

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
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.

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.

Explanation of Add/Drop/Waitlist Error Messages:	
Closed – [n] Waitlisted	There is a waitlist for the course. Follow the instructions above to add yourself to the waitlist.
Time conflict with [Course Number] *	Time conflict with the course listed.
Repeat count exceeds 0	You have already taken this course.
Duplicate Course with Section/Duplicate CRN	You have or are already enrolled in the same or another section of this course.
Maximum hours exceeded	Your credit limit has been reached or would go over if enrolled in the desired course.
Instructor	Enrollment by Professor Permission only. Detailed instructions for requesting enrollment is provided in the course description available on the Curriculum Guide .
Student Not Eligible to Register	Either the registration period is not available or a registration or student account block may be in place.
Prerequisite or Test Score Error **	This course has a prerequisite that you have not taken or has not been recorded properly.
Mutual Exclusion with [Course Number]	This course cannot be taken with the listed course.
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.

* **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 accepting a waitlist seat:

If you win a waitlist seat, you will receive notification from BAN-WAITLIST <BAN-WAITLIST@georgetown.edu> and you must claim your seat in MyAccess by the provided claim deadline in the email. If you have difficulties accepting your seat in MyAccess, you must send an email to lawreg@georgetown.edu before the claim deadline or you will forfeit the seat.

1. To claim a winning seat(s), go to the ‘Add or Drop Courses’ page on the registration menu and choose ‘Web Register’ from the action menu and click ‘Submit Changes’.
2. 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 fail to claim your waitlist seat before the claim deadline, you must re-add yourself to the waitlist following the directions provided in section I.

* **NEW CHANGES:** Due to the transition to Banner9, you will no longer be able to view your position number on a waitlist. The ‘My Waitlist’ page in MyAccess, which previously displayed a student’s waitlists and status, is no longer available. As a result, students must rely on the winning seat notification from BAN-WAITLIST and/or check to see if a drop-down option is available under the ‘Add or Drop Courses’ page.

III. Waitlist 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.