

# REGISTRATION POLICIES

## Advising and Registration Periods

All students are required to meet with an advisor for each declared major prior to registering for the fall and spring semesters. Advisor alert(s) for each declared major are placed on all students' records in SIS well in advance of the registration period; the alert(s) must be released by the advisor(s) to permit the student to register.

In the School of Arts and Sciences, freshman, first-semester transfer students, and undeclared students meet with their academic advisor beginning six weeks in advance of the registration period. Students with declared majors should contact their faculty advisor to schedule a meeting prior to their registration date.

In the School of Engineering, students meet with their faculty advisors during Engineering Advising Week (early November for spring registration, and early April for fall registration).

Undergraduates register for Spring semester in November, for Intersession in December, for Summer in March, and for Fall semester in April.

## Schedule Verification

Students are responsible for verifying their schedules in SIS. Students are encouraged to retain a copy of their schedule for their records. In addition, students are advised to check their schedules after performing online registration changes (adding and/or dropping courses) to ensure accuracy.

Students should review their schedule prior to the add, drop, and withdrawal deadlines. Changes to a student's schedule will not be approved after these deadlines have passed. Failure to review and retain a copy of their registration confirmation will not be considered grounds for approving exceptions to these deadlines.

## Intersession and Summer Special Registration Information

Summer and Intersession opportunities, such as JHU-sponsored study abroad courses and career exploration courses, may have special registration deadlines, fees, and procedures. Please see the Intersession (<https://summerprograms.jhu.edu/program/intersession-program/>) or Summer (<https://summerprograms.jhu.edu/>) Programs websites for additional information.

Intersession is a period in January for students and faculty to participate in a variety of courses and activities that are offered for credit, and for non-credit. These offerings are designed to enrich the intellectual and social life of the campus. Registration in Intersession is optional. Students who are interested may take Intersession courses totaling up to 3 credits, but students may not register for classes that meet simultaneously or have overlapping times.

For Intersession academic exploration courses, the tuition cost of Homewood KSAS and WSE courses is free to undergraduates who were enrolled full-time in the previous fall semester (including approved study abroad); part-time students must pay tuition. All students must pay relevant fees. Students who are returning from a leave of absence may register for Intersession if they pay tuition per credit hour. Students who

register for Hopkins Intersession courses outside of KSAS/WSE are subject to tuition charges determined by the individual school.

Summer courses at JHU are primarily offered during two five-week terms. Some courses run on alternative schedules and may, therefore, have different deadlines. Courses are sponsored by the same academic departments that oversee the university's full-time degree programs. They are designed to reproduce, as closely as possible, similar courses offered during the spring and fall semesters. Tuition charges, and deadline dates, are published on the Summer Programs (<https://summerprograms.jhu.edu/>) website. Students who register for Hopkins Summer courses outside of KSAS/WSE are subject to tuition charges determined by the individual school.

## Late Registration Fees

Registration in the School of Arts and Sciences and the School of Engineering is not permitted after the end of the second week of the semester, except in extraordinary circumstances as approved by the Assistant Dean in their respective academic advising office. The university provides financing alternatives that permit students to register in most financial situations. Visit <https://finaid.jhu.edu/> for information on financial support programs offered at JHU.

Students who for any reason do not complete their registration until after the prescribed registration period may be required to pay a late registration fee.

For late registration fees in the Summer, please see the Summer Programs (<https://summerprograms.jhu.edu/>) website.

## Adding a Course

During the fall and spring semesters, students may add a course until the end of the second week of classes and pay no fees to add courses. During this time students may add courses without written approval, unless the course is filled or will cause a credit overload. If the course will cause a credit overload, Arts and Sciences students need approval from the Arts and Sciences Advising Office, while Engineering students will need the approval of their faculty advisor and the approval of the Engineering Advising Office. Approvals for credit overloads can be processed in the SIS by the student's respective advising office which will enable students to add the course(s) online.

An instructor's signature is required to add a course that is filled. By the end of the second week of classes, students should have the schedule they want to keep. As an exception to this policy, students may enroll in Independent Study, Independent Research, Thesis, and/or Internship until the end of the sixth week of the semester.

