

# PREPARE FOR REGISTRATION (STUDENTS ONLY)

## OVERVIEW

*Prepare for Registration* allows students to review their academic information and uncover any obstacles prior to registration. Students can also view preapproved override information and holds in this section.

## PROCEDURE

1. Navigate to the *Students* tab and scroll down to the *Students - Registration* header where you can select *Prepare for Registration*.

The screenshot shows the MyAccess interface for students. At the top, there is a navigation bar with the Georgetown University logo and 'MyAccess' text. Below this, there are four tabs: 'All Users', 'Students' (which is highlighted with a green box), 'Financial Aid', and 'Faculty and Advisors'. Under the 'Students' tab, there is a 'Students' section with several options: 'Personal Information', 'Next of Kin', 'Student Profile', 'Students - Registration' (highlighted with a green box), 'Register for Classes', 'Browse Classes', 'Browse Course Catalog', 'View Registration Information', and 'Prepare for Registration' (highlighted with a green box). Each option includes a brief description of its function.

2. Use the drop down menu to select the desired registration term.

The screenshot shows the 'Select a Term' dropdown menu. The dropdown is open, and 'Fall 2022' is selected. Below the dropdown is a 'Continue' button.

3. This page will display the student's registration status.

**Registration Status**

Term: Fall 2022 **a**

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ⚠ You have holds which prevent registration.  
**Registrar Hold**  
Reason: Immunization Hold  
From Date: 04/22/2022  
To Date: 12/31/2099  
Processes Affected: Registration, Transcript

**Permit Override** **b**

- ℹ You have received a Permit Override for CRN 23728, ACCT001 (Principles of Accounting), type: School Override

**Earned Hours** **c**

- ℹ You have Earned Hours for Level: MN or MC Graduate, Institution Hours: 12, Transfer Hours: 0
- ℹ Your class standing for registration purposes is Graduate, Master's Candidate

**Primary Curriculum** **d**

Level: MN or MC Graduate  
College: School of Continuing Studies  
Program: MPS in Project Mgt (Online)  
Degree: Master of Professional Studies  
Major: Prof Studies: Project Mgt  
Department: Project Management  
Campus: Main Campus Distance Ed  
Catalog Term: Fall 2020  
Admit Term: Fall 2020  
Admit Type: SCS Credit

**Secondary Curriculum**

Level: MN or MC Graduate  
College: McDonough School of Business  
Program: MBA - Part Time Program  
Degree: Master of Business Admin.  
Major: Business Administration  
Department: McDonough School of Business  
Campus: Main Campus  
Catalog Term: Fall 2022  
Admit Term: Fall 2022

- Your registration status will tell you whether you are cleared to register or if you have a student status that prevents registration or a hold that prevents registration. Green means you are cleared to register, red indicates you need to speak with your advisor.
- If you have a registration override, it will be listed on this page.
- Your class standing determines your registration time slot.
- Your primary and secondary curriculum information will display on the right hand side. If this information is not correct, talk to your advisor.

## FAQs

- *Does my status only affect this term only?*

Registration holds affects all terms, restrictions overrides only affects viewing terms.

- *Where can I confirm my programs, if I'm enrolled in more than one program?*

If a student is enrolled in two programs, their Primary and Secondary Curriculum is viewable in the right hand section.

## QUESTIONS?

Contact your program advisor concerning advising or [lawreg@georgetown.edu](mailto:lawreg@georgetown.edu) if you need to have your records updated.