

Special Student Limited (SSL) Registration Instructions

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What is a Special Student Limited?

Special Students Limited is a category of students who are permitted to enroll for selected courses of special interest, and whose attendance is limited to those courses for which the individual instructor has given explicit consent to enter. **No more than 16 credit units of course work may be accumulated by a Special Student Limited.**

Course work successfully completed as a SSL may be applied to degree programs but does not ensure admission to any program. These credits may be no older than 3 years at the time of matriculation.

How do I register or drop a course as a SSL?

Special Students Limited (SSL) will not be able to register online like degree-seeking students, but rather must register and add/drop courses via the forms located on the Records & Registration homepage or at the Student Affairs Office, Suite E1002. The SSL Registration Form must be used for *all registrations*, and the Drop Form must be used for any *drops*. SSL Forms can be on the Records and Registration webpage (http://www.jhsph.edu/student_affairs/registrar/) under 'Forms'.

After a student submits the SSL Registration Form, Instructor Permission and Payment Information, what happens?

1. After a student submits the required documentation to register for a course to the fax number listed on the registration form, the Student Accounts Office will process the student's payment.
2. The Student Accounts Office will send the student a confirmation via email in 3-5 business days, stating that payment has been processed.
3. Once payment is processed, the student's documentation is given to the Registrar's Office for registration processing.
4. The Registrar's Office will send the student an email confirmation upon completion of registration 3-5 business days after payment is processed.
5. If the student is a new student, the Registrar's Office will send the student his/her new Johns Hopkins Enterprise Directory ID (JHED ID) and instructions telling the student how to create his/her JHED password and log on to the University database called ISIS.
6. If a student is taking an Online Course or if the student has to access CoursePlus, it will take an additional 3-4 business days for access to be granted from the time the registration is entered into the database at the Registrar's Office.

The entire registration process for Special Students Limited will take anywhere from 4-10 business days, depending on when the registration form is submitted. The busiest times at our office are during Registration deadlines for each term. To avoid a delay, students should register as early as possible in order to have access to course materials and information at the start of class. Late registrations for Special Students Limited may result in not having access to course materials in time for the 1st day of class.