CHOOSING YOUR COURSES

All graduate students are required to select courses for the Fall and Spring semesters and submit their selections through the online “MyAccess” system. Registration will begin at 9:00 a.m. on Monday, June 1st. The deadline to submit your registration requests is 5:00 p.m. on Monday, June 22nd. If you change your mind after submitting your selections, do not worry – you will have an opportunity to change your schedule beginning August 26th during Orientation.

Before you submit your requests, you should develop a full list of the classes that interest you and determine which courses you would most like to take. List the courses in order of your preference. Be sure to include any courses that are required for your degree or certificate program. All courses have enrollment limits and seats are allocated through a lottery system based on students’ listed priority preference. Students are allowed to request seven courses for each semester in the pre-registration process. Since you may not get all of your top preferences, you should include seven course selections. Please note that you must submit course requests for both semesters. If you are in a specialized degree or certificate program, you need to identify your required courses.

We suggest you use one of the following approaches to develop your list of courses:

- Read the LL.M. Degree and Certificate information on the Graduate Programs website for your degree and/or certificate program: www.law.georgetown.edu/go/llm-registration. This will identify your required courses and give other useful information.

- After you have identified courses you may be interested in, review the course description as well as the faculty information by clicking on course names in the Degree and Certificate Guides or by going to the online Curriculum Guide: http://apps.law.georgetown.edu/curriculum/tab_schedules.cfm. You will see a link for “Fall 2015: Graduate program schedule.” Once you click the Fall link, you can click the drop-down box for the courses offered in your specialized program or look at the “LL.M. Alpha Schedule” for an alphabetical listing of all the LL.M. courses that semester. LLM course numbers begin with the letters LAWG. [Note: Each course also has a CRN (Course Reference Number), which identifies a specific section of a course and is a 5 digit number. It will accompany every course listing, but is different from the course name and section (e.g., the CRN for LAWG-942-12 in Fall 2015 is 24447). You will use the CRN to submit your registration requests in MyAccess.] Click on any course name to find the course description and faculty information. Repeat for spring semester courses by clicking the “Change term” link above the drop-down boxes.

- You can also view all the courses offered by day and hour by clicking on the Fall 2015 and Spring 2016 LL.M. course grids, available at www.law.georgetown.edu/go/llm-registration. This will help you avoid selecting
courses that meet at the same time. Please note that the online curriculum guide contains the most current course information. You may also search for courses by day and time in MyAccess (see p.7 below).

Students in the General or Individualized program have no specialization requirements; you may consult the alphabetical lists of LL.M courses as well as the list of upper class J.D. courses (see above). You can choose any LL.M. course or most upper level J.D. courses on the lists.

Courses with Restrictions and Special Processes

- **Prerequisites:** When you review course descriptions, there may be a note indicating that the course has a prerequisite—meaning a course that must be taken before enrolling in that course. If you have taken an equivalent course or courses at another school either in the U.S. or abroad, then you have met the prerequisite. If you have not taken the prerequisite course or courses but believe that you nonetheless possess the requisite knowledge or experience, you may tentatively select the course. Then, discuss the prerequisite issue with your academic counselor when you arrive, or with the faculty member during the first week of classes. If a JD course without a LAWG section has a prerequisite, you will not be enrolled in that course unless you have satisfied the prerequisite, or have submitted to the Registrar’s Office a written waiver from the professor. (Note for Spring 2016 registration: You will be permitted to enroll in a spring course that requires a prerequisite, but, if by the end of the fall Add/Drop period you have not enrolled in or obtained a waiver from the professor for the prerequisite course, the spring course will be dropped from your schedule.) **Waivers for Fall 2015 JD courses must be submitted to the Registrar’s Office by 5:00 p.m. on June 22 by e-mail to lawreg@law.georgetown.edu.** No special form is required (i.e., forwarding an email from the course professor waiving the prerequisite requirement is sufficient).

