“Nuts and Bolts” of Add/Drop for JD Students

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### I. General Registration Information

#### A) Registration Timeline

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<td>2016-2017 Course Schedule available.</td>
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<td>May 25 – June 8</td>
<td>Pre-registration through MyAccess.</td>
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<td>Main campus course requests for Fall 2016 must be submitted to the Office of JD Academic Services before 3:00 p.m.</td>
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<td>Classes start – Fall &amp; Spring Add/Drop period; Waitlist lottery held daily.</td>
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<td>January 6</td>
<td>Main campus course requests for Spring 2017 must be submitted to the Office of JD Academic Services before 3:00 p.m.</td>
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<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>
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<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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B) Registration Regulations and Guidelines

JD Full-Time Students:

- Have registration priority for sections 01 through 04;
- May register for 10 to 16 credits per semester;
- May hold up to 18 credits until the end of Add/Drop; (NOTE: JD students are not permitted to take 18 credits or more and may only take 17 credits with permission of an academic advisor.)
- 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 add themselves to an unlimited number of waitlists;
- Will be enrolled in any remaining first-year required courses by the Office of the Registrar;

JD Part-Time Students:

- Have registration priority for sections 07, 17, 27 & 97;
- May register for 8 to 12 credits per semester;
- 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 add themselves to an unlimited number of waitlists;
- Will be enrolled in any remaining first-year required courses by the Office of the Registrar;

Course Drop/Withdrawal Policy:

Student may drop a course from their schedule by the end of the Add/Drop period without a “W” transcript notation through MyAccess. If a student would like to withdraw from a course after the end of the Add/Drop period, requests to withdraw from a course must be approved by an academic advisor.

An upperclass student may withdraw from a course up to and including the last day of classes after consultation with and approval by an academic advisor. Withdrawals for courses shorter than one semester, including "mini" and "bookend" courses, may be granted up to and including the last day of classes for that course. Withdrawals for yearlong courses may be granted up to and including the last day of classes for the second semester. J.D. students who are considering withdrawing from a first-year course (including those taken during the upperclass years by part-time students) must contact the Dean of Students for approval, at 202-662-4066.

* If a course meets for the first time after the end of the Add/Drop period, students have until the beginning of the second class session to drop this course with a “W” transcript notation, by emailing the request to the Registrar’s Office at lawreg@law.georgetown.edu. Students will not be permitted to drop this course in MyAccess after the end of the Add/Drop period.
C) The Online Curriculum Guide:

Georgetown Law’s online curriculum guide is designed to assist students in planning your curriculum and selecting courses. The Curriculum Guide will provide you with an introduction to the J.D. and LL.M. course offering and topic areas; the schedule of courses for given semesters; course descriptions and requirements (including final exam information); and biographies for full-time and adjunct faculty.

- **The Curriculum tab**: Law Center courses are divided into general topical categories called course clusters. For each course cluster, you will find an essay describing the cluster and a list of courses and faculty related to the cluster, on this tab.

- **The Schedules tab**: Course schedule information is available on this tab for the upcoming academic year.

- **The Courses tab**: Law Center courses can be searched by ‘Keyword or phrase’, ‘Course cluster’, or ‘Course type’ on this tab.

- **The Faculty tab**: Law Center full-time and adjunct faculty can be searched by ‘Last Name’ and/or ‘Keyword’ on this tab, which will provide you with biographies and courses taught by searched for faculty.

**How the Curriculum Guide course information is set up:**

The course detail information, searched for using any of the tabs above, will provide the Course Number and CRN; Course Title; a Cross-Listed notation; Amount of Credits associated with the course; the Faculty member(s) currently teaching the course; the class meeting schedule; and the type of final exam/paper associated with the course section.

The specific course details can also include attendance requirements (i.e. first class mandatory requirements); special notations regarding specific meeting dates; required prerequisites; mutually exclusive notations; and enrollment/registration specific instructions.

When a course is selected, this course detail page will provide you with the same information as above, including a seat allocation for cross-listed courses, noted under the course number for each section.

**The Course Number and CRN**: The course number includes either LAWJ or LAWG (which will defines whether this course/section is a J.D. or LL.M. course), followed by a three or four digit core number, and the section number. The CRN number is a five digit number that will assist you when registering for courses in MyAccess.

**The Cross-Listed notation**: The cross-listed notation is a green X after the title of the course. This means that this course is listed in both the J.D. and LL.M. schedules with spaces allocated to students in both programs.

**The Class Meeting Schedule**: Monday=M; Tuesday=T; Wednesday=W; Thursday=R; Friday=F; Sat=S; Sun=U. Courses with specific meeting requirements will have those details listed within the description.

