

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

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

Register online (7:00 a.m.) or in-person (8:30 a.m.) for **Academic Exploration** courses beginning **Monday, December 7<sup>th</sup>**.

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](http://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 7<sup>th</sup>: Online and in-person registration begins

Deadline Dates - (three week courses):

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

Deadline Dates - (two week courses):

Wednesday, January 6<sup>th</sup>: Last day to register/add, instructor’s permission is required  
Monday, January 11<sup>th</sup>: Last day to drop without a “W” on the academic record  
Wednesday, January 13<sup>th</sup>: Last day to withdraw with a “W” on the academic record (**in-person only**)

Deadline Dates - (one week courses):

Wednesday, January 6<sup>th</sup>: Last day to register/add, instructor’s permission is required  
Monday, January 11<sup>th</sup>: Last day to drop without a “W” on the academic record  
Wednesday, January 13<sup>th</sup>: Last day to withdraw with a “W” on the academic record (**in-person only**)

Deadline Dates – B-More Courses:

Wednesday, January 6<sup>th</sup>: Last day to register/add – no instructor’s signature – online and in-person  
Monday, January 11<sup>th</sup>: Last day to register/add - no instructor’s signature - **in-person only**  
Tuesday, January 19<sup>th</sup>: Last day to drop without a “W” on the academic record – **in-person only**  
Thursday, January 21<sup>st</sup>: 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 2<sup>nd</sup>, through noon on Friday, November 20<sup>th</sup> at the **Career Center, Garland Hall, 3<sup>rd</sup> Floor**. Registrants must complete an application and submit a resume. Registrations will not be accepted after Noon on Friday, November 20<sup>th</sup>. Students will be notified via e-mail on Tuesday, November 24<sup>th</sup> 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 4<sup>th</sup>, 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](mailto: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, 3<sup>rd</sup> Floor. Students will not be able to add or drop after December 4<sup>th</sup> 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](http://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](http://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](http://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.