TABLE OF CONTENTS

I. PRE-REGISTRATION OVERVIEW ......................................................................................1

II. SELECTING YOUR COURSES .............................................................................................2

   1. Requirements to Graduate .........................................................................................2
   2. Resources ..................................................................................................................2

III. PRIORITIZING YOUR COURSE SELECTIONS ...............................................................3

   1. Prioritizing Strategies .................................................................................................3
   2. How Course Requests Are Processed ...........................................................................4
   3. Courses with Restrictions .........................................................................................5

IV. SUBMITTING YOUR SELECTIONS ....................................................................................6

   1. Using the Pre-registration System .............................................................................6
   2. Common Pre-Registration Error Messages .................................................................9
   3. Registering for Main Campus Courses .......................................................................10
   4. Pre-Registration Results .........................................................................................10

APPENDIX A: SUMMARY OF REGISTRATION REGULATIONS/GUIDELINES .........................11

APPENDIX B: REGISTRATION TIMELINE ............................................................................12

I. PRE-REGISTRATION OVERVIEW

   - The 2017-2018 Course Schedule will be available in early April. Please check the schedule updates for new courses, changes, and corrections to the schedule before submitting registration requests. (See the Selecting Your Courses section.)

   - Pre-registration for the Fall 2017 and Spring 2018 semesters begins in late May 2017. Students should submit course pre-registration requests through MyAccess from 3:00 p.m. on Wednesday, May 24, 2017, through 3:00 p.m. on Wednesday, June 7, 2017. (See the Submitting Your Selections chapter.)

* Revised start time of pre-registration on Wednesday, May 24, 2017

   - All seats (except in professor permission courses) are allocated through a computerized lottery based on students’ listed preference and an established priority system.

   - Pre-registration is not “first come first serve”—all registration requests submitted through MyAccess between 3:00 p.m. on May 24 and 3:00 p.m. on June 7 will be allocated the same way. (See the Prioritizing Your Course Selections chapter.)

   - Pre-registration results will be available online during the last week of June. (See the Pre-Registration Results section.)

   - Students may make changes to their Fall semester schedules over the summer and through the Fall semester Add/Drop period (August 28 - September 5, 2017). 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 16 - 23, 2018). (See the Registration Timeline.)
II. SELECTING YOUR COURSES

1. Requirements to Graduate
   - Academic requirements are described in the Georgetown Law Student Handbook of Academic Policies (see the Juris Doctor Degree Requirements chapter starting on p. 2 for full details).
     - Students must complete 85 credits, including:
       - The required first-year program;
       - The upperclass legal writing requirement;
       - A course in Professional Responsibility;
       - For students who matriculated at the Law Center in Fall 2016 or later, a minimum of 6 credits must be earned in experiential courses; and
       - A minimum of 54 of these credits must be earned at the Law Center;
     - The minimum program length; and
     - A minimum cumulative grade point average of 2.00/4.00 in Georgetown Law courses.
   - 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
   - The Curriculum Guide lets you search for courses and faculty profiles. It also contains overviews of many popular fields of study, identifying associated courses, seminars, and faculty, and recommending a sequence of courses in many areas.
     - Check for updates to the Course Schedule. We recommend checking the updates page frequently and especially before submitting your pre-registration requests.
   - Course evaluations from the last three academic years.
   - The list of courses for which the Pass/Fail option is not available. Please note that you do not designate which course(s) you want to take Pass/Fail during pre-registration; you will make that election in the first four weeks of each semester. Click here for more information.
   - The Office of J.D. Academic Programs is available for academic and personal advising, including course selection and pre-registration advice. Schedule Advice Programs:
     - Schedule Advice Panel/Information Sessions for 1st year full-time students, April 19, 2017, from 3:30 to 5:00 p.m. (location TBA).
     - Schedule Advice Panel/Information Sessions for 1st year part-time students, April 19, 2017, from 8:00 to 9:00 p.m. (location TBA). Note: There is no need to attend both sessions as the material will be duplicative. The evening program will discuss some part-time program-specific information, but full-time students are welcome to attend. Each session will be video-recorded if students are unable to attend.
   - Academic advisors are available to discuss your curricular interests, including how to draw connections between your academic interests and your career goals.
   - 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 1st through 7th. On each priority line, students may list a primary request and an alternate. The pre-registration system will read alternate courses only if it cannot satisfy the associated primary request.

