

## FAQ: REGISTRATION

### Registering for Classes:

#### 1. How do I register for a language course?

If you want to register for a course in a language you have taken in high school or if you are native speaker, you should take a language placement exam. More information can be found at: [www.advising.jhu.edu/placement.html](http://www.advising.jhu.edu/placement.html).

#### 2. How do I register for music lessons?

Performance courses at the Peabody Conservatory may either be as part of a grade and credit, or may be audited. Graded performance courses will receive 1 credit per semester unless taken for a double degree program. With the approval of a student's teacher, performances that are audited may appear on a student's academic record. If you would like to register for a music course you should go to the following website to find more information:

<http://www.advising.jhu.edu/music.html>.

#### 3. How do I register for a math course?

Placement is based on a student's high school mathematics courses, AP/IB calculus test scores and scores on the University's math placement tests, which are given online during the summer. We recommend that you take the math placement exam if you did not take AP or IB calculus in high school. Please go refer to the following website for more information

[http://www.mathematics.jhu.edu/new/undergrad/advising\\_placement.htm](http://www.mathematics.jhu.edu/new/undergrad/advising_placement.htm).

#### 4. How do I take a course through the Academic Cooperative Program?

Undergraduates may take one course per semester at one of the several area colleges and universities that comprise the Academic Cooperative Program. Only courses that are not offered at the Homewood campus may be taken through the cooperative program. Students register in person with the Homewood Registrar. Students must submit a registration or add/drop form along with a supplemental registration form for cooperative program courses. KSAS students must obtain approval signatures from the Office of Academic Advising for all cooperative school courses.

#### 5. How do I register for a summer course elsewhere?

In order to take a course during the summer at another accredited school, KSAS students must complete the form "Permission to Transfer Summer courses from Another College/University." This form is available in the Registrar's Office and the Office of Academic Advising. Courses taken at other universities count toward a student's 12 transfer credits.

6. How do I register for a course at the School of Public Health or the Carey School of Business?

To register for a course at the Carey School of Business or the School of Public Health, KSAS students must submit an add/drop form and an "Interdivisional Registration" form. As this is a complex matter, students should inquire in the Office of Academic Advising for more information. Public Health Majors must meet with Dr. Goodyear ( [Goodyear@jhu.edu](mailto:Goodyear@jhu.edu) ) to obtain permission for courses at the School of Public Health.

Other Registration Concerns:

7. How do I get a credit overload and what are the credit limits?

If you want to register for more than the number of credits allowed in one semester (KSAS Freshmen 16.5 , Upperclassmen 18.5), you can do so if your previous semester grade point average was above a 3.5. You may be able to gain approval through the Office of Academic Advising.

8. How do I get into a class that is full?

If you would like to register for a course whose enrollment has reached its capacity, you must get written permission on an add/drop form, from the professor teaching the course and submit the form to the Registrar's Office.

9. How do I register for a permission required course?

Some courses require permission from the professor teaching the course. In this case the student should meet with the professor to gain written permission on an add/drop form. These forms can be obtained through the Registrar's Office.

10. What are the deadlines for adding and dropping a course?

FALL & SPRING DEADLINES

Function	Deadline	Registration	Approval
ADD A CLASS	End of the 2 <sup>nd</sup> week	Online	No approval needed
DROP A CLASS	End of the 6 <sup>th</sup> week	In person	No approval needed Must keep at least 12 credits
WITHDRAW FROM A CLASS	End of the 8 <sup>th</sup> week	In person	*Must have permission from the Office Academic Advising

SUMMER SCHOOL DEADLINES

Summer session deadlines are printed on the [Summer at JHU](http://www.jhu.edu/summer/) homepage at:  
<http://www.jhu.edu/summer/>