John Hopkins University was founded in 1876 in Baltimore as the nation’s first research university. The mission of the university is to educate its students and cultivate their capacity for life-long learning, to foster independent and original research, and to bring the benefits of discovery to the world. The mascot is the blue jay.

The Krieger School of Arts and Sciences (KSAS) is one of eight degree-granting divisions of the Johns Hopkins University and is the core institution of the Johns Hopkins complex of schools, centers, and institutes. Drawing on more than 125 years of experience in combining education and research, the Krieger School offers a master’s degree in communication.
Dear New Student,

Welcome to Johns Hopkins University and to the Master of Arts in Communication. Graduate classes here at JHU may differ from what you have experienced. You will spend less time in class and do more learning by reading on your own and discussing ideas with your peers. You will do more critical thinking about how we know what we know, and you will be encouraged to use scientific data in making decisions.

Graduate work tends to be more demanding than undergraduate studies, so you should consider how to adjust your life and work to graduate-level expectations. We expect all students to attend every class and to turn in every assignment done well and on time. Plan to spend 10 to 15 hours each week for each class in which you are enrolled.

This handbook covers everything from course requirements to how to access the library. Please keep it handy as a guide for your studies in the years to come. It should answer many of your questions.

I wish you all the best as you embark on your journey. Welcome to our community.

Sincerely,

Memi Miscally, DrPH, MPH
Academic Program Director
Where to Go for Help

Administration (Admissions and Registration): Please direct your administrative questions or concerns to the Advanced Academic Programs (AAP) staff or offices. This includes questions about admissions, registration, and tuition payments; as well as refunds, records, course schedules, grades, financial aid, student ID cards, transcripts, basic details about events, and similar matters.

Academics: For academic issues relating to courses, teachers, or your performance as a student, contact your instructor or your advisor. If your last name starts with A-G, your advisor is Memi Miscally (mmiscalla@jhu.edu). If you last name starts with H-O, your advisor is Susan Allen (sallen38@jhu.edu). If your last name starts with P-Z, your advisor is Elizabeth Patton (epatton4@jhu.edu).

Memi Miscally keeps the program listserv. This list includes program related information. If you change your preferred email address please contact the Memi Miscally (mmiscalla@jhu.edu) with your old and new address. Changing your email address in ISIS will not update your information on the department list.

ADMISSIONS
202-452-1943
fax: 202-452-1970
aapadmissions@jhu.edu

HOPKINS COMPUTER HELP
Help with Hopkins email or remote access to restricted library sites (including electronic reserve)
410-516-HELP (4357)

FRONT DESK
202-452-1280

FINANCIAL AID
410-516-8028
http://www.jhu.edu/finaid/part_time.html

REGISTRATION
202-452-1952
202-452-1955
aapregistration@jhu.edu
Web registration and confirmation: https://isis.jhu.edu

STUDENT ACCOUNTS
410-516-8158

LIBRARY RESOURCE CENTER
202-452-0714

AAP ADDRESS
The Johns Hopkins University
1717 Massachusetts Ave. NW, Suite 101
Washington, D.C. 20036

COMMUNICATION WEBSITE
http://communication.jhu.edu

AAP WEBSITE
http://advanced.jhu.edu/

INTERNATIONAL OFFICE
410-516-1013

CARREER CENTER
202-452-1932
http://advancedcareersjhu.org/
The Curriculum

What Courses Should I Take?
All students should take Research and Writing Methods in their first semesters.

Although there is variation from course to course, generally core courses require more work than electives. For this reason, we recommend that if you take two courses in one semester you pair up one elective and one core course and try to avoid taking two core courses at one time.

For thesis students, we recommend that you take 480.610 Applied Research toward the second half of your studies as you prepare for thesis. You should complete your core courses before you start your Thesis class.

How Do I Contact My Professor?
You can look up your professor’s email address by going to my.jhu.edu. Type the name you want to search for in the top right hand search box.

