I. PRE-REGISTRATION OVERVIEW .................................................................................................................. 1
   ▪ The 2017-2018 Course Schedule will be available in early April. Please check the schedule updates for changes and corrections to the schedule before submitting registration requests.

   ▪ Pre-registration for the Fall 2017 and Spring 2018 semesters begins in early June. Students should submit course pre-registration requests through MyAccess from 9:00 a.m. on June 5, 2017, through 3:00 p.m. on June 26, 2017. (See the Submitting Your Selections chapter.)

   ▪ Pre-registration is not “first come first serve”—all registration requests submitted through MyAccess between 9:00 a.m. on June 5 and 3:00 p.m. on June 26 will be allocated the same way. (See the Prioritizing Your Course Selections chapter.)

   ▪ Pre-registration results will be available online in August (See the Pre-Registration Results section.)

II. SELECTING YOUR COURSES
   1. Requirements to Graduate

      General and degree-specific academic requirements are described in the Georgetown Law Student Handbook of Academic Policies (see the Degree Requirements chapter starting on p. 42 for full details).

         ▪ Students must complete 24 academic credits (if J.D. received from a U.S. law school) or 20 academic credits (if trained outside of the U.S.), including:

            ▪ Any minimum number of hours in a specialization and/or required courses;
            ▪ A minimum cumulative grade point average of at least 2.0/4.0; and
            ▪ Complete all requirements for the degree within the prescribed period of study.

      Students are responsible for monitoring their progress to ensure they meet all degree requirements by their anticipated graduation date. Students may track their academic progress by using the online
degree audit tool, MyDegree; by meeting with an academic advisor; and by requesting an audit from the Office of the Registrar (in person or by email to lawreg@georgetown.edu). Click here for more information.

2. Resources

- Curriculum Guides by degree and certificate program. Check for updates to the Course Schedule frequently and especially before submitting your pre-registration requests.
- Course evaluations from the last three academic years.
- Academic advisors in the Office of Graduate Programs are available to discuss course selection and your academic goals/interests.
- Georgetown Law Student Handbook of Academic Policies
- Academic Calendars and the Student Deadlines Calendar

III. PRIORITIZING YOUR COURSE SELECTIONS

The pre-registration system allows you to prioritize your course requests from 1\textsuperscript{st} through 7\textsuperscript{th}.

1. Prioritizing Strategies

**STRATEGY 1 – BASIC STRATEGY**

Use higher priority spaces (1-3) for the courses you want most, or that are most likely to close. The How Courses Close Report shows how courses have filled in prior semesters and may be used to gauge how likely a course is to fill. This report is available via MyAccess and can be accessed by (1) clicking the “Search Historical Course Information” link from the Pre-registration screen; and (2) clicking the “Historical Information” link next to a course search result. Click here for detailed instructions on how to access the report.

- Use lowest priorities for courses that will be processed manually, and without regard to ranking. These manual-registration courses include clinics, externships, professor permission courses, and the Spring section of a year-long course.

\[\begin{array}{|c|c|}
\hline
\text{Course Selection} & \text{Any Section} \\
\hline
1 & \text{COURSE A} \\
2 & \text{COURSE B} \\
3 & \text{COURSE C} \\
4 & \text{COURSE D} \\
5 & \text{COURSE E} \\
6 & \text{PROFESSOR PERMISSION/SPRING SECTION OF A YR. LONG COURSE} \\
\hline
\end{array}\]
## STRATEGY 2 – SPECIFIC COURSE/ANY SECTION OPTION

This strategy is useful for students who want to be enrolled in any section of a course regardless of professor or time. For the 1st request, a student will select a specific section of a course and then choose the “Any Section” flag. The pre-registration system will attempt first to schedule you in the section you request, and if it cannot, you will then be scheduled in any section of that course that does not conflict in time with any of your other requests of a higher ranking.

- **Note:** Once you are enrolled in “any” section, any lower ranked course in day/time conflict will be skipped.

