Registering for Courses via Self-Service

Online Tutorial

JHSPH Office of Records & Registration

As of 5/2/2020
Before You Get Started

A JHED ID and password is required to access Self-Service. Prior to logging into Self-Service for the first time, new students should do the following:

• Go to the Johns Hopkins Enterprise Directory (JHED): [https://my.jh.edu](https://my.jh.edu).

• Click the **First Time User?** link in the box on the left side of the page.

• Enter the JHED ID as indicated in the notification e-mail and follow the directions to verify identity and create a password.

• International students must use the last 5 digits of their assigned “988” number in place of an SSN.
Logging Into Self-Service

• Students may access Self-Service via the following link: https://sis.jhu.edu/sswf.
• Click the ‘Sign In’ button to log into Self-Service.
• Enter the JHED ID and password when prompted.
Registration

• Ensure that you are registering under your current **Public Health** instance.
• Address any outstanding alerts (noted in red).
• Begin the registration process by selecting the ‘Class Search’ link from the Registration drop down menu on the main dashboard.
Searching for a Class

- Select the appropriate Term from the drop down menu.
- Enter specific class numbers in the Class Number field using the **PH.XXX.XXX** format (section numbers are not needed) or select from the Department drop down menu to search for offerings for an entire department.
- Click ‘Search’.
Navigating the Search Results Screen

- Results will display based on the criteria entered into the Class Search screen.
- Navigate through searches yielding more than one page of results using the Next / Previous links.
Things to Keep in Mind

• Registration restrictions are indicated by – Clicking on the icon will show the details associated with the restriction.

• Online course offerings have a section number of 81.
  – Students must complete Introduction to Online Learning prior to enrolling in an online course (visit http://courseplus.jhsph.edu/iol for additional information).
Selecting Classes

- Select the desired course by checking the box in the far right-hand column. **Do not select courses with a Status of ‘Closed’**.
- Click ‘Register’ to continue.
Selecting a Grade System

- Elect the grade system for the course  (Note: Required courses should not be taken Pass/ Fail unless Pass/Fail is the only grade system available for the course. The Pass/ Fail policy can be viewed at http://www.jhsph.edu/offices-and-services/student-affairs/records-and-registration/pass-fail.html).
- Click ‘Continue’.
Read All Alert Messages

• Students will be alerted to any problems encountered during the registration process. *Please read all alert messages.* *carefully and follow the prompts* (Note: If your department has advised you to register for a ‘Permission Required’ course for 1st Term you may assume you have permission to register).
Completing the Process

• Status of enrollment will display. Successful enrollment in the course will be indicated by a green check mark and the word ‘Enrolled’.
• Select the ‘Class Search’ link from the Registration drop down menu on the main page to search and register for additional courses.
Courses with Lab Components

• The following courses have lab components associated with them:
  – PH.140.621 (Lecture)/ PH.140.921 (Lab)
  – PH.340.721 (Lecture)/ PH.340.921 (Lab)
  – PH.340.751 (Lecture)/ PH.340.951 (Lab)
• To register for these courses search for the lecture offering (ex. PH.140.621) and select the course from the Search Results.
Courses with Lab Components

- A window will appear with the lab sections associated with the offering. Select a lab section by checking the appropriate box in the far right-hand column. Click ‘Register’ to continue.
Courses with Lab Components

• Elect the grade system for the course. Again, required courses should not be taken Pass/Fail unless Pass/Fail is the only grade system available for the course. *(Note: The default grade system for the lab is Letter Grade, but no grade is given).*

• Click ‘Continue’.
Courses with Lab Components

- Status of enrollment will display. Successful enrollment in both the lecture and the lab will be indicated by a green check mark and the word ‘Enrolled’.
- Select the ‘Class Search’ link from the Registration drop down menu on the main page to search and register for additional courses.
Section Breakdowns for PH.140.621

• Section 01 (Diener-West) is intended for:
  – MPH
  – MSPH
  – DrPH
  – Undergraduates, “Special students” and Post-Docs

• Section 02 (Bandeen-Roche) is intended for:
  – PhD
  – SCM
  – MHS
  – SCD
  – PHD interdivisional registrants
Registering for Special Studies?

- Search for the Special Studies course using the class number. Your department will provide you with the number if this is a requirement for your program.
  - Full-time MPH Students: Information regarding Special Studies/Research course numbers, credits, and approvals is available in the MPH Program Manual. Do not inadvertently confuse Special Studies with the required Capstone course. Special Studies courses are optional for Terms 1-3. Students should not register for the Capstone course until 4th Term.
- Select the course from the Search Results screen and click ‘Register’.
- On the Enrollment Details screen select the number of credits and the facilitator from the drop down menus.
- If your facilitator does not appear in the Instructor drop down menu click the ‘Instructor TBA’ box and contact the Registrar’s Office (JHSPH.Registra@jhu.edu) with the name of the facilitator.
- Click ‘Continue’.
Changing Grade Systems and Dropping Courses

• Begin either process by selecting the ‘Add/Drop Classes’ link from the Registration drop down menu on the main dashboard.
Changing Grade Systems

On the Add/Drop Classes screen, locate the course whose grade system you wish to change.
• Click the ‘Change’ link.
Changing Grade Systems

- A pop up window with the grade system options for the course will display.
- Read all the information and select the appropriate option. Click ‘Save’ when finished.
Changing Grade Systems

The changed grade system will appear on the Add/Drop Classes screen.

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Dropping Courses

• On the Add/Drop Classes screen, locate the course* you wish to drop.
• Check the ‘Drop’ box and click the ‘Drop Class’ button.
* If you drop a lecture course with a corequisite lab course, you must also drop the lab course.
Dropping Courses

- An alert will appear. Click ‘OK’ to continue the process.

- Status of enrollment will display. A successful drop will be indicated by a green check mark and the word ‘Dropped’.
Final Steps

• Confirmation of enrollment may be printed by clicking on the ‘Print Confirmation Page’ link

• Be sure to log out of Self-Service at the end of each session, closing all windows to protect your personal information
Questions?

Please contact us

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