

POSTDOCTORAL FELLOW COURSE REGISTRATION PROCEDURES

Johns Hopkins University School of Medicine

Office of the Registrar

733 North Broadway, Suite 147

Baltimore, MD 21205

(Revised 2/2/2011)

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.
- Be sure when registering to make it clear to the person assisting you that you are a School of Medicine Postdoctoral Fellow to facilitate proper identification of your status and to avoid being billed for tuition charges.
- 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 division in which courses have been taken. No transcript will be available for courses taken for audit interdivisionally.
- Registration for winter intersession and summer courses will require the postdoctoral fellow to first come to the School of Medicine Registrar's Office 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.
- Peabody does not offer courses to School of Medicine students through this program. If you are interested in taking courses at Peabody, you will need to register directly with that division and you will be responsible for tuition fees and other any other applicable charges. Contact information for the Registrar is listed in the table below.
- Should you decide to seek a degree 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
Advanced Academic Programs (AAP) Regular Academic Year (Sept – May)	Registrar's Office 1717 Massachusetts Avenue Suite 101 Washington, DC 20036 Ph – 202-452-1972 Fx – 202-452-1970	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to lmfields@jhu.edu Student will be advised how to complete registration.		

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Advanced Academic Programs (AAP) Summer Term	Registrar's Office 1717 Massachusetts Avenue Suite 101 Washington, DC 20036 Ph – 202-452-1972 Fx – 202-452-1970	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to lmfields@jhu.edu Student will be advised how to complete registration.		Must obtain Verification of Enrollment form from SOM before registering. Craig Jones will advise student how to submit this form during the registration process.
Arts & Sciences and Engineering (Homewood) Regular Academic Year (Sept – May)	Registrar's Office 75 Garland Hall 3400 N. Charles Street Baltimore, MD 21218 Ph – 410-516-8080 Fx – 410-516-6477	In-person at the Homewood Registrar's Office	1 course per semester for audit	
Arts & Sciences and Engineering (Homewood) Winter Intersession and Summer	Registrar's Office 75 Garland Hall 3400 N. Charles Street Baltimore, MD 21218 Ph – 410-516-8080 Fx – 410-516-6477	In-person at the Homewood Registrar's Office	Unlimited	Intersession course registration needs to be arranged with the professor. Courses may be taken for credit. Must obtain Verification of Enrollment form from SOM before registering.
Bloomberg School of Public Health (BSPH) Regular Academic Year (Sept – May)	Registrar's Office 615 N. Wolfe Street Suite E1002 Baltimore, MD 21205 Ph – 410-955-3552 Fx – 410-955-0464	In-person at the BSPH Registrar's Office	Maximum 16 units (credits) allowed for credit; maximum of 16 units (credits) allowed for audit	

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<p>Bloomberg School of Public Health (BSPH) Winter and Summer Institutes</p>	<p>Registration handled by representatives of each Institute. Check course for information about who to contact</p>	<p>In-person at the appropriate BSPH Institute office</p>	<p>Maximum 16 units (credits) allowed for credit; maximum of 16 units (credits) allowed for audit</p>	<p>Must obtain Verification of Enrollment form from SOM Registrar's Office before registering.</p> <p>May only register for audit if the tuition rate is different for credit and audit. Student may obtain credit, by paying the difference in tuition directly to the Bloomberg School of Public Health.</p>
<p>Carey Business School Regular Academic Year (Sept – May)</p>	<p>Registrar's Office 100 International Drive Baltimore, MD 21202 Ph – 410-234-9200 Fx – 443-529-1554</p>	<p>Student should complete the interdivisional registration form (available from the SOM Registrar's Office or on-line at http://www.hopkinsmedicine.org/som/gme/courses and fax it to Carlene Wilson at 410-516-9817</p>	<p>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).</p>	<p>Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.</p>
<p>Carey Business School Winter Intersession and Summer</p>	<p>Registrar's Office 100 International Drive Baltimore, MD 21202 Ph – 410-234-9200 Fx – 443-529-1554</p>	<p>Student should complete the interdivisional registration form (available from the SOM Registrar's Office or on-line at http://www.hopkinsmedicine.org/som/gme/courses and fax it to Carlene Wilson at 410-516-9817</p>	<p>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).</p>	<p>Must obtain Verification of Enrollment form from SOM Registrar's Office before registering.</p> <p>Tuition and registration fee for summer courses is covered by the Verification of Enrollment form.</p> <p>Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.</p>

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<p>The School of Education Regular Academic Year (Sept – May)</p>	<p>Registrar's Office 6740 Alexander Bell Drive Columbia, MD 21046 Ph – 410-516-9816 Fx – 410-516-9817</p>	<p>In-person or fax forms to Peggy Flynn at 410-516-9817.</p>	<p>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).</p>	<p>Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.</p>
<p>Engineering Programs for Professionals (EPP) Regular Academic Year (Sept – May)</p>	<p>Registrar's Office 6810 Deer Path Road Suite 100 Elkridge, MD 21075 Ph – 410-540-2972 Fx – 410-579-8049</p>	<p>Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to epp.registration@jhu.edu. Student will be advised how to complete registration.</p>	<p>Maximum of 4 EPP courses allowed for credit; unlimited courses allowed for audit.</p>	
<p>Engineering Programs for Professionals (EPP) Summer Term</p>	<p>Registrar's Office 6810 Deer Path Road Suite 100 Elkridge, MD 21075 Ph – 410-540-2972 Fx – 410-579-8049</p>	<p>Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to epp.registration@jhu.edu. Student will be advised how to complete registration.</p>	<p>Maximum of 4 EPP courses allowed for credit; unlimited courses allowed for audit.</p>	<p>Must obtain Verification of Enrollment form from SOM Registrar's Office before registering. EPP Registrar's Office will advise student how to submit this form during the registration process.</p>
<p>Professional Communication Program (Homewood)</p>	<p>Homewood Registrar 75 Garland Hall</p>	<p>Student should contact Kristen Kelly for information on registration. Will be handled on an individual basis. Ph: 410-516-7189</p>	<p>Courses will be approved on an individual basis after contacting the program.</p>	<p>Students will not be allowed to audit any courses offered by this program.</p>

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Peabody	Registrar's Office 1 East Mount Vernon Place Baltimore, MD 21202 Ph – 410-659-8100 extension 4410.	Contact the Peabody Registrar for information.		Peabody does not offer courses to School of Medicine students through this program. If you are interested in taking courses at Peabody, you will need to register directly with the division and you will be responsible for tuition fees and other any other applicable charges.
School of Advanced International Studies (SAIS) Regular Academic Year (Sept – May)	Registrar's Office 1740 Massachusetts Avenue, NW N415 Washington, DC 20036 Ph – 202-633-5713 Fx – 202-663-5670	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to julie.hitt@jhu.edu . Student will be advised how to complete registration.		
School of Advanced International Studies (SAIS) Summer Term	Registrar's Office 1740 Massachusetts Avenue, NW N415 Washington, DC 20036 Ph – 202-633-5713 Fx – 202-663-5670	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to julie.hitt@jhu.edu . Student will be advised how to complete registration.		Must obtain Verification of Enrollment form from SOM before registering. Student will be advised how to submit this form during the registration process.
School of Medicine (SOM)	Registrar's Office 733 N. Broadway, Ste 147 Baltimore, MD 21205 Ph – 410-955-3080 Fx – 410-955-0826	In-person at the SOM Registrar's Office		Student will need to complete a special student registration package. Courses may be taken for credit or audit.