



ST. JOHN'S
UNIVERSITY

CENTER FOR
STUDENT SUCCESS

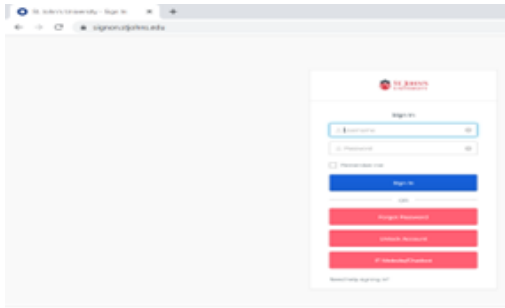
Registration Guide

This will guide you through the course planning process including items to reflect on, items to prepare for, and items to plan.

Registration Hours:

UIS will be available for registration Monday - Saturday : 7:00 am to 11:00 pm and Sunday : 11:00 am to 11:00 pm.

GO TO SIGNON.STJOHNS.EDU, ENTER YOUR USERNAME AND PASSWORD, AND CLICK SIGN IN



USERNAME

Email address in the format

firstname.lastname##@my.stjohns.edu

= two digit year that you entered the University

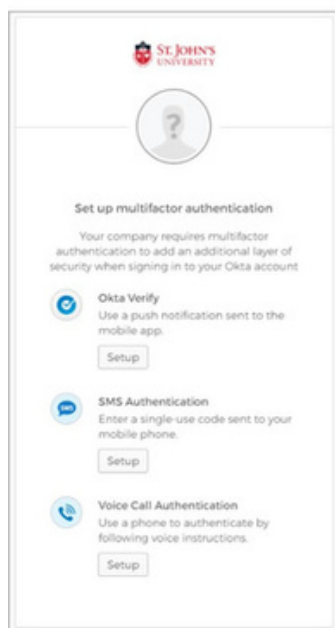
Example: john.doe23@my.stjohns.edu

PASSWORD

Capital S, Lowercase j, 8 digits of your StormCard ID number

StormCard ID can be found in your Registration Email

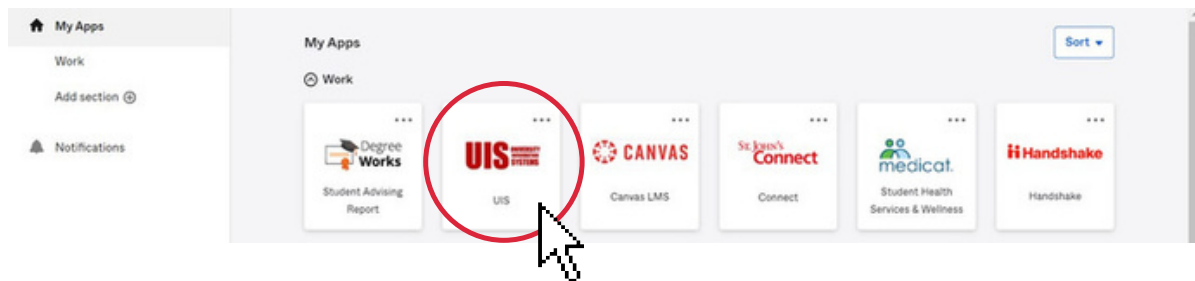
Example: Sj98765432



If this is the first time that you are logging in to the site, the system will ask you to configure at least one alternative way to verify your identity. This is also known as Multi-Factor Authentication.

Please visit the **University Service Desk Website** if you are having any issues.

Click on UIS



Enter your UIS Security Question & Answer

(will only need to be done once)

- If this is your first time logging in to UIS, it will ask for your UIS PIN to complete this step
Default PIN: Capital S, Lowercase j, 8 digits of your X# without the X
- Example: Sj01234567 (if the X# is X01234567)
- You must type in a Question and then an Answer, then click Submit

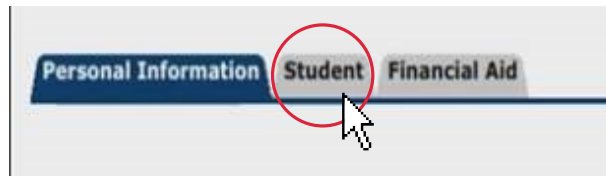
A screenshot of the UIS security setup page. At the top are tabs for 'Personal Information', 'Student', and 'Financial Aid'. A message says 'Please enter your new Security Question and Answer and click Submit.' Below this is a red error message: 'Invalid Pin! Please re-enter PIN.' There are input fields for 'Please Confirm your Pin:', 'Question:', and 'Answer:'. At the bottom are 'Submit' and 'Reset' buttons. The footer says 'RELEASE: 8.9.1'.