How Long Does it Take?
It depends on you. If you work full time, the maximum number of courses you can take each semester is two. If you take six courses a year, you will complete the degree in about two years. However, many people find taking two courses a semester too difficult given full-time work. These students take just one course a semester. Full-time students (students who do not work) may take three or four courses a semester. Some students choose to take summer (or other semesters) off. You have five years to finish your degree. If it will take you longer than five years, you must request a one-time one-year extension. Do so by filling out the Degree Completion Extension Request Form on the student forms page.

Leave of Absence
You can take two consecutive semesters off without requesting a leave of absence. You should not take three or more terms off (one year) without permission or you will have to re-apply. To take a leave of absence, fill out the form at: http://advanced.jhu.edu/current-students/forms/leave-of-absence-request/

You may not take a leave of absence once you are in thesis continuation.

Continuous Enrollment
The Advanced Academic Programs (AAP) will implement a new continuous enrollment policy for all newly enrolled students beginning in fall 2013 (and beyond). Those who started a program prior to fall 2013 are exempt from the continuous enrollment policy. However, any student who became inactive in past terms and is readmitted in the academic year 2013-2014 (or beyond) will be considered a student under the new continuous enrollment policy and therefore must adhere to the stated policy.
Effective fall 2013 and beyond, all newly enrolled AAP students must continuously enroll in their academic program during fall and spring semesters in order to maintain good standing and admission status. January intersession, May intensive, and summer sessions have been excluded from this requirement. Students must either register for credit course(s) in their academic program during these semesters, or they must register for the continuous enrollment course. To avoid additional administrative steps later, students are strongly encouraged to do one of the two options above no later than the end of drop/add each semester.

Continuous enrollment is a non-credit course for which students are charged a fee of $75 for each term of non-credit enrollment (see exclusions above). This cost is non-refundable.

Exemptions from the continuous enrollment policy will be granted only for documented medical emergencies, approved leave of absence, or military service. Requests for exemption to the policy should be made to aapregistration@jhu.edu with supporting documentation. Those requesting an official Leave of Absence should complete the online form at: http://advanced.jhu.edu/students/forms/leave-of-absence/

Students who forget/neglect to register for continuous enrollment will be deemed as a withdrawal from AAP. After one consecutive semester of non-enrollment (and no continuous enrollment registration), a student will go inactive and must contact the AAP Registration Office (aapregistration@jhu.edu) before returning to AAP. Readmission requirements may apply.

**Payment**

**Payment Options:**
You must pay for your courses at the time you register. You may pay by check (made payable to the Johns Hopkins University), credit card (Visa, MasterCard, Discover), employer tuition remission (a copy of the contract must accompany the registration form), or financial aid. If you receive employer tuition reimbursement (which means the employer reimburses the employee for the cost of the course once the course has been completed), you must pay for the course at the time of registration with your own funds and request reimbursement from your employer at the appropriate time.

**Is Financial Aid Available?**
Because most of our students work part or full time, the program does not offer traditional teaching assistantships or work-study opportunities. However, federal loans are available. The university’s regular financial aid office can provide advice on student loans and other options. Federal loan programs require enrollment in at least two courses per term and that recipients be U.S. citizens or permanent residents.

The institutional code for financial aid is E00473. For more information, visit http://www.jhu.edu/finaid/part_time.html and http://www.jhu.edu/finaid/contact.html or call 410-516-8028.
Registration

How long do I have until I must register for my first class?
Admitted students may defer the start of their studies for up to one year from the term of admission (example: a fall admit can defer until next fall; a spring admit can defer until next spring). Keep in mind the leave of absence and continuous enrollment policies. You should also be mindful that your studies must be completed within five years from the date of your first course. If you do not adhere to these guidelines, you will need to reapply to the program.

How will I know what courses are offered each semester?
The class schedule is posted on our website one week before the start of registration. You can find the schedule of classes by clicking “current students” and then “register for classes” and then “course schedules” and then “Communication” on our department website.

How do I know when registration begins?
How do I know when classes begin?
The dates for registration and classes are posted on the academic calendar. You can find the academic calendar on the AAP website.

Where do I go to register online?
Use your JHED ID and password and log on to https://isis.jhu.edu through "Student Self-Service." You will be required to fill out a short questionnaire before confirming your personal information and registering.

