



**Johns Hopkins University**  
**Department of Mechanical Engineering**  
**New Grad Student – Spring semester**  
**“To Do” Checklist and Calendar**  
Updated May 5, 2023

- ❑ **NOW:** Review the entire [New Grads website](#) for good information.
- ❑ **NOW and BY JANUARY 15**
  - The Registrar will send instructions on how to set up your JHED ID and JHU e-mail account.
  - You will receive a request from the [Office of Institutional Equity](#) to complete the online Sexual Harassment Prevention training, which will require your JHED ID and password to access. Please complete this within 30 days of receiving the request.
  - See your doctor or health professional to complete the Pre-Admission Health form so you can submit it by January 15. Visit the [Student Health and Wellness “Incoming Students” page](#) for info.
- ❑ **EARLY WINTER:** Read the master’s or Ph.D. Graduate Student Advising Manual on the [MechE Graduate Advising page](#).
- ❑ **EARLY WINTER:** Secure off-campus housing, as the University does not offer on-campus housing. Visit the [JHU Off-Campus Housing Office website](#) for help in finding a place to live or to find roommates.
- ❑ **JANUARY:** You will be enrolled automatically in the [University Student Health Benefit plan](#). American students have the option of waiving the insurance if they have adequate coverage. Instructions will be sent by the Registrar to waive insurance or to add dependents to the insurance.
- ❑ **BY JANUARY 8:** Contact your advisor to discuss your classes and research. After your advisor releases the Advisor Hold (if one is placed), register for classes before the first day of class.
- ❑ **BY JANUARY 15:** Arrive on campus (International students can arrive as early as 30 days before orientation). Visit the “When You Arrive...” section of the [MechE New Grad Student website](#) and take the actions listed in each tab.
- ❑ **LATE JANUARY:** Mechanical Engineering Department Graduate Student Orientation, date to be announced.
- ❑ **LATE JANUARY:**
  - Take the **Opioid Epidemic Awareness** online course.
  - Take the **Effort Reporting Certifier** online course.
  - Take the appropriate [Responsible Conduct of Research course](#)
  - If conducting research anytime, take the online learning modules of Laboratory Safety, per the department academic advising manual. Finish by February 15.
  - Take the online course **EN.500.603 Academic Ethics and Graduate Orientation** before October 30. You will be automatically registered for this course in SIS, the “Student Information System.” Do not drop the course.
- ❑ **JANUARY 20:** Tuition is due from those paying tuition.
- ❑ **JANUARY 22, 2024:** First day of classes
- ❑ **AUGUST 25, 2024:** Mechanical Engineering Student Orientation, Campus Tour, and BarBQ