2018-2019 How to Submit Pre-Registration Requests in MyAccess
GEORGETOWN LAW

rev. 5/5/18

All course selections are submitted online through MyAccess. If you have any questions about the system or need help in submitting your course selections, please contact the Office of the Registrar.

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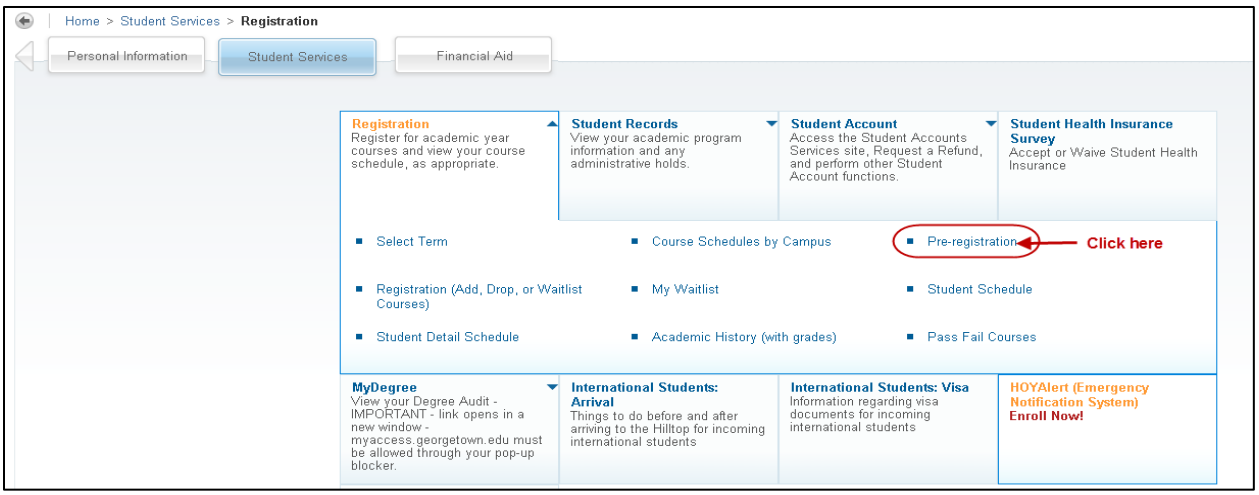
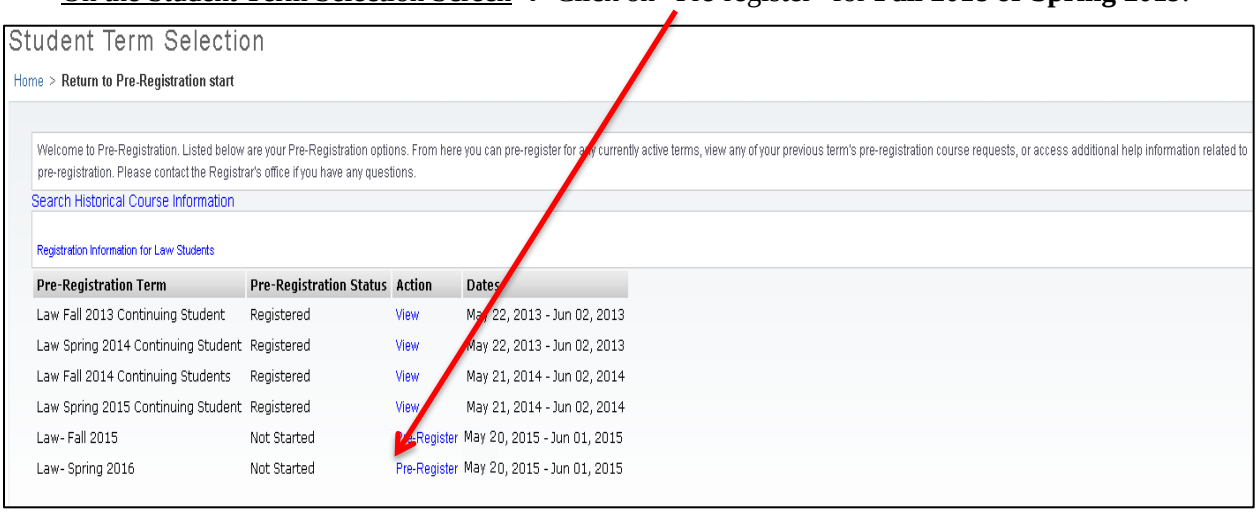
1. Using the Pre-registration System

- 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".

