Student Handbook
2010–2011
Dear Johns Hopkins Carey Business School students:

It’s a pleasure to welcome you to the Carey Business School community. Whether you are a new student joining us for the first time or a continuing student beginning a new semester, I look forward to meeting you and hope that you’ll take full advantage of all the programs and services that the school has to offer.

We want your experience with us to be as successful, meaningful, and rewarding as possible and have created this handbook to help you make it so. We hope that you will find it a useful tool to assist you through your education by connecting you to services, opportunities, and policies. Please note that this year the Carey Business School has adopted a new Honor Code. We hope you will join us in promoting honesty, integrity, and trust among all members of our academic community. The Carey Business School believes that these qualities are necessary for a rewarding academic and professional career.

I hope this year will be a good one for you and you will have the opportunity to grow intellectually, broaden your leadership skills, and enhance your career goals. If you have questions about anything in this handbook, or know of more ways that we can support your experience here, please feel free to call Student Services at 410-234-9240.

Best regards,

William Kooser

Associate Dean for Students
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year Calendar 2010–2011</td>
<td>ii</td>
</tr>
<tr>
<td>Introduction</td>
<td>iv</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>vi</td>
</tr>
<tr>
<td>Academic Progress</td>
<td>1</td>
</tr>
<tr>
<td>Admission</td>
<td>1</td>
</tr>
<tr>
<td>Advising</td>
<td>7</td>
</tr>
<tr>
<td>Alumni</td>
<td>7</td>
</tr>
<tr>
<td>Athletic Facilities</td>
<td>8</td>
</tr>
<tr>
<td>Attendance</td>
<td>8</td>
</tr>
<tr>
<td>Billing Information</td>
<td>8</td>
</tr>
<tr>
<td>Blackboard®</td>
<td>9</td>
</tr>
<tr>
<td>Business Cards for Students</td>
<td>9</td>
</tr>
<tr>
<td>Campus Information</td>
<td>9</td>
</tr>
<tr>
<td>Career Services</td>
<td>9</td>
</tr>
<tr>
<td>Computing Services</td>
<td>10</td>
</tr>
<tr>
<td>Course Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Dependent Care</td>
<td>10</td>
</tr>
<tr>
<td>Disability Services</td>
<td>10</td>
</tr>
<tr>
<td>Email Activation</td>
<td>11</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>12</td>
</tr>
<tr>
<td>Grades</td>
<td>15</td>
</tr>
<tr>
<td>Graduation</td>
<td>16</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>17</td>
</tr>
<tr>
<td>Honor Code</td>
<td>18</td>
</tr>
<tr>
<td>Housing Resources</td>
<td>23</td>
</tr>
<tr>
<td>Immunization Law</td>
<td>23</td>
</tr>
<tr>
<td>Inclement Weather Policy</td>
<td>24</td>
</tr>
<tr>
<td>International Services</td>
<td>24</td>
</tr>
<tr>
<td>ISIS (Integrated Student Information System)</td>
<td>24</td>
</tr>
<tr>
<td>J-Card</td>
<td>24</td>
</tr>
<tr>
<td>Leave of Absence/Continuous Enrollment</td>
<td>24</td>
</tr>
<tr>
<td>Library Services</td>
<td>25</td>
</tr>
<tr>
<td>Lockers</td>
<td>25</td>
</tr>
<tr>
<td>Registration</td>
<td>25</td>
</tr>
<tr>
<td>Religious Observances</td>
<td>28</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>28</td>
</tr>
<tr>
<td>Student Assistance Program (JHSAP)</td>
<td>33</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>34</td>
</tr>
<tr>
<td>Textbook Information</td>
<td>37</td>
</tr>
<tr>
<td>Transcripts</td>
<td>37</td>
</tr>
<tr>
<td>Transportation</td>
<td>37</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>38</td>
</tr>
<tr>
<td>Tutoring</td>
<td>39</td>
</tr>
<tr>
<td>University Policies and Carey Business School Policies</td>
<td>39</td>
</tr>
<tr>
<td>Verification of Enrollment or Degree Requests</td>
<td>46</td>
</tr>
<tr>
<td>Veterans Assistance</td>
<td>46</td>
</tr>
<tr>
<td>Waiver Exams</td>
<td>47</td>
</tr>
<tr>
<td>HARBOR EAST Shopping, Dining, Etc</td>
<td>49</td>
</tr>
</tbody>
</table>
### Academic Year Calendar 2010-2011

#### Summer Semester 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Deadline for AY2010-11 Maryland State Scholarships</td>
</tr>
<tr>
<td>April 1</td>
<td>Financial aid priority filing date for part-time students for summer 2010 semester</td>
</tr>
<tr>
<td>April 15–June 6</td>
<td>Registration period for summer 2010 semester</td>
</tr>
<tr>
<td>May 28</td>
<td>Last day to submit graduation application for summer 2010 semester</td>
</tr>
<tr>
<td>June 7</td>
<td>2010 Summer Session begins (8 weeks and 10 weeks)</td>
</tr>
<tr>
<td>July 1</td>
<td>Last day for students to submit incomplete work from spring 2010 semester</td>
</tr>
<tr>
<td>July 4 &amp; 5</td>
<td>Fourth of July Holiday—no classes</td>
</tr>
<tr>
<td>August 7</td>
<td>8-week summer 2010 Session ends</td>
</tr>
<tr>
<td>August 16</td>
<td>10-week summer 2010 Session ends</td>
</tr>
<tr>
<td>September 6</td>
<td>Last day for students to submit incomplete work from the summer 2010 semester</td>
</tr>
</tbody>
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#### Fall Semester 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15–August 15</td>
<td>Registration period for full-time students for 2010 fall semester</td>
</tr>
<tr>
<td>July 6–August 23</td>
<td>Registration period for part-time students for 2010 fall semester</td>
</tr>
<tr>
<td>August 23</td>
<td>8-week Fall I semester classes begin</td>
</tr>
<tr>
<td>August 25</td>
<td>15-week Fall I semester classes begin</td>
</tr>
<tr>
<td>September 6</td>
<td>Labor Day; no classes held</td>
</tr>
<tr>
<td>October 8</td>
<td>Last day to submit graduation application for 2010 fall semester</td>
</tr>
<tr>
<td>October 12-18</td>
<td>Final Examination period for 8-week Fall I classes</td>
</tr>
<tr>
<td>October 18</td>
<td>Last day of 8-week Fall I, 2010 semester classes</td>
</tr>
<tr>
<td>October 20</td>
<td>Graduate 8-week Fall II semester classes begin</td>
</tr>
<tr>
<td>November 1</td>
<td>Last day of undergraduate Fall I semester classes</td>
</tr>
<tr>
<td>November 8</td>
<td>Undergraduate Fall II, 2010 semester classes begin</td>
</tr>
<tr>
<td>November 24–November 28</td>
<td>Thanksgiving Holiday—no classes</td>
</tr>
<tr>
<td>December 7-18</td>
<td>Final Examination period for 8-week Fall II classes</td>
</tr>
<tr>
<td>December 8-18</td>
<td>Final Examination period for 15-week classes</td>
</tr>
<tr>
<td>December 18</td>
<td>Last day of 8-week Fall II semester</td>
</tr>
<tr>
<td>January 26</td>
<td>Last day of 15-week fall semester</td>
</tr>
<tr>
<td>February 11</td>
<td>Last day of undergraduate Fall II semester classes</td>
</tr>
<tr>
<td>February 11</td>
<td>Last day for students to submit incomplete work from fall 2010 semester</td>
</tr>
</tbody>
</table>
### Spring Semester 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 1–</td>
<td>Registration period for full-time students for spring 2011 semester</td>
</tr>
<tr>
<td>December 15</td>
<td></td>
</tr>
<tr>
<td>November 1–</td>
<td>Registration period for part-time students for spring 2011 semester</td>
</tr>
<tr>
<td>January 23</td>
<td></td>
</tr>
<tr>
<td>November 1</td>
<td>Financial aid priority filing date for spring 2011 only</td>
</tr>
<tr>
<td>January 24</td>
<td>8-week Spring I spring semester classes begin</td>
</tr>
<tr>
<td>May 7</td>
<td>15-week spring 2011 semester classes begin</td>
</tr>
<tr>
<td>January 31</td>
<td>Undergraduate Spring I semester classes begin</td>
</tr>
<tr>
<td>February 25</td>
<td>Last day to submit graduation application for spring 2011 semester</td>
</tr>
<tr>
<td>March 14–19</td>
<td>Final Examination period for 8-week Spring I classes</td>
</tr>
<tr>
<td>March 19</td>
<td>Last day of 8-week Spring I semester classes</td>
</tr>
<tr>
<td>March 21</td>
<td>8-week Spring II semester classes begin</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day of undergraduate Spring I semester</td>
</tr>
<tr>
<td>April 18</td>
<td>Undergraduate Spring II semester classes begin</td>
</tr>
<tr>
<td>May 2–7</td>
<td>Final Examination period for 15-week classes</td>
</tr>
<tr>
<td>May 7</td>
<td>Last day of 15-week spring semester</td>
</tr>
<tr>
<td>May 9–14</td>
<td>Final Examination period for 8-week Spring II classes</td>
</tr>
<tr>
<td>May 14</td>
<td>Last day of 8-week Spring II semester</td>
</tr>
<tr>
<td>May 24</td>
<td>Johns Hopkins Carey Business School Graduation</td>
</tr>
<tr>
<td>May 26</td>
<td>University-wide Commencement</td>
</tr>
<tr>
<td>June 30</td>
<td>Last day of undergraduate Spring II semester classes</td>
</tr>
</tbody>
</table>

*carey.jhu.edu*
Introduction

The Johns Hopkins University

Established in 1876, Johns Hopkins University was the first American university dedicated to advanced study and scientific research. Today, Hopkins continues as a leader in teaching, research, and community service and is the single largest university recipient of research and development funds from the federal government.

There are 10 divisions within the university. The Krieger School of Arts and Sciences and the G.W.C. Whiting School of Engineering are based on the Homewood campus in northern Baltimore. The Carey Business School’s faculty, administrative staff, and many of its programs are located in Baltimore. Programs are also offered at campus locations in Columbia, Montgomery County, and Washington, DC.

The School of Education houses its central administration and some programs on the Homewood Campus’ Education Building. Additionally, it has campus facilities in Columbia and Montgomery County. The School of Medicine, School of Public Health, and School of Nursing are on a separate campus in East Baltimore, along with The Johns Hopkins Hospital, a separate but closely allied institution. The Peabody Institute, one of the nation’s leading professional schools of music, is also located in Baltimore; the Paul H. Nitze School of Advanced International Studies is in Washington, DC; and the Applied Physics Laboratory is in Laurel, Maryland. Academic facilities overseas are in Nanjing, China; and Bologna, Italy.

The Carey Business School

The Johns Hopkins Carey Business School brings to the field of business education the intellectual rigor and commitment to excellence that are the hallmarks of The Johns Hopkins University. True to the traditions of the university of which it is a part, the school’s approach is original and transformative. It offers a uniquely humanistic and multidisciplinary model of business education and research, tapping the rich resources of faculty and programs from the other great divisions of the university—the Schools of Medicine, Public Health, Nursing, Engineering, Advanced International Studies, and Arts and Sciences. By linking business education to urgent social issues—health, education, environmental sustainability, population, poverty—the Johns Hopkins Carey Business School endeavors to improve lives on a global scale. The school’s fulltime MBA program launched in 2010. Current offerings include a wide range of MBA programs in areas such as organization development, medical services management, life sciences, nursing, government, communication, biotechnology, public health, and information systems; specialized master of science degree programs in finance, information systems, marketing, and real estate; a bachelor’s degree completion program in business; and a variety of graduate certificate programs.

Advancing Business Education at Johns Hopkins

Johns Hopkins has been educating business leaders since 1916. Encouraging sound business practices and good public administration is a tradition that started when Daniel Coit Gilman, Hopkins’ first president, invited Henry L. Gantt-class of 1880- to present his revolutionary ideas about management to members of the Baltimore business community.

In January 2007, William Polk Carey, Johns Hopkins trustee emeritus and chairman of W.P. Carey & Co., a New York City real estate investment firm, presented the university, through the W. P. Carey Foundation, with a generous gift to support the creation of the Johns Hopkins Carey Business School.

The school is named for William Carey’s great-great-great grandfather, James Carey of Loudon, an 18th and 19th century Baltimore shipper, a member of Baltimore’s first city council, chairman of the Bank of Maryland, and relative of university founder Johns Hopkins.
A New Generation of Business Leaders

Carey Business students are a new generation of business leaders equipped with both specialized skills and cross-disciplinary knowledge. Through programs that combine extensive theory with a wealth of work-world experience, they learn from nationally recognized researchers and leaders in their fields.

Carey Business faculty are a dynamic blend of academic experts and practitioners drawn from leading corporate, government, and non-profit institutions, such as Bank of America, Fannie Mae, NASDAQ, Northrop Grumman, and the World Wildlife Fund. Carey students represent a diverse mix of prominent national and international employers, including Black & Decker, the U.S. State Department, Ernst & Young, IBM, and NASA.

A Carey Business education features joint or dual degrees through interdisciplinary relationships with other world-renowned schools at Johns Hopkins, including Medicine, Public Health, Nursing, Engineering, and Arts and Sciences. Because Carey Business graduates are so highly skilled in multiple disciplines, they are widely sought after by corporations, government agencies, nonprofits, and health care systems internationally, and move quickly into leadership positions.

Accreditation

The Johns Hopkins University is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104-2680; 215-662-5606
Our Mission

The Johns Hopkins University Carey Business School, a premier humanistic learning community, develops global business leaders, and transforms organizations, communities, and society through discovery, education, entrepreneurship, and engagement.

While the mission focuses on our shared purposes, the values we share as a community are critical in helping us achieve our mission. To this end, we declare our commitment to the following shared values:

• Humanity: We believe excellence is achieved by creating an open environment that promotes integrity, compassion, and humility. We are committed to sustaining a trusting and supportive environment that respects and celebrates diversity in all forms.

• Optimism: We approach challenges with a commitment to making a difference.

• Creativity: We encourage creativity, innovation, and intellectual flexibility among all our students, faculty, and staff.

• Accountability: We hold our faculty, staff, students, and other members of the Carey community accountable for their behavior. Similarly, the Carey Business School, as an entity, is accountable for its actions.

Service: We are committed to serving regional, national, and global communities and to solving societal problems.
ACADEMIC PROGRESS

Undergraduate Students
Undergraduate students at the Carey Business School must have a minimum 2.0 grade point average to graduate and must maintain at least a C average (2.0 on a 4.0 scale) to remain in good academic standing. Students receive credit for courses in which they receive the grades of D+, D, and D-, except for courses required in their major. Students need to repeat courses required in their major if they receive a grade below C- for the course.

Undergraduate students will be placed on academic probation if their cumulative grade point average falls below 2.0. Students whose cumulative GPA falls below 2.0 should meet with their advisers to discuss resources such as tutoring or workshops so that they can raise their GPA to assure continued progress toward graduation. Students will be removed from academic probation when they raise their cumulative grade point average to above 2.0.

Students on academic probation who do not raise their cumulative grade point average above 2.0 by the following semester of enrollment will be suspended. After a period of one semester, academically suspended students are required to meet with their academic advisers and may then submit a written petition for reinstatement on a probationary basis.

Graduate Students
Graduate students at the Carey Business School must have a minimum 3.0 grade point average to graduate and must maintain at least a B average (3.0 on a 4.0 scale) to remain in good academic standing. Students receive credit for courses in which they receive grades lower than a B; however, students need to repeat any required course in which they receive an F.

Graduate students will be placed on academic probation if their cumulative grade point average falls below 3.0. Students whose cumulative GPA falls below 3.0 should meet with their advisers to discuss resources such as tutoring or workshops so that they can raise their GPA to assure continued progress toward graduation. Students will be removed from academic probation when they raise their cumulative grade point average to above 3.0.

Students on academic probation who do not raise their cumulative grade point average above 3.0 by the following semester of enrollment will be suspended. After a period of one semester, academically suspended students are required to meet with their academic advisers and may then submit a written petition for reinstatement on a probationary basis.

Please note: These policies are for determining satisfactory academic progress. Please review the Financial Assistance section of this handbook to determine the standards for satisfactory progress for eligibility for receiving or continuing to receive financial assistance.

ADMISSIONS

Students seeking admission to a degree or certificate program must submit an online application including an essay, a resume, two letters of recommendation, official transcripts from all post-secondary institutions attended, and an application fee. Admission requirements (e.g., standardized test scores and letters of recommendation) vary by program, so applicants are encouraged to contact the Office of Admissions or visit http://carey.jhu.edu to determine specific admission criteria, suitability of prior degrees, or certification requirements for their desired programs of study. Students who provide fraudulent or incomplete information during the admission process will be dismissed.

The Carey Business School has a rolling admission policy, and applications are accepted and processed throughout the year. Applicants should allow approximately four to six weeks for completion of the entire admission process (from submission of complete application packet to the admission decision). To expedite the process, applicants should have official copies of undergraduate and/or graduate transcripts (and/or course-by-course evaluations for international students) sent at the time of submission of their application (or before). To be considered “official,” transcripts must be received by the admissions office in the institution’s sealed envelope.

carey.jhu.edu
Academic records (transcripts, diplomas, and degree certificates) for degrees earned from non-U.S. institutions must be evaluated by an authorized credential evaluation agency (not the Office of Admissions). The course-by-course evaluation conferring the degree should be submitted in lieu of transcripts for degrees earned at non-U.S. institutions. However, applicants who earned credits at a non-U.S. institution without earning a degree should submit an official English translation of the transcript from the institution where those credits were earned in lieu of a course-by-course evaluation. See the International Credential Evaluation section of this handbook.

All applications to the Carey Business School should be submitted using the online application system, which can be accessed from the Carey Business School Web site at http://carey.jhu.edu/admissions/application_process.html%20. Paper applications are no longer accepted. Application materials (including all relevant supporting documentation) should be mailed separately to:

Johns Hopkins Carey Business School
Office of Admissions
100 International Drive
Baltimore, MD 21202

To be eligible for federal financial aid, federal regulations require that students be accepted (unconditionally) into a 15-credit (or more) degree or certificate program, and maintain an enrollment status of at least half-time each semester.

Note: Provisionally admitted students who are taking the prerequisite credits necessary for full admission to their program may be considered for limited federal loan assistance for one or two semesters depending on the number of prerequisites required.

Loans may not exceed tuition charges for the specific number of required credits, registration or course fees, and a book allowance. No funds are available for repeated courses.

**Bachelor’s Programs**

An applicant for admission to a Carey Business School undergraduate program must hold a high school degree or an equivalent and have earned at least 60 transferable college-level credits from a regionally accredited institution.

Applicants must submit an application for admission, the application fee, and all other required supporting documentation (such as resume or essay), along with official transcripts from all post-secondary colleges or universities attended. Academic records from non-U.S. institutions must be evaluated by an authorized credential evaluation agencies (see list in the International Credential Evaluation section of this handbook for suggested agencies).

Additionally, the admission process may include an interview.

For more information about admission to undergraduate programs, please contact the undergraduate Admissions Officer at 410-516-9743.

**Master’s Programs**

Master’s degree program applicants must hold a bachelor's degree from a regionally accredited college or university. Application requirements can vary by program, and may include other supporting documentation such as letters of recommendation, a current professional resume, an essay, and standardized test scores. For information regarding specific admission requirements for each degree program, please refer to the Web site. An interview may also be required before admission.

Additional materials are required for international student admission. Please see the International Student Admission Policy section for details.

**Certificate Programs**

Applicants to graduate certificate programs must hold a bachelor’s or master’s degree from a regionally accredited college or university with a minimum cumulative grade point average of 3.0 (on a 4.0 scale), or have a minimum 3.0 grade point average (on a 4.0 scale) in the last half of their undergraduate program. Additional application requirements vary by certificate program, so please refer to the website for details.

Note: To be eligible for federal financial aid, graduate certificate programs must include a minimum of 15 or more credits in a nine-month or shorter time frame.
Graduate Degree Requirements
Once admitted to a graduate degree program in the Carey Business School, students must complete all coursework at Johns Hopkins University, except with prior written approval from an adviser. Exceptions are rare, but will be considered on a case by case basis. Graduate students enrolled in master's programs have six years to complete their degree, depending on the program. See the Graduation section for details. For information regarding specific degree requirements for each graduate program, please refer to the detailed program descriptions online.

Transfer of Credits
Transfer of Undergraduate Credit
Undergraduate degree applicants may transfer credits for courses taken at regionally accredited institutions of higher education when a grade of C or above has been earned. The academic adviser will determine whether transfer credits are appropriate to the student’s program.

A maximum of 60 credits may be transferred into an undergraduate degree program in the Carey Business School, including credits by examination. A maximum of six upper-level credit requirements (included in the 60-credit maximum) may be transferred into degree program majors and concentrations. Prospective students should request a preliminary transfer evaluation by calling the undergraduate Admissions Adviser at 410-516-9743 prior to submitting an application. Please note that the undergraduate programs at the Carey Business School do not award life experience credits.

Community College Transfer Students
Undergraduate programs at the Carey Business School have special agreements for the transfer of degree programs with several area community colleges. Students transferring from community colleges should contact an adviser at their community college or the undergraduate advising office. The school has articulation agreements with Anne Arundel Community College, Howard Community College, Montgomery College, Prince George's Community College, the Community College of Baltimore County, and Harford Community College.

Transfer of Graduate Credit
Up to six credits of coursework in a Carey Business School graduate degree program may be waived with replacement (upon request) if the applicant has successfully taken equivalent coursework at another regionally accredited college or university within the United States.

A matriculated graduate student in the Carey Business School who, under extraordinary circumstances, wishes to take a course offered by another institution to satisfy Carey Business School degree requirements, must obtain written approval in advance from his/her program director, or academic adviser. Approval is granted only in exceptional cases.

International Student Admission Policy
Demonstration of English Language Proficiency by Non-native-speaking Applicants
As one measure of potential for academic success while a student in the Carey Business School, international applicants must demonstrate proficiency in both written and spoken English.

To demonstrate proficiency, applicants to both undergraduate and graduate programs must submit either official TOEFL (Test of English as a Foreign Language) scores or official IELTS (International English Language Testing System) scores if English is not their native language. The preferred minimum TOEFL requirement is 600 (paper-based), 250 (computer-based), or 100 (Internet-based). [The TOEFL code for the Johns Hopkins Carey Business School is 0834.] The preferred IELTS score is 7.0. In addition, applicants to certain graduate programs may be required to provide additional evidence of English proficiency, including:
• a telephone or in-person interview with an admission committee member
• a writing sample certified to be the applicant’s own work
• a writing examination administered by the Carey Business School
• additional workshop(s) or course(s) in written or spoken English upon enrollment in the Carey Business School
The admissions committee will determine and request the additional evidence of English proficiency required for admission to the given graduate program. The committee may grant a waiver from the English proficiency exam requirement if the applicant has demonstrated by other means sufficient proficiency in spoken and written English for success in the program and in the profession (e.g., the non-native-English-speaking applicant has earned a degree from a college or university where English is the language of instruction). An applicant may file an English Language Proficiency Exam Waiver Request when submitting his/her application to the Office of Admissions. The form can be found online at http://carey.jhu.edu/admissions/international_applicants/apply.html.

**F-1 Visa Applicants**

An international applicant requiring a student (F-1) visa to attend school must obtain full admission to a degree program well in advance of the start of the semester. The Carey Business School does not issue certificates of eligibility (Form I-20) for provisional or conditional acceptance to a degree program, nor does it issue an I-20 for any certificate programs. The application and other required admission documents must be received by the Office of Admissions on or before the deadline listed below. If applications and other required documents are not received on or before the deadline, the application will be considered at the start of the next semester. Following are the deadlines, by semester, for international students who require a student (F-1) visa and who plan to attend the Carey Business School.

**Deadlines for applications and other required documents:**

- Fall Semester: May 1
- Spring Semester: October 15

Please do not send bank statements or other financial documentation for the I-20 with the initial application materials because they must be current when the I-20 is issued. The International Services office will request the financial documents after the student receives the full acceptance letter.

International applicants who hold visa types other than an F-1 visa and who wish to enroll as part-time graduate special (non-degree) students should follow the application directions in this section. International graduate students attending other institutions on student (F-1) visas during the regular academic year are also welcome to enroll as graduate special (non-degree) students during the summer. For more information, contact the Office of Admissions at 410-234-9220 or carey.admissions@jhu.edu. Please note that financial aid is not available for international students.

