

GEORGETOWN LAW PRE-REGISTRATION

HANDBOOK FOR CONTINUING STUDENTS (2019-2020)

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I. REGISTRATION OVERVIEW

1. Pre-Registration: May 15–June 5

Pre-registration for the Fall 2019 and Spring 2020 semesters begins on Wednesday, May 15, and ends at 3:00 p.m. on Wednesday, June 5. Pre-registration is not on a first-come, first-served basis—all registration requests submitted in MyAccess between 9:00 a.m. on May 15 and 3:00 p.m. on June 5 will be processed the same way.

- **IMPORTANT NOTE:** The Office of the Registrar will be closed for graduation processing May 15 through May 20 and will be unable to respond to pre-registration questions during that time.

2. Pre-Registration Results & Early Registration: June 20–July 8

Pre-registration results are expected to be made available in [MyAccess](#) on Thursday, June 20. After the pre-registration system has completed enrolling students in awarded seats, the “Registration (Add, Drop, or Waitlist Courses)” link will open to continuing students. Students may waitlist for closed courses and adjust their Fall and Spring registration in MyAccess through 9:00 a.m. on Monday, July 8.

- **IMPORTANT NOTE:** All Registration Services in MyAccess will be shut down for the month of July starting on Monday, July 8, for incoming student enrollment processing.

3. Live Registration: August 5–end of Add/Drop Period

The “Registration (Add, Drop, or Waitlist Courses)” link will open to all continuing and incoming students on Monday, August 5, and both Fall and Spring Waitlist Lotteries will run daily through the end of the Fall Add/Drop Period. The Spring Waitlist Lottery will resume in November and will run daily through the end of the Spring Add/Drop Period.

- **NOTE:** The Waitlist Lottery will not run on weekends, holidays, and during the exam period.

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II. SELECTING YOUR COURSES

1. Requirements to Graduate

Review [Academic Requirements & Degree Auditing](#). Note the remaining requirements for your degree, program, and/or certificate.

- **J.D. Students:** Academic requirements are described in the [Georgetown Law Student Handbook of Academic Policies](#) (see the *J.D. Degree Requirements* chapter starting on p. 2 for full details).
- **Graduate and LL.M. Students:** General and degree-specific academic requirements are described in the [Georgetown Law Student Handbook of Academic Policies](#) (see relevant Program Requirements starting on p. 41 for full details).

Students are responsible for monitoring their progress to ensure they meet all degree requirements by their anticipated graduation date. Students may track their academic progress by using the online degree audit tool, *MyDegree*, available in MyAccess.

Students are responsible for tracking their graduation progress to ensure that they meet all degree requirements by their expected graduation date, and may do so using the online degree audit tool, *MyDegree Audit* (available in MyAccess for most programs), meeting with their academic advisor, or by requesting an audit from the Office of the Registrar (by email to lawreg@georgetown.edu).

2. Other Resources

- The [Curriculum Guide](#) lets you search for courses and faculty profiles. Updates to the courses published in the [Curriculum Guide](#) will be noted in the [Course Schedule Updates](#). We recommend checking the updates page frequently and especially before submitting your pre-registration requests.
- Course evaluations from [Summer 2018 to the present](#) and [prior to Summer 2018](#).
- [J.D. Pass/Fail Policy](#) - If the Pass/Fail option is not available for a course, this will be indicated under “Course Requirements” section on the [Curriculum Guide](#) by the language “J.D. students may not take this course on a pass/fail basis.”
 - **NOTE:** Please be sure you are reviewing the “LAWJ” section of the course when reviewing the Course Requirements for a cross-listed course. LL.M. students do not have a pass/fail option for graded courses, so this language will never appear in the “LAWG” section, even if the professor has opted out of permitting the pass/fail option for J.D. students in the class.
- Academic Advising:
 - J.D. students can schedule an appointment with an academic advisor through [Simplicity](#) or contact the Office of Academic Affairs at idas@georgetown.edu.
 - LL.M. and Graduate students should reach out to their program director for academic advising.
- The [Georgetown Law Student Handbook of Academic Policies](#)
- [Academic Calendars](#) and the [Student Deadlines Calendar](#).

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III. PRIORITIZING YOUR COURSE SELECTIONS

1. Prioritizing Strategies

The pre-registration system allows you to prioritize your course requests from 1st through 7th. On each priority line, students may list a primary request and an alternate. The pre-registration system will read alternate courses **only** if it cannot satisfy the associated primary request.

STRATEGY 1 – BASIC STRATEGY

Use **higher priority spaces** for the courses you want most or that are most likely to close (see [How Pre-Registration Course Requests Are Processed](#)).

