



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

- ❑ **NOW:** Review the entire [New Grad Student website](#) for good information.
- ❑ **BY ~MAY 15:**
 - The Registrar will send instructions on how to set up your JHED ID and JHU e-mail account. You may do so then.
 - 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.
 - If receiving a salary or stipend, register for EN.530.897 Summer Graduate Research in Summer 2023 in your faculty advisor's section.
- ❑ **BY MAY 25** - See your doctor or health professional to complete the Pre-Admission Health form so you can submit it by May 25. Visit the [Student Health and Wellness “Incoming Students” page](#) for info.
- ❑ **BY MAY 25:** Secure off-campus housing, at 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.
- ❑ **BY MAY 25:** Contact the Registrar's health insurance staff using the [SEAM \(Student Enrollment and Account Management\) system](#) > Records and Registration > Health Insurance Inquiry to request enrollment in the [University Student Health Benefit plan](#) effective the month that you begin your studies.
 - Students joining in the summer are not automatically enrolled. You must enroll yourself.
 - For those receiving financial aid, the department will submit the financial aid for the summer health insurance.
 - 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.
 - You will be enrolled automatically for August and later.
- ❑ **BY THE FIRST DAY OF YOUR PLANNED BEGIN DATE:** 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.
- ❑ **BY JUNE 15:** Read the master's or Ph.D. Graduate Student Advising Manual on the [MechE Graduate Advising page](#).
- ❑ **BY JUNE 16:** Contact your advisor to discuss your classes and research.
- ❑ **~ JULY 25:** Register for Fall semester courses by August 26.
- ❑ **LATE AUGUST:** University-wide - Graduate Student Orientation and Teaching Assistant Orientation
- ❑ **LATE AUGUST:**
 - 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 September 12.
 - 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.
- ❑ **AUGUST 24:** Tuition is due from those paying tuition for the Fall semester.
- ❑ **AUGUST 26: Mechanical Engineering Student Orientation, Campus Tour, and BarBQ**
- ❑ **AUGUST 28: First day of classes**