**International Credential Evaluation**

Applicants who hold degrees from non-U.S. institutions must have their academic records evaluated by an authorized credential evaluation agency (such as those listed that follow) before they can be considered for admission to a degree/certificate program. For degrees earned at non-U.S. institutions, an official course-by-course evaluation assessing the degree, the overall grade point average and the courses taken, should be submitted. Please do not send official foreign transcripts. Credential evaluation is used to assess a student’s coursework against the U.S. grading system and to evaluate courses for possible transfer credit. In addition to submitting official academic records to the Carey Business School, applicants should make arrangements with an authorized credential evaluation agency, for an evaluation of the degree, an assessment of the overall grade point average, and a course-by-course evaluation.

Applicants who have earned credits at a non-U.S. institution without earning a degree should submit an official English translation of the transcript from the institution with their application in lieu of a course-by-course evaluation. Send materials to:

- Johns Hopkins University
  Carey Business School
  Office of Admissions
  100 International Drive
  Baltimore, MD 21202

Fees and required documentation for evaluations may vary by agency. Applicants are encouraged to contact the agencies directly for additional information.

The following are authorized agencies:

- World Education Service, Inc.
  P.O. Box 5087
  Bowling Green Station
  New York, NY 10274-5087
  Telephone: (202) 331-2925
  Fax: (212) 739-6100
  info@wes.org
  http://www.wes.org/
International Consultants of Delaware, Inc.
P.O. Box 8629
Philadelphia, PA 19101-8629
Telephone: (215) 222-8454 ext. 510
Fax: (215) 349-0026
icd@icdel.com
http://www.icdeval.com/

World Educational Credential Evaluators
P.O. Box 341468
Tampa, FL 33694-1468
Telephone: (813) 962-6506
wecowellington@erols.com
http://users.erols.com/wecowellington/

International Student Services

Upon receipt of the acceptance letter from the Carey Business School, the international student who needs to obtain a student (F-1) visa is required to contact the International Services office at carey.intl@jhu.edu or 410-234-9280 to request a certificate of eligibility (Form I-20). The I-20 is not automatically sent with the acceptance letter.

Before an I-20 is issued, the international student is required to send financial documentation and a notarized affidavit of support to:

Johns Hopkins Carey Business School
International Services
100 International Drive
Baltimore, MD 21202

Information on the required amount of funds, types of acceptable financial documentation, and forms may be found online at http://carey.jhu.edu/admissions/international_applicants/apply.html.

After arrival at Johns Hopkins, all new Carey Business F-1 students are required to attend an F-1 student orientation. The date for this will be sent with the I-20. Students will bring passports, I-94 cards, and I-20s to the orientation. Students who do not attend orientation will not be registered in SEVIS (the U.S. Citizenship & Immigration Services’ tracking system) as maintaining F-1 status so it is imperative that students attend the F-1 orientation and bring the proper documents.

Before leaving the United States for any reason, the I-20 must be signed by an International Services staff member in order for the student to re-enter the country. It is imperative to schedule an appointment with International Services four weeks prior to your departure date.

In order to maintain F-1 visa status as a student at Johns Hopkins, students must adhere to the regulations set by the U.S. Citizenship and Immigration Services (USCIS). Failure to abide by any of the regulations could result in students being considered out of status by the USCIS. Students on an F-1 visa must pursue a full course of study at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks. Full-time status/full course of study is defined at the Carey Business School as enrolled in minimally nine credits each fall and nine credits each spring semester for graduate study and minimally 12 credits each fall and 12 credits each spring semester for undergraduate study. Summer courses are not considered when calculating full-time status. In order to comply with USCIS regulations, a newly enrolled F-1 student can only begin his/her program in the fall or spring semester.

In order to comply with USCIS regulations, all F-1 students are required to register for the full course load at the beginning of each fall and each spring semester. Other regulations are outlined in the letter the international student receives with the Form I-20 and are available on the USCIS Web site at: www.uscis.gov/portal/site/uscis.

Assisting students on F-1 visas is central to the support for international students provided by the International Services office. The office can also assist students who hold other non-immigrant visas and direct them to the appropriate resources or government offices. If students are unclear about the type of visa they should obtain, they should visit the USCIS Web site at www.uscis.gov/portal/site/uscis for additional information, or contact International Services at 410-234-9280 or carey.intl@jhu.edu with any questions.

All current international students on F-1 visas sponsored by the Carey Business School are automatically subscribed to the International Services listserv upon the first semester of enrollment. Regular updates are sent regarding visa-related matters and other items of interest to international students.

Changing Major or Degree Program

Degree- or certificate-seeking students in the Carey Business School who wish to change to another degree or certificate program within the
school while still in the application process must submit requests in writing to the Office of Admissions. Students who have already been admitted to a degree or certificate program must submit another formal application and all other required materials (excluding transcripts and fees) to the Office of Admissions.

Students are not automatically admitted to the new programs; their requests must be approved by the appropriate academic program, and decisions are communicated directly to students four to six weeks after the request.

Note: Financial aid recipients must notify the financial aid office when changing or adding a degree or certificate program.

Adding a Certificate or Degree Program

Graduate Students

Students who have completed a certificate program and wish to pursue a degree or a second certificate must submit another formal admission application for the new program to the Office of Admissions. See the following note for fee and transcript requirements.

Students who have completed a degree program and wish to pursue another degree or a certificate must submit another formal admission application for the new program to the Office of Admissions.

Note: Students who have earned a degree from the Carey Business School are not required to submit an additional application fee or transcript. Students who have completed a certificate program within the past year are not required to submit an additional application fee with their new application. However, if it has been more than one year since completion of a certificate program, the application fee must be included with the student’s application.

Students who are currently enrolled in a degree program at the Carey Business School and wish to add a certificate must submit requests in writing to the Office of Admissions. Name, Student ID number, current degree program, and the certificate name must be included. No application, application fee, or additional materials are required.

A student who is currently enrolled in a certificate program at the Carey Business School and wishes to add a degree program must submit a formal admission application and all supporting documents for the new program to the Office of Admissions. No application fee or transcripts are required.

Inactive/Deactivated Certificate or Degree Applications

If it has been longer than a year since a student was admitted and the student did not enroll at the Carey Business School during that time, the student will be required to submit another application, all supporting documents, and the application fee to:

Johns Hopkins University
Carey Business School
Office of Admissions
100 International Drive
Baltimore, MD 21202

Online web address is https://app.applyyourself.com/AYApplicantLogin/ApplicantConnectLogin.asp?id=JHU-CAREY.

Admission to Other Schools of the University

Carey Business School students who wish to transfer to one of the other schools in the university (such as Engineering, Public Health, or Education) are required to submit an admission application to that school. Documentation submitted to the Carey Business School will not be forwarded to any other school of Hopkins. Admission to the Carey Business School establishes no claim or priority for admission to any other school in the university.

Provisional Admission

An applicant may be admitted on a provisional basis pending fulfillment of clearly defined conditions that are stated to the applicant in writing. Such conditions may include successful completion of specific courses that relate to the academic area that the applicant wishes to pursue; attainment of specified minimum scores on standardized tests, such as the Graduate Management Admissions Test (GMAT); writing samples; letters of recommendation; and/or a review of the applicant’s resume.

A graduate student admitted on a provisional basis may be required to complete up to
When to seek advising:

- Prospective graduate students may speak with advisers prior to submitting applications for degree programs and must do so to set up a program of study prior to acceptance.
- New students are expected to seek advising prior to registering for their first class.
- Non-degree students should consult advisers prior to applying and/or registering, especially to receive approval to enroll in undergraduate or advanced-level graduate courses.

Advising

By consulting with academic advisers throughout their degree or certificate programs, students can ease the registration process, ensure conformity to program curricula and regulations, select course work to best meet professional goals, and stay on track for timely completion of their academic program. Academic advisers are assigned to each student upon admission to an undergraduate or graduate program. Advising may be done in person, by phone, or by email.

Matriculated students who have not registered for a course in more than a year should reassess the remaining curriculum requirements for their academic program prior to registering for additional classes.

To plan courses in their concentration, students should schedule appointments with advisers prior to registering for advanced-level graduate coursework.

Undergraduate or graduate students on academic probation or suspension are required to meet with an adviser prior to re-registration.

To register for graduate-level courses (.500-level), undergraduates must obtain an adviser’s signature.

Undergraduates in degree programs must schedule appointments with advisers at the 75- and 105-credit mark in their curriculum and before registering for their capstone project.

Alumni

Alumni of the Johns Hopkins University are an extraordinary group of individuals who are committed to making a difference in their professions and in their communities. This commitment to a greater good creates a powerful bond among alumni of the Johns Hopkins University.

One of the largest alumni networks within Johns Hopkins University, alumni of the Carey Business School are an extraordinary group of individuals committed to making a difference in their professions and in their communities.

Many of the School’s alumni completed undergraduate or graduate degrees while working full-time and raising families, attending classes on evenings and weekends. This shared experience creates a powerful bond that connects alumni to the School and to each other. The Office of Alumni Relations further secures that bond with cultural, social, and networking opportunities that connect alumni with one another and with current students.

Students and alumni can be an active part of the Carey Business School community by attending events, volunteering, sharing Carey Business School experiences with colleagues, friends, and prospective students, and staying in
touch with professors and classmates. To take advantage of everything the Carey Business School alumni network has to offer, please visit http://carey.jhu.edu/alumni/alumni_network/. All alumni are encouraged to remain involved with the school and with other alumni, and we welcome your comments. If you have any questions or comments, please call Elena Thompson at 410-234-9390, or email e.thompson@jhu.edu.

**Athletic Facilities**

**The Maryland Athletic Club**
Join the Mac for the Johns Hopkins rate of $79/month. Services include personal training, cardio equipment and strength stations, pools, group classes, steam room and dry sauna, squash, and much more. More information is available at http://www.macwellness.com/trainerfinder/websites/60046/home/index.html or 410-625-5000.

**Ralph S. O’Connor Athletic Facility at the Homewood Campus**
Carey Recreation students may join the O’Connor Recreation Center for a fee of $180/year (September to August). Faculty, staff, and non-Homewood students of the university, Hospital, listed affiliates, and spouses are eligible to join. (Please note that the affiliate of the university must be a member of the Recreation Center in order for a spouse to become a member.) Services include climbing wall, swimming pool, basketball courts, squash courts, personal training, and much more. More information is available at http://web.jhu.edu/recreation or 410-516-4434.

**Attendance**

Participation in lectures, discussions, and other activities is an essential part of the instructional process. Students are expected to attend class; those who are compelled to miss class meetings must inform their instructors of the reasons for absences. Faculty members often include classroom participation and attendance in student grading and evaluation. Instructors will clearly communicate expectations and grading policy in the course syllabus. Students who expect to miss several class sessions for personal, professional, religious or other reasons are encouraged to meet with their academic advisers to consider alternative courses prior to registration.

**Examinations**
A student who needs to miss an examination must notify the instructor in advance. The faculty member will decide how the student will make up the missed examination.

**Billing Information**

Student bills will be sent electronically to your Johns Hopkins University email account. Billing statements are emailed the second Wednesday of each month if activity has occurred since the last billing cycle. Students are required to make payment before the due date. Balances not paid by the due date will be assessed a $100 late payment fee. Paper statements are no longer mailed to students. Students can update their email addresses by calling Student Accounts at 410-516-9722 or sending an email to carey.registration@jhu.edu. For our current billing periods and due dates, see Schedule A for part time programs and Schedule C for full time programs online at https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode. For students wishing to view and/or pay their student account or monthly bill online, please visit https://isis.jhu.edu/sswf/.
The Carey Business School uses the Blackboard® course management tool, which provides instructors with the opportunity to integrate technology into the teaching and learning process. Faculty members create and manage their own course Web sites while having the ability to gauge students' knowledge and encourage exploration. Enrolled students can access course sites and communicate with instructors and students from a Web browser at the Carey Business School Blackboard Portal. The Blackboard® helpdesk can be reached at 866-669-6138.

**Business Cards for Students**

Current Carey students pursuing a bachelor's or master's degree may order official Johns Hopkins Carey Business School cards through the Johns Hopkins Printing Services office. All cards have the Johns Hopkins University and Carey Business School name in official typeset. To order, please see [http://carey.jhu.edu/students/career_services/students/carey-student-business-cards/](http://carey.jhu.edu/students/career_services/students/carey-student-business-cards/).

**Campus Information**

The Carey Business School maintains four campuses, which offer a variety of courses at flexible times to meet the diverse needs of our students. The campuses are located in Baltimore; Washington, DC; Columbia; and Rockville. Not all courses or programs are offered at each location. Students at all campuses have access to a range of services, including career counseling, computer facilities, and Johns Hopkins' Web-based library resources.

**Baltimore**

100 International Drive
Baltimore, MD 21202
410-234-9200
Fax: 410-234-9300

**Columbia**

6740 Alexander Bell Drive
Columbia, MD 21046
410-516-9700
301-621-3377
Fax: 410-290-0007

**Montgomery County**

9601 Medical Center Drive
Rockville, MD 20850
301-294-7040
Fax: 301-294-7010

**Washington, DC**

1625 Massachusetts Avenue, NW
Washington, DC 20036
202-588-0597
Fax: 202-588-0589

**Career Services**

The Career Services team at the Johns Hopkins Carey Business School prepares students and alumni for a successful job search. It does this by helping them to develop the knowledge and skills to maximize their career potential and identify with premium employers, internship and job opportunities. The student's relationship with Career Services begins the day he or she is accepted into the program. The office provides tailored in-depth baseline analysis, guidance in creating a strategic career action plan, and opportunities to network with other new and current students and alumni.

Carey Business School students and alumni benefit from a Career Services staff that works diligently to develop and maintain productive relationships with local, national, and international employers. Career experts are on hand to assist in the processes of developing a professional profile, connecting with key members of industry, and obtaining the ideal internship or job. The Career Services team provides students with the tools to be successful.
Programs and services include:
- Individual career advising
- The Sims Program—career simulations of key skills learned from Career Services
- Private online network connecting students with other students, alumni, and employers
- Corporate networking events and career fairs.

The Career Services team can be reached at 410-234-9270 or careerservices@jhu.edu. Appointments can be scheduled for the Columbia; Washington, DC; Baltimore; and Rockville campuses. Advisers are available via email, phone, in person, or by Skype.

Computing Services

The Johns Hopkins University Mobile Computing Program (MCP) aims to provide the best possible technical support environment for students by promoting the purchase of standardized systems. For more information about the Mobile Computing Program, please visit http://www.it.johnshopkins.edu/services/ or call Technical Assistance at 410-516-3382.

Information Technology @ Johns Hopkins (IT@JH) offers students discounted prices for software from companies including Adobe, Mathematica, Microsoft, and SAS. JHU students can also purchase MS Office at a reduced price. To take advantage of this and other software offers, you need to login to https://spars.jhu.edu/logon.asp, using your JHED ID and password. Free copies of Norton Anti-Virus are available to JHU students by clicking http://it.jhu.edu/antivirus/.

For computer support, the Help Desk phone number is 410-516-HELP (4357). There are also FAQs available for your reference which may help you solve your problem on your own. You can access all of the help resources from one page at http://it.johnshopkins.edu/help.

Course Schedule

The course schedule is available online at https://isis.jhu.edu/classes/.

Dependent Care

The University provides child and elder/adult care information and referral services through the office of WORK/life Programs. Carey Business School students are eligible to use this service to find suitable dependent care programs in Maryland. The office of WORK/life Programs is located on the Homewood Campus and can be reached at 410-516-6605.

Disability Services

Johns Hopkins University and the Carey Business School are committed to making all academic programs, support services, and facilities accessible. To determine eligibility for accommodations, please contact the Carey Disability Services Office at time of admission and allow least four weeks prior to the beginning of the first class meeting. Students should contact Rachel Hall in the Disability Services office by phone at 410-234-9243, by fax at 443-529-1552, or email: carey.disability@jhu.edu. For a packet of information on policies and procedures, call Disability Services or visit the Disability Services Web site at http://carey.jhu.edu/admissions/student_resources/disability.html.
**Email Activation**

The Carey Business School communicates with students via their JHU email account, so it is required that you set up this account as soon as possible.

To set up your JHU email account, you must set up your JHED account. Your JHED account is the Login ID and password you will use for all online services at Johns Hopkins University. To set up both JHED and your JHU email, please go to the Johns Hopkins Portal Web site (https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP).

- Click on the “First Time Log In” tab.
- Follow the instructions to locate your Login ID.
- Note the Login ID that has been given to you.
- Enter your Login ID in the “Enter Your JHED ID” box.
- Next, enter additional information, including a password to this account.
- Once you are finished, you will have established your JHED account and JHU email account.
- Your email can be accessed directly through the Johns Hopkins Portal site (https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP) after completing the following steps:
  - Go to https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP.
  - Click on Sign In button and at Login page, fill in JHED ID and password.
  - Click on the top tab “MyJHED.”
  - In Applications Box, click on “CLICK HERE TO ACTIVATE YOUR JHEM ACCOUNT.”
  - Click OK to continue with JHEM provisioning JHEM TERMS OF SERVICE.
  - Click I ACCEPT.
  - Click on “COMPLETE JHEM PROVISIONING.”
- When completed, you will automatically be returned to the Johns Hopkins Portal homepage.
- Click on my JHED tab. In the applications box, click on JHEM email and you will be looking at your emails in your JHU email account.

**Create an Email Alias**

An email alias is a shorter, more user-friendly email address that you may use to send and receive mail to the account of your choice. You can use the alias to deliver mail to your JHEM account or any non-Hopkins email service such as Hotmail, Gmail or Yahoo. To create an alias, simply follow these steps:

- Click on the “myJHEM” tab at the top of the page.
- Click on the Email Alias link under Applications and follow instructions.

This process does not forward your JHU email to another account. To do so and to receive all your JHU email, see next section.

**Forward your JHU Email to your Preferred Email**

All important communication from the Johns Hopkins Carey Business School is sent to your Johns Hopkins email address. If you want those emails to be forwarded to your preferred email, please read the following instructions:

1) Go to your JHU Email account through the portal: https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP.
   a) Log in using your JHEMID and password
   b) Click on the JHEM Icon on the left bar (It may also be under the Messaging Icon)

2) You are now in your JHU Email.
   a) Click on “Options”
   b) Click on “Settings” in the left bar.
   c) Scroll to “Mail Forwarding”
      i) Check the box “Enable Forwarding”
      ii) Check the box “Don’t leave a copy on server”
      iii) Enter your preferred email address in the box Provided (See example below)
      iv) Click on “Save Changes”

Your JHU Email will now be forwarded to your preferred Email address.

**Important Notes:**

- When creating an alias for your JHU email address, you are presented with the option to
forward that alias to another email address. This will not forward official emails from the school. Only the steps above will.

- Please make sure to update the forwarding account when changing of preferred email address.

- If you would like to stop forwarding the school’s email to your preferred account, please follow the step 1 through 2b, uncheck the “Enable Forwarding” box and click on “Save Changes.” This action will stop forwarding your JHU email to your preferred email address.

**FINANCIAL AID**

The Carey Business School offers financial support that includes federal grants and low-interest loans, state grants and scholarships, and school-based scholarships and grants. In general, consideration for financial aid is restricted to students who have been fully and unconditionally accepted into a degree or approved certificate program, enroll half-time or more each semester, and maintain satisfactory academic progress. Students admitted in midterm will become eligible for aid for the next semester. Note that provisionally admitted students who are taking the prerequisite credits necessary for unconditional admission to their program may be considered for limited federal loan assistance for one or two semesters depending on the number of prerequisites required.

The academic year consists of the summer, fall, and spring semesters. The Fall 1 and Fall 2 terms together comprise the “Fall Semester.” For the purposes of most financial aid programs, students must maintain at least half-time enrollment in the semester. Half-time enrollment for undergraduate students is at least 6 credits in a semester. Half-time enrollment for graduate students is at least 4.5 credits per semester (which is 3 two-credit courses) for the fall and spring semester, and at least 3 credits in the summer term.

Deferment of student loan repayment is available for students enrolled at least half-time. The Office of the Registrar certifies loan deferment forms. Students who only need one or two courses to graduate and will enroll less than half-time will go into their grace period as of the date they ceased attending half-time.

Financial aid is available only for courses that are required of the program and for which students will receive credit toward completion of their program. Courses taken merely for personal reasons or simply so a student can remain enrolled at least half time are not eligible for federal financial aid. Audited courses do not count toward the credits required for financial aid availability.

Students must maintain satisfactory academic progress and credit compliance (half-time enrollment in required courses per semester in which aid is received) to continue to be eligible for financial aid. Academic progress is reviewed after each semester. Please refer to our policy, “Satisfactory Academic Progress Requirements for Financial Aid Recipients,” available at our Web site at [http://carey.jhu.edu/Financial_aid/policies/academic_progress.html](http://carey.jhu.edu/Financial_aid/policies/academic_progress.html).

In addition, to receive federal aid, students must be U.S. citizens or eligible non-citizens; have registered with the Selective Service between the ages of 18 and 26 if male; not owe refunds on federal grants or be in default on federal educational loans; have a valid social security number, and be admitted prior to the first day of classes for the semester in which they receive aid.

International students are encouraged to investigate the possibility of aid through their government or outside agencies. For additional information on scholarships for international students, please refer to our Web site at [http://carey.jhu.edu/Financial_aid/types_of_aid/private_aid/index.html](http://carey.jhu.edu/Financial_aid/types_of_aid/private_aid/index.html).

To be considered for financial aid, a student must file the Free Application for Federal Student Aid (FAFSA) using the official code of E00475 and complete the Application for Financial Aid. Both forms are available online at [http://carey.jhu.edu/Financial_aid_10-11/forms/](http://carey.jhu.edu/Financial_aid_10-11/forms/). Students must reapply for aid each year by completing the next academic year’s Application for Financial Aid and filing a Renewal FAFSA. School-based scholarship applicants also must complete the School-based Scholarship Application and write an essay.

The priority deadline to apply for financial aid each year is April 15 (March 15 for full-time programs and the Executive MBA). For spring only applicants, the priority deadline to apply for financial aid is November 1st. Students can apply for financial aid at any during the aca-
demic year (prior to the end of classes) however, the application process can take time, and only those who apply by the priority deadline can be assured that their financial aid awards will be ready for the start of classes. Maryland residents who wish to be considered for Maryland state scholarships should complete their FAFSA prior to March 1.

Students must demonstrate financial need as calculated by federal methodology to be considered eligible for all need-based aid, including government subsidized direct loans. Students selected for verification will also have to provide signed copies of their most recent federal tax returns and those of parents or spouses, where applicable, including all schedules filed and W-2 forms.

Most financial aid available is in the form of federal student loans. For information on the types of financial aid available, please refer to our website at http://carey.jhu.edu/Financial_aid/types_of_aid/.

For purposes of federal loan eligibility, undergraduates must have earned at least 24 credits towards their degree program to qualify for a sophomore-level loan, and at least 48 credits to qualify for upperclassman loan limits. Only transfer credits accepted for transfer towards the student's degree can be counted in determining grade level.

Gift aid (scholarships and grants) may be taxable to the extent that it exceeds the federally allowable costs of tuition, fees, and required books and supplies, or is dedicated to other costs, such as living expenses. Federal grants may be taxable if, together with other gift assistance, they exceed the allowable costs.

Students whose aid award exceeds the cost of tuition and fees may request book vouchers for use at the School's bookstores three weeks prior to the start of class. When aid from all sources exceeds the tuition and fees charged by the School, the Student Accounts Office will mail a refund of any credit balance remaining on the student's account within two weeks.

The Carey Business School reserves the right to ask for documentation necessary to determine aid eligibility. Documents submitted as part of aid applications become the property of the Carey Business School and cannot be returned. Applications for federal aid cannot be processed if the relevant tax returns have not been filed in accordance with IRS code. Federal regulations require that the School report sus-
pected cases of fraud or misrepresentation to the appropriate federal, state, and local authorities.

