

This manual contains step-by-step instructions on how to register for your courses. You will register for 15 to 18 credits (depending upon your major). Please be sure to follow the accompanying written and visual instructions carefully.

You will select your courses based upon a Registration Form prepared specifically for you by an academic advisor. Courses are based on both University core and major requirements.

Table of Contents

Important Items to Keep in Mind	2
How to Access Online Registration	3
Prepare for Online Registration – Building Schedules.....	4
Find Course Descriptions in the Undergraduate Bulletin	5
How To Register for Courses Online:.....	6
How to View Your Schedule by Day & Time:	7
How to Delete a CRN you Previously Added	8
How to Ensure Proper Payment of Your Term Bill	8
If you have any questions or concerns,	8
please contact your advisor right away	8

Important Items to Keep in Mind:

- **Priority Registration Number:** This number is provided to you by your Freshman Advisor and allows you to input (register) your classes online. Typically, this number is located on your Registration Form.
- **Holds:** Make sure your account is clear of holds. To see if you have a hold(s) on your account, log in to *MySJU*. On the “Academics” page, click “View Holds.” *Report to the appropriate office indicated to remove the hold from your account.*
- **Register for ALL of the required courses as listed on your advisement form:** Do not wait to register for a required course in the hope of obtaining your preferred time/instructor, etc. Our recommendation is to register for an open section and continue checking the availability of your preferred section.
- **Backup Schedules:** Be prepared with other sections/schedules just in case your first-choice section is closed.
- **Assigned Textbooks:** Before adding a course you can view the retail price and ISBN of the textbook(s) in “Section Search”.
- **Waitlist:** A limited number of sections have a waitlist option. When a class is full, you may place yourself on a waitlist to register for the class. If space opens up in the class, you will be notified by email.
 - Waitlist information for a section will be indicated on the “Look Up Classes to Add” page within the *Registration* menu. You must meet all course pre-requisites and restrictions in order to place yourself on the waitlist.
 - You have 24 hours to respond to your email and register for the class. Failure to act by the 24-hour deadline will result in your name being removed from the waitlist.
 - Please be advised that the waitlist option will be turned off one week before classes begin.
- **Browser Information:** It is recommended that you use Firefox as your browser, in order to access the St. John’s University home page.

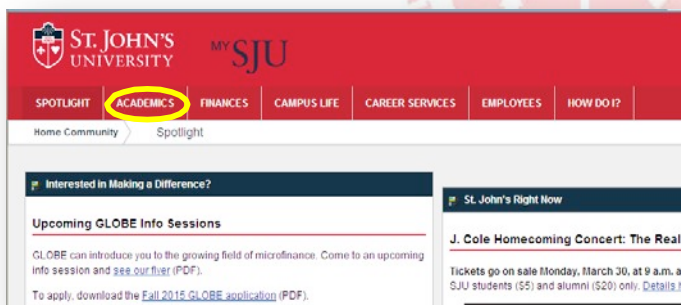
How to Access Online Registration:

- To begin, open Firefox and log in to **MySJU** (mysju.stjohns.edu)

MySJU Login Credentials

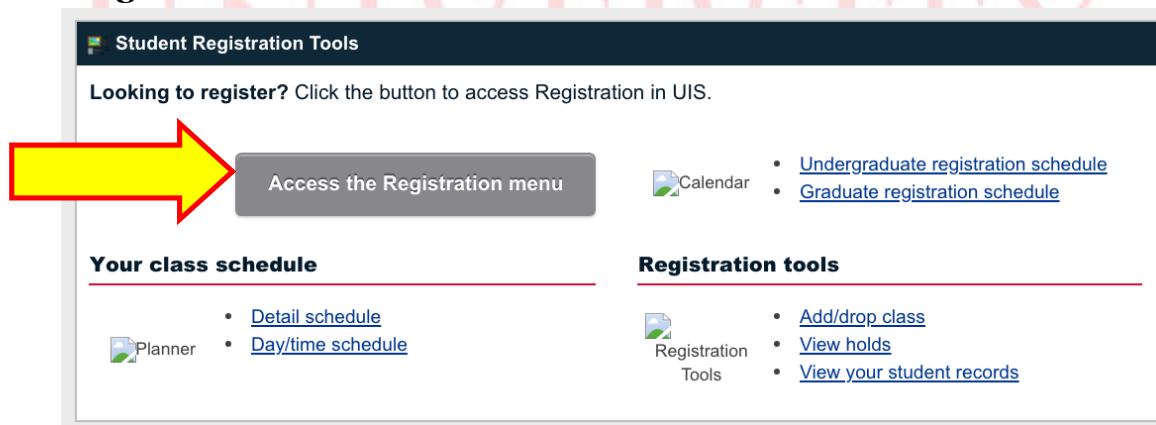
Username: *firstname.lastnameXX*
(XX = 2 digits year you started at SJU)

