

JOHNS HOPKINS UNIVERSITY
Office of the Registrar, Homewood Campus
SUMMER 2015 REGISTRATION INFORMATION
REGISTRATION BEGINS ON TUESDAY, MARCH 10TH

APPLICABLE DATES FOR SUMMER COURSE LISTINGS FOUND AT

www.jhu.edu/summer

TERM NAME	COURSE DATES	ONLINE AND IN-PERSON REGISTRATION	LAST DAY TO ADD	LAST DAY TO DROP <small>no record on transcript</small>	LAST DAY TO SELECT S/U GRADING*** LAST DAY TO WITHDRAW W on transcript	TUITION****
Term I <small>sections 11, 12, 74, 91</small>	May 26—June 26	March 10—May 29	May 29	May 31	June 12	May 15
Term II <small>sections 21, 22, 23, 75, 92</small>	June 29—July 31 No classes July 3	March 10—July 3	July 3	July 6	July 17	June 19
Mini Term I (2 weeks) <small>sections 71, 76, 93</small>	June 22—July 2	March 10—June 20	June 20	June 24	June 27	June 12
Mini Term II (2 weeks) <small>sections 72, 77, 94</small>	July 6—July 17	March 10—July 3	July 3	July 7	July 9	June 26
Mini Term III (2 weeks) <small>sections 73, 78, 95</small>	July 20—July 31	March 10—July 18	July 18	July 22	July 25	July 10
Online Psychology** <small>section 87</small>	May 26—July 31	March 10—May 29	May 29	May 31	June 12	May 15
Online Math* <small>section 88</small>	June 15—July 31	March 10—June 18	June 18	June 21	July 9	June 19

*Non-JHU Students must be fully registered by June 5, 2015 for Online Math

**Non-JHU Students must be fully registered by May 18, 2015 for Online Psychology

***Grading System changes to S/U can only be done in-person at the Office of the Registrar

**** Due by the end of month in which you register but no later than date listed in above chart

REFUND DATES FOR SUMMER COURSE LISTINGS FOUND AT

www.jhu.edu/summer

	Drop 100% Refund	Drop 90% Refund	Drop 75% Refund	Withdraw 50% Refund	Withdraw No Refund
Term I <small>sections 11, 12, 74, 91</small>	On or before May 1	May 2—May 27	May 28—May 31	June 1—June 7	June 8—June 12
Term II <small>sections 21, 22, 23, 75, 92</small>	On or before May 31	June 1—July 1	July 2—July 6	July 7—July 12	July 13—July 17
Mini Term I (2 weeks) <small>sections 71, 76, 93</small>	On or before June 22	not applicable	not applicable	June 23	June 24—June 27
Mini Term II (2 weeks) <small>sections 72, 77, 94</small>	On or before July 6	not applicable	not applicable	July 7	July 8—July 9
Mini Term III (2 weeks) <small>sections 73, 78, 95</small>	On or before July 20	not applicable	not applicable	July 21	July 22—July 25
Online Psychology** <small>section 87</small>	On or before May 1	May 2—May 27	May 28—May 31	June 1—June 7	June 8—June 12
Online Math* <small>section 88</small>	On or before May 17	May 18—June 1	June 2—June 12	June 13—June 22	June 23—July 31

THE UNIVERSITY IS CLOSED AND CLASSES ARE CANCELLED ON:

- Thursday, May 21, 2015 for Commencement at Homewood
- Monday, May 25, 2015 for Memorial Day
- Friday, July 3, 2015 for Independence Day

SECTIONS	LOCATION
11, 12, 21, 22	Homewood Campus
71, 72, 73, 74, 75, 76, 77, 78	Montgomery County Campus
91, 92, 93, 94, 95	Washington, DC Campus
87, 88	Online

APPLICABLE DATES FOR ALL OTHER SUMMER COURSE OFFERINGS

including (but not limited to) Independent Academic Work, Graduate Level, Non-Academic Department Offerings

TERM NAME	COURSE DATES	ONLINE AND IN-PERSON REGISTRATION	LAST DAY TO ADD	LAST DAY TO DROP no record on transcript	LAST DAY TO SELECT S/U GRADING*** LAST DAY TO WITHDRAW W on transcript	TUITION****
Independent Study Independent Research Internship Thesis	May 26—July 31	March 10—July 3 in-person only	July 2	July 7	July 17	NO TUITION CHARGES
Graduate Level	May 26—July 31	March 10	June 5	June 5	July 2	May 15
Non-Academic Department Offerings	May 26—July 31	March 10	June 5	June 5	July 2	May 15

As stated in the [2014-2015 University Catalog](#):

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 resolve time conflicts in their schedules.