Update Your Emergency Notification Information

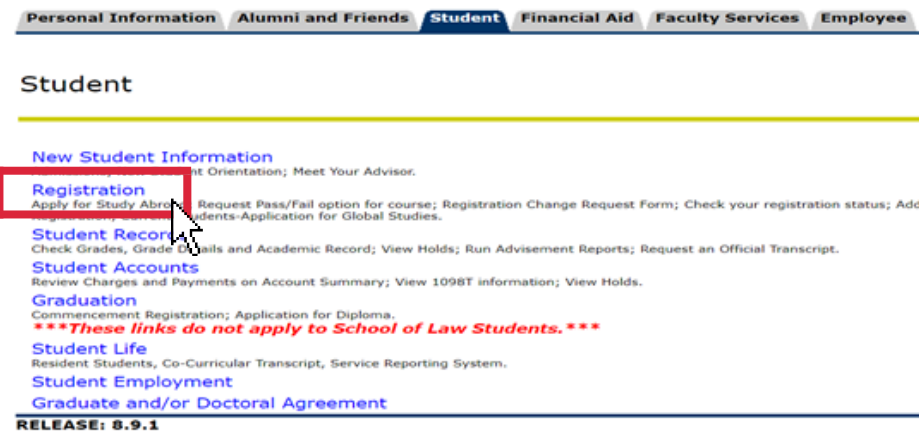
- Check off "Number is current", type in Area Code and then Phone Number, then click Submit Changes

A screenshot of the 'Update Notification Information' page. It has the same top navigation as the previous form. A message states: 'You will not be able to bypass this screen until you enter your current phone - cell or land line - number (not a University phone number) OR opt out of receiving emergency alerts by checking the box next to the label "I choose not to enter an EN number." Once you have indicated your preference, the screen will no longer appear when you log on. (We will be asking you periodically to confirm that the information you provided is still up-to-date.)' There are checkboxes for 'I choose not to provide an EN number:' and 'Number is current:'. Below are input fields for 'Area Code:', 'Phone Number:', and 'Extension:'. At the bottom are 'Submit Changes' and 'Reset' buttons.

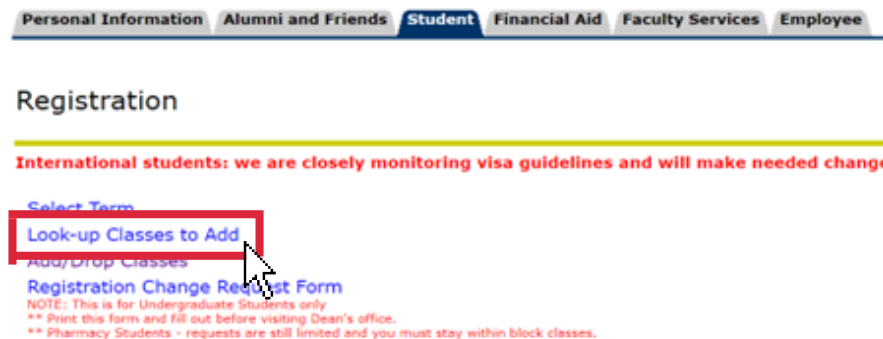
Once you see this screen, you can now begin searching for classes by clicking the Student tab



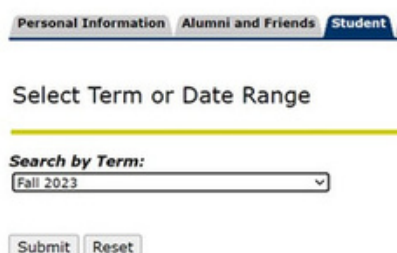
Select Registration



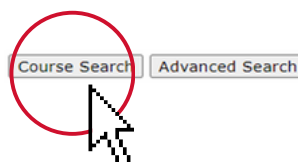
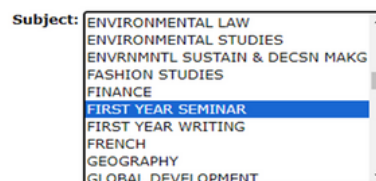
Select Look-up Classes to Add



Select Term



Choose a course from your Registration Form, let's take *First Year Seminar* for example, and click on Course Search



On your Registration Form, look at the Course Number (in our case, FYS 1000), select the 'View Sections' tab of the corresponding course