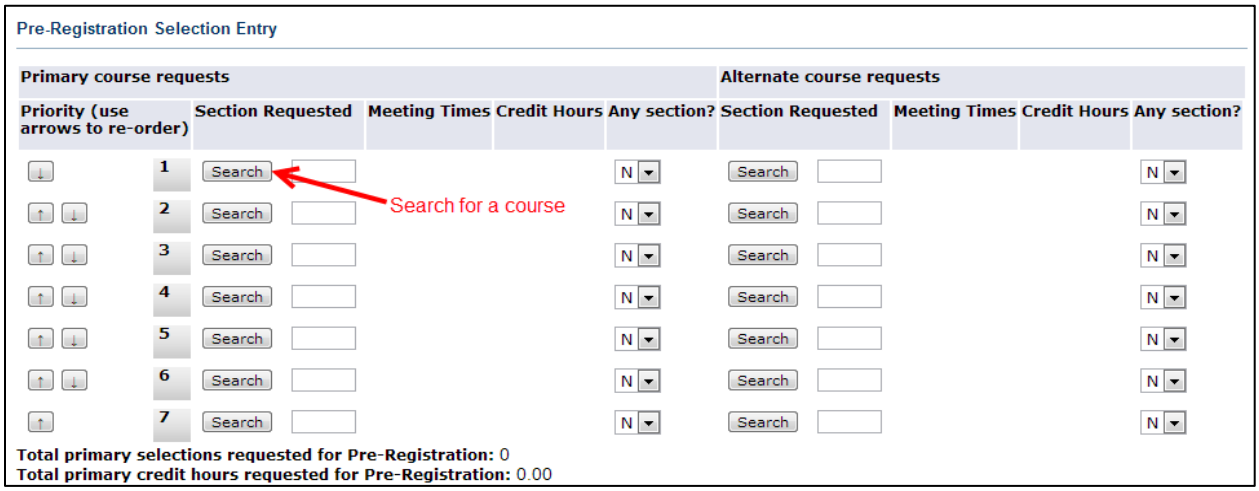


- On the Student Term Selection Screen → Click on "Pre-register" for **Fall 2018 or Spring 2019**.

