

JOHNS HOPKINS UNIVERSITY
Office of the Registrar

Fall 2009 Add/Drop Instructions
Graduate Students

Online registration ends on Tuesday, September 2. The official add/drop period for fall 2009 begins on Wednesday, September 2. **Please keep in mind that you must report to your advisor to have the add/drop alert released if you add or drop courses after Friday, September 18.**

- **Have your JHED ID (login identification) and Password available!** You will not be able to access ISIS for Students without this information. If you cannot remember your JHED ID, when you are on campus, go to my.jhu.edu, search "People" (upper right hand side) and type in your name. For problems accessing the system, the Support Center at 410-516-HELP is available 24 hours, 7 days a week.

Follow the directions below to access ISIS for Students.

To learn how to setup your Browser, go to isis.jhu.edu, scroll down and click on Browser requirements.

Please note: The system will automatically log you out after 5 minutes of inactivity. If this happens, you will need to log in again to complete whatever transactions you wish to process.

- Go to isis.jhu.edu
- Sign In and enter your JHED ID and password
- Point to Registration
- Click on Search for Classes, select the academic period, enter the course number, and click on Search
- Enter a check mark in the Select Box
- Click on Register
- Under Registration/My Class Schedule:
 - ◆ Check your course schedule for conflicts, click on Weekly Calendar
 - ◆ **IMPORTANT STEP: Under Actions, click on Printable confirmation for Enrollments and print for reference and receipt.**
- Close your browser by using the **red X** in the upper right hand corner of the screen

Please note: Online Add/Drop will NOT be available for:

- *Interdivisional Registration
- *Cooperative Registration
- *Permission Required/Instructor Consent Courses

NEW FEATURE IN ISIS! You can now search for a class in any JHU division, except Medicine, at isis.jhu.edu/classes (with options to narrow your search by class status or location).