

**WELCOME**

**JOHNS HOPKINS  
SCHOOL OF NURSING**



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SCHOOL *of* NURSING

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## About the Prerequisite Courses

The 11-week courses are designed with students' goals in mind. The instructor-led courses are delivered using a facilitated teaching approach to engage students and encourage interaction and participation. Courses are competitively priced and available online in the fall, spring, and summer semesters.

All students pursuing a health-based education can now take the following instructor-led prerequisites all online and get a taste of Hopkins Nursing.

- Biostatistics
- Human Growth and Development Through the Lifespan
- Nutrition
- Microbiology with virtual lab\*
- Anatomy with virtual lab\*
- Physiology with virtual lab\*
- Chemistry with virtual lab§
- Biochemistry with virtual lab
- Introduction to Biology with virtual lab§
- Advanced Microbiology with virtual lab§

For a full list of required courses visit our pre-licensure [Master of Science in Nursing: Entry in Nursing](#) program webpage.

\*Virtual labs are accepted at Hopkins Nursing, but not everywhere. Check your university and state licensure requirements for prerequisite courses.

§Offered but not required by Johns Hopkins School of Nursing.

## Course Structure

The online prerequisite courses are instructor-led, 11-week courses that use the [Canvas Learning Management System](#) (LMS). The courses are structured so that each week of the course is a module of content typically consisting of required reading, a short multi-media presentation, a discussion board activity, and a quiz on that particular week's content. Additionally, lab courses incorporate a virtual lab activity and will have additional assignments to assess student mastery and application of the information.

The module for a particular week will open on Monday and the course content will be available for you to complete during the week. Unless otherwise noted within the course syllabus, assignments are due at 5:00 PM EDT on the date listed in the course schedule and syllabus.

## Frequently Asked Questions (FAQ)

How often are the prerequisite courses offered?

All courses are offered once a semester, during the Fall, Spring, and Summer semesters.

Will these credits be accepted by the college/university that I'm interested in attending?

Each college and university will have policies and procedures about how it will evaluate transcripts from your previous work. Each prerequisite course completed at Hopkins will be displayed on a JH School of Nursing transcript, which will list the name of the course, the credits earned for the course, and the grade that you achieved.

We advise that you contact each school or university that you are considering to research its particular requirements and if our courses will be acceptable for its program. In particular, we urge you to specifically ask about virtual labs and if the school that you are considering will accept virtual labs as part of its entry requirements.

[How many courses should I take in any given semester, and is it limited?](#)

Most students find that 7 credits in any given semester is a manageable course load. Students may enroll in up to three courses per semester but should not enroll in more than two lab courses at the same time due to the student workload associated with these courses. Each week, students should plan to devote about 7-10 hours for every non-lab course that they attempt and 10-15 hours for every virtual lab course. Estimated hours are variable to an individual's learning pace and prior knowledge of the content.

[Who do I contact if I have a disability that requires a special accommodation?](#)

If you have a disability and may require accommodation in this course, please contact [Student Disability Services](#) to discuss your specific needs.

[What action will I need to take if I have to withdraw from a course?](#)

To withdraw from a course, please request support from the [Office of Student Enrollment and Account Management \(SEAM\)](#).

Prior to Week 8 of the course there is no notation of the drop on your permanent record. Starting with week 8, should you drop a "WP" or "WF" will be posted to your record based on your performance in the course to date.

[If I need to withdraw, am I entitled to a refund?](#)

The refund schedule is as follows\*:

Week 1: Student can drop with 100% refund

Week 2: Student can drop with 50% refund

Week 3 and 4: Student can drop with 25% refund

Week 5 to Week 7: Student can drop, no refund

Week 8 and after: Student can drop but "WP" or "WF" will be posted to record, no refund

\*Please note, for refund purposes, all prerequisite courses run from Monday through Sunday.

[How can I request a transcript or request enrollment verification?](#)

If you are currently taking a course and need to verify your enrollment, you can log into our Student Information System at <https://sis.jhu.edu>. Then, click on the Registration link on the toolbar, select "My Class Schedule" from the drop down menu, and then select the option "Printable Confirmation for Enrollments." You may also select the "My Grades" screen and download an unofficial transcript.