How many classes do I take?
Students who work full time can take one or two courses a semester. If you do not work, you may take three or four courses a semester. We strongly discourage students who work full time from taking three courses. However, if you work full time and think you want to take three courses you will need permission from your advisor. Please phone or email your advisor with the request.

I wasn’t able to enter my payment information online, what should I do?
If you are unable to complete online registration, send an email to aapregistration@jhu.edu to have your account reset so that you may go back and complete your registration. You may also fax in your registration form to 202-452-1970 for processing. Your registration cannot be approved until all of the required information has been entered.

Do you have payment plans for tuition?
No, at this time, we do not have payment plans for tuition. To register for courses, you must include payment information. You may also contact the Office of Financial Aid to discuss assistance with tuition at 410-516-8028.
Register Early
Because all courses have enrollment limits that are strictly enforced, the best way to get the courses and instructors you want is to register early when course schedules are released online. The registration and admission offices are open Monday through Thursday from 8:00am to 6:30pm, and on Friday from 8:30am to 5:00pm. It is closed Saturday and Sunday.

You may register for classes online if you pay by credit card at:

https://isis.jhu.edu

Wait List
If there is no room in your first choice class, you may put yourself on the wait list through ISIS. At the same time, you should register for your second choice class. If a spot opens up in your first choice class and you are next on the waiting list someone from registration will email you. You will have only 24 hours (including weekend and holidays) to respond to that email or the slot will be offered to the next person on the list. If you are offered a slot in the class, you may then switch from your second choice class to your first choice class. If no spot opens up or you are not next on the wait list, you will not be contacted.

How can I confirm my registration?
After you register for your classes, you will receive a receipt. You may go online at any time to check the status of your registration at https://isis.jhu.edu. To log on, you will need your JHED ID and password. If you do not have this information, a link is provided that will take you to the JHED website where you can set up your email account. If you who have forgotten your password, you may call the help desk at 410-516-HELP to have it reset.

Adding/Dropping/Changing Classes
You may add or drop courses by submitting the Add/Drop Form to the Enrollment Office at the Washington, DC Center. You can also directly email your request to aapregistration@jhu.edu with the pertinent information. Be careful. If you want to switch courses, make sure you do it before the first day of class so you do not miss important material. Be aware that after a certain point, you may not get a full refund. See http://advanced.jhu.edu/current-students/tuition-and-fees/ (scroll to the bottom of the webpage) for the latest tuition refund rules.

What do I do before the first day of class? Make sure you visit the campus bookstore online to see which books are required and make sure you order them. Go to: www.mbsDirect.net or call toll-free 800-325-3252.

I was not able to complete my thesis in one semester. What should I do?
If you do not complete your thesis during the semester in which you register for the Thesis course, you must continue your enrollment by registering for the Thesis Continuation course. A fee for continuing enrollment must be paid each semester after...
registering for Thesis. This fee will prevent your grade from turning into an “F” from an “Incomplete.” If you do not finish your thesis in one semester, you must register for every subsequent semester (including summer) until you complete your degree. You may not take a leave of absence while you are in Thesis Continuation.

**When will I receive information on graduation?** While commencement occurs once each year in May, degrees are conferred each semester. You may apply for graduation and degree conerment at the beginning of the semester you complete your degree requirements. There is a $100 graduation fee for which students will be automatically billed.

Students who submit their Application for Graduation will hear from Enrollment Services via e-mail to confirm receipt of their application. General information about Commencement will be mailed out in March from the Registrar with a response card for students to indicate if they are attending the University-wide ceremony and/or the Master's Degree ceremony. A follow up letter outlining further details for attendees will then be mailed out in April from Advanced Academic Programs for the Master's Degree ceremony, and in early May from the Registrar for the University-wide ceremony.

If you have questions about the ceremony, please visit [http://advanced.jhu.edu/current-students/graduation-ceremonies-and-application/](http://advanced.jhu.edu/current-students/graduation-ceremonies-and-application/). For information about graduation status, graduation clearance, or your application for graduation, please contact aapgraduation@jhu.edu or 202-452-1952.

