

REGISTRATION

Registration

Student Information System (SIS) (p. 1)

Proof of Immunization (p. 1)

Course Enrollment Limits (p. 1)

Completion of Prerequisites (p. 1)

Course Load (p. 1)

Ways to Register (p. 1)

Registering for Courses in Other JHU Programs (p. 1)

International and Off-Site Courses (p. 2)

Late Registration (p. 2)

Adding/Dropping (p. 2)

Auditing a Course (p. 2)

Change of Program (p. 2)

Tuition Payment (p. 2)

Financial Aid (p. 2)

Employer Contract (p. 3)

Employer Reimbursement (p. 3)

JHU Tuition Remission (p. 3)

Leave of Absence (p. 3)

Inactive Status (p. 3)

Maximum Number of Courses (p. 3)

Student Information System

The Student Information System 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.

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 Washington, D.C.
2. The student does not currently live in Washington, D.C., nor do they plan to move there, or to any contiguous state, including Maryland, Virginia, Delaware, Pennsylvania, or West Virginia. If they move to Washington, 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.

JHU's Student Information System 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 catalogue. 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 they have not met the stated prerequisite. Students are encouraged to consult with their academic advisors.

Course Load

The 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 (<https://advanced.jhu.edu/forms/online-add-drop-form/>)
- Via the SEAM online form (<https://support.sis.jhu.edu/case/>)

Each semester, the course schedule (<https://sis.jhu.edu/classes/>) is posted. The course schedule 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.

Interprogram Courses

AAP students wishing to count a course outside their program toward their degree need to obtain advisor permission, unless the course is cross-listed in the course schedule or otherwise listed as part of shared concentrations. 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 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 the course description, number of credits, and any other information that may be helpful in assessing the course's applicability to a student's program. The student's advisor 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 AAP courses, 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. The Late Registration period is defined as the seven days prior to the start of classes and requires a \$150 fee. Late registration does not apply for new students who were accepted for that term. Check the Academic and Registration Calendar for late registration deadlines. Students registering late should check the refund schedule.

Add / Drop

Students wishing to add or drop a course can use the online add/drop form (<https://advanced.jhu.edu/forms/online-add-drop-form/>) and should refer to the academic calendar (<https://advanced.jhu.edu/student-resources/academic-calendar/>) and the refund schedule (<https://advanced.jhu.edu/admissions-aid/tuition-fees/refund-schedule/>) to determine the semester-specific deadlines and refund timeline. All registered students are subject to the refund schedule, regardless of attendance.

A student attempting to add a course that requires adviser approval should work with their designated academic advisor or program director to initiate that process.

A drop means the class will not appear on a student's transcript. After the drop deadline has passed (at the end of the third calendar week of the semester), a student can no longer drop a class, but must withdraw.

Auditing a Course

Auditors receive no credit for the course, and a grade of "AU" is placed on their official transcript. There is no reduction in fees or tuition when auditing a course. Prior to registering as auditors, students must document with the instructor what tasks are required to earn the audit. Note that not all courses are suitable for audit and requests to audit may not be approved. Students may request an audit by consulting with their instructor and advisor and receiving subsequent approval from the instructor. 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 should revert to a withdrawal on the student's transcript.

Auditors cannot change their status to credit-seeking after the start of the semester. Degree-seeking 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 the maximum number of courses toward degree.

Change of Program

Students who wish to change to another degree program within Advanced Academic Programs must complete a new online application. Documents required by the new program but not submitted previously must be included with the application. 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 courses and electives are met. Tuition rates in AAP vary with each academic discipline/program; therefore, changing programs may result in different tuition rates. Students may submit applications 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.

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/>) to cover their tuition should submit the appropriate paperwork in ample time before registering. Students must take a minimum of two courses required for their program 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 E00473. The Financial Aid section in the catalogue provides 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 via the SEAM online form (<https://support.sis.jhu.edu/case/>). 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 JHU Benefits Service Center at 410-516-2000 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 but who intend to resume their studies must notify their program of their intention to do so.

Leave of Absence 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. Students on LOA will have access to limited advising and career services. Please note, LOA will not be granted to a student who is currently in a required culminating experience (thesis, capstone, independent research project) course or in a culminating course continuation.

If LOA is granted for a current semester, the current course/s will be automatically withdrawn and will be subject to the refund policy and refund schedule. LOA requests for a current semester must be made prior to the audit/withdrawal deadline.

LOA may impact health benefits, F1 status, and financial supports. F1 students must contact OIS before applying for LOA.

To apply for LOA, students complete a Request for Leave of Absence form. 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.

Students who are granted LOA must notify AAP via the SEAM online form before resuming their studies at the end of the allotted leave time. 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).

Inactive Status

Except for those on a leave of absence, students who do not enroll for any three consecutive semesters (including summer) will lose their active status. AAP will consider the student 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 might not count toward degree requirements. Time limitations still apply; see the Time Limitation policy (<https://advanced.jhu.edu/current-students/policies-and-procedures/academic-regulations/>)

Maximum Number of Courses Beyond Program Degree Requirements

AAP students may take up to two courses beyond their degree program requirements, including those replaced by course retakes. Students should consult with their advisor prior to registering for those courses. 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).

AAP advises students that financial aid may not cover courses that do not contribute to the completion of a program and that they 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 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.