In compliance with the Higher Education Amendments of 1998, students receiving Title IV aid who drop below half-time status or withdraw completely will have their aid returned to the government according to a federal formula. Aid proceeds, which have been previously refunded to the student for living expenses, may have to be repaid immediately as well. For more information please refer to our Web site at http://carey.jhu.edu/Financial_aid/policies/titleiv_funds.html. Since such changes in academic status may also affect students’ future eligibility for aid, it is recommended that Title IV aid recipients who contemplate withdrawing or reducing their status below half-time first consult the financial aid office. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

**Financial Aid Office**

Carey Business School
Johns Hopkins University
100 International Drive, 12th Floor
Baltimore, MD 21202
410-234-9260
carey.finaid@jhu.edu

For information on your bill, making payment, credit balance refunds, or payment plans, please contact the Student Accounts Office directly at:

**Student Accounts Office**

Carey Business School
6740 Alexander Bell Drive, Suite 150
Columbia, MD 21046
410-516-9722
carey.studentaccounts@jhu.edu
http://carey.jhu.edu/admissions/financial_aid.html

**Scholarships, Grants, and Awards**

Residents of Maryland can be considered for assistance for the next academic year. Most programs require the submission of the FAFSA to the federal processor by March 1 of each year. Workforce Shortage Student Assistance Grants have a June deadline but those who file a FAFSA by March 1 will receive priority based on need. Legislative Scholarships are available to full or part-time students through their Maryland delegates and sena-
tors. For more information regarding Maryland State aid and scholarship applications, contact the State Office of Student Financial Assistance at 410-260-4565 or 1-800-974-1024 or visit the Maryland Higher Education Commission (MHEC) Web site at www.mhec.state.md.us. For information on state scholarships from other states please refer the list of state higher education agencies for contact information at http://wdrobbledp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SHE.

A limited number of school-based partial tuition scholarships are available each year. The average scholarship for 2010–2011 was $1,200. Selection is based primarily on academic merit, but some scholarships also prioritize need. Carey Business School scholarship applications are available online at http://carey.jhu.edu/Financial_aid_10-11/index.html from February 1 through June 30. Applications must be completed by the April 15 deadline. Since need is a factor in the selection process, applicants should file the FAFSA. As one application provides consideration for all available funds, it is not necessary for students to apply for specific scholarships. All scholarship award decisions are final, authority resting with the scholarship committee of the Carey Business School.

Students are encouraged to contact other scholarship sources, such as cultural groups and professional organizations. For more information on outside resources for financial aid please refer to our website at http://carey.jhu.edu/Financial_aid/types_of_aid/private_aid/index.html.

The following websites also provide additional information on financial aid sources:

- Financial Aid Information page: www.finaid.org
- Student Internet Gateway to the U.S. Government http://www.students.gov

**Tax Law Benefits**

There are several tax benefits that provide help for those financing the costs of higher education as listed below. Many have income level caps and there are restrictions on taking advantage of more than one deduction and/or education credit at the same time. For more information on some of the tax benefits available to students, please visit our website at http://carey.jhu.edu/Financial_aid/forms/tax_benefits.html. Please consult a tax adviser for full information and/or visit the IRS Web site at www.irs.gov.

**Employment-Based Tuition Benefits**

Employment-based tuition benefit programs represent an alternate source of assistance to Carey Business School students. Employers and labor unions often provide educational benefits for their employees as part of a larger benefits package. The assistance may take the form of a contract between the employer and the University or a full or partial tuition reimbursement plan between the employer and the employee. Note that students who participate in employer tuition reimbursement programs should plan to pay all tuition and fees at the time of registration and follow their employer’s procedures for requesting reimbursements. Students should contact their employer’s human resources office to discuss the availability of tuition assistance. Information on billing or contract procedures may be obtained from the Student Accounts office at 410-516-9722. Employees receiving tuition assistance may be responsible for taxes on the value of the tuition assistance received and should check with employers for more details.

Johns Hopkins University provides a tuition remission program for full-time employees. For information, contact Learning and Development at 443-997-6800.
**Grades**

**The Grading System**

The grading scale used for official grades for all Carey Business School—graduate, undergraduate, and non-degree—is listed in the table below. The grade of A+ is not assigned at any level.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>*D+</td>
<td>1.3</td>
</tr>
<tr>
<td>*D</td>
<td>1.0</td>
</tr>
<tr>
<td>*D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* The grades of D+, D, and D- are only awarded at the undergraduate level.

I  Incomplete
WD  Official withdrawal (not assigned by instructor)
AU  Auditor (no credit received for course and no grades assigned by instructor)
X  Grade not yet submitted by instructor

No notation on an official report may be changed except to correct an error or to replace an I (Incomplete) grade.

Each instructor assigns grades according to his/her own system. All students must possess acceptable written command of the English language; instructors will consider writing quality when assigning grades and make referrals for those needing improvement in writing skills.

**Failure**

An 'F' (Failure) grade indicates the student’s failure to satisfactorily complete the work of the course. If laboratory work is part of a course in which an ‘F’ is received, both the lecture and laboratory work must be repeated unless the instructor in the course indicates otherwise. If the course is not required for graduation, it need not be repeated; the failing grade, however, remains on the transcript and is calculated into the grade point average.

**Withdrawal**

The ‘WD’ (withdrawal) grade signifies an official withdrawal approved by the Office of the Registrar. It is not assigned by the instructor. If you wish to withdraw from a course, you must submit an add/drop form.

**Incomplete**

An ‘I’ (Incomplete) grade is used when the instructor is not prepared to give a final grade for the course because of some justifiable delay in the student’s completion of specific course work. A final grade is submitted to the Records and Registration Office by the instructor after grading the student’s completed work, provided it is done within the agreed time frame. In the event that the work is not completed within the agreed time frame and no grade is reported within four weeks after the start of the following semester, a grade of ‘F’ replaces the ‘I’ on the student’s transcript.

**Grade Point Average**

If you began your studies at Johns Hopkins after January 1, 1989, both semester and cumulative grade point averages are noted on your academic record.

To calculate grade point average (GPA):

1. Multiply the number of credits for each course by the quality points (noted on Grading Scale) associated with the grades received in each course.
2. Add quality points.
3. Add credits.
4. Divide quality points by the number of credit.

**Receiving Your Grades**

By Mail: Once you have verified that your grade(s) has been submitted by the instructor and you wish to receive an official grade report, please submit your request via email to carey.registration@jhu.edu. Your grade report will be mailed to your home address. This report is not available by telephone or personal inquiry.

Online: Currently enrolled students can access their semester grades and review and update their address information using https://isis.jhu.edu/sswf/. If you have questions about this service, contact the Office of the Registrar at 410-234-9250.
Grade Appeals
Student concerns regarding grades should be discussed thoroughly with the faculty member. If you and the faculty member are unable to reach agreement, you may appeal the faculty member's decision first to the Associate Dean for Professional Programs or Global MBA Director or designee. A final appeal may be made to the dean of the School, whose decision is final. At each review level, evaluation of grade appeals is limited to three criteria:
1. Whether there was an error in recording the grade
2. Whether the faculty member applied consistent standards in assigning grades
3. Whether the grade was a result of a faculty member's failure to follow standards announced in the syllabus for assigning grades

The appeal must be in writing, setting forth the specific basis and evidence for the appeal according to the criteria listed above. Grade appeals must be initiated and resolved within one semester after completion of the course in question.

Graduation
A student who expects to receive more than one degree or certificate must complete a separate application for each degree and/or certificate. The Application for Graduation is available through ISIS and at all campuses. The deadlines are as follows for submitting the graduation application form:

Deadlines for Academic Year 2010–2011:
August completion: May 28, 2010
December completion: October 8, 2010
May completion: February 25, 2011

Applications may be submitted online to carey.registration@jhu.edu, faxed to 410-234-9259 or mailed to:

Office of the Registrar
Johns Hopkins Carey Business School
Attn: Graduation
100 International Drive, 12th Floor
Baltimore, MD 21202

Students planning to graduate should complete all coursework before the semester ends and should not request or receive the grade of ‘I’ (Incomplete) during their final term.

Approximately two months after the semester begins, students who have submitted the Application for Graduation receive a confirming email from the graduation coordinator. Applicant names are placed on the tentative graduation list for the semester in which they anticipate completing their degree requirements.

The Johns Hopkins University confers degrees at the end of the summer, fall, and spring semesters. The graduation ceremonies are held in May. The May graduation brochure will include the names of those students who applied to graduate by the deadlines for the 2010–2011 academic year. Late applications for the spring semester may need to wait until the following academic year depending on the time the application is submitted.

The Carey Business School Academic Board meets three times each year to review candidates for graduation. Students completing all requirements at the end of summer session are reviewed by the Academic Board in October; those finishing at the end of the fall semester are reviewed in February; and those finishing at the end of spring semester are reviewed in May.

Diplomas will be mailed to the permanent address listed in the Student Information System approximately two-three months after the summer and fall conferrals. Students who apply on time and complete their studies in the spring will have the choice of having their diplomas mailed approximately two weeks after the May ceremonies or may attend the ceremonies and receive their diploma that day. (Students in certificate programs will receive their diplomas via mail).

Graduation information is sent in mid-March. To receive their diplomas, students must pay all student accounts in full. Additionally any outstanding charges of misconduct and violations of academic integrity must be settled before a diploma may be released. For graduation fees, see the Tuition and Fees section. Johns Hopkins diplomas indicate the degree and major (e.g., Master of Science–Finance) without identifying the student’s concentration.
**Health Insurance**

Full-time students enrolled in the Global MBA and Real Estate Programs, and new F-1 visa status students must maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses. Full-time students enrolled in the Global MBA and Real Estate Programs, and new F-1 visa status students must purchase the University Student Health Insurance Plan (Aetna Student Health) or successfully complete the waiver process demonstrating U.S.-based health insurance coverage comparable to the University’s plan. Waivers are possible during the first semester of enrollment only and each subsequent fall semester at specifically designated time periods. All new full-time program students enrolled in the Global MBA and Real Estate Programs, and all new F-1 status students will be automatically enrolled in the Aetna Student Health Plan. No further action is required for new full-time program students enrolled in the Global MBA and Real Estate Programs, and new F-1 visa status students.

Other Carey students who take a full-time load are eligible to enroll in the Aetna Student Plan, but will not be automatically enrolled. Please call Student Services for details at 410-234-9240. Enrolled students will be charged the full student fee amount, and the cost will appear on their fall student account bill.

### 2010–2011 Premium Rates

**Dates of Coverage: August 15, 2010 through August 14, 2011**

<table>
<thead>
<tr>
<th>Student</th>
<th>$1,627</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>$2,976</td>
</tr>
<tr>
<td>One child</td>
<td>$1,875</td>
</tr>
<tr>
<td>More than one child</td>
<td>$2,809</td>
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</tbody>
</table>

**Global MBA students ONLY**

**Dates of Coverage: August 1, 2010 through August 14, 2011**

<table>
<thead>
<tr>
<th>Student</th>
<th>$1,689</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>$3,090</td>
</tr>
<tr>
<td>One Child</td>
<td>$1,947</td>
</tr>
<tr>
<td>Two or More Children</td>
<td>$2,917</td>
</tr>
</tbody>
</table>

All full-time students enrolled in the Global MBA and Real Estate Programs, and new F-1 status students will be charged the student fee for the Aetna Student Health premium on their ISIS Student Account each fall semester. Only those students enrolled in the Global MBA and Real Estate Programs, and new F-1 status students who furnish proof of comparable U.S.-based coverage will be allowed to waive coverage. The deadline to waive coverage is September 30, 2010 for students entering in fall 2010. For students entering in spring 2010, the waiver deadline is January 31, 2011.

Students must work directly with Aetna Student Health and be billed separately for spouse and/or children insurance. Except in the case of an insured person entering the armed forces of any country, NO REFUNDS are issued once enrolled in the Student Health Insurance Plan.


### Insurance Waiver Process

Students who wish to waive coverage in the Aetna Student Health plan should complete the online waiver process through the [http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupid=100211](http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupid=100211) under JHU to show comparable coverage. Navigate under “Plans and Products Offered to You,” “Medical Plans and Rates” and “Enroll/Waive.” The waiver site will open in early July and close September 30 for students entering in the fall. For students entering the Carey Business School in the spring, the deadline to waive coverage is January 31. Students will not be permitted to waive coverage after these deadlines.


Information for currently enrolled full-time students whose employer sponsored health insurance will end:

If you would like to apply for Aetna’s insurance before the published enrollment date, please scan your insurance carrier’s letter stating your termination date and send to Student Services at carey.student@jhu.edu. Please include your phone number and email address. Student Services will contact Aetna to receive your pro-rated cost and will send you a paper application to complete and send to Aetna. This rate will cover your insurance from your termination date to the next Aetna published enrollment date.
Honor Code

The Carey Business School community believes that honesty and integrity are qualities necessary for rewarding academic and professional experiences. The objective of the Carey Business School Honor Code is to promote these qualities and establish trust among all members of the academic community. The Honor Code requires that each student act with integrity in all academic activities and that each student endeavors to hold his or her peers to the same standard.

Violations of the Honor Code include:

- **Lying:** Lying includes, but is not limited to, knowingly communicating an untruth in order to gain an unfair academic or employment advantage or neglecting to divulge information when under the circumstances a person of integrity would be expected to disclose the matter.

- **Cheating:** Cheating includes, but is not limited to, using unauthorized materials to complete an assignment; copying the work of another student, or representing another's work as one's own work (plagiarism); falsifying one's identity by having another person take an exam; unauthorized providing of materials or information to others during assignments or examinations; and any other activity that gives a student an unfair academic advantage. All communications, written, oral, or otherwise, among students during examinations, are forbidden, as is the use of notes, books, calculators, or other written material except when approved by the instructor.

- **Stealing:** Students are required to submit their own work. Ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others must be clearly referenced.

- **Dual Submission:** Students may not submit substantially similar work in more than one class without the approval of the instructors. Submitting work that was prepared for a previous class requires the approval of the current instructor. Submitting substantially similar work in concurrent classes requires approval, in advance, from each instructor.

This list is not inclusive, and is included for illustrative purposes.

Upon witnessing a violation of the Honor Code, a student has a moral obligation to inform the student whose conduct is believed to be in violation of the code that the code has been violated. Each member of the Carey Business School community, as a person of integrity, has a personal obligation to adhere to this requirement. The student also has the right to inform a member of the faculty, and/or may submit a written complaint to the Honor Council.

Violations of this agreement are viewed as serious matters that are subject to disciplinary sanctions imposed by the Honor Council of the Carey Business School, which is composed of a fair representation of part-time and full-time MBA, MS and BS students, and faculty members.

Code of Conduct

Students are expected in all of their actions to reflect personal honesty, integrity and respect for others. Moreover, as members of a distinctively academic community, Carey Business School students must adhere to the norms of a serious intellectual community.

More particularly, a Carey student’s responsibilities include:

- a duty to respect the integrity of all members of the Carey Business School community by avoiding all forms of force, violence or intimidation, including sexual harassment
- a duty to respect the property and rights of others
- a duty to respect and preserve the quality of academic facilities

Respect for Others

Students have an obligation to maintain a learning and community environment that is humane, fair, and responsible, promotes the free exchange and sharing of ideas, and fosters intellectual inquiry.

This includes behavior that is consistent with equal treatment without regard to age, citizenship status, color, disability, marital or parental status, national origin, sex or sexual orientation, race, or religion. Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is inconsistent with the environment of learning and cooperation that the school requires. Sexual harassment, which includes all types of inappropriate sexual advances, verbal or physical, will not be tolerated.


Academic Facilities
Students have a responsibility to preserve the quality of classrooms and public space. This responsibility extends, for example, to such things as disposal of one's food and trash, to reporting problems to the building maintenance manager, to maintenance of appropriate level of noise in study areas, and to notification to appropriate security personnel of suspicious persons in the facility.

Computer Facilities
Access to Carey Business School computing and networking resources, including hardware, software, computer-based files and data, the Carey network and other networks reached via Carey Business School facilities, is limited to authorized users and is for approved purposes only. The copying of software, the unauthorized installation of software, and the unauthorized reconfiguration of systems are forbidden by school policy. Such activity would therefore constitute an example of failure to respect the property and rights of others and is expressly forbidden under this code.

Each student is expected to use Carey Business School’s computing resources in an ethical and legal manner in accordance with Johns Hopkins Information Technology Use Policies.

Library
Stealing or vandalizing library materials is forbidden, as is mutilating and pilfering library materials.

University Policies
In addition, students are expected to be familiar with and abide by all Johns Hopkins University policies. University policies are available in this handbook and at http://webapps.jhu.edu/jhuniverse/administration/minutes_policies_reports/. Failure to abide by these rules may result in referral to university officials and/or local law enforcement authorities. Conduct that violates the code may be subject to both school and university discipline and/or public sanctions as circumstances may warrant.

Policies and Procedures
Student Disciplinary Rules

1. Authority
Student discipline is the responsibility of the faculty of the Carey Business School (hereinafter the school). In the exercise of this authority, the faculty hereby delegates its authority to the Honor Council of the Carey Business School (hereinafter the council) at Johns Hopkins University (hereinafter the university) acting pursuant to rules and regulations hereby prescribed, or as subsequently amended. Nothing herein prescribed, however, shall prevent the dean of the school, or in the absence of the dean, his/her designee, from summarily suspending a student for reasons relating to his or her physical or emotional safety and well-being, the safety and well-being of students, faculty, staff, or university property, the maintenance of public order, or the effective continuation of the education process. The student has the right for a fair and timely hearing in accordance with these rules.

2. Jurisdiction
The council has jurisdiction over disciplinary matters involving matriculated and continuing Carey Business School students (hereinafter Carey students) in the full-time and part-time programs (hereinafter Carey programs) at the Carey Business School. This jurisdiction may include, without limitation, the following:

• Violations of the Honor Code and Code of Conduct of the Carey Business School
• Violations of University Policies and Procedures
• Violations of federal, state or local laws

Disciplinary violations may include, but are not limited to, the following:

• Cheating, plagiarism, unpermitted collaboration, or forgery of academic documents
• Acts that disrupt or interfere with the orderly operation of teaching, research, and other academic activities
• Unauthorized or improper use of school property, computer resources, facilities, equipment, ID cards, documents, or records
• Refusal to comply with the directions of school or university officials, instructors, administrators, or staff acting in performance of their duties
• Improper use of intellectual property
• Interference with access to academic facilities or offices
• Physical, verbal or other interference, or harassment of others
• Theft or vandalism of university property, or property of others, or knowingly possessing stolen property
• Violations while participating in school-sponsored events and school recognized activities both on and off campus

3. Membership and Responsibility of the Council
   a. The Honor Council is responsible for:
      i. Interpreting the Honor Code and Code of Conduct
      ii. Promoting the values of the Honor Code and Code of Conduct through communication with Carey students, faculty, and administrators
      iii. Serving as representatives of the student body or faculty on all issues pertaining to the Honor Code and Code of Conduct
      iv. Assisting in investigations of suspected Honor Code and Code of Conduct violations
      v. Interpreting possible violations of the Honor Code and Code of Conduct
   b. The Honor Council will include a chair, vice-chair, five student representatives, three faculty representatives, and the Director of Student Services, or his/her designee. The Director of Student Services or designee will be a non-voting member of the council. Student representatives should represent full-time and part-time programs. The student and faculty representatives will be appointed by the dean or his/her designee. The chair and vice-chair will be students. The council will elect the two co-chairs for a one-year term.
   c. If the Associate Dean for Students or the co-chairs determine that a member of the Honor Council is unfit to perform his or her duties, the co-chairs will excuse that member from all further involvement in the Honor Council. His or her responsibilities will be assumed by (a) another student appointed jointly by the co-chairs and the Associate Dean for Students, or (b) in the case of faculty, another faculty member appointed by the Vice Dean for Faculty and Research. In situations regarding council membership not covered as described above, the remaining council will have discretion to make decisions based on a majority vote.

4. Procedures
   a. Any member of the faculty, administration, staff, or any student may file with the council a complaint against a student (hereinafter the accused) alleging a violation in accordance with section 2. The complaint must be in writing and signed by the complainant, setting forth briefly the nature of the alleged disciplinary infraction and the nature of the evidence. A copy of the complaint will also be sent to the Director of Student Services as well as the accused.

   All allegations that a student has violated Carey Business School policies or campus regulations are intended to be resolved as expeditiously as possible; in lieu of proceeding to a formal hearing, the student and the school in conjunction with the Honor Council chair may arrive at a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the dean or his/her designee.

   b. Upon receipt of a complaint, the chair shall select an investigative committee composed of one student council member and one faculty council member within two academic days or a time frame within reason or request an administrative review by the Director of Student Services. The role of the investigative committee or administrative review is that of fact finding and recommending further action as necessary. The investigative committee or administrative review shall submit its written report within seven academic days or a time frame within reason. If the chair or any member of the investigative committee suspects a violation and a mutually acceptable agreement concerning disposition of the charges, subject to the approval of the dean or his/her designee has not been determined, the complaint is assigned as a case for further action.

   c. If the investigative committee or administrative review and the chair conclude there is not sufficient evidence to suspect a violation, the complainant and the accused shall be notified immediately in writing and the complaint will be dismissed.

   d. If the investigative committee or the chair concludes there is sufficient evidence to suspect a violation, the chair will notify the complainant and the accused in writing.
e. For the case, the chair will form a hearing panel composed of a fair representation of the chair or vice-chair, at least two faculty council members and at least two student council members. The chair will notify the chosen hearing panel members and will instruct them as to how to proceed.
f. The chair shall instruct the hearing panel of the confidentiality of such proceedings and have each member of the hearing panel sign the Confidentiality Declaration.

5. Hearings
An Honor Code Hearing is an academic process based on the basic tenets of scholarship—full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument, and in conclusion. An Honor Code Hearing is not a trial. Formal rules of evidence commonly associated with a civil or criminal trial may be counterproductive in an academic investigation proceeding, and shall not be applied.

a. To constitute a valid disciplinary hearing, the hearing panel must contain a quorum of at least two faculty members, the presiding chair or vice-chair, at least two additional student members, and the Director of Student Services, or designee, all of whom are present during the entire hearing. Should exceptional circumstances arise, requiring the seating of additional hearing panels simultaneously, the makeup of the hearing panel may change but will always include students, faculty and a representative from Student Services.

b. The chair will prepare the case for presentation to the hearing panel and invite all requested witnesses to attend the hearing. Where the accused requests that witnesses be summoned on his or her behalf, the student must furnish the chair with the names of the witnesses in sufficient time for the chair to request the presence of such witnesses. It is within the hearing panel's discretion to limit the number of witnesses appearing at the hearing to a reasonable number.

c. The chair shall administer the proceedings and conduct of the hearing.

d. At the commencement of the hearing, the chair shall read the charge(s) in the presence of the accused and the hearing panel, and request the accused for a plea of guilty or not guilty.

e. The hearing shall not be governed by formal rules of evidence. Statements or documents that are considered inadmissible evidence in a judicial proceeding may be admitted as evidence.
f. The chair will maintain order during witness questioning and cross-examination. The chair has the right to object to questions that are irrelevant or considered asked and answered.
g. Hearing panel deliberations will begin in closed session immediately after the conclusion of the hearing. The hearing panel will agree on a verdict and recommended sanction.
h. The accused is presumed innocent until proven guilty by standard of beyond a reasonable doubt.
i. Each hearing panel member has one vote. A majority vote of the hearing panel shall constitute a valid decision. The chair only casts a vote in the case of a tie vote among the hearing panel members.
j. A formal record of all official hearings shall be made.
k. The chair shall, as soon after the hearing as possible, prepare minutes of the hearing including:

- Date, place and time of the hearing
- The names of all persons present at the hearing
- A short statement of the charge against the student
- Confirmation that the student was notified of the allegations and given an opportunity to respond
- A summary of the findings of fact and conclusions made by the hearing panel
- A statement of the decision of the hearing panel
- The sanction recommended by the hearing panel

l. The chair shall promptly inform the Associate Dean for Students of the hearing panel's verdict and recommended sanction.
m. The Associate Dean for Students has the right to accept, modify, or reject the hearing panel's verdict and recommended sanction. The Associate Dean for Students shall inform the accused of the decision in writing and all appropriate notations will
be included in the accused student’s record.

n. Upon written request from the alleged victim of any crime of violence or non-forcible sex offense, the school will report to the alleged victim on the results of this disciplinary hearing against a student who is the alleged perpetrator.

6. Rights and Obligations of the Accused

a. The accused is presumed innocent until proven guilty according to these Student Disciplinary Rules.

b. The accused has the right to be informed in writing of the charges against him or her and the identity of the complainant.

c. The accused will receive a copy of the investigative council’s written report prior to the hearing.

d. The accused has the right to be present during all witness testimony and the right to challenge witness testimony as appropriate. The accused may directly question a witness, or request specific questioning by the hearing panel of a witness, as to any testimony or evidence brought forth in the hearing of the case.

e. The accused has the right to have the chair request the presence of a reasonable number of witnesses on his or her behalf. A witness’ failure to comply with the hearing panel’s request for attendance to provide testimony during the hearing may constitute a violation of the Carey Business School Honor Code.

f. The complainant and all witnesses must be available for testimony throughout the course of the hearing.

g. The accused may consult with an adviser of his or her own choosing to assist in the preparation of the accused defense. Members of the council or any dean shall not be eligible to serve as an adviser to the accused under this section. The adviser shall not be present during the hearing.

h. Notwithstanding section g. above, the accused has the right to ask the chair to appoint a council member to serve as pre-hearing counsel to the accused solely on issues related to the hearing rules and process.

i. The accused is invited, but not obligated, to submit to the chair his or her written statement regarding the charges, documents, or any other information relevant to the case, no later than two academic days prior to the hearing date.

j. The accused has the right, but not the obligation, to testify at the hearing. The accused decision not to testify will not presume guilt upon the accused.