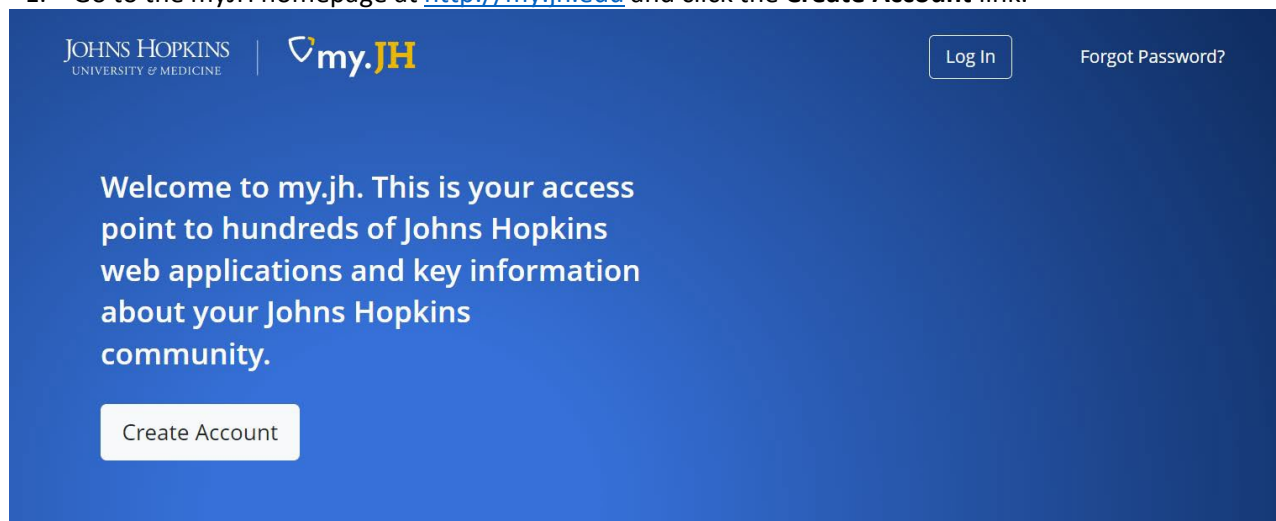
Once the course has ended and the grade has been submitted, you can request an official transcript (paper or electronic). Transcript requests can be made at <https://nursing.jhu.edu/academics/resources/policies/transcripts.html>

## Your Johns Hopkins email account

Your JHED Login ID (which is also referred to as your JHED ID) is the username that you use when you log into the JHED system. Many resources at Hopkins use your JHED Login ID to grant access. Examples of such resources include JHU email, course registration and employee payroll systems. You will be required to use your JHED Login ID and password to log into myJH.

### Setting up your account

1. Go to the myJH homepage at <http://my.jh.edu> and click the **Create Account** link.



2. On the **First Time JHED User** page, enter your **JHED ID** in the box.
  - a. Your JHED ID should have been emailed to the address with which you registered. If you do not know your JHED ID, contact SEAM. <https://seam.jhu.edu/contact>
3. Select the **"I'm not a robot"** box, provide the Captcha challenge response, and click the **Continue** button.
  - a. If you are visually impaired or require assistance, dial (410) 516-4357 for assistance.

#### Create JHED Account

**Step 1.** Enter your JHED ID. If you do not know your JHED ID, [click here](#).

**Do NOT perform this step if you have already logged into JHED with a different JHED ID.** Only one JHED ID may be assigned per person. Data issues may cause a separate JHED account to be created, but this must be reconciled. If you have been issued more than one JHED ID, please contact the IT Help Desk at (410) 516-HELP for assistance.

**STUDENTS:** The JHED ID and SIS ID are not the same.

**Step 2.** Complete the captcha.

JHED ID:

I'm not a robot

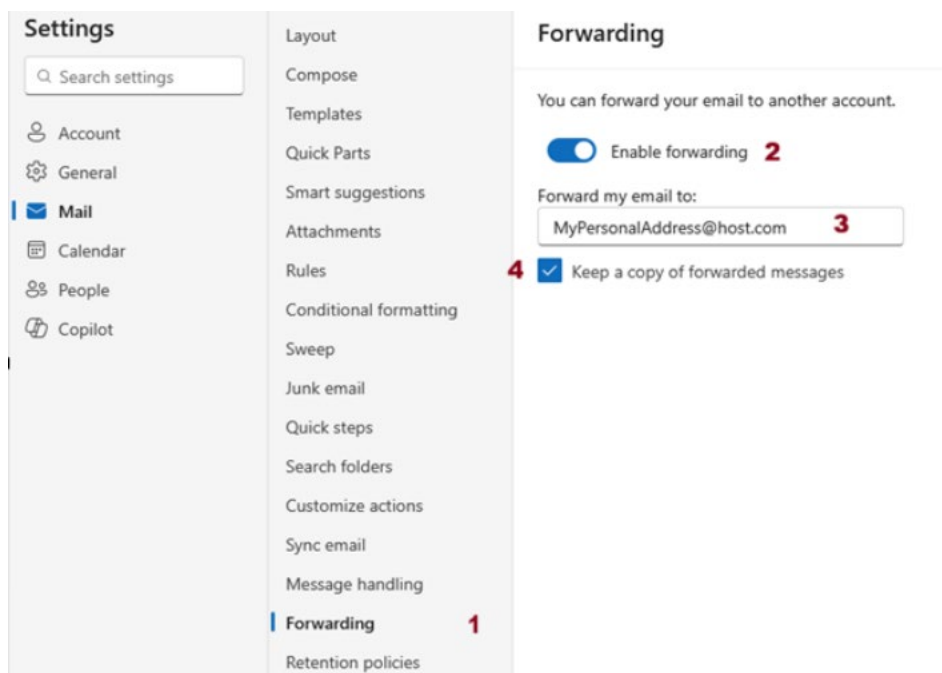


**Continue**

4. Create your password according to the password requirements listed:
  - a. Enter text into the **New Password** and **Confirm Password** fields
  - b. Enter your **Date of Birth**
  - c. Enter the **last 5 digits** of your social security or government-issued identification number
5. If all of the information you've provided was entered correctly, you will have successfully created a password and are now able to login.
6. If you require further assistance, please contact the IT Help Desk at (410) 516-HELP.

## Forwarding your email to another account

1. After logging in to <http://my.jh.edu>, expand the Messaging group, and click the Outlook Web tile.
2. In the Outlook Web App, click the settings icon (gear in upper-right corner)
3. Click the Forwarding (1) menu option and toggle "Enable forwarding" (2) on
4. Enter your alternate email address (3) and consider checking the box to keep copies of messages in your Hopkins mailbox (4).



5. Click Save

## JHU Required training for all non-degree students

JHU students are required to take federally mandated training. Non-degree students are required to complete the following courses prior to registering:

- [Graduate Sexual Misconduct Prevention Training](#)
- [Understanding Title VI: Rights and Responsibilities at JHU](#)

\* Current students who have not yet completed the training will be required to do so before registering for subsequent semesters

of study.

For more information on required trainings, please visit [Required University Student Trainings | Student Affairs](#)

Additionally, JHSON students must take **Avoiding Plagiarism Module**. The module is in JHU's MyLearning and is required to be completed by the end of the first week of class. If you completed the module while taking another prerequisite course with us, you are not required again, but you will still need to post your certificate. For more information on how to access this, see the Welcome area in your prerequisite course.

## Introduction to the Canvas classroom

Canvas is the primary vehicle for prerequisite course content delivery. You will find the syllabus as well as all course materials, readings, and assessments on Canvas. While some future content may be available when you log in to the course at the beginning of the term, most course modules will be opened as the course progresses, so that students maintain a similar pace when completing assignments throughout the course.

### Technical Requirements

Canvas is a fairly user-friendly tool but still requires some time and effort to master. Canvas will work with any computing platform (Windows, Mac OS, Linux, etc.) as well as tablets such as the iPad. It is recommended that students use a laptop or desktop for the best overall experience. A tablet may suffice for viewing some course content but should ideally not be used to complete any assessments.

Students are expected to know how to use a web browser such as Internet Explorer, Mozilla Firefox, Google Chrome, or Safari. Mozilla Firefox is the recommended browser for use when accessing Canvas at the SON and may be downloaded from the [Mozilla website](#).

It is recommended that all students install at least two browsers on their personal computer. This will provide another method of accessing your course if your primary browser stops functioning, produces an error screen, or does not behave as expected. If at any time you experience a result other than what you were expecting while using Canvas, it is recommended that you first attempt the action again using a different browser prior to contacting the Help Desk.

Students should know how to disable pop-up blockers within their browser when using Canvas or provide an exception for the Canvas Web site (<https://canvas.jhu.edu/>). Often, you will have two pop-up blockers: one within your browser and one within a search toolbar like Google or Yahoo.

It is expected that all students know how to download and install browser plug-ins and software such as Adobe's Flash Player, Adobe's PDF Reader, Microsoft's Silverlight, and Oracle's Java platform. It is also expected that students keep all software up-to-date in order to ensure the best overall experience when using Canvas. Below you will find links to some of the common software needed to successfully use Canvas.

[Java](#)

[Adobe Reader](#)

### Announcements

After you have navigated to a JHU SON prerequisite course site, the first page you will see is the Announcements area. The oldest announcements will be at the bottom, with the most recent at the top.

While some instructors may choose to send an email to your JHU account any time an announcement is posted, this is not a guarantee. You will want to be sure to scroll through and read the announcements at least 1-2 times per week to see reminders about important dates, general class feedback on assignments, and any other important information regarding your course.

## Syllabus and Course Schedule

Your syllabus will be found under the Syllabus & Course Info section on the Canvas course menu. This section will also contain items such as the Academic Ethics Policy, the Inclement Weather Policy (if provided), as well as Netiquette guidelines. Your instructor may also include other important information related to the course such as schedule or clinical information. It is very important that you review and understand the information found in this area, as you are expected to know and follow all of the information, policies, and directions that are outlined in this area of the course.

