Add/Drop and Waitlist Instructions via MyAccess

I. Instructions on how to add/drop/waitlist courses:

1. Log in to MyAccess (http://myaccess.georgetown.edu)
2. Click on ‘Student Services’
3. Click on ‘Registration’
4. Click on ‘Registration (Add, Drop, or Waitlist Courses)’
5. Select the term you are registering for and click ‘Submit’
   - Your current schedule will be displayed at the top of this page

   To add a course, enter the CRN (Course Reference Number listed in the Curriculum Guide) directly in the ‘Add Classes Worksheet’ and click ‘Submit Changes’. An error message will appear if you unsuccessfully added the course to your schedule.
   - It is recommended that you use the online curriculum guide to determine the available classes and CRNs instead of using the “Search” function

   To add yourself to the waitlist, choose ‘Waitlisted’ from the ‘Action’ menu next to the CRN of that course, and click the ‘Submit Changes’ button.

   To drop a course, choose ‘Drop on Web’ from the ‘Action’ menu next to the CRN of that course, and click the ‘Submit Changes’ button.

6. Review your revised schedule at the top of the page to verify that the changes you made are reflected.
7. Log out when you are finished.

<table>
<thead>
<tr>
<th>Explanation of Add/Drop/Waitlist Messages:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>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 [Course Number] *</td>
<td>Time conflict with the course listed.</td>
</tr>
<tr>
<td>Repeat count exceeds 0</td>
<td>You have already taken this course.</td>
</tr>
<tr>
<td>Duplicate Course with Section/Duplicate CRN</td>
<td>You have or are already enrolled in the same or another section of this course.</td>
</tr>
<tr>
<td>Maximum hours exceeded</td>
<td>Your credit limit has been reached.</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>Either the registration period is not available or 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 taken or has not been recorded properly.</td>
</tr>
<tr>
<td>Mutual Exclusion with [Course Number]</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 the course to your schedule.
- 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.

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.

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/status on the waitlist. If you have won a seat off a waitlist, you will see ‘Winner’ under ‘Waitlist Status’.
   - 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.”

3. To claim a seat, go to the ‘Add or Drop Courses’ page on the registration menu and choose ‘Web Register’ from the ‘Action’ menu and click the ‘Submit Changes’ button. If you have successfully accepted your winning waitlist seat, this course will now appear in your current schedule with a status of “Registered.”

*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.*

Enrollment Priority 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.

- LAWJ courses will admit all JD students before any LL.M. students are admitted;
- LAWG courses will admit all LL.M. students before any JD students are admitted.
- LAWJ courses with §§ 01 through 04 will admit all JD full-time students before any part-time students are admitted. LAWJ courses with §§ 07 and 97 will admit all JD part-time students before any full-time students are admitted.

Within the above parameters, students are then prioritized according to class year. 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.
Wait-list lottery process for mandatory first class attendance courses:

Attendance at the first class for waitlisted and enrolled students is mandatory. Only students who add themselves to the waitlist prior to the start of the first class will be included in the waitlist lottery for this course.

The professor will provide the Office of the Registrar with a list of enrolled and/or waitlisted 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 and/or the waitlist.