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, professor permission courses, any first-year course in which you are required to be enrolled (e.g., for part-time students going into their second year, Criminal Justice and Property), and the Spring section of a year-long course.

STRATEGY 2 – PRIMARY/ALTERNATE REQUESTS

The Office of the Registrar recommends that you list the same course as your 1st Alternate and 2nd Primary requests. This allows the pre-registration system to give a 1st choice preference to a 2nd choice course if it is unable to satisfy the 1st Primary request (e.g., if Primary Request #1 is unavailable, Alternate Request #1 will be processed as if it were Primary Request #1, and so on).

- Note: 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 this option if there is a lower ranked course you are eager to take.

<table>
<thead>
<tr>
<th>Primary</th>
<th>Any Section</th>
<th>Alternate</th>
<th>Any Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 COURSE A</td>
<td></td>
<td>COURSE B</td>
<td></td>
</tr>
<tr>
<td>2 COURSE B</td>
<td></td>
<td>COURSE C</td>
<td></td>
</tr>
<tr>
<td>3 COURSE C</td>
<td></td>
<td>COURSE D</td>
<td></td>
</tr>
<tr>
<td>4 COURSE D</td>
<td></td>
<td>COURSE E</td>
<td></td>
</tr>
<tr>
<td>5 COURSE E</td>
<td></td>
<td>CRIMINAL JUSTICE OR OTHER FIRST-YEAR COURSE</td>
<td></td>
</tr>
<tr>
<td>7 PROFESSOR PERMISSION</td>
<td></td>
<td>CLINIC</td>
<td></td>
</tr>
</tbody>
</table>

As a basic strategy, the Office of the Registrar recommends that students list the same course as their 1st Alternate and 2nd Primary choices. This allows the course scheduling program to give a 1st choice preference to a 2nd choice course if it is unable to satisfy the 1st Primary request. The same method should be used for the 3rd Alternate and 3rd primary choices, and so on.
STRATEGY 3 – 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 Primary request, a student will select a specific section of a course. In the 1st Alternate request, you should select a second section of the same course and then also 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 a section that does not conflict in time with any of your other primary requests of a higher ranking.

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

<table>
<thead>
<tr>
<th>Primary</th>
<th>Any Section</th>
<th>Alternate</th>
<th>Any Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COURSE A with PROFESSOR 1</td>
<td>COURSE A with PROFESSOR 2</td>
<td>COURSE C</td>
</tr>
<tr>
<td>2</td>
<td>COURSE B</td>
<td>COURSE D</td>
<td>COURSE C</td>
</tr>
<tr>
<td>3</td>
<td>COURSE C</td>
<td>COURSE D</td>
<td>COURSE C</td>
</tr>
<tr>
<td>4</td>
<td>COURSE D</td>
<td>COURSE E</td>
<td>COURSE C</td>
</tr>
<tr>
<td>5</td>
<td>COURSE E</td>
<td>COURSE F</td>
<td>COURSE C</td>
</tr>
<tr>
<td>6</td>
<td>PROFESSOR PERMISSION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STRATEGY 4 – TIME CONFLICT/MUTUALLY EXCLUSIVE

This strategy is used if you want Course A or Course B, which meet at the same time or are mutually exclusive. You may request the same course or mutually exclusive courses on both the Fall and Spring registrations and hold both sections until the end of 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 course that is mutually exclusive will be dropped from your schedule.

- Note: While you may request courses with time conflicts or that are mutually exclusive, once you are enrolled in a course, you will not be enrolled in any lower ranked course(s) with a time conflict or a mutually exclusive course within the same semester.

2. How Course Requests Are Processed

- The course scheduling 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:
  - LAWJ courses will admit all J.D. students before any LL.M. students are admitted;
  - LAWJ courses with §§ 01 through 04 will admit all J.D. full-time students before any part-time students are admitted; LAWJ courses with §§ 07, 17, 27 and 97 will admit all J.D. part-time students before any full-time students are admitted; and
  - LAWG courses will admit all LL.M. students before any J.D. students are admitted.
  - Within the categories above, students are prioritized according to their class year and ranking of the course. For course requests by students with the same status and chosen priority level, the pre-registration system will select between those students randomly.
  - All courses and seminars (except externships) have enrollment limits: courses such as Corporations,
Evidence, and Tax I are typically limited to 125 seats; seminars are typically limited to 22 seats. Unique enrollment limits will be listed in the Course Schedule.

