

LIBERAL STUDIES MALS REGISTRATION INSTRUCTIONS, SPRING 2012

The following instructions are for Online Registration and Payment for the Spring 2012 term.

Please note: During the fall and spring terms for financial aid and other reasons, enrollment in two courses (6-credits), enrollment in *Thesis Writing/Thesis Research* courses, or enrollment in *Thesis Proposal Workshop* and one 3 credit course constitutes half-time status. Check the Financial Aid Website for further information for Liberal Studies students who hold federal 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 and times of your course. Liberal Studies courses begin on or after Jan. 11th. 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 **Students are Withdrawn** from course if they miss the first class meeting.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 IDMYACCESS to register online.
3. Print 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 your syllabus information. **Keep this for your class.**
4. Your curricular field is coded *Individualized Studies* when you enter the program. You may choose one of the other thirteen fields if you wish at any time after you are admitted. Fax (202-687-7299) or email (riddera@georgetown.edu) your curricular field choice or change.
5. Students in or after their final semester of courses who have chosen a topic and secured a faculty mentor and are ready to begin the preparation of a Thesis Proposal and may register for the 0 credit, 0 tuition *Thesis Proposal Workshop*. The course is offered each term. Go to the Resource/Policy section on the MALS website and read the Thesis Requirement information. **The 0 credit *Thesis Proposal Workshop*, taken in conjunction with a 3-credit course, constitutes half-time enrollment status for federal loan purposes, etc. during the Fall and Spring terms. You must confirm this status with your loan counselor and work with the registrar to mark this status on your record.**
6. Students should register for the spring *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* this fall. 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 Federal loan purposes, etc.
7. MALS students currently enrolled in the *Thesis Research/Thesis Writing* courses who do not plan to complete their theses by Dec. 3, 2011 **must** register now for *Continuous Registration* (0 credit, 0 tuition) for the Spring 2012 term to remain "active" in the Student Information System through degree completion. Note: This 0 credit course, *Continuous Registration*, may affect the status of students with Federal loans since it does not have half-time status.
8. Study Tours with Liberal Studies course numbers and Georgetown departmental courses may be registered online but require program approval, riddera@georgetown.edu, prior to the registration for these courses. Only 1 Study Tour may count toward your MALS degree.

PAYMENT

1. Liberal Studies tuition is \$866 per credit hour through Spring 2012.
2. The receipt of payment deadlines for the Spring is Jan. 11, 2012. Follow payment instructions on your bill to avoid the late fee of \$80.
3. The University Registrar 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.

STEPS TO ONLINE MALS REGISTRATION, SPRING 2012

The Liberal Studies Registration screens in *MyAccess* “open” on Nov. 7 at 9:00AM.

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 Net ID 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. **There is no longer a Waitlist Option for Liberal Studies courses – registration is accepted only if a space is available. If the course max is reached, the course will be closed and only reopen in the event of a student dropping the course. No course may be added to your schedule after 5 PM the night before it begins, even if a space should occur after the first class meeting.**
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 Anne Ridder (riddera@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, 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). A maximum of two courses, 6 credits may be taken in courses outside of Liberal Studies or transferred from other graduate programs to Liberal Studies upon approval as noted above. (Use the University schedule to find these courses).
5. **Add/Drop:** You may add/drop your courses online for the Spring 2012 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** - email Anne Ridder, riddera@georgetown.edu, to fill out and sign the form and send it to the Registrar. No one can register into a course that has started. 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 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, email Anne Ridder 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.