First-Year J.D. (1L/1E) Week One Simulation Course Registration Instructions

Enrollment in a first-year Week One simulation course will occur by lottery through MyAccess. Registration in MyAccess opens on Thursday, October 4 at 9:00 a.m. and closes on Friday, November 30 at 3:00 p.m.

The first waitlist lottery for seats in first-year simulation courses will close on Thursday, October 18 at 3:00 p.m. The last waitlist lottery will close on Tuesday, November 27 at 3:00 p.m. To be included in these lotteries, you must add yourself to the waitlists by 3:00 p.m. on the date of the lottery. Students can waitlist for up to three different Week One courses.

Waitlist results are expected to be available in MyAccess by 6:00 p.m. each day the lottery is run. If you are awarded a seat, you must claim your seat in MyAccess by 3:00 p.m. on the following day or you will forfeit your seat. If you have difficulties accepting your seat in MyAccess, you must send an email to lawreg@georgetown.edu by the claim deadline.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>October 4 (Thurs.)</td>
<td>Registration in MyAccess opens at 9:00 a.m.</td>
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<tr>
<td>October 18 (Thurs.)</td>
<td>First Waitlist Lottery runs at 3:00 p.m.</td>
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<td>* Students have until 3:00 p.m. on Friday, October 19, to claim winning seat.</td>
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<td>November 27 (Tues.)</td>
<td>Second Waitlist Lottery runs at 3:00 p.m.</td>
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<td>* Students have until 3:00 p.m. on Wednesday, November 28, to claim winning seat.</td>
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<td>November 30 (Fri.)</td>
<td>Registration in MyAccess closes at 3:00 p.m.</td>
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<td>* After 3:00 p.m. on Friday, November 30, permission of the Assistant Dean for Experiential Education and the course professor is required to drop a Week One course.</td>
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Registration in MyAccess


1. Click on the “Student Services” tab
2. Click on the “Registration” link
3. Click on the “Select Term” link and select Spring 2019
4. Click on “Registration (Add, Drop, or Waitlist Courses)”

How to join the WAITLIST

From the “Registration (Add, Drop, or Waitlist Courses)” link, scroll to the “Add Classes Worksheet” section

1. Type the 5-digit CRN (Course Request Number) in the boxes provided and click “Submit Changes”
2. An error message will display “Closed - [n] Waitlisted”
3. Select “Waitlisted” from the “Action” drop-down menu and click “Submit Changes”
4. Review your revised Current Schedule to verify the changes you made are reflected.

How to DROP your Week One course

From the “Registration (Add, Drop, or Waitlist Courses)” link, scroll to the “Current Schedule” section

1. Select “Drop on Web” from the “Action” drop-down menu and click “Submit Changes”
   a. REMINDER: Registration in MyAccess closes at 3:00 p.m. on Friday, November 30.
2. Review your revised Current Schedule to verify the changes you made are reflected.

How to CLAIM your waitlist seat

From the “Registration (Add, Drop, or Waitlist Courses)” link, scroll to the “Current Schedule” section

1. Select “Web Register” from the “Action” drop-down menu and click “Submit Changes”
2. Review your revised Current Schedule to verify the changes you made are reflected.

Registration Questions? Contact the Office of the Registrar (lawreg@georgetown.edu / 202-662-9220)