

# Special Student Limited (SS-LTD) Institute Registration Instructions

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## 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:

<http://www.jhsph.edu/studentaccts/nondegree/application.html>.

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<sup>†</sup> 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](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.***