7. Appeals

a. A decision or sanction of the hearing panel may be appealed only for the following reasons:

   - Any evidence of a material nature and/or witness unavailable at the time of the original hearing and now available which might have affected the hearing panel’s decision at that time
   - Any procedural irregularity in the conduct of the hearing that was material and prejudicial to the student

b. Such appeal must be presented in writing directly to the Dean or his/her designee within thirty days. Decisions at the level are final.

8. Possible Sanctions

If the violation involves a course, the course instructor is not to impose any sanction, including a grade adjustment, pending consideration of the case by the Honor Council. The instructor may propose a resolution to the council; however, imposing sanctions is the responsibility of the Honor Council. This reflects the intent of having sanctions be consistent over time and across the entire student body.

a. The hearing panel’s recommendation may include, but is not limited to, any one or more of the following disciplinary sanctions:

   i. Warning: Notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.

   ii. Censure: Written reprimand for violation of a specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for another violation
within a period of time stated in the reprimand.

iii. Academic: Grade adjustment, including failure, on any work or course. This may include or may not include permanent student record notation.

iv. Disciplinary Probation: Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time. Notification that a more severe disciplinary sanction may be imposed if the student commits a second disciplinary offense while on disciplinary probation.

v. Monetary Fines: For any offenses as determined by the council.

vi. Suspension: Exclusion from classes and other privileges or extracurricular activities as set forth in the notice of suspension for a definite period of time.

vii. Dismissal: Permanent termination of a student’s status.

b. A student who has been suspended, dismissed, or expelled, and who is subsequently found to have not committed a disciplinary infraction shall be allowed full opportunity to make up whatever course work was missed due to the suspension, dismissal, or expulsion.

9. Record Keeping

The chair shall maintain all records and files of all disciplinary cases and proceedings in a confidential manner. All such records will be secured in the office of the Director of Student Services until such required retention time expires, as recommended by legal counsel of the university.

10. Amendments to Student Disciplinary Rules

a. These policies and procedures represent the founding principles of the school’s Honor Council. In such cases where events within the council’s jurisdiction are not represented under the auspices of this document, the council can enact appropriate changes with a three-fourths council membership vote. Any and all changes are subject to the approval of the Associate Dean for Students and subsequent faculty vote at the next faculty meeting.

This Honor Code in its entirety will be evaluated again two years from the date of its initial faculty adoption.

Housing Resources

Although the Carey Business School does not provide on-campus housing, many resources are available in both Baltimore and Washington, DC, to help you find your next home. For a list of city resources, apartment listings, neighborhood guides and more, visit the Carey Business School Housing Web page at http://carey.jhu.edu/admissions/student_resources/housing.html.

All students who rent are strongly encouraged to obtain renter’s insurance.

Immunization Law

According to Washington, DC, Immunization Law 3-20, students under the age of 26 who attend classes in Washington, DC, must get vaccinations for Measles, Mumps, Rubella (MMR) and Tetanus/Diphtheria. You will need to submit proof of your immunizations once you register for classes at the Washington DC Center this semester. Students who may have already submitted proof of immunizations for another school/program within JHU are required to resubmit the form to the PSA Office of the Registrar to fulfill the requirement, as these forms are not transferable across schools/programs. A REGISTRATION HOLD will be placed on your account if completed immunization forms are not submitted by the registration period for your second semester at the university. Visit https://portalcontent.johnshopkins.edu/bin/u/v/Immunization%20Form_CBS.pdf to download the form. Completed immunization forms can be faxed to the Office of the Registrar at 410-234-9259.
**Inclement Weather Policy**

Please call the University Weather Emergency Line at 410-516-7781 or 1-800-548-9004 or check the web at [http://esgwebproxy.johnshopkins.edu/notice/](http://esgwebproxy.johnshopkins.edu/notice/).

**International Services**

The International Services Office assists international students at the Johns Hopkins Carey Business School. Currently, the School has approximately 450 international students, 250 of whom are students on F-1 visas.

The International Services Office staff is available to answer questions about immigration status, financial concerns, health matters, housing, employment possibilities, as well as other issues that may arise during a student’s stay.

**Johns Hopkins Carey Business School**

International Services Office

100 International Circle, 12th Floor

Baltimore, MD 21202

Phone: 410-234-9280

Email: carey.intl@jhu.edu

**ISIS (Integrated Student Information System)**

You may access the ISIS system at [https://isis.jhu.edu/sswf/](https://isis.jhu.edu/sswf/). ISIS provides access to your information 24 hours a day, 7 days a week. To log in to ISIS, you will need to use your JHED ID. This is the ID that was assigned to you upon your initial admission or enrollment. Please visit the JHED Web site if you don’t know your JHED ID.

**J-CARD**

The J-CARD is the official identification and access card for students, faculty, and staff of the Homewood divisions of The Johns Hopkins University, including the Johns Hopkins Carey Business School. For more information, please visit [www.idcs.jhu.edu/index.html](http://www.idcs.jhu.edu/index.html).

**Leave of Absence/Continuous Enrollment**

### Undergraduate Students

Students accepted into an undergraduate program must enroll in at least one course per year to maintain active student status. Those who need to stop out for a year or more, and who wish to retain active student status, must submit a request to the Office of Professional Programs to maintain their status as an active student. This request must be submitted within one semester of their last completed course at the Carey Business School. Students who do not formally request to maintain active status will be changed to inactive status one year after their last completed course at the Carey Business School. Students whose status is inactive will not be permitted to register for courses until they contact an academic advisor about the readmission process.

### Graduate Students

Students in all MBA and master’s degree programs have six years to complete their degrees. Degree-seeking students are expected to register for courses each semester (excluding summer) on a continuous basis to maintain the degree requirements in effect at the time of their initial enrollment. On occasion, a student may encounter extenuating circumstances that require a temporary interruption of studies. Under such circumstances, a student may be absent for as long as a calendar year without jeopardizing continuous enrollment status.

If a student anticipates that he/she will be absent for more than a calendar year, the student must receive an approved leave of absence to maintain continuous enrollment under the degree requirements in effect at the time of initial enrollment. To be considered for a leave of
absence, students must make a request to the appropriate dean within one semester of their last completed course. Upon reviewing the reasons for the request, the dean may grant an approved leave of absence.

If a student is absent for more than a calendar year and does not obtain an approved leave of absence, the student will be required to apply for readmission and pay a reapplication fee before being permitted to re-enroll. A student who applies for readmission must fulfill the admission and degree requirements set forth in the catalog in effect at the time the student returns. There is no limit to the number of times a student may be absent and still maintain continuous enrollment status. However, the semesters in which a student fails to enroll will be counted toward the six-year limit for completing degree requirements.

If a student is absent and has not maintained continuous enrollment status, the six-year time period for completion of new degree requirements will begin when the student is readmitted to the university. If the six-year time frame allotted for the degree has been exhausted but the student has not completed the degree requirements, the student must either seek readmission or make an appeal for an extension. Any request for extension of the six-year time must be made in writing to the appropriate dean at least 30 days prior to the expiration of the six-year time period. Such requests must include a plan for completion of the degree requirements within a reasonable time frame that must be agreed to by both the program director and the student. Each request will be evaluated and may either be granted or denied by the dean.

**Library Services**

Library Centers for Carey students are located at the Columbia Center, Harbor East, Montgomery County Campus, and at the Krieger Arts and Sciences Washington, DC location. Librarians are available for individual help or group information sessions. [www.library.jhu.edu/](http://www.library.jhu.edu/).

<table>
<thead>
<tr>
<th>Library Location</th>
<th>Phone</th>
<th>Librarian</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbor East and Homewood</td>
<td>410-516-8778</td>
<td>Heather Tapager</td>
<td><a href="mailto:htapager@jhu.edu">htapager@jhu.edu</a></td>
</tr>
<tr>
<td>Columbia Center</td>
<td>410-516-9709</td>
<td>Mike Houck</td>
<td><a href="mailto:Michael.houck@jhu.edu">Michael.houck@jhu.edu</a></td>
</tr>
<tr>
<td>Montgomery Campus</td>
<td>301-294-7030</td>
<td>Sharon Morris</td>
<td><a href="mailto:smorris@jhu.edu">smorris@jhu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kristin Bernet</td>
<td><a href="mailto:kbernet2@jhu.edu">kbernet2@jhu.edu</a></td>
</tr>
<tr>
<td>Washington, DC</td>
<td>202-452-0714</td>
<td>Sharon Morris</td>
<td><a href="mailto:smorris@jhu.edu">smorris@jhu.edu</a> or <a href="mailto:washrockli-braries@jhu.edu">washrockli-braries@jhu.edu</a></td>
</tr>
</tbody>
</table>

Additionally, students may access JHU electronic resources from home or other computers. For instructions see [www.library.jhu.edu/services/computing/remoteaccess.html](http://www.library.jhu.edu/services/computing/remoteaccess.html).

**Lockers**

Lockers are available for use at the Baltimore Harbor East Location. Students interested in a locker should speak with the operations staff on the second floor.

**Registration**

Students are encouraged to register as early as possible during each registration period because a course may close before the end of registration. Please note that all outstanding debts to Johns Hopkins University must be paid in full in order to register.

Students may not sit in on a class without being officially registered for that class. Students who fail to complete their registration and sit in on a class may be subject to Honor Code violation proceedings.
Registration Options
Students may register using one of several convenient methods.

Registration begins several months before each semester. Students may access the ISIS System at https://isis.jhu.edu/sswf/. When registering online or via mail or fax, students may choose to pay at that time or be electronically billed (refer to the Student Accounts section of this handbook for details).

Registrations are processed as they are received. If a selected course is full, the student is placed in an alternate course if noted on the registration form.

Wait Lists
Student attempting to register for a course that is full (has met its enrollment limit), may be placed on the waitlist by going to https://isis.jhu.edu/sswf/. Students may also contact the Office of the Registrar at carey.registration@jhu.edu to be placed on a wait list. Students placed on a wait list for any course will be contacted in the order in which they were placed on the list. Please note that students may be placed on the wait list for only one section of a particular course. Students will be contacted only via the student’s JHU email address, only if an opening occurs prior to the first class meeting of the course. Students may not participate in a class unless officially registered for it. Wait listing for a course is not an official registration; therefore no payment is required until a seat in the class is confirmed.

Adding a Course
Students may also add courses using the online registration system. To add a course, students must submit an official add/drop form. The same payment options for registration also apply for adding a course. (Johns Hopkins employees must submit a tuition remission application for each added course.)

Students who have already registered may add new courses, provided that the course(s) has not met for the first time and is not already closed. Students also may add alternate format courses (e.g., mini-courses or those that meet for one or two weeks) anytime before the first class meeting, provided the course is not closed. Students may not add courses after the first class meeting.

Prior to the second class meeting, when dropping one course and adding another, 100 percent of the tuition from the dropped course may be applied to the tuition of the added course. After the first two weeks of the semester or the second class meeting, a student who wishes to drop an eight or 15-session course and add an alternate format course may apply the appropriate refund from the dropped course to the tuition of the added course.

Auditing Courses
Students who register as auditors pay full course tuition. Regular attendance is expected, and the course is recorded on the student’s transcript.

Auditors are not required to complete quizzes, examinations, and other assigned work and do not receive academic credit for the course. Audited courses do not count toward the credits required for financial aid eligibility. Not all courses are open to auditors. Potential auditors should verify in advance that a course is available for auditing.

Students enrolled for credit who wish to change to auditor status must submit official add/drop forms (dropping the class for credit and adding the same class for audit) before the appropriate deadline each term, as noted in the withdrawal/audit policy chart. For the last day to change to auditor status for alternate format classes, consult the withdrawal/audit calendar, or contact the Office of the Registrar at carey.registration@jhu.edu.

Dropping Courses
Students may drop a course without financial penalty up to the date of the first class by going to https://isis.jhu.edu/sswf/. Once classes begin, students who drop a course receive a pro-rated tuition refund. Tuition refunds are calculated from the date of receipt of the add/drop form in the Office of the Registrar (see refund schedule). Financial aid recipients will have their aid award adjusted according to credits registered. Students dropping to less than half-time status will have their aid canceled and will be responsible for any debt balance created. The facsimile add/drop form may be used.

Withdrawing from Courses
To withdraw from a course, students must submit official add/drop forms. Students may not withdraw from courses using the online registration system. Notice to the instructor of intent to withdraw is not sufficient, nor are telephone withdrawals accepted. The last dates to withdraw without academic penalty (without receiving the grade of F) are listed in the withdrawal/audit calendar of this handbook. Call the Office
of the Registrar at 410-234-9250 for the last date to withdraw or change to auditor status for other alternate format courses.

Students who withdraw after the deadline or stop attending class at any time without properly submitting an official add/drop form receive an F (Failure) grade for the course. Tuition refunds are calculated from the date of receipt of the add/drop form in the Office of the Registrar. Please note that the registration fee is non-refundable. Financial aid recipients will have their aid award adjusted according to credits registered. International students on an F-1 visa are advised to contact International Services at 410-234-9280 before withdrawing or dropping a course.

Course Load
A student who is employed full time is encouraged to take only one or two courses each semester, and must consult an adviser before registering for three or more courses. Courses numbered .500 and above require an average of three hours of outside preparation for each class hour. Full-time graduate students are those who enroll for nine or more credits each semester. Part-time graduate students are those who enroll for less than nine credits each semester.

Interdivisional Registration
During the fall and spring terms, degree-seeking students at the Carey Business School may register for courses in another school at Johns Hopkins by submitting an interdivisional registration form, with all appropriate approval signatures from the host school and the Carey Business School, along with the regular registration form. Students pay the per-credit rate of the school offering the course. Special students are not permitted to register interdivisionally.

Conversely, students from other divisions (except the Schools of Arts and Sciences and Engineering) of the university may take courses offered by the Carey Business School by completing the interdivisional registration form, including all appropriate signatures from their home school and from the Carey Business School, and submitting it to their own registrar for processing. Students in full-time Arts and Sciences and Engineering programs should use the Supplemental Registration Form, available from the Homewood Office of the Registrar, which requires permission of their academic adviser and the appropriate school program director or adviser. This form needs to be submitted to their own school’s registrar. Note that Carey Business School students have priority in registering for Carey Business School courses. All Interdivisional students must abide by these policies, procedures, and deadlines. All published prerequisites for the course must be met prior to enrollment. During the summer session, students do not follow the interdivisional registration procedures noted above. Students from other Johns Hopkins divisions who want to enroll in Carey Business School summer courses should follow the registration procedures outlined in the Registration section. For more information, contact the Office of the Registrar at carey.registration@jhu.edu.

Refunds
Students who officially withdraw during an academic term will receive tuition refunds based on the refund schedule found in the Student Account section. Refunds apply only to the tuition portion of a student’s charges and are calculated from the date that the school receives an official add/drop form. Refunds are not applicable to registration and other non-tuition fees and are not granted to students suspended or dismissed for disciplinary reasons.

Federal aid recipients who withdraw from all coursework may have aid returned to the federal government according to federal “Return of Title IV funds” regulations, a copy of which can be obtained at the Office of the Registrar. Those partially withdrawing may have their aid awards adjusted to the reduced cost of attendance. Students who drop to less than half-time prior to commencing the courses that require half-time attendance will have their federal aid canceled, even if some portions have already been refunded to them for living expenses, students will receive a bill from the school for the balance due.

If a course is canceled by the school, the tuition is refunded in full, and the registration fee is refunded if that course was the only course for which the student registered. All refunds will be approved in the Office of the Registrar in accordance with the refund schedule. A refund may take four to six weeks to process. Students will receive refunds according to the method of payment.

Immunization Law for New and Continuing Students under the age of 26
According to Washington, DC, Immunization Law 3-20, students under the age of 26 who attend classes in Washington, DC, must get
vaccinations for Measles, Mumps, Rubella (MMR) and Tetanus/Diphtheria. You will need to submit proof of your immunizations once you register for classes at the Washington DC Center this semester. Students who may have already submitted proof of immunizations for another school/program within JHU are required to resubmit the form to the PSA Office of the Registrar to fulfill the requirement, as these forms are not transferable across schools/programs. A registration hold will be placed on your account if completed immunization forms are not submitted by the registration period for your second semester at the university. Visit https://portalcontent.johnshopkins.edu/bin/u/v/Immunization%20Form_CBS.pdf to download the form. Completed immunization forms can be faxed to the Office of the Registrar at 410-234-9259.

<table>
<thead>
<tr>
<th>JHU Carey Business School</th>
<th>Part-Time Programs Withdrawal/Audit Schedule Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript Notation</td>
<td>January intersession</td>
</tr>
<tr>
<td>No notation if course</td>
<td>prior to the 3rd</td>
</tr>
<tr>
<td>is dropped</td>
<td>class meeting</td>
</tr>
<tr>
<td>No notation if course</td>
<td>from the 3rd</td>
</tr>
<tr>
<td>is dropped</td>
<td>to the 5th</td>
</tr>
<tr>
<td>May not withdraw or</td>
<td>once the 6th</td>
</tr>
<tr>
<td>change to audit</td>
<td>class begins</td>
</tr>
</tbody>
</table>

**Religious Observances**

Religious observances are valid reasons for students to be excused from class. Whenever feasible, students should be allowed to make up academic assignments that are missed due to such absences. However, the student must notify the instructor in writing of the projected absence prior to the second class session of the course. Students who expect to miss several classes because of religious observances are encouraged to meet with their academic advisers to consider alternative courses prior to registration.

**Student Accounts**

**Questions Concerning Your Student Account**

For general inquiries about student accounts, specifically receipt of payments, refunds, online tuition payments, financial holds, your 1098T, collections, company billing, etc., call Student Accounts at 410-516-9722, (fax 410-516-9721), or email carey.studentaccounts@jhu.edu.

**Payment Options**

To pay for tuition and associated fees, students can choose one of the following payment options:

- Pay online with an electronic check.
- Pay with a check by mail.
- Pay with cash or a check at one of the campus locations.
- Enroll in the monthly payment plan.
- Pay with a sponsor contract.
- Pay by Johns Hopkins University tuition remission if you are a university employee (covers tuition costs only).
- Pay via wire transfer.

Full-time Students: (Global MBA and MS Real Estate)
Professional Program Students

- Pay online with an electronic check or credit card.
- Pay with a check by mail.
- Pay with cash, check or credit card at one of the campus locations.
- Enroll in the monthly payment plan.
- Pay with an employer contract.
- Pay by Johns Hopkins University tuition remission if you are a university employee (covers tuition only).
- Pay via wire transfer.

Students with approved financial aid should elect to be electronically billed and will be responsible for any charges not covered by their award. Students enrolled in a part-time program should see Schedule A for billing periods and payment due dates; students enrolled in a full-time program should see Schedule C for their billing periods and payment due dates. A late payment fee of $100 will be assessed if payment is not received by the due date. Students who choose the monthly payment plan option may use Schedule B as a payment guide. Schedules A, B and C can be found online at https://my.johnshopkins.edu/uPortal/render.userLayout RootNode.uP.

Students with outstanding balances will be prohibited from registering and receiving services for future courses until the balance is paid in full. Payments from students seeking to register may be kept and applied against prior obligations to the university. Delinquent accounts turned over to our collection agency will be assessed an additional 25 percent of the outstanding debt.

Pay Your Account Online

The fastest way to have your tuition payment credited to your JHU student account is to pay via ISIS Self Service. To make payments online or view your student account, go to https://isis.jhu.edu/sswl/. If you are a part-time student, your payment can be made in Self Service by using your credit card (Visa, MasterCard, Discover or American Express) or an electronic check. However, full time students must use the electronic check option only when paying their tuition.

If you submit a paper or electronic ACH check that is returned by the bank, you will be charged a $35 returned check fee, placed on financial hold, and may be removed from courses for which you are currently registered. Grades may be withheld, and you will be prevented from registering for future courses until payment is secured.

Pay With a Check by Mail

Checks for tuition and fees should be made payable to Johns Hopkins University and include your Hopkins ID number. Payments can be mailed to the lock box address at:

Johns Hopkins University
Office of Student Accounts
P.O. Box 64572
Baltimore, MD 21264-4572

Paying by check authorizes the school to electronically debit your account. Once the transaction has been completed, the actual check will be destroyed, and checks will not be returned.

If you submit a paper or electronic ACH check that is returned by the bank, you will be charged a $35 returned check fee, placed on financial hold, and may be removed from courses for which you are currently registered. Grades may be withheld, and you will be prevented from registering for future courses until payment is secured. Payments from students seeking to register may be kept and applied against prior obligations to the university.

Pay In Person

Pay with cash, credit card, or check at these locations:

- Columbia Center (6740 Alexander Bell Drive, Columbia, MD, 21046); first floor, information desk
- Montgomery County Campus (9601 Medical Center Drive, Rockville, MD 20850); Go to the main reception desk in the center building for directions.
- Washington DC Center (1625 Massachusetts Avenue, NW, Washington, DC 20036); front desk
- Downtown Baltimore (Harbor East) Center (100 International Drive, Baltimore, MD 21202)

You may submit all forms of payment at any school location. The university accepts four major cards from part-time students ONLY: MasterCard, Visa, Discover, or American Express. Credit card payments are not processed immediately. When you pay with a credit card,
a staff member will verify that the credit card information on the payment form is complete and forward payment to the Student Accounts Office in Columbia to be processed at a later date.

If you submit a credit card that is declined, you will be placed on financial hold and may be removed from courses for which you are currently registered. Payments from students seeking to register may be kept and applied against prior obligations to the university. Grades may be withheld, and you will be prevented from registering for future courses until payment is received.

**Monthly Payment Plan**

You have the option of deferring your tuition payment by enrolling in the monthly payment plan each semester. To enroll:

- Contact Tuition Management Systems (TMS) by phone at 1-888-713-7238 or visit their website at [www.afford.com](http://www.afford.com) and identify yourself as a Johns Hopkins University Carey Business School student. Part-time students should choose the semester plan and Global MBA and MS Real Estate students should choose the annual plan. Please have your Hopkins ID and the full amount of tuition and fees to be budgeted ready when you call. (January courses should be included in the fall semester payment plan). Payment plans are semester-specific and cannot be used to pay past due balances from previous semesters. Book charges cannot be included in the payment plan.

- There is an enrollment fee of $45 per semester for the part-time program payment plan.

- There is an enrollment fee of $65 annually for the full-time program payment plan.

If payment has not been made in accordance with the payment schedule, Tuition Management Systems (TMS) has the right to assess a $40 late payment fee and/or terminate your agreement. In addition, if you are no longer eligible to participate in the monthly payment plan, a $50 termination fee will be charged to your student account by the Carey Business School. You will not be allowed to receive any future services until your account is paid in full.

**Employer/Sponsor Contract**

If your employer/sponsor will pay for all or part of your tuition, please note the following:

- You must submit a purchase order or contract from your employer/sponsor authorizing the school to bill them directly for tuition and any associated fees.

- If the contract does not cover the entire cost of tuition and fees, you are required to pay the remaining balance.

- You can choose to receive an electronic bill or enroll in the monthly payment plan to cover any additional costs for tuition and associated fees.

- A faxed copy of your employer/sponsor contract is acceptable. Fax to 410-516-9721.

- If your employer/sponsor pays you directly for tuition expenses, you are required to pay tuition and fees directly to the Carey Business School and seek reimbursement from your employer. (You may enroll in the monthly payment plan or choose to be electronically billed.)

**Johns Hopkins Remission**

If you are a Johns Hopkins University employee participating in the tuition remission benefit plan, please note the following:

- Tuition remission covers tuition costs ONLY. Fees are not covered.

- A completed tuition remission application for each course must be submitted to the Office of Student Accounts.

- The application(s) can be faxed to 410-516-9721 or mailed to:

  Johns Hopkins Carey Business School  
  Office of Student Accounts  
  6740 Alexander Bell Drive, Suite 110  
  Columbia, MD 21046

- If the remission does not cover the entire cost of tuition, you are required to pay the remaining balance at the time of registration.

- You can select the monthly payment plan to pay for tuition not covered by the tuition remission benefit or choose to be electronically billed.

If you have additional questions about tuition remission, contact Student Accounts at 1-800-468-6548, or send an email to the Office of Student Accounts at [carey.studentaccounts@jhu.edu](mailto:carey.studentaccounts@jhu.edu).

