### JOHNS HOPKINS UNIVERSITY

Office of the Registrar – Homewood Campus

## **SPRING 2015 REGISTRATION INSTRUCTIONS FOR GRADUATE STUDENTS**

All full and part-time graduate students will have access to register online for Spring 2015 using ISIS for Students. Registration begins on **Monday, December 1, 2014** at 7:00 AM and continues through **Sunday, January 25, 2015**.

# ALL GRADUATE STUDENTS ARE REQUIRED TO REGISTER EACH SEMESTER, WHETHER OR NOT THEY HAVE COMPLETED THEIR COURSE WORK.

- Part-time graduate students are limited to two courses per semester
- Continuing Non-Resident students are able to register online
  - o AS.910.600 for non-resident Arts & Sciences students
  - EN.910.600 for non-resident Engineering students
- University Policy requires that all students be registered for the semester in which they complete their degree

#### **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 adviser.
- 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)

**<u>ACCESSING ISIS FOR STUDENTS</u>**: (*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 (Spring 2015), 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 by using the "X" in the upper right hand corner of the screen

<u>CHANGING YOUR REGISTRATION</u>—after registering for at least one course, please following these instructions to change your registration:

- 1. Go to <u>isis.jhu.edu</u>
- 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 <u>http://www.jhu.edu/registrar</u>,
- 2. Click on Course Shedule
- 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

**NOTE:** online registration will **NOT** be available for:

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

LATE REGISTRATION FEES are assessed beginning on Monday, January 26, 2015. Fees are as follows:

- \$150.00 for registrations during Monday, January 26, 2015 through Friday, January 30, 2015
- \$200.00 for registrations during Monday, February 2, 2015 through Friday, February 6, 2015
- \$300.00 for registrations on or after Monday, February 9, 2015

Did you know that you can search for classes offered in other divisions of JHU? Visit <u>isis.jhu.edu/classes</u> to create your own customized search using options such as school, campus, instructor, and other criterion!