Use **lowest priorities** for Restricted Registration courses that will be processed manually and without regard to ranking. Restricted Registration courses include clinics, externship seminars professor-permission courses, any first-year course in which you are required to be enrolled (*e.g.*, Criminal Justice and Property for 2Es), and the Spring section of a year-long course. **TIP:** Although not required, we **recommend** that you include restricted registration courses with your pre-registration requests. This way, the system will be able to inform you of potential registration errors (*e.g.*, time conflicts, mutually exclusive courses, etc.).

- **NOTE:** Restricted Registration courses are added to your schedule first and will prevent enrollment in a conflicting course, even if you gave that course a higher priority.

STRATEGY 2 – PRIMARY/ALTERNATE REQUESTS

List the same course as your **1st Alternate and 2nd Primary requests**. This allows the pre-registration system to give a 1st choice preference to a 2nd choice course if it is unable to satisfy the 1st Primary request (*e.g.*, if Primary 1 is unavailable, Alternate 1 will be processed as if it were Primary 1, and so on).

- **NOTE:** Once you are enrolled in your alternate section, any lower ranked course in day/time conflict will be skipped. Carefully consider whether you want to use this option if there is a lower ranked course you are eager to take and be sure to identify potential time conflicts.

STRATEGY 3 – SPECIFIC COURSE/ANY SECTION OPTION

This strategy is useful for students who want to be enrolled in any section of a course regardless of professor or time. Select a specific section of a course as your 1st Primary request. In the 1st Alternate request, select a section of the same course and then choose the “Any Section” flag. The system will try to schedule you in the first section you request, and if it cannot, you will be scheduled in any section that does not conflict in time with your other primary requests of a higher ranking.

- **NOTE:** Once you are enrolled in your alternate/“any” section, any lower ranked course in day/time conflict will be skipped. Carefully consider whether you want to use this option if there is a lower ranked course you are eager to take.

STRATEGY 4 – TIME CONFLICT/MUTUALLY EXCLUSIVE

This strategy is used if you want Course A or Course B, which meet at the same time or are mutually exclusive. Once you are enrolled in a course, you will not be enrolled in any lower ranked course(s) with a time conflict or a mutually exclusive course within the same semester.

- **NOTE:** You may be enrolled in a Fall course that is mutually exclusive with a Spring course through the Fall Add/Drop Period. If you are still enrolled in the Fall course by the end of the Fall Add/Drop Period, the conflicting Spring course will be dropped from your schedule.

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2. How Pre-Registration Course Requests Are Processed

The course scheduling system admits students into courses up to the maximum enrollment allowed in the course. If the course has more requests than space, the pre-registration system will admit students using the registration algorithm summarized below.

CRITERIA 1 – BY COURSE SUBJECT (Program/Department Type)

- **LAWJ** courses admit all J.D. students before any LL.M. or other Graduate students are admitted.
- **LAWG** courses admit all Graduate and LL.M. students before any J.D. students are admitted.
- **LAWD** courses admit **only** distance students in the Executive LL.M. in Taxation, the Executive LL.M. in Securities & Financial Regulation, and the MSL and distance-certificate programs.

NOTE: 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. Be careful to request the correct Course Subject (LAWJ, LAWG, or LAWD) based on your degree program for cross-listed courses.

CRITERIA 2 – BY COURSE SECTION (J.D. Day & Evening Programs only)

- **LAWJ courses with §§ 01 through 04** will admit all J.D. Day Program students before any J.D. Evening Program students are admitted.
- **LAWJ courses with §§ 07, 17, 27, and 97** will admit all J.D. Evening Program students before any J.D. Day Program students are admitted.

NOTE: The version number that appears in the Curriculum Guide is *not* the section number. The section number appears in the top field above the course description and in the “All Sections” portion of the course description for each course.

CRITERIA 3 – BY CLASS & COURSE REQUEST PRIORITY (1 to 7)

Within the two categories described above, requests are ordered according to your class year and the priority you give your course requests (with 1 being the highest priority).

For course requests by students with the same status and course ranking, the pre-registration system will select between those students randomly.

TIP: The *How Courses Close Report* shows historical pre-registration section closing information for LAWJ courses and may be used to gauge how likely a J.D. course is to fill. To access the report in [MyAccess](#), click on the “Search Historical Course Information” link from the Pre-Registration screen.

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IV. USING THE PRE-REGISTRATION SYSTEM

All course selections are submitted through the MyAccess system. If you have any questions about the system or need help in submitting your course selections, please contact the Office of the Registrar at lawreg@georgetown.edu or 202-662-9220.

1. Access the 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 2019 or Spring 2020**.
- 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.

2. Enter Your Course Requests

- 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.
- 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 course requests for the semester, you should review all **registration errors and/or warnings** at the bottom of the screen. Please refer to the [Course Schedule](#) for a complete listing of course restrictions and notes.

3. Submit Your Course Requests

- 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 in MyAccess.
- If you wish to make a change to your pre-registration selections before the end of the pre-registration period, your submissions may be released back to you for changes by emailing the Office of the Registrar at lawreg@georgetown.edu.