**Electronic Billing**

You are required to have a current Johns Hopkins University email address and a valid
Johns Hopkins Enterprise Directory (JHED). Notification of outstanding tuition balances will be sent electronically to your Johns Hopkins University email account. Billing statements are emailed the second Wednesday of each month if activity has occurred since the last billing cycle. Students are required to make payment upon notification of this bill. Balances not paid by the due date will be assessed a $100 late payment fee. Paper statements are no longer mailed to students.

Students can update their email addresses by visiting carey.studentaccounts@jhu.edu.

For our current billing periods and due dates, see Schedule A for part time programs and Schedule C for full time programs online at https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.uP. For students wishing to view and/or pay their student account or monthly bill online visit https://isis.jhu.edu/sswf/.

**Wire Transfer**

Please be sure to include the student's ID number and/or other identifying information with the wire transfer.

Once the wire transfer is completed, please notify the Student Accounts Office of your payment amount and date of remittance. An email can be sent to: carey.studentaccounts@jhu.edu.

**For US & International students ONLY:**

Johns Hopkins University  
M&T Bank  
One M & T Plaza  
Buffalo, NY 14203  
Checking Account  
Transit/ Routing /ABA #: 022000046  
Account # 970370230  
Swift Code: MANTUS33INT  
CHIPS ABA #: 0555

**For US Sponsor Payments ONLY**

Johns Hopkins University  
M&T Bank  
1 M&T Plaza  
Buffalo, NY 14203  
Transit/routing/ABA number: 022000046  
Account number: 09000522  
Duns #001910777  
Cage Code: 5L406

**For International Sponsor Payments ONLY**

Johns Hopkins University  
M&T Bank  
1 M&T Plaza  
Buffalo, NY 14203  
SWIFT code: MANTUS33INT  
CHIPS ABA number IF remitter requests it: 0555  
IBAN number: N/A  
Account number: 09000522  
Transit/routing/ABA number: 022000046
### Schedule A: Billing Cycles—March 2010 through May 2011
#### JHU Carey Business School Part-Time Programs

<table>
<thead>
<tr>
<th>The Bill Covers Charges and Payments Applied to Your Student Account Between the Following Dates</th>
<th>The Date When The Electronic Bill is Presented on the Web</th>
<th>Statement Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 11, 2010 – April 14, 2010</td>
<td>April 15, 2010</td>
<td>May 1, 2010</td>
</tr>
<tr>
<td>April 15, 2010 – May 12, 2010</td>
<td>May 13, 2010</td>
<td>July 1, 2010</td>
</tr>
<tr>
<td>July 15, 2010 – August 11, 2010</td>
<td>August 12, 2010</td>
<td>September 1, 2010</td>
</tr>
<tr>
<td>August 12, 2010 – September 8, 2010</td>
<td>September 9, 2010</td>
<td>October 1, 2010</td>
</tr>
<tr>
<td>September 9, 2010 – October 13, 2010</td>
<td>October 14, 2010</td>
<td>November 1, 2010</td>
</tr>
<tr>
<td>October 14, 2010 – November 10, 2010</td>
<td>November 11, 2010</td>
<td>December 1, 2010</td>
</tr>
<tr>
<td>March 10, 2011 – April 13, 2011</td>
<td>April 14, 2011</td>
<td>May 1, 2011</td>
</tr>
<tr>
<td>April 14, 2011 – May 11, 2011</td>
<td>May 12, 2011</td>
<td>June 1, 2011</td>
</tr>
</tbody>
</table>

### Schedule B: 2010/2011 Monthly Payment Plan
#### JHU Carey Business School

<table>
<thead>
<tr>
<th>Semester</th>
<th>Payment Plan Enrollment Start Date</th>
<th>Payment Plan Enrollment End Date</th>
<th>First Payment Due</th>
<th>Payment Plan Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2010</td>
<td>April 15, 2010</td>
<td>June 1, 2010</td>
<td>June 1, 2010</td>
<td>TWO installments due the 1st of each month. First payment due June 1; remaining balance due on July 1.</td>
</tr>
<tr>
<td>Annual Plan for Full-time Programs</td>
<td>April 15, 2010</td>
<td>July 1, 2010</td>
<td>July 1, 2010</td>
<td>TEN installments due the 1st of each month. First payment due July 1; remaining balance due on the 1st of Aug, Sept, Oct, Nov, Dec, Jan, Feb, Mar, and April.</td>
</tr>
</tbody>
</table>
2010–2011 Refund Schedule
JHU Carey Business School

<table>
<thead>
<tr>
<th>Refund</th>
<th>January Intercession</th>
<th>Courses that meet 8 class sessions</th>
<th>Courses that meet 10 class sessions</th>
<th>Courses that meet 15 weeks or longer &amp; Full-Time Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>From the day of registration prior to the beginning of the first class meeting or 1st day of orientation for full time programs.</td>
<td>from the 1st class meeting and prior to the 2nd class meeting</td>
<td>from the 1st class meeting and prior to the 2nd class meeting</td>
<td>from the 1st class meeting and prior to the 3rd class meeting</td>
</tr>
<tr>
<td>80%</td>
<td>from the 1st class meeting and prior to the beginning of the 2nd class</td>
<td>from the 1st class meeting and prior to the 2nd class meeting</td>
<td>from the 1st class meeting and prior to the 2nd class meeting</td>
<td>from the 1st class meeting and prior to the 3rd class meeting</td>
</tr>
<tr>
<td>70%</td>
<td>from the 2nd class meeting and prior to the 3rd class meeting</td>
<td>from the 2nd class meeting and prior to the 3rd class meeting</td>
<td>from the 2nd class meeting and prior to the 3rd class meeting</td>
<td>from the 3rd class meeting and prior to the 4th class meeting</td>
</tr>
<tr>
<td>50%</td>
<td>from the 3rd class meeting and prior to the 5th class meeting</td>
<td>from the 3rd class meeting and prior to the 4th class meeting</td>
<td>from the 3rd class meeting and prior to the 5th class meeting</td>
<td>from the 3rd class meeting and prior to the 7th class meeting</td>
</tr>
<tr>
<td>0%</td>
<td>once the 5th class begins there is no refund</td>
<td>once the 4th class begins there is no refund</td>
<td>once the 5th class begins there is no refund</td>
<td>once the 7th class begins there is No Refund</td>
</tr>
</tbody>
</table>

Exceptions to the Refund Policy:
Students may receive an exception to the refund policy for extraordinary circumstances beyond their control, provided that the request is made during the same semester in which the course is taken and that the circumstances can be documented. Maximum refunds under such circumstances will be equal to one refund level higher than the student received. Students who experience severe medical problems, a death in their immediate family, or are called into active duty may receive a 100 percent refund. Petitions are reviewed based on consultation with committee members from the faculty, advising and academic staff. The committee review is monthly and notification is sent by email to the student of the final decision. Appeals must follow the same submission process for review.

Download the petition form here https://portalcontent.johnshopkins.edu/bin/u/a/Petition_Form.pdf.
All petitions with supporting documentation must be submitted to: Registrar, Carey Business School, Johns Hopkins, 100 International Drive, Baltimore, MD 21202.

Student Assistance Program (JHSAP)

Being a student can sometimes be difficult. Balancing the demands of school, family, and work can be overwhelming at times. Managing even small life events can be more challenging when our time and energy is heavily committed.

As a result, students frequently experience significant amounts of stress during their professional education. Extra support and coping skills can be helpful in these situations.

Johns Hopkins University and the Carey Business School are committed to assisting in these challenging times. The Johns Hopkins Student Assistance Program (JHSAP) provides support to students dealing with pressures and problems they encounter during their academic careers. Services are free and confidential.

JHSAP is a life management tool that can help students identify stressors and manage them in a healthy way before more significant problems develop. Some common concerns are:

- Family/marital
- Depression
- Interpersonal relationships
- Life transitions
- School and work troubles
- Adapting to a new environment
- Stress and anxiety
- Eating disorders
- Academic performance
- Grief and mourning

Getting help is easy, convenient, and confidential. Just call the number listed below. Crisis counseling is always available to ensure that you get the assistance you need when you need it.
When a student calls JHSAP, we’ll talk to you briefly to understand the reason for your call. In most cases, we’ll then schedule an appointment for you to come in and speak with a JHSAP counselor. Our goal is to get to know you, understand what’s going on, and to talk about how to move forward in a healthy way. To do this, JHSAP offers the following services:

- Brief counseling for assistance with problems of daily living
- Consultation that supports academic and/or professional development
- Immediate support and management for crisis situations
- Identification and assessment of a mental health problem
- Referral to appropriate and accessible services and resources

Confidentiality—All counseling sessions, except as required by law, are confidential. No one will know you are using program unless you share this information with others, either by verbally discussing your participation or by signing a release of information requesting the program to share information with another party. JHSAP carefully follows State and Federal guidelines pertaining to confidentiality whereby if we become aware of harm to self or others, a duty to warn and/or protect may be applicable.

Eligibility and Cost—Services are offered to all active, for-credit students of the Carey Business School. Student eligibility is confirmed by checking JHED. There is no cost to students for using the program, and there is no limit on the number of times you may access services. Each time you contact the program, a counselor will listen to you and assess your concerns; together you will develop a plan to address the concerns. If longer term assistance is appropriate, you may be referred outside of the program for additional support; this can be through your health plan or community resources. In these circumstances, there may be fees associated with the other services and resources to which you are referred.

Contact Us—For more information or to schedule an appointment, call 443-997-7000 or toll-free 866-764-2317. The Johns Hopkins Student Assistance Program is a service of the Faculty and Staff Assistance Program (FASAP). Office locations are conveniently located throughout the Baltimore/Washington corridor to meet student needs. Out of town students may access services by calling the number above for consultation and will be directed to the appropriate resource or office.

STUDENT ORGANIZATIONS

Student organizations enhance the quality of life at the Carey Business School. Each year’s clubs are shaped by the interests of the current students—so if you don’t find what you’re looking for, there is an opportunity to create it!

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS

The mission of the newly established Johns Hopkins University Association of Information Technology Professionals is to empower Carey undergraduate and graduate students to become the foremost leaders in the arena of Information Technology and Systems by providing networking opportunities and current technology education and skill development. Our chapter organized through the National AITP and recognized as a student organization at JHU, began in November 2008. For more information, visit, www.jhuaitp.collectivex.com.

BLACK GRADUATE STUDENT ASSOCIATION

The purpose of the Johns Hopkins Black Graduate Student Association (BGSA) is to provide a support network whose ultimate aim is to promote the academic success of African, African American, and Afro Caribbean graduate students at Johns Hopkins University. Graduate students from all Johns Hopkins schools are welcome to attend. For more information, visit sites. https://sites.google.com/site/johnshopkinsbgsa/.

CAREYSERVES

CareyServes seeks to connect Carey Business School students, alumni, faculty, and staff with volunteer opportunities in our local and global communities. Through service to local non-profits and volunteer initiatives, we hope to grow relationships, learn about our communities, and
use our skills to assist others. For more information, please contact Allison Kooser at akooer1@jhu.edu or Lauren Drake at laurenmdrake@gmail.com.

**Chinese Student Association**
The Carey Business School Chinese Students Association (CCSA) is a student organization whose mission is to serve the Hopkins Chinese community by facilitating interaction and networking to improve social lives and promote career development. CCSA invites all students to join. To become a member please send an email to sitbochijhu@gmail.com.

**Choral Society**
The Choral Society, founded in 1883, remains the oldest student organization at Johns Hopkins. It is also the only non-auditioning singing group on campus, open to both graduates and undergraduate students, and to faculty and staff. Rehearsals are held weekly on the Homewood campus. For more information, visit the website at www.jhu.edu/~choral/.

**Delta Sigma Pi**
Established in 1907, Delta Sigma Pi is a professional fraternity for graduate and undergraduate business students that sponsors professional, social, and community service activities, as well as regional and national Delta Sigma Pi conferences. Upon graduation, Deltasigs may continue their participation through the Baltimore Alumni Chapter, one of the oldest and largest alumni chapters in the country. For further information, please visit the website at www.deltasig.jhu.edu/.

**Energy And Environment Club**
The mission of the Johns Hopkins Carey EEC is to be an active participant in the global effort to address our environmental challenges and energy needs. In addition, the club seeks to broaden our understanding of how finance, the environment and sustainable management practices play an important role in business today. For more information, contact Aaron Landgraf landgraf@jhu.edu.

**Entrepreneurship Club**
The Johns Hopkins Carey Business School Entrepreneurship Club is dedicated to nurturing, facilitating, and guiding entrepreneurial ideas from inception to fruition, as well as sharing technical knowledge and industry expertise. All graduate and undergraduate students and alumni may join. For more information, contact Nate Bender nbender3@jhu.edu.

**Fellowship Club**
The Johns Hopkins Carey Business School Fellowship Club is philanthropic and its purpose is to create and promote talented and experienced professionals for Fortune 500 companies over a wide range of industries by consultant based projects, charity events, and conferences. The organization allows membership in any of its committees by all students, alumni, faculty, administrators, and members of the Johns Hopkins community who have an interest in our purpose. For further information, submit an inquiry via email to Jeffrey Coats jcoats1@jhu.edu.

**Finance Club**
The Carey Business School Finance Club offers a professional development forum for graduate-level business students and alumni interested in studying and learning more about the discipline of finance and its related fields. Additionally, the club provides networking opportunities for business students, faculty and the business finance community. For more information, please visit http://web.jhu.edu/financeclub.

**Healthcare Business Association**
The Johns Hopkins Carey Business School Healthcare Business Association is a student organization within the Carey Business School with a mission to provide a forum for students to learn about the business of healthcare, to interact with alumni and current members of the Johns Hopkins institution who are interested in healthcare, and to meet with industry leaders and key decision makers within the healthcare industry—biotechnology, medical devices, healthcare services, providers, payers, health financial institutions (i-banking, venture capital,
private equity), healthcare consulting, and government. The goal of the HBA will be to ratify the image of the Carey Business School as a school with a stronghold in the industry of healthcare and to expand the image of Johns Hopkins as an international leader of healthcare and medicine into the business world. Please contact Benjamin Seo for more information: benjamin.seo@gmail.com.

**INTERNATIONAL BUSINESS CAREER CLUB**

The Carey Business School International Business Career Club (JHUIBCC) provides a forum for professional development of graduate business students and alumni who are interested in studying and learning more about international business. The purpose of the club is to encourage interaction among business students, faculty and the international business and international development community. The club also works to develop professional networks and to provide access to knowledge through corporate presentations, round table discussions, field trips, and other unique opportunities. For further information, please visit [www.jhu.edu/cibcc/](http://www.jhu.edu/cibcc/).

**KOREAN STUDENT ASSOCIATION**

The Johns Hopkins Carey Business School Korean Student Association seeks to enhance the academic and vocational cooperation and network among members, promote friendship between members, and promote a better understanding about Korea and the Korean culture within the university and community. For more information, contact Eunsik Chang echang816@gmail.com.

**MARKETING CLUB**

The Carey Business School Marketing Club provides students with academic, recruiting and networking assistance to prepare for successful marketing careers. Specifically, the club works closely with faculty, alumni, students, and marketing executives to expand learning beyond the classroom by partnering with leading companies and Hopkins’ Career Services to provide recruiting and interviewing preparation. The Marketing Club serves as a marketing resource to the Hopkins community and provides support to students through mentorship and networking opportunities. For further information, please send an email to marketingclub@jhu.edu.

**NET IMPACT CHAPTER**

Net Impact is an international nonprofit organization whose mission is to make a positive impact on society by growing and strengthening a community of leaders who use business to improve the world. Net Impact offers a portfolio of programs to educate, equip, and inspire more than 10,000 members to make a tangible difference in their universities, organizations, and communities. For more information about the Johns Hopkins Carey Baltimore Chapter, please email marydrey@gmail.com or visit [http://careynetimpact.wordpress.com/about/](http://careynetimpact.wordpress.com/about/).

**REAL ESTATE FORUM**

The Real Estate Forum was founded in 1993 for alumni, students, faculty, and affiliates from the Real Estate Program at Johns Hopkins. Its goals are to build professional and social bonds through educational and other networking gatherings, promote the Allan L. Berman Real Estate Institute, and provide public service programs to support community needs.

**SOCIETY OF MINORITY BUSINESS LEADERS**

The Johns Hopkins Carey Business School Society of Minority Business Leaders (SMBL) was established in 2009. SMBL encourages professional development and networking opportunities for minority business students and alumni. The SMBL also advocates for service in the surrounding communities. SMBL is open all Carey Business School students and alumni. If would like more information about the SMBL, please email the SMBL Executive Board at SMBL@jhu.edu.
TEXTBOOK INFORMATION
Carey Business School textbooks are available for purchase through MBS Direct. Call MBS Direct at 800-325-3252, or access the Carey Business School MBS Direct site http://bookstore.mbsdirect.net/jhu-carey.htm.

TRANSCRIPTS
Transcripts may be ordered in the following ways:

Online at the National Student Clearinghouse.

In Person at each center by filling out the transcript request form.

By Mail: complete, print, and mail the transcript request form to:

Johns Hopkins Carey Business School
Office of the Registrar
100 International Drive, 12th floor
Baltimore, MD 21202-1109

Same-day service is available at a cost of $10 per transcript. (Requests need to be made between 8:30 a.m. and 4:00 p.m. for same-day service at the Harbor East office only.)

Multiple Copies (in-person and mail requests): You may order up to 5 transcripts in person or by mail. Any additional transcripts ordered will be $5.00 each.

Please note the following policies regarding transcripts:
• Photocopies of transcripts from other domestic educational institutions will not be made available to you. These documents are submitted specifically for consideration of admission and cannot be made available for any other use.
• You must request transcripts from previously attended colleges and universities directly from those institutions. Requests for photocopies of transcripts from international educational institutions, however, will be considered due to the difficulty of obtaining those documents directly.
• Note: Your transcript will not be released without your signed authorization. Also, transcripts and grades are not issued to you if you have an outstanding financial obligation to the university.
• Requests to inspect and/or receive copies of documents (other than transcripts from previous institutions and confidential letters of recommendation) maintained in your academic record may be submitted under the provisions of the Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA), as amended. Each October, the University publishes its policy on family educational rights and privacy in the Gazette. Copies of this policy can be obtained by calling the Office of the Registrar at 410-234-9350.
• Requests for inspection of academic records must be submitted to the registrar. The request must be submitted in writing with an original signature to:
  Johns Hopkins Carey Business School
  Office of the Registrar
  100 International Drive, 12th floor
  Baltimore, MD 21202-1109

Faxed requests will not be honored. For further information or questions, contact the Office of the Registrar at 410-243-9250.

TRANSPORTATION
For links and information to help you find the best way to get around the Baltimore and Washington DC areas, visit http://carey.jhu.edu/admissions/student_resources/transportation.html.

The Carey Business School home is in Baltimore’s Harbor East neighborhood at 100 International Drive, Baltimore MD 21202.

There are many different ways to travel into and throughout downtown Baltimore City. Below are some links and information to help you find the best way to get around downtown.

Mass Transportation
The Maryland Transit Administration, MTA, manages public transit in the greater Baltimore
region and has a range of options. The Charm City Circulator, new to Baltimore City spring 2010, is a FREE shuttle service with routes throughout the city. For routes and stops, visit www.charmcitycirculator.com/. The purple route will have a stop at the Downtown Baltimore Center and the orange and green routes will have stops in Harbor East.

The Light Rail operates from Hunt Valley through downtown and ends at BWI or Glen Burnie. The Metro Subway runs between Owings Mills and Johns Hopkins Hospital, with a number of stops in the downtown area. Local buses serve the city and Baltimore County, while commuter buses are express lines that run from Laurel, Columbia, Bel Air, and Havre de Grace to downtown Baltimore. The MARC is a commuter rail system with three lines that service West Virginia, Frederick, Washington DC, Baltimore, and Perryville, with stops in between. For more information, a trip planner, schedules, maps, and fares, visit www.mtamaryland.com or call 410-539-5000.

For more information about getting around downtown Baltimore, visit http://www.godowntownbaltimore.com/GettingAround/index.aspx.

Baltimore Collegetown Shuttle Bus
Johns Hopkins is also part of a consortium of schools in the Baltimore area that run the Baltimore Collegetown Web site and shuttle service. The closest shuttle stop to the Carey Business School in Harbor East is the Inner Harbor stop. More information is available at http://www.baltimorecollegetown.org/shuttle/.

**TUITION AND FEES**

Prior to the first day of the summer, fall, and spring semesters, students may select from a number of payment options (refer to the Student Accounts section for details). Registration cannot be processed unless accompanied by appropriate payment or selection of an available payment option.

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Application Fee</th>
<th>Matriculation Fee</th>
<th>Registration per semester</th>
<th>Graduation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johns Hopkins Global MBA</td>
<td>$46,000</td>
<td>$100</td>
<td>$500</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Part-time MBA Programs</td>
<td>$1,010/credit</td>
<td>$100</td>
<td>No</td>
<td>$60</td>
<td>$150</td>
</tr>
<tr>
<td>Executive MBA</td>
<td>TBA</td>
<td>$100</td>
<td>$500</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Part-time MS Programs</td>
<td>$1,010/credit</td>
<td>$100</td>
<td>No</td>
<td>$60</td>
<td>$150</td>
</tr>
<tr>
<td>Full-time MS in Real Estate</td>
<td>$49,500 (accelerated one-year, 36-credit program)</td>
<td>$100</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Certificates</td>
<td>$1,010/credit</td>
<td>$70</td>
<td>No</td>
<td>$60</td>
<td>$150</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$750/credit</td>
<td>$70</td>
<td>No</td>
<td>$60</td>
<td>$150</td>
</tr>
</tbody>
</table>

**Late Registration Fee**
Students registering for the first time during a given term on or after the day of the first class meeting will be charged the $100 late fee in addition to the registration fee of $60.

**Late Payment Fee**
A late payment fee of $100 will be assessed if payment for tuition and fees is not received by the specified due date listed on the monthly electronic bills.

**Returned Check Fee**
A $35 returned check fee will be assessed on all paper and electronic Automated Clearing House (ACH) check payments that are returned by the bank.

**Payment Plan Collection Fee**
Students who are terminated from the Monthly Payment Plan will be charged a $50 termination fee by Johns Hopkins University.
Laboratory Fees
Laboratory fees are included in tuition fees in certain courses (noted in the online course schedule listing).

Graduation Fees
A fee of $150 for all undergraduate and graduate degree candidates and $75 for all certificate can-
didates is required. The fee must be submitted with the Application for Graduation. The application must be submitted by the appropriate deadline.

All fees are nonrefundable.

TUTORING
The Carey Business School offers the Tutor Referral Network Program to all students. Current and former students who have excelled in a certain course or discipline provide tutoring for a fee. Please call 410-234-9240 or email carey.student@jhu.edu for a listing of tutors. You may also apply to be a tutor by sending your current resume and your transcript.

UNIVERSITY POLICIES AND CAREY BUSINESS SCHOOL POLICIES

ALCOHOL AND DRUG ABUSE AND A DRUG-FREE ENVIRONMENT
Johns Hopkins University recognizes that alcoholism and other drug addictions are illnesses that are not easily resolved by personal effort and may require professional assistance and treatment. Faculty, staff, and students with alcohol or other drug problems are encouraged to take advantage of the diagnostic, referral, counseling, and preventive services available throughout the University. Procedures have been developed to assure confidentiality of participation, program files, and medical records generated in the course of these services.

Substance or alcohol abuse does not excuse faculty, staff, or students from fulfilling their employment or academic responsibilities. Individuals whose work or academic performance is impaired as the result of the use or abuse of alcohol or other drugs may be required to participate in an appropriate diagnostic evaluation and treatment plan. Further, use of alcohol or other drugs in situations off campus or removed from University activities that in any way impairs work performance is treated as misconduct on campus. Students are prohibited from engaging in the unlawful possession, use, or distribution of alcohol or other drugs on University property or as a part of University activities.

It is the policy of Johns Hopkins University that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on the University property or as a part of University activities. Individuals who possess, use, manufacture, or illegally distribute drugs or controlled dangerous substances are subject to University disciplinary action, as well as possible referral for criminal prosecution. Such disciplinary action of faculty and staff may, in accordance with the University policy on alcohol abuse and maintenance of a drug-free workplace, range from a minimum of a three-day suspension without pay to termination of University employment. Disciplinary action against a student may include expulsion from School.

