REGISTRATION

Registration

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Student Information System (SIS)
The Student Information System (SIS) provides students access to financial aid, billing, and enrollment records in one location with the same interface. Strong authentication security assures confidential access to information by students using any popular Web browser and their JHED login ID and password.

New and active students can register for courses online using SIS at sis.jhu.edu (https://sis.jhu.edu/). Students can also register using the online add/drop form (https://advanced.jhu.edu/forms/). Students who complete the paper form should fax it to 202-452-1970 or email a PDF file to aapregistration@jhu.edu.

A completed registration requires verification of how payment is to be made. Students who have not completed financial aid forms or have unpaid bills from a previous semester/term will have a “Hold” in the registration process and will not be allowed to register until Student Accounts processes payment and removes the “Hold.” Several business days are required to complete these processes.

Students are required to have fulfilled the appropriate prerequisites for each course before registering. It is the student’s responsibility to make sure the requirements are met and appropriate grades are in place in order to register and advance through their academic program. If the student has any questions, they should consult their advisor. Once a registration is received, allow one to three business days before checking confirmation online at sis.jhu.edu (https://sis.jhu.edu/).

Proof of Immunization Prior to First Registration

The District of Columbia requires all students under the age of 26 to submit an immunization form (https://advanced.jhu.edu/forms/). This requirement may be waived for students if they meet both of the following criteria:

1. The student is in a fully online program that does not have optional or mandated residency requirements, classes, or activities that may be taken in D.C.
2. The student does not currently live in D.C., nor does he/she plan to move to D.C., or any contiguous state, including Maryland, Virginia, Delaware, Pennsylvania, or West Virginia. If he/she moves to D.C. or one of the states mentioned above, it is the student’s responsibility to complete the immunization form (https://advanced.jhu.edu/forms/) and conform to the immunization requirement prior to the move.

Course Enrollment Limits

All AAP courses have enrollment limits. It is not always possible to offer additional sections of oversubscribed courses. A waiting list option is available in SIS during the registration period for most courses with full enrollment. Enrollment is not guaranteed.

Effective Spring 2019, SIS will limit students from registering for more than two waitlists at a time. If a course’s waitlist opens, the student will be notified and have 48 hours to add the class. Once a student removes themselves from a waitlist, they will be able to register for an additional waitlist, up to a total of two waitlists at any given time.

Completion of Prerequisites

The prerequisites for each course can be found in the program sections of this catalog. It is the student’s responsibility to check the prerequisites for each course and register appropriately. A student may be administratively dropped from a course if he/she has not met the stated prerequisite. Students are encouraged to consult with their academic advisors.

Course Load

Full-time course load for a graduate student is nine credit hours per semester.

Students expecting to take three or more courses should consult with their Program Director. Some programs require permission from the academic advisor before enrolling in more than three courses per term.

Ways to Register

- Online at sis.jhu.edu (https://sis.jhu.edu/)
- Online add/drop form
- Fax paper registration form to: 202-452-1970
- Hand-deliver paper registration form to AAP at any of the three locations
- Email completed registration form to: aapregistration@jhu.edu

Each semester, the course schedule (https://sis.jhu.edu/classes/) is posted. The course schedule (https://sis.jhu.edu/classes/) is available.
only online, and students are encouraged to enroll early for best selection.

**Registering for Courses in Other JHU Programs**

With advisor approval, AAP students may take up to two comparable courses and apply these courses from other JHU programs toward their master’s degree or certificate.

**Interdivisional Registration for AAP Students**

AAP students who wish to take a course at another Johns Hopkins school/division must submit a request to the AAP Registration Office using the online add/drop form or a paper add/drop form. To ensure that there is time for review and approval from other divisions within Johns Hopkins, the request must be received in the AAP Registration Office no later than two weeks before the first day of class. Advisor approval is required to allow non-AAP courses to count toward the AAP degree (excluding curricula that require courses from other JHU divisions). To obtain advisor approval, students must forward to their advisor a written request that includes documentation of course description and any other information that may be helpful in assessing the course’s applicability to a student’s program. The student’s advisor or academic program director then determines if the requested course is appropriate and whether the student is eligible to take it.

**Interdivisional Registration for Non-AAP Students**

Non-AAP students in other divisions of Johns Hopkins may take up to two courses in AAP, if permitted by their home division, and with permission of the AAP program director or Associate Dean. Non-AAP students must complete the necessary paperwork and/or procedures required by their home school/division. Interdivisional requests are processed by the AAP Registration Office during late registration on a space-available basis, to allow AAP students first eligibility into courses. Interdivisional registration is not guaranteed. School of Medicine students should contact the AAP registration manager for assistance with interdivisional registration.