- **Mutually Exclusive Courses:** You may list mutually exclusive courses on your preregistration request forms, but will not be enrolled in two mutually exclusive courses in the same semester. You may be enrolled in a fall course that is mutually exclusive with a spring course through the fall Add/Drop period. However, if you are still enrolled in the fall course by the end of the fall Add/Drop period, the spring mutually exclusive course will be dropped from your schedule.

- **Time Conflicts (Overlaps):** Under no circumstance may a student enroll in courses that have a time conflict. Therefore, the course scheduling program will not permit enrollment in courses with overlapping times. You may request (and after the pre-registration period, waitlist for) courses with time conflicts. However, once you are enrolled in a course, you will not be enrolled in any lower priority courses with a time conflict.

- **Professor Permission:** If a course requires professor permission for enrollment, that requirement will be noted in the online course schedule. List a professor permission course at the lowest priority on your registration request. **Note:** Professor permission
courses are enrolled first and will prevent enrollment in any other course that overlaps, even a higher priority course. Follow the instructions for applying for a professor permission course published in notes to the relevant course listing in the online Course Schedule. If no specific instructions are given, you must email the professor to gain admission to the course.

- **Cross-Listed Courses**: LLM students are eligible to take most upper class JD courses. JD course numbers begin with the letters LAWJ. Many of these are cross-listed, meaning that seats have been set aside for LLM students. If a course has an (X) notation, it is listed in both the JD and Graduate schedules with space allocated to students in both programs. LLM students must register for the LAWG section of a cross-listed course. If a JD course is cross-listed, it will appear in the listing of LLM courses and the course number will begin with LAWG. LLM students must register for the LAWG section of cross-listed courses. To search for JD courses that are not cross-listed, go to http://apps.law.georgetown.edu/curriculum/tab_schedules.cfm. By selecting “Fall 2015: Upper division JD schedule,” you will get an alphabetical listing of all the upper level JD courses that semester.

- **LL.M. Program-Restricted Courses**: During preregistration, enrollment in the LAWG section of some courses is limited to LL.M. students in certain degree programs. Each of these courses will have a note indicating what degree program it is restricted to on the curriculum guide. All other LL.M. students will have the opportunity to enroll or add themselves to the waitlist for these courses beginning August 26.

- **Graduate Independent Research**: If you are interested in completing a Graduate Independent Research project, please see the Student Handbook pages 67-68: http://www.law.georgetown.edu/campus-services/registrar/handbook/upload/Graduate_Programs.pdf. The GIR registration form is available on the Office of Graduate Programs website at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/current-students/gir.cfm.

- **Externships**: Georgetown University Law Center offers a two (2) credit externship program for current graduate students. Students are graded on a pass/fail basis, and may participate in only one externship. More information on the Externship program can be found at http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/index.cfm.

- **Week One Courses**: During the first week of the spring semester, the Law Center offers a limited number of one-credit courses focusing on transnational legal issues--international law, comparative law, choice of law, and law in other jurisdictions. For a list of courses, go to http://apps.law.georgetown.edu/curriculum/tab_schedules.cfm and select “Spring 2016: Week One Upperclass Courses. The Week One courses are also listed in the Spring 2016 schedule. **Note: LLM students may only enroll in two of the Week One**
upperclass mini-courses offered at the beginning of the Spring semester, and Week One courses count towards the 13 credit maximum students may enroll in for Spring 2016.

**COMPLETING ONLINE LL.M. PRE-REGISTRATION FOR 2015-2016**

- Pre-register online through MyAccess ([https://myaccess.georgetown.edu](https://myaccess.georgetown.edu)) beginning Monday, June 1 through Monday, June 22.

- Enter MyAccess using the Net ID and password information you have received through the Admitted Student Site.

Then follow these steps to pre-register for the courses you would like to take. (There are screenshots included for those who prefer to follow the more visual information.)

1. Go to [myaccess.georgetown.edu](http://myaccess.georgetown.edu) and **click** on **MyAccess.** **Log in** to MyAccess using the NetID and password you received through the Admitted Student Site.

2. From the Main Menu, **choose Student Services**
3. **Click Registration**

4. **Click Pre-registration**
5. Choose the semester you are preregistering for: Fall 2015, and then Spring 2016.