As a condition of employment, each faculty and staff member and student employee must agree to abide by the University’s Drug-Free Workplace Policy, and to notify the divisional human resources director of any criminal conviction related to drug activity in the workplace (which includes any location where one is in the performance of duties) within five days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within 10 days after the notice is received.
ANTI-HARASSMENT POLICY

Preamble
The Johns Hopkins University is committed to providing its staff, faculty and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect. The free and open exchange of ideas is fundamental to the University’s purpose. It is not the University’s intent in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

POLICY AGAINST DISCRIMINATORY HARASSMENT

1. The University is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual’s gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression (for the purposes of this policy, “gender identity or expression” refers to an individual’s having or being perceived as having a gender-related self-identity, self-image, appearance, expression, or behavior, whether or not those gender-related characteristics differ from those associated with the individual’s assigned sex at birth), veteran status, or other legally protected characteristic is prohibited. The University will not tolerate harassment, sexual harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to Hopkins while they are on campus. Each member of the community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

2. For purposes of this policy, harassment is defined as:
   a) any type of behavior which is based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, that
   b) is so severe or pervasive that it interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

3. Harassment when directed at an individual because of his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, personal appearance, veteran status, or any other legally protected characteristic may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.

4. Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:
   a) submission to such conduct is made implicitly or explicitly a term or condition of an individual’s employment or participation in an education program
   b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement, or
   c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate e-mails of a sexual or offensive nature; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working or educational environment.
5. Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited. Intentionally making a false accusation of harassment is also prohibited.

Responsibilities Under this Policy

The University is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to the full range of sanctions, up to and including termination of his/her University affiliation.

1. All individuals are expected to conduct themselves in a manner consistent with this policy.

2. Staff, faculty and/or students who believe that they have been subject to discriminatory harassment are encouraged to report, as soon as possible, their concerns to the Office of Institutional Equity, their supervisors, divisional human resources or the office of the dean of their school. The University provides a network of confidential consultants by which individuals can discuss concerns related to discriminatory harassment.

3. Individuals who witness what they believe may be discriminatory harassment of another are encouraged to report their concerns as soon as possible to the Office of Institutional Equity, their supervisors, divisional human resources or the office of the dean of their school.

4. Complainants are assured that reports of harassment will be treated in a confidential manner, within the bounds of the University’s legal obligation to respond appropriately to any and all allegations of harassment.

5. Managers, including faculty managers, who receive reports of harassment, should contact human resources or the Office of Institutional Equity for assistance in investigating and resolving the issue.

6. Managers, including faculty managers, are required to implement corrective action where, after completing the investigation, it is determined corrective action is indicated.

7. The University administration is responsible for ensuring the consistent application of this policy.

Procedures for Discrimination Complaints Brought Within Hopkins

Inquiries regarding procedures on discrimination complaints may be directed to the Vice Provost for Institutional Equity, or the Director for Equity Compliance & Education, Garland Hall, 130, Homewood Campus, 410-516-8075, 410-516-6225 (TTY).

Nondiscrimination Policy for Students

Johns Hopkins University is committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff, and students. As such, Johns Hopkins does not discriminate on the basis of gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic in any program or activity administered by the University or with regard to admission or employment. Defense Department discrimination in ROTC programs on the basis of sexual orientation conflicts with this University policy. The University continues its ROTC program, but encourages a change in the Defense Department Policy.

Questions regarding access to programs following Title VI, Title IX, and Section 504 should be referred to the Office for Institutional Equity for the University, Garland Hall, Homewood Campus, 410-516-8075/410-516-6225 (TTY).

Campus Violence

The Johns Hopkins University is committed to providing a learning and working environment that is safe for all members of the University community. The University will not tolerate violent acts on its campuses, at off-campus locations administered by the University, or in its programs. This policy of “zero tolerance” extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff, or visitors to the University.

The University urges individuals who have experienced or witnessed incidents of violence
to report them to campus security. Alternatively, students are urged to report concerns about violence to the divisional office responsible for student matters, faculty to the divisional office responsible for faculty matters, and staff to the applicable human resources offices.

The University will not permit retaliation against anyone who, in good faith, brings a complaint of campus violence or serves as a witness in the investigation of a complaint of campus violence. Carey Business School students should report such acts of violence to the Student Services Office at 410-516-9739.

**Privacy Rights of Students (FERPA)**

Notice is hereby given that the Carey Business School of the Johns Hopkins University complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), as amended, and regulations promulgated thereunder. Eligible students, as defined in the regulations, have the right: (1) to inspect and review their education records, as defined in the regulations; (2) to request the amendment of their education records if they are inaccurate, misleading, or otherwise in violation of the student’s rights; (3) to consent to the disclosures of personally identifiable information in their education records except to the extent permitted by law, regulation, or University policy; and (4) to file a complaint with the U.S. Department of Education if the University has failed to comply with the requirements of law or regulation.

The University's policy on Family Rights and Privacy is published periodically in the Johns Hopkins Gazette, and copies of the policy are available online at [www.jhu.edu/news_info/policy/ferpa.html](http://www.jhu.edu/news_info/policy/ferpa.html) or from the Office of the Registrar, Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD 21202.

**Retention of Records**

The academic record includes all documents related to an individual student such as application for admission, letters of recommendation, etc., as well as the record of academic performance commonly referred to as the transcript.

- Retention of student records is dependent on an individual’s student status within the Carey Business School.
- Records for individuals who are denied admission are retained for a period of one year.
- Records for students who are admitted to a program but do not register for courses are retained for a period of one year.
- Records for students who are admitted to a program, enroll, but do not complete the program and do not graduate are retained for six years after the last term of enrollment.

Records for students who are admitted to a program and graduate from that program are retained permanently.

Transcript records are archived permanently in the Office of the Registrar. Documentation pertaining to registration is held only for a period of five years. If any questions should arise regarding documentation of enrollment in a course beyond that five-year period, it will be the student’s responsibility to produce proper documentation to support any claim for a change to their record.

**Sexual Assault**

The Johns Hopkins University is committed to providing a safe educational and working environment for its faculty, staff and students. The University has adopted a policy addressing sexual assaults and offenses involving sexual violence in order to inform faculty, staff and students of their rights in the event they are involved in an assault and of the services available to victims of such offenses.

Members of the University community who are the victims of, or who have knowledge of, a sexual assault occurring on University property, or occurring in the course of a University sponsored activity, or perpetrated by a member of the University community, are urged to report the incident to campus authorities promptly. Persons who are victims of sexual assault will be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the sexual assault occurred. Campus security and the Office of the General Counsel will provide assistance to a complainant wishing to reach law enforcement authorities.

A victim of an assault on University property should immediately notify campus security who will arrange for transportation to the nearest hospital. Persons who have been sexually
assaulted will be taken to a hospital in Baltimore City designated as a rape treatment center. Mercy Hospital, 301 St. Paul Place 410-332-9000 is the current designated center for adult examination and treatment. This hospital is equipped with the State Police Sexual Assault Evidence Collection Kit.

The University will provide counseling to any member of the Hopkins community who is a victim of sexual assault and also will provide information about other victim services. Students can seek the assistance of counseling through their divisional counseling offices, and members of the faculty and staff can seek assistance through the Faculty and Staff Assistance Program (FASAP). A student who is a victim of sexual assault may request a transfer to alternative classes or housing if necessary to allay concerns about security. The University will try to accommodate the request if such classes and housing are reasonably available.

Persons who are the victims of sexual assault also may pursue internal University disciplinary action against the perpetrator. The University's disciplinary process may be initiated by bringing a complaint of sexual assault to the attention of a dean, department chairman or director, supervisor, divisional human resources office, or security office. The University's Associate Director for Compliance & Conflict Resolution also is available to render assistance to any complainant. Allegations of sexual assault will be investigated by the appropriate security offices and any other offices whose assistance may be valuable for gathering evidence. The University reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the University community and whether or not criminal charges are pending.

Disciplinary actions against students accused of sexual assaults will be processed by the appropriate student affairs office of the School or campus attended by the accused student in accordance with established disciplinary procedures pertaining to the School in which the student is enrolled. Disciplinary actions against staff members will be governed by the procedures set out in the University's personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of the dean of the appropriate academic division according to the procedures established by that division. Both a complainant and the person accused of a sexual assault will be afforded the same opportunity to have others present during a University disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in University disciplinary proceedings.

Both the complainant and the accused will be informed of the resolution of any University disciplinary proceeding arising from a charge that a sexual assault has been committed. The disciplinary measures which may be imposed for sexual assault will vary according to the severity of the conduct, and may include expulsion of a student from the University and termination of the employment of a member of the staff or faculty.

**Student Social Security Number Protection and Use**

In 2003 Johns Hopkins University (JHU) issued to its faculty and staff specific guidance for the protection and use of the student's social security number (SSN). This policy statement clarifies and extends that prior guidance. University-wide implementation of this policy, which applies to the entire JHU community, is guided by the following objectives and needs:

1. Broaden awareness about the confidential, protected nature of the student SSN.
2. Reduce reliance on the student SSN for identification purposes.
3. Establish consistent University-wide and divisional student SSN protection and use policies and practices.
4. Increase student confidence surrounding handling of their SSN.

JHU is committed to ensuring privacy and proper handling of confidential information it collects and maintains on faculty, staff and students, including the SSN which is required for state and federal government reporting purposes. It is the policy of JHU to protect the privacy of the student SSN and to place appropriate limitations on its use throughout admission, financial aid, billing and registration processes—both within and outside of JHU information systems. The collection, use and dissemination of student SSNs or any part thereof for other purposes is prohibited.

This policy outlines acceptable use of the student SSN, limits use to business purposes
only, and establishes procedures to assure that University employees and students are aware of and comply with the Family Educational Rights and Privacy Act of 1974, the Maryland Social Security Number Privacy Act and other applicable laws and regulations.

1. JHU considers the student SSN or any part thereof to be “personally identifiable information” under the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. No part of a student SSN may be publicly displayed or released (e.g., via e-mail to multiple students, student rosters, bulletin boards, etc).

3. The student SSN may be collected as part of the application process and required for registration at JHU. The student SSN is also generally required for certain government reporting and as part of applying for financial aid, billing and employment.

4. The risk of unauthorized disclosure of the student SSN increases with each additional electronic or paper copy of the SSN. Divisional leadership is responsible for ensuring that the number and scope of physical and electronic repositories of SSN are kept to the minimum necessary.

**Requirements for Electronic Data**

“SSN Data” include any aggregation or collection of JHU student SSN stored, processed or transmitted in an electronic format. Examples of these include: enterprise databases, small databases such as MS Access, Web pages, e-mail, spreadsheets, and tables or lists in word processing documents.

1. Student SSN Transmission by E-Mail, Instant Messaging, Etc. SSN Data may not be transmitted (e.g., e-mail, instant messaging) to parties outside JHU without appropriate security controls. Generally, such controls include encryption and authentication of recipients (e.g., password protection of files). Great care is to be taken to ensure that e-mails are sent only to intended recipients.

2. Student SSN Transmission by Fax. A student SSN may not be faxed except as required by law or as part of an essential administrative process (e.g., financial aid, tax reporting, transcripts). In such cases, reasonable and appropriate security controls must be established and maintained to protect confidentiality (e.g., verifying fax numbers; cover sheets; marking documents as confidential; including sender phone number).
3. Storage of Student SSN Data. JHU student administration databases and datasets may not store or otherwise maintain a student SSN, except as required for government reporting or other specific business purposes. Carey Business School leadership is responsible for:
   a. maintaining an up-to-date inventory of SSN databases and datasets
   b. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique Identifier)
   c. documenting security controls and risk remediation
4. Administrative Research with SSN Data. Electronic data maintained for institutional research, enrollment planning, and University planning are considered to be administrative research data for the purposes of this policy. Administrative research databases or datasets may continue to store or otherwise maintain student SSN so long as divisional leadership is responsible for:
   a. maintaining an up-to-date inventory of SSN databases and datasets
   b. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique Identifier)
   c. documenting security controls and risk remediation
5. Academic Research with SSN Data. Research databases that include student SSN as a data element must be disclosed by the investigator to the appropriate institutional review board. Researchers are responsible for:
   a. maintaining an up-to-date inventory of SSN databases and datasets
   b. minimizing the use of SSN (including use of substitutes such as partial SSN and the Hopkins unique identifier)
   c. documenting security controls and risk remediation

REFERENCES
- Johns Hopkins Information Technology Policies [www.it.jhu.edu/policies](http://www.it.jhu.edu/policies)

PHOTOGRAPHY AND FILM RIGHTS POLICY

The Johns Hopkins University reserves the right from time to time to film or take photographs of faculty, staff, and students engaged in teaching, research, clinical practices, and other activities, as well as casual and portrait photography or film. These photographs and films will be used in such publications as catalogs, posters, advertisements, and recruitment and development materials, as well as on the University’s Web site, for various videos, or for distribution to local, state, or national media for promotional purposes. Classes will be photographed only with the permission of the faculty member.

Such photographs and film—including digital media—which will be kept in the files and archives of Johns Hopkins University, will remain available for use by the University without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this policy that the University reserves the right to alter photography and film for creative purposes. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact the Johns Hopkins University Office of Communications and Public Affairs at 443-287-9900. Faculty and students are advised that persons in public places are deemed by law to have no expectation of privacy and are subject to being photographed by third parties. Johns Hopkins University has no control over the use of photographs or film taken by third parties, including, without limitation, the news media covering university activities.

RECORDING AND NON-CLASS USE OF CLASS MATERIALS

Unless explicitly allowed by the instructor, course materials, class discussions, and examinations are created for and expected to be used by class participants only. The recording and rebroadcasting of such material, by any means, is forbidden. Violations are subject to sanctions under the Honor Code.
Unaccompanied Children Policy

In order to promote a strong learning environment and the safety of the children of Carey students, Carey students may not bring children, ages 0–17 years, to the Carey campuses without adult supervision. Children may not attend classes with a Carey student unless pre-arranged by an instructor for curriculum purposes. The Carey Business School is not responsible for the welfare of unsupervised children, and any child left unsupervised will be asked to leave the campus with his/her related Carey student.

Verification of Enrollment or Degree Requests

Requests for verification of enrollment or degrees earned can be submitted in the same manner as transcript requests. In addition, verification requests can be made by telephone at 410-234-9250 or by email to the Office of the Registrar. The information required to process the request is:

- Name
- Social Security Number
- Name(s) and address(es) of recipient(s)

For more information or assistance, contact the Office of the Registrar at 410-234-9250.

Veterans Assistance

Johns Hopkins is approved by the Maryland Higher Education Commission for training veterans and the widows and children of deceased veterans under provisions of the various federal laws pertaining to veterans' educational benefits.

Information about veterans' benefits and enrollment procedures may be obtained from the Department of Veterans Affairs at http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp or from the Office of the Registrar, Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD, 21202.

Students eligible for veterans' educational benefits register and pay their University bills in the same manner as non-veteran students. Reimbursement is made by the Department of Veterans Affairs on a monthly basis. The amount of reimbursement is determined by the veteran's course load and the number of dependents and is based on the following:

- Full time: 12 credits per term-undergraduate; 9 credits per term-graduate
- Three-quarter time: 9 to 11 credits per term-undergraduate; 7 to 8 credits per term-graduate
- Half time: 6 to 8 credits per term-undergraduate; 5 to 6 credits per term-graduate
- Quarter time: 1 to 5 credits per term-undergraduate; 1 to 4 credits per term-graduate

Note: This time scale applies only to regular, semester-long courses; i.e., courses meeting regularly for the entire length of the semester. Any course that meets for a compressed period, for example, January intersession, is required by the Department of Veterans Affairs to be certified separately and generally have a different time status assigned that could affect benefits. Contact the VA Certification Officer in the Office of the Registrar at carey.registration@jhu.edu with any questions about these types of courses.

To obtain reimbursement, a veteran must comply with the following procedures:

Initial Enrollment

1. The veteran must first apply and be admitted to one of the schools of the University.
2. He or she then obtains an Application for Program of Education of Training (VA Form 22-1990) from the Department of Veterans Affairs. Forms are available at http://vabenefits.vba.va.gov/vonapp/about_vonapp.asp Once logged in you will find links to various veterans’ forms required to apply for Veterans Benefits.
3. After completing the application, the veteran sends it, along with a certified copy of the DD214, Copy 4, to the following address:

Veteran’s Certification Officer
Office of the Registrar
Johns Hopkins Carey Business School
100 International Drive
Baltimore, MD 21202
**Transfers**

When transferring from another college or university, the veteran must obtain a Request for Change of Program or Place of Training (VA Form 22-1995) from the Department of Veterans Affairs by logging into the online application as mentioned above and submit the completed form to the Veteran’s Certification Officer.

**Re-Enrollment**

A student who received veteran’s benefits while attending the University during the preceding fall or spring semester and who plans to re-enroll with no change of objective needs only to advise the certifying official in the Office of the Registrar when submitting registration materials that re-certification under the provisions of the original VA form 22-1990 is desired.

Students receiving veteran’s benefits must pursue a program of courses that leads to the exact objective (normally a degree or certificate) indicated on the original VA application. Any change in program or objective requires submission of a Request for Change of Program (VA Form 22-1995).

Veterans are required immediately to advise the certifying official in the Office of the Registrar at 410-234-9250 regarding any change in their program or status that might affect the amount of their monthly payment from the VA. Failure to do so causes the Department of Veterans Affairs to seek restitution from the veteran of a resulting overpayment of benefits.

**Waiver Exams**

Students who have expertise in material covered in required courses may seek a course waiver. All students seeking a course waiver must fill out a waiver request form. The course waiver form must include evidence of professional certification or previous course work. Only course work completed within the last five years with a grade of B- or better is considered in the waiver decision. If a waiver is granted, the student must complete the equivalent number of credits in an advanced course.

Should a waiver not be granted based on the information provided, the student may take a waiver examination. The waiver exam should be taken prior to the student’s first semester and must be taken no later than prior to the second semester. A waiver will be granted automatically if the student passes the waiver examination. Students who pass the waiver examination must complete the equivalent number of credits in an advanced course before the beginning of their second semester. Students who pass the waiver exam are exempt from taking the course but are required to replace the course with another advanced class of their choosing.

**Exam Format & Student Preparation:**

- Time allotted for each exam is two hours.
- Minimum passing score for all proficiency exams is 75%.
- Study guides for each exam are available on Blackboard on the left column under individual disciplines and on the student portal at https://my.johnshopkins.edu/uPortal/render.userLayoutRootNode.up.

**Registering and Scheduling an Exam:**

- Waiver exams are administered two times a year—in January and in August.
- Students must complete registration and scheduling seven to ten days before the exam is administered. Some test times fill up quickly, to ensure your first choice day; we recommended that students call to schedule their testing appointment as early as possible.
• To register, students must submit a registration form or register online, and submit a non-refundable payment of $100 (fee subject to change without notice) per exam to the Office of the Registrar. (If the student is not registered for any courses that semester, the student will also be required to pay an additional one-time per semester registration fee of $60.) Any questions pertaining to registration for waiver exams should be directed to the Records and Registration Office at 410-234-9250. Students who are paying with JHU tuition remission should contact their Human Resources Office for clarification regarding the pass/fail policy. Please note the following:
  • Waiver exams are to be taken during the semester in which registration occurs.
  • If a student is unable to reschedule an exam, an add/drop form (dropping the scheduled waiver exam) must be submitted to the Records and Registration Office.
  • Registration for waiver exams does not carry over to the next semester. Semesters are defined as: August (fall) and January (spring).
  • To schedule a day and time to take the exam, please contact Student Services at 410-234-9240 or email carey.student@jhu.edu.

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<thead>
<tr>
<th>Courses for which waiver exams are offered:</th>
<th>Corresponding Waiver Exams:</th>
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<tr>
<td>The Firm and the Macro-Economy (220.610)</td>
<td>Waiver Exam for The Firm and the Macro-Economy (220.001)</td>
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<tr>
<td>Customer Focused Marketing (410.620)</td>
<td>Waiver Exam for Customer Focused Marketing (410.001)</td>
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<td>Decision Models (520.601)</td>
<td>Waiver Exam for Decision Models (520.001)</td>
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HARBOR EAST SHOPPING, DINING, etc.

HARBOR EAST DINING

Bagby Pizza Company
1006 Fleet St, 21202
Phone: 410-605-0444
http://bagbypizza.com/
Reviews on this local pizzeria are mixed. Some love its thin crust; others think it is too pricy for what it is. We think—bottom line—great thin crust pizza, but it must be eaten immediately in-restaurant or else it gets cold. Bring your own wine/beer (pick up a bottle at Bin 604 down the street). They just added pizza by the slice which should make it more competitive in this area.

Charleston
1000 Lancaster Street, 21202
Phone: 410-332-7373
www.charlestonrestaurant.com
Perennially named the best restaurant in town (because in our opinion it absolutely is) and priced to match. Total splurge—order the tasting menu with wine pairings. For the most special occasions—perhaps after landing the job or internship!

Chius Sushi
608 South Exeter Street, 21202
Phone: 410-752-9666
www.chiussushi.com
Better sushi than Ra, but no good specials, apart from a few (very few) at lunch. When you need the good sushi, head here but be prepared to pay a bit more—though not extravagant by any means.

Cinghale
822 Lancaster Street, 21202
Phone: 410-547-8282
www.cgeno.com
Baltimore’s culinary star Cindy Wolf dazzles in this Italian palazzo. Well, it’s not quite palazzo-nice, but it’s certainly classy and up-scale. The service is impeccable. The food is good, though most say it is not worth the hefty price tag. One of the best bars in town—particularly if you are in the mood for wine. Tuesday night they have several bottles for half price—a great bargain! Another bargain is the Sunday Supper option which is a reasonably priced prix-fixe with antipasto, pasta and dessert.

Flemings
720 Aliceanna Street, 21202
Phone: 410-332-1666
www.flemingssteakhouse.com/locations/md/baltimore
A chain, but still included here because of its proximity to the school. If you don’t want to wait for parents or others to take you here, check out the happy hour prices. Large plates of their great food are only $6. Specials change periodically, but don’t miss the crabcakes (yes, for a steak place, the crabcakes are excellent).

James Joyce
616 President Street, 21202
Phone: 410-727-5107
www.thejamesjoycepub.com
Every area needs a fun Irish bar and we have one of the best right in our neighborhood. Traditional Irish fare, and reasonable prices. Great outdoor patio when the weather is nice.

Lebanese Taverna
719 South President Street, 21202
Phone: 410-244-5533
www.lebanesetaverna.com/restaurants/baltimore/
This is the closest restaurant to the school, and one with great weekday specials. Current favorites are the ’Three- 4 Twelve’ happy hour on weeknights and the Monday and Tuesday late night snack specials. Pretty good Lebanese food, decent portions and delicious bread with every meal. Definitely one to check out.

Oceanaire
801 Aliceanna Street, 21202
Phone: 443-872-0000
www.theoceanaire.com/locations/baltimore/
Another of Harbor East’s upscale chain restaurants, but always good and fresh seafood. Out of the price range for us most of the time, but definitely a place to splurge once in a while—especially during restaurant week when they have their same menu (mostly) for an even better price.
Pazo
1425 Aliceanna Street, 21231
Phone: 410-534-7296
www.pazorestaurant.com
The place to see and be seen. With an authentic Spanish ambience designed in a huge warehouse, Pazo has a provincial yet modern European feel. Cinco Happy Hour it reasonable priced, but regular prices are steep for us. And, the food doesn't quite measure up to the price. Great for a special occasion when the atmosphere has to be top-notch. Dress to impress.

Ra
1390 Lancaster Street, 21231
Phone: 410-522-3200
http://rasushi.com/
Mediocre sushi but innovative rolls (don't miss the Tootsy Maki and the Viva Las Vegas Roll—you've never seen a roll like it). Plays pretty loud music for a seemingly hip sushi spot. Best during happy hour for cheap sushi, appetizers, $2 sakes, and also great lunch specials. Be ready to wait in line on a weekend night, but if you can grab one of the high-top tables in the lounge you can watch the scene unfold.

Roy’s
720 Aliceanna Street, 21202
Phone: 410-659-0099
www.roysrestaurant.com/locations/MD/baltimore.asp
Just opened for lunch. Another pretty place around the school and another chain, but very good food in an upscale setting. Try the Hawaiian martini—it’s like vacation in a glass.

Taco Fiesta
618 South Exeter Street, 21202
Phone: 410-234-3782
www.tacofiesta.com/
Fast-food Mexican food and a step above most national chains. Cheap and filling.

Talara
615 President Street, 21202
Phone: 410-528-9883
www.talarabaltimore.com
A pricey fusion of Asian and Latin cuisines, this place attracts the young professional crowd for the atmosphere and innovative food. Expensive and not quite worth it. Best to go during happy hour when prices are cheaper. Décor is one of the best in town, with big windows offering full view of the street and bars.