**Transcripts and Verifications**
To request an official transcript, please click on the "order official transcript" tab located on the Registration menu in ISIS Self Service. You will be directed to the Registrar Office's website. Complete instructions and you can find forms there. You can also call their office at 410-516-7088 or visit their website directly: [www.jhu.edu/registrar/transcript.html#transcript](http://www.jhu.edu/registrar/transcript.html#transcript)

**How do I update my contact information?**
You may go online at [https://isis.jhu.edu](https://isis.jhu.edu) to update your contact information. If you request a name change, you must fax the form at [http://advanced.jhu.edu/wp-content/uploads/2013/01/name_change_request_form_aap.pdf](http://advanced.jhu.edu/wp-content/uploads/2013/01/name_change_request_form_aap.pdf), as well as legal documentation, to 202-452-1970. Legal documentation includes a marriage certificate or valid driver's license indicating your new name.

This change will not affect the listserv. To change the email address that we use for the listserv contact Memi Miscally (mmiscall@jhu.edu) with your old and new email addresses.
**Classes**

**Where are In-Person Classes?**
Classes are held at 1717 Massachusetts Avenue, N.W. This is just a block and half south of DuPont Circle. The closest metro station is the DuPont Circle stop on the red line. Most classes are on the fourth floor. **Specific classrooms are posted in the lobby on the first night of class.**

**Parking**

Between 4:00pm – 11:00pm Monday – Friday, JHU students can park underneath the Bernstein-Offit Building for $7. Students, faculty, and visitors can also park at a rate of $7 after 4:30pm at the Central Parking Garage on 1800 Massachusetts Avenue (located underneath the SEIU Building, just one block east of the Bernstein-Offit Building). The garage is open Monday through Friday and closes at 11:00pm.

On Saturdays from 7:00am – 6:00pm, students can park underneath the Bernstein-Offit Building for $7 or look for street parking to the north of 1717 Massachusetts Avenue. Additional parking is available at St. Matthew’s Cathedral at 1725 Rhode Island Avenue NW for $5 all day.

**When are classes?**
The program offers courses in three academic terms – fall, spring, and summer. In-person classes meet once a week for 13 weeks and are 2 hours and 25 minutes long. Most classes are held Monday, Tuesday, Wednesday, or Thursday evenings at either 5:15 p.m. or 7:45 p.m. Eastern. Occasionally classes are held on Saturday at 10:00 a.m. Eastern. Online classes span the full 13-week semester.

**What Can I Expect From My Instructors?**
We ask our instructors to return your email and telephone calls within one business day. We also ask all of our instructors to return graded papers, assignments, and exams within seven days. You can expect your papers to have comments on them and you should also look for a marked rubric that explains why points were deducted.

**What Are Online Classes Like?**
Courses are delivered through an easy-to-use asynchronous course management system (Blackboard), which is web-based and free of charge. Registered students are given access to the course Website 24 hours a day and seven days a week. Students are not required to log on at a particular time; they log on multiple times a week at their convenience. However, students should expect multiple deadlines per week. These courses are NOT self-paced.

When students log on, they watch, read, or listen to a lecture and engage in discussions with colleagues and the instructor. Students submit papers, assignments, projects, presentations, and exams through the course management system.
Online Expectations
When participating in an online course keep these tips in mind.

1) Avoid logging into your course site at the 11th hour. Instead, start logging into a new lesson week on the day it starts. Remember online classes are not self-paced. Unlike in-person classes, there are usually multiple deadlines per week.

2) Avoid emailing your instructor with questions about the course. Instead post your questions to the Blackboard discussion section. Often, at least two students have the same question. Thus, if you post your question in the discussion forums, and if your professor posts the answer in the same place, then everyone has access to the same information.

3) Remember that just because Blackboard is available 24/7 that does not mean your instructor works 24/7. Just like instructors who teach in person, your professors may not be available evenings and weekends.

4) Be realistic about technology. In the real world sometimes technology does not work the way we expect. Blackboard may go down or something may not work as your professor originally intended. Please be patient and report problems to the professor and the help desk.

Class Cancellations
At times, courses listed in any term’s course schedule may be canceled because of low enrollment.