6. Confirm that your academic information on the upper-half of the screen is accurate.
7. To find a course, click the “Search” button or, if you know it, enter the Course Reference Number (CRN). The CRN can also be found in the Curriculum Guide. Remember: Each course has a CRN which identifies a specific section of a course and is a 5 digit number. It will accompany every course listing, but is different from the course name and section (e.g., the CRN for LAWG-2086-08 in Fall 2015 is 29369).
8. Select **Law (Graduate)** and then enter the title of the course you wish to select and **click** the **Search** button at the bottom of the screen.
9. See the results of your search. Select your course by clicking the Add to list button. **NOTE:** If there are no results of your search, the course may be a J.D. course. Go back and select “Law (J.D.)” to search the list of upper-level J.D. courses.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location Attribute</th>
<th>Prior Course Closers</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add to list" /></td>
<td>3546</td>
<td>LAWG 121</td>
<td>01</td>
<td>LW</td>
<td>4.000 Corporations MW</td>
<td>09-11:00am</td>
<td>Robert</td>
<td>09/03-12/21</td>
<td>LAW 201</td>
<td>46423021</td>
<td>In-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
<tr>
<td><img src="image" alt="Add to list" /></td>
<td>25832</td>
<td>LAWG 121</td>
<td>02</td>
<td>LW</td>
<td>4.000 Corporations MW</td>
<td>11-01:10pm</td>
<td>Richard D.</td>
<td>09/03-12/21</td>
<td>LAW 203</td>
<td>46423021</td>
<td>In-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
<tr>
<td><img src="image" alt="Add to list" /></td>
<td>18509</td>
<td>LAWG 121</td>
<td>05</td>
<td>LW</td>
<td>4.000 Corporations MW</td>
<td>01-01:10pm</td>
<td>Donald C.</td>
<td>09/03-12/21</td>
<td>LAW 207</td>
<td>46423021</td>
<td>In-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
<tr>
<td><img src="image" alt="Add to list" /></td>
<td>13545</td>
<td>LAWG 121</td>
<td>07</td>
<td>LW</td>
<td>4.000 Corporations MW</td>
<td>05-07:45pm</td>
<td>Russell B.</td>
<td>09/03-12/21</td>
<td>LAW 206</td>
<td>46423021</td>
<td>In-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
<tr>
<td><img src="image" alt="Add to list" /></td>
<td>13549</td>
<td>LAWG 121</td>
<td>10</td>
<td>LW</td>
<td>3.000 Corporations TR</td>
<td>09-11:00am</td>
<td>James</td>
<td>09/03-12/21</td>
<td>LAW 202</td>
<td>46423021</td>
<td>In-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
</tbody>
</table>
10. If more than one section of the course is offered, you can enter your “preferred” section and then also, if you wish, select the “any section” option by entering Y in that box. Then, if you do not get your preferred section, you can be enrolled in a seat in one of the other sections of the course. **Once you are enrolled in your alternate section, any lower ranked course in day/time conflict will be skipped.** Carefully consider whether you want to use the any section option if there is a lower ranked course you are eager to take. **Note:** You will only be submitting primary course requests; the fields for alternate course requests will not be available to incoming LLM students.

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Pre-Registration Group: *Fall 2015 Incoming LLM*
Pre-Registration Requests Status: Saved

Transcript

**Step 1: Choose Primary and Alternate Requests.** Please enter your primary and alternate course selections. Courses must be entered via their numbers and need to search for a course, use the Course Search button.

Please note: In some instances you may be registered in courses related to your academic interests before the Pre-Registration period begins. List below. Please contact the Registrar’s office with any questions you may have about your course selections.

### Pre-Registration Selection Entry

**Primary course requests**

<table>
<thead>
<tr>
<th>Priority (use arrows to re-order)</th>
<th>Section Requested</th>
<th>Meeting Times</th>
<th>Credit Hours</th>
<th>Any section?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Search 13546</td>
<td>MW 09:00 am-11:00 am 4.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Search</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Search</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Search</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Search</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Search</td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Search</td>
<td></td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Total primary selections requested for Pre-Registration: 1
Total primary credit hours requested for Pre-Registration: 4.00

Select “Y” if you would like any section of the
11. Repeat steps 8 and 9, and 10 if applicable, to fill all your Fall Preregistration requests. Choose **Save Requests**. Although you may submit immediately using the **Submit Requests** button, we recommend you just “save” requests until you have made your Spring 2016 selections. Repeat steps 8 through 11 to do your Spring 2016 requests.