SIGNATURE REQUIREMENTS

- Prior to the deadline, only course-specific signatures are required
- **After ADD Deadline**
 - AS— signatures required (**in order**) Academic Advising and Summer Programs
 - EN— signatures required (**in order**) Academic Affairs and Summer Programs
- **After DROP or WITHDRAWAL Deadline**
 - AS—signatures required (**in order**) Academic Advising and Summer Programs
 - EN—signatures required (**in order**) Academic Affairs and Summer Programs
- Independent Study/Research/Internship/Thesis
 - Prior to Deadline Signature of Faculty Sponsor
 - **After Add or Drop Deadline**
 - AS—Faculty Sponsor and Academic Advising signatures required
 - EN—Faculty Sponsor and Academic Affairs signatures required

PREPARATION FOR REGISTRATION (PRIOR TO MARCH 10TH)

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 and 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
 - 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 back into ISIS for Students.*
4. If needed, update your biographical and address information (under Personal Info/Summary)
5. If needed, fill in emergency contact and family info (under Personal Info)

Advising: If applicable, 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 Alert cleared.

My Cart: you are able to select potential 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 **Summer 2015** from the dropdown
5. After searching for and finding your class, check **Select** and click **Add to Cart**.
 - a. 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 March 10th)

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
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 **Summer 2015**
5. Check the box on the right for each course in **My Cart** that you wish to register for
 - a. 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
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 **Summer 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
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**, and 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

SHOULD ANY SUMMER COURSE BE **CANCELLED** DUE TO LOW ENROLLMENT, A LIST WILL BE AVAILALBLE AT WWW.JHU.EDU/SUMMER

NON-JHU SUMMER COURSEWORK

Prior to obtaining forms, please review “**Registering for Courses at Other Colleges and Universities After Matriculation**” in the [2014-2015 University Catalog](#). Once you have reviewed the policy:

• **ARTS AND SCIENCES STUDENTS**

- Obtain a Supplemental Registration Form from the Academic Advising Office
- Enter all summer course work on this form (**not** on a JHU Registration Form)
- Obtain the required signatures
 - Elective Course requires a signature from the Office of Academic Advising
 - Major/Minor Course requires signatures from the Office of Academic Advising **and** your Major/Minor Advisor
 - General Physics, Economics, German, or a Romance Language requires a signature from that Department whether the course is a requirement or an elective.
 - Courses must be taken for a grade.
- Submit the signed registration form to the Office of the Registrar

- **ENGINEERING STUDENTS**

- Obtain a Supplemental Registration Form from the Office of Academic Affairs
- Enter all summer course work on this form (**not** on a JHU Registration Form)
- Obtain the required signatures
 - All Courses require signatures from your Faculty Adviser **and** the Office of Academic Affairs
 - General Physics, Economics, German, or a romance language requires a signature from that Department whether the course is a requirement or an elective.
 - Courses must be taken for a grade.
- Submit the signed registration form to the Office of the Registrar

NOTE: FOR NON-JHU SUMMER COURSEWORK:

- A grade of C or better is required.
- The course title and the number of credits, but not the letter grade, are reported on the Hopkins academic record. Transfer coursework will not be calculated into your JHU grade point average (GPA).
- To ensure that approved credit is posted to your Hopkins academic record, you must do **one** of the following:
 1. Request an official transcript of your non-JHU summer coursework be sent to:

Johns Hopkins University
Office of the Registrar
Attention: Mrs. Gray
75 Garland Hall
3400 N. Charles Street
Baltimore MD 21218-2688

2. Request an official transcript of your non-JHU summer coursework be sent directly to your mailing address. Once you receive this **do not open it**. Bring the sealed envelope to the Office of the Registrar. Transcripts that are opened prior to submission to the Office of the Registrar are no longer considered official and will be not used to for credit posting.