

## LIBERAL STUDIES MALS REGISTRATION INSTRUCTIONS SUMMER AND FALL 2008

The following instructions are for Online Registration and payment for the summer and fall 2008 terms.

**Please note:** Enrolling in a 3-credit course in the summer constitutes half-time enrollment status. During the fall and spring terms for financial and other reasons, enrollment in two courses (6-credits) constitutes half-time status. See further explanation below and also check the Financial Aid Website for further information for Liberal Studies students who hold federal loans, <http://finaid.georgetown.edu/scs.htm>.

Note the dates of your course and use the schedule on the Liberal Studies website and your professor's syllabus to verify the exact dates and times of your course. You may not enroll in courses whose schedules conflict or overlap. Some summer courses have Sat. classes only; others schedule 2 or more Sat. classes. Also watch for time conflicts - the end time of a course must not overlap the start time of another course - even by just five minutes. The registration "won't take." The maximum class size is 20 and registration is on a "first come, first served" basis.

1. **Your current student account balance must be below \$100.00 to register online now for the Summer and Fall terms.** Call Student Accounts, 202-687-7111 with questions regarding your account.
2. Schedules, course descriptions, and syllabi that professors have submitted are on the LSP website, [liberalstudies.georgetown.edu](http://liberalstudies.georgetown.edu) under the tab, "Student/Schedule." Use your Net ID and log on to your own computer, computers in the Leavey Center, the Library, or in the ICC Computer Lab to view/print out schedules and syllabi, and register online.
3. Print out the online syllabus(i) for the courses you choose. Make note of the location (building and room number) that is listed on your online registration report and bill. **Keep this for your class.**
4. New students are coded *Individualized Studies* upon acceptance into the program. You may choose one of the other 13 fields if you wish at any time after you are admitted. Fax (202-687-7299) or email ([lsp@georgetown.edu](mailto:lsp@georgetown.edu)) your curricular field choice or change.
5. Students near the end of their program who are ready to choose a thesis topic and prepare a Thesis Proposal must register for the 0 credit, 0 tuition *Thesis Proposal Workshop* offered each term. See the website, [liberalstudies.georgetown.edu](http://liberalstudies.georgetown.edu) Click "Student/Schedule," then the link for "Graduation." **The 0 credit Thesis Proposal Workshop, taken in conjunction with a 3-credit course, constitutes half-time enrollment status for Fed. loan purposes, etc.**
6. Students should register for the fall *Thesis Research/Thesis Writing* courses if they expect to complete **all** other degree requirements, i.e., course requirements, number of credit hours, grade point average requirement, and the *Thesis Proposal Workshop* either this spring or summer. See the website as noted in #5 for more information. The joint final thesis writing courses, *Thesis Writing* - 3 credits and *Thesis Research* - 0 credit (LSHV-499, LSHV-498), constitute half-time enrollment status for Fed. loan purposes, etc.
7. Master's students currently enrolled in the *Thesis Research/Thesis Writing* courses who do not plan to complete their theses by May 1, 2008 **must** register now for *Continuous Registration* (0 credit, 0 tuition) for the fall 2008 term to remain "active" in the Student Information System through degree completion. Note: This 0 credit course, *Continuous Registration*, may adversely affect the status of students with Federal loans.
8. Study Tours with Liberal Studies course numbers and Georgetown departmental courses can be registered online but require Anne Ridder's approval prior to registering for these courses, [riddera@georgetown.edu](mailto:riddera@georgetown.edu).

### PAYMENT

1. Liberal Studies tuition is \$755 per credit hour beginning this summer term through spring 2009.
2. The receipt of payment deadlines are May 16 for the summer term; Aug. 27 for the fall term. Follow payment instructions on your bill to avoid late charges.
3. The University Registrar now charges new students a **one time** transcript request fee of \$12. No other fees should appear on your bill. Call Anne Ridder, 202-687-5706, before paying any other charges.

## ONLINE REGISTRATION STEPS, SUMMER AND FALL 2008

The Liberal Studies Registration screens in *Student Access+* “opens” on April 2 at 9AM for all current students as well as new students.

