

## About SEAS Graduate Academic Advising

SEAS uses an **integrated approach** to academic advising that utilizes both professional and faculty advising. Graduate students are assigned a **Graduate Professional Advisor** who will help them transition to the university and navigate processes and procedures. They are here to assist students understand the requirements of the programs, add and drop classes, and understand their progression towards timely degree completion. Each graduate student is also assigned a **Faculty Advisor** who is a faculty member in their department. The Faculty Advisor assists the student with course selection and serves as a mentor in the discipline. In addition, the Graduate Professional Advisor will continue to monitor the student's academic progress and success.

## Meet Your Advisors

The Office of Graduate Admissions and Student Services is the home of your Graduate Professional Advising staff, and we are here to help you. If you have any questions regarding academics, please visit the Graduate Professional Advisors page to schedule an appointment. You can also email [seasgrad@gwu.edu](mailto:seasgrad@gwu.edu) and one of the advisors can assist you. For more information, visit: <https://graduate.engineering.gwu.edu/graduate-professional-advising>.

Professional Advisor	Faculty Advisor
<ul style="list-style-type: none"> <li>Assists students in understanding which courses fulfill degree requirements</li> <li>Introduces and helps navigate students through DegreeMap</li> <li>Helps with necessary paperwork and other administrative tasks for course registration, dissertations, and graduation clearances</li> <li>First point of contact for degree requirements</li> </ul>	<ul style="list-style-type: none"> <li>Faculty members from the student's department</li> <li>Gives specific information on which classes to take based on the student's interests</li> <li>Helps students with finding resources within their department, such as research funds and independent study opportunities</li> <li>Approves course selections</li> <li>Provides information on internship opportunities</li> </ul>

## Ways to Engage with the Graduate Professional Advising Office

- Advising Appointments:** Appointments with a Graduate Professional Advisor can be scheduled through our website: <https://graduate.engineering.gwu.edu/graduate-professional-advising> Whenever possible, cancellations should be made 24 hours in advance to enable another student to make use of that time. We offer in person and virtual advising appointments.
- New Student Advising:** During course registration for new students, Graduate Professional Advisors are available for altered hours for virtual appointments to meet the needs of students in different time zones.
- Emailing your advisor:** Email is an additional way to communicate with your advisor. You are encouraged to email [seasgrad@gwu.edu](mailto:seasgrad@gwu.edu) with brief questions and concerns. However, academic planning and other more involved issues require more time, and you may be better served by scheduling an appointment.

**SEAS Graduate Advising and Student Services**  
 Science and Engineering Hall, Suite 2500  
 202-994-1802 | [seasgrad@gwu.edu](mailto:seasgrad@gwu.edu)  
*Hours of Operation: Monday through Friday | 9:00am to 5:00pm*

## Academic Advising Expectations

*Both the advisors and students play an important role in the academic advising process.*

Students (Your Role)	Advisors (Our Role)
<ul style="list-style-type: none"> <li>● Make informed decisions and accept responsibility for your academic career.</li> <li>● Know academic policies, procedures, and regulations.</li> <li>● Familiarize yourself with degree requirements; remain informed about changes in your curriculum.</li> <li>● Make use of resources available to you on campus.</li> <li>● Inform your advisor of any circumstances that might impact your academic performance.</li> <li>● Read and respond to your GW email.</li> </ul>	<ul style="list-style-type: none"> <li>● Be informed and provide accurate information about academic policies, procedures, and regulations.</li> <li>● Ensure availability via access to appointments, drop-in advising, and timely email response rates.</li> <li>● Assist advisees in course selection, registration, and long/short term educational objectives.</li> <li>● Maintain confidentiality unless to protect health and safety of yourself and others.</li> <li>● Be knowledgeable of campus resources and refer advisees to the services needed for success.</li> </ul>

## Student Learning Objectives

*This framework provides learning objectives for Master's and PhD students to help you navigate your academic experience to graduation.*

<p><b>Prior to first semester</b></p> <ul style="list-style-type: none"> <li>● Schedule an advising appointment with your Graduate Professional Advisor.</li> <li>● Schedule a meeting with your Faculty Advisor.</li> <li>● Familiarize yourself with the registration process and all relevant dates and deadlines.</li> <li>● Learn about your curriculum.</li> <li>● Become familiar with Career Center resources.</li> <li>● Review the admitted student checklist.</li> <li>● Register for the EAP program (if appropriate).</li> </ul>	<p><b>First Semester</b></p> <ul style="list-style-type: none"> <li>● Schedule an appointment with your Graduate Professional Advisor to discuss your curriculum progression.</li> <li>● Talk to your department about colloquium (if required).</li> <li>● Familiarize yourself with DegreeMap.</li> <li>● Connect with your Faculty Advisor regarding internship opportunities.</li> <li>● Consider becoming a Thesis Student with your Faculty Advisor.</li> </ul>
<p><b>Graduation</b></p> <ul style="list-style-type: none"> <li>● Check DegreeMap and meet with your Graduate Professional Advisor to ensure you are on track.</li> <li>● Apply for graduation via the online graduation application in GWeb.</li> <li>● Request OPT/CPT Letters and check in with the ISO office (if appropriate).</li> <li>● Build on relationships with faculty/staff members.</li> <li>● Attend commencement and graduate from GW!</li> </ul>	<p><b>PhD</b></p> <ul style="list-style-type: none"> <li>● Work with Faculty Advisor on Dissertation Research.</li> <li>● Apply for graduation at the beginning of the semester in which you will be completing your requirements.</li> <li>● Review the <a href="#">PhD checklist and timeline</a> and submit the necessary documents to your department.</li> <li>● Ask for letters of recommendation from faculty, if needed.</li> <li>● Complete all of your remaining courses successfully.</li> <li>● Attend PhD Hooding Ceremony and Commencement!</li> </ul>



