

**JOHNS HOPKINS UNIVERSITY – Office of the Registrar
Registration Instructions for Intersession 2010**

**Intersession Dates: Monday, January 4th - Friday, January 22nd
Monday, January 18th – No Intersession Classes (Except for B-More Classes) – Observance of Martin
Luther King Jr.’s Birthday**

Register online or in-person for **Academic Exploration** courses beginning Monday, December 7^h.

Registrations and add/drops for Experiential Learning courses, Personal Enrichment courses, and Independent Study must be in-person.

The Intersession Course Schedule can be found at www.jhu.edu/intersession. Please read the course descriptions carefully for specific registration instructions and signature requirements.

I. Academic Exploration Courses (3 week courses): (Directions for online access on page two)

Monday, December 7th: Online and in-person registration begins

Deadline Dates - (three week courses):

Wednesday, January 6 th :	Last day to register/add an Intersession course, no instructor’s signature
Monday, January 11 th :	Last day to drop without a “W” on the academic record
Wednesday, January 13 th :	Last day to withdraw with a “W” on the academic record (in-person only)

Deadline Dates - (two week courses): **Adds, drops, and withdrawals must take place in-person at the Registrar’s Office**

Day 3 of the class -	Last day to register/add, instructor’s permission is required
Day 6 of the class -	Last day to drop without a “W” on the academic record
Day 8 of the class -	Last day to withdraw with a “W” on the academic record

Deadline Dates - (one week courses): **Adds, drops, and withdrawals must take place in-person at the Registrar’s Office**

Day 2 of the class -	Last day to register/add, instructor’s permission is required
Day 3 of the class -	Last day to drop without a “W” on the academic record
Day 4 of the class -	Last day to withdraw with a “W” on the academic record

Deadline Dates – B-More Courses:

Wednesday, January 6 th :	Last day to register/add – no instructor’s signature – online and in-person
Monday, January 11 th :	Last day to register/add - no instructor’s signature - in-person only
Tuesday, January 19 th :	Last day to drop without a “W” on the academic record – in-person only
Thursday, January 21 st :	Last day to withdraw with a “W” on the academic record – in-person only

II. To Register for Experiential Learning Courses:

EXPERIENTIAL LEARNING COURSES

In-person registration for Experiential Learning courses runs Monday, November 2nd, through noon on Friday, November 20th at the **Career Center, Garland Hall, 3rd Floor**. Registrants must complete an application and submit a resume. Registrations will not be accepted after Noon on Friday, November 20th. Students will be notified via e-mail on Tuesday, November 24th if they are accepted into the course/trip. Courses/Trips are limited to 25 students. All Experiential Learning courses are \$275 which includes transportation and lodging for the trip. A non-refundable \$100 deposit will be due after notification of acceptance into courses/trips, no later than Friday, December 4th, 2009. Financial Assistance may be available to those who qualify.

Course/trip attendees for all courses will be made by faculty selection.

All students admitted to courses are required to attend a mandatory trip session. For detailed information, contact the Career Center at 410-516-8056 or career@jhu.edu.

NOTE: Students registering for Financial Literacy (180.404) or Engineering students registering for the Wall Street trip only, in addition to a resume, must also submit a one-page (maximum) letter of application stating their interest in pursuing a career in finance and an unofficial copy of their transcript.

ADD/DROP - EXPERIENTIAL LEARNING COURSES

All adds and drops for Experiential Learning courses must be done **in person** at the **Career Center**, Garland Hall, 3rd Floor. Students will not be able to add or drop after December 4th due to planning of trips. **No refunds will be made after December 4, 2009.**

III. To Register for Personal Enrichment courses:

Personal Enrichment courses are offered through the Department of Student Development and Programming. For specific registration instructions and updated lists of class offerings, please refer to the website www.jhu.edu/intersession. For more information, contact the Department of Student Development and Programming in Levering Union at 410-516-8209 or 410-516-2224.

IV. To Register for Research or Independent Study During Intersession:

- Students who register for independent study or research during Intersession must have the approval signature of their faculty sponsor. 1-3 credits are acceptable and can have a letter grade or S/U grade. All internships must have the approval signature of the faculty sponsor. One credit is assigned for an internship and the grading method is S/U only.

Intersession Academic Policies:

(Please refer to page 33 in the 2009-2010 Undergraduate Student Handbook)

Directions for accessing On-line Registrar Services for Registration (Academic Exploration courses only)

Before December 7, you must take care of the following:

- 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.
- Add to your cart to store your classes until December 7 (under Registration). **You must return to the Registration > My Cart on your registration date to enroll in those classes.**

On December 7:

- Enroll your courses from My Cart (click the Register button).
- Register courses under Search for Classes.
- Drop or Conditional Drop/Add under Add/Drop Classes.

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

Follow the directions below to access ISIS for Students.

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 JHED ID and password
- 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.