For fall and spring courses that are scheduled for less than the full semester, the last day to add will vary based upon course length and start date. Please see the Homewood Registrar's Office (<https://studentaffairs.jhu.edu/registrar/students/registration/>) website for details. For Intersession and Summer deadlines, please refer to the Intersession (<https://summerprograms.jhu.edu/program/intersession-program/>) or Summer (<https://summerprograms.jhu.edu/>) Programs websites.

When adding courses in other JHU divisions, or at schools in the Baltimore Student Exchange Program (BSEP), students must follow the deadlines set by the host school or division. In the School of Public Health, the add deadlines are based on the quarter system, not the

semester system that is used in other JHU divisions. Interdivisional Registration information is located at <https://registrar.jhu.edu/idr/>

## Dropping a Course

Courses may be dropped from the student's record until the end of the sixth week of the semester, provided that the student remains registered for a minimum of 12 credits. For engineering students, faculty advisor approval is required to drop a course after the second week of classes.

Unless a student is authorized by the Office of Student Disability Services for reduced course load, any request to drop a course that would result in the student being unable to earn a minimum of 12 credits in a fall or spring semester requires a signature from their respective academic advising office. Students who are authorized for reduced course load through the Office of Student Disability Services require approval from that office.

For fall and spring courses that are scheduled for less than the full semester, the last day to drop will vary based upon course length and start date. Please see the Homewood Registrar's Office (<https://studentaffairs.jhu.edu/registrar/students/registration/>) website for details. For Intersession and Summer deadlines, please refer to the Intersession (<https://summer.jhu.edu/intersession/>) or Summer (<https://summer.jhu.edu/>) Programs websites.

When dropping courses in other JHU divisions or at schools in the Baltimore Student Exchange Program (BSEP), undergraduates must follow the deadlines set by the host school or division. In the School of Public Health, the drop deadlines are based on the quarter system, not the semester system that is used in other JHU divisions. Interdivisional Registration information is located at <https://registrar.jhu.edu/idr/>

## Withdrawing from a Course

After the end of the sixth week and until the end of the eleventh week, a student may withdraw from a course with a W on their academic record. A record of the course will remain on the academic record with a W appearing in the grade column to indicate that the student registered and then withdrew from the course. Students are not allowed to withdraw from a course after the end of the eleventh week of the semester. Course withdrawals must be conducted through SEAM. Engineering students are required to provide written permission from their faculty advisor. Arts and Sciences students do not need permission to withdraw from a course when the student remains able to earn a minimum of 12 credits.

Unless a student is authorized by the Office of Student Disability Services for reduced course load, any request to withdraw from a course that would result in the student being unable to earn a minimum of 12 credits in a fall or spring semester requires permission from their respective academic advising office. Students who are authorized for reduced course load through the Office of Student Disability Services require approval from that office.

Even with approval, withdrawing from a course may adversely affect a student's academic standing and/or financial aid satisfactory academic progress, and students should discuss these topics with the respective offices prior to submitting a course withdrawal request.

For fall and spring courses that are scheduled for less than the full semester, the last day to withdraw will vary based upon course length and start date. Please see the Homewood Registrar's Office (<https://studentaffairs.jhu.edu/registrar/students/registration/>) website for details. For Intersession and

Summer deadlines, please refer to the Intersession (<https://summerprograms.jhu.edu/program/intersession-program/>) or Summer (<https://summerprograms.jhu.edu/>) Programs websites.

When withdrawing from courses in other JHU divisions or at schools in the Baltimore Student Exchange Program (BSEP), undergraduates must follow the deadlines set by the host school or division. In the School of Public Health, the withdrawal deadlines are based on the quarter system, not the semester system that is used in other JHU divisions. Interdivisional Registration information is located at <https://registrar.jhu.edu/idr/>

## Full-Time Student Status

Undergraduate students at Johns Hopkins University must be registered for a minimum of 12 credits each semester, unless a student has an approved reduced-course load accommodation through Student Disability Services. Students with reduced course load accommodations approved through the Student Disability Services Office should refer to their website (<https://studentaffairs.jhu.edu/disabilities/>) for additional information.

