

**The Johns Hopkins University School of Medicine
Summary of Course Registration Procedures**

| Affiliation/Status | What Is Needed For Taking SOM Courses | Taking Credit Courses In Another JHU Division |
|------------------------------------|---|--|
| Employee-any division | <ul style="list-style-type: none"> Special Student packet¹ Tuition Remission Form | Obtain Tuition Remission Form from Human Resources; Register directly with division offering course |
| Faculty-any division | <ul style="list-style-type: none"> Special Student packet¹ Tuition Remission Form | Obtain Tuition Remission Form from Human Resources; Register directly with division offering course |
| House Staff fellows-SOM | <ul style="list-style-type: none"> Signed Change of Schedule Form An email from the course instructor is acceptable in lieu of a signature | See documentation for Postdoctoral Fellows SOM will register students interdivisionally in SIS. Note: SOM will not pay for HS to take courses in the summer |
| Non-House Staff fellows-SOM | <ul style="list-style-type: none"> Signed Change of Schedule Form An email from the course instructor is acceptable in lieu of a signature | See documentation for Postdoctoral Fellows SOM will register students interdivisionally in SIS. Note: SOM will pay for non-HS to take one course for audit in the summer |
| Graduate Students-SOM | September-May: <ul style="list-style-type: none"> Signed Program of Graduate Studies Form (PGS) or Signed Change of Schedule Form if PGS submitted previously Summer: <ul style="list-style-type: none"> Signed Change of Schedule Form | Signed PGS Form or Signed Change of Schedule Form . SOM will register students interdivisionally in SIS. For non-regular courses (i.e. intersession and summer institute): <ul style="list-style-type: none"> Issue JHUSOM Verification of Enrollment Form, which authorizes tuition payment. Registration will be completed online, student will be contacted by division, EXCEPT ASEN courses. Students are interdivisionally enrolled for intersession and summer courses through ASEN and no Verification of Enrollment form is needed. |
| Medical Students-SOM | For non-M.D. track courses ONLY: <ul style="list-style-type: none"> Graduate Student Change of Schedule Form (no administrative signature needed) | Change of Schedule Form (no administrative signature needed). SOM will register students interdivisionally in SIS. For non-regular courses (i.e. intersession and summer institute): <ul style="list-style-type: none"> Issue JHUSOM Verification of Enrollment Form, which authorizes tuition payment. Registration will be completed online, student will be contacted by division |

¹Special Student Packet=Special Student Application and Honor Code. Application MUST be signed by course instructor. An email from the course instructor is acceptable in lieu of a signature; obtain from SOM Registrar's Office

Notes

- For courses offered by: Continuing Medical Education, Welch, Peabody Preparatory and Professional Development Office: Register directly with entity offering course; SOM Registrar's Office has no involvement in registration
- Clarification Regarding Peabody: As of 1/1/2018, full time students in the School of Medicine may also enroll for classes and ensembles through the Conservatory. Lessons through the Conservatory and courses through the Peabody Preparatory are not eligible for interdivisional registration. Students wishing to enroll in courses that are not eligible for interdivisional registration should register directly with Peabody and will be responsible for tuition charges and fees.