



Homewood/Peabody
Double Degree
Program Guide

2010–2011

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Orientation

You should plan to attend both divisions' orientation programs. Peabody's Orientation begins on Tuesday, August 24. Most of the academic orientation matters (placement exams and advising) at Peabody will end on Friday, August 27. You are welcome to participate in the orientation activities on the Homewood campus as long as they do not conflict with the placement exams, auditions, and academic advising at Peabody.

The Homewood Orientation schedule begins on Wednesday, August 25. In addition, Double Degree students can meet with a Homewood academic adviser in a special advising session during Peabody's Orientation. If there is a conflict in the two orientation schedules, you may choose which social and enrichment programs to attend (we recommend going to as many as possible so you can meet your fellow students on both campuses).

Advising and Registration

As a student in the double degree program, you are responsible to meet the requirements of both degree curricula within the published guidelines of both schools. However, your principal affiliation is the Krieger School of Arts and Sciences or the Whiting School of Engineering. All official procedures of registration and records are managed through the ASEN Registrar in Garland Hall on the Homewood Campus. And while the policies of both schools always apply, all classes—even Peabody classes—are taken under the procedures published in the Homewood Student Handbook.

Both divisions will assign you an academic adviser to help you plan your two programs. At Peabody, your advisers are your major teacher and Dean Paul Mathews. At Homewood, Arts & Sciences students will have an academic adviser in the Office of Academic Advising. Engineering students will have a faculty adviser in your major department. You will register at Homewood, where academic records and transcripts of all your courses, including those taken at Peabody, are filed in the Office of the Registrar in Garland Hall.

Note: As a Double Degree student, your permanent record/transcript will be prepared and filed at Homewood. You will not have a separate Peabody transcript.

Constructing a workable schedule as a Double Degree student, especially as a freshman, is probably the biggest challenge you will face. You will note immediately that the academic calendars for the two divisions are not the same (we have included them in this guide to assist you). How do you do it?

For the first semester of your freshman year, you will receive registration information from either the Office of Academic Advising (A&S) or the Office of Engineering Advising over the summer. The Peabody schedule of classes is available for review on the Conservatory Registrar's page of the Peabody Web site: www.peabody.jhu.edu/registrar. Note that you will not be able to select your Peabody classes until you complete placement exams during Orientation Week. You can make an educated guess that you will take theory, ear-training, keyboard studies, and ensembles at Peabody—the core of your music curriculum. Since Homewood courses can close out, register for at least 12 credits at Homewood as instructed, but expect that you will have to amend your schedule when you arrive in the fall in order to accommodate your Peabody classes. You may drop some of the Homewood courses at that time. There will be Peabody and Homewood advisers (including current students in the program) to assist you during Peabody's Orientation Week.

For subsequent semesters, get a class schedule for each division (the Homewood schedule of classes and addendums is available at www.jhu.edu/registrar) and map out your schedule as best you can. Note where you must take a required course that conflicts with a course at the other division. Next, visit the Registrar's Office at Peabody and submit a registration form for your Peabody courses. Be sure to write "Double Degree" at the top of the form. Since Homewood and Peabody give preference to Double Degree students during registration, you may register before your assigned time, if necessary. You must meet with your Homewood adviser to have your registration hold lifted.

If you are having problems fitting specific classes at Homewood into your schedule, visit Ruth Aranow (A&S) in the Office of Academic Advising and Linda Moulton (EN) or Denise Shipley (EN) in the Office of Engineering Advising at Homewood.

Finally, keep in mind that there is an add/drop provision at both divisions during the first few weeks of each semester, so you will be able to make adjustments to your schedule as necessary. Use the first week or two to meet with professors and request the flexibility you need (e.g., section changes, permission to arrive late or leave early, etc.) to make your schedule work.

Covered Grades: Passing grades earned by freshmen during their first semester of study are converted and listed on the transcript as satisfactory (S); if a student earns a D or D+ in a course, the transcript shows an unsatisfactory/with credit (U/CR) grade. If a student earns an F in a course, no credit is earned and the transcript shows an unsatisfactory (U) grade. This system applies to both Homewood and Peabody courses. Students are encouraged to discuss the exact pre-conversion letter grades given by instructors by visiting their academic adviser at Homewood or the Registrar's Office at Peabody.

