

## Postdoctoral Fellow Course Registration Procedures

Johns Hopkins University School of Medicine

Office of the Registrar

733 North Broadway, Suite 147

Baltimore, MD 21205

(Revised 2/2018)

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.
- 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.
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### 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) <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 1717 Massachusetts Avenue Suite 101 Washington, DC 20036 Ph – 202-452-1955 Fx – 202-452-1970	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.	2 course lifetime limit	
Advanced Academic Programs (AAP) <b>Summer Term</b>	Registrar's Office 1717 Massachusetts Avenue Suite 101 Washington, DC 20036 Ph – 202-452-1955 Fx – 202-452-1970	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.	School of Medicine will cover the tuition for one course audited per summer term.	Must obtain Verification of Enrollment form from SOM before registering. Katie Overmyer will advise student how to submit this form during the registration process.

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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	In-person at the Homewood Registrar's Office.	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	In-person at the Homewood Registrar's Office.	School of Medicine will cover the tuition for one course audited per Intersession and summer term	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) <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	In-person at the BSPH Registrar's Office.	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	In-person at the appropriate BSPH Institute office.  Limit of one course per Institute term.	School of Medicine will cover the tuition for one course audited per Institute term.	Must obtain Verification of Enrollment form from SOM Registrar's Office before registering.  May only register for non-credit during the Institute terms.
Carey Business School <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 100 International Drive Baltimore, MD 21202 Ph – 410-234-9200 Fx – 443-529-1554	Student should register as a special student with the Carey Registrar's Office.	9 credits may be taken at no charge. Courses over this limit will incur full tuition charges.	Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.

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Carey Business School <b>Winter Intersession and Summer</b>	Registrar's Office 100 International Drive Baltimore, MD 21202 Ph – 410-234-9200 Fx – 443-529-1554	Student should register as a special student with the Carey Registrar's Office.	School of Medicine will cover the tuition for one course to be audited per Intersession and summer term.	Must obtain Verification of Enrollment form from SOM Registrar's Office before registering. Tuition and registration fee for Intersession and summer courses is covered by the Verification of Enrollment form. Not all courses may be available to postdoctoral fellows based on course enrollment restrictions and prerequisites.
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	In-person or by fax.	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	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.	Maximum of 4 EPP courses allowed for credit; unlimited courses allowed for audit.	
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 SOM Registrar's Office before registering. EPP Registrar's Office will advise student how to submit this form during the registration process.
Professional Communication Program (Homewood)	Homewood Registrar 75 Garland Hall	Student should contact Kristen Kelly for information on registration. Will be handled on an individual basis. Ph - 410-516-7189	Courses will be approved on an individual basis after contacting the program.	Students will not be allowed to audit any courses offered by this program.

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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 Advanced International Studies (SAIS) <b>Regular Academic Year</b> (Sept – May)	Registrar's Office 1740 Massachusetts Avenue, NW N415 Washington, DC 20036 Ph – 202-663-5713 Fx – 202-663-5670	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to <a href="mailto:julie.micek@jhu.edu">julie.micek@jhu.edu</a> . Student will be advised how to complete registration.		
School of Advanced International Studies (SAIS) <b>Summer Term</b>	Registrar's Office 1740 Massachusetts Avenue, NW N415 Washington, DC 20036 Ph – 202-663-5713 Fx – 202-663-5670	Student sends email, indicating status as School of Medicine Postdoctoral Fellow and courses they wish to register for, to <a href="mailto:julie.micek@jhu.edu">julie.micek@jhu.edu</a> . 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.