Password: *XXXXXX*
(Same 6 digit pin as UIS)



You will land on the “Spotlight” page. Check for any important University announcements and then click on “**Academics**”.

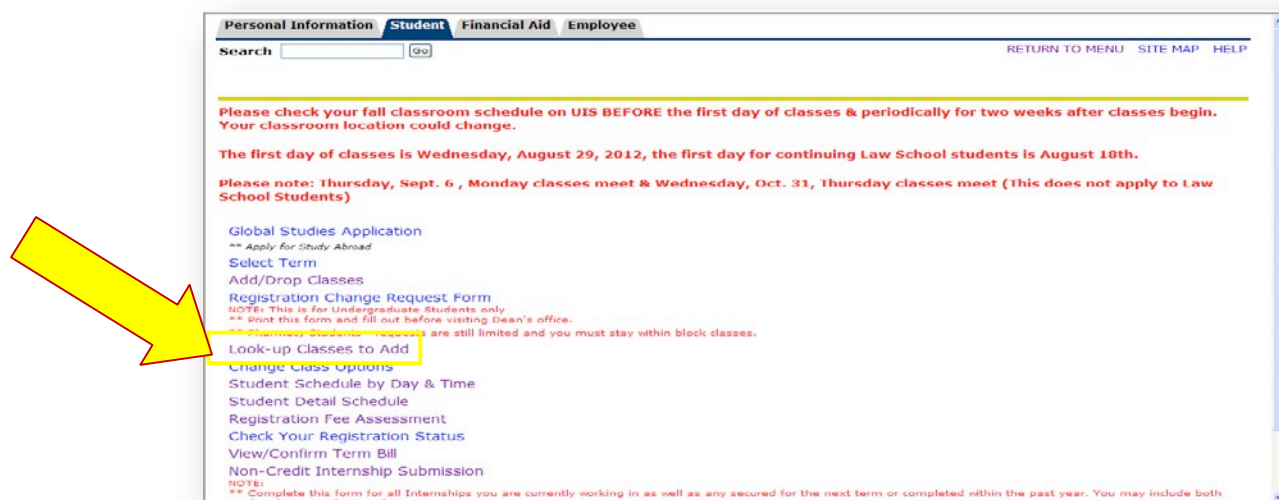
- Once on the “Academics” page, scroll down and click “**Access the Registration Menu**”.



Prepare for Online Registration – Building Schedules:

Using your registration form, you will want to prepare alternative schedules in case the sections you want are not available. Remember to only choose courses listed on your registration form given to you by your advisor.

- In the *Registration Menu*, click **“Look-up Classes to Add”**.



- Select the *Term* from the drop-down menu and click **“Submit”**.
- Click **“Advanced Search”**
- Following your Registration Form that was given to you by your advisor, select the **“Subject”**.
- *Schedule Type* – select **“All”**.
- *Campus* – select **“Queens”** or **“Online Learning”**
- *Course Level* – select **“Undergraduate”**.
- Click **“Section Search”** at the bottom of the screen.

