

# REGISTRATION POLICIES

## Registration Policies

Before registering for any engineering classes, each student must apply (<https://ep.jhu.edu/admissions-and-aid/admissions/>) as a degree or certificate candidate or as a Special Student and must submit appropriate application materials for review. Applications are accepted on a continuing basis.

Payment of tuition is due by the specified deadline listed in the Academic Calendar (<https://e-catalogue.jhu.edu/engineering/engineering-professionals/academic-policies/academic-calendar/>). Payment may be made by check, credit card, tuition remission, or company contract accompanied by purchase order. Johns Hopkins Engineering for Professionals does not defer payment for companies providing tuition reimbursement at the end of the term. In this instance, students must pay tuition themselves and be reimbursed by their employers. If payment is not made by the deadline date, a late payment fee of \$150 will be incurred.

An email statement with the balance due to the university will be sent to students on the 16th of each month who have registered but have not paid their balance. This is not a bill. This is a reminder of the debt owed to the university and is a reflection of your account status at the time of the email. Changes in circumstances, for instance, adding or dropping courses, late registration, or late payment fees, may affect the amount that you are responsible to pay.

Students are not permitted to register if there are unpaid bills from a previous term.

## Course Schedule

The Johns Hopkins Engineering for Professionals course schedule (<https://apps.ep.jhu.edu/schedule/search/>), lists the day, time, location, modality, and instructor for each course. All students who have been admitted or enrolled in courses during the previous year will receive notification of the web posting of the course schedule. All relevant registration forms and deadlines can be found on the Academic Calendar.

## Course Numbering System

All Whiting School of Engineering courses are numbered in the form EN.605.602, where

- 605 indicates the program—in this example, Computer Science; and
- 602 indicates the course number—in this example, Software Analysis and Design.

Johns Hopkins Engineering for Professionals courses numbered xxx.1xx through xxx.5xx are undergraduate level and will not confer graduate credit.

## Course Credit

The number of credits per course is designated in the course listing.

## Visiting Students

Students who matriculated at another institution but would like to take a course with EP may apply as a visiting, non-degree special student. To be considered for this status, students must provide the EP Registration Team with an email or a letter on university letterhead from the student's

advisor at their home school. The remaining application requirements for the program will not be required.

## Interdivisional Registration

With the approval of their advisors, students may take courses in the full-time programs of the Whiting School of Engineering or in other divisions of the university. Registration for these classes should be submitted by e-mail to [ep.registration@jhu.edu](mailto:ep.registration@jhu.edu). Please note that tuition rates vary by division.

Students in other divisions of Johns Hopkins may register for Johns Hopkins Engineering for Professionals courses, subject to the regulations of their home divisions and availability of space.

## Course Enrollment Limits

In order to foster high-quality faculty–student interaction, all courses have enrollment limits. Although every effort is made to offer additional sections of oversubscribed courses, this is not always possible.

Students may ask to be placed on waiting lists if their desired courses are filled, or they may indicate alternative course selections.

The university reserves the right to change instructors or to cancel any course with insufficient enrollment or for reasons beyond the control of the university.

## Course Load

Students who are employed full-time are advised to take no more than two courses per term.

## Auditors

See Course Auditing in the Academic Policies (<https://e-catalogue.jhu.edu/engineering/engineering-professionals/academic-policies/regulations/>) section.

## Adding and Dropping Courses

Courses may be added or dropped online through SIS (<https://sis.jhu.edu/sswf/>). Deadlines for completing this procedure are given in the Academic Calendar (<https://e-catalogue.jhu.edu/engineering/engineering-professionals/academic-policies/academic-calendar/>). Notification to the instructor does not constitute dropping a course. Students who stop attending a course without dropping the course will receive an F grade. The refund policy pertaining to dropped courses is described in Tuition and Fees (<https://ep.jhu.edu/admissions-and-aid/tuition-and-fees/>).

## Textbooks

For textbook information, visit the website (<https://ep.jhu.edu/student-services/academic-services/ordering-textbooks/>).