DLS/MALS REGISTRATION INSTRUCTIONS, SUMMER AND FALL 2013

The following instructions are for Online Registration and payment for the summer and fall 2013 terms.

Please note: Enrolling in a 3-credit course in the summer constitutes half-time enrollment status. During the fall and spring terms for financial and other reasons, enrollment in two courses (6-credits) or one 3-credit course and the 0 credit MALS Thesis Proposal Workshop constitutes half-time enrollment status. See further explanation below and also check the Financial Aid Website for further information for Liberal Studies students who hold federal loans, http://finaid.georgetown.edu/scs.htm. DLS, please consult your Handbook regarding procedures and registration for Comprehensive Exams, DLS Thesis Proposal Prep/Thesis Writing, and DLS Thesis Writing courses which are listed for Fall and Spring registration, not summer. Those courses are 0 credit, but constitute half-time enrollment status.

Note 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. You may not enroll in courses whose schedules conflict or overlap, even just by 5 mins. Our courses may not follow the exact start and end date noted by the Registrar for either term, so attention to the schedule on the Liberal Studies website and the dates on your professor’s syllabus are critical. Some summer courses are Sat. classes only; other week night courses may schedule 1 or more Sat. classes as part of their overall schedule. The maximum class size is 20. The Banner MYACCESS system of registration offers direct registration, there is no wait list option. In the event the course has reached its max enrollment, it will be closed; however, if a space opens later, you may try again to register into the course.

1. **Your current student account balance must be below $100.00 to register online now for Summer and beginning April 2nd, the Fall term.** Call Student Accounts, 202-687-7111 with questions regarding your account should there be questions after you view it on MYACCESS.

2. Schedules, course descriptions, and syllabi that professors have submitted are on the LSP MALS and DLS website, liberalstudies.georgetown.edu. 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 register online.

3. Print out the online syllabus(i) 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. Study Tours with Liberal Studies course numbers and Georgetown departmental courses can be registered online but require Anne Ridder’s (MALS) or Dr. Frank Ambrosio’s (DLS) approval prior to registering for these courses.

**PAYMENT**

1. Liberal Studies tuition is $946(MALS), $1183(DLS) per credit hour beginning this summer term through spring 2013. Three credit courses are $2838 for MALS and $3549 for DLS.

2. The receipt of payment deadlines are May 16 for the summer term; Aug. 27 for the fall term. Follow payment instructions on your bill which is posted on MYACCESS to avoid late charges.

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.
Liberal Studies Registration is open now for summer and opens on April 2 for fall for all current students whose student account balance is less than $100 and for new Liberal Studies students. Follow the MYACCESS directions for registration for both terms.

Note: You may not register for a course after it has had its first class meeting, and you must attend the first class meeting – do not register for a course where the first class would be a conflict for you – you will be withdrawn from any course if you miss the first class meeting.

1. Exceptions to Online registration:
   a. **Credit limit**: Students may register for 3 courses (9 crs.) but are advised to discuss this course load with Anne Ridder, riddera@georgetown.edu, prior to enrollment in regard to progress in program, current GPA, and to review the absence/incomplete work policies.

   b. **Non-Liberal Studies courses**: Registration in courses in departments other than Liberal Studies must also be approved by Anne for MALS students and by Dr. Ambrosio for DLS students. The tuition charged is at the Liberal Studies rate. Make this request by email to riddera@georgetown.edu or for DLS students, ambrosif@georgetown.edu, and list the complete course name and number. If approved, we will tell you how to request that course. Our approval does not guarantee a place in the course. Use the University schedule to find these courses. For DLS: upon Dr. Ambrosio’s approval for Directed Reading or departmental courses, work with Anne Ridder to complete your registration with the Registrar.

2. **Add/Drop**: You may add/drop your courses online for either summer or fall term through May 29th for summer courses and Sept. 7 for fall courses to obtain the full refund for the course. A withdraw or change/correction after the close of Add/Drop must be made on a Drop form through the graduate Liberal Studies office – email this request or come in person to complete the form, and we will submit it to the Registrar’s office for processing. Once a course has started, no one may be added into the course. Be sure and drop courses you decide against or you will continue to owe full tuition for the course. Only registered students may attend a class. No visitors may go to a first class - only officially registered students. View your schedule and account on MYACCESS to be sure your transcript and account reflect your attendance and tuition payment plans for each term.

3. **Payment**: **Bills are not mailed to students.** View your bill on MYACCESS and follow the instructions regarding payment. Check www.georgetown.edu/finaff/studacct in regard to payment/billing questions.

For drops or withdrawals during or after the add/drop period or for any other registration concerns, email riddera@georgetown.edu or call Anne Ridder (202)687-5706. DLS students, please contact Dr. Ambrosio, ambrosif@georgetown.edu regarding your course selections and any particular registration questions outside the general registration process. Check the refund schedule for both terms on the Registrar’s website – the withdraw refund is prorated through the first half of each semester and then goes to zero refund for remainder of the term.