About Me

Student Name: [LN], [FN]
 Student X#: [ID] College: [Coll_Desc]
 Major: [Major_Desc] ([Major])
 Priority #: [Priority_#] (valid through June 8th)
 Math Placement:
 Chemistry Placement:

Look-Up Classes to Add:

Fall 2023	
FIRST YEAR SEMINAR	
1000	FIRST YEAR SEMINAR
1000H	FIRST YEAR SEMINAR (HON)

View Sections

CORE COURSES	Course department & number	CREDITS
1.	FYS 1000	3
2.	FYW 1000 or ENG 1100	3
3.	HIS 1000	3
4.	PHI 1000 or PHI 3000	3
5.	SCI 1000	3
6.	SPE 1000	3

If there are seats available in a section, there will be a number greater than zero under the column "Rem" (which stands for Remaining Seats); if there is a "C" under "Select" instead of a checkbox, it means the section is closed.

Look-Up Classes to Add:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet. Closed classes may have waitlist availability, as shown in the WL, Rem column. To be added to a waitlist, click Register or Add to Worksheet, manually enter the CRN, and select the waitlist action.

Please note that faculty assignments are subject to change.

Sections Found														
FIRST YEAR SEMINAR														
Select	CRN	Subj	Crise	Sec	Cmp	Cred	Title	Days	Time	Rem	WL Act	WL Rem	Instructor	Date (MM/DD)
<input type="checkbox"/>	75389	FYS	1000	0	Q	3.000	THE GLOBAL CITY	W	10:40 pm-12:30 pm	25	0	0	Hane Netope (P)	08/30-12/16
<input type="checkbox"/>	75416	FYS	1000	0	Q	3.000	IMMIGRANTS CONTRIBUTION	W	12:31 pm-01:30 pm	25	0	0	Angel Ortiz (P)	08/30-12/16
<input type="checkbox"/>	75421	FYS	1000	0	Q	3.000	THE IMMIGRATION EXPERIENCE	W	03:41 pm-04:40 pm	25	0	0	TBA	08/30-12/16
<input type="checkbox"/>	75423	FYS	1000	0	Q	3.000	FIRST YEAR SEMINAR	R	05:00 pm-06:50 pm	25	0	0	Anthony Carmine Marziliano (P)	08/30-12/16
<input type="checkbox"/>	75425	FYS	1000	0	Q	3.000	SOCIAL JUSTICE	R	06:51 pm-07:50 pm	25	0	0	TBA	08/30-12/16
<input type="checkbox"/>	75430	FYS	1000	0	Q	3.000	3 DISTINCT PERIODS IN NYC	R	05:00 pm-06:50 pm	25	0	0	Liaity E. Elle (P)	08/30-12/16
<input type="checkbox"/>	75747	FYS	1000	120	Q	3.000	DISCOVER NEW YORK	R	06:51 pm-07:50 pm	25	0	0	Anthony Carmine Marziliano (P)	08/30-12/16
<input type="checkbox"/>	75743	FYS	1000	121	Q	3.000	GROWTH AND SPORTS	M	05:00 pm-06:50 pm	25	0	0	TBA	08/30-12/16
<input type="checkbox"/>	75429	FYS	1000	500	Q	3.000	THE GLOBAL CITY	W	03:41 pm-04:40 pm	25	0	0	Frank Anthony Peluso (P)	08/30-12/16
<input type="checkbox"/>	75429	FYS	1000	500	Q	3.000	THE GLOBAL CITY	W	05:00 pm-06:50 pm	25	0	0	TBA	08/30-12/16
<input type="checkbox"/>	75429	FYS	1000	500	Q	3.000	THE GLOBAL CITY	W	06:51 pm-07:50 pm	25	0	0	TBA	08/30-12/16

Note: Courses that meet Mondays and Thursdays are coded under the column "Days" as "MR" and courses that meet Tuesdays and Fridays are coded as "TF"

Days Key: Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, and Saturday = S
 Campus Key: Queens = Q, Distance Learning (Online) = D

(DO NOT REGISTER FOR ANY COURSES ON ANY OTHER CAMPUSES because you will receive a Registration Add Error.)

Hybrid courses meet both in-person and online, with the online component being either **Synchronous** or **Asynchronous**.

- Synchronous courses have specific online meeting times.
- Asynchronous courses have a more relaxed schedule and do not have specific online meeting times. Students access class materials during different hours from different locations.

If you see “TBA” under the column “Instructor”, this means that the instructor has not yet been assigned to that section.