Dean's List: The criteria for inclusion on the Dean's List are different for Homewood and Peabody. Students must obtain a GPA of at least 3.5 with a program of 14 or more credits (12 must be graded) at Homewood, while Peabody requires a 3.67 GPA (with no incomplete grades). Qualification for Dean's List at Homewood will lead to notation on the academic transcript. Students must meet Peabody's requirements to be included on the Dean's List posted at Peabody.

Early Registration (Spring and Fall): Double Degree students are strongly advised to register at both divisions for the following semester at the earliest possible date to ensure that space is reserved in their required courses. Failure to register early may lead to irresolvable schedule conflicts if needed courses are filled by other registering students. Early registration occurs in mid-November for spring term classes and mid-April for the following fall term.

Fulfilling Degree Requirements: It is important that you meet with an adviser at each division at least once per year to review your progress toward the completion of degree requirements. Every Double Degree student will ultimately complete the requirements in a way that is unique, so this annual review is helpful in keeping track of your progress. The Office of Academic Advising has a degree audit checklist for every Homewood A&S major. The degree requirements checklist for your EN major is contained in the departmental Advising Manual available at each department office. The Peabody Registrar will keep a degree audit in your Peabody folder and it will be updated every semester. Students in the program consider these check sheets essential for guiding them toward fulfillment of all degree requirements.

Q: What happens if I have conflicts in my schedule?

A: James Dobson (Peabody's registrar) and Betsy Paul (Homewood's associate registrar), the Office of Academic Advising (A&S), and the Office of Academic Affairs (EN) at Homewood have been particularly helpful in resolving conflicts. Their telephone numbers are listed in the back of this booklet. If performance or rehearsal conflicts arise, you can usually make special arrangements with your professor to make up the classes or attend another section. However, please remember that the best way to avoid conflicts is to plan ahead and register early.

Q: What kind of workload should I take?

A: Each student's course load will be different. A student typically takes two to four courses at Homewood per semester depending on his or her major. The curriculum at Peabody is more prescribed and sequential than the Homewood programs, so most students take a majority of Peabody courses their first two years, and then the balance shifts in the later years. Engineering students, for example, may find it necessary to take more courses at Homewood each term.

Q: What are the minimum enrollment requirements for each division?

A: Double Degree students must enroll at a minimum in private lessons and, for instrumental majors, large ensembles to maintain their status as Peabody degree candidates in the Double Degree Program. Students must take at least one course at Homewood each semester. In addition to major requirements, distribution requirements, and the writing requirement, students must complete at least 48 credits at Homewood in order to earn a bachelor's degree from Homewood.

Q: Will my faculty advisers understand the demands of the Double Degree Program?

A: Probably not. There is a good chance you will have to remind them of your status, and you may have to educate them a bit as well. Remember, this is a small program that each student completes in a unique fashion. A little perseverance on your part will go a long way, and the various administrative advisers can help you if you run into any difficulties with faculty who are not familiar with the program.

Q: How will I meet my distribution requirements?

A: You are responsible for fully meeting the distribution requirements for both divisions of the university. There is some overlap that works to your advantage. Peabody assumes that you will fulfill your core liberal arts requirements automatically in the course of completing your required curriculum at Homewood. Distribution requirements at Homewood are defined somewhat differently depending on your major. Peabody courses meeting Homewood distribution requirements will be listed each year in the Undergraduate Student Handbook. When in doubt about whether a specific Peabody course will fulfill a Homewood distribution requirement, check with the Office of Academic Advising (A&S) or the Office of Engineering Advising.

Q: Ensembles are among the most difficult courses to schedule. What are my obligations?

A: Large ensembles are an integral part of the professional music training that is the purpose of a conservatory education. The Peabody catalog states, "Bachelor of Music candidates majoring in orchestral instruments are expected to participate in at least one of the following large ensembles during each semester of enrollment for major lessons: the Peabody Symphony Orchestra, Peabody Concert Orchestra, or the Peabody Wind Ensemble." Double Degree students are considered Bachelor of Music candidates throughout their enrollment in the program. Consequently, you are expected to participate in ensembles each term. If you have a term in which there is an irresolvable conflict with a required Homewood course, you must petition the Peabody Ensemble Office to request an exemption from the large ensemble requirement for that semester. Exemptions are not automatically granted and are especially rare during the first four years of study. Requests for exemption may not be placed during a Double Degree student's first year of study. Under no circumstances will any Double Degree student be exempted for more than one semester's worth of ensemble obligations during the course of their degree program. All Double Degree students must audition for ensemble placement during the regularly scheduled fall audition process, even if they are requesting exemption for the fall semester, and should submit their request for exemption along with their audition information sheet.

