JOHNS HOPKINS UNIVERSITY
Office of the Registrar—Homewood Campus

FALL 2016 UNDERGRADUATE WEB REGISTRATION INSTRUCTIONS

REGISTRATION WILL BE IN CLASS ORDER STARTING AT 7:00 AM

| RISING SENIORS | Monday, April 4th |
| RISING JUNIORS | Wednesday, April 6th |
| RISING SOPHOMORES | Friday, April 8th |

Continuous registration available through Wednesday, August 31st

LATE REGISTRATION FEE ASSESSED FOR REGISTRATION ON OR AFTER MAY 2, 2016

Add Period September 1st through September 16th
Drop Period September 1st through October 16th

FALL 2016 TUITION IS DUE BEFORE AUGUST 27, 2016

You can view the Teacher Course Evaluations at http://web.jhu.edu/registrar/students/evaluations/. These course evaluations are written summaries, prepared by undergraduate volunteers and reviewed by undergraduate editors. It is suggested that you use these Teacher Course Evaluations as a reference tool prior to seeing your advisor and planning your Fall 2016 course schedule.

Prohibition on Registering for Courses that Meet at the Same Time
Registering for two classes that meet at the same time or overlapping times is not permitted except as a temporary measure during the first weeks of the semester when students are still deciding on which classes to take. By the end of the first two weeks of classes, students must address time conflicts in their schedules. [Policy located at http://e-catalog.jhu.edu/undergrad-students/academic-policies/registration-policies/#restrictiontext]

REGISTRATION PREPARATION—complete all of the following prior to Monday, April 4th

1. 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.

   | AS Academic Hold | advising@jhu.edu | (410) 516-8216 |
   | AS Pre-Graduation Hold | advising@jhu.edu | (410) 516-8216 |
   | Financial Hold | ebishop@jhu.edu | (410) 516-8158 |
   | Health Insurance Hold | jmckay3@jhu.edu | (410) 516-3328 |
   | International Hold | ois@jhu.edu | (667) 208-7001 |
   | Registrar’s Hold | mrsgray@jhu.edu | (410) 516-7116 |

2. If needed, update your biographical and address information (under Personal Info/Summary)
3. If needed, fill in emergency contact and family info (under Personal Info)
4. The myLearning “Lab Safety Tutorial” (required for enrollment in all lab courses) has a 4:30 AM—7:30 AM maintenance period wherein updates cannot be processed into ISIS. Please complete the Lab Safety Tutorial in advance of registration for your class, but no later than 3:30 AM on the day of registration.

Advising: You must see your advisor to release the Advising Alert. If you attempt to register in-person and your Alert has not been cleared, you will be sent to your advisor. If you have more than one major, you will have more than one Advising Alert. You must see each advisor to have the Alerts cleared.

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.
REGISTRATION—if you chose to add courses to My Cart prior to your registration date, please follow these instructions:

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

SEARCH FOR CLASSES—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

CHANGING YOUR REGISTRATION—if you need to make changes to your registration, please follow these instructions:

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, then click on Weekly Calendar
6. To print a copy of your schedule, select Print my class schedule in the Actions box on the right

OF IMPORTANCE:

500-level courses
   • In-person registration (unless otherwise noted in ISIS)
   • Requires a signature from full-time Homewood faculty sponsor
   • No more than 6.0 credits can be earned in one academic year (Summer through Spring)

600-level courses and above
   • Instructor’s signature required (unless otherwise noted in ISIS)
   • Faculty Advisor’s signature required (For EN Students ONLY)

Permission Required courses
   1. Seek permission from the instructor prior to registration and retain for yourself. There is no need to submit this to the Office of the Registrar, unless asked to do so.
   2. You may register or add the course online
   3. Registration or Adding without permission of the instructor puts you at risk of being removed from the course

Online Registration will NOT be available for
   • Interdivisional Registration
   • Cooperative Registration
   • Independent Study/Research/Internship (unless otherwise noted in ISIS)
   • Satisfactory/Unsatisfactory Grading Option
   • Graduate-Level Courses (unless otherwise noted in ISIS)
   • Late Registrations
   • Part-time students/pay-per-credit

Special Note: International students with an F or J Visa status: it is extremely important to have 12 credits of course work at all times in order to maintain your status as a full-time student. If you have questions, please call the Office of International Services – (667) 208-7001, or email ois@jhu.edu.