

Adding/Dropping Courses with MyAccess

1. Log in to MyAccess (<http://myaccess.georgetown.edu>).*
2. Click on the “Student” tab.
3. Click on the “Registration” link.
4. Click on the “Select Term” link. A scroll down box will appear: “Select Fall 2009” and then click the “Submit” button.
5. Click on the “Add or Drop Courses” link. You will then see your Current Schedule displayed.
6. **To add a course**, scroll down to the “Add Classes Worksheet” section. Type the course’s CRN (Course Request Number) in the boxes provided.
 - a. If the course is closed, you will see a “Registration Add Error” message. See the chart below for an explanation of the “Registration Add Error.” To add yourself to the wait list, select “Waitlisted” from the “Action” drop-down menu and click the “Submit Changes” button.
7. **To drop a course**, click on the “Action” scroll down menu to the left of the CRN number. Select “Drop on Web,” and then click on the “Submit Changes” button.
8. Review your revised Current Schedule to verify the changes you made are reflected.
9. Remember to log-out when you’re finished.

Explanation of Add/Drop/Waitlist Messages	
Closed- [n] Waitlisted	There is a waitlist for the course. Note: You have not been added to the waitlist. To add your self to the waitlist, choose “Waitlisted” from the “Action” scroll-down menu and then click the “Submit Changes” button
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 are already registered for the same or another section of this course.
Maximum Hours Exceeded	Your credit limit has been reached.
Instructor	Professor permission course
Student Not Eligible to Register	A registration or student account block may be in place.
Prerequisite or Test Score Error	This course has a pre-requisite that you have not taken.
Mutual Exclusion with [Course Number] Department Restriction	This course is Mutually Exclusive with the course listed. You tried to enroll in the wrong section of a cross listed course; JD students may only enroll in the LAWJ section and LMM students may only enroll in the LAWG section.

Checking/Confirming Waitlist Status

If you receive an email from the Office of the Registrar saying you have won a seat on a Waitlist, you are eligible to claim your seat. You may also check/confirm your Waitlist Status. Please do the following to check/confirm your Waitlist Status:

1. Log in to MyAccess (<http://myaccess.georgetown.edu>).
2. Click on the “Student” tab.
3. Click on the “My Waitlist” link.
4. If you have won a seat off a waitlist, it will say “Winner” in the “Waitlist Status” column.

Claiming a Waitlist Seat

If you have won a seat off a Waitlist, complete the following to claim your seat. NOTE: You are not enrolled in the class until you complete these steps.

1. If you are a “Winner,” click on the “Student Tab.”
2. Click on the “Add or Drop Courses” link. You will then see your Current Schedule displayed. To the left of the CRN of the waitlisted course, select “Web Register” from the “Action” drop-down menu.
3. Click “Submit Changes.”
4. Review your revised Current Schedule to verify the changes you made are reflected.

*The preferred internet browser for MyAccess is Internet Explorer.