

REGISTRATION

Registration

Students are encouraged to register as early as possible during each registration period because a section may close before the end of registration. Please note that all outstanding debts to Johns Hopkins University must be paid in full in order to register for the following semester.

Students may not sit in on a class without being officially registered for that class. Auditing is not allowed at the Carey Business School.

Students may only register for classes during terms in which they have been formally admitted.

Online courses are typically reserved for students admitted to online programs or programs that require a combination of online and onsite coursework.

Registration Options

The Registrar's Office is available Monday through Friday, 8:30 a.m. - 4:30 p.m. Students may register using one of several convenient methods:

- **Online via SIS:** Online registration is available at sis.jhu.edu/sswf (<http://sis.jhu.edu/sswf/>) to students who are fully admitted and current in their program of study. During registration periods, SIS is available 24 hours a day, 7 days a week.
- **Online Add/Drop Form:** This form is located at carey.jhu.edu/current-students/registrar/course-add-drop/add-drop-form (<http://carey.jhu.edu/current-students/registrar/course-add-drop/add-drop-form/>) and may be completed online. When submitted, this form is sent directly to the Registrar's Office for review and processing when registration in SIS is not available.
- **By Mail:** The Add/Drop form (PDF format) can be obtained from the Registrar's Office web page, under *Commonly Requested Forms*: carey.jhu.edu/current-students/registrar/forms-transcripts (<http://carey.jhu.edu/current-students/registrar/forms-transcripts/>).
Mail to:
Johns Hopkins Carey Business School
Office of the Registrar
International Drive
Baltimore, MD 21202
- **By Fax:** The Add/Drop form (PDF format) can be obtained from the Registrar's Office web page, under *Commonly Requested Forms*: carey.jhu.edu/current-students/registrar/forms-transcripts (<http://carey.jhu.edu/current-students/registrar/forms-transcripts/>). The fax number is 410-800-4096.
- **By Email:** The Add/Drop form (PDF format) can be obtained from the Registrar's Office web page, under *Commonly Requested Forms*: carey.jhu.edu/current-students/registrar/forms-transcripts (<http://carey.jhu.edu/current-students/registrar/forms-transcripts/>). The email address is carey.registration@jhu.edu.
- **In Person:** The Add/Drop form can be obtained and completed at the Student Service counter located on the 5th floor at the Johns Hopkins Carey Business School
100 International Drive
Baltimore, MD 21202.

Note: Financial Aid recipients and students using VA benefits are advised to register for all their classes for the semester (both terms) prior to the

beginning of the semester. For example, please register for both Fall I and Fall II classes prior to the beginning of the fall semester.

Waitlists

Students attempting to register for a course that is full (is at its enrollment limit), may be placed on the waitlist by going to sis.jhu.edu/sswf (<http://sis.jhu.edu/sswf/>). Please note that students may be placed on the waitlist for only one section of a particular course. Students will be contacted via their JHU email address only if an opening occurs prior to the first class meeting of the course. Waitlisting for a course is not an official registration; therefore, no payment is required until a seat in the class is confirmed. Students may not attend classes for sections in which they are waitlisted.

Adding a Course

Students who have already registered may add a new course, provided that the course has not met for the first time and is not closed. Students may not add courses after the first class meeting. Students may add courses by using one of the registration options mentioned above. Payment options for adding a course are the same as for initial registration. (Johns Hopkins employees must submit a tuition remission application to Student Accounts, for each added course.) Prior to the second class meeting, when dropping one course and adding another, 100 percent of the tuition from the dropped course may be applied to the tuition of the added course. After the second class meeting, the appropriate refund may be applied (see Refund Schedule).

Dropping a Course

Students may drop a course without financial penalty up to the date of the second class meeting by going to sis.jhu.edu/sswf. Once the second class begins, students who drop a course receive a pro-rated tuition refund. Tuition refunds are calculated from the date of receipt of the add/drop form in the Registrar's Office (see Refund Schedule). Students dropping a course after the first class meeting should notify the instructor of their decision.

Note: Financial aid recipients will have their aid award adjusted according to credits registered.