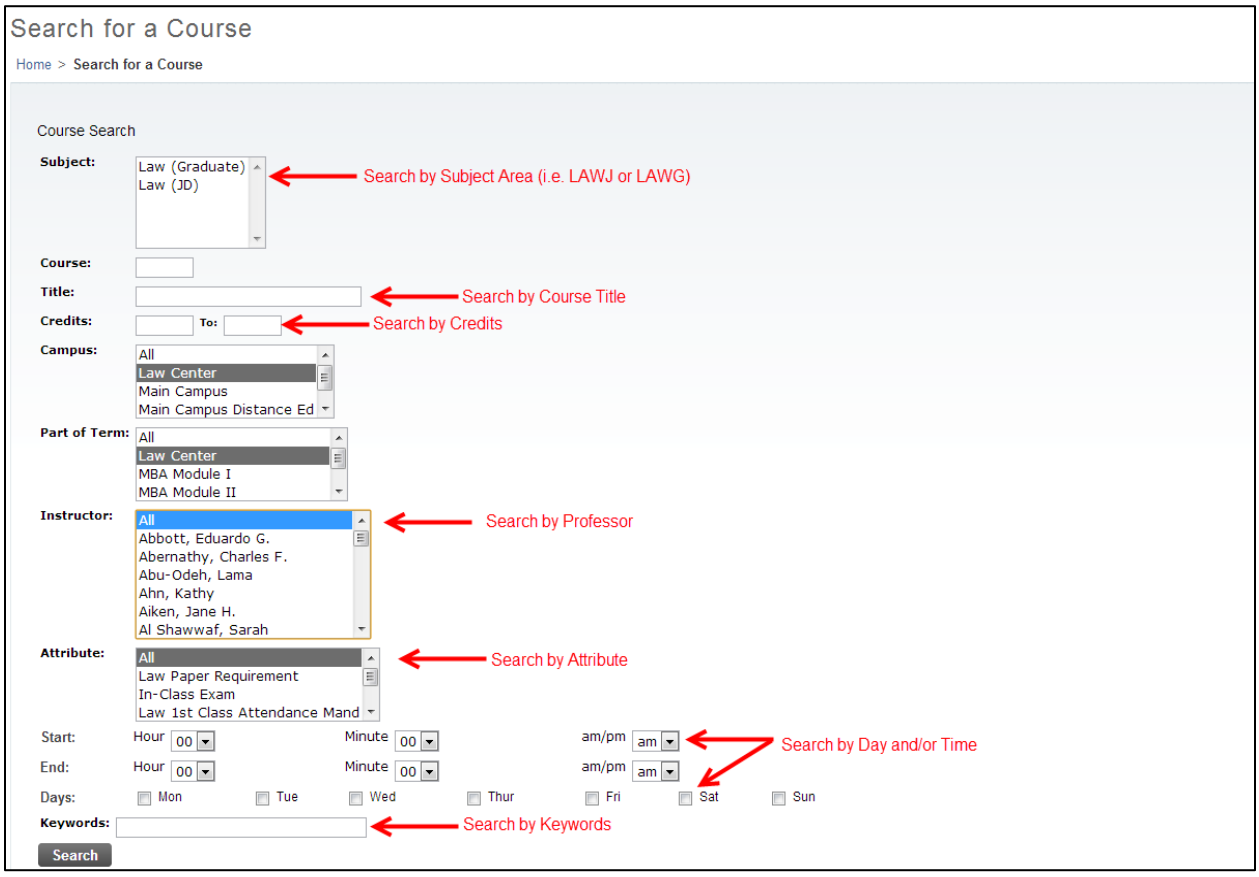


- Confirm your information at the top of the next pre-registration screen. If any information is incorrect, please contact the Office of the Registrar at lawreg@georgetown.edu. Otherwise, you may begin entering your pre-registration selections.

- To find a course, click the "Search" button or, if you know it, enter the Course Reference Number (CRN) directly. The CRN identifies a specific section of a course and is a 5-digit number. (Note: CRNs are listed in the Course Schedule.)



- Enter your desired search feature. You can search by course title, number of credits, professor's name, course requirement, day and/or time, and keywords.



- Review the search results and make note of the CRN of any desired selection. For example, below the student searched for "Evidence":

Search Results

Home > Search Results

Sections Found

Law (JD)

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location	Attribute	Prior Course Closer
Add to list	25606	LAWJ	1089	05	LW	2.000	Advanced Evidence: Trial Skills	R	05:45pm-07:45pm	Kenneth Anthony Blanco , David M. Dalton	08/31-12/19	LAW 588	Law Grade Distribution	Historical Information
Add to list	26654	LAWJ	1245	09	LW	3.000	Trial Practice and Applied Evidence	T	05:45pm-08:50pm	Craig S Iscoe	08/31-12/19	GEWZ G108	Law Grade Distribution	Historical Information
Add to list	18101	LAWJ	165	01	LW	4.000	Evidence	TR	01:20pm-03:20pm	Peter W. Tague	08/31-12/19	LAW 206	In-Class Exam and Law Grade Distribution	Historical Information
Add to list	25252	LAWJ	165	05	LW	4.000	Evidence	MW	01:20pm-03:20pm	Michael Gottesman	08/31-12/19	LAW 202	In-Class Exam and Law Grade Distribution	Historical Information
Add to list	13879	LAWJ	165	07	LW	4.000	Evidence	TR	05:45pm-07:45pm	Gerald I. Fisher , Robert E. Morin	08/31-12/19	LAW 201	In-Class Exam and Law Grade Distribution	Historical Information
Add to list	13876	LAWJ	165	09	LW	4.000	Evidence	TR	09:00am-11:00am	Tanina Rostain	08/31-12/19	LAW 200	In-Class Exam and Law Grade Distribution	Historical Information

1st Primary Choice

1st Alternate Choice

- You may enter a course on your pre-registration screen by either clicking the "Add to list" button on the Search Results page or by entering the CRN directly on the pre-registration screen.
- 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. Please refer to the Course Schedule for a complete listing of course restrictions and notes.

Pre-Registration Selection Entry

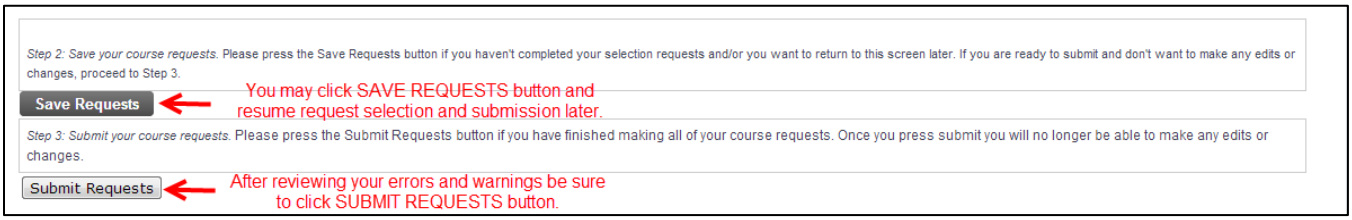
Primary course requests						Alternate course requests			
Priority (use arrows to re-order)	Section Requested	Meeting Times	Credit Hours	Any section?		Section Requested	Meeting Times	Credit Hours	Any section?
1	Search 18101 x Evidence LAWJ 165 - 01	TR 01:20 pm-03:20 pm	4.00	N		Search 13876 x Evidence LAWJ 165 - 09	TR 09:00 am-11:00 am	4.00	N
2	Search 13876 x Evidence LAWJ 165 - 09	TR 09:00 am-11:00 am	4.00	N		Search 27761 x Maritime Law LAWJ 324 - 05	M 01:20 pm-03:20 pm	2.00	N
3	Search 29242 x Tax I LAWJ 421 - 01	MW 11:10 am-01:10 pm	4.00	N		Search 18609 x Tax I LAWJ 421 - 09	MW 11:10 am-01:10 pm	4.00	N
4	Search 18609 x Tax I LAWJ 421 - 09	MW 11:10 am-01:10 pm	4.00	N		Search			N
5	Search 27761 x Maritime Law LAWJ 324 - 05	M 01:20 pm-03:20 pm	2.00	N		Search			N
6	Search			N		Search			N
7	Search			N		Search			N

