**Explanation of Search Terms**

**Search Term Definition**

**Subject** (required field): Area of study (e.g., Chemistry). Highlight all fields to search all subjects at once

**Course**: Course number

**Title**: The title of the course from the course catalog. If you search by title, you can enter any part of the title for it to be found in the search

**Credits**: Total number of credits a course is worth

**Campus**: Law or Main

**Part of Term**: Session description for courses grouped by dates

**Instructor**: Course instructor

**Attribute**: Search for courses that meet a particular requirement

**Start**: Search for classes that start no earlier than specified time

**End**: Search for classes that end no later than specified time

**Days**: Search for classes that meet only on specified days

**Keywords**: Keyword search against Subject, Title, and Instructor

**Description of Search Results Headers**

**CRN**: Course Reference Number – Identifies a specific section of course

**Subj**: Letter code for the subject of the course

**Crse**: Number code for the Course Number

**Sec**: Course section

**Cmp**: Campus; LW=Law, MC=Medical, MN=Main

**Title**: Title of the course

**Days**: Days of the week the course meets

**Time**: Time of day the course meets

**Cap**: The total number of seats for a course

**Act**: Actual number of seats for course

**Rem**: Remaining seats

**Instructor**: Instructor(s) of course

**Date**: (MM/DD), Semester dates

**Location**: Location where the course will meet

**Attribute**: Indicates course meets a particular requirement in the curriculum

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**Undergraduate and Graduate Student Registration Guide**

**Log into MyAccess**

MyAccess is part of the new Georgetown University student information system.

Go to [myaccess.georgetown.edu](http://myaccess.georgetown.edu) and enter your NetID and password to log in. Be aware that after 30 minutes of inactivity, the system will automatically log you out.

**Getting Help**

For class and registration questions contact the University Registrar at univregistrar@georgetown.edu (202) 687 - 4020

For connection or login problems contact your technical help desk

- Student Technology Services Help Desk (Main Campus)
  techhelp@georgetown.edu (202) 687 - 4577

- MSB Technology Center (MSB Students)
  msb-help@msb.edu (202) 687 - 4721

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**Tip!**

There is no need to change the way you request courses. MyAccess Preregistration awards courses the same way as Student Access+. For more info see: [http://registrar.georgetown.edu/](http://registrar.georgetown.edu/)

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Stay Tuned for More from MyAccess…

Future MyAccess services will include student account management and financial aid information
Pre-registration

Register for Fall 2009 in MyAccess. Register for Summer 2009 in Student Access+. Check registrar.georgetown.edu for registration dates and details.

Review Degree Audit and Transcripts

Go to myaccess.georgetown.edu and navigate to Student Access+ to review your Degree Audit and Transcripts.

Build, Save, and Submit Your Fall 2009 Schedule

1. Go to myaccess.georgetown.edu
2. Select the MyAccess link
3. Log into MyAccess
4. From the Main Menu Choose Student
5. Choose Registration
6. Choose Preregistration
7. Choose Pre-Register
8. Enter CRN for a course section or choose Search to find your desired class
9. Indicate section preference
10. Repeat steps 8 and 9 to fill your Preregistration requests
11. Choose Save My Requests
12. Come back later to edit or choose Submit My Requests and Confirm or Cancel your course requests

Reminder: Check Registration Restrictions
Click on the CRN, then the course title. Any restrictions that exist will appear on the “Detailed Class Information” Screen

View Pre-registration Results

From the Main Menu
1. Choose Student
2. Choose Registration
3. Choose Preregistration
4. Choose View
5. View your registration results. If you are satisfied with your schedule then select Exit to log out of MyAccess. If not, complete the following actions to add, drop, or waitlist a class

Pre-registration Completion: Add or Waitlist Classes

1. Choose Add or Drop Classes from the Registration menu
2. Your current schedule will appear
3. In the Add Classes Worksheet section enter CRN(s) for classes you would like to add/waitlist or select Class Search
4. Choose Submit Changes
5. Your revised schedule will reflect the changes

Pre-registration Completion: Drop Classes

1. Choose Add or Drop Classes from the Registration menu
2. Your current schedule will appear
3. To drop a class choose Drop from the Action column
4. Choose Submit Changes
5. Your revised schedule will reflect the changes

Tip! The key to selecting classes is the CRN = Course Reference Number

A CRN identifies a specific section of a course and is a 5 digit number. It will accompany every course listing, but is different from the course name and section. For example, the CRN for THEO 001-01 is 13377