers are assigned to a specific residence hall as a liaison for the department.

Victim Services and Educational Initiatives

http://police.gwu.edu/victims-services

The Coordinator of Victim Services (CoVS) assists victims/survivors of violence in obtaining the services they need to better understand and work through the cycle of victimization. The CoVS can provide basic support to help a survivor feel safe and comfortable, an explanation of medical, reporting, and legal options, and resources and referrals for a client reporting an incident.

Emergency Medical Response Group (EMeRG)

www.gwemerg.com
Emergency: 202-994-6111 • Office: 202-994-8369 • emerg@gwemerg.com

EMeRG is a licensed basic life support emergency ambulance service that is regulated by the District of Columbia Department of Health. EMeRG ambulances are staffed 24/7 during the academic year by volunteer members of the GW Community. EMeRG volunteers are certified District of Columbia Emergency Medical Technicians. Operational oversight is provided by GWPD.

EMeRG operates ambulances on the Mount Vernon and Foggy Bottom campuses. EMeRG also utilizes a quick response vehicle and bicycle teams to provide services. EMeRG ambulances are regularly inspected by the DC Department of Health to ensure patient safety. Each EMeRG unit is stocked with equipment to assist with lifting and moving patients, as well as medications, airway devices, and bandaging materials.

All ambulance transports provided by EMeRG are free. When the police department receives a medical emergency call, GWPD offices are dispatched with EMeRG in order to ensure the safety of all involved. EMeRG is able to communicate directly with DC Fire and EMS units as well as the DC Office of Unified Communications anytime there is an
emergency that necessitates advanced life support or resources beyond the scope of what EMeRG is equipped to provide.

EMeRG prides itself on rapid response times and the outstanding clinical standards established by the EMeRG Medical Director, a licensed physician with the GW Medical Faculty Associates Department of Emergency Medicine.

Office of Health and Safety

www.gwu.edu/safety/health
safety@gwu.edu • 202-994-4347

The Office of Health and Safety (H&S) serves the University by providing support, training, and technical expertise to maintain a safe and healthy campus for students, faculty, staff, and visitors.

- **General Safety** - GW recognizes the importance of maintaining a healthy and safe environment for the entire university community. Reporting unsafe conditions is one of the best ways to maintain this environment.

- **Fire Safety** - H&S inspectors periodically inspect all buildings on campus. All members of the university community have the responsibility to prevent fire by being aware of potential fire hazards in the campus environment.

- **Residential Safety** - H&S conducts health and safety inspections throughout the year in order to mitigate violations related to student behavior and to foster a safe living environment for students. H&S can assist you in obtaining a free smoke detector if you live off-campus.

- **Environmental Health** - H&S develops and administers environmental health programs to help protect GW students, faculty, and staff. Programs offered by H&S address exposure to chemicals and biological hazards, including asbestos, mold, lead-based paint, and other hazardous materials.

- **Training** - H&S offers a variety of safety training programs, including laboratory safety, OSHA awareness training, fire extinguisher training, and the floor warden program.

For more information about these and other programs, along with training opportunities, please visit [www.gwu.edu/safety/health](http://www.gwu.edu/safety/health).
Academic policies for graduate students, including those related to admission, transfer of credit, academic standing, degree requirements, and enrollment status, are provided in *The George Washington University Bulletin: Graduate Programs*. The Bulletin is available online (www.gwu.edu/~bulletin) or through the Deans’ offices.

The *Guide to Student Rights and Responsibilities*, available online through the Office of Student Rights and Responsibilities’ website (http://gwired.gwu.edu/osjs), contains the following university policies:

- Statement of Student Rights and Responsibilities
- University Policy on Equal Opportunity
- Policy on Sexual Harassment
- Student Grievance Procedures
- Code of Student Conduct and Additional Conduct Regulations
- Code of Academic Integrity
- Privacy of Student Records

Policies on the following topics are provided in the Schedule of Classes, available online at http://registrar.gwu.edu/university-policies.

- Collection of Student Current Address Information
- Students Called to Active Military Duty
- Religious Holidays
- Graduation Retention Information
- Family Educational Rights and Privacy Act (FERPA) Directory Information and Release of Student Information
Notice of Nondiscrimination

The George Washington University does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression. This policy covers all programs, services, policies, and procedures of the university, including admission to education programs and employment.