Total primary selections requested for Pre-Registration: 5
Total primary credit hours requested for Pre-Registration:

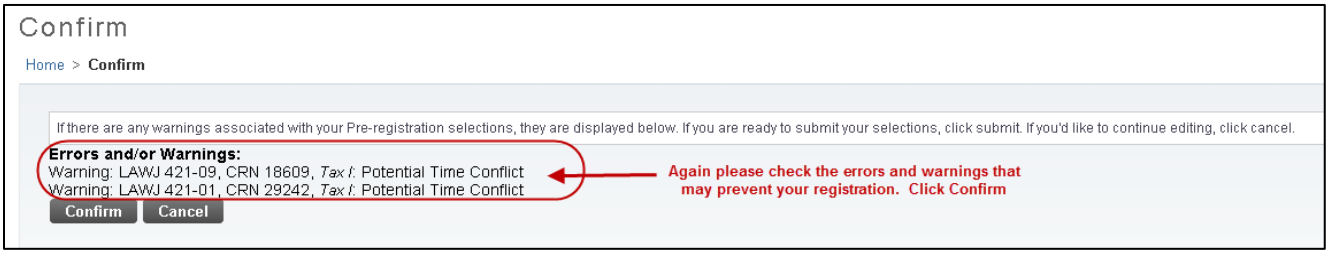
Errors and/or Warnings:
Warning: LAWJ 421-09, CRN 18609, *Tax I*: Potential Time Conflict
Warning: LAWJ 421-01, CRN 29242, *Tax I*: Potential Time Conflict

Please check the errors and warnings that may prevent your registration

- Once you are satisfied with your pre-registration selections, click the "Submit Requests" button at the bottom of the screen. Click the "Save Requests" button to resume your course request selection and submission process later.



- 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."



- After you have submitted your pre-registration requests, you will be able to view your submission, but you will not be able to make changes to your course requests via MyAccess.

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 (3:00 p.m. on Monday, June 11, 2018).

2. Common Pre-Registration Error Messages

Department Restriction

You tried to enroll in the wrong section of a cross-listed course. If a course is cross-listed, it is listed in both the J.D. and Graduate schedules with space allocated to students in both programs. You should submit your request for the correct Course Subject based on your degree program—LAWJ for J.D. students; LAWG for Graduate/LL.M. students; LAWD for Distance students.

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.

Mutually Exclusive

You may *request* mutually exclusive courses. However, once you are enrolled in a higher priority course, you will not be enrolled in any lower priority courses in the same semester that are mutually exclusive.

Permission Required

Restricted Registration (By Permission) Courses are those for which a student cannot register through MyAccess due to program or departmental restrictions, application or professor-permission requirements, etc.

NOTE: If a course requires an application or the professor's permission for enrollment, the requirement and instructions for applying will be noted in the Course Schedule. If no specific instructions are given, you must email the professor to gain admission to the course. Students will be manually enrolled in restricted registration courses by late June and then on a rolling basis as approved lists are received from departments and faculty.

Potential Time Conflict

You may *request* (and after the pre-registration period, waitlist for) courses with time conflicts. However, once you are enrolled in a course, you will not be enrolled in any lower priority courses with a time conflict.

Prerequisite Not Met

If a Fall course has a prerequisite, you will not be enrolled in that course unless (1) you have satisfied the prerequisite or (2) you have submitted a written waiver from the professor to the Office of the Registrar. Consult an academic advisor if you are unsure whether you have met the prerequisite(s).

Waivers for Fall 2018 courses must be forwarded to the Office of the Registrar before 3:00 p.m. on June 11 (lawreg@georgetown.edu).

NOTE: While you may preregister for a Spring course that requires an unmet prerequisite, it will be dropped from your schedule if, by the end of the Fall Add/Drop Period, you have not enrolled in or obtained a waiver from the professor for the prerequisite course.