PHS Class of 2015: JHSPH Interdivisional Registration Guidelines

Q. How do I register for JHSPH courses?

You must submit the “Interdivisional Registration Yellow Form”, also known as an IDR form, signed by Dr. Goodyear, Ms. Folda, Ms. Smart or Ms. Beckemeyer; to the HOMEWOOD Registrar. You do NOT NEED to fill out an A/D slip as well. If a course requires “Instructor’s Permission” please obtain their permission before requesting your form to be signed by the PHS office and bring the email with you stating you have the instructor’s permission. You can only put one term’s courses on one form. Therefore, you cannot list both 1st and 2nd term courses on the same form. IDR forms can be picked up either at the Homewood Registrar’s office or at the Public Health Studies office, 3505 N. Charles St., RM 208, in the PHS Student Lounge area.

REGISTRATION FORMS MAY NEVER BE SUBMITTED DIRECTLY TO JHSPH and online registration is NOT available.

Q. When should I register for JHSPH courses?

1. For first term courses, you can submit the signed IDR form to Ann Beckemeyer in the PHS office, RM 210 beginning April 28, 2014. After June 2, 2014 you can submit the IDR forms directly to the Homewood Registrar office in Garland Hall". For 1st term you have until Friday, September 12, 2014 to add or drop a class.

2. If you are around during the summer please go ahead and bring your IDR form into the PHS office for signature and then submit it to the Homewood Registrar’s office. If you are unable to register before you leave for the summer or during the summer then please complete your registration upon your return in August.

3. Please note: Unlike KSAS registration, you don’t need to fight the clock and try to be the first to register; JHSPH courses typically do not fill up. Most importantly, remember that you need to complete all your 1st term registration by the end of the add/drop period, which is Friday, September 12, 2014. Please refer to the JHSPH Academic Calendar for registration, add/drop deadlines and holiday break information for all terms.

4. Once the Homewood Registrar submits the request electronically to the JHSPH Registrar office, JHSPH will approve or deny the request. They usually begin this process sometime during the summer for 1st term. If you are denied enrollment into a class you will receive an automated email stating you have been denied. Why might a request be denied? It required instructor permission and you didn’t have it, you didn’t have a prerequisite that was required, the class might be full, or they are not allowing undergraduates to take the class.

5. Once your IDR has been approved for enrollment the course will appear in ISIS.

Q. How do I drop a JHSPH course?

If you drop a JHSPH course, this must be done in person at the HOMEWOOD Registrar’s office, by completing an ADD/DROP slip. Dropping a course DOESN’T require a PHS advisor signature on the Add/drop form. However, please pay careful attention to the JHSPH add/drop periods, which are clearly stated for each term on the JHSPH Academic Calendar. If you drop a class after this period you will receive a “W” on your transcript for that class.

Q. How do I locate and review possible courses to take at JHSPH?
We suggest the following methods to research and find the classes that best fit your interests and schedule.

1. Use the following JHSPH search engine to review course listings per term. The JHSPH online course search engine is [http://www.jhsph.edu/courses](http://www.jhsph.edu/courses). They have added some additional features to the course search. If you click on “show advanced search” you have the ability to search by instructor and class schedule in addition to the other variables. Be sure to click on the course number to display any pre-requisites necessary, instructor consent required notices, or if undergraduates are not allowed to enroll in the course. You will also find a detailed course description and information about assignments/grading. The listings are frequently being updated to the point of registration and sometimes modified after registration begins.

2. Refer to your rising senior packet that referenced courses taken by prior PHS majors.

3. Reach out and talk with current PHS Seniors and ask them what classes they liked and why.

**Q. How many courses do I need to take at JHSPH?**

15 units are taken at JHSPH your senior year AND THIS WILL CONVERT TO 10 HOMEWOOD CREDITS. Courses may be taken in any department but excludes independent research/special study, S/U, and online courses. YOUR PHS CHECKLIST REQUIRES AN 8 UNIT CONCENTRATION THAT MUST FOCUS AROUND ONE COMMON TOPIC OR TRACK OR BE FROM ONE DEPARTMENT. For example, you could take 8 units within the International Health Department and this would fulfill the requirement, or you might take 8 units that focus on Health Policy and this would fulfill the requirement.

**Recommended scheduling guideline per term:**

3 Homewood courses with 2 JHSPH courses OR
2 Homewood courses with 3 JHSPH courses

**JHSPH Units to Homewood Credit Conversion**

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<thead>
<tr>
<th>JHSPH Units</th>
<th>Homewood Credits</th>
</tr>
</thead>
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<tr>
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</tr>
<tr>
<td>5</td>
<td>3.3</td>
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</tbody>
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**Q. Why should I try to plan my JHSPH courses together with my Homewood schedule?**

Because your 1st and 2nd term courses need to fit into your FALL TERM HOMEWOOD SCHEDULE, your advisors recommend you review your registration for both terms at the same time. The same applies for 3rd and 4th term courses with your SPRING TERM HOMEWOOD SCHEDULE.

**Q. How do I get the Instructor’s permission when it is required?**

If a course requires Instructor’s Permission you will need to get the professor’s consent to join the class one of two ways:

1. E-mail the instructor ahead of time (you can access all instructors e-mail addresses online at [www.jhsph.edu](http://www.jhsph.edu), if it isn’t listed on the course site page. In the e-mail, inform the instructor that you are a senior and you have fulfilled all the required public health courses at the Homewood Campus and state why you are interested in taking his/her course.
2. Get the instructor’s OK the first day of class by having them sign an “Interdivisional Registration Form” and then bring that form to the PHStudies for the advisor signature.

Q. How do I find my classroom location?
You can find this information online at For Current Students. PLEASE BE SURE TO BOOKMARK THIS URL!!! The classroom location is usually posted 1-2 days before classes begin.

Q. Any other requirements or pertinent information?
1. If you haven’t completed the JHSPH Ethics online module, please do so before your present your registration form to your PHS advisor for a signature. We are unable to sign off until that has been completed.
2. You need to maintain a minimum of 12 credits per semester (Homewood + JHSPH) to stay a full-time student.
3. Average credits per Homewood semester senior year is usually 15 to 18. If you will be going over 18.5 credits within a semester you will need to get approval from your PHS Academic Advisor.
4. You will follow the add/drop guidelines at JHSPH for all JHSPH courses. Since the term is only 8 weeks long, you need to make a decision quickly about adding or dropping a class. You can shop around, but for a very brief period. If you are deciding between two courses it is better to attend both and then choose which one you want to add! MISSING A CLASS IS A BIG DEAL IN AN 8 WEEK SCHEDULE!
5. We will be sending you an email over the summer that will include your JHSPH email address and login information. Please be sure to keep this email as you will need this information for printing privileges at JHSPH and reviewing course evaluations.