JOHNS HOPKINS UNIVERSITY  
Office of the Registrar—Homewood Campus

GRADUATE STUDENT  
SPRING 2016 COURSE DEADLINES

**ONLINE and IN-PERSON COURSE ADD and DROP**  
January 25th through 4:30 PM on February 5th  
In-Person requires the signature of your Faculty Advisor or Department Chair  
Online requires that your Faculty Advisor releases the Advising Hold  

**LATE REGISTRATION FEE ASSESSED FOR INITIAL REGISTRATION ON OR AFTER FEBRUARY 1ST**

**NO DROPS DURING THE WEEKEND**  
February 6th through February 7th

**COURSE ADDS AND DROPS RESUME**

<table>
<thead>
<tr>
<th>IN-PERSON</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 8th through March 4th</td>
<td>February 8th through March 6th</td>
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<tr>
<td>Faculty Advisor or Department Chair signature is required for all AS and EN students</td>
<td>Faculty Advisor must release the Advising Hold</td>
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**CHANGE TO AUDIT**  

**IN-PERSON ONLY**

on or Before April 15th

**COURSE WITHDRAWALS**

(“W” on transcript)  

**IN-PERSON ONLY**

March 7th through April 15th

- **AS**—3 signatures required (in order as listed):
  1. Instructor
  2. Department Chair
  3. Renee (Seitz) Eastwood, Director of Graduate Academic Affairs
     (Wyman Park Building 6th Floor)

- **EN**—3 signatures required (in order as listed):
  1. Instructor
  2. Advisor/Department Chair
  3. Christine Kavanagh, Director of Academic Affairs (Shaffer 103)
GENERAL POLICY FOR SHORT COURSES (unless otherwise noted)
CONTACT THE OFFICE OF THE REGISTRAR FOR A FULL LIST OF SHORT COURSES

1. Add is permitted during the first week of the course.
2. Drop is permitted during the first week of the course.
3. Withdrawal with a "W" is permitted during the second week of the course.
4. Changing to P/F or AU are permitted up to the end of the second week of the course.