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.

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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 *SignOn*. Select the "*UIS*" application, then "*Student*," then "*Student Accounts*," and lastly, 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.

  o 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.
  o 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.
  o 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.
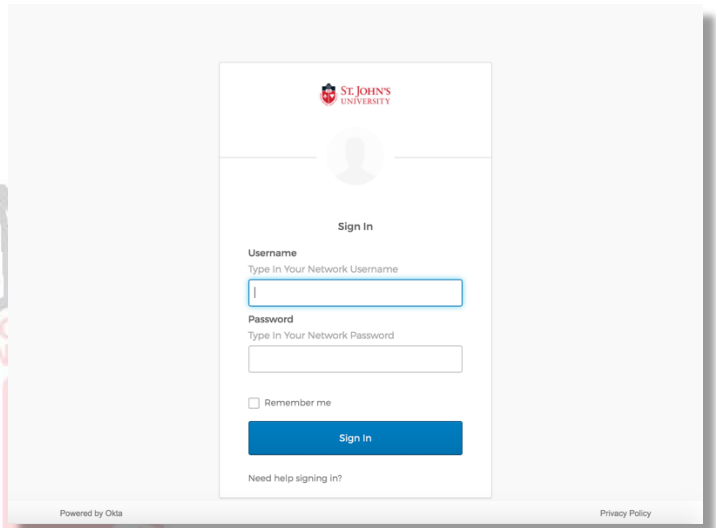
How to Access Online Registration:

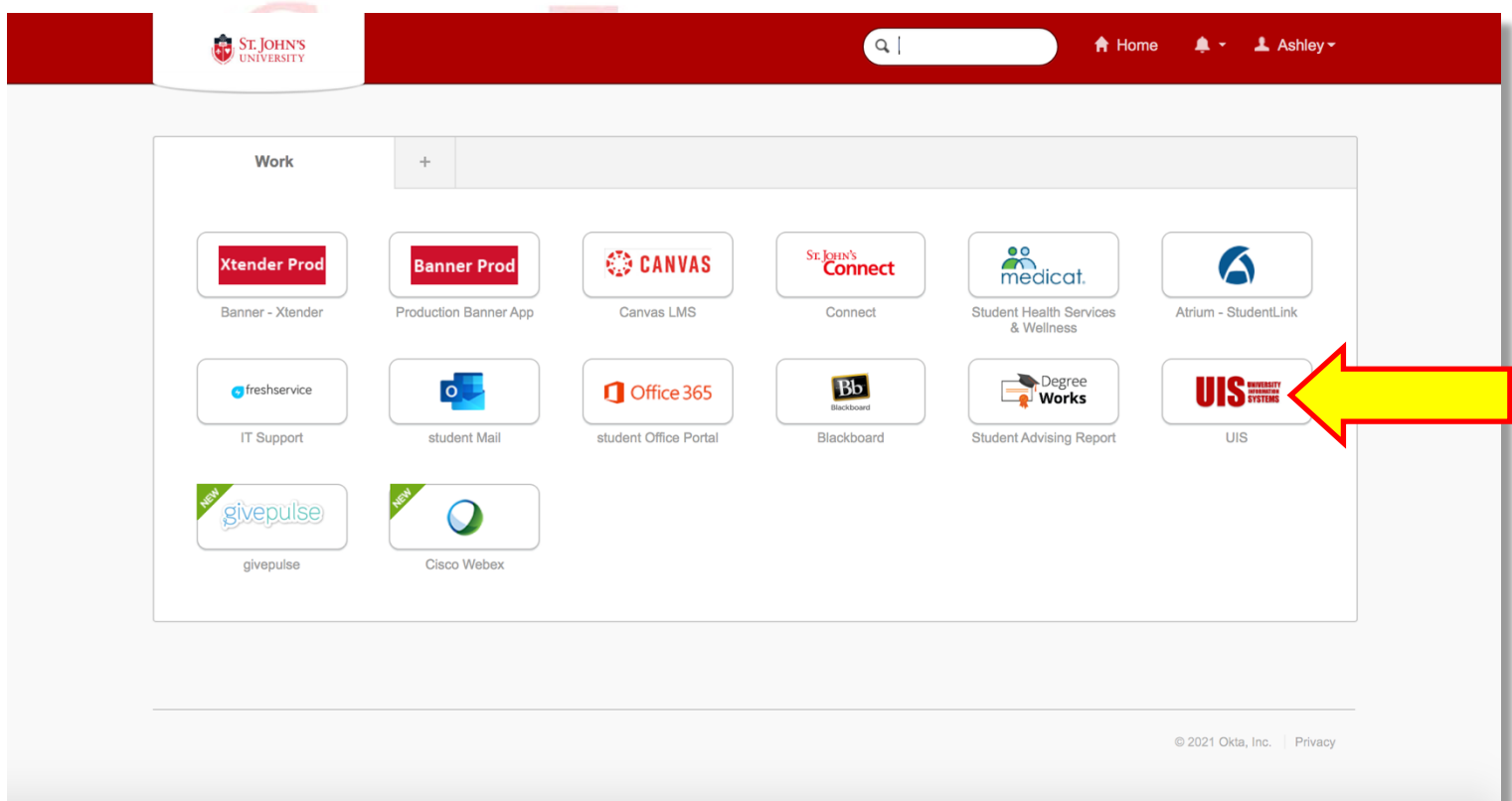- To begin, open Firefox and log in to **signon.stjohns.edu**

