**Helpful Links and Phone Numbers:**

JHU Course Directory: <https://publichealth.jhu.edu/courses>

SEAM: 877-419-5131

SEAM: <https://support.sis.jhu.edu/case-home>

SIS: https://sis.jhu.edu/sswf/

JHU Benefits: 410-516-2000

Tuition Remission Benefit: <https://support.sis.jhu.edu/find-answers/billing-payments-and-refunds/jhu-staff-tuition-remission-benefit>

Tuition Support for Employees: <https://hr.jhu.edu/benefits-worklife/tuition-assistance/tuition-reimbursement/>

Special Student Limited Info: <https://publichealth.jhu.edu/offices-and-services/office-of-student-affairs/student-accounts-and-business-services/continuing-education-student-services/for-credit-courses-for-non-degree-seeking-students>

**Different Accounts You’ll Hear About:**

1. Course Plus: This is for JHSPH courses, the log in is the same as your JHED account.
2. JHED: This is for university level services, libraries, registration, etc.
3. My.JSHPH: I think this is only used for students on campus.
4. SIS: Student Information System. This is for paying tuition and accessing your schedule.
5. SEAM: Student Enrollment and Account Management, this is where you enroll in courses or submit a ‘case’ for help.
6. Bright Horizon: This is the 3rd party that handles tuition reimbursement.

**Steps to Take:**

First- need to decide how you’ll take the course because this will impact the enrollment and tuition process. I was going to enroll in a non degree seeking course and audit that course. I think they call this ‘special student limited.’ You can read about the options here: <https://hr.jhu.edu/benefits-worklife/tuition-assistance/tuition-reimbursement/>

To enroll in a class, create a ‘case’ through SEAM. If you fall under the category of ‘special student limited’ then you cannot register for classes through SIS like everyone else. You have to submit SEAM’s online form to register for courses.

You’ll need to email the professor of the course to get their permission for you to enroll in the course. You’ll submit this email with your SEAM case to enroll. If you want to audit the course, you also need the professor to give their permission for that as well.

**Helpful Things to Know:**

* JHU uses ‘terms’ instead of semesters. So to register for a full semester (or to calculate the cost of one class), you’ll need to look at 2 terms.
* Tuition Remission is different from Tuition Reimbursement. Remission is for courses at JHU; reimbursement is for courses NOT at JHU.
* The tuition remission benefit offers $5,250 tax free. Anything over that amount you are responsible for. If the class is over $,5,250 you will be taxed on the additional amount which will come out of your paycheck. I think this renews each calendar year but I’m not certain.