

## LIBERAL STUDIES MALS REGISTRATION INSTRUCTIONS, SPRING 2010

The following instructions are for Online Registration and Payment for the Spring 2010 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](http://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 after the Martin Luther King Holiday starting on Jan. 19<sup>th</sup>. 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 Students are Withdrawn from course if they miss the first class meeting.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](http://liberalstudies.georgetown.edu), under the link for Schedule. Use your Net ID 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. **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 ([lsp@georgetown.edu](mailto:lsp@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. Notify your loan counselor and Anne Ridder to work with the registrar to mark this status.**
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. Master's students currently enrolled in the *Thesis Research/Thesis Writing* courses who do not plan to complete their theses by Dec. 3, 2009 **must** register now for *Continuous Registration* (0 credit, 0 tuition) for the Spring 2010 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 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](mailto:riddera@georgetown.edu), prior to the registration for these courses.

### PAYMENT

1. Liberal Studies tuition is \$793 per credit hour through Spring 2010.
2. The receipt of payment deadlines for the Spring is Jan. 13, 2010. 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 PRE-REGISTRATION, SPRING 2010

The Liberal Studies Registration screens in *MyAccess* “open” on Nov. 2 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 Pre-Registration** 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. Through Dec. 4 your course selections are listed as pre-registered courses. On Dec. 4<sup>th</sup> you will receive your schedule and will be able to go to your bill on MyAccess
  - b. 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.)
  - 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:**

- 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. 9; Jan. 9, and each day following until the end of the Add/Drop period, Jan. 18. Check your email after the dates listed above to see if a space has opened & you are offered the spot as a “waitlist winner.” Additional Waitlist spaces are not offered after 5 PM the day before the class begins.
  - d. You may not register for 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 a 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](mailto: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](mailto: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. Also note: LSP courses begin after the MLK holiday, starting Jan. 19, follow dates on your course syllabus; all other University departmental courses begin Jan. 13 and follow the Mon/Wed rule for scheduling).

5. **Add/Drop:** You may add/drop your courses online for the Spring 2010 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 us 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 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](mailto: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](http://www.georgetown.edu/finaff/studacct).

## **LIBERAL STUDIES DLS PRE-REGISTRATION INSTRUCTIONS, SPRING 2010**

The following instructions are for Online PRE-Registration and Payment for the Spring 2010 term.

**Please note:** During the fall and spring terms for financial aid and other reasons, enrollment in two courses (6-credits) 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](http://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. Graduate Liberal Studies courses begin after the Martin Luther King Holiday, starting Jan. 19<sup>th</sup>. Non-Liberal Studies courses (other Grad. Department courses) follow the main campus calendar and begin on Jan. 13 following the Monday/Wed. rule. 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](http://liberalstudies.georgetown.edu), under the link for Schedule. Use your Net ID 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. **Keep this for your class.**
4. If you plan on pursuing a Directed Reading course for the fall- please down-load the form from our website. First obtain approval from Dr. Reynolds for the proposed course and mentor and then complete the form and return it for approval to Dr. Reynolds. Then a course number will be assigned and you may register for the 3 cr. Course.
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. A check list and further information will be sent to those students after Dec. 9<sup>th</sup>.
6. Upon successful completion of the Exams, students register in first term of thesis writing in DLS Thesis Proposal & Writing, LSHV-999-01, 0 credits, \$1000, half-time status. In the 2<sup>nd</sup> semester of thesis writing, students register in DLS Thesis Writing, LSHV-997-01, 0 credit, \$1000, half-time status. There are no class meetings, rather scheduled meetings with thesis mentor.
8. Study Tours with Liberal Studies course numbers and Georgetown departmental courses may be registered online but require program approval, [riddera@georgetown.edu](mailto:riddera@georgetown.edu), prior to the registration for these courses.

### **PAYMENT**

1. Liberal Studies tuition is \$944 per credit hour through Spring 2010.
2. The receipt of payment deadlines for the Spring is Jan. 13, 2010. Follow payment instructions on your bill to avoid the late fee of \$80.

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2. **Click on “Registration Services”** and **select Pre-Registration** 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. Through Dec. 4 your course selections are listed as pre-registered courses. On Dec. 4<sup>th</sup> you will receive your schedule and will be able to go to your bill on MyAccess
  - b. 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.
  - 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.

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  - c. The Waitlist for Spring courses will be activated and spaces offered (if available) on Dec. 9; Jan. 9, and each day following until the end of the Add/Drop period, Jan. 18.
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4. **Exceptions to Online registration:**
    - a. **Credit limit:** Students must send an email request to Anne Ridder ([riddera@georgetown.edu](mailto: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:** Consult with Dr. Reynolds regarding selection of courses from other departments and work with Anne Ridder regarding registration in these courses. ([riddera@georgetown.edu](mailto:riddera@georgetown.edu)) The tuition charged is at the Liberal Studies Degree Program rate. List the complete course name and number and CRN. (Use the University schedule to find these courses). Also note: LSP courses begin after the MLK holiday, starting Jan. 19, following the dates on your course syllabus; all other University departmental courses begin Jan. 13 and follow the Mon/Wed rule for scheduling).
  5. **Add/Drop:** You may add/drop your courses online for the Spring 2010 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 us 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.
  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 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](http://www.georgetown.edu/finaff/studacct).