

LIBERAL STUDIES DLS REGISTRATION INSTRUCTIONS, SPRING 2011

The following instructions are for Online Registration and Payment for the Spring 2011 term.

Please note: During the fall and spring terms for financial aid and other reasons, enrollment in two courses (6-credits) or the Comprehensive Exam Preparation or Thesis Proposal or Thesis Writing courses (available fall and spring terms, only) constitute half-time status. Check the Financial Aid Website for further information, rules and regulations regarding federal and or private loans, finaid.georgetown.edu/scs.htm.

Check the dates of your course and use the schedule on the Liberal Studies website and your professor's syllabus to verify the exact dates, times, and location of your course. Liberal Studies courses begin after the Martin Luther King Holiday starting on Jan. 18th. 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. **Attendance at the first class meeting of any course is required** so check your personal calendar carefully before registering for any course. **Students are Withdrawn** from course if they miss the first class meeting.

REGISTRATION PREPARATION

1. **Your current student account balance must be below \$2000.00 to register *online* now for the spring term.** 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, under the link for Schedule. Use your Net ID/MYACCESS to register online.
3. Printout the online syllabi for the courses you choose. Make note of the location (building and room number) that is listed on your online registration report and bill. It should match the syllabus information. **Keep this information for your class.**
4. If you plan on pursuing a *DLS Directed Reading* course for the spring- please down-load the form from our website. First obtain approval from Dr. Ambrosio for the proposed course and mentor and then complete the form and return it for approval to Dr. Ambrosio. Contact Anne Ridder regarding the course number and registration which she will handle with the Registrar..
5. Students who have completed all 36 credits (no I grades) are eligible to register for *DLS Comprehensive Examination Prep*, LSHV-993-01, 0 credits, \$75.00, no class meetings, half time status. Down-load the Comp Exam Information/Check List from the DLS website. Register by Jan. 12 and return checklist no later than Jan. 21st.
6. Upon successful completion of the Exams, students register in the first term of thesis writing in *DLS Thesis Proposal & Writing*, LSHV-995-01, 0 credits, \$1000, half-time status. In the 2nd semester of thesis writing, students register in *DLS Thesis Writing*, LSHV-996-01, 0 credit, \$1000, half-time status. There are no class meetings, rather scheduled meetings with thesis mentor.
7. Study Tours with Liberal Studies course numbers and Georgetown departmental courses may be registered online but require approval from Dr. Ambrosio. Contact Anne Ridder for assistance in registering for courses that are approved but are offered by other departments.

PAYMENT

1. Liberal Studies DLS tuition is \$1036 per credit hour through Spring 2011.
2. The receipt of payment deadlines for the Spring is Jan. 12, 2011. Follow payment instructions on your bill to avoid the late fee of \$80 which will be charged if payment is made after the 12th.
3. No other fees should appear on your bill. Call Anne Ridder (202-687-5706) if other fees appear.

STEPS TO ONLINE DLS REGISTRATION, SPRING 2011

The Liberal Studies Registration screen in *MYACCESS* “opens” on Nov. 8 at 9:00 AM.

1. **Log on to MYACCESS** using your Net ID and Net ID password. Current students who have not activated their Net ID may call the Help Desk (202-687-4949) for assistance. New students should follow the instructions on the NetID letter included with your acceptance packet.
2. **Click on “Registration Services”** and select **ADD/DROP** to register.
3. **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 5 digit CRN (Course Reference Number) and then click Submit.
 - a. If you do not get the courses you selected then go to the Add/Drop feature and choose the WaitList option. The message “**Section Closed with Waitlist,**” it means that the course already has 20 students enrolled, but you can add yourself to the Waitlist. (The *Thesis Proposal Workshop* sections and courses originating in the Prince Alwaleed Center for Muslim-Christian Understanding have lower enrollment caps.)
 - b. To Waitlist a course, type in the course and CRN numbers 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:

- a. You may Waitlist yourself for more than one course (in excess of the credits registered).
 - b. 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.
 - c. The Waitlist for Spring courses will be activated and spaces offered (if available) on Dec. 10; Jan.10, and each day following until 5 PM the day before the first class meeting of each course. Check your email after the dates listed above for “waitlist winner” message in the event a space has opened. You are only added to a course if you get this message and reply to this message. No Waitlist spaces are offered after 5 PM the day before a class begins.
 - d. You may not register for or attend a course after its first class meeting.
 - e. If you change your mind and you want to drop a course or remove yourself from a Waitlist, follow the change or drop course messages. ***Please remove your name from all Waitlists once you are set with your schedule to open the space as a courtesy to other students.***
4. **Exceptions to Online registration:**
 - a. **Credit limit:** Students must send an email request to Anne Ridder (riddera@georgetown.edu) to register for more than 2 courses (6 credits). List the complete course name and number. If approved, we will clear you to enter the additional course(s) on your registration.
 - b. **Non-Liberal Studies courses:** Send an email request to or meet with Dr. Ambrosio (ambrosif@georgetown.edu) to request registration in courses in departments other than Liberal Studies. The tuition charged is at the Liberal Studies Degree Program rate. List the complete course name and number and CRN. If approved by Dr. Ambrosio for your program and with email approval by the professor, we will assist you in your registration for the course. Our approval does not guarantee a place in the course. (Use the University schedule to find these courses). (Use the University schedule to find these courses.)

Also note: Liberal Studies courses begin after the MLK holiday, starting Jan. 18. Follow the exact dates on each of your course syllabi. All other University departmental courses (HIST, GOVT, INAF, etc.) begin Jan. 12 and follow the Mon/Wed rule for scheduling and attendance).

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5. **Add/Drop:** You may add/drop your courses online for the Spring 2011 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** - call or email Anne Ridder to fill out and sign the form and send it to the Registrar. No one can register into a course that has already met. Be sure and drop courses you decide against or you will continue to be billed. **Only students officially registered and on the course roster prior to the first class meeting may attend the course, i.e. no visitors or waitlisted students may attend the first class meeting. Do not seek permission to attend from the professor.** The Registration system is fair. All enrollment questions/problems are handled through the Graduate Liberal Studies Dean's office, lsp@georgetown.edu or 202-687-5706;5913.
6. **Withdrawal from Courses:** You may withdraw from a course up until but **before** the last class meeting. The grade of **W** will be shown on your student transcript. To withdraw, call Jonathan Henry (202-687-5913) or Anne Ridder (202-687-5706) who will complete and submit the Withdraw form. Check the Registrar's table for refund amounts <http://registrar.georgetown.edu/tuition/>.
7. **Payment:** Log on to the *MyAccess* and follow online instructions for bill payment. This screen has information on how to pay your bill following the various payment plans on the Student Account website, www.georgetown.edu/finaff/studacct.