JOHNS HOPKINS UNIVERSITY
Office of the Registrar—Homewood Campus

FALL 2016 ONLINE REGISTRATION INSTRUCTIONS FOR GRADUATE STUDENTS

ALL FULL-TIME AND PART-TIME GRADUATE STUDENTS WILL HAVE ACCESS TO ONLINE REGISTRATION FOR FALL 2016

- Online Registration begins on MONDAY, APRIL 18, 2016 at 7:00 AM
- Online Registration ends on SUNDAY, OCTOBER 16, 2016 at 11:59 PM
- Part-time graduate students are limited to two courses per semester
- Continuing Non-Resident students are able to register online
  - AS.910.600 for non-resident Arts & Sciences students
  - EN.910.600 for non-resident Engineering students
- All graduate students must register whether or not they have completed their course work.
  - The University requires that all students be registered in the semester in which they complete their degree.

EFFECTIVE SUMMER 2016, ALL ENGINEERING GRADUATE-LEVEL STUDENTS MUST BE ENROLLED IN AT LEAST 9.0 CREDITS TO MAINTAIN FULL-TIME STATUS. PLEASE CONTACT YOUR ACADEMIC DEPARTMENT FOR ADDITIONAL INFORMATION.

PRIOR TO REGISTRATION:

1. You must see your faculty advisor to release the registration advising hold. If you register in person, and your Alert has not been cleared, you must have a signature from your advisor.
2. 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.
3. Update biographical and address information (under Personal Info/Summary)
4. Fill in emergency contact and family info (under Personal Info)

ACCESSING ISIS FOR STUDENTS: (NOTE: you will be automatically logged out after 5 minutes of inactivity. You need to log in again to complete whatever transactions you wish to process.)

1. Go to isis.jhu.edu
2. Sign In and enter your JHED ID and password
3. Point to Registration
4. Click on Search for Classes/Registration
5. Select the academic period Fall 2016, enter the course number, and then click Search
6. To choose your preferred section, enter a check mark in the select box on the far right
7. Click on Register
8. Under Registration/My Class Schedule
   a. Click on Weekly Calendar and check your course schedule for conflicts
   b. Under Actions, click on Printable confirmation for Enrollments and print for reference and receipt.
9. Close your browser

CHANGING YOUR REGISTRATION—after registering for at least one course, please follow these instructions to change your registration:

1. Go to isis.jhu.edu
2. Sign in with your JHED ID and password
3. Point to Registration, select Add/Drop Classes
4. Adding a class
   a. if you don’t know exactly which class you wish to register for, click the Search for Classes link.
   b. if you know the Course ID for the intended class, select the Quick Add link
5. Dropping a class
   a. check the box on the right for each undesired course to Drop, then click Drop Class
TO REGISTER FOR AN 800 LEVEL COURSE:
1. Go to the Registrar’s Office Homepage at http://www.jhu.edu/registrar,
2. Click on Schedule of Classes
3. Locate the course and section that corresponds to your faculty sponsor (make note of the section number)
4. Return to ISIS and register for the section that corresponds to your faculty sponsor

LATE REGISTRATION FEES are assessed beginning on Thursday, September 8th, 2016. Fees are as follows:

- $200.00 for registrations during Thursday, September 8th, 2016 through Wednesday, September 14th, 2016
- $300.00 for registrations on or after Thursday, September 15th, 2016

NOTE: online registration will NOT be available for:

- Interdivisional registration
- Cooperative registration
- Permission required/instructor consent courses
- Late registration
- Visiting Students
- Study Abroad/Study Away students
- Post Doctorate students

Did you know that you can search for a class in any JHU division, except Medicine? Visit isis.jhu.edu/classes to create your own customized search using options such as school, campus, instructor, and other criterion!

If you cannot remember your JHED ID, go to my.jhu.edu and search under “People” (upper right hand side). Type in your name and your JHED ID will be listed. For problems accessing the system, the Support Center at 410-516-HELP [4357] is available 24 hours, 7 days a week. If you should need assistance setting up your Browser, go to isis.jhu.edu, scroll down and click on Browser requirements.