What is a Special Student Limited?

Special Students Limited (SS-LTD) is a category of student who is permitted to enroll for selected courses of special interest. Instructor consent is not required for Institutes (see below for instructions regarding “Decision” Institutes**). No more than 16 units of credit may be accumulated (including non institute coursework) by an SS-LTD.

Course work successfully completed as an SS-LTD may be applied to degree programs but does not ensure admission. Credits may be no older than 3 years at the time of matriculation.

Registering for Institute courses as an SS-LTD

New SS-LTDs:

New SS-LTDs (those students with no prior credit enrollments at the school) must apply to an Institute (see below for special instructions regarding “Decision” Institutes**). The application may be submitted online at:


The SS-LTD student will be asked if they want to take the course for credit. Select “Yes” to proceed with the credit enrollment process.

The new SS-LTD will receive an email with an ISIS ID† and instructions on how to proceed to request their initial enrollment.

† The ISIS ID can be used for the initial login and course request. Once the student processes an online request to register for a course for academic credit, an email will be sent, usually within 24-48 hours, with a permanent JHED Login ID (LID) and instructions to create a password. This will be the login and password to be used for subsequent entry into the online credit system (https://isis.jhu.edu/sswf).

New international students who do not have a U.S. government issued social security number (SSN) will be assigned an “899” number to be used in place of an SSN. This number is required to create a password. You will be notified of your “899” number via email after your application is submitted. This number is only valid within Johns Hopkins University.

Once the student has a password, they may log in to ISIS Self-Service (https://isis.jhu.edu/sswf) to register and pay. They may also use this login and password to enroll in additional institutes, with the exception of Gates and H.E.L.P (see below for instructions regarding “Decision” Institutes**) without re-applying.
Continuing SS-LTDs:

Continuing SS-LTDs who have previously enrolled in credit courses at the school are able to register online like degree-seeking students by logging into ISIS Self Service at https://isis.jhu.edu/sswf using their JHED Login ID (LID) and password.

Only Institute registration is currently available to SS-LTDs via the web. Registrations for all other terms must be submitted using the paper application.

** "Decision" Institutes

Gates and H.E.L.P are “decision” institutes meaning all students must apply and be accepted before they can enroll. New and Continuing students may apply at: http://www.jhsph.edu/studentaccts/nondegree/application.html

No account information will be sent to new applicants, and registration cannot be approved until the student is accepted. For more information about specific institutes, please go to: http://www.jhsph.edu/academics/continuing_ed/Summer_Institutes.html for Summer Institutes and http://www.jhsph.edu/winter for Winter Institutes

Dropping Courses

Once enrolled, New and Continuing SS-LTDs may access their record via ISIS Self Service (https://isis.jhu.edu/sswf). Students wishing to drop an institute course may do so by selecting the ‘Registration - Add/Drop Classes’ option from the Registration menu under their Public Health/SS-LTD student instance.

Once the online deadlines close for an Institute, add/drop requests must be submitted directly to the Institute coordinator for approval.

Billing and Payment

New and Continuing SS-LTDs may make payment immediately by accessing the Enrollment Payment option or by going to the Billing menu within ISIS Self-Service. Online registration requests will be held in a pending status until tuition payment is made and the account reviewed.

Questions regarding billing and payment should be directed to the Student Accounts Office, 410-955-5725.

Special Note to School of Medicine Post Docs

School of Medicine Post Docs must enroll as SS-LTDs to take Institute courses for academic credit. They should follow the instructions above based on whether or not they were previously enrolled at the school as an SS-LTD.

Vouchers for payment must be obtained at the School of Medicine Registrar’s Office. The School of Medicine will pay up to the non credit rate for courses taken for academic credit. The remaining balance is the responsibility of the student.