WEB REGISTRATION INSTRUCTIONS

Sign-on Portal instructions: https://ithelp.stjohns.edu/support/solutions/articles/16000010232

New Students:

Please visit https://signon.stjohns.edu

Logging In

- If you have not logged in to the Sign-On portal before, please follow these instructions to complete the setup for your account: https://ithelp.stjohns.edu/support/solutions/articles/16000010232

Registering for Classes

- Once you are logged in, please click on the “UIS University Information Systems” app
- Then click the “Student” tab and then “Registration”.
- Click “Add/Drop Classes” and select the term for which you would like to register and “Submit”.
- Enter your “Priority Registration Number” and click “Submit”.
- Continue following the prompts until you have completed your registration.

Continuing Students:

Before using web registration:

- Check to see if you have any holds on your account by logging into UIS via https://signon.stjohns.edu
  - Once logged in, click “UIS University Information Systems” app. You can then click on the “Student & Financial Aid” tab, “Student Accounts” and click “View Holds” to see if there are any holds. Keep in mind, certain holds will prevent registration.
  - If holds exist contact the related office to resolve.
- Check the date and time of your registration appointment.
  - Undergraduate students can find their appointment schedule by using the following link: https://www.stjohns.edu/academics/office-registrar/registration
  - Graduate students can find their appointment schedule by using the following link: https://www.stjohns.edu/academics/office-registrar/registration
**Searching for Classes**

- You can begin looking for classes prior to your web registration appointment by logging into [https://signon.stjohns.edu](https://signon.stjohns.edu). (Keep in mind you cannot register for classes prior to your web registration appointment.)

  - Once logged in, click on the “UIS University Information Systems” app.
  - Click on the "Student and Financial Aid" tab, "Registration", "Look-up Classes to Add", select term, click “Submit”
  - Select the subject you would like to view, click “Course Search” or for a more specific search click “Advanced Search”.
  - Click "View Sections" for day, time and course availability.
    - If there is no notation next to the class, it indicates the class is open, “C” next to the class indicates closed, “SR” indicates that there is a Section Restriction.

**Registering for Classes**

- Once logged in, click the “UIS University Information Systems” app, click on the “Student & Financial Aid” tab, and “Registration”.
- Click "Add/Drop Classes", select the term for which you would like to register and "Submit".
- Enter your “Priority Registration Number” and click “Submit”.
- Continue following the prompts until you have completed your registration.

- **Note:** If there is no activity for 30 minutes your session will end. Your registration will not be saved unless you have clicked "Submit Changes".