



WEB REGISTRATION INSTRUCTIONS

New Students:

Go to stjohns.edu

- Click on “MYSJU” – This will appear on the top right of page.
- On the left hand side of the “MySJU” page, go to “UIS”.
- On the login page you will need to enter your *User ID* and *PIN* (Personal Identification Number).

Logging In

- Your *User ID* will be your X number (using a capital X) which is provided on University documents such as your eBill. Do NOT use the number on your StormCard ID.
- Your *PIN* is your 6-digit birth date (mmddy), unless you have changed it.

Registering for Classes

- Once logged in, 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 MySJU (stjohns.edu/mysju).
 - o Your *User Name* is your firstname.lastname followed by the last two digits of the year you began at St. John’s (i.e. mary.jones13).
 - o Your *Password* defaults to your six digit date of birth (mmddy) unless you have changed it.
For security reasons, all students are asked to change their default password.
 - o Once logged in, click “UIS”, “Click Here to Access”, “Student & Financial Aid”, “Student Accounts” and click “View Holds” to see if there are any holds. Keep in mind, certain holds will prevent registration.
 - o If holds exist contact the related office to resolve.
- Check the date and time of your registration appointment.
 - o **Undergraduate** students can find their appointment schedule by using the following link: stjohns.edu/academics/office-registrar/undergraduate-web-registration-schedule
 - o **Graduate** students can find their appointment schedule by using the following link: stjohns.edu/academics/office-registrar/graduate-web-registration-schedule

Searching for Classes

- You can begin looking for classes prior to your web registration appointment by logging into UIS via MySJU (stjohns.edu/mysju). (Keep in mind you cannot register 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 (i.e. mary.jones13).
 - Your *Password* defaults to your six digit date of birth (mmddyy) unless you have changed it.
For security reasons, all students are asked to change their default password.
 - Once logged in, click the *UIS* tab, "*Click Here to Access*", "*Student and Financial Aid*", "*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.
 - No notation next to the class 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 MySJU (stjohns.edu/mysju).
 - Your *User Name* is your firstname.lastname followed by the last two digits of the year you began at St. John's (i.e. mary.jones13).
 - Your *Password* defaults to your six digit date of birth (mmddyy) unless you have changed it.
For security reasons, all students are asked to change their default password.
 - Once logged in, click the *UIS* tab, "*Click Here to Access*", "*Student & Financial Aid*", 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.

Web Registration Hours

- ***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*".