

JOHNS HOPKINS UNIVERSITY
Office of the Registrar
Undergraduate Web Registration Instructions for Fall 2008

All undergraduate students will have access to register online for Fall 2008 using ISIS for Students. Registration will be in class order, starting at 7:00 a.m. during the schedule listed below:

Register through **Sunday, May 4** without a late registration fee!

Rising Seniors: Starting on Monday, April 14 – **Sunday, May 4**
Rising Juniors: Starting on Wednesday, April 16 – **Sunday, May 4**
Rising Sophomores: Starting on Friday, April 18 – **Sunday, May 4**

Please note the following new online access dates:

Online Registration: April 14 - May 4 - (students registering **after May 4** will be charged a **\$100.00** late registration fee)

Online Schedule Adjustment: May 5 - September 3

Online Add/Drop for fall 2008: September 4 – September 19

- **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, click on Advanced Person Search (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 Fall 2008 registration.
 - **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.
 - ◆ If the course is 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.
 - **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.

Before your registration date, you must take care of the following:

- Check 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).
- 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 Academic Info). **You must return to the cart on your registration date to enroll in those classes.**

On your registration date:

- Add your courses from My Cart (click the Register button).
- Add courses from the Search Results page.
- Drop undesired courses.

To learn how to setup your Browser, go to <https://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
- Under Academic Info/My Class Schedule:
- Check your course schedule for conflicts, click on Weekly Calendar
- **IMPORTANT STEP:** For reference and receipt, print (Control P) **My Class Schedule**, view by Enrollment Summary, OR go to **Academic Info > Registration – Add/Drop Classes**, Printable Confirmation.
- Close your browser by using the **red X** in the upper right hand corner of the screen.

Room Schedules are located at <http://www.jhu.edu/registrar>. Click on Undergrad and Grad students and click on the Green Room Schedule button at the top of the page.

Please note: Web Registration will NOT be available for:

Interdivisional Registration
Cooperative Registration
Independent Study/Research
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.