Q: How do the different add/drop dates affect me?

A: You should follow the Homewood add/drop procedures and deadlines for all Arts and Sciences/Engineering courses. Please refer to the add/drop/withdrawal chart in the back of this guide for specific signature requirements and deadline dates.

By the end of the second week of classes, (September 10), you should have the schedule you want to keep for the entire semester (including independent study, research, and internships).

Dropping a Homewood course is permitted for six weeks (until October 10) and will not be noted on the academic record. Drops after the sixth week until the end of the eighth week (October 22) will be noted as a withdrawal on the academic record.

You should follow the Peabody add/drop procedures and deadlines for all Peabody courses. Please refer to the Peabody Academic Calendar in the back of this guide.

Q: How many years will it take to complete the Double Degree Program?

A: Officially, Hopkins encourages students to consider the Double Degree Program as a five-year commitment. Experience over the years, however, indicates that a number of students have completed the program in four years. For example, of the students who entered the program as freshmen and who graduated from the program in 2006, four completed the program in four years, and two completed the program in five years. Generally, acceleration is the result of advanced placement, summer courses, extra-challenging course loads, and careful planning.

Q: Will I carry two IDs?

A: Yes. You will be issued your Homewood ID during Orientation at Homewood by the Registrar's Office. This card will give you access to the university libraries and Homewood facilities. Your Peabody ID grants you access to the Peabody campus. Obtain a Peabody ID by contacting Peabody's Campus Police and presenting proof of your dual status (such as a copy of your completed registration).

Q: How do I change my address with the university?

A: All address changes should be reported to the Registrar's Offices on both campuses, either in writing or by accessing ISIS for students.

Q: What special forms do I need to fill out to register each semester?

A: For registration and add/drop priority, it is best to report to the Registrar's Office in person. Homewood/Peabody Double Degree students are given priority by registering early at the Registrar's Office. A letter will be sent from Betsy Paul, associate registrar, prior to all registration and add/drop dates, to give specific instructions. Students have the option to register, add, and drop online, along with the rest of the student population without priority.

In-person paperwork and signature requirements:

Arts and Sciences/Engineering Students:

Registration: Students need to ask their faculty adviser either to release the advisor-hold (for access to online registration) or to sign the the Peabody and Arts & Sciences/Engineering registration forms (for in-person registration priority). Submit the white Peabody registration form with an AS/EN adviser's signature to the Peabody Registrar's Office, listing only the Peabody courses. Submit the pink AS/EN registration form with an AS/EN adviser's signature to the Homewood Registrar's Office, listing only the Arts & Sciences/Engineering courses.

To add or drop Peabody courses: To add, submit the Peabody add/drop form to the Peabody Registrar's Office with the instructor's signature (if required). To drop, submit the Peabody add/drop form with the instructor's signature. **Please refer to the Peabody Academic Calendar in the back of this guide for specific deadline dates and signature requirements.**

To add or drop AS/EN courses: Submit a small gold AS/EN add/drop form to the Homewood Registrar's Office. **Please refer to the AS/EN add/drop/withdrawal chart in the back of this guide for specific deadline dates and signature requirements.**

All Homewood/Peabody Double Degree

Students: Freshmen will be registering for their Homewood courses online beginning July 1. The registration instructions written above are for November when students register for Spring 2011. The add/drop instructions apply to this fall (2010). Again, Associate Registrar Betsy Paul will contact all PY DD students prior to all online registrations (except the July 1 registration) and add/drop dates to give them the option of coming into the Office of the Registrar for priority. All registration and drop/add at Peabody should be done on paper pending future implementation of online registration systems. Peabody/Homewood Double Degree students are given priority to register before all other students at Peabody so they can select the classes and/or sections that they need.

Q: What is the process if I decide to change from my Double Degree status to a single degree program in either Peabody or Homewood?

A: You will need to confirm your decision in writing with both Peabody (Paul Mathews) and Homewood (Jim Fry for Academic Advising for Krieger students, Janet Weise for Whiting students).