# Engineering Graduate Advising Syllabus

Acronyms & Abbreviations	What it stands for?	What does it mean?
<b>RTF</b>	Registration Transaction Form	Form used to register for a course that's closed, has time conflicts, restrictions, etc. An RTF requires the instructor's signature for registration of closed courses and courses that require permission.
<b>SEAS</b>	School of Engineering & Applied Science	The best school at GW! Also known as GW Engineering
<b>RCL</b>	Reduced Course Load	Less than 9 credits that sometimes occurs in the final semester of study. International Students not engaged in specific research courses must fill out a RCL form with the ISO to be allowed to drop below full-time.
<b>FTC</b>	Full-Time Certification	In limited circumstances (research), F-1 and J-1 graduate students may be eligible for a Full-Time Certification (FTC). This certification enables a student to drop below the full-time credit requirement (9 credits) while still being considered a full-time student maintaining their immigration status.
<b>ISO Office</b>	International Services Office	The International Services Office is the first stop for the GW international community and will help eliminate administrative challenges when studying in the US. ISO Advisors host a variety of special events that highlight our diverse international student population.
<b>CRN</b>	Course Registration Number	ACRN is a 5-digit course reference number. All sections, including lectures, labs, discussions, etc., will have a unique CRN. We use the CRN to identify a course in the Banner administrative records system.
<b>Student Services Hub</b>	Student Services Hub	Office of the Registrar and Student Financial Services. Located in the University Student Center.
<b>SHC</b>	Student Health Center	Student Health Center offers a range of confidential health services to support medical and mental health needs, as well as promotion and prevention services to guide students in maintaining a healthy lifestyle.
<b>GW CAPS</b>	Counseling & Psychological Services	A part of Student Health Center -- Counseling services for students. For more information, email <a href="mailto:Shcadmin@gwu.edu">Shcadmin@gwu.edu</a> .
<b>DSS</b>	Disability Support Services	Offers accommodations and resources to eligible students. For more information, email <a href="mailto:dss@gwu.edu">dss@gwu.edu</a> .
<b>SEH</b>	Science & Engineering Hall	GW's LEED-certified Science and Engineering building on the Foggy Bottom campus.



## SEAS Resources

SEAS Graduate Advising	<a href="https://graduate.engineering.gwu.edu/graduate-professional-advising">https://graduate.engineering.gwu.edu/graduate-professional-advising</a>
SEAS Career Services	<a href="https://careers.seas.gwu.edu/">https://careers.seas.gwu.edu/</a>
SEAS Forms	<a href="https://graduate.engineering.gwu.edu/forms-and-resources">https://graduate.engineering.gwu.edu/forms-and-resources</a>
SEAS Graduate Student Events	<a href="https://graduate.engineering.gwu.edu/current-student-events">https://graduate.engineering.gwu.edu/current-student-events</a>
Program Requirements	<a href="https://graduate.engineering.gwu.edu/program-requirements">https://graduate.engineering.gwu.edu/program-requirements</a>
Graduate Ambassadors Program	<a href="https://graduate.engineering.gwu.edu/grad-ambassadors">https://graduate.engineering.gwu.edu/grad-ambassadors</a>

## University Resources

International Services Office	<a href="https://internationalservices.gwu.edu/">https://internationalservices.gwu.edu/</a>
<b>Student Health Center</b>	<a href="https://healthcenter.gwu.edu/">https://healthcenter.gwu.edu/</a>
Disability Support Services	<a href="https://disabilitysupport.gwu.edu/">https://disabilitysupport.gwu.edu/</a>
GW Career Services	<a href="https://careerservices.gwu.edu/">https://careerservices.gwu.edu/</a>
GW Libraries	<a href="http://library.gwu.edu">http://library.gwu.edu</a>
GW Off Campus Housing	<a href="https://www.gwoffcampus.com/">https://www.gwoffcampus.com/</a>
Payroll Services	<a href="https://payroll.gwu.edu">https://payroll.gwu.edu</a>
Military and Veterans Affairs	<a href="https://military.gwu.edu/">https://military.gwu.edu/</a>
Multicultural Student Services Center (MSSC)	<a href="https://mssc.gwu.edu/">https://mssc.gwu.edu/</a>
Registrar	<a href="https://registrar.gwu.edu/">https://registrar.gwu.edu/</a>
<b>GW Student Accounts</b>	<a href="https://studentaccounts.gwu.edu/">https://studentaccounts.gwu.edu/</a>
Student Financial Assistance	<a href="https://financialaid.gwu.edu/">https://financialaid.gwu.edu/</a>
Writing Center	<a href="http://writingcenter.gwu.edu">http://writingcenter.gwu.edu</a>

## CARE Network

At GW, we aim to create a community that cares for one another. From the moment students arrive on campus, they begin to find their place at the university. The college experience can often be challenging, and asking for help can be difficult. The CARE Network reaches out to offer support so that students can be as successful as possible through graduation.

The CARE Network is a cross-departmental support system which recognizes that student concerns are often multi-faceted. Students are connected to resources through inter-departmental collaboration to provide them with appropriate and personalized outreach.



For more information or to submit a Care Report, visit: <https://students.gwu.edu/care-team>