1. **Log on to Student Access+** [www.georgetown.edu/studentaccess](http://www.georgetown.edu/studentaccess) using your Net ID and Net ID password. Current student or new students who have not activated their Net ID or do not know their NetID password should go to the password reset page, <http://uis.georgetown.edu/netid/reset.html>. Note: New students try to follow the instructions on the Net ID letter included with your acceptance packet. <mailto:lewism1@georgetown.edu>.
2. **Click on “Registration Services”** and **select Add/Drop Waitlist** to register.  
**Enter your course(s)** - enter up to 2 courses (6 credits) which is considered a “full load” for this degree program. Using the Liberal Studies schedule, type in the course number and click on “Add this course,” and then “Do it.” You will receive one of the following messages:
  - a. If the course is open, you are enrolled and it will be added to your schedule at the bottom of the screen.
  - b. If you get the message “**Section Closed with Waitlist,**” it means that the course already has 20 students enrolled, but you can add yourself to the Waitlist.
  - c. To Waitlist a course, type in the course number and click on “**Waitlist this course.**” The course will be added to your schedule at the bottom of the screen with “Waitlist” written beside the course.  
Things to know about the Waitlist procedure:
    - 1) You may Waitlist yourself for more than one course.
    - 2) The list is set up and sorted according to the date you put yourself on the Waitlist. In the event that more than one person went on the list on the same day, they are listed in the order they were admitted to the degree program from earliest admit to the most recent.
    - 3) The Waitlist for Summer courses will be activated and spaces offered (if available) on Apr 30; May 1,2.  
The Waitlist for Fall courses will be activated and spaces offered (if available) Apr 30, May 1,2,21; Jul 9; Aug. 15, 26 and 5 PM each day during the Add/Drop week through Sept 11. Check your email to see if a space has opened & you are offered the spot. Waitlist spaces are not offered once a class has started.
    - 4) You may not register for a course after it has had its first class meeting. If you receive an email from the Registrar’s Office, it will instruct you to claim your space through Student Access+ within 24 hours. If you fail to do so, you will be dropped from the Waitlist.
    - 5) If you change your mind and you want to drop a course or remove yourself from a Waitlist, type in the course number and click on “Drop this course/Remove me from the Waitlist.” ***Please remove your name from all Waitlists once your schedule is settled as a courtesy to other students.***
4. **Exceptions to Online registration:**
  - **Credit limit:** Students must obtain permission from Anne Ridder to register for more than 2 courses (6 credits). Make this request listing by email to Anne Ridder, [riddera@georgetown.edu](mailto:riddera@georgetown.edu) and list the complete course name and number. If approved, we will clear you to enter the additional course(s) on your registration.
  - **Non-Liberal Studies courses:** Registration in courses in departments other than Liberal Studies must also be approved by Anne Ridder, and the tuition charged is at the Liberal Studies Degree Program rate. Make this request by email to Anne Ridder [riddera@georgetown.edu](mailto:riddera@georgetown.edu) and list the complete course name and number. If approved, we will tell you how to request that course. Our approval does not guarantee a place in the course. (Use the University schedule to find these courses).
5. **Add/Drop:** You may add/drop your courses online for either summer or fall term until 5:00 PM the day before the course begins. A drop or withdraw after that date must be made on a **Drop form through the graduate Liberal Studies office** - call us to fill out this form. Once the course has started, no one can be added into the course. Be sure and drop courses you decide against or you will continue to be billed. Only registered (not waitlisted) students may attend a class.
6. **Payment:** Log on to the *Student Access+* main menu and click on the “bill” link. This screen shows you your bill and also has information on how to pay your bill. If you are ready to pay your bill and have not received a bill, print out the *online* version, **write your name and student ID on top of the bill, and return it and your payment to Student Accounts** following the various payment plans on the Student Account website, [www.georgetown.edu/finaff/studacct](http://www.georgetown.edu/finaff/studacct) Summer bills are mailed by mid-May. Fall bills are mailed mid-July.

**For drops or withdrawals during or after the add/drop period or for any other problem, call us:  
Anne Ridder (202) 687-5706; Isaiah Wooden (202) 687-5913; Kelly Robbins (202) 687-0355**