Bookstore
Visit our online bookstore about four weeks before the semester starts to order any required books for your class. Visit: www.mbsDirect.net or call toll-free 800-325-3252. All books are shipped within 24 hours.

Students may return course materials for a 100% refund, excluding shipping. Return policies and procedures are printed on each invoice. Students may call MBS Direct Customer Service at 800-325-3252 with any questions related to their order.

MBS Direct has one of the nation’s largest buyback programs. Although MBS has a book buy-back program, we encourage students to keep their books throughout the program.

Telephone ordering hours:
Monday - Thursday 7 am - 9 pm (CT)
Friday 7 am - 6 pm (CT)
Saturday 8 am - 5 pm (CT)
Sunday noon - 4 pm (CT)

Grades
Any grade of C or lower is unacceptable in a graduate program, and you will be dismissed if you make a C grade or lower in more than one course.
If you earn a C grade in a required course you must repeat the course. If you earn a C grade in a core course you may not count that course toward core requirements. You must either repeat that course or take another core in its place.

If you think you may be doing less than B- work, please contact your instructor to see what you need to do to raise your grade.

Final course grades can be A+, A, A-, B+, B, B-, C, or F. You may view your official grades online, and you will receive a mailed grade report from JHU Office of the Registrar. If you do not receive your grade(s), or need an additional copy, you may contact the JHU Office of the Registrar, 75 Garland Hall, 3400 N. Charles St., Baltimore, MD 21218, or call 410-516-8083.

Grade Disputes
If you think there was an error in assigning a grade, you must first speak with your instructor. Bring the paper, assignment, or test on which you think there was an error to the meeting. You may only file a formal grade dispute if after meeting with the instructor you are not able to come to a satisfactory resolution. Students must submit formal grade disputes in writing. Send the dispute to the program director. The written dispute must be received no later than the last day of classes for the following semester.

In submitting a grade dispute, the student must address at least one of the following: (a) the faculty member made an error in recording the grade, (b) the faculty member failed to use consistent standards for all students in assigning the grade, and/or (c) the faculty member did not assign the grade according to the syllabus. Please attach supporting documents to substantiate these claims.

Networking and Connecting

Listserv
The program director keeps a listserv of all active communication students. Important information about classes, graduation, and other procedures are posted to the listserv. The email address that you listed on your application was added to the listserv when you were admitted. If you prefer to use a different address, please contact Memi Miscally (mmiscal1@jhu.edu).

Facebook
We have an active Facebook page. Please find us at:

http://www.facebook.com/JHUCommunication

We use this site to share good news and information and research about the communication professions. We are also interested in helping you network with our growing community. Toward that goal, we want to know how you are doing and what you accomplishments are. If you present a paper, appear in the press, get something
published, write a white paper, or just get a major promotion, we want to know about it. Please email Memi Miscally (mmiscall1@jhu.edu) and she will post your news on our Facebook page.

LinkedIn

We have an active LinkedIn community called “JHU Communication.” Please join our group at:

http://www.linkedin.com/groups?about=&gid=4215187

We use this page to have help our students, faculty, and alumni network. Please use this page to share job and internship openings, start a discussion, or organize a meet up among students and alumni in your area.

Twitter

Follow the program on Twitter: https://twitter.com/#!/JHUComm

Career Services and Networking
Colleen McCusker runs the Career Services Office located at the DC center. Colleen provides coaching support to students with a range of career-related issues, including determining a career focus, self-marketing, resume and cover letter development, networking and interviewing. Please contact Colleen at emccusker@jhu.edu (202-452-1932) to schedule an appointment. Appointments can be held on the DC campus or virtually, depending on the student’s location. The career center also sponsors workshops and webinars covering the job search process.

General Information

Administrative Suite
The administrative suite is open Monday through Thursday from noon to 9:00pm, and Friday from noon to 5:00pm. It is closed Saturday and Sunday.