A screen like this will show your results:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
MARKETING

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Rem	WL Act	WL Rem	Instructor	Date (MM/DD)	
<input type="checkbox"/>	10076	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	W	05:00 pm-07:50 pm	32	0	0	Donald H. Hazelton (P)	01/23-05/15	Required Text
C	10078	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	MR	03:25 pm-04:50 pm	0	0	0	Howard Friedman (P)	01/23-05/15	Required Text
<input type="checkbox"/>	10079	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	MR	09:05 am-10:30 am	14	0	0	A. A. Licari (P)	01/23-05/15	Required Text
C	10080	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	MR	10:40 am-12:05 pm	0	0	0	Howard Friedman (P)	01/23-05/15	Required Text
<input type="checkbox"/>	10081	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	TF	07:30 am-08:55 am	33	0	0	Carmine P. Gibaldi (P)	01/23-05/15	Required Text
C	11599	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	W	01:50 pm-04:40 pm	0	0	0	Donald H. Hazelton (P)	01/23-05/15	Required Text
C	13285	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	TF	09:05 am-10:30 am	0	0	0	Mark A. Ventimiglia (P)	01/23-05/15	Required Text
C	13286	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	TF	10:40 am-12:05 pm	0	0	0	Carmine P. Gibaldi (P)	01/23-05/15	Required Text
<input type="checkbox"/>	16143	MKT	1001	0	Q	3.000	PRINCIPLES OF MARKETING	TF	01:50 pm-03:15 pm	19	0	0	Mark A. Ventimiglia (P)	01/23-05/15	Required Text

Register Add to WorkSheet New Search

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

- Write down the **CRN** numbers of the course sections you wish to take in order to build your preferred schedule.
 - Please note that if your first-choice section has a **"C"**, the course is full or *closed*. Be sure to prepare alternative choices before your registration date and time.
 - If you are unsure about what the course is about, you can look up course descriptions in the undergraduate bulletin.

Find Course Descriptions in the Undergraduate Bulletin:

- Go to **"MySJU"**
- Click **"Academics"**
- Scroll to **"Courses and Calendars"**
- Click **"Undergraduate Bulletin"**
- Download your college's bulletin.

List of Colleges

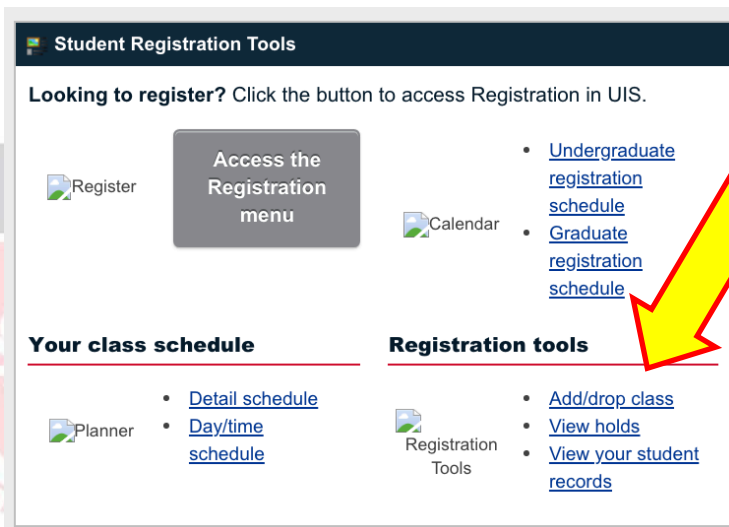
- St. John's College of Liberal Arts and Sciences
- School of Education
- Peter J. Tobin College of Business
- College of Professional Studies
- College of Pharmacy and Health Sciences

- Tip:** Press **"CTRL" + "F"** on your keyboard to bring up a search box. Enter keywords (i.e. **"Biology"**) to help navigate the document. Remember to check for prerequisites.

How To Register for Courses Online:

- Using the [Web Registration Undergraduate Schedule](#), locate your *Priority Registration Number* (given to you by your advisor) within one of the ranges in order to find when you can begin registration.
 - Please note that your registration date/time represents when you can start the registration process. You can register any time after as well but we recommend registering as soon as you become eligible for the best chance of getting your desired course sections.

- When it is time to register, follow the steps above to log in to MySJU. On the “**Academics**” tab, click “**Add/Drop Class**”.



