

JOHNS HOPKINS UNIVERSITY
Office of the Registrar
Undergraduate Web Registration Instructions for Spring 2010

Registration will be in class order, starting at 7:00 a.m. during the schedule listed below:

Register for Spring 2010 through Sunday, December 6 without a late registration fee!

Seniors: Starting on Monday, November 16 through Sunday, December 6
Juniors: Starting on Wednesday, November 18 through Sunday, December 6
Sophomores: Starting on Friday, November 20 through Sunday, December 6
Freshmen: Starting on Monday, November 23 through Sunday, December 6

Please note the following online access dates:

Online Registration: November 16 – December 6 (students registering **after December 6** will be charged a **\$100.00** late registration fee)
Continuous Registration: December 7 – January 24
Spring 2010 Add/Drop: January 25 – February 5

➤ **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.

- **Arts & Sciences/Engineering Undergraduates:** see your advisor to release the advising hold that has been set for Spring 2010 registration.
- **500 level courses:** register in person. A signature from a full-time Homewood faculty sponsor is required.
- **600 level and above:** all undergraduate and concurrent BA/MA and BS/MS students must obtain an instructor’s signature and submit that signature to the Registrar’s Office.
- **You can add Undergraduate Permission Required Courses:** if the course is permission required, you must obtain permission from the instructor prior to adding and then you may add online. If you add without receiving permission, you run the risk of being removed from the course. You **DO NOT** need to bring that signature to the Registrar’s Office.
- **All International students with an F or J Visa status:** it is extremely important to have 12 credits of course work at all times in order to maintain your status as a full-time student. If you have questions, please call the Office of International Student and Scholar Services – (410) 516-1013, or email theworld@jhu.edu.

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

Before your registration date, 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 biographic and address information (under Personal Info/Summary).
- Fill in emergency contact and family info (under Personal Info).
- Add to your cart to store your classes until your registration date (under Registration). **You must return to the Registration > My Cart on your registration date to enroll in those classes.**

On your registration date:

- 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.

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
- 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.

Room Schedule: Go to <http://www.jhu.edu/registrar> and click on Undergrad and Grad Students. Click on Room Schedule on the left side of the screen.

Please note: Web Registration will NOT be available for:

Interdivisional Registration
Cooperative Registration
Independent Study/Research/Internship
Satisfactory/Unsatisfactory Option
Graduate Level Courses
Late Registrations
Part-time students/pay per credit

To register for any of the above, submit your forms with the appropriate signatures to the Registrar's Office. For signature requirements, go to www.advising.jhu.edu and click on Academic Manual Policies and choose the Registration option.

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).