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>Any Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COURSE A with PROFESSOR 1</td>
</tr>
<tr>
<td>2</td>
<td>COURSE B</td>
</tr>
<tr>
<td>3</td>
<td>COURSE C</td>
</tr>
<tr>
<td>4</td>
<td>COURSE D</td>
</tr>
<tr>
<td>5</td>
<td>COURSE E</td>
</tr>
<tr>
<td>7</td>
<td>PROFESSOR PERMISSION/SPRING SECTION OF A YR.LONG COURSE</td>
</tr>
</tbody>
</table>

### 2. How Course Requests Are Processed

All courses and seminars have enrollment limits. Seminars are typically limited to 22 seats. Where there is a unique enrollment limit, it will be listed in the Course Schedule. The pre-registration system admits students into courses up to the maximum enrollment allowed in the course. If the course has more requests than space, it enrolls as follows:

- **LAWG courses** will admit all LL.M. students before any J.D. students are admitted; and
- **LAWJ courses** will admit all J.D. students before any LL.M. students are admitted.
- Within the categories above, students are prioritized according to their class year and ranking of the course. For course requests with the same status (e.g., two LL.M. students who put Taxation of Partnerships as their #2 priority choice for the fall), the pre-registration system will select between those students by random number (within each course).

The How Courses Close Report: If you want to pre-register for J.D. courses (LAWJ courses) that are not cross-listed, you may wish to use this report to consider how likely the course is to fill.

- This report is available via MyAccess and can be accessed by (1) clicking the “Search Historical Course Information” link from the Pre-registration screen; and (2) clicking the “Historical Information” link next to a course search result.
- Click [here](#) for detailed instructions on how to access the report.
3. Courses with Restrictions and Special Processes

- **Cross-Listed Courses**: If a course has an (X) notation, it is listed in both the J.D. and Graduate schedules with space allocated to students in both programs. **LL.M. students must register for the LAWG section of a cross-listed course.**

- **Prerequisites**: Note the stated prerequisites for each course you wish to take. If you believe that you have met the prerequisites for an LL.M. course (either at Georgetown or at the institution from which you received your J.D. degree [or equivalent]), you may register for the course. **No waivers are required for students in the Graduate Program for courses with a LAWG section.**
  - **If a J.D. course without a LAWG section has a prerequisite**, you will not be enrolled in that LAWJ course unless you have satisfied the prerequisite or obtained a written waiver from the professor. **Waivers for Fall 2017 LAWJ courses must be forwarded to the Office of the Registrar before 3:00 p.m. on June 26** (lawreg@georgetown.edu).
  - **Note**: While you may pre-register for a Spring LAWJ course that requires an unmet prerequisite, it will be dropped from your schedule 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.
  - Consult an [academic advisor](#) if you are unsure whether you have met the prerequisite(s).

- **Mutually Exclusive Courses**: You may request mutually exclusive courses, 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.

- **Professor Permission**: If a course requires professor permission for enrollment, that requirement and instructions for applying will be noted in the Course Schedule. If no specific instructions are given, you must email the professor to gain admission to the course. Students who are awarded seats in a clinic will be enrolled in the clinic automatically by the Office of the Registrar.
  - **Note**: Professor-permission courses are enrolled first and will prevent enrollment in any other course that overlaps, even a higher priority course.

- **Time Conflicts (Overlaps)**: 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. Under no circumstance may a student enroll in courses that have a time conflict.

- **LL.M. Program-Restricted Courses**: During pre-registration, 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 students will have the opportunity to enroll or waitlist for these courses after the pre-registration period.

- **Graduate Independent Research**: If you are interested in completing a Graduate Independent Research project (GIR), please see pages 66-67 of the Student Handbook. The GIR registration form and instructions are available [here](#).

- **Externships**: Georgetown Law 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. Click [here](#) for more information on the Externship program.
4. Registering for Main Campus Courses

Students must request permission from both their academic advisor and the professor teaching the graduate course. Students do not pre-register for Main Campus courses during the Law Center’s pre-registration process and may not enroll themselves in Main Campus courses. Students may research courses on the Main Campus using the course search function in MyAccess. Please note that unlike the Law Center, the Main Campus releases their fall schedule separately from the spring. The spring schedule is generally released in mid-to-late fall.

- **All requests must be submitted to the student’s academic advisor by August 18, 2017 for Fall 2017 courses and by January 3, 2018 for Spring 2018 courses**, and must include: (1) the course number; (2) course name; (3) number of credits; and (4) a list of any prerequisite courses and how you believe you meet those prerequisites (e.g., prior coursework, work experience, etc.). For all non-Business School requests, you must also include the professor’s written permission (e-mail is sufficient) to enroll in the course as a part of your request. Your advisor will work with the Business School administration, which will coordinate their professors’ permission to enroll in their courses.
  - Students should not contact the Business School administration or professors directly.
  - Upon approval, the Graduate Programs office will forward the student’s request to the Law Center’s Office of the Registrar. The Registrar’s Office will forward the request at the beginning of the Main Campus Add/Drop period to the appropriate academic department for approval to enroll the student in the course on a seat available basis. The Registrar’s Office will confirm for students, via email, their enrollment status.