## Part-Time Student Status

Students who have not completed degree requirements after eight full-time semesters may register for less than 12 credits and pay for courses on a per credit basis with the permission of their respective academic advising office. Prior to a ninth semester, a student may not enroll for fewer than 12 credits.

## University Credit Hour Definition

JHU defines a credit hour as a reasonable approximation of the student learning outcome equivalency of an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than, at a minimum, the federal definition:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Changes to this definition can be found in University Policies (<https://policies.jhu.edu/doc/fetch.cfm/jhiiy1jh/>). (<https://www.jhu.edu/university-policies/>) Graduate-level courses completed by undergraduates are generally awarded the same number of credits as an upper-level undergraduate course (3 credits).

## Fall and Spring Semester Credit Requirements and Limits

For Arts and Sciences (AS) students, the average course load is 15 credits per semester for eight semesters. AS freshmen are limited to 17 credits, while AS upperclassmen are limited to 18.5 credits.

For Engineering (EN) students, the standard load is 16-18 credits. EN freshmen are limited to 18 credits (18.5 if including a foreign language), while EN upperclassmen are limited to 19.5 credits.

Peabody Double Degree students are permitted to enroll in a maximum of 25 credits per semester.

Undergraduate students must be registered for a minimum of 12 credits throughout the fall and spring semesters. Students who are authorized for reduced course load through the Office of Student Disability Services require approval from that office.

## Intersession and Summer Credit Limits

Students may take a maximum of 3 credits during Intersession.

During the Summer, students may take a maximum of 14 credits total, with a limit of 7 credits per session.

## Exceptions to These Credit Limits

Unless a student is authorized by the Office of Student Disability Services for reduced course load, any request to drop or withdraw from a course that would result in the student being unable to earn a minimum of 12 credits in a fall or spring semester requires a signature from their respective academic advising office. Students who are authorized for reduced course load through the Office of Student Disability Services require approval from that office.

**Credit overloads for Arts and Sciences students require approval from AS Academic Advising, and must meet one of the following criteria:**

- Seniors in their eighth semester
- Upperclassmen who made Dean's List in the prior semester
- AS first-year students are not granted credit overloads.

**Credit overloads for Engineering students are approved on a case-by-case basis**, and require Faculty Advisor's approval, then final approval by the EN Advising Office, with review of the student's recent academic performance is a factor in the decision. First-semester EN freshmen are not granted credit overloads.

## Restrictions

### Registration Alerts

Registration alerts may be applied to student records for a variety of reasons, such as outstanding financial obligations, insurance and health clearances, academic standing, and missing emergency contact information. A student whose registration has been placed on hold for a non-academic reason must obtain clearance from the office or offices that placed the hold on registration. Transcripts will not be released for students with unpaid balances.

Students who have three or more incomplete grades from the previous semester may have a hold placed on registration activity. The student must have approval from their respective advising office to register, add, or drop.

### Retaking A Course

Students may retake a course to absolve a grade of C+ or lower. The grade for the second attempt and the associated credits are recorded on the transcript and are calculated into the GPA. The original grade remains along with the notation "R" to indicate the course was retaken, and the original grade does not affect grade point calculations, nor does it carry

credit toward graduation. Only the grade in the retaken course accrues credit and applies to the GPA, even when the retaken grade is lower than the original grade. However, if a student drops or withdraws from the subsequent attempt the original grade is calculated into the GPA. A student may retake one course without written permission. Taking the same course a third time or retaking a different course requires written permission of the student's respective academic advising office.

A course originally taken for a letter grade must be retaken for a letter grade. A course taken under the Satisfactory/Unsatisfactory grading option must be retaken under the Satisfactory/Unsatisfactory grading option.

To absolve a grade, the same course must be taken at Hopkins, not at another college or university. In situations where the same course is no longer offered, students may be able to absolve a grade in one of two ways:

1. by repeating a course of comparable content and level, or
2. as an independent study

Both of these options require approval of the department and/or instructor responsible for the course, and the student's respective academic advising office.

