Pre-Registration Quick Start Guide for Students

Use the following procedure to pre-register for courses.

1. Log in to MyAccess using your NetID and password.
2. Go to the Student Tab and click the Pre-Registration link in the menu.
3. Select the term for which you are eligible to pre-register.
4. Enter the number of credits you intend to take this term in the Desired Load field.
5. Enter the course for which you want to pre-register in the primary request column.
   a. If you do not know the CRN for the course, click the Search button to access the Search for a course.
   b. If you would be satisfied to be pre-registered in any section of the course you’re requesting, select Yes in the Any Section column for the course.
6. Next, add an Alternate for each primary request. The Alternate selection should be a different section of the same course, or satisfy the same requirement.
7. If any of your primary choices is full, the Registrar will attempt to add you into the alternate choices. If you do not list alternate sections, you severely reduce your chances of getting a full schedule.
8. If you are ready to submit your selection for approval, click Submit. If you are not ready to Submit, click Save Selections and you may make changes until Pre-registration closes. Remember, your Pre-registration is not complete until you click Submit.
Fall 2017 Pre-Registration Instructions
Health Care Administration & Health Policy Analysis Majors

Pre-Registration Available on MyAccess: April 03–April 12
Students should pre-register for their major courses by year as outlined below. Many of these courses are only offered in the Fall semester, so it is important to closely follow your program of study!

Questions/Concerns? Click here to make an appointment with your academic advisor: http://nhs.georgetown.edu/students/undergraduates/advising/appointment/

SECOND YEAR REQUIREMENTS

- HESY 170 Health Care Systems Economics FALL ONLY
- HESY 184 Epidemiology FALL ONLY
- HESY 160 Health Promotion (limited number of seats; students can alternatively take HESY 160 in the spring) or Core Requirement/Elective

THIRD YEAR REQUIREMENTS

- HESY 191 Managerial Ethics* FALL ONLY
- ACCT 001 Accounting*
- HESY 204 Organizational Theory* FALL ONLY (Note: Administration majors take this course during their third year, policy majors during their fourth year)
- Health Policy Electives+ (Note: See your Advising Dean for list of policy electives)

FOURTH YEAR REQUIREMENTS

- HESY 368 Budgeting/Fiscal Management* FALL ONLY
- HESY 376 Health Quality Internship* FALL ONLY
- HESY 204 Organizational Theory+ FALL ONLY (Note: Administration majors take this course during their third year, policy majors during their fourth year)
- HESY 472-02 Analytical Methods for Policy Evaluation+ FALL ONLY
● **Health Policy Electives**+ (Note: See your Advising Dean for list of policy electives)

**PLEASE NOTE—**

* Denotes courses that are required for the Health Administration Track but are *NOT* required for the Health Policy Analysis Track

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**NOTE—** *If you are completing pre-med requirements, please see your Academic Affairs Advisor for further instructions.*