FALL 2016 TRANSFER STUDENT REGISTRATION

Dear Incoming Transfer Student:

Welcome to Johns Hopkins University! This document contains important information about registering for classes in ISIS Self-Service for Students. If you should have any registration related problems or questions please email webregistration@jhu.edu.

PREPARATION FOR REGISTRATION (PRIOR TO JUNE 29TH)
ISIS for Students: You will be automatically logged out after 5 minutes of inactivity. Should your session time out, you will need to log in again to complete unprocessed transactions.
1. Periodically check the Announcements page for updates. Announcements will appear on the first page when you log in, or go to Personal Info and Announcements if you are on another page.
2. Ensure your browser is accurately set-up for ISIS for Students.
   a. Go to isis.jhu.edu
   b. Click on “browser requirements” near the bottom of the page
3. Check ISIS for Students to see if you have holds. If you see the word “Alerts” in red above the toolbar, click to see what is required to release the hold(s). Once you have completed what is required, the alert disappears the next time you log back into ISIS for Students.
4. If needed, update your biographical and address information (under Personal Info/Summary)
5. If needed, fill in emergency contact and family info (under Personal Info)

My Cart: You are able to select possible courses and add them to your cart within ISIS Self Service. To add courses to My Cart:
1. Go to isis.jhu.edu
2. Sign in with your JHED ID and enter your password
3. Under Registration, select Search for Classes
4. Select Fall 2016 from the dropdown
5. After searching for and finding your class, check Select and click Add to Cart.
6. When finished adding all of your classes to your cart, close your browser by using the red X in the upper right hand corner of the screen (PC) or by using the red dot in the upper left hand corner of the screen (MAC).

REGISTRATION (BEGINNING JUNE 29TH)
If you chose to add courses to My Cart prior to your registration date, you must complete these steps to register:
1. Go to isis.jhu.edu
2. Sign in with your JHED ID and enter your password
3. Under Registration, select My Cart
4. Ensure the Academic Period is set to Fall 2016
5. Check the box on the right for each course in My Cart that you wish to register for
   NOTE: courses are processed in the order that they appear. Drag & drop to re-order your course list.
6. Click Register at the bottom of the screen

If you do not currently have courses in My Cart, you may also register by searching for classes:
1. Go to isis.jhu.edu
2. Sign in with your JHED ID and enter your password
3. Under Registration, select Search for Classes/Registration
4. Ensure the Academic Period is set to Fall 2016
5. Search for classes
6. Check the box on the right to Select the course
7. Click Register at the bottom of the screen

If you need to make changes to your registration:
1. Go to isis.jhu.edu
2. Sign in with your JHED ID and enter your password
3. Under Registration, select Add/Drop Classes
4. Check the box on the right for each undesired courses to Drop and click Drop Class.
5. Check your course schedule for conflicts. Under Registration, select My Class Schedule, and then click on Weekly Calendar (Please review the policy on Prohibition on Registering for Courses that Meet at the Same Time which can be found in the Undergraduate handbook)
6. To print a copy of your schedule, select Print my class schedule in the Actions box on the right