- **LL.M. students may take a maximum of four (4) academic credits of graduate-level courses on the Main Campus, on a seat-available basis.**
  - The Law Center does not follow the same academic calendar as the Main Campus, and it is the student’s responsibility to determine when a course on the Main Campus begins. **Note:** The Business School operates on quarters, or modules, and has two modules per semester. Business School classes may follow a different schedule than other departments on the Main Campus.
  - **Note:** All courses, credits, and grades taken in the Graduate School will appear on the student’s Law Center transcript, but the grades will not be counted in the student’s grade point average. It is the student’s responsibility to make sure that final grades are submitted to the Office of the Registrar by the Law Center grades deadline. Undergraduate level courses cannot be applied toward an LL.M. degree or Certificate. Language classes may be taken on a space-available basis, but they will not be credited toward the LL.M. degree.

- **Note:** International students considering taking a U.S. bar exam should be aware that non-Law Center courses may not count towards the required number of law credits necessary to be eligible to take the bar exam. Please consult your academic advisor for more information.

5. Courses at Other Institutions

- With the prior approval of your academic advisor, and subject to the conditions outlined in the Student Handbook, a student may apply to the LL.M. degree a cumulative maximum of four (4) academic credits earned at other institutions while an LL.M. student at the Law Center. Please see your academic advisor for more information.
IV. SUBMITTING YOUR SELECTIONS

All course selections are submitted online through the MyAccess system. If you have any questions about the system or need help in submitting your course selections, please contact the Office of the Registrar at lawreg@georgetown.edu or 202-662-9220.

1. Using the Pre-Registration System
   - Log in to MyAccess (https://myaccess.georgetown.edu/).
   - On the Welcome Screen → Click on “Student Services”.
   - Under the Student Services Tab → Click on “Registration”.
   - Under the Registration Field → Click on “Pre-registration”.

   - On the Student Term Selection Screen → Click on “Pre-register” for Fall 2017 or Spring 2018.

   - Confirm your information at the top of the next pre-registration screen. If any information is incorrect, please contact the Office of the Registrar at lawreg@georgetown.edu. Otherwise, you may begin entering your pre-registration selections.
To find a course, click the “Search” button or, if you know it, enter the Course Reference Number (CRN). The CRN identifies a specific section of a course and is a 5 digit number. (Note: CRNs are listed in the Course Schedule.)

Enter your desired search feature. You can search by course title, number of credits, professor’s name, course requirement, day and/or time, and keywords. (Note: You can also search for courses using the Curriculum Guide.)
- Review the search results and make note of the CRN of any desired selection.
- You may enter a course on your pre-registration screen by either clicking the “Add to list” button on the Search Results page or by entering the CRN directly on the pre-registration screen.
- Once you have completed your pre-registration requests for the semester, you should review all errors and/or warnings at the bottom of this screen. Please refer to the Course Schedule for a complete listing of course restrictions and notes.

- Once you are satisfied with your pre-registration selections, click the “Submit Requests” button at the bottom of the screen. Click the “Save Requests” button to resume your course request selection and submission process at a later date.

- After you click the “Submit Requests” button, a final confirmation screen will appear. This confirmation screen will once again show any errors and warnings that may prevent registration in a desired course. After a final review you should click “Confirm.”
- After you have submitted your pre-registration requests, you will be able to view your submission but you will not be able to make changes to your course requests via MyAccess.

**If you wish to make a change to your pre-registration submission,** you must email your requested change to the Office of the Registrar at lawreg@georgetown.edu no later than the end of the pre-registration period (3:00 p.m. on June 26, 2017).

### 2. Common Pre-Registration Error Messages
- **Duplicate Course:** You have requested more than one section of a course. You may request duplicate courses. However, once you are enrolled in one section of a course, you will not be enrolled in any lower priority courses with a different section.
- **Maximum Load:** Your requests exceed your maximum credit limit. You may request courses that exceed your credit limit. However, you will not be enrolled in more courses than your maximum credit limit.
- **Potential Time Conflict:** Click [here](#) for details.
- **Permission Required:** Professor-permission course. Click [here](#) for details.
- **Prerequisite Not Met:** Click [here](#) for details.
- **Mutually Exclusive:** Click [here](#) for details.
- **Department Restriction:** You tried to enroll in the wrong section of a cross-listed course. Click [here](#) for details.

