

# REGISTRATION POLICIES AND PROCEDURES

---

The Office of Student Enrollment and Account Management (SEAM) is available to provide assistance to all students pertaining to online registration via SIS. If you need assistance with records & registration, visit the SEAM's Online Form (<https://support.sis.jhu.edu/case/>) to request support.

## Registration

All students must complete registration by the beginning of each term in accordance with instructions issued by the academic program before they can attend classes. Detailed instructions about registration will be provided to all students via email before the registration period each term. If the student has not received this information at least one week prior to the registration period, the Office of Student Enrollment and Account Management (SEAM) should be contacted immediately. Students may not sit in on a class without being officially registered for that class.

## Registration Holds

All students must have the approval of their assigned academic advisor before enrolling for any term. Students will not be allowed to register if there are unpaid bills from a previous term. The student is required to pay tuition or make financial arrangements with the Office of Student Enrollment and Account Management (SEAM) before registering for a given term.

Registration will also be blocked if a student is not in compliance with health insurance and student health requirements.

## Add/Drop

A student wishing to add or drop a course must do so by the end of the second week of classes. The Add/Drop form is available here (<https://nursing.jhu.edu/wp-content/uploads/2023/02/ADDDROPFORM.pdf>). Submit the completed form for processing by attaching it to the Office of Student Enrollment and Account Management (SEAM) contact form (<https://support.sis.jhu.edu/case-home/>). Please refer to the Course Drop or Withdrawal Policy (<https://e-catalogue.jhu.edu/nursing/policies/course/>).

## Auditing a Course

To audit a course, the instructor's permission and advisor's approval are required. Once approved students must register for the course as an audit with the Office of Student Enrollment and Account Management (SEAM) before the deadline of the add/drop period. Courses may not be changed from credit to audit or vice versa after the designated add/drop period. No exceptions can be made after the add/drop period has ended. Please note, that students cannot audit a required course. The course will be shown on the academic record as an AU and will not be used in determining the grade point average.

## Cancelled Courses

If minimum course enrollment is not met, students will be sent a cancellation notice and have the option to enroll in another course with the academic advisor's approval.

## Course Withdrawal Notation

- No notation is made on the academic record if a class is dropped before 50% of the class is completed. The signature of the advisor is required.
- After 50% and through 70% of the scheduled classes have met, the signatures of the advisor and the Director of the Program are required to drop a class. A "W" is recorded on the transcript.
- After 70% of the scheduled classes have met, the signatures of the course coordinator, the advisor, and the Director of the Program are required to withdraw from a class. The course coordinator will note on the form whether the student is receiving a passing grade for the course at the time of withdrawal. The determination will be based on the grade(s) achieved for all test(s) and other graded requirements that are due on or before that date. A "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing), as appropriate, is recorded on the transcript. Please refer to the Course Drop or Withdrawal Policy (<https://e-catalogue.jhu.edu/nursing/policies/course/>).

## Interdivisional Registration

Students may take courses at other divisions of the university. Students must complete an Interdivisional Registration Form (<https://nursing.jhu.edu/academics/documents/student-forms/IDR-form.pdf>) and submit the completed form for processing by attaching it to the Office of Student Enrollment and Account Management (SEAM) contact form (<https://support.sis.jhu.edu/case-home/>). Prior to submitting the form, students should ensure there are no registration holds on their record, that they have completed any prerequisites for a course, and that they have secured any required permissions for a course at another division. Students must follow the registration deadlines of the host school for any courses taken at another division of the university.