

Law School Video Tutorial Transcript

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Welcome to the Preregistration Online Training for Georgetown University.

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This course will teach you the correct way to enter your course selections, choose any course section for courses you really want, delete unwanted course selections, prioritize your selections, and modify your priority order.

This course was recorded using the Firefox web browser and you may notice slight differences between this course and the display in other web browsers.

Please click Start Course to begin.

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First, you'll need to navigate to the Preregistration link which is found under the Student Tab here.

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Next, choose the Registration menu like this.

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And from the menu options, choose Preregistration, here.

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And the Student Term Selection page appears.

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Your preregistration term, status, and the preregistration time period are illustrated here. Now choose Pre-Register like this to continue.

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Please take a moment to make sure that your Pre-Registration Curriculum is correct. If it isn't, please contact the Registrar before you continue.

In our example, the curriculum is correct. So we'll continue with our preregistration.

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Start by scrolling to the lower half of the page to view the Preregistration Selection Entry form.

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There are two methods for adding a course selection – searching for a course or entering the course CRN or Course Reference Number from the Schedule of Classes. The CRN is a five-digit number in the Schedule of Classes that appears immediately

after the title of the course. Let's take a look at how to search for a course first. In our example, we'll add our primary choices first. Click the Search button here to begin.

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And here the Course Search page appears. From this page, you can search for courses by filtering using the available parameters. Let's take a look at these search parameters now.

Course refers to the specific course number. An example would be 121 for Corporations or 361 for Professional Responsibility.

Part of Term can be used to look for specific class modules or sessions within a term.

In this example, we'll search by Subject and in our case, by Law (JD), like this.

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Let's say we're looking for a specific course. We can use the course title field to narrow our results. Let's find a course on professional responsibility by typing the course name here like this.

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Now scroll down to continue.

You can also locate classes using the keyword search which allows you to enter keywords to help you find courses. And we'll see how that works later in the demonstration. But let's continue. Now, click the Search button here to find your courses.

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And your search results will display.

Please note, the courses used in these examples do not reflect the current course offerings and faculty assignments.

From the search results, we can learn more about a course by clicking the course CRN. Let's take a look at this one here.

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And here we find the course description.

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Here you can review detailed information about the course to ensure it's an appropriate fit for your needs. You should also pay special attention to notice if the

course has any prerequisites, which would be listed in this area. In this course example, there are none.

In order to return to the pre-registration page, you must use your web browser's back button like this.

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And now choose the Return to Previous link here to continue.

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And now we can add the course by clicking the button here.

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And just like that, the course is added to your selection list.

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The second method for adding a course is to add the CRN directly. Let's take a look at how that works.

Start by clicking in the blank CRN field here, under Course Alternates. Now enter the CRN and press Enter on your keyboard.

Please note, after you enter the CRN, you must click Enter on your keyboard to continue. Please do not click the Search button next to the CRN field.

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And just like that, the course is populated in your selection list. You should continue this process by going back and forth adding a primary selection followed by an alternate selection. We'll continue now by adding our next primary selection, this time again by entering a CRN directly.

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And please remember to use the Enter key on your keyboard here and not the Search button next to the CRN field.

And your second primary selection appears. Now for the purpose of demonstration, we'll skip ahead, and you'll see the remainder of the course selections automatically populated. But please remember to continue this process of entering a primary selection followed by an alternate selection.

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Now let's say we really need to get into the Professional Responsibility course listed here in our primary selections and we'd be happy with any section of the course available. We can change the N to Y in the Any Section field here to indicate that we're willing to take any section available.

You might also find that you want to delete one of your earlier selections and you can do that by clicking the button here next to the CRN.

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And the course is then removed from the selection list. You can also change the priority of the primary courses. In our example, we have four primary courses, so we can change the priority from one to four with one being the most important. Here, let's move our Constitutional Law course from the fourth position to the third position using the up arrow like this.

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And you'll notice that Constitutional Law has been moved up into the third position. Also please note that when you change the priority order of a primary course, the alternate will move with it. Primaries and alternates are pegged together. Please keep that in mind when you assign alternates, especially if you delete a primary course.

Now scroll to the bottom of the page to continue.

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Now that we have Constitutional Law where we want it, we'll need to reorder our alternate choices, too.

Please note, as a basic strategy, the Office of the Registrar recommends that you list the same course as your first alternate and second primary choices. This lets the preregistration system give a first choice preference to a second choice course if it can't award your first primary choice. The same method should be used for your second alternate and third primary choices and so on. Additional strategies are discussed in your Course Request Worksheets but for this demonstration, we'll stick with a basic strategy.

Since we moved Constitutional Law up into the third primary position, we must also now list it as the second alternate to follow the Registrar's strategy. So we'll remove the Corporations course here, like this.

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And now we'll add Constitutional Law in the second alternate position by typing the CRN here like this and then pressing Enter on our keyboard.

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And now we see it in the second alternate position. To keep the basic strategy recommended by the Office of the Registrar, we'll have to reorder the remaining alternates. For the purpose of demonstration, this will happen automatically and you will see the reorder appear instantly.

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And here you now see the correct order.

Now let's add a fifth primary course to be consistent with the Registrar's strategy.

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Here we'll add Decedents' Estates by searching for it by keyword. Start by clicking the Search button here.

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At the bottom of the Course Search page, enter your keywords in the search field here, like this.

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And then click the Search button.

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And then click the button here to add the course to your selection list.

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And the course is successfully added as your fifth primary course.

Now scroll to the bottom of the page.

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Any errors and warnings you receive will display here. Any errors that are listed will need to be resolved before you can submit your selections. If you receive warning messages, you will be allowed to submit your selections. However, the course for which you receive the warning will not be awarded until the warning is resolved.

Please note, students should refer to the course schedule for the most accurate information regarding prerequisites, mutually exclusive courses or other course notes as these items may not be reflected on this screen.

If you wanted to save your requests and complete the preregistration process at a later time you could click the Save Requests button here.

When you're ready to submit your selections, click the Submit Requests button here.

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Again, you'll see any conflicts or errors at the Confirm page here.

Please note, once you confirm your selections they will no longer be available to you for editing. Please contact the Registrar's Office if you have any question about your selection after you have confirmed them.

If you need to review what you have submitted, please return to the main Student Preregistration Term page where you can view your submitted requests.

Finally, when you're ready to confirm your course selections, click the Confirm button here.

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Congratulations! You've successfully completed the Preregistration Online Training. You may now exit the course by closing your browser window.