- Using the *Add Classes Worksheet*, **add** classes by entering the *Course Reference Numbers* (CRNs) in separate boxes.
 - When all CRNs are entered correctly, click “**Submit Changes.**” **You do not have to click anything else on that page. Do NOT click continue registration or registration part 2.**

*Note: Certain courses are comprised of 3 sections – (lecture, recitation and lab). Certain lectures and recitations must be linked correctly. Failure to register for either section correctly will result in an error. If any one of the 3 sections are closed or conflict with another course, an error will result. You must choose another section(s).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 29, 2020	None	11226	CRJ	2000	0	Undergraduate	3.000	Standard	Letter	Grades INTRO CRIMINAL JUSTICE SYSTEM
Web Registered on Oct 29, 2020	None	12319	LAC	1000C	103	Undergraduate	3.000	Standard	Letter	Grades CORE:LANG & CULT - PHILIPPINES

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 29, 2020 03:41 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

RELEA [View Holds] [Part II]

© 2020 Ellucian and its affiliates.

Once you click “submit changes”, you will see a screen with your classes displayed. You are registered for the courses that say ****Web Registered**** next to them.

If you did not successfully register, you will see an error message displayed.

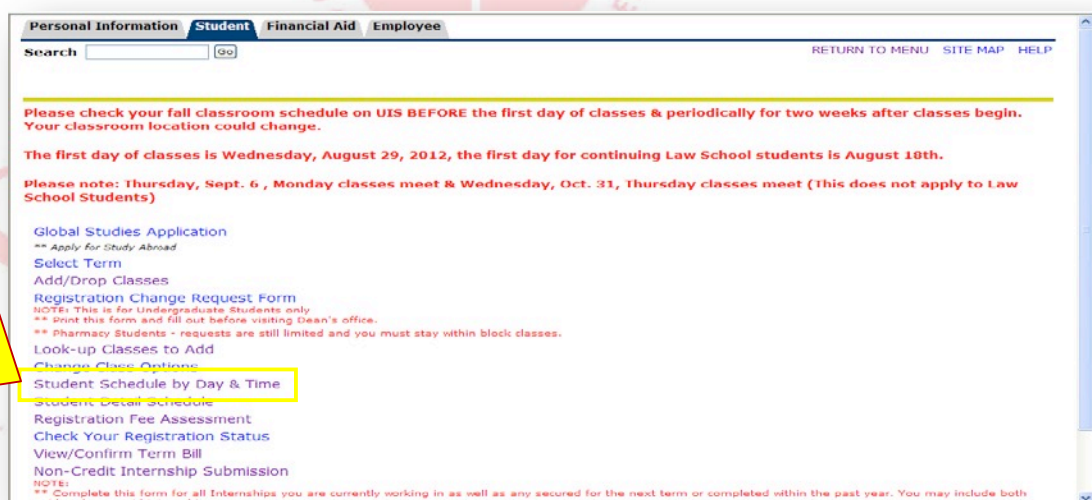
If you experience difficulty, please contact your advisor.

How to Delete a CRN You Previously Added:

- In the drop down menu under *Action* select “Drop Web”.
- Click “**Submit Changes**” to complete the process.

How to View Your Schedule by Day & Time (this will also confirm that you have successfully registered):

- In the *Registration Menu*, Select “**Student Schedule by Day & Time**”
- Select the **term** from the drop-down menu.



How to Ensure Proper Payment of Your Term Bill:

- In the *Registration Menu*, click “**View/Confirm Term Bill**”.
- Select the *term* from the drop-down menu.
- If you have a credit balance or no balance, you **MUST CONFIRM** your registration by clicking on the “Confirm Registration” button.
- To pay your balance in full, click the “**Pay Online/Enroll in Payment Plan**” link and you will be taken to the *Student Account Suite* to make a payment by check or credit card online. Click on the “**Payments**” tab at the top to pay in full.
- To apply for one of our current Payment Plans, and make the down payment, click on the “**Payment Plans**” tab at the top.
- If you have outstanding aid not yet applied to your account, report to the **Office of Financial Services located on the Garden Level of Bent Hall** to speak directly with a Financial Services counselor.

**If you have any questions or concerns,
please contact your advisor right away.**