

## Postdoctoral Fellow Course Registration Procedures

Johns Hopkins University School of Medicine

Office of the Registrar

733 North Broadway, Suite 147

Baltimore, MD 21205

[GradStdDsk@jhmi.edu](mailto:GradStdDsk@jhmi.edu)

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You may register for courses in most Johns Hopkins divisions outside of the School of Medicine (SOM) without being subject to tuition charges. Note, however, that there are some limitations, including:

- Acceptance of registration is subject to the rules and deadlines of the host division. There may be prerequisites or limited or restricted availability of some courses.
- While tuition is covered, any other fees associated with a course are the responsibility of the student. Non-payment of fees will affect the student's ability to register for subsequent courses.
- Requests for transcripts should be made to the School of Medicine.
- Registration for winter intersession and summer courses will require the postdoctoral fellow to contact the School of Medicine Registrar's Office via email to obtain a Verification of Enrollment form. Failure to obtain this form prior to registration will result in the student being billed for tuition fees.
- Should you decide to seek a degree or certificate from a division outside the School of Medicine, be aware that you will no longer be able to register under these guidelines and will be subject to tuition charges.

### Refer to the information below for specific registration instructions by division

DIVISION	REGISTRAR'S OFFICE CONTACT INFORMATION	REGISTRATION PROCESS	COURSES/CREDITS ALLOWED	NOTES
<p>Advanced Academic Programs (AAP) <b>Regular Academic Year</b> (Sept – May)</p>	<p>Registrar's Office 1717 Massachusetts Avenue Suite 101 Washington, DC 20036 Ph – 202-452-1955 Fx – 202-452-1970</p>	<p>Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to <a href="mailto:aapregistration@jhu.edu">aapregistration@jhu.edu</a> Student will be advised how to complete registration.</p>	<p>2 course lifetime limit</p>	
<p>Advanced Academic Programs (AAP) <b>Summer Term</b></p>	<p>Registrar's Office 1717 Massachusetts Avenue Suite 101 Washington, DC 20036 Ph – 202-452-1955 Fx – 202-452-1970</p>	<p>Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to <a href="mailto:aapregistration@jhu.edu">aapregistration@jhu.edu</a> Student will be advised how to complete registration.</p>	<p>School of Medicine will cover the tuition for one course audited per summer term.</p>	<p>Must obtain Verification of Enrollment form from <a href="mailto:gradstdsk@jhmi.edu">gradstdsk@jhmi.edu</a> before registering.</p>

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Arts & Sciences And Engineering (Homewood) <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 75 Garland Hall 3400 N. Charles Street Baltimore, MD 21218 Ph – 410-516-8080 Fx – 410-516-6477	<a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a>	1 course per semester for audit	
Arts & Sciences and Engineering (Homewood) <b>Winter Intersession and Summer</b>	Registrar's Office 75 Garland Hall 3400 N. Charles Street Baltimore, MD 21218 Ph – 410-516-8080 Fx – 410-516-6477	Intersession course registration needs to be arranged with the professor. <a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a>	School of Medicine will cover the tuition for one course audited per Intersession and summer term	Must obtain Verification of Enrollment form from <a href="mailto:gradstddsk@jhmi.edu">gradstddsk@jhmi.edu</a> before registering.
Bloomberg School of Public Health (BSPH) <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 615 N. Wolfe Street Suite E1002 Baltimore, MD 21205 Ph – 410-955-3552 Fx – 410-955-0464	<a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a> **Must complete Intro to Online Learning prior to registering for any course with a Section 81: <a href="https://courseplus.jhu.edu/core/index.cfm/go/home/">https://courseplus.jhu.edu/core/index.cfm/go/home/</a>	Maximum 16 units (credits) allowed for credit; maximum of 16 units (credits) allowed for audit	
Bloomberg School of Public Health (BSPH) <b>Winter and Summer Institutes</b>	Registration handled by representatives of each Institute. Check course for information about who to contact	Limit of one course per Institute term.	School of Medicine will cover the tuition for one non-credit course per Institute term.	Must obtain Verification of Enrollment form from <a href="mailto:gradstddsk@jhmi.edu">gradstddsk@jhmi.edu</a> before registering.
Carey Business School <b>Regular Academic Year and Summer Term</b>	Registrar's Office 100 International Drive Baltimore, MD 21202 Ph – 410-234-9200 Fx – 443-529-1554	<a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a>	9 credits may be taken at no charge. Courses over this limit will incur full tuition charges. Carey does not allow courses to be audited.	Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.
Carey Business School <b>Winter Intersession</b>	Registrar's Office 100 International Drive Baltimore, MD 21202 Ph – 410-234-9200 Fx – 443-529-1554	<a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a>	School of Medicine will cover the tuition for one course per Intersession and summer term. Carey does not allow courses to be audited.	Must obtain Verification of Enrollment form from <a href="mailto:gradstddsk@jhmi.edu">gradstddsk@jhmi.edu</a> before registering. Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.

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The School of Education <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 6740 Alexander Bell Drive Columbia, MD 21046 Ph – 410-516-9816 Fx – 410-516-9817	<a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a>	Unlimited amount of credits may be taken but no more than 9 credits will be accepted toward a degree program (at the discretion of the program).	Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.
Engineering Programs for Professionals (EPP) <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 6810 Deer Path Road Suite 100 Elkridge, MD 21075 Ph – 410-540-2972 Fx – 410-579-8049	Register through SEAM:  <a href="#">New Student Registration   Hopkins EP Online (jhu.edu)</a>	Fellows are charged tuition for courses.	
Engineering Programs for Professionals (EPP) <b>Summer Term</b>	Registrar's Office 6810 Deer Path Road Suite 100 Elkridge, MD 21075 Ph – 410-540-2972 Fx – 410-579-8049	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to <a href="mailto:epp.registration@jhu.edu">epp.registration@jhu.edu</a> . Student will be advised how to complete registration.	School of Medicine will cover the tuition for one course to be audited per summer term.	Must obtain Verification of Enrollment form from <a href="mailto:gradstddsk@jhmi.edu">gradstddsk@jhmi.edu</a> before registering.
Professional Communication Program (Homewood)	Homewood Registrar 75 Garland Hall	Student should contact program for information on registration. Will be handled on an individual basis. Ph - 410-516-7189	Audit is not permitted	
Peabody	Registrar's Office 1 East Mount Vernon Place Baltimore, MD 21202 Ph – 410-659-8100 ext 4410	Contact the Peabody Registrar for information.		Courses offered through the Conservatory available for registration at no charge; courses through the Preparatory require payment by student.
School of Medicine (SOM)	Registrar's Office 733 N. Broadway, Ste 147 Baltimore, MD 21205 Ph – 410-955-3080 Fx – 410-955-0826	<a href="#">Registration Form</a> Completed registration form should be submitted to: <a href="#">SEAM</a>		Courses may be taken for credit or audit.