

Registration Checklist



Corcoran
Continuing Ed



Step 1: Apply for **non-degree status** using the online application:

All Continuing Education courses are non-degree, non-credit courses. "Non-Degree" is GW's term for visiting student status, and includes all students not currently enrolled in a degree or certificate program at GW. Students must first submit an [application](#) as a non-degree student. On the first page of the application, choose the following options in order to apply as a non-degree student (each field must be selected before the following fields options will populate):

- What type of program are you applying to? **Non-Degree**
- School: **Summer & Non-Degree Programs**
- Field of Study: **General Study**
- Degree: **Non-Degree**
- Concentration: **Not Applicable**
- Term: **Semester that you wish to apply for**

****Please note*: Once you have paid your application, you MUST go back into the application and hit submit. If you pay your application fee and do not return back to your application, your application is incomplete and will not be processed.***



Step 2: Create a **GW NetID** and **e-mail**:

Once your application confirmation email arrives, use the GW student ID, or **GWID**, provided to create your **GW NetID** and **GW e-mail account**. [Click here](#) to create your **GW NetID** and **e-mail**.



Step 3: **Register** for courses:

You can find all information about courses offered at the Corcoran Continuing Education program [here](#). Scroll down and you will find all listed courses for the upcoming semester along with their course fees and CRN's. Once you know which classes you'd like, follow [this link](#) for detailed instructions on how to register.



Step 4: Pay your **e-bill**:

Once you register for courses, an electronic bill will be generated. **No paper bill will be sent.** All bills are due prior to the first day of the semester. The Student Accounts Office can help you [understand and pay your bill](#).



Step 5: Get your **GWorld card**, the official ID card at GW:

Your GWorld card is necessary and will grant you access to the academic buildings where your classes will take place. To obtain your free GWorld card, present yourself and a government photo ID to the GWorld Card Office, located in the Marvin Center suite G05. For more information about getting your GWorld card, [click here](#).