I. REGISTRATION OVERVIEW

All graduate students are required to select courses for the Fall 2016 and Spring 2017 semesters and to submit their selections through the online MyAccess system. Registration will begin at 9:00 am on Monday, June 6th. The deadline to submit your registration requests is 3:00 pm on Monday, June 27th. If you change your mind after submitting your selections, do not worry – you will have an opportunity to change your schedule beginning August 24th during Orientation.

- Students should submit course pre-registration requests for the Fall 2016 and Spring 2017 semesters through MyAccess from 9:00 a.m. on Monday, June 6, through 3:00 p.m. on Monday, June 27. (See the Submitting Your Selections chapter.) Pre-registration results will be available online in mid-August. (See the Pre-Registration Results section.)

  - All seats (except in professor permission courses) are allocated through a computerized lottery based on students’ listed preference and an established priority system. No priority is given to students’ requests based on date of submission as long as registration requests are submitted through MyAccess before 3:00 p.m. on June 27.

  - During pre-registration, enrollment in some courses is limited to LL.M. students in certain degree programs. Restrictions are listed on the Curriculum Guide. All other LL.M. students may enroll or add themselves to the waitlist for these courses during Add/Drop.

- Students may make changes to their Fall semester schedules over the summer and through the Fall semester Add/Drop period (August 29 – September 6, 2016). For the Spring semester schedule, changes can be made during the summer, throughout the Fall semester, and during the Spring semester Add/Drop period (January 13 – 23, 2017). (See the Registration Timeline.)

If you have questions about registering for classes, please contact the Office of the Registrar (lawreg@law.georgetown.edu or 202-662-9220).

If you have questions related to your curriculum, please contact the Office of Graduate Programs (gradprog@law.georgetown.edu or 202-662-9036).
II. SELECTING YOUR COURSES

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 (7) course alternative 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.

A. Requirements to Graduate

1. General and specific academic requirements are described in the Georgetown Law Student Handbook of Academic Policies. Students must successfully complete 24 academic credits (if JD received from a U.S. law school) or 20 academic credits (if trained outside of the U.S.), and earn a minimum cumulative grade point average of at least 2.0/4.0. Click here for specific requirements for your degree or certificate program.

2. Students may track their academic progress by using the online degree audit tool, MyDegree or by meeting with an academic advisor. Click here for more information.

B. Resources

1. Curriculum Guides by degree and certificate program. Check for updates to the Course Schedule frequently and especially before submitting your pre-registration requests.
   • NOTE: 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.

2. Each degree and certificate program has an information page, which identifies required courses and other useful information.

3. Fall 2016 and Spring 2017 LL.M. course grids list all courses offered by day and hour. 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.6-7 below).

4. Course evaluations from the last three academic years.

5. Academic advisors are available to discuss course selection and your academic goals/interests.

6. Georgetown Law Student Handbook of Academic Policies

7. 2016-2017 Academic Calendars and the Student Deadlines Calendar.
C. Courses with Restrictions and Special Processes

1. Cross-Listed Courses: LL.M. students are eligible to take most upper class J.D. courses. (J.D. course numbers begin with the letters LAWJ.) Many of these are cross-listed, meaning that seats have been set aside for LL.M. students. 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.** If a J.D. course is cross-listed, it will appear in the listing of LL.M. courses and the course number will begin with LAWG.

2. 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.

3. Graduate Independent Research: If you are interested in completing a Graduate Independent Research project (GIR), please see pages 63-64 of the [Student Handbook](#). The GIR registration form and instructions are available [here](#).

4. 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 may enroll or add themselves to the waitlist for these courses beginning August 24.

5. 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.

6. 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 JD 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 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. **Waivers for Fall 2016 courses must be forwarded to the Office of the Registrar before 3:00 p.m. on June 10** ([lawreg@law.georgetown.edu](mailto:lawreg@law.georgetown.edu)).
   - **Note:** While you may pre-register for a Spring 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.

7. Professor Permission: If a course requires professor permission for enrollment, 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. 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.