**Enrollment limit is 18 for JD students.**

*Note: This is the course section and number (compare this to the CRN #, found in the parentheticals). This course has two sections, one for graduate students and one for JD students.*

3. **Courses with Restrictions**
   
   - **Prerequisites:** If a Fall course has a prerequisite, you will not be enrolled in that course unless (1) you have satisfied the prerequisite or (2) you have submitted a written waiver from the professor to the Office of the Registrar. **Waivers for Fall 2017 courses must be forwarded to the Office of the Registrar before 3:00 p.m. on June 7 (lawreg@georgetown.edu).**
     
     *Note:* While you may preregister 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.

     *Consult an academic advisor if you are unsure whether you have met the prerequisite(s).*

   - **Mutually Exclusive Courses:** You may request mutually exclusive courses. However, once you are enrolled in a higher priority course, you will not be enrolled in any lower priority courses in the same semester that are mutually exclusive.

   - **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.

   - **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.

   - **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. J.D. students must register for the LAWJ section of a cross-listed course.

     *Note:* Students may take any number of non-cross-listed graduate courses (i.e., courses that have LAWG but no LAWJ section) on a seat-available basis.
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/](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. For example, below the student searched for “Evidence”:

### Search Results

<table>
<thead>
<tr>
<th>Sections Found</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Law (10)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Gen</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Date (TM/ID)</th>
<th>Location</th>
<th>Attribute</th>
<th>Prior Course Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to list</td>
<td>48103</td>
<td>LAW 1020 05</td>
<td>LV</td>
<td>2.000</td>
<td>Advanced Evidence Trial Skills</td>
<td>R</td>
<td>05-45pm-07:45pm</td>
<td>Kenneth Thomas</td>
<td>08/01/12/19</td>
<td>LAW 1020</td>
<td>Law Class Distribution</td>
<td>Historical Information</td>
</tr>
<tr>
<td>Add to list</td>
<td>48104</td>
<td>LAW 1040 09</td>
<td>LV</td>
<td>3.000</td>
<td>Trial Practice and Applied Evidence</td>
<td>T</td>
<td>02-45pm-04:30pm</td>
<td>Craig J. Russo</td>
<td>08/01/12/19</td>
<td>LAW 1040</td>
<td>Law Class Distribution</td>
<td>Historical Information</td>
</tr>
<tr>
<td>Add to list</td>
<td>48107</td>
<td>LAW 105 01</td>
<td>LV</td>
<td>4.000</td>
<td>Evidence</td>
<td>TR</td>
<td>01:00pm-02:30pm</td>
<td>Peter W. Toppe</td>
<td>08/01/12/19</td>
<td>LAW 1050</td>
<td>3-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
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<td>Add to list</td>
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<td>LAW 106 05</td>
<td>LV</td>
<td>4.000</td>
<td>Evidence</td>
<td>MW</td>
<td>08:30am-10:00am</td>
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<td>08/01/12/19</td>
<td>LAW 1060</td>
<td>3-Class Exam and Law Grade Distribution</td>
<td>Historical Information</td>
</tr>
</tbody>
</table>

- 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 Wednesday, June 7, 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. Registering for Main Campus Courses

For cross-listed courses, J.D. students must register via the Law Center registration process and may only register in the “LAWJ” section. Permission is not required.

For courses that are not cross-listed, students must seek permission from the Office of J.D. Academic Services to enroll. Students do not pre-register for Main Campus courses during the Law Center’s pre-registration process, and they 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.

- **Students may take up to 6 credits of graduate-level courses on the Main Campus, on a seat-available basis,** that will count towards the J.D. degree. Language and undergraduate courses may be taken with permission, on a seat-available basis; however credits earned in such courses will not be counted towards the J.D. degree. **Note:** Because all students earning a J.D. from Georgetown Law must take 54 credits at the Law Center, transfer students who transferred in 31 credits from their prior law school will not be eligible to take courses on the Main Campus for credit.