SignOn Login Credentials

Username: *firstname..lastnameXX (XX is typically the last 2 digits in the year you started at SJU)*

Password: *Sj9XXXXXXX (Sj then your 9 number. You can find your 9 number on the front of your storm card where it says ID#)*

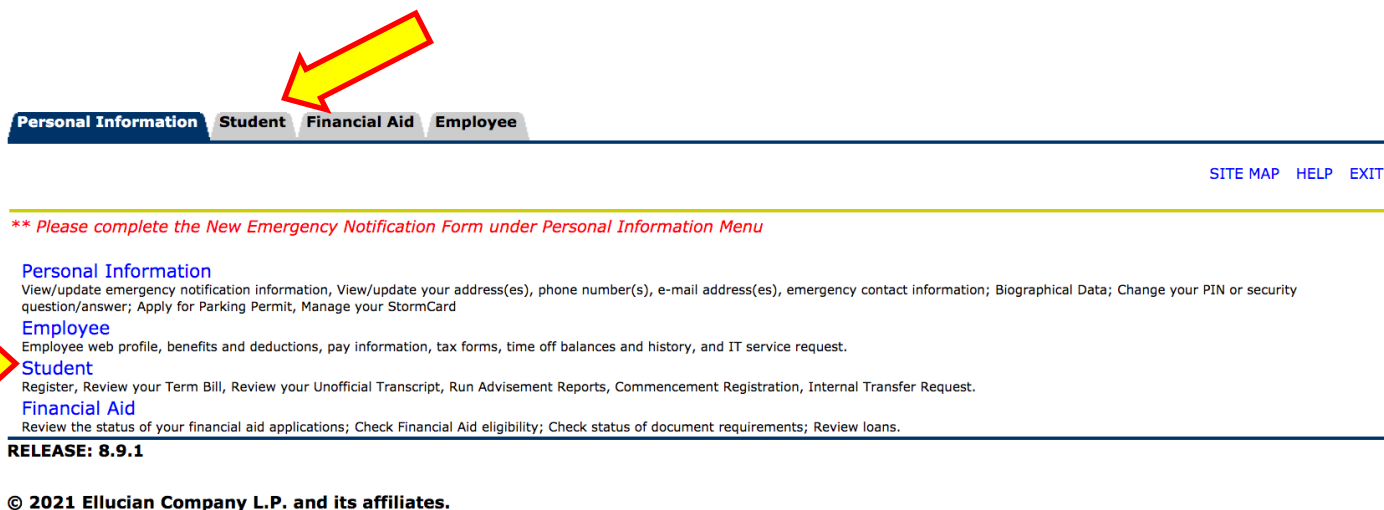- Once entered, you will be on the Home Page. Click on **"UIS"**

ST. JOHN'S UNIVERSITY

- Once in *UIS*, select *either* the **"Student"** tab or **"Student"** hyperlinked option

ST. JOHN'S UNIVERSITY

| Personal Information | Student | Financial Aid | Employee |

SITE MAP   HELP   EXIT

** Please complete the New Emergency Notification Form under Personal Information Menu

Personal Information
View/update emergency notification information, View/update your address(es), phone number(s), e-mail address(es), emergency contact information; Biographical Data; Change your PIN or security question/answer; Apply for Parking Permit, Manage your StormCard

