

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:

New UIS Experience will be available for registration Monday-Sunday 7:00am-11:59pm

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 New UIS Experience



Your UIS Experience Dashboard will open up:

• Under "My Information", view your Academic Profile

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	ST. JOHN'S UNIVERSITY			ဓာန
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Academic Profile:

 Click on "Registration Notices" to view your status and your Time Ticket for registration

ST. JOHN'S UNIVERSITY				* 1
Student - Student Profile				
Student Profile -				
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Additional Links	Construction of the second second second		Total Hours Registered Hours: 0 Billing Hours: 0 CEU Hours: 0 Min Hours: Not available	Max Hours: Not available
Academic Transcript				
View Grades				
My Personal Information				
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To search for available classes:

• Select the "Browse Classes" link from the Registration section of your Dashboard

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Student Registration Registration What would you like to do? Example for Classes Search and register for your classes. You can also view and manage your sche Over Registration Information View pour past schedules and your ungraded classes.	edute.

• Select a Term:

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ST. JOHN	'S 'Y		
Student • Re	gistration •	Select a Term	
Select a Term			
Select a Term for Class Fall 2024 Continue	Search	T	

• Enter your search criteria:

ST. JOHN'S UNIVERSITY		
Student • Registration •	Select a Term Browse Classes	
Browse Classes		
Enter Your Search Criteria Term: Fall 2024		
Subject	* ACCOUNTING	
Course Number		
Keyword		
Campus	X Queens Campus	You can add another
College		
Part of Term		
	Search Clear > Advanced Search	

• All courses matching your criteria will be filtered for your review:

ST. JOHN'S												*
Student - Registration	 Select a Te 	erm - E	Browse Cl	asses								
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For additional information about a course, click on the **title of the class**:

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W UNIVERSITY					Class Details for FUNDAMEN	ITALS OF ACCOUNTING ACCOUNTING 1007 0					
Student - Registration	 Select a Te 	erm • E	Browse Cl	lasses	Term: 202470 CRN: 70029						
Browse Classes					Class Details	Associated Term/Fall 2024					
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Search Results - 28 Classes Term: Fall 2024 Subject ACCOUNTIN	G CampusCampus: 0				Course Description	Schedule Type: Lecture					Search Again
Ter. 0	Public Description?				Restrictions	Assessed human for 2024 (CRR 7002) Assessed human for 2024 Assessed			Printer Law		
144					Instructor Meeting Times	Course Number: 1007 Title: FUNDAMENTALS OF ACCOUNTING I			ocurous ips		~
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Registration:

- Once you have met with your academic advisor, they will give you your PIN number. You will need this PIN to proceed with registration once your Ticket Time starts.
- Select "Register for Classes"



· Select a Term and input PIN number:



If you are trying to register for a course and you are NOT within your Time Ticket, you may receive the following messages:



Once you receive your PIN from your academic advisor:

ST. JOHN'S UNIVERSITY	*	٩	Alison Celaya
Student			
Select a Term			
Terms Open for Registration Fail 2024 Advising PIN* and Continue			
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• Search classes using 'Find Classes' or click on 'Enter CRNs' if you know the exact section you want to register for and is available.

ST. JOHN'S UNIVERSITY	*	٩	Alison Celaya
Student • Registration • Select a Term • Register for Classes			
Register for Classes			
Page Cosses Enter CRNs Schedule and Options			
Enter Your Search Criteria () Term: Fail 2024			
Subject			
Course Number			
Keyword			
Campus			- 1
College			
Panels •			-

• If using Find Classes, click 'add' for the section in which you want to register.

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Student - Regis	tration -	Selec	t a Te	<u>rm</u> -	Regis	ter for Class	es						
Register for Cla	sses												
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Panels +				-				-					3-2-7

• If using Enter CRNs, enter the 5-digit CRN and click 'add to summary'

ST. JOHN'S UNIVERSITY	*	٩	Alison Celaya
Student • Registration • Select a Term • Register for Classes			
Register for Classes			
Find Classes Enter CRNs Schedule and Options			
Enter Course Reference Numbers (CRNs) to Register Term: Fall 2024 CRN			
Panels •			

• When a course is added, you will see the course as pending and will be registered when you click **Submit**

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Class Sci	Sunday	II 202	4 Ionday 1	Tuesday	Wednesda	y Th	ursday	Friday	Saturday		1	Title	Details	Hou	CRN	Schedule Ty	p Status	Actio	n
6am				,			,				4	LIT IN A GLOBAL C	ENG 1100,	3	73799	Lecture	Penaling	W	ib Registered**
7am											1	Total Hours Registered: 0	Billing: 0 C	DU: 0 Mir	c 0 Max:	0			
Panel	s •																		Submit

Waitlist Option:

Please note, not all courses have a waitlist option. Obtaining a waitlisted seat is not guaranteed. Therefore, you must register for any available open courses.

• How do I join the waitlist?

Select 'add' and then submit changes. If you receive an e-mail notifying you that a seat has become available, follow the instructions on the e-mail within 24 hours to officially register for the class. Make sure you hold on to your PIN!

Term: Fall 2024 Subject: P	SYCHOLOGY	Course N	lumber: 1	001							Search Again
GENERAL PSYCHOLOGY	PSYCHO	1001	0	3	703		S M T W T F S 12:15 PM - 01:40 PM Type:	Qu	10 of 10 seat 5 of 5 waitlist	Lecture	Add
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	50000	1001	-		700	····· • • • • • • • • • •		~	34 of 35 seat	1	

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	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.

Need More Support? We're here to help.

The Center for Student Success is here to help you with your registration. We are located in St. Augustine Hall, Room 104.

Contact your academic advisor directly or by e-mail at studentsuccess@stjohns.edu and by phone at (718) 990-5858 if you have any questions or concerns.