## Textbook Information

You should try to purchase your course textbook(s) and/or materials as soon as you can after you have registered for the course, so that you can ensure you have them before the course begins. If you do not have time to purchase and receive hardcopy versions of the materials before the course begins, we suggest purchasing e-book versions, which are available for all textbooks used in our prerequisite courses. For more information on the textbook(s) and/or materials required for your specific course, please see the Syllabus and Course Info section of your classroom, or visit our [Prerequisite Course Textbook Purchasing](#) website.

## Access to Course Materials

Course materials needed will be outlined in each Canvas course site. JHSON uses 3rd party systems and new accounts will be created with your Johns Hopkins JHED account. Please do not pay for access through a personal account or use from another institution.

## Helpful Resources

We are committed to doing what we can to ensure your success in our prerequisite courses, and helping you prepare for your future in the healthcare professions. If you are experiencing an issue in your classroom or have a question that is not answered in this guide, please reach out to your faculty or JHSON Course Support.

## How to Stay Organized

Taking courses online is often much more challenging than taking in-person classes, as it requires the student to remain independently motivated and organized. In our prerequisite courses, students are expected to manage their time, schedule, and workload independently. Students should be accessing their course site and JHU e-mail frequently throughout each module. They are expected to review and understand all requirements, policies, assessments, and various components of the classroom without very much guidance.

## What to do if you fall behind

Early communication is the best thing you can do when you encounter a problem and/or fall behind in your online course. Communicate with your Instructor immediately if you feel like you are having difficulty grasping the material, navigating the online classroom, or balancing your workload with your

other work-life responsibilities. While we expect students to be responsible and independent, we understand that sometimes circumstances arise that are out of a student's control.

## Important Contact Information

If you need to contact the instructor of your specific course, their information can be found in the Contact Information area of your Canvas classroom. Contact your instructor directly to inquire about grades or to request assignment deadline extensions.

### JHU SON

#### *Course Support*

Email: [SON.Prerequisites@jhu.edu](mailto:SON.Prerequisites@jhu.edu)

Phone: (443) 287-9620

Hours: Monday-Friday, 8:30am to 4:30pm (EST)

Contact if you have any technical difficulties accessing course materials on the course site. Please include your course number and section in the email. Also, indicate the module and/or assignment in which you're encountering the issue.

#### *SON IT Help Desk*

Email: [son-helpdesk@jhu.edu](mailto:son-helpdesk@jhu.edu)

Phone: (410) 614-8800

Hours: Monday-Friday, 8:30am to 5:00pm (EST)

You should contact the JHU SON Help Desk for Canvas related support issues, both during and outside of normal business hours. Normal business hours are Monday-Friday, 8:30am-5pm. Issues that occur outside of normal business hours will be addressed the following business day. If you experience a Canvas outage or log in problem, contact the IT@JH help desk at 410-735-HELP. The IT@JH help desk can be contacted 24/7 but should only be contacted about outages or log in problems.

## Customer Support

### *Connect*

Website: <http://mpss.mhhe.com/> <http://createwp.customer.mheducation.com/wordpress-mu/success-academy/>

#### **Phone: USA and Canada**

800-331-5094 (toll-free)

Sun: 12pm - 2am

Mon-Thurs: 8am - 4am

Fri: 8am - 9pm

Sat: 10am - 8pm

(All times in Eastern Time)

#### **Asia**

+800 88139190 (toll-free)

Mon-Fri: 8am to 5pm (SGT/CST)

#### **UK & Europe**

+800 88139190 (toll-free)  
Mon-Fri: 8am to 5pm (GMT)

You should contact Connect customer support if you experience any technical difficulties with the system beyond what your Academic Program Coordinator or instructor may be able to resolve. If you need a quiz reset, an assignment extension, or have an issue related to your grade, reach out to the APC or instructor. For anything beyond that, submit at request to the Connect customer support team.

*Late Nite Labs*

Website: <http://latenitelabs.com/contact/>  
<http://latenitelabs.com/manuals/>

Phone: 1-800-262-0518

Email: [support@latenitelabs.com](mailto:support@latenitelabs.com)

Hours: Monday-Friday, 9:00am – 6:00pm (EST)

You should contact LNL customer support if you experience any technical difficulties with the system beyond what your Academic Program Coordinator or instructor may be able to resolve. If you need an assignment extension or have an issue related to your grade, reach out to the APC or instructor. For anything beyond that, submit at request to the LNL customer support team.

*Cengage OWLv2*

Website: <http://www.cengage.com/contact/>

<https://www.cengage.com/services/product/owl2>

Contact page: <http://support.cengage.com/victoriaweb/primarypage>

You should contact Cengage customer support if you experience any technical difficulties with the system beyond what Course Support or instructor may be able to resolve. If you need an assignment extension or have an issue related to your grade, reach out to the instructor.