**The Exam/Paper Final Information:**

- Inclass exam dates (month/date) will be followed by a letter indicating the time of the exam: A=9:00am; B=1:30pm; C=6:00pm; D=10:00am; E=2:30pm; F=5:45pm; G=7:55pm; H=11:00am; L=9:30am; M=3:30pm; and N=1:20pm. Only final examination dates are listed. Professors may assign one or more mid-semester exam(s) or other types of assignments.

- Take Home examinations are noted by a TK.

- Upperclass Legal Writing Requirement: seminars that require a paper which satisfies the upperclass legal writing requirement are noted by a WR.

- Special Requirements: courses with special requirement other than, or in addition to, examinations are noted by an SR.
II. General Registration Information

A) How to Add/Drop/Waitlist through MyAccess

Course registration for Georgetown Law is accomplished through an online application, MyAccess. The Office of the Registrar recommends researching interested courses and finalizing a course schedule using the online Curriculum Guide before officially adding/waitlisting for those courses in MyAccess.

Open/Closed Course Lists:

The Open/Closed course list will be available each day during the semester’s Add/Drop period. These are designed to notify students of the enrollment status for courses: “Open” means there are available seats for students to register in; “Closed” means students must add themselves to the waitlist for possible enrollment.

A course can be changed from “Closed” to “Open” if the waitlist has run through and there are available remaining seats after a waitlist lottery. This is why it is important to check these lists every day during the Add/Drop period.

Instructions for add/dropping/waitlisting courses through MyAccess:

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.
4) To add a new 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” means there are no available seats to be awarded to the waitlist at this time. “Open - [n] Waitlisted” means there are seats available in the course, but they will only be awarded to those on the waitlist.

5) To add yourself to this waitlist, 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.

6) To drop a course: select “Drop on Web” from the Action menu and click Submit Changes.
Instructions for viewing your place on a waitlist and accepting a winning 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 and/or become available. Being on a waitlist means that you must log in to MyAccess each day to see if you have “won” a seat in a course. Students win seats in a waitlisted course as seats become available. It is important to note that a professor cannot choose students to be enrolled off the waitlist for a course.

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 recently 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.”
4) Click Exit when you are finished.

Please note: 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 with the current date and you will lose your waitlist priority.

Enrollment Priorities for Waitlisted Courses:
The course scheduling program admits students from the waitlist up to the maximum enrollment allowed in the course as follows:

Students are prioritized according to:
1) The waitlist period the student is added to waitlist;
2) The categories below/program [J.D. Full-time; J.D. Part-time; or LL.M.]; then
3) Class year [L3= Full-time 3rd year JD; L2= Full-time 3rd year JD; E3= Part-time 3rd year JD; E2= Part-time 2nd year JD; etc.)
   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 courses with sections 01 through 04 will admit all JD full-time students before any part-time students are admitted; LAWJ courses with sections 07, 17, 27 and 97 will admit all JD part-time students before any full-time students are admitted.
   D. Within the above parameters, course requests with the same status (e.g. two L3 or L2 students), will be assigned positions by random number.

A student’s position on the waitlist is subject to change and change frequently as waitlist lotteries are run and seats are accepted and/or become available.

*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 with the current date and you will lower your waitlist priority.
**Enrollment for Waitlist for Mandatory First Class Sessions:**

Only students who add themselves to the wait-list prior to the start of the first class, for courses that designate First Class Attendance Mandatory in the course detail in the online curriculum guide, will be included in the wait-list lottery for this course.

The professor will provide the Office of the Registrar with a list of enrolled and/or wait-listed students who attended the first class. Only those students will be eligible to be enrolled in the course. All others will be dropped from the course or the wait-list.

**Waitlist Lotteries and Last Chance Lottery:**

Daily waitlist lotteries will be specified for each semester’s Add/Drop period. Last chance lotteries will take place at the end of the Add/Drop periods for each semester, except for the Summer term. The Last Chance Lottery is separate from the daily waitlist lottery process and is offered for waitlisted courses with available seats as of the end of the add/drop period.

If by the end of Add/Drop, you did not win a seat in a course through the daily waitlist lotteries, enrollment in available seats may only occur through the Last Chance Lottery.

**Potential Error Messages Received while registering in MyAccess:**

A. “Open - [n] Waitlisted” or “Closed - [n] Waitlisted”: There is a waitlist for the course. If you receive this error message, you have not been added to the waitlist yet. To add yourself to the waitlist, follow the instructions provided in “How to Add/Drop/Waitlist through MyAccess”

B. “Time conflict with [CRN]”: Time conflict with the course listed. Under no circumstance can a student enroll in courses which have a time conflict, no matter the length of time that is in conflict.

C. “Repeat count exceeds 0”: You have already taken this course.

D. “Duplicate Course with Section/Duplicate CRN”: You are already enrolled in the same or another section of this course.

