

REGISTER FOR CLASSES

OVERVIEW

When registration opens for a term, students use *Register for Classes* to find and register for classes.

PROCEDURE

1. Navigate to the Students tab and scroll down to the *Students - Registration* header and select the *Register for Classes* icon.

The screenshot shows the MyAccess interface. At the top, there's a dark blue header with the Georgetown University logo and 'MyAccess'. Below that, a large heading says 'Welcome to MyAccess!'. There are four tabs: 'All Users', 'Students' (highlighted with a green box), 'Financial Aid', and 'Faculty and Advisors'. Under the 'Students' tab, there are two sections: 'Students' and 'Students - Registration'. In the 'Students - Registration' section, the 'Register for Classes' icon is highlighted with a green box. Other icons include 'Personal Information', 'Next of Kin', and 'Browse Classes'.

2. You will be prompted to select a term, choose from one of the available terms in the dropdown menu.
3. There are multiple options for method of registration.

The screenshot shows the 'Register for Classes' page. At the top, there's a dark blue header with the Georgetown University logo and 'MyAccess'. Below that, there's a breadcrumb trail: 'Student' • 'Registration' • 'Select a Term' (highlighted with a green circle 'e') • 'Register for Classes'. The main heading is 'Register for Classes'. Below that, there are four buttons: 'Find Classes' (highlighted with a green circle 'a'), 'Enter CRNs' (highlighted with a green circle 'b'), 'Plans' (highlighted with a green circle 'c'), and 'Schedule and Options' (highlighted with a green circle 'd'). Below the buttons, there's a section titled 'Enter Your Search Criteria' with a dropdown menu showing 'Term: Fall 2022'. There are two input fields: 'Subject' and 'Course Number'.

- a. **Find Classes** - Use the Find Classes to search for available sections.
 - b. **Enter CRNs** - Enter CRNs directly
 - c. **Plans** - Register using plans previously created with Plan Ahead functionality.
 - d. **Schedule and Options** - View existing Registration summary.
 - e. To change the registration term, go back and select a new term.
4. Once you've entered your Search Criteria, select Submit at the bottom of the page to view sections that fit your search criteria.
 5. From the class list you can select the class you would like to add to your Registration Cart.

6. Note that class in the summary view is *pending*. You will have to *Submit* to officially register and add the section to your schedule.

7. Error messages will appear with an explanation of why the course was unable to be added.

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Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 27 Classes
Term: Summer 2022 Subject: Anthropology, Economics

Title	Subject	Course	Section	Credit Hr	CRN	Instructor	Meeting Details	Camp
Cyborg_HumanMachin... Online	ANTH	203	130	3	18129	Benessaijah Nejm...	S M T W T F S - Type: Lecture Bulk	Mai...
Cultures & Sexualities Lecture	ANTH	245	01	3	18776	Tilava_Antoaneta (...)	S M T W T F S 10:45 AM - 01:45 PM	Mai... 29 of 30 seat... 15 of 15 wait...

Save Successful

- ANTH 233 CRN 18888: Prerequisite and Test Score error
- ANTH 233 CRN 18888: Closed - 12 Waitlisted
- ANTH 233 CRN 18888: College Restriction
- ECON 002 CRN 10203: Repeat hours exceed 3

Schedule Schedule Details Summary

Class Schedule for Summer 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							

Title	Details	Hou	CRN	Schedule Typ	Status	Action
Econ Principles Macro	ECON 002...	3	10203	Lecture	Errors Preventi...	Remove
Cyborg_HumanMac...	ANTH 203...	3	18129	Online	Registered	None
Qatari Ethnography	ANTH 233...	3	18888	Seminar	Errors Preventi...	Remove

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 12

Submit

8. If you are trying to register for linked courses, you need to add all sections to the registration summary and register for them at the same time.

FAQs

- If I click on add, does that mean I'm enrolled in the section? No, you have to select the Submit button, and then the section will appear Registered in the status column.
- How will I know if I was not registered after I click on submit? An error message will appear indicating the reason your registration submission was not processed.

QUESTIONS?

- For navigation or registration assistance contact lawreq@georgetown.edu
- For advising assistance, contact your decanal advisor.