



Office of the Registrar
75 Garland Hall
3400 N. Charles Street
Baltimore, MD 21218
www.jhu.edu/registrar

FAST FACTS ABOUT THE REGISTRAR'S OFFICE AND YOU

The Registrar's Office is located in the lower level of Garland Hall and is the office that is responsible for student registrations, add/drop transactions, enrollment certification, transcripts, and commencement. Here are a few fast facts that you should know:

- The Registrar's Office website— www.jhu.edu/registrar —contains the following valuable information:
 - 2009-2011 AS/EN Catalog
 - Request to Prevent Disclosure Form
 - Academic Calendar
 - Important Notices/Instructions
 - Official Transcript Request
 - Information for Veterans Benefits
 - Fall 2009 Course Schedule and Room Schedule with Course Changes
 - Grade Report Release Form
 - Final Examination Schedule
 - Student Health Insurance Information
- Academic course information can be viewed online. This website is real-time and can be sorted by department, location, or by time of day. Information is updated hourly to reflect changes to course information including building and room location. You can also search for a class in any JHU division, except Medicine, at <https://isis.jhu.edu/classes/> with options to narrow your search (e.g., class status or location).
- Remember...if a **class is full**, it may be possible to get into the course during add/drop if you obtain the **instructor's signature** on an add/drop form and submit the form to the Registrar's Office.
- Check out Important Notices/Instructions, on our web site for updated information regarding registration, add/drop/withdrawal deadlines, and specific signature requirements. Go to www.jhu.edu/registrar, point to **Important Notices/Instructions**.
- To review and update your personal information, emergency contact and family information, go to isis.jhu.edu, sign in, enter your JHED ID and Password and point to **Personal Info**.
- If you do not want the University to release directory information, you must submit the Request to Prevent Disclosure form. Just Click on the [FERPA](#) link for a copy of the Request to Prevent Disclosure form and a definition of directory information. The form must be submitted to the Registrar's Office in person (a photo ID will be required). The non-disclosure will remain in effect until the Registrar's Office receives a written request to remove the non-disclosure status. Please note that submitting this form does not impact or change what is visible on JHED. See the next bullet for additional information. Please review your FERPA rights at:
<http://www.jhu.edu/%7Eregistr/notices/FERPANotification.pdf>
- If you want to exclude Johns Hopkins Enterprise Directory (JHED) information, go to <http://my.jhu.edu> and enter your JHED ID and password. Click on the **myJhed** tab at the top of the screen and follow directions under JHED Functions/Set Online Visibility.
- E-mail is the University's official means for communicating with students. Johns Hopkins Enterprise Messaging (JHEM) is the official and primary destination for e-mail sent to students of the University. All students are provided with a JHEM account and are required to set up their mailbox.

The JHU community sends important correspondence on a regular basis to Today's Announcements and is sent to your jhu.edu e-mail account. **You will be held responsible** for the information that is sent to your JHEM e-mail account. If you have another e-mail account that you prefer to use, you may forward your JHEM mail to that account. If you need assistance creating an e-mail forward or if you have any problems or questions regarding your e-mail account, send an e-mail to consult@jhu.edu or contact the Student

Technology Services student consultants at 410-516-4242. The consultants are also available in the Krieger Lab at 160 Krieger Hall.

- Check ISIS for Students and review the announcement page from time to time for updates in information. Go to isis.jhu.edu, sign in > and enter your JHED ID and Password. Announcements will appear on the first page.
- If you change your Social Security Number (SSN), you must submit the change to the Registrar's Office **AND** with your department employer if you are employed at JHU.
- To print your fall confirmation, view class locations, and to see changes that may have been made to your schedule, go to isis.jhu.edu, enter your JHED ID and Password, Point to **Registration** and select **My Class Schedule**.
- Students may print their **unofficial transcript**. Go to isis.jhu.edu, sign in, enter your JHED ID and password, go to **Registration/My Grades** and click on View Unofficial Transcript.
- **Official copies** of transcripts may be requested in person, on-line, and by mail. (Pick-up is available in two to five business days). Go to www.jhu.edu/registrar, point to Undergrad and Grad Students and click on Transcripts/Verification for information on ordering transcripts.
- If you need enrollment verification for a financial lender, insurance company, or sponsor, etc, go to www.jhu.edu/registrar, point to Undergrad and Grad Students and click on Transcripts/Verification for additional information and a verification form.
- At the end of each semester, you can view and print your **grade report**. Go to isis.jhu.edu, sign in, and enter your JHED ID and Password. Point to **Registration** and select **My Grades**. Students can now give online access to parents to view and print unofficial transcripts: Go to isis.jhu.edu, enter your JHED ID and Password. Go to **Personal Info** and select **Authorized Users**.
- Students may view their real-time financial accounts at any time by visiting isis.jhu.edu and clicking on the Billing Info tab. Bills (point-in-time) are created once a month and billing notifications are sent to the Hopkins E-Mail Address for students. Parents will only be billed or notified if the student creates the parent(s) as Authorized Payers in the ISIS system.

Each bill will contain a Due Date. If payments are not received by that date, future services such as registrations, adds, transcripts, etc. will be denied until the Balance Due is paid in full.

For any billing questions, please contact the Office of Student Accounts at www.jhu.edu/~studacct or 410-516-8158 or stop by Room 31, Garland Hall.

- All full time students are required to maintain adequate health insurance. Annually, students must either purchase the university student health insurance plan or complete an insurance waiver form. Health insurance enrollments or waivers can be completed at www.aetnastudenthealth.com Waiver forms may be printed from <http://www.jhu.edu/%7Eregistr/insurance/Waiver1.pdf> and returned to the Office of the Registrar along with a copy of your insurance ID card. Call 410-516-8079 with questions regarding student health insurance.

If you have any **questions** or **problems**, please do not hesitate to stop by or call 410-516-7070.