

# Admission

Courses are open to all qualified persons, both government and non-government. FAES Academic Programs at NIH has an open-enrollment policy, provided that students meet any applicable prerequisites as indicated in the course descriptions.

Enrollment requirements differ based on the level of the course for which the student wishes to register. Undergraduate courses, in general, are open to persons who are at the minimum high school graduates, or equivalent, and who qualify for the course because of satisfactory work experience. For admission to more advanced courses, college coursework in the same or related field is specified or understood. For some courses, prerequisites may be required. For yearlong courses, registration for the second half of the year (i.e. spring semester) requires the completion of the course in the first semester or the permission of the instructor.

Students who do not have a clear financial record with FAES will not be permitted to register for future courses.

FAES does not discriminate on the basis of race, color, religion, sex, age, handicap, national or ethnic origin or veteran status in the administration of its educational programs, admissions policies, scholarship programs, and other educational policies.

## Registration for FAES Credit-Bearing Courses

The registration dates and deadlines are listed in the Academic Calendar. The FAES website contains the latest and most up-to-date information on class offerings and schedules. Registration is required each semester for yearlong courses, and for each part of a two-part course.

**Students must register online through the student portal after creating an account at [faes.org/courses](https://faes.org/courses). We also accept registration by email at [registrar@faes.org](mailto:registrar@faes.org) or over the phone at (301)496-7976.**

## Registration for FAES Workshops

FAES's workshops are open to the broader NIH community as well as to the general public. Registration occurs online throughout the year on a first-come, first-served basis and seats are limited in each workshop.

Please visit our website at [faes.org/workshops-conferences](https://faes.org/workshops-conferences) to find the latest schedule of the workshops. FAES reserves the right to change the duration of the workshops as advertised in the Catalog of Courses or to modify workshop course content at any time. Course content will align with the main themes of the workshop, as indicated in the title of the workshop.

## Deadline for Registration — Workshops

The deadline for registration is one week before the first day of each workshop. If you are unable to register before the deadline, please email [registrar@faes.org](mailto:registrar@faes.org) or call **301-496-7977** to check on seat availability.

**Please note:** FAES workshops do not follow the enrollment timeline of the credit-bearing academic courses; dates and deadlines posted on the academic calendar of the FAES Academic Programs Credit-Bearing Courses are not applicable.