



Office of the Registrar
75 Garland Hall
3400 N. Charles Street
Baltimore, MD 21218
www.jhu.edu/registrar

FAST FACTS ABOUT THE REGISTRAR'S OFFICE AND YOU

The Registrar's Office is located in the lower level of Garland Hall and is the office that is responsible for student registrations, add/drop transactions, enrollment certification, transcripts, and commencement. Here are a few fast facts that you should know:

- The Registrar's Office website— www.jhu.edu/registrar —contains the following valuable information:
 - 2007-2009 AS/EN Catalog
 - Exclusion of Directory Information Form
 - Academic Calendar
 - Important Notices/Instructions
 - Official Transcript Request
 - Information for Veterans Benefits
 - Fall 2008 Course Schedule and Room Schedule with Course Changes
 - Grade Report Release Form
 - Final Examination Schedule
 - Student Health Insurance Information
- You can view your fall 2008 courses at any time! Just login to ISIS for Students at isis.jhu.edu, sign in, enter your JHED ID and Password, point to **Registration** and select **My Class Schedule**.
- Remember...if a **class is full**, it may be possible to get into the course during add/drop if you obtain the **instructor's signature** on an add/drop form and submit the form to the Registrar's Office.
- Add/Drop begins at 7:00 a.m. on the **first day of classes for the fall and spring terms**. Refer to the Add/Drop/Withdraw Deadline Chart at <http://www.jhu.edu/registrar> for specific deadlines and signature requirements. Click on **Important Notices/Instructions** and select **Undergraduate Students**.
- Check out Important Notices/Instructions, on our web site for updated information regarding registration and add/drop activities. Go to www.jhu.edu/registrar, point to **Important Notices/Instructions**, and select **Undergraduate**.
- Please review and update your Personal Information. Go to isis.jhu.edu, sign in, enter your JHED LID and PASSWORD, point to **Personal Info** and review/update your Summary, Emergency Contact and Family Info.
- Friday, September 19th is the deadline to complete an **Exclusion of Directory Information Form**. This form must be submitted to the Registrar's Office each academic year if you do not want directory information disclosed. Just click on the FERPA link at www.jhu.edu/registrar for a definition of directory information.
- If you want to exclude Johns Hopkins Enterprise Directory (JHED) information, go to my.jhu.edu, go to Click here to Login, 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.
- E-mail is the University's official means for communicating with students. Johns Hopkins Enterprise Messaging (JHEM) is the official and primary destination for e-mail sent to students of the University. All students are provided with a JHEM account and are required to set up their mailbox.

The JHU community sends important correspondence on a regular basis to Today's Announcements and is sent to your jhu.edu e-mail account. **You will be held responsible** for the information that is sent to your JHEM e-mail account. If you have another e-mail account that you prefer to use, you may forward your JHEM 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 ISIS for Students and review the announcement page from time to time for updates in information. 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 fall confirmation, view class locations, and to see changes that may have been made to your schedule, go to isis.jhu.edu, enter your JHED LID 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 copies** of transcripts may be requested in person, on-line, and by mail. (Pick-up is available in two to five business days). Go to www.jhu.edu/registrar, point to Undergrad and Grad Students and 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, point to Undergrad and Grad Students and 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**. To mail grades to your parents, print out and complete a **Grade Report Release Form** and submit to the Registrar's Office **each academic year**. This form can be found at www.jhu.edu/registrar under Undergrad and Grad Students.
- Students may view their real-time financial accounts at any time by visiting isis.jhu.edu and clicking on the Billing Info tab. Bills (point-in-time) are created once a month, and billing notifications are sent to the Hopkins E-Mail Address for students. Parents will only be billed or notified if the student creates the parent(s) as Authorized Payers in the ISIS system.

Each bill will contain a Due Date. If payments are not received by that date, future services such as registrations, adds, transcripts, etc. will be denied until the Balance Due is paid in full.

For any billing questions, please contact the Office of Student Accounts at www.jhu.edu/~studacct or 410-516-8158 or stop by Room 31, Garland Hall.

- All full time students are required to maintain adequate health insurance. Annually, students must either purchase the university student health insurance plan or complete an insurance waiver form. Health insurance enrollments or waivers can be completed at www.aetnastudenthealth.com. Waiver forms may be printed from <http://www.jhu.edu/%7Eregistr/insurance/Waiver1.pdf> and returned to the Office of the Registrar along with a copy of your insurance ID card. Call 410-516-8079 with questions regarding student health insurance.

NEW! Academic course information can now be viewed online at www.isis.jhu.edu/classes. This website is real-time and can be sorted by department, location, or by time of day. Information is updated hourly to reflect changes to course information including building and room location.

If you have any **questions** or **problems**, please do not hesitate to stop by or call 410-516-7070.