

JOHNS HOPKINS UNIVERSITY  
Office of the Registrar, Homewood Campus  
FALL 2015 FRESHMAN REGISTRATION

Dear Incoming Student:

Welcome to Johns Hopkins University! This document contains important information about registering for classes in ISIS Self-Service for Students. If you should have any registration related problems or questions please email [webregistration@jhu.edu](mailto:webregistration@jhu.edu)

**PREPARATION FOR REGISTRATION (PRIOR TO JULY 1<sup>ST</sup>)**

**ISIS for Students:** you will be automatically logged out after 5 minutes of inactivity. Should your session time out, you will need to log in again to complete unprocessed transactions.

1. Periodically check the Announcements page for updates. Announcements will appear on the first page when you log in, or go to Personal Info > Announcements if you are on another page.
2. Ensure your browser is accurately set-up for ISIS for Students.
  - a. Go to [isis.jhu.edu](http://isis.jhu.edu)
  - b. Click on "browser requirements" near the bottom of the page
3. 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 into ISIS for Students.
4. Remember to provide information for an Emergency Contact, your Permanent Address, your Permanent Phone Number, a Parent/Guardian, a 100-Mile Contact, and a Missing Person Contact.

**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](http://isis.jhu.edu)
2. Sign in with your JHED ID and enter your password
3. Under **Registration**, select Search for Classes
4. Select **Fall 2015** from the dropdown
5. After searching for and finding your class, check **Select** and click **Add to Cart**
  - a. NOTE: courses in My Cart are processed in the order listed. Drag & drop courses to reorder the list
6. When finished adding all of your classes to your cart, close your browser by using the red **X** in the upper right hand corner of the screen (PC) or by using the red dot in the upper left hand corner of the screen (MAC).

**REGISTRATION (BEGINNING JULY 1<sup>ST</sup>)**

If you chose to add courses to My Cart prior to your registration date, you must complete these steps to register:

1. Go to [isis.jhu.edu](http://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 2015**
5. Check the box on the right for each course in **My Cart** that you wish to register for
  - a. NOTE: courses in My Cart are processed in the order listed. Drag & drop courses to reorder the list
6. Click **Register** at the bottom of the screen

If you do not currently have courses in My Cart, you may also register by searching for classes:

1. Go to [isis.jhu.edu](http://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 2015**
5. Search for classes
6. Check the box on the right to **Select** the course
7. Click **Register** at the bottom of the screen

If you need to make changes to your registration:

1. Go to [isis.jhu.edu](http://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 course to **Drop** and click **Drop Class**.
5. Check your course schedule for conflicts. Under Registration, select **My Class Schedule**, and then click on **Weekly Calendar** (Please review the policy on **Prohibition on Registering for Courses that Meet at the Same Time** which can be found in the [University Catalog](#))
6. To print a copy of your schedule, select **Print my class schedule** in the **Actions** box on the right