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**Pre-Registration Selection Entry**

<table>
<thead>
<tr>
<th>Priority (use arrows to reorder)</th>
<th>Section Requested</th>
<th>Meeting Times</th>
<th>Credit Hours</th>
<th>Any section?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12546</td>
<td>MW 09:00 am-11:00 am</td>
<td>4.00</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>18137</td>
<td>MW 11:10 am-01:10 pm</td>
<td>4.00</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>13576</td>
<td>TR 09:00 am-11:00 am</td>
<td>4.00</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>14646</td>
<td>MW 09:35 am-11:00 am</td>
<td>3.00</td>
<td>N</td>
</tr>
</tbody>
</table>

**Total primary selections requested for Pre-Registration:** 4
**Total primary credit hours requested for Pre-Registration:** 13.00

Errors and/or Warnings:
- Warning: LAWG 110-01, CRN 13546, Copyright Law: Potential Time Conflict
- Warning: LAWG 121-01, CRN 13546, Corporations: Potential Time Conflict

Be sure to review these Error and Warnings that may prevent enrollment prior to submitting your requests.

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Step 2: Save your course requests. Please press the **Save Requests** button if you haven’t completed your selection requests and/or you want to return to this screen later. If you are ready to submit and don’t want to make any edits or changes, proceed to Step 3.

We recommend you just click the **Save Requests** button until you have made your Spring selections.

Step 3: Submit your course requests. Please press the **Submit Requests** button if you have finished making all of your course requests. Once you press submit you will no longer be able to make any edits or changes.

[Submit Requests]
12. If you “saved your requests” you can return later to edit. When you are ready to submit, choose Submit Requests.
13. A final confirmation screen will appear. It may show “Errors and Warnings” that may prevent registration in a desired course. After a final review, click **Confirm**. You must submit each semester’s course requests separately.
Confirm

If there are any warnings associated with your Pre-registration selections, they are displayed below. If you are ready to submit your selections, click submit. If you'd like to continue editing, click cancel.

Errors and/or Warnings:
Warning: LAWG 215-02, CRN 18137, Constitutional Law II: Potential Time Conflict
Warning: LAWG 948-08, CRN 12669, Tax Treatment of Charities: Potential Time Conflict
Warning: Request: Requests have potential to exceed maximum credit load.

Again please review the Errors and Warnings that may prevent your registration. Click Confirm.
14. Once you choose Confirm, you will not be able to edit your course requests. You can make changes to your Fall and Spring schedules during Orientation and the Fall Add/Drop period. You can continue to make changes to your Spring schedule throughout the Fall semester and during the Spring Add/Drop period.
15. You can View your submitted course requests. a) From the Main Menu, choose Student Services, b) then choose Registration, c) then choose Pre-registration and View.

16. Select Exit to log out of MyAccess.

NOTE REGARDING WITHDRAWALS: Please note that LL.M. students may drop a course from his/her schedule by the end of the add/drop period (as listed on the Law Center’s Academic Calendar) without a transcript notation. After the end of the Add/Drop period, requests to withdraw from a course must be approved by an academic advisor and are subject to a number of limitations (including, that students may not withdraw from a course after work has been submitted for grading). See http://www.law.georgetown.edu/campus-services/registrar/course-registration/Course-Withdrawals.cfm and the Student Handbook pp. 77-78 for more information. Withdrawals are subject to the Tuition Refund Schedule.

If you have questions about registering for classes, please contact the Registrar’s Office at lawreg@law.georgetown.edu or 202-662-9220. If you have questions related to your curriculum, please contact the Office of Graduate Programs at gradprog@law.georgetown.edu or via phone at 202-662-9036.