If you are changing your status to become a Homewood Student, Paul Mathews will direct you to complete forms to withdraw from Peabody and you will continue at Homewood with your new status. However, if you are changing your status to become a Peabody student, you must withdraw from Homewood and enroll at Peabody. To withdraw from Homewood please contact your academic advisor. Paul Mathews will coordinate your enrollment at Peabody, but that cannot be effected until withdrawal from Homewood is complete. Please be advised that this is a considerably more cumbersome procedure that will involve transferring records between campuses and reworking the formal arrangements for financial aid. The school from whose degree program you are withdrawing will notify the Registrar's Offices and retain documentation of your withdrawal. While the change should be initiated as soon as possible, it won't actually take effect until the beginning of the next school year.

Housing and Food Service

All Hopkins undergraduates are required to live in university housing for their first two years. Double Degree students are required to live in Peabody housing in freshmen year.

In sophomore year, Double Degree students have the option of living either at Peabody or at Homewood. There are advantages and disadvantages to living on either campus depending on one's schedule and personal preferences.

Students have told us that the benefit of living at Homewood is the opportunity to join a large and diverse community of students along with easy access to the Milton S. Eisenhower Library and Homewood activities. On the other hand, some students may prefer the intimacy of the Peabody campus where students are close to practice studios and can easily attend the over 900 scheduled performances presented each year.

Q: If Peabody starts earlier than Homewood, how do I move in early to my residence if I choose to live at Homewood after my freshmen year?

A: E-mail the AMR II Housing Office, early@hd.jhu.edu, identifying yourself as a Double Degree

student who needs to move into his/her residential space prior to Homewood registration. Once your Double Degree status has been verified, the office will respond to your e-mail with information regarding moving into your residential space early. Your meal card will not work during this period, though meals can be purchased on either campus on a cash basis.

NOTE: These instructions also apply at the end of the academic year if the Homewood residence halls close before obligations at Peabody are over (e.g., jury periods).

The Peabody Inn (home to the institute's Exploritas program) can offer you temporary housing for Orientation Week through Friday, August 27, at \$65 per night. If you want to stay at the Peabody Inn, call 410-234-4770.

Q: Will my meal card work on both campuses?

A: The words "DOUBLE DEGREE" will appear on your meal card which will enable you to dine at either campus. Just inform the cashiers of your Double Degree status at the time of payment. If you live at Homewood, contact the Dining Office at 410-516-3383 with any questions regarding this reciprocal program. If you live at Peabody, contact the Dining Services Office at 410-659-8100, ext. 1414. This reciprocal arrangement is intended to be used only for the meal periods that occur in direct conflict with your class schedule.

Q: How safe is it at both campuses?

A: The vast majority of our students do not experience crime at the Homewood and Peabody campuses. We all have to be mindful however, that both university campuses are located in a major urban area that has all of the security concerns and inherent risks of any large city. It is impossible for schools and universities to eliminate violence or danger neither can communities at large. Each student must play an active role in his or her own personal safety and the security of their possessions. It is a shared responsibility. Property theft, theft from vehicles, and vandalism are the most common crimes that occur on and off campus. Both campuses have a 24-hour security force, escort van services, and security information programs. The Homewood campus has installed 166 state-of-the-art security cameras with behavior recognition software which are located in strategic locations on and off-campus. There are also 113 emergency blue light phones located on and off-campus. Peabody is a gated campus and only accessible by the use of a swipe card.

For more detailed information on campus security and the escort van service, go to www.jhu.edu/~security or read the student hand book from each division and be sure to attend the safety programs during Orientation week.

For additional information, refer to the university's Annual Security report online at www.jhu.edu/~security/annual_report.htm.

Health Care

As students who pay all fees to Homewood, Double Degree students receive health care services at the Homewood Student Health and Wellness Center, free of additional charge.

Transportation Between Divisions

Hopkins operates a free shuttle bus service on a half-hour schedule (more frequently during morning and afternoon rush hours) between Homewood, the Amtrak train station, Peabody, and the medical institutions. It arrives at Peabody 10–15 minutes after leaving Homewood and 5–10 minutes after leaving the medical institutions. Current schedules are posted and available throughout the year at the Parking & Transportation Office at Homewood. Temporary changes in service are posted at the Peabody Campus Police Office, the entrance at 17 East Mt. Vernon Place, and at the Homewood campus boarding area. Please refer to http://www.parking.jhu.edu/shuttles_jhmi_homewood.html for the most up to date schedule.