### 3. Pre-Registration Results
Your pre-registration results are expected to be made available via MyAccess in August, and the Office of the Registrar will send an email when results are released. You may access results by two methods:
- In MyAccess, click “Registration Services” and then click “Pre-registration Results”. This listing will show you the courses you are enrolled in, and if you are not enrolled in a requested course, it will show the reason you are not enrolled.
- MyAccess also displays your enrolled class schedule when you click “Student Schedule”, but will not explain the results of your registration. As the information on this screen may change during the system’s processing of pre-registration, you should not rely on the finality of the information contained on this panel until the Office of the Registrar sends an email that results are available.
APPENDIX A: QUICK SUMMARY OF REGISTRATION REGULATIONS

1. LL.M. Full-Time Students
   - Have registration priority for LAWG courses;
   - May register for 8-13 credits per semester;
     - **Note:** Without the prior approval of an academic advisor, full-time students may not enroll in more than 13 academic credits in the Fall or Spring semester.
   - May take up to 4 credits of Graduate School courses on the Main Campus;
   - May hold an unlimited number of waitlist credits; and
   - May drop a course from their schedule by the end of the Add/Drop period 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. Click [here](#) for more details. Withdrawals are subject to the Tuition Refund Schedule.

2. LL.M. Part-Time Students
   - Have registration priority for LAWG courses;
   - May register for up to 7 credits per semester;
     - **Note:** Without the prior approval of an academic advisor, part-time students may not enroll in more than 7 academic credits in the Fall or Spring semester.
   - May take up to 4 credits of Graduate School courses on the Main Campus;
   - May hold an unlimited number of waitlist credits; and
   - May drop a course from their schedule by the end of the Add/Drop period 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. Click [here](#) for more details. Withdrawals are subject to the Tuition Refund Schedule.
APPENDIX B: REGISTRATION TIMELINE

NOTE: Any changes and/or updates to this timeline will be communicated via GAE email and on the Student Deadlines Calendar. Please be sure to check your email for important notices and reminder.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early April</td>
<td>2017-2018 Course Schedule available.</td>
</tr>
<tr>
<td>June 5 – June 26</td>
<td>Pre-registration through MyAccess opens at 9:00 a.m. on June 5 (Monday) and ends at 3:00 p.m. on June 26 (Monday).</td>
</tr>
<tr>
<td>June 26</td>
<td>Pre-registration Period ends at 3:00 p.m. All Fall and Spring pre-registration requests must be submitted along with prerequisite waivers for Fall 2017 courses.</td>
</tr>
<tr>
<td>August 14 – Add/Drop Period</td>
<td>Pre-registration results available via MyAccess. Incoming LL.M. students cannot make schedule adjustments in MyAccess until August 23.</td>
</tr>
<tr>
<td>August 21 – August 25</td>
<td>ORIENTATION</td>
</tr>
<tr>
<td>August 23</td>
<td>Incoming LL.M students can make schedule adjustments in MyAccess</td>
</tr>
<tr>
<td>August 24</td>
<td>Second Waitlist Lottery: Students must add themselves to waitlisted courses by 3:00 p.m. in order to be included in the second waitlist lottery for 2017-2018 courses</td>
</tr>
<tr>
<td>August 28 – September 5</td>
<td>Classes start – Fall &amp; Spring Add/Drop period; Waitlist lottery held daily.</td>
</tr>
<tr>
<td>September 5</td>
<td>Fall Add/Drop Period ends at 3:00 p.m. All Fall schedules must be finalized. Last Chance Lottery for Fall courses (details sent by email during Add/Drop).</td>
</tr>
<tr>
<td>January 3</td>
<td>Main campus course requests for Spring 2018 must be submitted to your academic advisor before 3:00 p.m.</td>
</tr>
<tr>
<td>January 16 - 23</td>
<td>Classes start – Spring Add/Drop period; Waitlist lottery held daily.</td>
</tr>
<tr>
<td>January 23</td>
<td>Spring Add/Drop Period ends at 3:00 p.m. All Spring schedules must be finalized. Last Chance Lottery for Spring courses (details sent by email during Add/Drop).</td>
</tr>
</tbody>
</table>

NOTE: Any changes and/or updates to this timeline will be communicated via GAE email and on the Student Deadlines Calendar. Please be sure to check your email for important notices and reminders.