Approval for course retake can be processed in the SIS by the student's respective advising office which will enable students to add the course(s) online.

**Special Retake Rules Related to Spring 2020, Fall 2020, and Spring 2021.**

Due to the COVID-19 pandemic, there were special grading policies in effect during Spring 2020, Fall 2020, and Spring 2021 semester. Students who want to retake a course that was taken in one of those three semesters should refer to the chart below for adjusted retake rules.

### OTHER RESTRICTIONS ON ABSOLVING A GRADE

Grades may not be absolved by retaking a course after graduation.

Grades assigned by the Ethics Board due to an academic ethics violation may not be removed from the academic record by retaking the course.

### Prohibition on Registering for Courses that Meet at the Same Time

**Effective for Spring 2024**, students will not be allowed to register for course conflicts unless they have permission to have the conflict before registration in the conflicting course.

**Effective for Fall 2023**, registering for two classes that meet at the same time or at overlapping times is not permitted, except as a temporary measure during the first two weeks of the semester when students are still deciding on which classes to take. By the end of the first two weeks of classes, students must resolve time conflicts in their schedules. Students receive a warning about time conflicts during the self-service registration process. Conflicts can be resolved as follows:

- Student must drop one of the conflicting courses by the end of week two of the current semester.
- For any exceptions, student must reach an agreement with the faculty of both conflicting courses. The approval must be documented in student records. Approvals can be submitted via SEAM case management system by student.

If the student does not resolve the conflict, they will be administratively dropped from one of their conflicting courses the 3rd week of the classes of the current term without any further notice. The course which was added later will be subject to this action.

## Restrictions on Equivalent Courses and Courses Taken Out of Sequence

Courses that are sequential in nature, e.g., elementary, intermediate, and advanced language courses, or the Calculus sequence, must be taken in their proper order. One exception to this policy is that AS.210.301 Advanced French for Writing and AS.210.302 Advanced French for Speaking may be taken in reverse order with permission of the department.

Credit will be awarded only once for equivalent courses covering the same material. Examples of equivalent courses are Intermediate French and Advanced Intermediate French, and AP Calc AB and Calculus I. This restriction does not apply to the Expository Writing course which may be taken twice. Be aware that departments may change course numbering or titles without changing the course content. Students who believe that they have registered for an equivalent course should consult with their academic advising office. This rule applies to courses offered by either KSAS or WSE, courses at other JHU schools, and courses transferred from other institutions.

The following restrictions apply to overlapping and the sequencing of courses in the Mathematics, and the Applied Mathematics and Statistics Departments:

- Students who earn credit for AS.110.201 Linear Algebra cannot receive credit for the combined course EN.553.291 Linear Algebra and Differential Equations or for the course AS.110.212 Honors Linear Algebra.
- Students who earn credit for AS.110.405 Real Analysis I cannot receive credit for AS.110.415 Honors Analysis I
- Students who earn credit for AS.110.406 Real Analysis II cannot receive credit for AS.110.416 Honors Analysis II
- Students who earn credit for AS.110.302 Differential Equations and Applications cannot receive credit for EN.553.291 Linear Algebra and Differential Equations.
- Students who earn credit for AS.110.202 Calculus III cannot receive credit for AS.110.211 Honors Multivariable Calculus.
- Students who earn credit for AS.110.311 Methods of Complex Analysis cannot receive credit for AS.110.407 Honors Complex Analysis.
- A student who earns credit in EN.553.291 Linear Algebra and Differential Equations may receive credit for further study of linear algebra or differential equations by enrolling for independent study. Normally students will earn 2 credits for such an independent study, but the number of credits may vary and is to be decided by the faculty sponsor. These students may not earn credit for AS.110.302 Differential Equations and Applications, AS.110.201 Linear Algebra, nor AS.110.212 Honors Linear Algebra.
- Students who earn credit for EN.553.426 Introduction to Stochastic Processes cannot receive credit for EN.553.427 Stochastic Processes and Applications to Finance.

