Registering for Courses via Self-Service

Online Tutorial

JHSPH Office of Records & Registration

As of 6/5/2021
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 my.JH site: https://my.jh.edu.

• Click the Create Account button

• Enter the assigned JHED ID in the Login ID (LID) field and follow the prompts to verify identity* and create a password.

*International students must use the last 5 digits of their assigned “988” number in place of a U.S. Social Security number.

• Primary Campus: select 'East Baltimore Campus' from dropdown menu.
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.
• Ensure that you are registering under your current **Public Health** instance.
• Address any outstanding alerts (note the bell with the red indicator).
• 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

- Select the grade system for the course.
- Click ‘Continue’.
• 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.
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 [https://support.sis.jhu.edu.case/](https://support.sis.jhu.edu.case/) 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.
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.
Dropping Courses

Are you sure you want to drop the selected class(es)?

- 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?

Contact us

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