Inquiries concerning this policy and federal and local laws and regulations concerning discrimination in education and employment programs and activities may be directed to the university’s Office of Equal Employment Opportunity and Affirmative Action, Suite 320, 2033 K Street, NW, Washington, DC 20052, (202) 994-9656. Inquiries may also be directed to the U.S. Department of Education Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, or the applicable state or local agency (for example, the District of Columbia Office of Human Rights).

Questions regarding protections against discrimination on the basis of sex may be directed to the university’s Title IX Coordinator, the Vice Provost for Diversity and Inclusion, 813 Rice Hall, 2121 Eye Street, NW, Washington, DC 20052, (202) 994-7440.

Questions regarding the protections against discrimination on the basis of disability may be directed to the university’s Disability Services Coordinators. Students may contact the Associate Dean of Student Affairs, Administrative Services, Office of the Dean of Student Affairs, 401 Rice Hall, 2121 Eye Street, NW, Washington, DC 20052, (202) 994-6710, and other members of the university community may contact the Executive Director of Equal Employment Opportunity and Affirmative Action, Suite 320, 2033 K Street, NW, Washington, DC 20052, (202) 994-9633.

To request disability accommodations, students should contact the Office of Disability Support Services at (202) 994-8250 or dss@gwu.edu. Employees and other members of the university community should contact the Office of Equal Employment Opportunity and Affirmative Action at (202) 994-9656 or eeo@gwu.edu.

Security and Fire Safety Information

The Annual Security and Fire Safety Report, required by law and provided by the GW Police Department, contains information regarding campus security and personal safety, including topics such as crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. Information is also available on crime statistics for the three previous calendar years in buildings and on property owned or controlled by GW, as well as on public property within or immediately adjacent to and accessible from the campus. You may request a copy be mailed to you by calling 202-994-6948.
2013-2014
Academic Calendar*

**Fall Semester 2013**

International Student Orientation	Tuesday, August 20
Graduate Student Services Fair	Thursday, August 22
Classes begin	Monday, August 26
Labor Day	Monday, September 2
Thanksgiving Break	Wednesday, November 27 – Friday, November 29
Make-up Day	Tuesday, December 3
Last Day of Classes	Saturday, December 7
Reading Days	Monday, December 9 – Tuesday, December 10
Final Examinations	Wednesday, December 11 – Thursday, December 19

**Spring Semester 2014**

International Student Orientation**	Tuesday, January 7
Classes begin	Monday, January 13
Martin Luther King, Jr. Day	Monday, January 20
President’s Day	Monday, February 17
Spring Break	Monday, March 10 – Saturday, March 15
Last Day of Classes	Monday, April 28
Make-up Day	Tuesday, April 29
Reading Days	Thursday, May 1 – Friday, May 2
Final Examinations	Monday, May 5 – Tuesday, May 13
Commencement	Sunday, May 18

**Summer Sessions 2014**

First six-week session	Monday, May 19 – Saturday, June 28
Second six-week session	Monday, July 7 – Saturday, August 16
Eight-week session	Monday, May 19 – Saturday, July 12
Ten-week session	Monday, May 19 – Saturday, July 26
Fourteen-week session	Monday, May 19 – Saturday, August 23

* The academic calendars for the GW Law School and School of Medicine and Health Sciences may vary from this calendar. Students in those schools should confirm dates with their dean’s offices.

** Tentative
Beyond Foggy Bottom: Off-Campus Locations

**K Street Center for Professional Education**
http://nearyou.gwu.edu/kstreet
2020 K Street, NW, Lower Level
Washington, DC 20006
202-496-8422

**Alexandria Graduate Education Center**
http://nearyou.gwu.edu/alexandria
1925 Ballenger Avenue, Suite 250
Alexandria, VA 22314
703-299-0297
(King Street Metro stop)

**Arlington Education Center**
http://nearyou.gwu.edu/arlington
950 North Glebe Road
Arlington, VA 22203
703-248-6200
(Ballston Metro stop)

**Hampton Roads Center**
http://nearyou.gwu.edu/hamptonroads
1 Old Oyster Point Road
Newport News, VA 23602
757-269-4949