The Office of the Registrar, located in the lower level of Garland Hall, is the office that is responsible for student registration, add/drop transactions, enrollment verification, and commencement. Here are a few other things that you should know:

- The Registrar’s Office website—www.jhu.edu/registrar—has information such as:
  - KSAS and WSE Catalog
  - Academic Calendar
  - Important Notices/Instructions
  - Transcript Requests
  - Information for Veterans Benefits
  - FERPA Rights and Forms
  - Course Schedule & Room Schedule
  - Grade Report Release Form
  - Final Examination Schedule
  - Student Health Insurance Information

- For specific add/drop/withdrawal deadlines and signature requirements go to www.jhu.edu/registrar. Click on Important Notices/Instructions and then select the appropriate category.

- Ensure that your Personal Information is always up-to-date. Go to isis.jhu.edu, sign in, enter your JHED LID and PASSWORD, point to Personal Info and review/update your Summary and Emergency Contact info.

- If you do not want the University to release directory information, you must submit the Request to Prevent Disclosure form. Just Click on the FERPA link for a copy of the Request to Prevent Disclosure form and a definition of directory information. The form must be submitted to the Office of the Registrar and requires a photo ID. The non-disclosure will remain in effect until the Office of the Registrar receives a written request to remove the non-disclosure status. You can review your FERPA rights at: http://www.jhu.edu/%7Eregistrar/notices/FERPANotification.pdf. If you want to exclude Johns Hopkins Enterprise Directory (JHED) information, go to http://my.jhu.edu and enter your JHED ID and password. Click on the myJhed tab at the top of the screen and follow directions under JHED Functions/Set Online Visibility.

- Email is the University’s official means for communicating with students. Outlook Live@Hopkins is the destination for e-mail sent to students of the University. All students are provided with an Outlook Live account and are required to set up their mailbox. If you have another e-mail account that you prefer to use, you may forward your e-mail to that account. If you need assistance creating an e-mail forward or if you have any problems or questions regarding your e-mail account, send an e-mail to consult@jhu.edu or contact the Student Technology Services student consultants at 410-516-4242. The consultants are also available in the Krieger Lab at 160 Krieger Hall.

- Check Announcements in ISIS for Students for updates. Go to isis.jhu.edu. Sign in > and enter your JHED ID and Password. Announcements will appear on the first page.

- If you change your Social Security Number (SSN), you must submit the change to the Registrar’s Office AND with your department employer if you are employed at JHU.

- To print your course confirmation, view class locations, and/or to see changes that may have been made to your schedule, go to isis.jhu.edu, enter your JHED ID and Password, Point to Registration and select My Class Schedule.

- Students may print their unofficial transcript. Go to isis.jhu.edu, sign in, enter your JHED ID and password, go to Registration/My Grades and click on View Unofficial Transcript.

- Official Transcripts may be requested in person, on-line, and by mail and pick-up is available in 2-5 business days. Go to www.jhu.edu/registrar, Undergrad and Grad Students, and then click on Transcripts/Verification for information on ordering transcripts.

- If you need enrollment verification for a financial lender, insurance company, or sponsor, etc, go to www.jhu.edu/registrar, Undergrad and Grad Students, and then click on Transcripts/Verification for additional information and a verification form.

- At the end of each semester, you can view and print your grade report. Go to isis.jhu.edu, sign in, and enter your JHED ID and Password. Point to Registration and select My Grades.

- Academic course information can now be viewed real-time at https://isis.jhu.edu/classes.