Employee
Employee web profile, benefits and deductions, pay information, tax forms, time off balances and history, and IT service request.
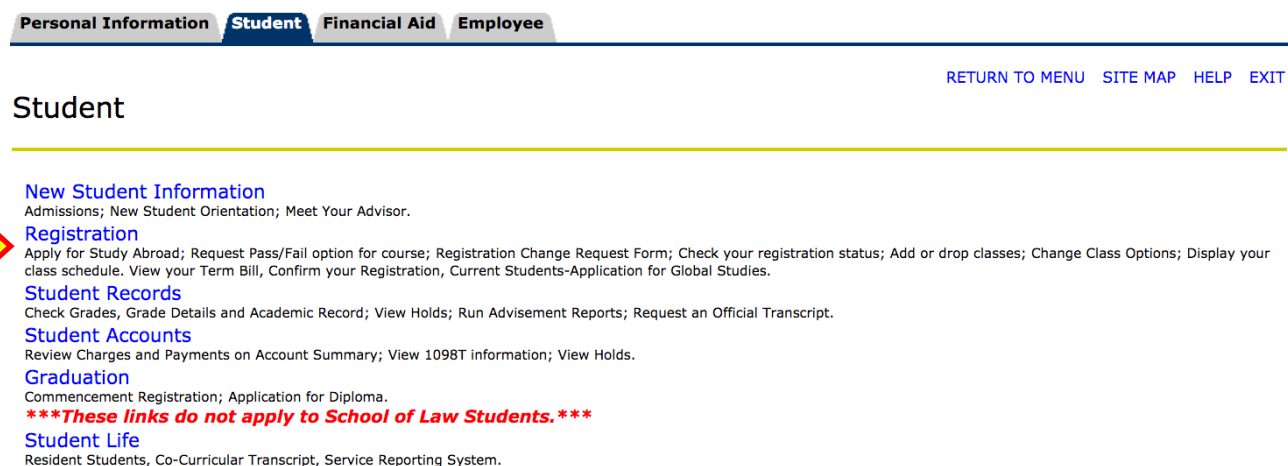
Student
Register, Review your Term Bill, Review your Unofficial Transcript, Run Advisement Reports, Commencement Registration, Internal Transfer Request.

Financial Aid
Review the status of your financial aid applications; Check Financial Aid eligibility; Check status of document requirements; Review loans.

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- Once on the "Student" page, select "Registration"

| Personal Information | Student | Financial Aid | Employee |

RETURN TO MENU   SITE MAP   HELP   EXIT

Student

New Student Information
Admissions; New Student Orientation; Meet Your Advisor.

Registration
Apply for Study Abroad; Request Pass/Fail option for course; Registration Change Request Form; Check your registration status; Add or drop classes; Change Class Options; Display your class schedule. View your Term Bill, Confirm your Registration, Current Students-Application for Global Studies.

Student Records
Check Grades, Grade Details and Academic Record; View Holds; Run Advisement Reports; Request an Official Transcript.

Student Accounts
Review Charges and Payments on Account Summary; View 1098T information; View Holds.

Graduation
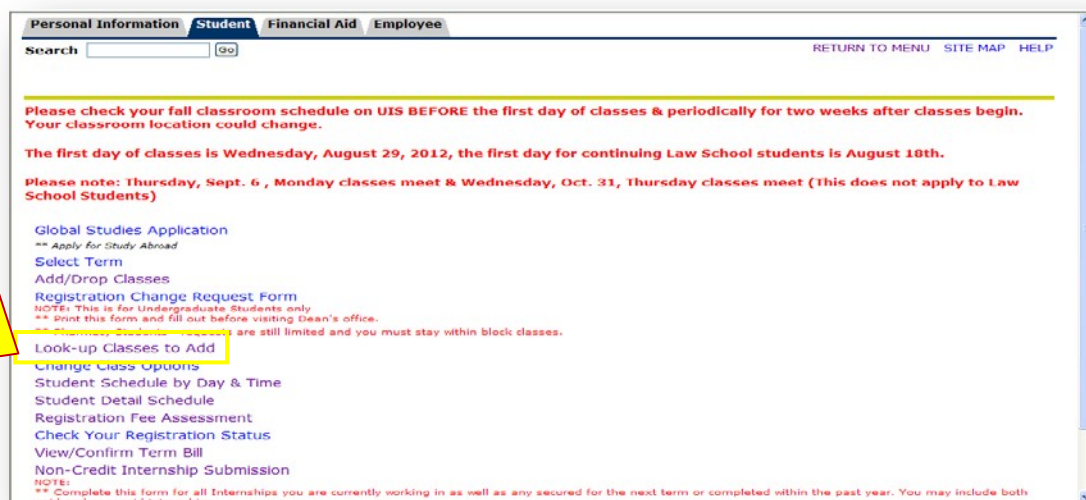Commencement Registration; Application for Diploma.
These links do not apply to School of Law Students.