E. “Maximum hours exceeded”: Your credit limit has been reached.

F. “Instructor”: Professor Permission course. Detailed instructions for requesting enrollment will be provided in the course detail in the online Curriculum Guide. Professors provide a list of accepted students to the Office of the Registrar, and the students on that list will be enrolled-you will not be able to enroll in this course yourself.

B. “Student Not Eligible to Register”: A registration or student account block may be in place.

C. “Prerequisite and Test Score Error”: This course has a prerequisite that you have not successfully completed at Georgetown.

D. “Mutual Exclusion with [CRN]”: This course is Mutually Exclusive with the course listed.

E. “Department Restriction”: 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.
B) Courses with Restrictions

There are a number of courses with specific restrictions that are important to note and factor in when planning your curriculum and selecting courses. These restrictions are noted in the course detail information in the online Curriculum Guide.

F. 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 have taken elsewhere should satisfy the prerequisite, you need to send an email to the Office of the Registrar at lawreg@law.georgetown.edu with the course number/CRN and a brief explanation of which course you believe fulfills the prerequisite requirement.

- You believe your work experience or other coursework should provide the necessary background knowledge to be successful in the course, you need to contact the professor and request a waiver of the prerequisite. Once a written waiver is received, you need to send it to the Office of the Registrar (lawreg@law.georgetown.edu) indicating the waiver. Waivers for courses must be submitted to the Office of the Registrar, no later than the first day of the semester’s add/drop period. No special form is required.

G. 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. If you attempt to add yourself to a course which is in time conflict with another course you are enrolled in, you will receive the message “Time conflict with [CRN]” and will not be able to add yourself to that course.

H. Professor Permission
Detailed instructions for requesting enrollment will be provided in the course detail in the online Curriculum Guide. Professors provide a list of accepted students to the Office of the Registrar, and the students on that list will be enrolled. If you attempt to add yourself to a course which is professor permission, you will receive the message “Instructor Error” and will not be able to add yourself to that course.

I. Mutually Exclusive Courses
Mutually Exclusive courses are courses that cover material so duplicative of each other that only one of the courses may be completed for credit. If you attempt to add yourself to a course which is mutually exclusive with either a past or current course, you will receive the message “Mutual Exclusion with [CRN]” and will not be able to add yourself to that course.

J. Cross-Listed Courses
Cross-listed courses are designated with a green X after the title of the course in the online Curriculum Guide. This means that this course is available for both J.D. and LL.M. students, and seats will be allocated for both. 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. If you attempt to add yourself to the incorrect section, you will receive the message “Department Restriction” and will not be able to add yourself to that course.
III. Additional Resources

J.D. Degree Requirements:

A. 85 academic credits (Students who matriculated at the Law Center in August 2008 or thereafter);
B. a minimum of 54 academic credits must be earned at the Law Center;
C. the required first year curriculum:
   - Curriculum B: Bargain, Exchange, and Liability, Democracy and Coercion, Government Processes, Legal Justice Seminar, Legal Practice: Writing and Analysis, and Legal Process and Society
D. the Upperclass Legal Writing Requirement;
E. a course in Professional Responsibility;
F. minimum cumulative grade point average of 2.00/4.00 in Law Center courses

* Students who transfer to the Law Center, after their first year, are not required to take Criminal Justice or the first-year elective. Transfer students who wish to enroll in a clinic or a course requiring completion of Criminal Justice as a prerequisite may enroll in the 2-credit course Criminal Procedure to fulfill that prerequisite. Transfer students may also take Criminal Law (which is a different course from Criminal Justice or Criminal Procedure) or other courses in the criminal law cluster. (Note: Criminal Law will not satisfy the prerequisite requirement for a course requiring Criminal Justice or Criminal Procedure.)

Schedule Planning:

Academic advisors are available to discuss course selection and your academic goals and interests. Call the Office of J.D. Academic Services at 202-662-9041 or email jdas@law.georgetown.edu if you have any questions or concerns.

Degree Audits:

Students may track their degree progress using the University's web-based degree audit program, MyDegree. You will find the tools and views within MyDegree clear, intuitive, and will assist you in tracking your progress towards completing your degree requirements.

To access MyDegree, log in to MyAccess (https://myaccess.georgetown.edu/):
1) Click on the Student tab;
2) Click on MyDegree;
   - In the Audit View, the Degree Audit lists your completed courses and degree requirements, and identifies your remaining requirements as “Still Needed”.
   - The Remaining Requirements View sums up only your remaining requirements. The first time you access MyDegree, you will see a date and time associated with the analysis at the top right of the screen
3) To exit MyDegree, click on the Log Out link in the upper left corner

In addition to the Audit View, you may wish to explore the following features of MyDegree:
- The Planner enables you to create semester-by-semester academic plans or use planning templates for particular programs of study.
- The GPA Calculator can be used to predict your GPA for a given semester or to set GPA goals for the term or for your academic career.