Q: What happens if the shuttle bus is full?

A: Although you will rarely have any problem finding a seat on the bus leaving Homewood to get to Peabody, on occasion (especially during the afternoon rush hours) the bus is full leaving the medical institutions and there are no seats available at Peabody to get to Homewood. If this occurs, check the schedule. The next bus should have seats available. If your schedule does not permit waiting, you can catch a #3 or #11 city bus (fare \$1.60), which will take you up Charles Street to Homewood, but takes a significantly longer time to reach the campus than does the university shuttle. When you experience problems with the interdivisional shuttle bus, please call 410-752-1751, then press 1. Formal complaints can be e-mailed to shuttles@jhu.edu.

Q: May I bring a car to campus?

A: Freshmen and sophomores are prohibited from bringing a vehicle to Homewood. Students with junior or senior academic standing may purchase on-campus parking, as space availability permits. These are sold on a semester basis only. Contact the parking office at 410-516-PARK for details. At Peabody, you may park on the street (if you're lucky) or in a public garage

or lot, but these are expensive. Our students tell us that a car gives you greater flexibility on weekends and evenings. When the shuttle is available, however, our advice is to use it.

Practice Facilities

Homewood has two practice rooms in the basement of the Alumni Memorial Residences, one in McCoy Hall, and 10 in the Ross Jones Building of the Mattin Center, seven of which have pianos. Peabody has 50 acoustically treated practice rooms that are available 24 hours a day. Some teachers at Peabody make their studios available for practicing as well. Details about the regulations governing these practice rooms are included in the Peabody Student Handbook.

Q: What hours are the Homewood practice rooms open?

A: The AMR II practice rooms will usually be open by 8:30 a.m. and will close by 2 a.m. Monday through Friday. Weekend hours are 10 a.m. to 2 a.m. Students can sign out the key from the AMR II Housing Office during business hours or from the AMR I monitor after business hours. One practice room is located in the McCoy Hall common space, available for student use when the common space is open. Usual hours are noon to 2 a.m., Monday through Friday, and 10 to 2 a.m., Saturday and Sunday. Practice time is on a first-come, first-served basis with a maximum of two hours per day.

Charles Commons has three music rooms with pianos that are available from noon to 2 a.m. Monday through Friday, and 10 a.m. to 2 a.m. on weekends. Students must sign in with a J-Card at the monitor desk. Practice time is on a first-come, first-served basis with a maximum of two hours per day.

The individual practice rooms in the Ross Jones Building in the Mattin Center are available to anyone with a Homewood J-Card and to Peabody students who are either currently enrolled in Homewood courses or live in the immediate vicinity of the Homewood campus. Hours during the semesters are generally from 9 a.m. to midnight Monday through Thursday, 9 a.m. to 10 p.m. on Friday, 10 a.m. to 10 p.m. on Saturday, and noon to midnight on Sunday.

To use the Mattin Center practice rooms, students should go to the Student Activities wing just across the breezeway outside the Ross Jones Building. A student monitor or staff person will either provide a key or can open a room for you. Sign-up for rooms is on a first-come, first-served basis, with a 90-minute limit if people are waiting.

Hours will be posted for availability during Intercession and summer.

The two group rehearsal rooms, Mattin 101 (SDS Room) and Mattin 105, are primarily reserved in the evenings for groups and ensembles.

Reservation requests for Mattin rehearsal rooms, and any questions about the Mattin practice rooms should be directed to Eric Beatty, director of the Homewood Arts Programs, at ebeatty@jhu.edu or x6-8208.

Mailboxes and E-Mail Accounts

On-campus mailboxes are provided at both the Homewood and Peabody campuses. You will automatically receive a mailbox on the campus where you reside. Although Homewood only provides mailboxes for students living on the Homewood campus, students that reside at Homewood will be assigned a second mailbox at Peabody.

All students must activate their e-mail accounts offered by the university in order to access student Web services for online registration and add/drop.

Information regarding how to apply for your e-mail account will be sent by Peabody and Homewood over the summer.

Q: Do I have to set up two accounts to receive e-mail at Homewood and at Peabody?