The following restrictions apply to courses in the Economics Department:

- Students who earn credit for AS.180.301 Microeconomic Theory may not earn credit for AS.180.401 (when offered).

## Policy on Statistics Courses Sequencing

Undergraduate students at the Homewood Schools of Johns Hopkins University enjoy a wide selection of courses on statistics; however, it is not allowable for a student to be awarded credit for two courses that cover essentially the same material. Likewise, it is not allowable for a student to receive credit for a more basic course after having received credit for a more advanced course in the same subject.

Our statistics courses fall into one of the following four categories, listed in increasing level of sophistication:

1. Non-calculus based, basic (p. 4)
2. Non-calculus based, intermediate (p. 4)
3. Calculus based, intermediate (p. 4)
4. Calculus based, advanced (p. 5)

A student may take at most one course (or course sequence) from within one of these categories. A student may not take a course in a lower numbered category after having taken a course in a higher numbered category.

Some departments may require their undergraduate majors to take specific statistics courses, however, all students are precluded from receiving credit for two courses that have much the same content, though they may have different emphases. This policy does not imply that a course in one of the above categories may be substituted for another course.

The list below shows the courses and sequences that are allocated to these categories. Examples:

- A student may take EN.553.111 Statistical Analysis I but then may not subsequently take AS.230.205 Introduction to Social Statistics.
- A student who has taken EN.553.310 Probability & Statistics for the Physical Sciences & Engineering may not also take EN.553.311 Intermediate Probability and Statistics or any of the courses in the first two categories.

### CATEGORY 1: (NON-CALCULUS BASED, BASIC COURSE)

Code	Title	Credits
EN.553.111	Statistical Analysis I	4
AS.230.205	Introduction to Social Statistics	4
AP Statistics		

### CATEGORY 2: (NON-CALCULUS BASED, INTERMEDIATE COURSE)

Code	Title	Credits
EN.553.211	Probability and Statistics for the Life Sciences	4
EN.553.230	Introduction to Biostatistics	4
AS.280.345	Public Health Biostatistics	4

### CATEGORY 3: (CALCULUS-BASED, INTERMEDIATE COURSE)

Code	Title	Credits
EN.553.310	Probability & Statistics for the Physical Sciences & Engineering	4
or EN.553.311	Intermediate Probability and Statistics	



**CATEGORY 4: (CALCULUS-BASED, ADVANCED COURSE)**

Code	Title	Credits
EN.553.420 & EN.553.430	Probability and Mathematical Statistics	4

Some courses do not fall into one of the four categories:

- EN.553.413 Applied Statistics and Data Analysis This course is mostly independent of the other probability/statistics courses, but subsumes enough of the non-calculus, basic course material such that no Category 1 course may be taken after EN.553.413 Applied Statistics and Data Analysis.
- EN.553.112 Statistical Analysis II may be taken after any category 1, 2, or 3 course. However, the preferable sequence is EN.553.111 Statistical Analysis I-EN.553.112 Statistical Analysis II.
- AS.200.200 Research Methods in Psychology and AS.200.201 Design & Statistical Analysis for Psychology comprise a two-semester research methods sequence required of the Psychology major. While the courses introduce some statistical methods, they are not subject to the sequencing restrictions. Students who have completed these courses who wish to continue in statistics should consider a course in category 2 or higher.

**Equivalent Statistics Courses**

The courses EN.553.310 Probability & Statistics for the Physical Sciences & Engineering and EN.553.311 Intermediate Probability and Statistics are considered equivalent to each other and can be used interchangeably. In accordance with the course retake policy, a grade in one may be absolved by the opposite course.

**Important Note About Credit and Grades for Language Courses**

Students must take the language elements (or beginning/first year) courses for a letter grade.

Students in the School of Arts and Sciences do not receive an area designation for these elements (beginning/first-year) courses.

Students in the School of Engineering can substitute language elements (or beginning/first-year) courses for humanities courses in meeting the distribution requirement.