	MONDAY	THURSDAY		WEDNESDAY		TUESDAY	FRIDAY		SATURDAY
7:30am-8:55am (0730-0855)			7:30am-10:20am (0730-1020)		7:30am-8:55am (0730-0855)			8:30am-11:20am (0830-1120)	
9:05am-10:30am (0905-1030)					9:05am-10:30am (0905-1030)				
10:40am-12:05pm (1040-1205)			10:40am-1:30pm (1040-1330)		10:40am-12:05pm (1040-1205)				
12:15pm-1:40pm (1215-1340)					12:15pm-1:40pm (1215-1340)				
1:50pm-3:15pm (1350-1515)	COMMON HOUR		1:50pm-4:40pm (1350-1640)		1:50pm-3:15pm (1350-1515)				
3:25pm-4:50pm (1525-1650)					3:25pm-4:50pm (1525-1650)				
5:00pm-6:25pm (1700-1825)			5:00pm-7:50pm (1700-1950)		5:00pm-6:25pm (1700-1825)				
7:10pm-8:35pm (1910-2035)			7:10pm-10:00pm (1910-2200)		7:10pm-8:35pm (1910-2035)				

This is our **Standard Class Meeting Times** grid, which identifies the most common class times for each day. It is helpful when mapping out your class schedule.

For more information about a section, click on the CRN

Look-Up Classes to Add:

Use this form to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Please note that faculty assignments are subject to change.

Sections Found

FIRST YEAR SEMINAR

Select	CRN	Subj	Crs#	Sec	Cmp	Cred	Title	Days	Time	Rcm	WL Act	WL Rem	Instructor	Date (MM/DD)	BookLink
<input type="checkbox"/>	75389	FYS	1000	0	Q	3,000	THE GLOBAL CITY	W	10:40 am-12:30 pm	25	0	0	Marie Helms (F)	08/30-12/16	
<input type="checkbox"/>	75416	FYS	1000	0	Q	3,000	IMMIGRANTS CONTRIBUTION	W	12:31 pm-01:30 pm	25	0	0	TBA	08/30-12/16	Required Text
<input type="checkbox"/>	75421	FYS	1000	0	Q	3,000	THE IMMIGRATION EXPERIENCE	W	01:50 pm-03:40 pm	25	0	0	Angel Ortiz (F)	08/30-12/16	Required Text
<input type="checkbox"/>	75423	FYS	1000	0	Q	3,000	FIRST YEAR SEMINAR	W	03:41 pm-04:40 pm	25	0	0	TBA	08/30-12/16	Required Text
<input type="checkbox"/>	75425	FYS	1000	0	Q	3,000	SOCIAL JUSTICE	R	05:00 pm-06:50 pm	25	0	0	Anthony Carmine Marplano (F)	08/30-12/16	Required Text
<input type="checkbox"/>	75430	FYS	1000	0	Q	3,000	3 DISTINCT PERIODS IN NYC	R	06:51 pm-07:50 pm	25	0	0	TBA	08/30-12/16	Required Text
<input type="checkbox"/>	75437	FYS	1000	120	Q	3,000	DISCOVER NEW YORK	R	05:00 pm-06:50 pm	25	0	0	Anthony Carmine Marplano (F)	08/30-12/16	Required Text
<input type="checkbox"/>	75437	FYS	1000	120	Q	3,000	DISCOVER NEW YORK	M	06:51 pm-07:50 pm	25	0	0	TBA	08/30-12/16	Required Text
<input type="checkbox"/>	75473	FYS	1000	121	Q	3,000	GROWTH AND SPORTS	W	01:50 pm-03:40 pm	0	0	0	TBA	08/30-12/16	Required Text
<input type="checkbox"/>	75473	FYS	1000	121	Q	3,000	GROWTH AND SPORTS	W	03:41 pm-04:40 pm	0	0	0	Frank Anthony Peluso (F)	08/30-12/16	Required Text
<input type="checkbox"/>	75429	FYS	1000	500	Q	3,000	THE GLOBAL CITY	W	01:50 pm-03:40 pm	0	0	0	Frank Anthony Peluso (F)	08/30-12/16	Required Text
<input type="checkbox"/>	75429	FYS	1000	500	Q	3,000	THE GLOBAL CITY	W	05:00 pm-06:50 pm	25	0	0	TBA	08/30-12/16	Required Text
<input type="checkbox"/>	75429	FYS	1000	500	Q	3,000	THE GLOBAL CITY	W	06:51 pm-07:50 pm	25	0	0	TBA	08/30-12/16	Required Text

When you've decided on a section, select the checkbox under Select and click Add to Worksheet



Enter your Priority Registration Number that is in your Registration Email



Once you've added the desired section(s) from that subject to the Worksheet, click Class Search to add another course; repeat the same steps above for each of the remaining courses on your Registration Form

Registration Part I - Add/Drop Classes:

Please click Registration Part II when done.