  - 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 schools or departments on the Main Campus.

- All requests for Georgetown graduate and undergraduate courses 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. The Office of J.D. Academic Services 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.

  - **All requests must be submitted to the Office of J.D. Academic Services by August 18, 2017 for Fall 2017 courses and by January 3, 2018 for Spring 2018 courses.**

- Upon approval by the Office of J.D. Academic Services, the Office of the Registrar will seek approval from the appropriate Main Campus department during the department’s applicable Add/Drop period to enroll the student in the requested course(s) on a seat-available basis. The Office of the Registrar will confirm for students, via e-mail, their enrollment status.

4. Pre-Registration Results

Your pre-registration results are expected to be made available via MyAccess by late June, 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: SUMMARY OF REGISTRATION REGULATIONS/GUIDELINES

Upperclass Students

- May take up to 6 credits of graduate-level courses on the Main Campus (with prior approval);
- May take 7 credits pass/fail and only exercise the option in one course per semester;
- May register for any needed first-year courses by sending an e-mail request to the Office of the Registrar at lawreg@georgetown.edu; 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.

Full-Time Students

- Have registration priority for §§ 01 through 04 courses and may add themselves to an unlimited number of waitlists;
- Must be registered for 10 to 16 credits per semester; and
- May hold up to 17 credits until the end of Add/Drop.

  NOTE: Full-time students may request to overload to 17 credits in an upperclass semester with permission of an academic advisor.)

Part-Time Students

- Have registration priority for §§ 07, 17, 27 & 97 courses and may add themselves to an unlimited number of waitlists;
- Must be registered for 8 to 12 credits per semester; and

  NOTE: Part-time students may request to underload to 6 or 7 credits in an upperclass semester with permission of an academic advisor.
- May hold up to 13 credits until the end of Add/Drop.

  NOTE: Part-time students may request to overload to 13 credits in an upperclass semester with permission of an academic advisor.

Second-Year Part-Time Students

- Must take the evening section of Criminal Justice in Fall 2017 unless such students already completed Criminal Justice in the Summer 2017 session. Students will be enrolled in the Fall 2017 course automatically by the Office of the Registrar.
- Must take the evening section of Property in Spring 2018. Students will be enrolled in the Spring 2018 course automatically by the Office of the Registrar.
- Must complete a “first-year” elective in one of their upperclass years. Click here for a list of courses meeting the first-year elective.
## APPENDIX B: REGISTRATION TIMELINE

<table>
<thead>
<tr>
<th>Year</th>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Early April</td>
<td>2017-2018 Course Schedule available.</td>
</tr>
</tbody>
</table>
|       | May 24 – June 7     | Pre-registration through MyAccess opens at 3:00 p.m. on May 24 (Wednesday) and ends at 3:00 p.m. on June 7 (Wednesday).  
* Revised start time of pre-registration to 3:00 p.m.  |
|       | June 7              | 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.  |
|       | End of June – Add/Drop Period | Pre-registration results available via MyAccess. Continuing students may make schedule adjustments in MyAccess.  |
|       | August 10           | First Waitlist Lottery: Continuing students must add themselves to waitlisted courses by 3:00 p.m. in order to be included in the first waitlist lottery for 2017-2018 courses.  |
|       | August 18           | Main campus course requests for Fall 2017 must be submitted to the Office of J.D. Academic Services before 3:00 p.m.  |
|       | August 24           | Second Waitlist Lottery: Continuing 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.  |
|       | August 28 – September 5 | Classes start – Fall & Spring Add/Drop period; Waitlist lottery held daily.  |
|       | September 5         | 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).  |
| 2018  | January 3           | Main campus course requests for Spring 2018 must be submitted to the Office of J.D. Academic Services before 3:00 p.m.  |
|       | January 8 - 13      | Week One elective mini courses begin for upperclass students – some classes will meet for four days and some will meet for five days (see Course Schedule/course description). Note: Some clinics may require their students to begin clinic activities this week.  |
|       | January 16 - 23     | Classes start – Spring Add/Drop period; Waitlist lottery held daily.  |
|       | January 23          | 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).  |

**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.