Student Life
Resident Students, Co-Curricular Transcript, Service Reporting System.

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:

- 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 the following link: https://www.stjohns.edu/academics/academic-resources/bulletins/undergraduate-bulletin

- Download your college's bulletin.

- 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.

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

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.
  - o Please note that your registration date/time represents when you can <u>start</u> the registration process. You can register any time <u>after</u> as well but we recommend registering as soon as you become eligible for the best chance of getting your desired course sections.

Registration

**** The University is working through course scheduling and course delivery me change as assignments are adjusted. We ask for your patience during this proces

International students: we are closely monitoring visa guidelines and will make n

Select Term
Look-up Classes to Add
Add/Drop Classes
Registration Change Request Form
NOTE: This is for Undergraduate Students only
** Print this form and fill out before visiting Dean's office.
** Pharmacy Students - requests are still limited and you must stay within block classes.
Change Class Options
Student Schedule by Day & Time
Student Detail Schedule
View/Confirm Term Bill
Check Your Registration Status
Non-Credit Internship Submission
NOTE:
** Complete this form for all Internships you are currently working in as well as any secured for the next term or c
** Please see your Academic Advisor for assistance with for-credit (academic) internships.
Non-Credit Internship Summary/Update
Outside Institution Course Request
Here you can submit requests to take courses at another institution.
Global Studies Application
** Apply for Study Abroad

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- When it is time to register, follow the steps above to get to the "Registration Menu." *Once there*, click **"Add/Drop Classes".**

- Using the *Add Classes Worksheet*, **add** classes by entering the *Course Reference Numbers* (CRNs) in separate boxes.
  - o When <u>all</u> 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.**

*<u>Note:</u> Certain courses are comprised of 3 sections – (lecture, recitation and lab). Certain lectures and recitations must be <u>linked correctly</u>. 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]

[View Holds] [... Part II]

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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.

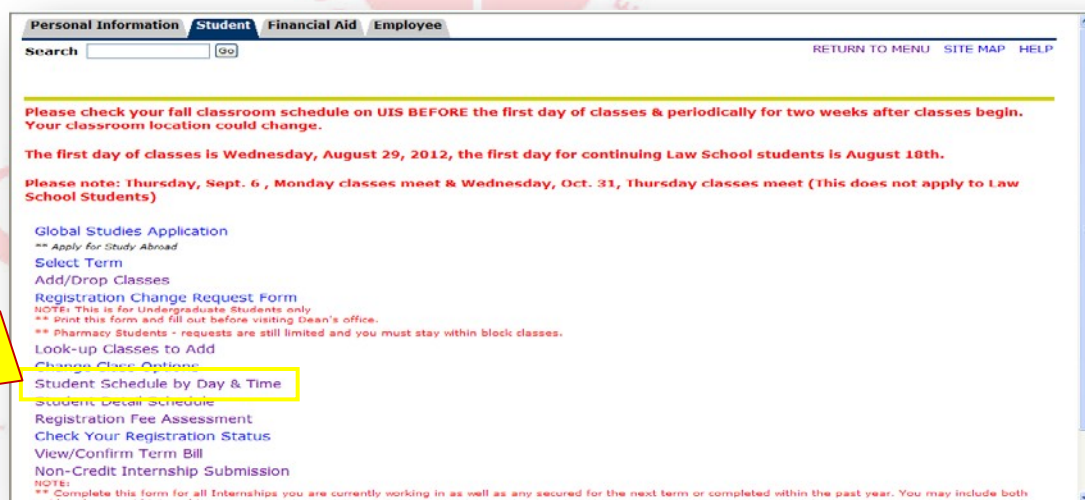If you did not successfully register, you will see an error message displayed.

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.