**Instructor's Permission**

Most graduate (600-level and above) courses in the School of Arts and Sciences and the School of Engineering offered in the graduate divisions of the university require undergraduates to obtain permission to register. If permission is required, engineering students need permission from the instructor and their faculty advisor. Arts and Sciences students require permission of the instructor. If online enrollment is not available, students must use submit a SEAM request with the appropriate permissions.

**Auditing a Course**

Undergraduate students may not audit a course. By the end of the add period, a student may only attend or participate in courses for which they are enrolled.

**Registering for Customized Academic Learning**

Note: Effective Fall 2023, the term "Customized Academic Learning" replaces the previously used term "Independent Academic Work." Due

to publication deadlines, the term "Independent Academic Work" may appear in some catalogue sections.

Customized Academic Learning (CAL) is the collective term used to encompass group and individual academic work outside of a structured class offering. Individual CAL includes independent study, independent research, and academic internships. Independent study means a program of study and reading under the tutelage of a faculty member. Academic credit for independent study is based on work equivalent to class-based courses. Research involves planning and conducting experiments, collection and analysis of data, and the reporting of results. Academic internships are practical work experiences which have an academic component as certified by a member of the faculty. Group CAL includes group research and group projects. Group research is the term used to describe research that is conducted within the lab group of a faculty for which there are regular lab group meetings that require attendance and participation by undergraduates. A group project involves two or more undergraduates simultaneously working on the same task (other than research) under the supervision of a faculty member. To be considered a group project, there must be a regular group meeting of the project team with the expectation of attendance and participation by the students.

All forms of CAL require early planning with a faculty sponsor. To receive academic credit, the CAL must include an activity, exercise, and/or product that can be evaluated by a member of the AS/EN faculty whose field of expertise is related closely enough to the work for the faculty sponsor to competently evaluate the work and certify that it merits academic credit.

Academic credit for CAL must be sponsored by a full-time member of the Homewood faculty. This is the case whether the work is done on-campus or off-campus. The work supervisor and the faculty sponsor may be the same person but are not required to be so. If the faculty sponsor is not the work supervisor, the work supervisor must provide the faculty sponsor with a report on the student's progress and achievements while participating in the CAL experience (research, independent study, or project), and the faculty member must certify how much academic credit the CAL experience merits.

Students who wish to pursue CAL begin by discussing their ideas with an appropriate faculty sponsor. That discussion must focus on what type of project the student envisions, and what possibilities for academic credit the faculty member envisions. If the student and faculty member agree on the type of project and its academic value, then the student should find a suitable research or work environment for the project.

- No more than three credits total may be earned for independent study, independent research, group project, and group research in one semester or summer (sessions I and II combined); only one credit may be earned for an academic internship during one semester or summer.
- No more than 6 credits of any type of CAL may be earned in one academic year (see exception for students graduating in their eighth semester or later). The academic year begins with the first summer session and ends at the conclusion of the spring semester.
- CAL done for academic credit may be paid or unpaid. Credits for independent research, independent study, group research, and group project vary from 1-3 credits, and may be graded with either letter grades (A, B, etc.) or Satisfactory/Unsatisfactory. Each credit hour should reflect 40 hours of work on the project.
- Credit for an internship is limited to 1 credit, and the grading method is Satisfactory/ Unsatisfactory only.

- Students must register for CAL by the end of the sixth week of the semester. Students must adhere to the registration and add/drop deadlines during Intersession, and Summer. In the rare circumstance that a student must change the number of CAL credits for which they are registered, the deadline for these changes aligns with the deadline to withdraw from a course. The typical minimum and maximum credit limits must be observed.

Although academic credit is awarded for CAL, area designations are not assigned and the credit may not be used to satisfy the distribution requirement. All courses at the 500-level, which is by definition undergraduate CAL, except for courses that are Honors Thesis and the Senior Essay in English, are not allowed to be writing intensive. The use of credit for CAL to satisfy the requirements of a major or minor is subject to prior written approval by the appropriate department or program. Additional policy information can be found in the Credit Hour Policy (<https://policies.jhu.edu/doc/fetch.cfm/jhiy1jH/>).

