

LIBERAL STUDIES DLS REGISTRATION INSTRUCTIONS, Summer/Fall 2008

Listed below are the instructions for Online Registration (begins April 2 at 9 AM) & payment for the summer/fall terms.

Call Dr. Chester Gillis, Director of Doctoral Studies, to discuss or set an appointment to discuss your registration plans/options for the summer and/or fall terms, 202-687-4514 or gillisc@georgetown.edu (New DLS students may register for summer courses and then register for the first of four Foundational courses in the fall with another course if desired.)

Please note: During the fall and spring terms for financial and other reasons, enrollment in two courses (6-credits) constitutes half-time status. During the summer term, one course constitutes half-time status. Check the Financial Aid Website for further information for Liberal Studies students who hold federal loans, <http://finaid.georgetown.edu/scs.htm>. Your balance must be below \$100 to register for summer and/or fall.

Watch the dates of the courses you select. Also watch for time conflicts - the end time of a course must not overlap the start time of another course -- even by just 5 minutes. The maximum class size is 20.

REGISTRATION PREPARATION

1. Schedules, course descriptions, and syllabi are on the LSP website, liberalstudies.georgetown.edu. Click the link titled "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 enter your term registration online.
2. Print out the online syllabus/i for the course(s) you choose. Make note of the location (building and room number) that is listed on your *online* registration report and bill. That is your syllabus for the course. Watch the web for revisions of the syllabi until the course actually begins.

STEPS TO ONLINE REGISTRATION

The Liberal Studies Registration screens in *Student Access+* "open" on April 2 at 9 AM for current and new DLS students.

1. **Log on to Student Access+** www.georgetown.edu/studentaccess with Net ID and Net ID password. Follow the instructions on the Net ID letter included with your acceptance packet.
2. **Click on "Registration Services"** and **select Add/Drop Waitlist** to register. **Enter your course(s)** – 6 credits (two courses) 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 any course appears "closed" or you get any unusual message when you attempt to register, please call Anne Ridder
202-687-5706.
3. **Exceptions to Online registration:**
 - a. **Credit limit:** Please contact Anne Ridder to register for more than 2 courses (6 credits). Provide us the complete course name and number, and pending approval, we will clear you to enter the additional course(s) on your registration.
 - b. **Non-Liberal Studies courses:** Discuss with Anne Ridder how to register in a course in a department other than Liberal Studies. The tuition charged is at the Liberal Studies DLS rate \$944 per credit.

4. **Add/Drop:** You may add/drop your courses online for the summer and/or fall terms until 5:00 PM the day before the course begins. Type in the course number and click on “Drop this course.” Registration changes after that date must be made on an Add/Drop form. Call us to fill out this form.

5. **Payment:**
 - a. As of summer 2008 through spring 2009 the Liberal Studies tuition for DLS students is \$944 per credit hour.
 - b. The payment deadline for **receipt** of payment is May 16 for the summer term and Aug. 27 for the fall term.
 - c. The University Registrar now charges a **new** student 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.
 - d. Go 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 along with your payment to Student Accounts** following the various payment plans on the Student Account website, www.georgetown.edu/finaff/studacct. Student Accounts mails summer bills mid-May, and fall bills mid-July.

DLSonlinebc