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

9. Week One Courses: During the first week of the spring semester, Georgetown Law 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. **Note:** LL.M. students may only enroll in two (2) of the Week One upperclass mini-courses offered at the beginning of the Spring semester, and Week One courses count towards the credit maximum students may enroll in for Spring 2017 (i.e., 13 credits for full-time students and 7 credits for part-time students).
III. SUBMITTING YOUR SELECTIONS

Pre-register online through MyAccess (https://myaccess.georgetown.edu) beginning 9:00 am on Monday, June 6 through 3:00 pm on Monday, June 27.

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@law.georgetown.edu or 202-662-9220.

A. Using the Pre-Registration System

1. *Log in* to *MyAccess* using the NetID and password received through the Admitted Student Site.

2. On the Welcome Screen → *Click on Student Services.*
3. **Under the Student Services Tab → Click on Registration.**

4. **Under the Registration Field → Click on Pre-registration.**

5. **On the Student Term Selection Screen → Choose the semester you are pre-registering for by clicking on Pre-Register for Fall 2016 and then Spring 2017.**
6. Confirm your information. If any information is incorrect, please contact the Office of the Registrar at lawreg@law.georgetown.edu.

7. 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 (e.g., the CRN for LAWG-2086-08 in Fall 2016 is 29369). (Note: CRNs are listed in the Course Schedule.)
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.** You can also search by 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.)*

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.
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 LL.M. students.

11. Repeat steps 8 and 9, and 10 if applicable, to fill all your Fall Pre-registration 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 2017 selections.

12. Repeat steps 8 through 11 to do your **Spring 2017 requests**.
13. Once you have completed your pre-registration requests for both Fall 2016 and Spring 2017 semesters, 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.
14. 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.

15. 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**.

16. 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.

17. 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**.

If you wish to make a change to your pre-registration submission, you must email the Office of the Registrar at lawreg@law.georgetown.edu no later than the end of the pre-registration period (**3:00 pm on Monday, June 27**) to have your pre-registration selections released back to you, at which point you will be able to resubmit them through **MyAccess**.
B. Common Pre-Registration Error Messages

1. **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.

2. **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. **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 (see pages 59-60 of the [Student Handbook](#)).
   - LL.M. Full-Time Students may register for 8-13 credits per semester.
   - LL.M. Part-Time Students may register for up to 7 credits per semester.

3. **Potential Time Conflict**: Click [here](#) for details.

4. **Permission Required**: Professor-permission course. Click [here](#) for details.

5. **Prerequisite Not Met**: Click [here](#) for details.

6. **Mutually Exclusive**: Click [here](#) for details.

7. **Department Restriction**: Most likely, you tried to enroll in the wrong section of a cross-listed course, or you have attempted to pre-register for a course with enrollment restrictions. Click [here](#) for details.

C. Pre-Registration Results

Your registration results are expected to be made available via [MyAccess](#) during the first week of 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.

**NOTE REGARDING COURSE 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). Click [here](#) for more details. Withdrawals are subject to the [Tuition Refund Schedule](#).

See [Student Handbook](#) pp. 74-75 for more information.
## APPENDIX B: REGISTRATION TIMELINE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am June 6 – 3:00 pm June 27</td>
<td>Pre-registration period in MyAccess.</td>
</tr>
<tr>
<td>July 25</td>
<td>Fall 2016 Tuition due for new Graduate students.</td>
</tr>
<tr>
<td>August 1 – 5</td>
<td>Pre-registration results available in MyAccess.</td>
</tr>
<tr>
<td>August 22 – 26</td>
<td>Registration and Orientation for new Graduate students.</td>
</tr>
<tr>
<td>August 24</td>
<td>New Graduate students receive access to Add/Drop in MyAccess.</td>
</tr>
<tr>
<td>August 25</td>
<td>Waitlist requests submitted before 3:00 pm on August 25 will be included in the waitlist lottery results available on the first day of classes, Monday, August 29. Waitlist requests submitted after 3:00 p.m. on August 25 through 3:00 p.m. on August 29 will be included in the wait list lottery results available on August 30.</td>
</tr>
<tr>
<td>August 29 - September 6</td>
<td>Classes start – Fall &amp; Spring Add/Drop period; Waitlist lottery held daily.</td>
</tr>
<tr>
<td>September 6</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 9 - 13</td>
<td>Week One elective classes begin. Note: Some clinics may require their students to begin clinic activities this week.</td>
</tr>
<tr>
<td>January 13 - 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>
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</tbody>
</table>

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