Students dropping to less than half-time status may have their aid canceled and will be responsible for any debit balance created. Students using VA benefits should contact the VA Certifying Official in the Registrar's Office when adding or dropping a course

Withdrawing from a Course

To withdraw from a course, students must submit an official add/drop form. Students may not withdraw from courses using SIS. Notice to the instructor of intent to withdraw is not sufficient, nor are telephone withdrawals accepted. The last date to withdraw from a class without academic penalty (without receiving the grade of F) is listed on the Course Withdrawal Schedule below. Students who withdraw after the deadline or stop attending class at any time without properly submitting an official add/drop form receive an 'F' (Failure) for the course. Tuition refunds are calculated from the date of receipt of the add/drop form in the Registrar's Office. International students on an F-1 visa are advised to contact the Office of International Services at 667-208-7001 before withdrawing from or dropping a course.

Note: Federal aid recipients who withdraw from all coursework in a semester may have aid returned to the federal government according to federal "Return of Title IV funds" regulations, a copy of which can be obtained from the Office of Financial Aid. Aid recipients who withdraw from some courses in

the semester but not all their courses may have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time status prior to beginning the class may have their federal aid canceled, even if some portions have already been refunded to them for living expenses. Students will receive a bill from the school for the balance due. Withdrawing from classes may also impact future aid eligibility. Financial Aid recipients are advised to consult with their academic advisor and the financial aid staff prior to withdrawing from classes. Students using VA benefits should contact the VA Certifying Official immediately.

2020-2021 Course Withdrawal Schedule

Event	January Intersession	Courses that Meet 8 Class Sessions (including Online courses)
No notation on transcript if student drops course	prior to the 3rd class session	prior to the 3rd class session (Before 11:59 p.m. Eastern Time on the 14th day)
Withdrawn ("W") noted on transcript if student withdraws from course	from the 3rd and prior to the 4th class session	from the 3rd and prior to the 4th class session (After 12:00 am Eastern Time on the 15th day and before 11:59 p.m. Eastern Time on the 21st day)
Student may not withdraw from a course	once the 4th session begins	once the 4th session begins (After 12:00 a.m. Eastern Time on the 22nd day)

Incomplete Grades

An 'I' (Incomplete) grade is used when the instructor is not prepared to give a final grade for the course because of some justifiable delay in the student's completion of specific course work. A final grade is submitted to the Registrar's Office by the instructor after grading the student's completed work, provided it is done within the agreed time frame, as specified in the contract between the instructor and the student. Both the instructor and the student complete the contract and submit it to the Registrar's office within 5 business days of the last scheduled class meeting. In the event that the work is not completed within the agreed time frame, or no grade is reported within four weeks after the start of the following semester, a grade of 'F' replaces the 'I' on the student's transcript.

Course Load

Full-time students may not enroll in more than 16 credits total per semester (Global MBA students register for 18 credits in the first spring term).

Part-time students may not enroll in more than 10 credits total per semester, unless approved by an academic advisor.

For Graduate Level Students (Fall and Spring Semesters)

- Not registered – 0 credits
- Less than ½-time – 1 to 4 credits
- Half-time – 5 to 6 credits

- ¾-time – 7 to 8 credits
- Full-time – 9 or more credits

For Graduate Level Students (Summer Only)

- Not registered – 0 credits
- Less than ½-time – 1 to 2 credits
- Half-time – 3 to 4 credits
- ¾-time – 5 credits
- Full-time – 6 or more credits

Independent Study Requests

Matriculated students who wish to study a topic or area not represented in the curriculum may complete an independent study request form. Students may only complete an independent project on a topic that does not duplicate either a course offered at Carey, or coursework transferred from another college or university.

Students must request guidelines and proposal forms from their academic advisor and may not register for the independent study until their proposals are approved in writing by their academic advisor, faculty sponsor, and academic program director. Proposal forms must be submitted by the following deadlines:

- April 1st for Summer semester,
- May 1st for Fall semester,
- November 1st for Spring semester.

Students may not take more than one independent study.

Interdivisional Registration

During the fall and spring terms, degree-seeking graduate students at the Carey Business School may register for courses in another school at Johns Hopkins by submitting a Carey Business School registration form. Students admitted to full-time programs may enroll in courses at other divisions without additional tuition charges during fall and spring semesters, but will be responsible for any additional fees. Students admitted to part-time programs pay the per-credit tuition rate of the school offering the course and any additional fees required.