Teavolve
1401 Aliceanna Street, 21231
Phone: 410-522-1907
www.teavolve.com
Open early in the morning until late at night, this small café has free internet access all day. With the tall windows and good food, this is the place to go when you need a somewhat quiet (though certainly not silent) atmosphere to focus on work. Or just a fun place to grab a cup of tea with friends (and, yes, they have wonderful coffee too, in addition to their signature teas). A good place for brunch, delicious fruit smoothies and, of course, all kinds of tea-infused drinks.

Vino Rosina
507 S. Exeter Street, 21202
Phone: 410-528-8600
www.vinorosina.com
One of Harbor East’s newest additions. Top Chef fans may be interested that last season’s Jesse Sandlin is the Chef at this new creation from the owners of Rosina Gourmet sandwich shop. Only upscale fare here, along with a fun wine bar and cool innovative setting. They are still working out the kinks, but we are betting that they get it right soon.

Little Italy Dining

Aldo’s
306 South High Street, 21202
Phone: 410-727-0700
www.aldositaly.com
The best of the upscale Italian restaurants in a section of town known for them. Go during restaurant week when prices are reasonable or for when parents and relatives visit in order to get the full experience.

Amicci’s
231 South High Street, 21202
Phone: 410-528-1096
www.amiccis.com
Reasonably priced, huge portions of above average, home-style Italian comfort food. This no frills restaurant (though oddly enough it has a more upscale bar) gives you the most for the price in all of Little Italy. Comfortable and upbeat atmosphere.
DA MIMMO
217 South High Street, 21202
Phone: 410-727-6876
www.damimmo.com
Dark and one of the oldest and most well known restaurants in this region, it has an upscale price tag to match the décor. But, high quality food and nice service gives it an edge.

DELLA NOLTE
801 Eastern Avenue, 21202
Phone: 410-837-5500
www.dellanotte.com
One of the few restaurants in the area to have free parking (though it’s so close to school, you don’t really need it). Della Notte has huge windows that let the sun pour in on a gorgeous winter day. Good lunches and dinners in a beautiful setting.

GERMANOS
300 South High Street, 21202
Phone: 410-752-4515
www.germanostrattoria.com
This comfortable, family owned restaurant is no-frills charming with good food to match. Decent, moderately priced (though not cheap).

LA SCALA
1012 Eastern Avenue, 21202
Phone: 410-783-9209
www.lascaladining.com
The main attraction here is the only indoor bocce court in all of Little Italy. The food, though better than average, sometimes takes a back seat to the excitement!

LA TAVOLA
248 Albemarle Street, 21202
Phone: 410-685-1859
www.la-tavola.com
Above average food in a romantic setting. Not as crowded or expensive as most in this area of town and the setting is charming. Most of the dishes offer a more contemporary (and they claim, more authentic) take on Italian cuisine.

MILAN
1000 Eastern Avenue, 21202
Phone: 410-685-6111
www.onemilan.com/
This new rest-lounge in Little Italy stands out among its traditional Italian neighbors with its modern white furniture, envious chill-out patio, inventive cocktails, and—believe it or not—sushi. Described as “where food meets fashion”, Milan can make for a nice dinner out with great food and atmosphere or a cool lounge to enjoy a few martinis and people-watch.

MUSTANG ALLEY’S
1300 Bank Street, 21231
Phone: 410-522-2695
www.mustangalleys.com
Baltimore’s only upscale bowling alley. This place has it all, whether you want to go for the bowling, the bar, the fusion food with an Asian flair, or salsa dancing on Thursday nights. Lanes are more expensive than most, but drinks are affordable. Chow down on sweet potato fries as you watch the bowlers groove to pop music and beat each other’s scores.

PIEDIGROTTA
1300 Bank Street, 21231
Phone: 410-522-6900
www.piedigrottabakery.com/
This Italian bakery’s owner/operator is a pastry chef from Italy credited with inventing Tiramisu. Their array of reasonable lunch options includes an amazing variety of baked pasta ‘pies’. Being off the tourist path means you can really relax in this café over fresh baked focacce or unmatched desserts, like semi-freddo.

SABATINO’S
901 Fawn Street, 21202
Phone: 410-727-9414
www.sabatinos.com
One of the best-known restaurants in Little Italy. Amazing salad dressing, which is why it has been a tradition for many families to go here for years for all sorts of occasions. But, besides that, the food, while good, is overpriced at best. Then again, did we mention the really wonderful salad dressing? Worth talking about that again.

VACCARO’S
222 Albemarle Street, 21202
Phone: 410-685-4905
www.vaccaropastry.com
Italian dessert and the best of the best. Gelato, cookies, even chips-and-dip (cannoli chips dipped into cannoli filling). Really, there’s very little better in terms of sweets. Many locations but this was the original.
Fells Point Dining

Ale Mary’s
1939 Fleet Street, 21231
Phone: 410-276-2044
www.alemarys.com

This upper Fells Point restaurant has gourmet food in a bar setting. Relaxed and low key, it is frequented by many neighborhood residents and its extremely friendly staff and patrons make it a place to return to again and again. Of course, we could just skip right to their amazing desserts—particularly the Krispy Kreme bread pudding. A must try at some point—but warning—it is highly addictive.

Alexander’s Tavern
710 South Broadway, 21231
Phone: 410-522-0000
www.alexandertavern.com

A fun place right on Broadway. Excellent food. Just another neighborhood bar and restaurant—Baltimore is full of them—but this one has great specials during the week. And, don’t miss the upstairs where you can play Guitar Hero or table shuffleboard all night long.

Arcos
129 South Broadway, 21231
Phone: 410-522-4777
www.arcosrestaurante.com

A hidden gem in Baltimore. One of the cheapest restaurants is also one of the best. Located right on Broadway in between Fells Point and the Hopkins medical campus, this small Mexican restaurant has it all. Gorgeous outdoor courtyard for those perfect fall afternoons and reasonably priced food and drinks. Lunch and happy hour specials make it an even better bargain. And, vegetarian friendly.

Bertha’s
734 South Broadway, 21231
Phone: 410-327-5795
www.berthas.com

“Eat Bertha’s Mussels” has been the slogan here for years. And, the mussels are fantastic and there’s a wide variety of sauces to choose from. The first choice you have is butter or olive oil—the staff will push the more traditional butter, but we have found the olive oil to be even better. Live music periodically.

Black Olive
814 South Bond Street, 21231
Phone: 410-276-7141
www.theblackolive.com

Truly one of Baltimore’s great dining experiences, with a seafood counter where you can pick your dinner. This quaint Fells Point restaurant has wonderful service and not to be missed food. Sit at the small bar to have a light bite and wine or sangria to experience this wonderful restaurant—without the hefty price tag. Great for a quiet romantic dinner. Save room for the amazing baklava.

Blue Moon Cafe
1621 Aliceanna Street, 21231
Phone: 410-522-3940

You may have to get here at 6am to avoid waiting for a table, but it would be worth it. In primetime on weekends you can expect to wait up to two hours for a precious table in this tiny space on Aliceanna, but there’s plenty to do in the area so put your name in and walk around Fells for a bit—the meal will be worth it. As featured on the Food Network, the Cap’n Crunch French Toast is phenomenal, and the cinnamon rolls and egg dishes are delicious as well.

Bonaparte
903 South Ann Street, MD 21231
410-342-4000

A French Bakery that sits right on the water in the heart of Fells Point. If the charming brick exterior isn’t enough, the extraordinary French pastries and super strong coffee will keep you coming back. While the busiest times are usually Saturday and Sunday mornings, they also have lunch specials which offer both hot and cold sandwiches and assorted bread selections.

Bop (Brick Oven Pizza)
800 South Broadway, 21231
Phone: 410-563-1600
www.boppizza.com

Located in the heart of Fells, this pizzeria serves up good, reasonably priced (though, as we are reminded, far from New York style) slices or pies in a bustling atmosphere. The atmosphere is non-existent but worth it for the amount of time you’ll spend there. The pizza won’t sit on your plate for long and the service is fast at the counter.
Cat’s Eye Pub
1730 Thames Street, MD 21231
Phone: 410-276-9866
www.catseyepub.com
Known for its great music and slightly older crowd, this is the place to be late night to hear great bands for little or no cover charge.

Daily Grind Coffee House
1720 Thames Street, 21231
www.dailygrindrbcb.com/ and
The Firehouse Coffee Company
1030 South Linwood Avenue, 21224
Phone: 410-522-5046
www.firehouselocoffee.co.com
A couple of quirky neighborhood coffee houses that draw in a variety of clientele.

Gecko’s
2318 Fleet Street, 21224
Phone: 410-732-1961
www.geckosonline.com
A very friendly neighborhood bar and restaurant with wonderful service and southwestern food. Tough to find parking in the area, but worth it to get to this bar where everyone will know your name in no time at all. Best nights for specials are tapas Tuesday and $10 dinners on Wednesdays.

Greene Turtle
718-722 South Broadway, 21231
Phone: 410-342-4222
www.greeneturtle.com
A small Maryland chain that began in the college town of College Park. Food is not special and neither are the drinks, but it is one of the popular places on Broadway. Good for large groups.

Horse You Came In On
1626 Thames Street, 21231
Phone: 410-327-8111
www.thehorsebaltimore.com
Most known for great music and cheap drinks in a no-frills setting. The music on Mondays is particularly good, and they do have music seven days a week so you can always find something going on here.

JA Murphy’s
1703 Aliceanna Street, 21231
Phone: 410-753-4420
http://jamurphys.com/
This small bar on Fleet Street boasts a lot of fans with its very cheap drinks, especially during happy hour. If you are feeling lucky, spin the wheel to try to win free drinks—though know it could also cost you a round. Fortunately with the low prices, it won’t set you back too much in any case.

Jimmy’s Restaurant
801 South Broadway, 21231
Phone: 410-327-3273
A no frills diner which attracts everyone with its cheap food and large portions. A cross section of the city—everyone in town seems to end up here at one time or another.

John Steven
1800 Thames Street, 21231
Phone: 410-327-5561
www.johnstevenltd.com
Outdoor courtyard seating is this restaurant’s best feature. OK food, but some like the crab cakes a lot.

Kali’s Court
1606 Thames Street, 21231
Phone: 410-276-4700
www.kaliscourt.com
Another one pretty much out of the price range for us (and not always featured on Restaurant week which is a disappointment), we usually check out its cheaper “sister” restaurants, Mezze, Meli and Tapas Adela), but there’s a reason that this is one of the best restaurants in town. A place to celebrate graduation perhaps?

Koopers
1702 Thames Street, 21231
Phone: 410-563-5423
http://koopers.com/
A great moderately priced restaurant any time of the week, though we particularly love cheap burgers on Tuesday nights. Brunch is great too, and the crab cakes are wonderful. Look for the Koopers’ Cheeseburger Truck riding around town (perfect for a post-bar bite!)
Leadbetter’s
1639 Thames Street, 21231
Phone: 410-675-4794
Another place for local music. Some may call it a dive bar, but it is in Fells Point so it is not quite divvy enough for us! Cheap drinks and good music. Also great to see all the local bands who play here.

Liquid Earth
1626 Aliceanna Street, 21231
Phone: 410-276-6606
http://liquidearth.com/
Baltimore’s première vegetarian restaurant, this small out of the way place on Aliceanna serves quality food and you won’t miss the meat. Also check out the fantastic juice bar—well worth the visit. We feel like they should have internet here but they don’t.

Max’s Taphouse
737 South Broadway, 21231
Phone: 410-675-6297
www.maks.com
With a huge (and constantly changing) variety of beers on tap, this is the place to go for sporting events in Fells Point. With TVs at every angle, you are sure to find the game you want to see. If not ask the bartenders. If you don’t get a surly response, something’s wrong—but we bet you’ll get your game on one of the TVs somewhere!

Mezze
1606 Thames Street, 21231
Phone: 410-563-7600
www.kalismezze.com
The sister restaurant to Kali’s Court, this is the moderately priced companion. But, the flavors are just as good (if not better) and the small plates make it well worth the trip. Outdoor seating on nice nights, but the dining room is so pretty you won’t miss being outdoors.

Nanami Café
907 South Ann Street, 21231
Phone: 410-327-9400
Great sushi place with outdoor seating overlooking the water. The view isn’t great, but the sitting outside on a nice night is. The non-sushi Japanese items are great as well. If you have to wait for a table, pop over to V-NO next door for a quick glass of wine before your meal.

Obrycki’s
1727 East Pratt Street, 21231
Phone: 410-732-6399
www.obryckis.com
One of the oldest crab houses in town, and definitely a Baltimore institution. A culinary tour of Baltimore wouldn’t be complete without it!

One Eyed Mikes
708 South Bond Street, 21231
Phone: 410-327-0445
www.oneeyedmikes.com/
While there are many restaurants located in spaces that look more suited to a rowhouse, we think this is the best. Friendly service, amazing food (you really won’t believe its bar food) and a good music selection. What more could you want? Maybe Grand Marnier? You can buy your own bottle to house it on the big glass wall for safekeeping.

Peter’s Inn
504 South Ann Street, 21231
Phone: 410-675-7313
www.petersinn.com
A small restaurant with few tables, which only means that they start a waiting list when they open and never stop. There are only few menu options at night because they take only the freshest of ingredients to put into the meal. All are top-notch and Peter’s has long been a culinary favorite among Baltimore foodies.

Pitango Gelato
802 South Broadway, 21231
Phone: 410-702-5828
www.pitangogelato.com
The most delicious gelato in the summer; the richest hot cocoa in the winter—though both are served year round. Quite simply the best of the frozen desserts not only in Fells but in the city. This year they also have a stand at the JFX Farmers Market on Sundays.

The Point
814 South Broadway, 21231
Phone: 410-558-0929
Formerly Miss Irene’s (we’re still sad it’s gone), this is the latest incarnation of this space. Food is mediocre but not terrible—they seem to be trying to be upscale but are probably better off sticking to basics, service is very slow. But the restaurant/bar is gorgeous and outdoor tables are primo for people watching.
RED STAR
906 South Wolfe Street, 21231
Phone: 410-675-0212
www.redstarbar.us
The menu changes often at this Fells Point hot-spot. We aren’t as crazy about the latest version, but are sure it will change again soon. The food is always solid and well priced (though we think it has some of the slowest service in town). Also, fantastic atmosphere and free parking in Fells is always a plus. Definitely one to check out. Brunches on Sundays are very popular too.

SHUCKER’S
1629 South Street, 21231
Phone: 410-522-5820
www.shuckersoffellspoint.com
Overrated though right on the water, so a popular destination for out-of-towners. Not much going on at this place, but if you want to feel like a tourist without astronomical prices, this is the place to go.

SLAINTE
1700 Thames Street, 21231
Phone: 410-563-6600
http://slaintepub.com/
Small rooms abound at this venue that looks more like it was built as an apartment than for a restaurant. Decent food. Great staff. Solid pricing.

TALAY THAI GRILLE
1911 Aliceanna Street, 21231
Phone: 410-563-9292
Slightly off the beaten path, this basic Thai Restaurant has solid food at decent prices. Sister restaurant to the more famous “Thai Restaurant” on Greenmount Avenue. Same fantastic and varied menu.

TAPAS ADELA
814 South Broadway, 21231
Phone: 410-534-6262
www.tapasadela.com
The latest addition from the folks at Kali’s Court restaurant group, this dark tapas restaurant is warming up to us. The portions are a good size, the outer restaurant area, like the bar, is very fun, but the tables in the back are too dark and tucked away (unless that’s what you are looking for!). The food is very good—just as you’d expect from this group and the drinks are innovative.

V-NO
905 South Ann Street, 21231
Phone: 410-342-8466
http://v-nowinebar.com/
Little wine bar on the water. Fantastic place to sit on a cool summer night. Not too much in the way of food, but the beverages are tasty, staff so nice (most nights you will see one or both of the owners wandering around making sure everything is ok) and fun, low-key hotspot.

WATERFRONT
1710 Thames Street, 21231
Phone: 410-537-5055
www.waterfronthotel.us
Live music on weekends. Fantastic brunch during the day. Great food specials at night. Is there anything this place doesn’t have? If so, we can’t find it. Popular hangout at any time of the day.

WHARF RAT
801 South Ann Street, 21231
Phone: 410-276-9034
www.thewharfrat.com
When we think of the Wharf Rat, we think of beer and lots of it. Never overly packed, but rarely empty, this spirited restaurant appeals to both families and singles. If you’re hungry order the pizza, it’s surprisingly good!

WOODY’S
1700 Thames Street, 21231
Phone: 410-563-6600
http://woodysrumbar.com/
Gorgeous setting. Horrible food. Even worse service. Great drinks. For that day that you absolutely have to be outside, but are not in a hurry or particularly concerned about speedy service. Did we mention gorgeous setting? There’s no place better on a pretty day—to bad about the food and service. The drinks will get you through your relaxing time here.

ZE MEAN BEAN
1739 Fleet Street, 21231
Phone: 410-675-5999
www.zemeanbean.com
Charming setting, but the food is hit and miss. When it hits though, it hits big. Also a coffee café in the morning, this Russian/Polish restaurant features authentic food, and even boasts live music occasionally.
CANTON DINING

Annabel Lee
601 South Clinton Street, 21224
Phone: 410-522-2929
www.annabelleetavern.com
This homage to Poe restaurant looks exactly as you would expect it to—dark wood lines the small restaurant. Always popular and ever exceptional, it is best in the winter on a cold night. You may even catch a raven or two. All the food is great—and their sweet potato fries, while done many places in Baltimore, are probably the best we’ve had in the city.

Bartenders
2218 Boston Street, 21231
Phone: 410-534-2337
www.bartendersbaltimore.com
Pizza, pizza and more pizza. You could have other items here, which are also good, but why would you when the pizza is their star attraction. Great combinations of ingredients but make sure you really like spicy before you order their spicy pizza with many types of peppers. It lives up to its name!

Bay Café
2809 Boston Street, 21224
Phone: 410-522-3377
www.baycafeusa.com
You feel like you’re on the beach at this right-on-the-harbor restaurant with sand at your feet (literally) and live music most summer nights. There is a $5 cover charge which you can get credited to your food bill if you order food, which we don’t recommend. In a pinch, the pizza and appetizers are decent, but Bay Café is known for its location and charm and not its food. Be prepared to see and be seen on weekend nights around happy hour.

Birches
641 South Montford Avenue, 21224
Phone: 410-732-3000
www.birchesrestaurant.com
A Red Sox bar with specials when they are playing. Better known for its solid food and low key atmosphere. Great weekday specials and friendly service (which if you haven’t noticed, is a theme in Baltimore!)

Blue Hill Tavern
938 South Conkling Street, 21224
Phone: 443-388-9363
www.bluehilltavern.com
In the higher middle range of prices in the city, but with a fun atmosphere like this, you can see why. Their best feature is an outdoor deck with heat lamps that is perfect on the slightly cool night where you just want to be outside. Another place that’s great for happy hour. The food is good, though slightly overpriced in our opinion.

Bo Brooks/Tiki Bar
2701 Boston Street, 21224
Phone: 410-558-0202
www.bobrooks.com
Bo Brooks has the brand name in Baltimore for seafood, though we find that the food doesn’t quite live up to its expectation. The view is fantastic, as it sits right on the water. There is a great outdoor “Tiki Bar” run by the restaurant over the summer. Fun place to be outside (though critics claim that they feel too close to the parking lot). Did we mention free parking?

Canton Dockside
3301 Boston Street, 21224
Phone: 410-276-8900
www.cantondockside.com
Not much to write home about at this dockside restaurant except (and this is a big exception) the crabs are very good—and better than some of its more well known neighbors. Atmosphere is a little dingy but the crabs really are good. When you just need a “crab-fix”, this place will more than suffice.

Chesapeake Wine Company
2400 Boston Street, 21224
Phone: 410-522-4556
www.chesapeakewine.com
More than a restaurant and more than a wine shop, this establishment in the Can Company is a popular destination in the summer for outdoor seating and First Friday music events in the store. Also, it has a Tuesday wine tasting that is informative and fun. Favorites (and quick to sell out events) include the sparkling tasting, and chocolate tasting—both annual events. They have wi-fi throughout the store. A fine place to go when you need internet and a quick nosh/drink.
Coburn’s  
2921 O’Donnell Street, 21224  
Phone: 410-342-0999  
A fun place on the square—particularly for sporting events and during the week. Food not great (except, strangely enough, for their catering which is delicious!), but the bartenders are nice and the bar is fun. On Friday and Saturday nights, the dance club upstairs is open so enjoy!

Della Rosas  
1501 South Clinton Street, 21224  
Phone: 410-522-7104  
www.dellarosestavern.com/Dallas/  
Parking is easy and that’s the best we can say about this restaurant in the base of the First Mariner building. Food is really bad, and the atmosphere isn’t great either.

Field House  
2400 Boston Street, 21224  
Phone: 410-800-4004  
www.fieldhousebaltimore.com  
Join the Field House Club (free!) for 10% off your check, a reserved table during events just by calling ahead, and special “members only” happy hours with free food and drink. Turning out to be the best place in the city to be during sporting events, the numerous TVs (even individual ones by some of the tables) could lead to sensory overload—but strangely they don’t. Also turns into a dance club late night on Friday and Saturday.

Fins on the Square  
2903 O’Donnell Street, 21224  
Phone: 410-675-1880  
www.finsonthesquare.com  
There are better places on the square to both eat and drink, but this one rarely has a wait, and there are plenty of tables near the outdoors when you don’t want to be outside but not stuck inside either.

Gin Mill  
2300 Boston Street, 21224  
Phone: 410-327-6455  
www.ginnillcanton.com  
This was a longtime favorite in Baltimore until it changed ownership just about a year ago. Still good, but not as popular as it once was. There’s nothing particularly special about it, but it does have good food and drink—and there’s rarely a wait.

Hudson Street Stackhouse  
2626 Hudson Street, 21224  
Phone: 410-342-0592  
www.hudsonstreetstackhouse.com  
This restaurant feels like a hockey place for most of the year. All channels during hockey season are tuned into a hockey game, and jerseys abound among the patrons. The food is mediocre but the beer list is great. Definitely the place in town to go if you’re into hockey.

Ikaros  
4805 Eastern Avenue, 21224  
Phone: 410-633-3750  
www.ikarosrestaurant.com  
Not the best Greek restaurant in Highlandtown (that distinction goes to Samos—see below), but one of the oldest and most well known. The food is good; the price is right. The setting is old but comfortable. Parking, just like the rest in this section of town, is difficult but worth the search for the space.

Jack’s Bistro  
3123 Elliott Street, 21224  
Phone: 410-878-6542  
www.jacksbistro.net  
Perennially on all the “Best of Baltimore” lists since it opened about three years ago. Don’t miss the Mac & Cheese & Chocolate (sounds crazy but it’s absolutely delicious) and the menu changes often depending where the last hot spot is that Chef Ted visited. Lots of mainstays on the menu but the specials change often. Also, the best place to eat late night with food specials from 11pm—1am. Also a daily happy hour (even on weekends which is rare for Baltimore) from 5–7pm.

JD’s Smokehouse  
3000 O’Donnell Street, 21224  
Phone: 410-675-4029  
Not everything is smoked at this Canton Square favorite, but they definitely specialize in meats. The brisket gets rave reviews, as do the other meats such as pork and turkey. Vegetarians—never fear. The veggie burger is better than most and the fries are fantastic.
Kisling’s
2100 Fleet Street, 21231
Phone: 410-327-5477
www.baltimoresbestwings.com
Basic food at this basic rowhouse bar. Upstairs there are pool tables and dart boards, while booths line the downstairs section. A favorite after the sporting events in the park, there are often beer specials on weekends.

Langermann’s
2400 Boston Street, 21221
Phone: 410-534-3287
www.langermanns.com
We weren’t sure a Southern inspired restaurant could really make it in the city, but it looks as though Langermann’s is proving us wrong. This new restaurant is consistently busy, and while too new to know whether it will last, it is off to a strong start. The grits are amazing (even for non-grit eaters), and they have a fantastic sweet potato hash. Sunday brunch is our favorite meal here, but dinner is good too. Open for breakfast and lunch as well.

Looney’s
2900 O’Donnell Street, 21224
Phone: 410-675-9235
www.looneyspubmd.com
Long known as a solid sports bar, this place is packed—particularly on weekends—from opening to close. College football is popular here, and there are cheap beer specials during all sporting events. The food is what you’d expect from a sports bar, and the tables are not plentiful—so grab one if you can. Very young college scene on weekend nights.

