



# Johns Hopkins University Department of Mechanical Engineering

## “Master’s Student” and “BS/MSE” “To Do” Checklist and Calendar

Updated May 7, 2024

- ❑ **NOW:** Review the entire [New Graduate Student website](#) for good information.
- ❑ **MID-APRIL:** You can begin to register for Fall classes in SIS for most courses.
- ❑ **EARLY SUMMER:**
  - Find and read the master’s or Graduate Student Advising Manual on the [MechE Graduate Advising page](#).
  - 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.
- ❑ **BY SUMMER:** 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.
- ❑ **DURING THE SUMMER:**
  - Take the **Opioid Epidemic Awareness** online course.
  - Take the **Effort Reporting Certifier** online course.
  - Take the appropriate [Responsible Conduct of Research course](#)
  - Take the online learning modules of **Laboratory Safety Assessment**, per the department academic advising manual. Go to my.JHU.edu > MyLearning and seek “Laboratory Safety Assessment.” Finish by September 12.
- ❑ **~JUNE 29:**
  - 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.
  - The department will ask you for your preferences of your academic advisor.
- ❑ **BY JULY 16:** Contact your advisor to discuss your classes and research.
- ❑ **~JULY 25:** If you have not already done so, register for classes before the beginning of the semester.
- ❑ **BY AUGUST 20 (optional):** Visit the J-card office in Levering Hall – South to trade your undergraduate J-card for a new grad student J-card.
- ❑ **LATE AUGUST:** University-wide - Graduate Student Orientation and Teaching Assistant Orientation
- ❑ **AUGUST 23:** Tuition is due from those paying tuition.
- ❑ **AUGUST 24:** Mechanical Engineering Student Orientation, Campus Tour, and BarBQ
- ❑ **AUGUST 26:** First day of classes
- ❑ **LATE-SEPTEMBER:** Take the online course **EN.500.603 Academic Ethics and Graduate Orientation** before the end of the fall semester. You will be automatically registered for this course in SIS, the “Student Information System” and be notified by the Whiting School when it’s available. Do not drop the course.