Explanation of Search Terms

Search Term Definition

Subject (required field): Area of study (e.g., Chemistry). Highlight all fields to search all subjects at once

Course: Course number

Title: The title of the course from the course catalog. If you search by title, you can enter any part of the title for it to be found in the search

Credits: Total number of credits a course is worth

Campus: Law or Main

Part of Term: Session description for courses grouped by dates

Instructor: Course instructor

Attribute: Search for courses that meet a particular requirement

Start: Search for classes that start no earlier than specified time

End: Search for classes that end no later than specified time

Days: Search for classes that meet only on specified days

Keywords: Keyword search against Subject, Title, and Instructor

Description of Search Results Headers

CRN: Course Reference Number – Identifies a specific section of course

Subj: Letter code for the subject of the course

Crse: Number code for the Course Number

Sec: Course section

Cmp: Campus; LW=Law, MC=Medical, MN=Main

Title: Title of the course

Days: Days of the week the course meets

Time: Time of day the course meets

Cap: The total number of seats for a course

Act: Actual number of seats for course

Rem: Remaining seats

Instructor: Instructor(s) of course

Date: (MM/DD), Semester dates

Location: Location where the course will meet

Attribute: Indicates course meets a particular requirement in the curriculum

Stay Tuned for More from MyAccess…
Future MyAccess services will include student account management and financial aid information

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MyAccess.georgetown.edu

Undergraduate and Graduate Student Registration Guide

Log into MyAccess

MyAccess is part of the new Georgetown University student information system.

Go to myaccess.georgetown.edu and enter your NetID and password to log in. Be aware that after 30 minutes of inactivity, the system will automatically log you out.

Getting Help

For class and registration questions contact the University Registrar at *univregistrar@georgetown.edu* (202) 687 - 4020

For connection or login problems contact your technical help desk

- Student Technology Services Help Desk (Main Campus) *techhelp@georgetown.edu* (202) 687 - 4577

- MSB Technology Center (MSB Students) *msb-help@msb.edu* (202) 687 - 4721

Tip! There is no need to change the way you request courses. MyAccess Preregistration awards courses the same way as Student Access+. For more info see: http://registrar.georgetown.edu/

Pre-registration

Register for Fall 2009 in MyAccess. Register for Summer 2009 in Student Access+. Check http://registrar.georgetown.edu/ for registration dates and details

Review Degree Audit and Transcripts

Go to myaccess.georgetown.edu and navigate to Student Access+ to review your Degree Audit and Transcripts

Build, Save, and Submit Your Fall 2009 Schedule

1. Go to myaccess.georgetown.edu
2. *Select* the **MyAccess** link
3. *Log* into **MyAccess**
4. From the Main Menu *Choose* **Student**
5. *Choose* **Registration**
6. *Choose* **Preregistration**
7. *Choose* **Pre-Register**
8. *Enter* **CRN** for a course section or *choose* **Search** to find your desired class
9. *Indicate* section preference
10. Repeat steps 8 and 9 to fill your Preregistration requests
11. *Choose* **Save My Requests**
12. Come back later to edit or *choose* **Submit My Requests** and **Confirm** or **Cancel** your course requests

Reminder: Check Registration Restrictions

Click on the CRN, then the course title. Any restrictions that exist will appear on the "Detailed Class Information" Screen

View Pre-registration Results

From the Main Menu

1. *Choose* **Student**
2. *Choose* **Registration**
3. *Choose* **Preregistration**
4. *Choose* **View**
5. View your registration results. If you are satisfied with your schedule then *select* **Exit** to log out of MyAccess. If not, complete the following actions to add, drop, or waitlist a class

Pre-registration Completion: Add or Waitlist Classes

1. *Choose* **Add or Drop Classes** from the **Registration** menu
2. Your current schedule will appear
3. In the **Add Classes Worksheet** section *enter* **CRN(s)** for classes you would like to add/waitlist or *select* **Class Search**
4. *Choose* **Submit Changes**
5. Your revised schedule will reflect the changes

Pre-registration Completion: Drop Classes

1. *Choose* **Add or Drop Classes** from the **Registration** menu
2. Your current schedule will appear
3. To drop a class *choose* Drop from the **Action** column
4. *Choose* **Submit Changes**
5. Your revised schedule will reflect the changes

Tip! The key to selecting classes is the **CRN = Course Reference Number**

A CRN identifies a specific section of a course and is a 5 digit number. It will accompany every course listing, but is different from the course name and section. For example, the CRN for THEO 001-01 is 13377