A: Yes. Peabody's email system is JHEM (Johns Hopkins Enterprise Messaging). If you have any questions or would like additional information, go to <http://jhem.jhu.edu>.

Homewood's email system is Outlook Live@ Hopkins. Please go to http://jumpstart.jhu.edu/jumpstart_outlook_live.html for questions or additional information.

Q: Once my account is created, do I need any special software to access my JHEM e-mail account?

A: No. Most standard Web browsers, such as IE or Netscape, can be used to access your JHEM e-mail account.

Q: Why should I use my university account?

A: Official university and institute news, bulletins, and special announcements are sent only via university e-mail accounts. Since you will be so much "on the move" as a Double Degree student, it is critical that you check your university account regularly so that you are fully aware of deadlines and opportunities. For example, as registration times approach, the Homewood

Registrar sends notices about priority registration for Double Degree students to the student's university account.

Q: Where can I go online for more information regarding JHEM and its supporting system JHED?

A: Information regarding these systems is available at <http://jhed.jhu.edu> and <http://jhem.jhu.edu>.

Paying Your Bill

All Double Degree students are billed through the Homewood Office of Student Accounts in Garland Hall. Homewood tuition is charged, as well as room and board (whether you live and board at Peabody or at Homewood) on the bill you receive from Homewood. If you choose to live at Homewood, return your housing contract with a deposit (\$200 for first-year students and \$500 for upper classmen) to the Homewood Housing and Dining Services Office. If Peabody is your choice of residence, you should submit only your \$100 security deposit to the Peabody Office of Residence Life with your housing application. Be sure to note that you are a Double Degree student, and your subsequent housing costs will be billed through Homewood. Note that housing charges are different between the divisions.

Q: If I live at Peabody, what happens if my room and board charges do not appear on my Homewood bill?

A: Contact Beth Bishop, ebishop@jhu.edu, in the Office of Student Accounts at Homewood and explain your situation. She will make arrangements with Peabody for the transfer of charges. A new Homewood bill will be generated.

Q: What happens if I get a bill from Peabody for tuition, room and board?

A: Bring your bill to the attention of Charisse White in Peabody's Business Office. Tell her you are a Double Degree student, and ask her to contact Homewood Student Accounts to transfer the charges or to verify that your account has already been paid at Homewood.

Financial Aid

If you are applying for need-based aid, you must submit your Free Application for Federal Student Aid (FAFSA) each year by the posted deadlines, designating Homewood Office of Student Financial Services (E00473) as the recipient. All aid applicants must complete the CSS Profile. The Homewood Office of Student Financial Services will determine your need and your package.

You must reapply for aid each year through Homewood. Students who apply on time may expect to receive approximately the same aid package each year, depending on family financial circumstances.

Q: If a change has occurred in my family's financial circumstances, and I need to appeal for more aid, with which aid office do I check?

A: Since the Homewood Office of Student Financial Services determines eligibility for aid, all aid appeals should be directed to that office.

Q: I do not currently have a Peabody merit scholarship. How do I apply for one?

A: Financial assistance provided to Double Degree students is need-based and is determined by the Homewood Student Financial Services Office. Peabody merit scholarships are not available.

Graduation

Although it may seem early to advise you about graduation, Double Degree students must be aware of several operational details:

- Petition for graduation at each division separately.
- Graduation petitions at Peabody are due mid-January for the following May Commencement. Inform the Homewood Registrar and the Office of Academic Advising (A&S) or the Office of Academic Affairs (EN) by the summer before your expected graduation.
- Double Degree students, particularly those receiving financial aid, should plan to graduate from both divisions at the same time, even if work for one degree is completed before the other.

A Final Note

During your career at Hopkins, there are bound to be questions and situations that we have not addressed here. Please ask your peers in the Double Degree Program for advice. The students know what goes on in the program and are always ready to help each other. Also, Dean Mathews at Peabody and Dean William Conley (Enrollment and Academic Services) at Homewood, as the administrative coordinators of the program, will help direct you to the appropriate person or office if you need help. Finally, use the list of staff that follows. They can economize your efforts.

Good Luck!