Services for Students with Disabilities
The Johns Hopkins University is committed to providing reasonable and appropriate accommodations to students with disabilities. Students must notify Rebecca Barron at rbarron@jhu.edu or 202.452.0983. In addition, they must submit a Request for Accommodation Form and documentation completed by an appropriately credentialed professional. This documentation must provide a comprehensive evaluation of a specific disability that identifies the type of disability, describes the current level of functioning in an academic setting, and lists recommended accommodations. The request for accommodation and the corresponding documentation should be received no later than four weeks prior to the beginning of the semester to ensure that services will be available in time for the first class meeting.
Student ID Card / JHU Card
All students are issued student ID cards (the J-Card) when they register for their first class. The cards are mailed a few weeks into the student’s first semester of classes. These cards are needed to access Hopkins buildings and the Hopkins library system. It also enables you to enter all sporting events (except lacrosse) for free.

If you lose your J-card, contact the Office of ID Services during office hours (8:30am-5:00pm M-F). The phone number is 410-516-5121. You can request a replacement card for $15.

Weather Emergencies and Other Emergencies
Class sessions sometimes are canceled because of weather or other emergencies. Call the Hopkins Emergency Hotline at 1-800-548-9004 or the main office 202-452-1280 for information about emergencies.

Health Insurance
Martha Gamble, our Student Insurance Coordinator, can be reached at 410-516-8079. mgamble2@jhu.edu Please keep in mind that you must be a full-time student (taking at least three classes a semester either in-person or online) to be eligible for student health insurance. Even though some of our students may be eligible for student health insurance, it was not designed for our program, so it may be confusing to set up. Please contact Martha with any questions. She should be able to help you.

Students with Hopkins insurance use the AETNA network. www.aetnastudenthealth.com explains the policy and how to find a doctor within the network.

Library
The Washington Library Resource Center, a branch of the Milton S. Eisenhower Library, is located on the first floor of the DC Center. Through the library, you have access to extensive digital resources such as full text journal articles, multimedia resources, and electronic reserves.

When off-campus, the preferred method to access these resources is to simply select the resource and authenticate inputting your JHED ID and password when prompted. This is known as the proxy server method. There is a secondary method that involves a small configuration to your computer. Instructions for this method [including how to get help] can be found at http://www.library.jhu.edu/using.html#off-campus-access.

Contact and Hours
Please do not hesitate to contact the Washington Library Resource Center, call 202-452-0714 or email washrocklibraries@jhu.edu. The library is open Monday through Thursday from noon to 8:00pm, Friday from noon to 5:00pm, and Saturday from 9:30am to 1:30pm. The staff is there to help and can provide one-on-one guidance and assistance.
Electronic Reserves
If your professor puts class readings on electronic reserves, you can access them several ways and your professor will share that information with you. One way is to visit http://reserves.library.jhu.edu/access/reserves/index.php and log in using your JHED ID and password.

Databases – Access to Articles
Begin with the Research Guide for Communications http://guides.library.jhu.edu/communication to access journal articles in core databases for research in communications studies. The library subscribes to many databases including LexisNexis, Communication and Mass Media Complete. This guide is a great way to get started.

Books/Videos
You also have access to books and videos from any of the Hopkins library, including the SAIS library across the street. Books and videos requested will be delivered to the Washington Library Resource Center for pick-up. To request material, you will need to have registered with the library the number on your blue “J-card.” The library card number is the little one on the lower left-hand corner under the bar code.

Material needed but not owned by JHU can be requested via our free Interlibrary Loan service. Request can be submitted electronically at http://weldoc.welch.jhmi.edu/msel/. Please contact the library for more information on this service and to find out what is needed to walk-in and borrow books from other local University libraries.

Requesting JHU Books for Online Students
To use this service, you must live outside of the Baltimore/Washington/Montgomery Area. Books will be sent to you via UPS; the library pays to ship materials to you but books must be returned, at your own expense, via UPS. The book will have a slip with the return information.

In the JHU catalog, search and identify the book you need. Click on the request button. Sign in with your JHED ID.

On the next screen, choose location “JHU Homewood Office” and in the comment field, identify yourself as an online Communication student and put you mailing address (all on one line). Do not press enter while typing. The comment field is limited and will cut off the address if you press enter.

Our JHU Express Coordinator will ship the material. Please allow a few days for this process. You will need to ship the materials back when you are done.