**International and Off-Site Courses**

Some AAP programs may offer courses at an international location or at a site that is not on the Johns Hopkins University premises. These courses may have different registration deadline requirements and refund schedules, as well as additional registration paperwork and fees. Students should check the website and SIS messaging carefully for these differences.

**Late Registration**

Registration is open for approximately two months prior to the start of a semester/term. Late registration starts the day after registration ends and requires a $150 fee for returning students. Check the Academic and Registration Calendar for late registration deadlines. Students registering late should check the refund schedule.

**Add / Drop / Change to Audit**

Students wishing to add, drop, or audit a course can use the online add/drop form (https://advanced.jhu.edu/forms/). Students on financial aid should consult the Office of Financial Aid before making these types of changes. For those using the paper form, please submit to the fax or email listed on the form. Deadlines for completing this procedure are featured in the academic calendar.

Faculty members cannot initiate, complete, or process add/drop changes. Students who register but never attend, or stop attending a course but do not officially drop the course will be given a F grade for the course and will not be given a refund. Students who register for a course but never attend or stop attending, and later drop, are subject to the refund schedule at the time of their drop. All registered students are subject to the refund schedule, regardless of attendance. Requests to drop a registration must be received by email or fax to be processed for the appropriate refund. Refunds will be based on the date the request to drop is received by the Advanced Academic Programs Registration Office. See the AAP refund schedule (https://advanced.jhu.edu/forms/) posted for each semester.

**Auditing a Course**

Students may register as auditors, but there is no reduction in fees or tuition when auditing a course. Auditors receive no credit for the course, and a grade of “AU” is placed on their official transcript. Students who take courses for credit are given enrollment priority over auditors. Prior to registering as auditors, students must document with the instructor what tasks are required to earn the audit.

Students who are enrolled for credit but wish to become auditors during the active semester must be in good academic standing in the course as determined by the instructor. They may request the necessary change by consulting with their instructor and receiving subsequent approval from both the instructor and their academic advisor. Students can only change from credit to audit in a course prior to the withdrawal deadline, and if they do not uphold the agreed-upon tasks associated with the audit, the course will revert to a withdrawal on the student’s transcript.

Please refer to the Academic and Registration Calendar for the deadline by which to request to audit a course. Auditors cannot change their status to credit-seeking after the start of the semester. Students should note that choosing to audit a course may have ramifications on other aspects of enrollment, including, but not limited to, financial aid, immigration status, and GPA. Please consult with an advisor for full details related to your program of study.

**Change of Program**

Students who wish to change to another degree program within Advanced Academic Programs must fill out a change of program (COP) request form (https://advanced.jhu.edu/forms/). Documents required by the new program but not submitted previously must be included with the COP form. Students are not automatically admitted to a new program; their request is reviewed by the appropriate Admissions Committee according to the stipulations of the new program. Any courses taken in one AAP program that are the exact courses in another AAP program will be counted toward the new degree when a student changes programs, provided that the new program’s requirements for core and elective are met. There is no charge for change of program. Tuition rates in AAP vary with each academic discipline/program; therefore, changing
programs may result in different tuition rates. COP applications may be submitted at any time, but if approved, the student's program information will not be updated until the end of the current semester. Please note: Taking courses outside the program to which you are admitted does not guarantee admission to another program. Average processing times for COP range from six to eight weeks from the date received.

**Tuition Payment**

In order to complete a registration, a verification of payment method of all tuition and fees is required for each semester at the time of registration. Students will not be not dropped from their courses if payments are not made in full. Subsequently, students remain financially responsible for the tuition and fees associated with each course.

AAP students can make payments by check, credit card, employer contract (employer authorization), tuition remission, or financial aid. In all cases, students are not permitted to register if there is a balance due on their account from a previous semester.

**Financial Aid**

Students who plan to request financial aid ([https://finaid.jhu.edu/graduate-aid/](https://finaid.jhu.edu/graduate-aid/)) to cover their tuition should submit the appropriate paperwork in ample time before registering. Students must take a minimum of two courses to be eligible for federal financial aid. Students may also look at alternative loans for single course registration.

The JHU Policy for Satisfactory Academic Progress requires all students to advance in their program with appropriate grades and within the appropriate timeline to continue receiving financial aid. The financial aid code for JHU/AAP is Eoo473. See full Financial Aid section in the catalog for details regarding satisfactory academic progress required for compliance for financial aid.

**Employer Contract**

Students whose tuition is paid by employer billing authorization (employer contract) should begin processing requests with their employers well before the start of registration, and send a copy of the employer contract by fax or email to the AAP Registration Office at 202-452-1970 or aapregistration@jhu.edu. Students using an employer contract are financially responsible for any tuition and fees not paid by the employer.

**Employer Reimbursement**

Students who are requesting employer tuition reimbursement must pay for the course upon receipt of a bill (through SIS) from the Student Accounts Office with their own funds and request reimbursement from the employer at the appropriate time.

