

JOHNS HOPKINS UNIVERSITY
Office of the Registrar

Graduate Web Registration Instructions for Spring 2010

All full-time resident graduate students will have access to register online for Spring 2010 using ISIS for Students. Registration will begin on **Monday, November 30, 2009 through Sunday, January 24, 2010**, starting at 7:00 a.m. Avoid long lines and register online!

- 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. Note: you must be on campus to access your JHED ID.
- You must see your faculty advisor to release the registration advising hold. If you register in person, you must have a signature from your advisor.

In order to register, 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.**
- Update biographical and address information (under Personal Info/Summary).
- Fill in emergency contact and family info (under Personal Info).

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 your JHED ID and password
- Click on Search for Classes (Registration)
- 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**

To Register for an 800 Level Course

1. Go to the Registrar’s Office Homepage – <http://www.jhu.edu/registrar>, and click on **Undergrad and Grad Students**.
2. Register for the appropriate course and section that corresponds to your faculty sponsor.

To Register for an Intersession Course

1. Pick up a separate Intersession Registration Form (blue) from the Registrar’s Office in Garland Hall.
2. The Intersession Course Schedule can be found at www.jhu.edu/intersession.

3. In-person registration for Intersession begins on Monday, December 7 and ends on Wednesday, January 6 (also the last day to add). The last day to drop is Monday, January 11 and the last day to withdraw is Wednesday, January 13. Intersession begins on Monday, January 4 and ends on Friday, January 22. Classes will not be held on Monday, January 18 for observance of Martin Luther King Jr.'s birthday.

Please note: Online registration will NOT be available for:

- *Cooperative registration
- *Intersession courses
- *Interdivisional registration
- *Late registration
- *Nonresident students (Ph.D candidates completing work away from JHU)
- *Part-time students/pay per credit
- *Permission required/instructor consent courses
- *Post Doctorate students
- *Students returning from a period of absence
- *Study Abroad students

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 (e.g., class status or location).