Some library books are also available electronically. For information on this see: http://guides.library.jhu.edu/ebooks
Visit Participating Research Libraries Near Where You Live
Here is a description of those programs that allow for JHU students to visit near-by libraries and in some instances to borrow material.
http://www.library.jhu.edu/services/circulation/otheraccess.html

Student Computing Services

Computer Lab
The DC Center computer lab is located in room 420 on the forth floor of 1717 Mass. Ave., N.W., and is open to all enrolled students Monday through Thursday from noon to 10:00pm, Friday from noon to 5:00pm, and Saturday from 9:30am to 1:30pm.

Web Services
Formally admitted students can access the Student Web Services by first obtaining their JHED (Johns Hopkins Enterprise Directory) LID (Logon ID) and password:

1. Go to: http://jhed.jhu.edu
2. Obtain your Logon ID and password
3. Go to: https://isis.jhu.edu
4. Enter your Logon ID and password

- **Confirmation of Schedule:** Once your registration has been officially processed a confirmation will be displayed on-screen. You can also return to http://isis.jhu.edu to see your "Class Schedule" at any time.
- **Grade Reports:** Following the end of the semester/term when grades have been officially posted, you may view your grades on the web by selecting "My Grades" on the "Academic Info" menu.
- **Register:** You can register for classes online in any semester except your first semester. On the "https://isis.jhu.edu" homepage, scroll over "Academic Info" from the toolbar at the top of the page. Click on "Registration Add/Drop" to select your classes.

Websites
The Communication Program’s homepage is http://communication.jhu.edu

The main Johns Hopkins homepage is www.jhu.edu

The main library website is: http://webapps.jhu.edu/jhuniverse/libraries/

Email
For step-by-step instructions to activate your JHU email and to learn to forward your JHU email to another address, visit the Johns Hopkins Information Technology tutorial at http://advanced.jhu.edu/faculty-resources/information-technology-support/activating-your-johns-hopkins-enterprise-directory-jhed-login/. If you encounter problems accessing your account, contact the Help Desk at 410-516-HELP.
IMPORTANT***Please be aware that the central Hopkins administration has decided that when professors look up student email addresses, they will only have access to JHU addresses. Therefore, all communication from professors or the AAP administration will be sent to your JHU account. This is true even if you never set up a JHU email account and never check it. Moreover, these accounts do not bounce email, so professors have no way of knowing you do not use your account. Please set up your JHU account to forward to the email account you do use.

The communication department will continue to use your preferred email address for our listserv.

Software
Discount software is available to students at spars.jhu.edu

Code of Conduct

Please remember that any words taken verbatim from a source must be cited and contained within quotation marks. Ideas taken from a source and paraphrased still must be cited with parenthetical citations.

When conducting research, we often come across publications that cite the research and work of other authors within them. It is unethical to write about these studies in a way that suggests you had obtained those sources and reviewed them yourself if you have not. Anytime you cite an author directly you must obtain and read the primary source. When in doubt about how to cite correctly please ask your instructor.

Please keep a copy of all sources used on a paper, the faculty check for plagiarism and request all of your sources if they suspect anything.

Also note that unless your instructor indicates otherwise, you should submit original work for each course. You may focus on the same topic in multiple courses, but you must examine that topic in different ways across the different courses.

Please take the time to review our full ethics policy, located at: http://advanced.jhu.edu/wp-content/uploads/2013/01/AAP1101_CodeofConduct.pdf

Below are some sections of that document that are particularly important.

“PLAGIARISM—Plagiarism, the most common form of academic dishonesty, occurs when students use the work, research, ideas, or words of any other person or source without proper credit.”

“FORGERY AND FALSIFICATION—Citation of nonexistent sources or creation of false information in a written assignment. Attributing to a source ideas or information that is not included in the source.”
“LYING-Request for special consideration from instructors or university officials based upon false information or deception. Fabrication of a medical or emergency excuse as a reason for needing an extension on an assignment or for missing an examination. Claiming falsely to have completed and/or turned in an assignment.”

Full list of policies for AAP
You can find a full list of policies in our catalog. Pick up a catalog at our administrative offices or download it at http://advanced.jhu.edu/