

REGISTRATION INSTRUCTIONS AND PRIORITY REGISTRATION NUMBERS

You must register on the Web (<http://www.stjohns.edu/central>)

Before you register for classes, carefully read the instructions which follow. Priority of registration access dates is based on your year in school.

Access to the WEB REGISTRATION will be as follows, **beginning at 7:00 a.m.** on the days indicated:

Tuesday and Wednesday	5/13 and 5/14	4 th Year Evening students register for fall PRIORITY REGISTRATION NUMBER 844028
Thursday and Tuesday	5/15 and 5/20	3 rd Year Day students register for fall PRIORITY REGISTRATION NUMBER 834028
Wednesday and Thursday	5/21 and 5/22	3 rd Year Evening students register for fall PRIORITY REGISTRATION NUMBER 833028
Tuesday and Wednesday	5/27 and 5/28	4 th Year Evening, 3 rd Year Day, and 3 rd Year Evening students' schedule adjustment period (these students may add or drop courses)
Thursday and Tuesday	5/29 and 6/3	2 nd Year Evening students register for fall PRIORITY REGISTRATION NUMBER 823028
Wednesday and Thursday	6/4 and 6/5	2 nd Year Day students register for fall PRIORITY REGISTRATION NUMBER 822028
Monday and Tuesday	6/9 and 6/10	Review of FCFS waitlists (see Registration Instructions for details)
Thursday	6/12	General Drop/Add Period begins

IMPORTANT NOTE:

ALL STUDENTS ARE ENCOURAGED TO REVIEW THE [UPPER CLASS CURRICULUM GUIDE](#) BEFORE PREPARING THEIR FALL SCHEDULE

- Always check the pre-requisite and/or co-requisite requirements for courses for which you register ([Curriculum](#))
- Before you use the Web, clear all [HOLDS](#) (if any) from your account.
- Consult with your faculty advisor or with Dean Sullivan regarding any issues of course selection.
- Students will not be permitted to register for more than 18 credits without written approval from the Senior Assistant Dean for Students.

THE ADDRESS TO REGISTER FOR CLASSES IS: <http://www.stjohns.edu/central>

1. Enter your User Name and Password and click OK.
Note: Your User Name is your St. John's email User Name and your Password is your personalized Banner Web (UIS) pin/password

Currently, the first time you access the Web, your PIN is your date of birth; however, you must change this to a confidential 6-digit PIN. To change your PIN once you have accessed the **University Information System, click on **Personal Information** and then **Change PIN** option. Follow the instructions for changing your PIN.*

2. Click on the **UIS/TAB**
3. Click on **Click Here for UIS**.
4. To register for classes once you have accessed the **University Information System**, click on **Student and Financial Aid**.
5. Click on **Registration** and then **Add/Drop Classes**.
6. Select the term for which you are registering (Fall 2008) and submit.
7. Enter your 6-digit Priority Registration Number and submit.
8. Follow the instructions for adding or dropping classes.

If you encounter error messages which prevent you from gaining access to the Web, or if you need assistance in using the system for any reason, call the Law School Web Assistance Line (718) 990-2010 which will be available from 8:30 a.m. – 7:00 p.m. on Monday - Thursday and from 8:30 a.m. – 3:00 p.m. on Fridays. (Beginning Friday, May 16th the University will operate according to summer hours. Offices will be closed on Fridays thru August 15th. In addition, these University offices will be closed on May 1, May 23 - 26, and July 4 for Holiday observance.)

IMPORTANT INFORMATION ABOUT YOUR PIN

In order to safeguard you against identity theft, if you enter the **wrong** ID number or PIN, you will get an **Authorization Failure-Invalid User ID or PIN** message. You will be permitted 5 attempts before you will receive the following message: **Your Web access has been disabled. Click this link [Pin Reset](#) to have your pin reset. You must provide your id card number, birthdate, nt account or email address to have your pin reset.** During normal office hours, you may also call the Law School Web Assistance Line at 718-990-2010 for assistance resetting your PIN. You will need to be able to verify your identity over the phone. You may also come in person to the Law School Registrar's Office. You will be required to show valid ID.

In order to avoid having your PIN disabled, do not continue to attempt to enter incorrect Login information. Instead, click on **Forgot PIN?** This will bring you to the **Login Verification Security Question** that you were requested to provide the first time you logged on to the Web. Once you answer this question correctly, you will be asked to enter a new PIN. You will then be able to access the **University Information System**. You will be permitted 5 attempts to correctly answer your **Logion Verification Security Question**, after which your Web access will be disabled. You will receive a message similar to the one indicated above for invalid ID or PIN information.

HOW TO ADD YOUR NAME TO THE WAIT LIST FOR FCFS COURSES

When you attempt to register for a FCFS course that has closed and gone to *waitlist, it will appear as a Registration Add Error. In the Status column, it will say *CLOSED-(# of students)* WAITLISTED. The Action column to the left of the CRN will show NONE in the drop-down window. Go to the Action column, and click on the arrow. Click on **Wait List**, then **SUBMIT CHANGES**. When the page is refreshed, the waitlisted course(s) will appear as follows: The Status column will say *WAITLIST ON (date)* and the Action column will show NONE in the drop-down window. When you have selected all your classes, click on **COMPLETE REGISTRATION**.

*If the waitlist is full, you will be unable to waitlist yourself.

IF YOU ATTEMPT TO WAITLIST YOURSELF FOR A FIRST-COME FIRST-SERVED COURSE FOR THE FALL 2008, MAKE SURE YOU GO BACK ONLINE AGAIN AFTER YOU HAVE ENTERED YOUR SELECTIONS TO VERIFY THAT YOU COMPLETED THE WAITLIST FUNCTION CORRECTLY (I.E. THAT THE COURSE(S) APPEAR ON YOUR WEB SCHEDULE WITH A STATUS OF WAITLIST). IF THE COURSE DOES NOT APPEAR, YOU NEED TO FOLLOW THE INSTRUCTIONS ABOVE.

WEB REGISTRATION HOURS

Monday through Thursday: 7:00 am – 11:59pm

Friday through Sunday: 7:00 am – 5:00pm

Announcements will be posted on the Web whenever the system will be down for maintenance or holidays.