WEB REGISTRATION INSTRUCTIONS

New Students:

Please visit https://signon.stjohns.edu

Logging In

- Your USER NAME is your first name.last name and then the year you started at St. John's (ex. John.Smith19)
- Your Password is Sj plus just the digits of your X number unless you have changed it. (ex. Sj01234567)

Registering for Classes

- Once you are logged in, please click on the “UIS University Information Systems” chicklet
- 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
  - Your User Name is your first name.last name followed by the last two digits of the year you began at St. John's (ex. mary.jones13).
  - Your Password defaults to Sj plus just the digits of your X number (ex. Sj01234567) unless you have changed it.
  
  **For security reasons, all students are asked to change their default password.**
  - Once logged in, click "UIS University Information Systems" chicklet. 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. (Keep in mind you cannot register for classes prior to your web registration appointment.)
  - Your User Name is your firstname.lastname followed by the last two digits of the year you began at St. John's (ex. mary.jones13).
  - Your Password defaults to Sj plus just the digits of your X number (ex. Sj01234567) unless you have changed it.

  **For security reasons, all students are asked to change their default password.**

  - Once logged in, click on the "UIS University Information Systems" chicklet.
  - 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

- You can register for classes by logging into UIS via (https://signon.stjohns.edu)
  - Your User Name is your firstname.lastname followed by the last two digits of the year you began at St. John's (ex. mary.jones13).
  - Your Password defaults to Sj plus just the digits of your X number (ex. Sj01234567) unless you have changed it.
  - **For security reasons, all students are asked to change their default password.**
  - Once logged in, click the “UIS University Information Systems” chicklet, 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”. 