	HOMEWOOD (410-516-xxxx)	PEABODY (410-659-8100)
Academic Advising	Ruth Aranow (A&S) 328 Garland Hall x6-8216 raranow@jhu.edu	Paul Mathews (Peabody Double Degree liaison) Office of Academic Affairs X4405 mathews@peabody.jhu.edu
	Linda Moulton (EN) Denise Shipley 103 Shaffer x-7395 wseadvising@jhu.edu	
Billing Office (Student Accounts)	Beth Bishop B31 Garland Hall x6-8632 ebishop@jhu.edu	Charisse White Leakin Hall x3020 cwhite59@jhmi.edu
Campus Security/Police	Homewood Security Services	Peabody Campus Police
	Campus Safety and Security Investigative Lieutenant Mark Long Shriver Hall, Suite 14 X6-6629 mlong9@jhu.edu	Dave Fulgham Schapiro House x6000 Dfulgham1@jhu.edu
Enrollment and Academic Services	William Conley 123 Garland Hall x6-7875 wconley@jhu.edu	
Financial Aid	Ellen Ostendorf 146 Garland Hall x6-8028 elk@jhu.edu	Rebecca Polgar Leakin Hall x3023 ufos@peabody.jhu.edu
Housing	Tracey Angel AMR II Housing Office x6-8282 tangel@hd.jhu.edu	
Information Technology (IT)	Hopkins Information Technology Services (HITS) 410-955-HELP (4357) help@jhu.edu	Peabody IT Helpdesk x3001 help@air.peabody.jhu.edu
Registrar	Betsy Paul Associate Registrar 75 Garland Hall x6-7148 betsy.paul@jhu.edu	James Dobson New Building x4410 jdobson@peabody.jhu.edu
Residence Life	Shelly Fickau 1202 AMR II x6-8283 shellyf@jhu.edu	Kyley McClain Student Affairs Suite Unger Lounge kmcclai6@peabody.jhu.edu
Student Life	Eric Beatty Homewood Arts Programs x6-8208 ebeatty@jhu.edu	Kyley McClain Student Affairs Suite Unger Lounge kmcclai6@peabody.jhu.edu
Student Affairs	Susan K. Boswell Mattin Center Offit Bldg, Ste 210 x6-8208 sboswell@jhu.edu	Katsura Kurita Student Affairs Suite Unger Lounge studentaffairs@peabody.jhu.edu

2010–2011 Peabody Academic Calendar
Schools of Arts & Sciences and Engineering Academic Calendar

View Academic Calendars Online:

<http://www.peabody.jhu.edu/academiccalendar>

<http://www.jhu.edu/registrar/calendar1011.html>

Johns Hopkins University
Office of the Registrar – Homewood
Fall 2010 – Undergraduate Students

Deadlines Dates for Adds, Drops & Withdrawals

(For all courses – including Independent Study, Research, and Internship)

Course Adds* and Drops

*AS – no signature required/no electronic holds

*EN – no signature required/no electronic holds

In-person and Online

August 30 – September 10

Last Day to Add – September 10 and end of waitlisting

This deadline includes Independent Study, Research and Internship
which requires the faculty sponsor signature

NO DROPS DURING THE WEEKEND

September 11 – September 12

Course Drops Resume

In-person

September 13 – October 8

AS – no signature required

EN – faculty advisor's signature needed

Online

September 13 – October 10

AS – no signature required

EN – faculty advisor release advising hold

Course Withdrawals
("W" on transcript)

In-person Only

October 11 – October 22

AS – no signature required

EN – signature from faculty advisor

Satisfactory/Unsatisfactory (S/U option)

In-person Only

August 30 – October 22

AS – faculty advisor's signature if within major/minor

EN – faculty advisor's signature

ADD/DROP POLICY FOR 4 WEEK COURSES

GENERAL POLICY

1. Adds are permitted during the first week of the course.

Signature requirements to add after the second day:

AS – Instructor

EN – Instructor

2. Drops without a "W" are permitted during the first week of the course.

Signature requirements:

AS – None

EN – None

3. Drops with a "W" are permitted during the second week of the course.

Signature requirements:

AS – Office of Academic Advising

EN – Faculty advisor

4. Changing to S/U is permitted up to the end of the second week of the course.

Signature requirements:

AS – Faculty advisor if the course is within the major/minor

EN – Faculty advisor

Johns Hopkins University
Office of the Registrar – Homewood
Spring 2011 – Undergraduate Students

