GEORGETOWN LAW
ADD/DROP/WAITLIST INSTRUCTIONS

Please note the add/drop/waitlist dates and deadlines provided by the Office of the Registrar. Your semester schedule needs to be finalized by 3:00 p.m. on the last day of the semester add/drop period. Adjusting your schedule is done online in MyAccess (http://myaccess.georgetown.edu).

I. Instructions on how to add/drop/waitlist courses:
Students will need your NetID and NetID password to access MyAccess. Once in MyAccess,
1) Click on Student Services.
2) Click on Registration.
3) Click on Registration (Add, Drop, or Waitlist Courses).
   - Select the term you would like to submit registration for and click Submit.
   - Your current schedule will be displayed. It will show any courses you are registered or waitlisted for.

To ADD a course: type the course CRN number into the “Add Classes Worksheet” and click Submit Changes.

If the course you have entered has a waitlist, you will see the message “Closed - [n] Waitlisted” or “Open - [n] Waitlisted”
Closed - [n] Waitlisted: there are no seats available at this time.
Open - [n] Waitlisted: there are seats available, but they will only be awarded by lottery to those on the waitlist.

To add yourself to a WAITLISTED COURSE: choose “Waitlisted” from the Action menu and click Submit Changes.

If you do not choose “Waitlisted” and click Submit Changes, you will not be added to this waitlist.
Professors cannot choose students to be enrolled off the waitlist for a course.

To DROP a course: select “Drop on Web” from the Action menu and click Submit Changes.

II. Instructions for viewing your place on a waitlist and accepting a waitlist seat:
A student’s position on the waitlist is subject to change and change frequently as waitlist lotteries are run and seats are accepted or become available. Barring unforeseen circumstances, waitlist results will be available through MyAccess by 6:00 pm each time the lottery is run. If you are awarded a seat, you will also be notified via email with a date by which you must affirmatively accept (“claim”) your seat.

1) Click on My Waitlist. (To get back to the Registration menu, click Student Services at the top of the page.) Any courses for which you are waitlisted will appear.
2) Click on the course **Section** to view your position on the waitlist.

- If you added yourself to a waitlist and your name appears under “Pending Requests,” it will be processed the next time the waitlist is run and your name will be moved to “Waitlist Results.
- If you see “Winner” under **Waitlist Status** for any courses, you can claim your seat on the **Add or Drop Courses** page. A link to that page appears above your list of waitlisted courses, or you can get there by clicking on the **Student** tab at the top of the page.

3) On the “Add or Drop Courses” page, choose “Web Registered” from the Action menu and click **Submit Changes**. If you have successfully accepted your winning waitlist seat, this course will now appear in your current schedule with a status of “Registered.”

**WARNING**

If you have already added yourself to the waitlist for a class, do not attempt to add yourself again. Doing so will replace your original submission date and you will lose your waitlist priority, as explained below.

**Enrollment Priorities for Waitlisted Courses:**

The course scheduling program admits students from the waitlist up to the maximum allowed enrollment. The ability to adjust one’s schedule in MyAccess will temporarily be unavailable after waitlist lottery is run for the Office of the Registrar to review the lottery results.

*Students are prioritized according to:*

1) The waitlist period the student joined the waitlist;
   After each time the waitlist runs, a new waitlist period begins.

2) The categories below.
   A. LAWJ courses will admit all J.D. students before any LL.M. students are admitted;
   B. LAWG courses will admit all LL.M. students before any J.D. students are admitted;
   C. LAWJ course sections 01 through 04 will admit all JD full-time students before any part-time students are admitted; LAWJ course sections 07, 17, 27, and 97 will admit all J.D. part-time students before any full-time students are admitted.

3) For J.D. students, class year in this order:
   A. L3 (Full-time 3rd year J.D.) and E4 (Part-time 4th year J.D.)
   B. L2 (Full-time 3rd year J.D.) and E3 (Part-time 3rd year J.D.)
   C. E2 (Part-time 2nd year J.D.)

Within the above parameters, course requests with the same status (e.g. two L3 or L2 students that joined the waitlist in the same period), will be ordered randomly.

A student’s position on the waitlist is subject to change and change frequently as waitlist lotteries are run, seats are accepted and/or become available, and new students join the waitlist.
III. Common Add/Drop/Waitlist Error Messages in MyAccess:

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open - [n] Waitlisted or Closed - [n] Waitlisted</td>
<td>There is a waitlist for the course. Follow the instructions above to add yourself to the waitlist.</td>
</tr>
<tr>
<td>Time conflict with [CRN] *</td>
<td>Time conflict with the course listed.</td>
</tr>
<tr>
<td>Repeat count exceeds 0</td>
<td>You already took this course.</td>
</tr>
<tr>
<td>Duplicate Course with Section/Duplicate CRN</td>
<td>You are already enrolled in the same or another section of this course.</td>
</tr>
<tr>
<td>Maximum hours exceeded</td>
<td>You reached your credit limit.</td>
</tr>
<tr>
<td>Instructor</td>
<td>Enrollment by Professor Permission only. Detailed instructions for requesting enrollment is provided in the course description available on the Curriculum Guide.</td>
</tr>
<tr>
<td>Student Not Eligible to Register</td>
<td>A registration or student account block may be in place.</td>
</tr>
<tr>
<td>Prerequisite or Test Score Error **</td>
<td>This course has a prerequisite that you have not successfully completed.</td>
</tr>
<tr>
<td>Mutual Exclusion with [CRN]</td>
<td>This course cannot be taken with the listed course.</td>
</tr>
<tr>
<td>Department Restriction</td>
<td>You tried to enroll in the incorrect section of a cross-listed course: J.D. students MUST register for the LAWJ section of a cross-listed course; LL.M. students MUST register for the LAWG section of a cross-listed course.</td>
</tr>
</tbody>
</table>

* **Time Conflicts (Overlaps):** Under no circumstance can a student enroll in courses which have a time conflict, no matter the length of time that is in conflict.

**Prerequisites:** If you attempt to add yourself to a course for which you do not meet the prerequisite requirement, you will receive the message Prerequisite and Test Score Error and will not be able to add yourself to the course.

- If you believe that a course you took elsewhere should satisfy the prerequisite, please email the Office of the Registrar (lawreg@georgetown.edu).
- You may request a waiver of the prerequisite by contacting the professor. If approved, please submit the written waiver from the professor to the Office of the Registrar (lawreg@georgetown.edu) no later than the first day of the Add/Drop period for the relevant semester.