#### Language Courses at the School of Advanced International Studies

Course credit, normally between 3 to 5 credits, will be awarded to AS and EN undergraduate students for the following language courses offered by the School of Advanced International Studies (SAIS) in accordance to the University's credit hour policy and in strict adherence to the hours of instruction scheduled: Burmese, Indonesian, Persian, Russian, Thai, and Vietnamese. Supplemental language tutorials will not be included in the course credit calculations.

## Registering for Courses in Other JHU Divisions During the Fall and Spring Semesters

Qualified undergraduates may take courses at other divisions of the university as long as the student has not previously earned credit for the content of the course. Students submit an Interdivisional Registration (IDR) form, which is available in the Homewood Registrar's Office, in the Office of Academic Advising, or in the Office of Engineering Advising. Courses taken at other JHU divisions must be taken for a letter grade, unless the course at the host division is offered on an S/U basis only. Approval(s) are required for all AS/EN students as indicated on the IDR form. All students must meet the course requirements as defined by the host division. Additional IDR information is located at <https://registrar.jhu.edu/idr/>.

### Peabody Institute

Peabody Conservatory offers courses that must be taken for grade and credit. Homewood undergraduates who are not enrolled in either the Homewood-based music minor or the Peabody Double Degree program may take only one nonperformance course per semester at the Conservatory, and may also take one performance course concurrently with the approval of the student's respective academic advising office. Performance courses will receive 1 credit per semester unless taken as part of the Peabody Double Degree program.

Students may take private lessons at Peabody. Information is located at <https://peabody.jhu.edu/preparatory/registration-financial-aid/placement-information/>.

The Conservatory schedule and deadlines can differ from those at Homewood. Students taking courses and lessons at the Conservatory must check these dates in the Peabody schedule of courses located at <https://peabody.jhu.edu/academics/academic-calendar-resources/>

registrar/. Visit <https://peabody.jhu.edu/academics/peabody-at-homewood/> for additional information about taking lessons at the Conservatory.

## The Carey Business School and The School of Education

Students may register for approved courses in these two schools on a case-by-case basis. In order to register in the Carey Business School or the School of Education, students in Arts and Sciences and Engineering programs should use the Interdivisional Registration Form, available from the Homewood Registrar's Office (<https://support.sis.jhu.edu/case-home/>), which requires permission of their academic advisor and the appropriate school program director or advisor. Students declared in the Carey Business minor for undergraduates may register for the required courses of the minor through SIS. Courses must be taken for a grade. Note that the Carey Business School and the School of Education students have priority in registering for these schools' courses.

## School of Medicine and Bloomberg School of Public Health

Undergraduates may register for courses in the School of Medicine and/or the Bloomberg School of Public Health with the approval of the faculty advisor, the course instructor, and the student's academic advising office. Students must have an adequate background for the courses, and courses must be taken for a grade. Public Health Studies majors taking courses at the Bloomberg School of Public Health require only the Public Health faculty advisor's approval signature and can register for courses through SIS.

## Registering for Courses at Other JHU Divisions During the Summer

Degree-seeking students are permitted to IDR enroll during the summer term(s). Students must meet designated course prerequisites and/or be otherwise qualified for the desired course(s) at the following JHU divisions:

- Advanced Academic Programs (AAP) division of the Krieger School of Arts and Sciences
- Bloomberg School of Public Health (excluding offerings through the Summer Institute)
- Engineering for Professionals (EP) division of the Whiting School of Engineering
- Peabody Institute (permission required from Peabody Associate Dean for Academic Affairs)
- School of Advanced International Studies
- School of Education
- School of Medicine

Students should register using the IDR form (<https://support.sis.jhu.edu/case-home/>), and pay for the course at their home division. The course, along with credits and grade, will appear of the student's home division transcript. Approval from both the home and host divisions is required to ensure that the interdivisional enrollment is appropriate for the student's degree. Summer courses in other divisions must be taken for a grade.

IDR enrollment is not available during the summer term(s) at the Carey Business School, nor the School of Nursing. Students seeking enrollment at either of these schools should pursue enrollment directly with the respective school. In order to ensure a course will transfer to the student's undergraduate academic record, students should follow the transfer credit pre-approval directions available from their advising office.