Mama’s on the Half Shell
2901 O’Donnell Street, 21224
Phone: 410-276-3160
This restaurant on Canton square is always packed. With its long narrow bar, it is often hard to find a spot downstairs, but the upstairs tables are usually open. Dine upstairs with families or to escape the crowd below, but the bar can be fun. Don’t miss the orange crush—a specialty drink here. We don’t think the food is quite as good as the hype but there’s a lot of hype and its almost all good. Pricing is reasonable. The mussels are some of the best in the city and probably the best thing on the menu.

Matthew’s Pizza
3131 Eastern Avenue, 21224
Phone: 410-276-8755
www.matthewspizza.com
Some say this is the best pizza in town. We are in that camp. Their specialty crab pie has never disappointed and the margarita is always cited as one of the best. Pricy for pizza, but it can’t really be compared to pizza—more like a slice of Italy.

Mike McGovern’s
1129 South Clinton Street, 21224
Phone: 410-534-2200
www.mikemcgoverns.com
This out of the way neighborhood bar is very friendly but doesn’t serve any food. What it does do is let you either order or bring in whatever food you want, which makes it pretty special in our book. They have a large contingent of menus for delivery, so pick what you want and have it delivered there. Unusual. And pretty great.

Nacho Mamas
2907 O’Donnell Street, 21224
Phone: 410-342-2922
www.nachomamascanton.com
Has Elvis left the building? You can’t miss the Elvis references over almost every inch of this Canton landmark which has quality Mexican food at reasonable prices and one of the most fun menus in town. We won’t say any more than that for fear of ruining the full experience. Be prepared for a wait. Not many tables + popular restaurant = not as long a wait as you’d expect due to a fast kitchen and quick service.

NcDevin’s
801 South Decker Avenue, 21224
Phone: 410-276-2553
Are you a Pittsburgh fan? If so, you’ll definitely be hurting in this town, but NcDevin’s aims to make that hurt go away particularly on football Sundays. This bar, known for its Steelers fanaticism, also has great food and service, and if you go on a non-Steelers game day you’ll have a great time (even as you root for the Ravens on Sunday)
Portside
2821 O’Donnell Street, 21224
Phone: 410-522-7678
www.portsidetavern.com
For those of you who have experienced the Starboard at Dewey Beach in Delaware, this restaurant will feel very familiar. It should—same owners. A little part of the beach comes to Baltimore, with the same menu as its more popular sister restaurant.

Rosina Gourmet
2819 O’Donnell Street, 21224
Phone: 410-675-9300
www.rosinagourmet.com
Only open for breakfast and lunch, this upscale sandwich restaurant is a favorite in the region. Always popular, and the service is never particularly fast, though the sandwiches themselves are always worth waiting for. Slightly higher price tag than you will find at other neighborhood places, but worth it—particularly when you need to treat yourself.

Samos
600 Oldham Street, 21224
Phone: 410-675-5292
www.samosrestaurant.com
The best Greek restaurant in town, and arguably—according to Tim Zagat—in the country. Amazing food. Wonderful service. You will probably have to wait for a table, but it is definitely worth it. Tough—but fun—to go with big groups, especially as some of the menu items are ripe for sharing. The price is extremely reasonable, and the toughest part of your night will be finding a parking space. BYOB.

Sip & Bite
2200 Boston Street, 21231
Phone: 410-675-7077
Every town needs a down & dirty (though this is clean) diner with amazing food and service that is usually fine but sometimes surly. The food is outstanding. You may have to wait for a table, but you’ll still get your food relatively quickly. A Baltimore institution and one that you will find yourself wanting to return to again and again.

Sushi San/Thai Jae Dee
2748 Lighthouse Point, 21224
Phone: 410-534-8888
www.sushisanbaltimore.com
Decent Japanese and Thai restaurant. Very reasonably priced. Mixed reactions on the sushi but we know it’s fresh and satisfying. Maybe not as good as some of the Fells Point sushi places, but you won’t go hungry and you’ll pay a little less for still a very fresh piece of fish. Lots of other choices too if you don’t like sushi. Two hours free parking make this place easier logistically.

Vaccaro’s
2919 O’Donnell Street, 21224
Phone: 410-276-4744
www.vaccarospastry.com
See Vaccaro’s write up in Little Italy section. Another of the Vaccaro’s restaurant chain and similar to the one in Little Italy though this is on the square in Canton.

Yellow Dog
700 South Potomac Street, 21224
Phone: 410-342-0280
Fantastic food and very vegetarian—friendly. The service is nice, though a bit on the slower side as the kitchen cooks everything to order. Brunch is particularly good here—though it’s sometimes closed on Sundays. Always serves brunch on Saturdays.

Federal Hill Dining

Abbey Burger Bistro
1041 Marshall Street, 21230
Phone: 443-453-9698
www.abbeyburgerbistro.com
Tucked away in an alley off Cross Street, this bistro serves wonderful burgers of all varieties—and even better milkshakes.

Baba’s Mediterranean Kitchen
745 East Fort Avenue, 21230
Phone: 410-727-7482
www.babaskitchen.net
Some of the best Mediterranean food in town, reasonably priced, served in a simple setting. Very few tables in the restaurant, but long counter to sit at and also very popular for take-out meals. If you do decide to eat there, BYOB.
Blue Agave
1032 Light Street, 1230
Phone: 410-576-3938
www.blueagaverestaurant.com

Popular Mexican restaurant in Federal Hill. We don’t think the food is as good as most others in town, but they do make a powerful margarita. The food is slightly more expensive than most, but you are also paying for ambience here. It’s a very relaxing setting and fantastic service.

Corks
1026 South Charles Street, 21230
Phone: 410-752-3810
www.corkrestaurant.com

Corks recently changed to a “cheese” bar, though it still serves amazing meals, and of course, wine. There’s just more cheese on the menu both in the form of cheese plates and extra dishes, many of which have different cheeses in them. The main courses are still excellent (and expensive—though worth it for a splurge), and the sandwiches and salads are very reasonably priced and substantial.

Cross Street Market
1065 South Charles Street, 21230
www.southbaltimore.com/shop/crossmkt.html

Oysters and beer, and yes, even sushi are the headliners at this low key marketplace. On Friday afternoons this area is packed, particularly in the fall and spring with after work happy hours. It closes by 8 though, so get there early!

Dangerously Delicious Pies
1036 Light Street, 21230
Phone: 410-522-7437
www.dangerouspies.com

The name says it all! There’s not much we can add, except to note that both the sweet and savory pies are equally good and shouldn’t be missed. You can get a slice and eat there or take home a whole one.

Don’t Know
1453 Light Street, 21230
Phone: 410-539-0231
www.dontknowtavern.com

Definitely a Red Sox and Patriots bar. Great place to watch games. The food is mediocre but the atmosphere is fun and drinks are good. If you must eat, stick to the appetizers, and try to avoid the brunch. If you are rooting for Boston, best place to be in the city.

Illusions Magic Bar
1025 South Charles Street, 21230
Phone: 410-727-5811
http://illusionsmagicbar.com/

Definitely one of the oddest bars and restaurants in the city, but if you like magic, this could be a spot for you! The owner bought it and showcases his son the magician most nights for 1-2 shows. His son is very talented—often performing on the Tonight Show and Late Night. Quirky and fun—particularly the first time you go.

Little Havana
1325 Key Highway, 21230
Phone: 410-837-9903
www.littlehavanas.com

Right on the water, Little Havana boasts outdoor seating, and lots of it. The best meal here is brunch—the rest of the time the food is mediocre, but the brunch is outstanding (and the all-you-can-drink component may make it seem better than it is!) This is definitely a summer after work hot spot in Federal Hill, though the parking situation is difficult, so best to walk or take a cab.

Mad River
1325 Key Highway, 21230
Phone: 410-837-9903
www.madriverbaltimore.com/

A fun Maryland-themed sports bar in the heart of Federal Hill. The portions are large and the beer flows like water on weekends in the fall when the Ravens, Maryland and/or Penn State are playing. Each table has its own TV which plays the game of choice and the crowd can get quite rowdy toward the end of the night. There is nothing spectacular about the food, but the weekend crowd is fun…if you’re rooting for Maryland or Penn State. Parking is an issue, so arrive early.

Maria D’s
1016 Light Street, 21230
Phone: 410-727-5430
www.maria-ds.com

The place to eat late night in Fed Hill. Basic subs, salads and pizzas. Nothing special but cheap and filling.
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2919 O'Donnell Street, 21224
Phone: 410-276-4744
www.vaccarospastry.com
See Vaccaro's write up in Little Italy section. Another of the Vaccaro's restaurant chain and similar to the one in Little Italy though this is on the square in Canton.

YELLOW DOG
700 South Potomac Street, 21224
Phone: 410-342-0280
Fantastic food and very vegetarian—friendly. The service is nice, though a bit on the slower side as the kitchen cooks everything to order. Brunch is particularly good here—though it's sometimes closed on Sundays. Always serves brunch on Saturdays.

FEDERAL HILL DINING

ABBOT BURGER BISTRO
1041 Marshall Street, 21230
Phone: 443-453-9698
www.abbeyburgerbistro.com
Tucked away in an alley off Cross Street, this bistro serves wonderful burgers of all varieties—and even better milkshakes.

BABA'S MEDITERRANEAN KITCHEN
745 East Fort Avenue, 21230
Phone: 410-727-7482
www.babaskitchen.net
Some of the best Mediterranean food in town, reasonably priced, served in a simple setting. Very few tables in the restaurant, but long counter to sit at and also very popular for take-out meals. If you do decide to eat there, BYOB.
Blue Agave
1032 Light Street, 1230
Phone: 410-576-3938
www.blueagaverestaurant.com
Popular Mexican restaurant in Federal Hill. We don’t think the food is as good as most others in town, but they do make a powerful margarita. The food is slightly more expensive than most, but you are also paying for ambience here. It’s a very relaxing setting and fantastic service.

Corks
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Cross Street Market
1065 South Charles Street, 21230
www.southbaltimore.com/shop/crossmkt.html
Oysters and beer, and yes, even sushi are the headliners at this low key marketplace. On Friday afternoons this area is packed, particularly in the fall and spring with after work happy hours. It closes by 8 though, so get there early!

Dangerously Delicious Pies
1036 Light Street, 21230
Phone: 410-522-7437
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Little Havana
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ACADEMIC PROGRESS

Undergraduate Students
Undergraduate students at the Carey Business School must have a minimum 2.0 grade point average to graduate and must maintain at least a C average (2.0 on a 4.0 scale) to remain in good academic standing. Students receive credit for courses in which they receive the grades of D+, D, and D-, except for courses required in their major. Students need to repeat courses required in their major if they receive a grade below C- for the course.

Undergraduate students will be placed on academic probation if their cumulative grade point average falls below 2.0. Students whose cumulative GPA falls below 2.0 should meet with their advisers to discuss resources such as tutoring or workshops so that they can raise their GPA to assure continued progress toward graduation. Students will be removed from academic probation when they raise their cumulative grade point average to above 2.0.

Students on academic probation who do not raise their cumulative grade point average above 2.0 by the following semester of enrollment will be suspended. After a period of one semester, academically suspended students are required to meet with their academic advisers and may then submit a written petition for reinstatement on a probationary basis.

Graduate Students
Graduate students at the Carey Business School must have a minimum 3.0 grade point average to graduate and must maintain at least a B average (3.0 on a 4.0 scale) to remain in good academic standing. Students receive credit for courses in which they receive grades lower than a B; however, students need to repeat any required course in which they receive an F.

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Please note: These policies are for determining satisfactory academic progress. Please review the Financial Assistance section of this handbook to determine the standards for satisfactory progress for eligibility for receiving or continuing to receive financial assistance.

ADMISSIONS

Students seeking admission to a degree or certificate program must submit an online application including an essay, a resume, two letters of recommendation, official transcripts from all post-secondary institutions attended, and an application fee. Admission requirements (e.g., standardized test scores and letters of recommendation) vary by program, so applicants are encouraged to contact the Office of Admissions or visit http://carey.jhu.edu to determine specific admission criteria, suitability of prior degrees, or certification requirements for their desired programs of study. Students who provide fraudulent or incomplete information during the admission process will be dismissed.

The Carey Business School has a rolling admission policy, and applications are accepted and processed throughout the year. Applicants should allow approximately four to six weeks for completion of the entire admission process (from submission of complete application packet to the admission decision). To expedite the process, applicants should have official copies of undergraduate and/or graduate transcripts (and/or course-by-course evaluations for international students) sent at the time of submission of their application (or before). To be considered “official,” transcripts must be received by the admissions office in the institution’s sealed envelope.
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Matsuri
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Phone: 410-752-8561
www.matsuri.us
Fed Hill’s most popular sushi restaurant. Reviews are definitely mixed, but we like this sushi—especially at lunch where the specials are fantastic.

Metropolitan
902 South Charles Street, 21230
Phone: 410-234-0235
www.metrobalto.com
Coffee shop by day; wine bar by night. Breakfast is our favorite meal here, though lots of people love the lunches and dinners too. Reasonably priced with free internet access, it also has a good, mostly quiet, studying atmosphere. A place for when you need a little buzz in the background but not too loud, particularly in the off peak hours (not around lunch or dinner time). Open all day.

Miguel’s
1200 Steuart Street, 21230
Phone: 443-438-3139
www.miguelsbaltimore.com
New Mexican restaurant that is quickly becoming the new popular place to be. Located in Silo Point, the drinks and food are both fantastic, though the service can be a bit slow. We are chalking that up to the management not knowing how popular their restaurant really is and are hoping that it changes as they add more staff. Otherwise, this place is off to a great start.

Mother’s
1113 South Charles Street, 21230
Phone: 410-244-8686
www.mothersgrille.com
This place is best known for its “Purple Patio”—a gathering held outside before every Ravens game, with pre-game drinks and food. Don’t even try to drive to Fed Hill when the Ravens are in town—you’ll never find parking. Best to walk or cab. While Purple Patio is great, Mother’s has underrated food, so try it on a not as crowded night and really enjoy.

Mum’s
1132 South Hanover Street, 21230
Phone: 410-547-7415
We needed to add one dive bar to the list and here it is. Cheap beer ($1 Natty Bohs anyone?), no atmosphere (they used to have a bar cat until it passed away last year and is still missed by longtime regulars), little food and what there is of it is pre-packaged. But, there’s something about this little dive bar that is pretty addictive.

Nick’s Fish House
2600 Insulator Drive, 21230
Phone: 410-347-4123
www.nicksfishhouse.com
Gorgeous water views and live music on Sunday night make this a great summer spot for the end of the weekend. The food is not great, but the drink prices and variety are decent. Huge outdoor deck which makes this place fantastic when the weather is good.

No Way Jose
38 East Cross Street, 21230
Phone: 410-752-2837
Small place with a great location (right on Cross Street). The food here may be better than Blue Agave for Mexican food, though the atmosphere leaves a little to be desired. Friendly service. Always busy but never too packed (except during Cinco de Mayo). Good variety of food and good pricing.

Pub Dog
20 East Cross Street, 21230
Phone: 410-727-6077
www.pubdog.net
Great pizzas and beers. This three storied, narrow restaurant is a lot of fun—though you often have to search for a table in order to sit. If you find one though, you are in for a treat. Reasonably priced pizza and drinks make it a favorite in the area. Worst time to go—after an Orioles or Ravens game when it really fills up. If you don’t want to sit, there are plenty of places to stand, but too hard to eat the yummy pizza!

Regi’s American Bistro
1002 Light Street, 21230
Phone: 410-539-7344
www.regisamericanbistro.com
We think this is one of the best (if not the best) spots on the Hill. Limited outdoor seating (though usually not too long a wait—even on nice days), the food is outstanding and the service is great. Salads are big enough to feed three people and most of the other portions are big too. And, we’ve never had anything we didn’t like here. Slightly on the higher end of pricing.
Ropewalk Tavern  
1209 South Charles Street, 21230  
Phone: 410-727-1298  
www.ropewalktavern.com

Miss the Reagan years? Then check out this conservative bar/restaurant in Fed Hill. Reagan is the patron saint of this restaurant, and Fox News is often on the TVs. Very popular hangout, particularly on Friday and Saturday nights. The food is better than manby of the bars in this area, though it can be hard to find an open table.

Rusty Scupper  
402 Key Highway, 21230  
Phone: 410-727-3678  
www.selectrestaurants.com/rusty

The best view in town, but that’s about all there is at this overpriced and not very good harbor restaurant. That said, the view is absolutely outstanding so maybe go over for a drink in the bar and walk around the restaurant to check out the town and the harbor views. Occasional live music on weekends; brunch gets good reviews—better than dinner! Very large buffet for brunch—with a price tag to match.

Ryleigh’s  
36 East Cross Street, 21230  
Phone: 410-539-2093  
www.ryleighs.com

Long known as a Fed Hill hot spot, the food is above average and the weekly specials are wonderful. Try a watermelon crush over the summer—refreshing!

Spoon’s Coffee Café  
24 East Cross Street, 21230  
Phone: 410-539-8395  
www.spoonscoffeecafe.com

Great food and gelato augment the coffee perfectly at this Fed Hill coffee shop. It’s only open until 4 though so make sure you go early (though you can stay all day if you want). The breakfast is worth getting up for.

Taverna Corvino  
1117 South Charles Street, 21230  
Phone: 410-727-1212  
www.tavernacorvino.com

Results are mixed on this Federal Hill hot spot. This one has lasted longer than most restaurants in this space and its solid food and small plates do usually bring us back for more.

Thai Arroy  
1019 Light Street, 21230  
Phone: 410-385-8587  
www.thaiarroy.com

Good, basic and cheap Thai food. Atmosphere is a bit lacking, but all the other aspects are there. Definitely one that’s worth checking out.

Wine Market  
921 East Fort Avenue,  
Phone: 410-244-6166  
www.thewine-market.com

Not an extensive menu, but the food is wonderful and, located in the back of a wine shop, as you can imagine, the wine list is extensive. Don’t find what you’re looking for on the menu? Pick out any bottle of wine in the store, and for an extremely reasonable corkage fee, you can have that one with dinner. Best value is neighborhood Mondays when all entrees are 10% off—and you don’t even have to live in the neighborhood to enjoy that special!

DEPARTMENT STORES

Target  
3201 Tioga Parkway  
Baltimore, MD 21215  
410-369-1007  
Monday through Saturday: 8 a.m.—1 p.m.  
Sunday: 8 a.m.—9 p.m.

Target  
1737 Reisterstown Rd  
Pikesville, MD 21208  
410-486-4141  
Monday through Saturday: 8 a.m.—10 p.m.  
Sunday: 8 a.m.—9 p.m.

Target  
1238 Putty Hill Ave  
Towson, MD 2128  
410-823-4423  
Monday through Saturday: 8 a.m.—11 p.m.  
Sunday: 8 a.m.—10 p.m.

Walmart  
2701 Port Covington Dr  
Baltimore, MD 21230  
410-625-1971  
Every day: 8 a.m.—10 p.m.
**Grocery Stores**

**Whole Foods**
1001 Fleet St
Baltimore, MD 21202
Phone: 410-528-1640
Fax: 410-528-1662
Monday through Saturday: 8 a.m.–10 p.m.
Sunday: 8 a.m.–9 p.m.

**Safeway**
2610 Boston St.
Baltimore, MD 21224
410-675-3704
Daily: 6 a.m.–Midnight

**Wegmans**
122 Shawan Road
Hunt Valley, MD 21030
410-773-3900
Daily: 6 a.m.–Midnight

**Pharmacies**

**CVS (Fed Hill)**
1000 South Charles Street
Baltimore, Md 21230
Phone: 410-752-9087
Open: 24 hours
Pharmacy: contact store

**Rite Aid (Canton)**
2801 Foster Avenue
Baltimore, MD 21224
Phone: 410-732-0523
Daily: 8 a.m.–10 p.m.
Pharmacy: contact store

**Bookstores**

**Barnes & Noble**
601 E. Pratt Street
Baltimore, MD 21202
410-385-1709
Monday through Saturday: 9 a.m.–10 p.m.
Sunday: 10 a.m.–9 p.m.

**Phones**

**AT&T**
1001 Fleet St.
Baltimore, MD 21202
Phone: 410-782-7680
Fax: 410-837-1613
Monday through Saturday: 9 a.m.–8 p.m.
Sunday: 11 a.m.–5 p.m.

**Verizon**
1002 Fleet St
Baltimore, MD 21202
410-528-5421
Monday through Saturday 9 a.m.–9 p.m.
Sunday: 10 a.m.–7 p.m.

**Sprint**
111 Market Place 125
Candler Building
Baltimore, MD 21202
410-238-7460
Monday through Friday: 9 a.m.–8 p.m.
Saturday: 10 a.m.–6 p.m.
Sunday: Noon–5 p.m.

**Drug Stores**

**CVS (Harbor East)**
630 Exeter Street
Baltimore, MD 21202
Phone: 410-962-6520
Open: 24 hours
Pharmacy: contact store
T-Mobile
200 E Pratt St.
Baltimore, MD 21202
410-837-5545
Monday through Saturday: 10 a.m.–9 p.m.
Sunday: 11 a.m.–7 p.m.

SPORTING GOODS

City Sports
809 Aliceanna Street
Baltimore, MD 21202
410-837-4420
Monday through Friday: 10 a.m.–9 p.m.
Saturday: 9 a.m.–9 p.m.
Sunday: 10 a.m.–8 p.m.

MARKETPLACES

Lexington
400 West Lexington Street
Baltimore, MD 21201-1752
410-685-6169
Monday through Saturday: 8:30 a.m.–6 p.m.

Cross Street
1065 S. Charles St
Baltimore, MD 21230
Monday-Saturday: 6 a.m.–7 p.m.

Banking

Johns Hopkins Federal Credit Union is a full-service financial institution open to the public. For more information, please visit www.jhfcu.org.

There are also many other regional and national banking institutions with branches located near Harbor East.

PNC Bank www.pnc.com
Bank of America www.bankofamerica.com/
Wachovia www.wachovia.com/
M&T Bank https://www.mtb.com/personal/Pages/Index.aspx
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**WHOLE FOODS**
1001 Fleet St
Baltimore, MD 21202
Phone: 410-528-1640
Fax: 410-528-1662
Monday through Saturday: 8 a.m.–10 p.m.
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**SPRINT**
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Candler Building
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410-238-7460
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Saturday: 10 a.m.–6 p.m.
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**Malls**

**Towson Town Center**  
825 Dulany Valley Road  
Towson, Maryland 21204-1010  
410-494-8800  
Monday through Saturday: 10 a.m.–9 p.m.  
Sunday: Noon–6 p.m.

**The Mall in Columbia**  
10300 Little Patuxent Parkway  
Columbia, Maryland 21044  
410-730-3300  
Monday through Saturday: 10 a.m.–9 p.m.  
Sunday: Noon–6 p.m.

**Arundel Mills Mall**  
7000 Arundel Mills Cir  
Hanover, MD 21076-1282  
Phone: 410-540-5110  
Monday through Saturday: 10 a.m.–9:30 p.m.  
Sunday: 11 a.m.–7 p.m.

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Baltimore, MD 21202
410-528-5421
Monday through Saturday 9 a.m.–9 p.m.
Sunday: 10 a.m.–7 p.m.

**Sprint**
111 Market Place 125
Candler Building
Baltimore, MD 21202
410-238-7460
Monday through Friday: 9 a.m.–8 p.m.
Saturday: 10 a.m.–6 p.m.
Sunday: Noon–5 p.m.
T-Mobile
200 E Pratt St.
Baltimore, MD 21202
410-837-5545
Monday through Saturday: 10 a.m.–9 p.m.
Sunday: 11 a.m.–7 p.m.

MARKETPLACES

LEXINGTON
400 West Lexington Street
Baltimore, MD 21201-1752
410-685-6169
Monday through Saturday: 8:30 a.m.–6 p.m.

CROSS STREET
1065 S. Charles St
Baltimore, MD 21230
Monday-Saturday: 6 a.m.–7 p.m.

BROADWAY
1640 Aliceanna Street
Baltimore, MD 21231
410-685-6169
Monday through Saturday: 8:30 a.m.–6 p.m.

SPORTING GOODS

CITY SPORTS
809 Aliceanna Street
Baltimore, MD 21202
410-837-4420
Monday through Friday: 10 a.m.–9 p.m.
Saturday: 9 a.m.–9 p.m.
Sunday: 10 a.m.–8 p.m.

BANKING

Johns Hopkins Federal Credit Union is a full-service financial institution open to the public. For more information, please visit www.jhfcu.org.

There are also many other regional and national banking institutions with branches located near Harbor East.

PNC Bank www.pnc.com
Bank of America www.bankofamerica.com/
Wachovia www.wachovia.com/
M&T Bank https://www.mtb.com/personal/Pages/Index.aspx