



**Johns Hopkins University**  
**Department of Mechanical Engineering**  
**New Grad Student – Summer**  
**“To Do” Checklist and Calendar**  
**Updated April 25, 2024**

- ❑ **NOW:** Review the entire [New Grad Student website](#) for good information.
- ❑ **BY ~MAY 1:**
  - 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 2024 in your faculty advisor's section. This will save you from having FICA tax assessed.
- ❑ **BY MAY 10** - See your doctor or health professional to complete the Pre-Admission Health form so you can submit it by May 10. Visit the [Student Health and Wellness “Incoming Students” page](#) for info.
- ❑ **BY MAY 10:** 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 10:** 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 MAY 15:** Read the master's or Ph.D. Graduate Student Advising Manual on the [MechE Graduate Advising page](#).
- ❑ **BY MAY 15:** Contact your advisor to discuss your classes and research.
- ❑ **BY THE FIRST DAY OF YOUR PLANNED BEGIN DATE:** Arrive on campus (International students can arrive as early as 30 days before the beginning of the summer term). Visit the “When You Arrive...” section of the [MechE New Grad Student website](#) and take the actions listed in each tab.
- ❑ **~ 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 23:** Tuition is due from those paying tuition for the Fall semester.
- ❑ **AUGUST 24:** Mechanical Engineering Student Orientation, Campus Tour, and BarBQ
- ❑ **AUGUST 26:** First day of classes