Conversely, students from other divisions in the university (except the Schools of Arts and Sciences, and Engineering) may request to enroll in courses offered by the Carey Business School by submitting their registration request to their registrar for processing. Students in full-time Arts and Sciences and Engineering programs should use the Interdivisional Registration Form, available from the Homewood Registrar's Office, which requires permission of their academic advisor and the appropriate school program director or advisor. Courses must be taken for a grade. Carey Business School students have priority in registering for Carey Business School courses. Students from other JHU divisions who request to take Carey courses will have their enrollments processed at least 2 weeks prior to the start of the semester. All interdivisional students must abide by these policies, procedures, and deadlines. All published prerequisites for the course must be met prior to enrollment.

Undergraduate students from other divisions in the university are not allowed to enroll in graduate-level courses at the Carey Business School.

During the summer session, students do not follow the interdivisional registration procedures noted above. Students from other Johns Hopkins divisions in full-time programs that are not in session who want to enroll

in Carey Business School summer courses have to be admitted as a Carey non-degree seeking student. Those students should then follow the registration procedures outlined in the Registration section. For more information, contact the Registrar's Office at carey.registration@jhu.edu.

Interdivisional registration is not available during the summer for Carey Business School Students. Carey students who would like to take classes at other Johns Hopkins divisions during the summer should contact the Registrar's Office of the other division to confirm enrollment requirements. Students will be responsible for the tuition and fees for summer interdivisional courses.

Note: Financial Aid recipients and students using VA benefits should inform the Office of Financial Aid of any interdivisional registration.

Refunds

Part-Time Students

Students who officially withdraw during an academic term will receive tuition refunds based on the refund schedule provided below. Refunds apply only to the tuition portion of a student's charges and are calculated from the date that the school receives an official add/drop form.

Federal aid recipients who withdraw from all coursework may have aid returned to the federal government according to federal "Return of Title IV funds" regulations.

Those partially withdrawing may have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time prior to commencing the courses that require half-time attendance will have their federal aid canceled, even if some portions have already been refunded to them for living expenses. Students receive a bill from the school for any remaining balance due.

If a course is canceled by the school, the tuition is refunded in full. All other refunds approved in the Registrar's Office will be in accordance with the refund schedule. A refund may take 4 to 6 weeks to process. Students will receive refunds according to their original method of payment.

Full-Time Students

Students who officially withdraw prior to an academic term will receive a full tuition refund, excluding Health Insurance and other non-refundable fees.

A full-time student who is academically suspended or receives an honor code violation, and required to leave Carey for a semester or permanently, will not receive a refund for tuition charged at the time of the suspension, during the semester. A prorated portion of the tuition will be applied to future semesters based on the refund schedule for academically suspended students. If a student fails to return or is dismissed permanently, no refund will be given. In instances where a student is receiving federal financial aid, the aid will be recalculated and refunded to the federal government. The student is still responsible for the entirety of the tuition.

In order to receive the degree for the full-time student's program of study, the student must pay the entire published cost of the tuition, regardless of the number of terms needed to complete the degree.

Refund	January Intercession	Courses that Meet 8 Sessions	Online Courses - 8 Week Session
100%	From the day of registration to the beginning of the 2nd class session for onsite courses, or prior to the 8th day of the session for online courses (before 11:59 p.m. Eastern Time on the 7th day).	during the first week of the term (before 11:59 p.m. Eastern Time on the 7th day).	during the first week of the term (before 11:59 p.m. Eastern Time on the 7th day).
80%	from the 2nd class session and prior to the 3rd class session	during the second week of the term (before 11:59 p.m. Eastern Time on the 14th day)	during the second week of the term (before 11:59 p.m. Eastern Time on the 14th day)
50%	from the 3rd class session and prior to the 4th class session	during the third week of the term (until 4:30pm on Friday)	during the third week of the term (until 4:30pm on Friday)
0%	once the 4th class begins there is no refund	once the 4th class begins there is no refund	once the 22nd day of the session begins, there is no refund

Course Schedule

The course schedule is available online at sis.jhu.edu/classes.

Course information posted to this website is subject to change without advanced notice.