Use this form to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Waitlist Option: 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.

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 a week before classes begin.

Before adding your course you can view the retail price and ISBN of your textbooks. click Class Search button below.

Add Classes Worksheet

CRNs

75382

Submit Changes Class Search Reset

[View Holds | Registration Part II]

When you have added ALL of the CRNs to the Worksheet, click Submit Changes

Registration Part I – Add/Drop Classes:

Please click Registration Part II when done.

Use this form to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Waitlist Option: 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.

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 a week before classes begin.

Before adding your course you can view the retail price and ISBN of your textbooks, click Class Search button below.

Add Classes Worksheet

CRNs										
75382	71112	71871	72068	75916						
Submit Changes	Class Search	Reset								

[View Holds | Registration Part II]

If any of your courses end up under the “Registration Add Errors” section, you have not been enrolled in the course(s)

Registration Part I – Add/Drop Classes:

Please click Registration Part II when done.

Use this form to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Classes Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes Worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

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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 a week before classes begin.

Before adding your course you can view the retail price and ISBN of your textbooks, click Class Search button below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 27, 2023	None	75382	FYS	1000	592	Undergraduate	3.000	Standard	Letter	Grades SCIENCE IN THE CITY

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Apr 27, 2023 08:16 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Corequisite CHE 1102R (CRN 71113) required	71112	CHE	1100	0	Undergraduate	3.000	Standard	Letter	Grades COLLEGE CHEMISTRY
Field of Study Restriction - Major	71871	TOX	1401	0	Undergraduate	3.000	Standard	Letter	Grades MOLECULAR TOXICOGENOMICS
College Restriction	72068	ACC	2370	0	Undergraduate	3.000	Standard	Letter	Grades FINANCIAL ACC AND REPORTING
Campus Restriction	75916	ENG	1100	165	Undergraduate	3.000	Standard	Letter	Grades LIT IN A GLOBAL CONTEXT

Here are a list of “Registration Add Errors” you may see under the column “Status”:

Those that you can fix:

- **Campus Restriction** means that the class you are registering for is on the incorrect campus. Make sure there is a “Q” (Queens) or “D” (Online) under CMP.
- **Closed Section** means that there are no seats left in that particular section so you must choose another.
- **Corequisite** means you need to register for an additional section(s) simultaneously.
 - *For example, in order to register for General Chemistry you need to register for the lecture (CHE 1210), lab (CHE 1211L), recitation (CHE 1212R), and collaborative (CHE 9991) at the same time.*
- **Duplicate Course** means that you have already registered for that particular course.
- **Duplicate Equivalent** means that you have already registered for an equivalent section of that particular course.
- **Maximum hours exceeded** means you are trying to register for more than 18 credits.
 - *If you are adding a class you must drop one first to successfully add another.*
- **Time conflict** means the time of that particular course conflicts with a course in which you have already registered.

Those that prevent you from registering for a course because you are not eligible:

- **Class Restriction** means that a class you are trying to register for has been restricted to a specific student population.
- **College Restriction** means that the class you are registering for is in the incorrect college.
- **Degree Restriction** means that the class you are registering for is in the incorrect degree.
- **Field of Study Restriction** means that you are registering for a class that is outside of your current major.
- **Level Restriction** means that the class you are registering for is at the incorrect level (Graduate, Law, etc.).
- **Prerequisite and Test Score error** means you must take the pre-requisite (please see bulletin through the QR code below).
- **Repeat count exceeds 0** means that you have already been given credit for that particular course.
- **Section status prohibits registration** means that a class you are trying to register for has been restricted to a specific student population.
- **Student Attribute Restriction** means that a class you are trying to register for has been restricted to a specific student population.

Scan QR code for
Undergraduate Bulletin



Need More Support? We're here to help.

The Center for Student Success is here to help you with your registration. Our business hours will be Monday through Thursday, 8:30am-4:30pm, and Friday 8:30am-3:00pm.

Contact us by phone at (718) 990-5858 or send us an e-mail at studentsuccess@stjohns.edu if you have any questions or concerns. You may also contact your advisor if you have questions regarding your classes.