Deadlines Dates for Adds, Drops & Withdrawals

(For all courses – including Independent Study, Research, and Internship)

Course Adds* and Drops

*AS – no signature required/no electronic holds

*EN – no signature required/no electronic holds

In-person and Online

January 31 – February 11

Last Day to Add – February 11 and end of waitlisting

This deadline includes Independent Study, Research and Internship
which requires the faculty sponsor signature

NO DROPS DURING THE WEEKEND

February 12 – February 13

Course Drops Resume

In-person

February 14 – March 11

AS – no signature required

EN – faculty advisor's signature needed

Online

February 14 – March 13

AS – no signature required

EN – faculty advisor release advising hold

Course Withdrawals
("W" on transcript)

In-person Only

March 14 – April 1

AS – no signature required

EN – signature from faculty advisor

Satisfactory/Unsatisfactory (S/U option)

In-person Only

January 31 – April 1

AS – faculty advisor's signature if within major/minor

EN – faculty advisor's signature

ADD/DROP POLICY FOR 4 WEEK COURSES

GENERAL POLICY

1. Adds are permitted during the first week of the course.

Signature requirements to add after the second day:

AS – Instructor

EN – Instructor

2. Drops without a "W" are permitted during the first week of the course.

Signature requirements:

AS – None

EN – None

3. Withdrawals with a "W" are permitted during the second week of the course.

Signature requirements:

AS – Office of Academic Advising

EN – Faculty advisor

4. Changing to S/U is permitted up to the end of the second week of the course.

Signature requirements:

AS – Faculty advisor if the course is within the major/minor

EN – Faculty advisor

Peabody Institute of The Johns Hopkins University

Conservatory of Music

Office of the Registrar

SCHEDULE CHANGE FORM

Last Name, First Name Social Security Number Date

Full Time Undergraduate

Part Time Graduate

Year in Program

Visa Type
(International Students Only)

Circle One:	Course Number						Sect.	Course Title	Instructor	# of Credits		Instructor Signature
	Dpt.	Course			Fall	Spring						
Add Drop												
Add Drop												
Add Drop												
Add Drop												
Add Drop												
Add Drop												
Add Drop												
Add Drop												

Office Use Only	<input type="radio"/> Charge \$	<input type="radio"/> No Charge	Approved by:	Date:
------------------------	---------------------------------	---------------------------------	--------------	-------

PRINT NAME _____
 Last First Middle
 E-MAIL: _____ PHONE _____
 AS _____ EN _____ JHU BOX # _____
 MAJOR _____
 ADVISER'S NAME _____

THE JOHNS HOPKINS UNIVERSITY
UNDERGRADUATE REGISTRATION FORM

Registration for _____
 Circle Standing _____
 ___ FALL ___ SPRING FRESHMAN JUNIOR
 ___ INTER 20___ SOPHOMORE SENIOR
 SPECIAL POST-BAC

 Social Security Number

#	SCH	DEPT. NO.	COURSE NO.	SECT. NO.	DESCRIPTIVE COURSE TITLE	✓ S/U	CREDITS	INSTRUCTOR'S SIGNATURE
1								
2								
3								
4								
5								
6								
A1								
A2								
A3								
A4								

FIRST CHOICES
ALTERNATE COURSES

DATE SUBMITTED _____ APPROVAL SIGNATURE _____
 ← TOTAL CREDITS

REGISTRAR

PRINT NAME _____
 Last First Middle
 MAJOR _____ AS _____ EN _____
 FALL _____ SPRING _____ 20___
 INTER _____ SUMMER _____

THE JOHNS HOPKINS UNIVERSITY
UNDERGRADUATE COURSE CHANGE

Circle Standing _____ Date of Change _____
 FRESHMAN JUNIOR
 SOPHOMORE SENIOR
 SPECIAL POST-BAC

 Social Security Number

	SCH	DEPT. NO.	COURSE NO.	SECT. NO.	DESCRIPTIVE COURSE TITLE	✓ S/U	CREDITS	INSTRUCTOR'S SIGNATURE
ADDS								
DROPS								

DATE APPROVED _____ APPROVAL SIGNATURE _____
 ← TOTAL CREDITS AFTER CHANGE

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JOHNS HOPKINS
UNIVERSITY

Office of Undergraduate Admissions

Mason Hall
3400 N. Charles St.
Baltimore, MD 21218-2683