**JHU Tuition Remission**

Students receiving tuition remission benefits from Johns Hopkins University should read the contract carefully. Call the Center for Training and Education at 443-997-6800 to address any questions. Please note that students are financially responsible for dropped courses paid for with tuition remission and any associated fees, if applicable.

**Leave of Absence**

Students who anticipate that they will not enroll in classes for one semester or more (not including May intensive sessions and summer semesters) but believe that they will resume their studies must notify their program of their intention to do so. AAP students have three options: continuous enrollment, leave of absence, and emergency leave of absence. [Note: students who are concerned about completing a course or courses in the current semester but anticipate normal return to study in the immediately following semester should consult the Incomplete Policy or Withdrawal Policy.]

**Continuous Enrollment:** Continuous Enrollment allows students to pay a nonrefundable $75 fee that is charged automatically for any fall or spring semester that students are not enrolled in a credit course (May intensive sessions and summer semesters are excluded). Unless they request a Leave of Absence, students must enroll in the fall or spring semester immediately following the semester in which they paid the Continuous Enrollment fee, if not they will become inactive and will be withdrawn from the program. Continuous Enrollment entitles students to advising, career and internship services, and use of the Johns Hopkins facilities, including library facilities, computer labs, and athletic facilities. AAP students on continuous enrollment have a maximum of five years to complete all degree requirements applied toward graduation. Students have a responsibility to maintain active status in their programs, and they should refer to the Inactive Student Policy for details.

**Leave of Absence:** Leave of Absence (LOA) is an approved absence from the University during which time students are not charged tuition nor are they required to register for courses. Time spent on LOA is regarded as an approved break in study and is not counted toward the total time-to-degree. If a student fails to register without requesting LOA, and the student qualifies for Continuous Enrollment, the student will automatically be placed on Continuous Enrollment for one semester (see above). Students on LOA will have access to their JHU email accounts as well as to limited advising and career services; however, they will not have access to student health benefits or to Johns Hopkins facilities, including library facilities, computer labs, and athletic facilities. Students are encouraged to contact AAP Registration prior to applying for LOA for details regarding health benefits while on LOA. International students must contact OIS before filing for LOA. Students on LOA are not charged tuition for the semesters they are granted the leave; the period of leave is regarded as an approved interruption of the degree program; however, the University cannot guarantee that financial support will be available when students resume their studies.

To apply for LOA, students complete a Request for Leave of Absence form at advanced.jhu.edu/current-students/forms. Students who are granted a LOA must contact AAP Registration before resuming their studies at the end of the allotted leave time. If granted LOA, students automatically receive an extension in their time to complete their degree for the same period of time as their leave. All other criteria listed in the Time Limitation Policy remain in place. Students are limited to two years for LOA, taken at one time or in combination during the student's academic career with AAP. Please note, a LOA will not be granted to a student who is currently in thesis or capstone continuation. AAP will withdraw students from their programs if they do not resume their studies after a LOA has expired (refer to the Inactive Status Policy for more information).

**Emergency Leave of Absence (ELOA):** Emergency Leave of Absence (ELOA) should be taken when a student must withdraw from all classes during the semester in which the student currently is enrolled and the student does not anticipate enrolling in the subsequent semester (or longer). Students are eligible for ELOA if one of the following conditions prevents them from continuing with
their graduate studies: 1) a documented physical or mental medical condition; 2) compulsory military service; 3) change in employment; or 4) personal or immediate family hardship. Students are still subject to the refund schedule. If they believe they qualify for an exception to the Refund Policy, they may submit a Refund Request form and supporting documentation to aapregistration@jhu.edu. Please refer to the Refund Policy for more information.

Inactive Status
Except for those on a leave of absence, students who do not enroll for two semesters will lose their active status. The student is considered to have withdrawn from the program. To resume taking courses in Advanced Academic Programs, students must reapply by submitting a new application form, application fee, and any new application materials required. Reapplying students are subject to the admissions and program requirements in effect at the time of the new application. Acceptance for inactive students is not guaranteed, and courses taken prior to the interruption of studies may not count toward degree requirements. Time limitation still applies; see the Time Limitation policy.

Maximum Number of Courses Beyond Program Degree Requirements
With advisor approval, AAP students may take up to two courses beyond their degree program requirements. To obtain advisor approval, students must forward a written request that includes documentation of the course description and a rationale for taking the course(s). Students are advised that Financial Aid may not cover courses that don't contribute to the completion of a program and should consult with a Financial Aid advisor prior to enrolling in courses beyond program degree requirements. In addition, students should note that the policies on Probation and Dismissal and on Academic Standing and Conduct apply to all courses, including those taken beyond program degree requirements. Students who are interested in taking additional AAP courses after completing their degrees may do so under the Alumni Benefits Policy or may register as a Special Student/Non-Degree Applicant.