

Online registration for Fall 2019 will begin this week according to the schedule below. Detailed instructions follow.

- **Wednesday, August 21, at 12:00 p.m.** – DMA students only
- **Thursday, August 22, at 9:00 a.m.** – All graduate students (MA, MM, GPD, AD) and returning undergraduate students (seniors, juniors, and sophomores.)
- **Friday, August 23, at 9:00 a.m.** – Freshmen and transfer students

Where is the schedule of classes posted?

Please search for classes in SIS (<https://sis.jhu.edu>) under the Fall 2019 term. In addition, a preliminary schedule of classes PDF is posted to the Office of the Registrar's website at <http://peabody.jhu.edu/academics/academic-calendar-resources/registrar/> and it will be frequently updated. Below are further instructions and important curriculum information that will impact registration.

Curriculum information related to Fall 2019 registration

- There are exciting new courses that have been added including Arts Leadership Today, PY.123.415(01). Please search course offerings SIS at <https://sis.jhu.edu> for more information. You may also contact the Registrar's Office or see the office website.
- Blocks of time were set aside for large ensembles Monday through Friday afternoons beginning at 3:30 p.m., chorus Monday and Wednesday afternoons, Friday Noon Thirty, and a common block on Wednesdays from 12:30-1:30 p.m. During these blocks, classes are generally not scheduled with some exceptions. Please remember this when planning for Peabody and Homewood courses.
- Students who perform in Chamber Ensembles should note that priority rehearsal times are Tuesdays, Thursdays, and Fridays from 1:30 p.m. to 3:20 p.m. for weekly 1 hour practices. Specific rehearsal time will be scheduled by your instructor in the fall and it may be outside of those days and times.

Registration Instructions

Please note that you must clear **SIS** ALERTS which prevent registration (financial holds, missing transcripts, orientation holds, etc.) before attempting to register. Log in to SIS to check for alerts prior to your scheduled registration start date to resolve any issues advance. Failure to resolve holds that prevent registration will delay your ability to sign up for classes. Please be aware that the hold for missing senior recital documentation does not prohibit registration.

Detailed registration instructions are below under "SIS Course Registration Procedures" and "SIS Procedures for Courses Requiring Instructor Approval."

SIS Course Registration Procedures

1. Sign into <https://isis.jhu.edu> with your JHED ID and password

2. (If you know the course number) Go to the Registration tab on the left side of the screen and select “my cart”. Choose the semester. Enter Course number. Note the status in the next to last column and check the white box in the far right column to “select” each course, then select “add to cart” on the bottom right of the page.
3. (If you do not have the course number) Go to “Search for Classes” and choose the semester. You can search for classes by title, department, etc. Select the class you want by checking the box in the far right column, then the “add to cart” button.
4. Once the classes you have selected have been added to your cart (and the online registration period has begun), click the “register” button on the bottom of the Shopping Cart page. You may be prompted with the option to choose either a Graduate or Undergraduate letter grade for each course. Choose that option and proceed.
5. Courses become closed and students are given the option to be placed on Wait Lists. Choose that option and proceed.
6. You may print out a copy of your class schedule to keep for your records.

SIS Procedures for Courses Requiring Instructor Approval

Please be aware that instructor approval may be required to register for some courses. An SIS option for online instructor approvals is now active and it will appear if it is required. Selecting pending approval status will create a list of students to be reviewed and approved by the instructor. It will act as a waiting list. As a result, a separate waiting list option will not be available for these courses. Instructions about this process are described below and on the Registrar’s Office website.

Instructions for the Instructor Approval SIS Option

In order to request enrollment in a course with instructor approval, you will add the course to your cart, select it, and click on the “Register” button, as you would normally do when enrolling in a course. Next, you will select your grading system when prompted, and click “Continue.” Finally, you will receive a message that informing you that the course requires instructor approval. Select the “yes” button to send a request for enrollment to the instructor, and then click the “Continue” button. Your enrollment status for this course is now PY Pending Approval. *You are not yet enrolled in the course.* You can monitor the status of your request in the “My Pending Enrollments” section of the dropdown Registration menu in SIS. If the instructor approves your request, you will be automatically enrolled in the course, and it will move from the “My Pending Approval Classes” section to the “My Class Schedule” section in SIS. If the instructor denies your request, the request

will disappear from the “My Pending Approval Classes” and you will not see it in the “My Class Schedule” section, either. Please monitor your enrollments regularly in SIS.

Best wishes,
Registrar’s Office