Submitting Pre-Registration Instructions
Submitting Your Requests:

• 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”

Further detailed instructions are available in the Pre-Registration Handbooks, online here:

Registrar’s Office > Course Registration > Course Registration Information > 2017-2018 J.D. and LL.M. Pre-Registration Information
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.

Once you are satisfied with your pre-registration selections, click the “Submit Requests” button at the bottom of the screen.

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.”

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.

For JD and Continuing LL.M Students: 3:00 p.m. on June 7, 2017

For Incoming LL.M Students: 3:00 p.m. on June 26, 2017
Common 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.

• **Permission Required:** You have entered a Professor-permission enrollment course.

  You must follow the instructions provided in the course curriculum guide for seeking professor permission for enrollment. If no specific instructions are given, you must email the professor to gain admission to the course.

• **Department Restriction:** You tried to enroll in the wrong section of a cross-listed course.

  *This will prohibit you from submitting your requests* – you must select the appropriate section of a cross-listed course in order to submit your pre-registration requests.
Registering for Main Campus Courses

- For cross-listed courses, J.D and LL.M 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 or the Office of Graduate Programs to enroll:

  All requests must be submitted to the respected Office by **Aug. 18, 2017** for Fall 2017 courses and **Jan. 3, 2018** for Spring 2018 courses

Students do not pre-register for Main Campus courses, and they may not enroll themselves in Main Campus courses. Upon approval by the Office of J.D. Academic Services or the Office of Graduate Programs, 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.
Pre-Registration Results:

*JD and Continuing LL.M* 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.

*Incoming LL.M* pre-registration results are expected to be made available in August, and the Office of the Registrar will send an email when results are released.

You may access results by two methods:

1) 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.

2) MyAccess also displays your enrolled class schedule when you click “Student Schedule”, but will not explain the results of your registration.

You should not rely on the finality of the information until the Office of the Registrar sends an email that results are available.
The Office of the Registrar will not be able to accommodate any requests or questions related to pre-registration between the beginning of the Spring exam period and Commencement (May 5–May 21)

The Office of the Registrar will be CLOSED Monday, May 22, 2017