## Registering for Courses through the Baltimore Student Exchange Program (BSEP)

Beginning sophomore year, undergraduates may take one course per semester (fall/spring only) at one of the several area colleges and universities that comprise BSEP. This program includes the following colleges in the Baltimore area: Community Colleges of Baltimore County, Coppin State University, Goucher College, Loyola University Maryland, Maryland Institute College of Art, Morgan State University, Notre Dame of Maryland University, Stevenson University, Towson University, University of Baltimore, and University of Maryland Baltimore County.

Students who have received Air Force ROTC scholarships will register for the required ROTC courses at the University of Maryland College Park using the BSEP institution registration process described in this section.

Courses that are equivalent to those offered at the Homewood campus may not be taken through BSEP. Students register by submitting the BSEP registration form to the Homewood Registrar (<https://support.sis.jhu.edu/case-home/>). This form is available on the BSEP website (<https://baltimorecollegetown.org/student-opportunities/bsep/>). The faculty advisor's approval is required for all courses. An academic advisor from the student's respective advising office must also approve the form. Submit completed registration materials to the Homewood Office of the Registrar (<https://support.sis.jhu.edu/case-home/>).

Prior to the start of classes at the host institution, students may report to the host school's registrar for additional assistance (for example, campus maps or id cards). JHU students enrolled through BSEP are not required to complete registration forms at the host institution, and no academic record is established at the host institution. There is no additional fee or tuition charge for courses taken through the BSEP program, except when the host school charges a laboratory or materials fee. In that event, the student pays the fee directly to the host institution.

Courses at these schools must be taken for letter grades. Both grades and credits appear on the Hopkins academic record along with an indication of where the courses were taken. The grades are included in calculations of the grade point average.

Independent undergraduate work, special tutorials, or private study types of courses that consume a large portion of faculty time are generally not included in the BSEP program, nor are weekend or evening courses offered through continuing educational studies programs.

## Cooperative Education in Engineering

Engineering students may participate in government or industry-based cooperative education programs. Students who have received an offer from an employer should contact the Engineering Advising Office at 410-516-7395 or [wseadvising@jhu.edu](mailto:wseadvising@jhu.edu).

## ROTC

Enrollment in the Johns Hopkins University Department of Military Science ROTC Program prepares students for full- and part-time careers in the U.S. Army and its Reserve Forces, as well as providing leadership and management skills valuable in any profession. Freshmen interested in finding out about the military profession should enroll in a Military Science course. Contact the professor of military science at 410-516-4685 for enrollment procedures and scholarship information. Visit <https://krieger.jhu.edu/rotc/> (<https://krieger.jhu.edu/rotc/>) and <https://e-nextcatalog.jhu.edu/arts-sciences/full-time-residential-programs/degree-programs/military-science/> ([\[catalogue.jhu.edu/arts-sciences/full-time-residential-programs/degree-programs/military-science/\]\(https://e-nextcatalog.jhu.edu/arts-sciences/full-time-residential-programs/degree-programs/military-science/\)\) for additional information.](https://e-</a></p>
</div>
<div data-bbox=)

## Final Examination Schedule for Fall and Spring Semesters

The Office of the Homewood Registrar establishes the final examination schedule. In rare cases, the official final exam schedule available on the Homewood Registrar's website may slot three final exams on one day for a student. Students should contact their respective academic advising office for assistance in these instances.

Instructors may administer final examinations only at the officially scheduled time, not during class time or during the reading period. Take-home final examinations, and other final exercises (such as papers) that are expected to be prepared for and completed after classes have concluded are due at the end of scheduled in-class final examination time for the course. All other papers can be due at any deadline during the semester set by the professor, including the reading and final examination periods.

Students who are concerned that any of these policies are being violated by their instructors should notify their respective academic advising office.

The final exam schedule (<https://studentaffairs.jhu.edu/registrar/students/course-schedule/>) is posted on the Office of the Homewood Registrar's website.