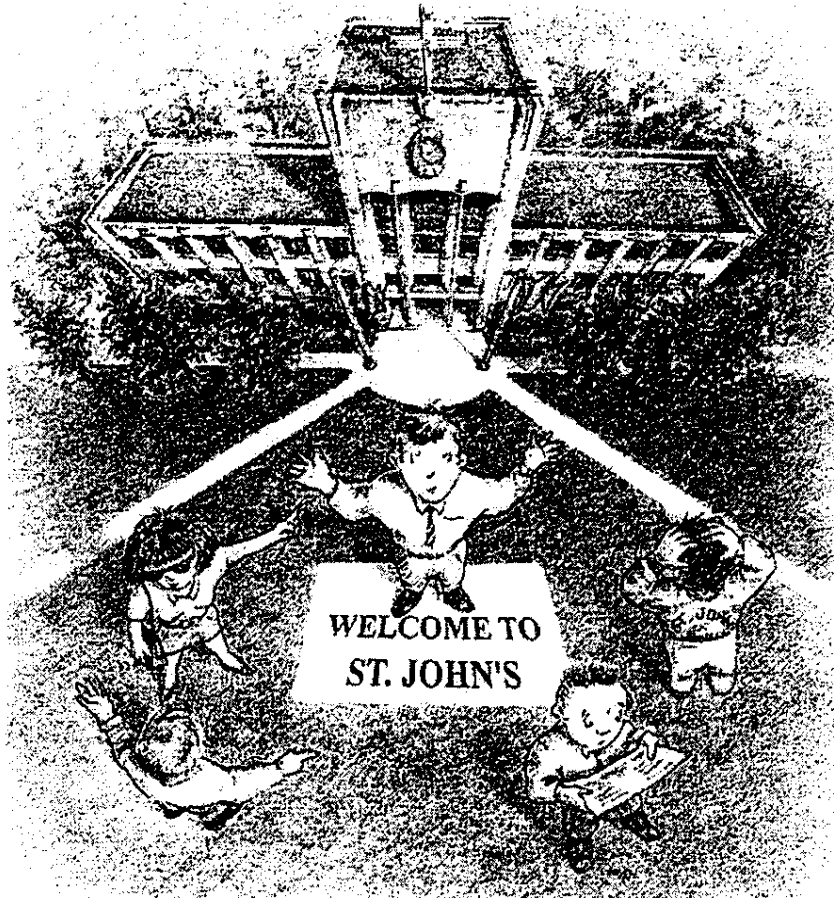


THE UNIVERSITY FRESHMAN CENTER



Online Registration Manual

BEFORE YOU BEGIN

Make sure you have no “holds” on your account. A hold will prevent you from registering for classes and receiving your final grades. The Bursars Office, Health Office, Dean’s Office, Resident Life and/ or Student Life have the ability to place a **hold** on your account.

Log into the UIS to confirm your student account is in good standing. If you have any questions or concerns about a hold, consult your advisor at the *University Freshman Center* or the office that has placed the hold.

WHEN CAN YOU REGISTER?

1. Each student is assigned a “**Priority Registration Number**”. This number determines the date and time you are allowed to begin registration. In order to obtain your **Priority Number**, you must meet with your academic advisor from the University Freshman Center. To find your registration date and time, follow the “Undergraduate Web Registration Schedule” referenced below:

St. John's University Information System - Microsoft Internet Explorer provided by St. John's University

File Edit View Favorites Tools Help

Address: http://digest.stjohns.edu/uis/manhattan.html

st. john's UNIVERSITY

University Information System (UIS)

Undergraduate Web Registration Schedule
Queens, Staten Island and Manhattan Campuses
Summer and Fall 2005

Priority Registration Numbers are based on St. John's University credits completed, transfer credits, and credits in progress. Locate your Priority Registration Number on the appointment chart below to determine your date and time to register.

All Evening and Weekend Students: Begin Registering March 30, 2005 At 7:00 A.M.

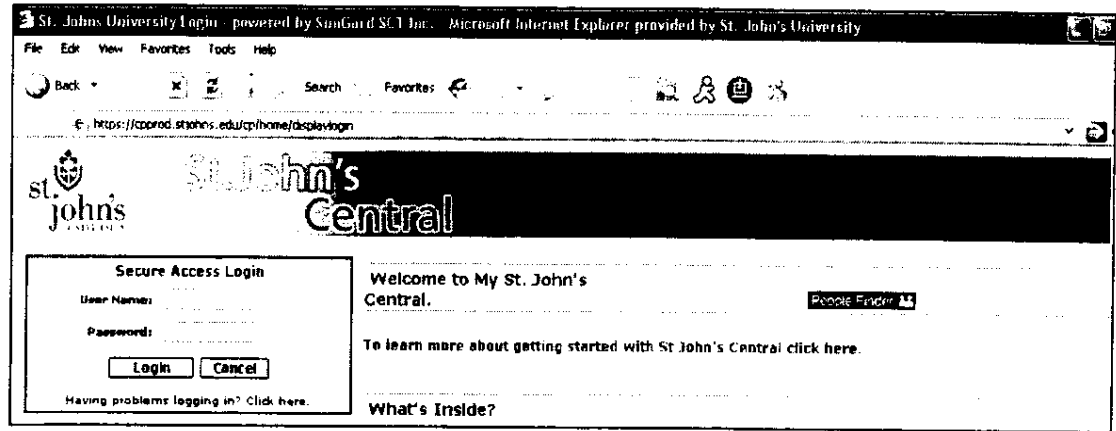
Undergraduate Day Students

Time Block	Monday March 21	Tuesday March 22	Wednesday March 23	Wednesday March 30	Thursday March 31	Friday April 1	Monday April 4
2:00 p.m.	400000- 400200	401801- 401800	403201- 403400	300000- 300150	301201- 301350	302401- 302550	200000- 200125
3:00 p.m.	400201- 400400	401801- 402000	403401- 403600	300151- 300300	301351- 301500	302551- 302700	200126- 200250
4:00 p.m.	400401- 400600	402001- 402200	403601- 403800	300301- 300450	301501- 301650	302701- 302850	200251- 200375
5:00 p.m.	400601- 400800	402201- 402400	403801- 404000	300451- 300600	301651- 301800	302851- 303000	200376- 200500
6:00 p.m.	400801- 401000	402401- 402600	404001- 404200	300601- 300750	301801- 301950	303001- 303150	200501- 200625
7:00 p.m.	401001- 401200	402601- 402800	404201- 404400	300751- 300900	301951- 302100	303151- 303300	200626- 200750
8:00 p.m.	401201- 401400	402801- 403000	404401- 406000	300901- 301050	302101- 302250	303301- 303450	200751- 200875
	401401- 403001	404801- 404801	406001- 406001	301051- 301051	302251- 302251	303451- 303451	200876- 200876

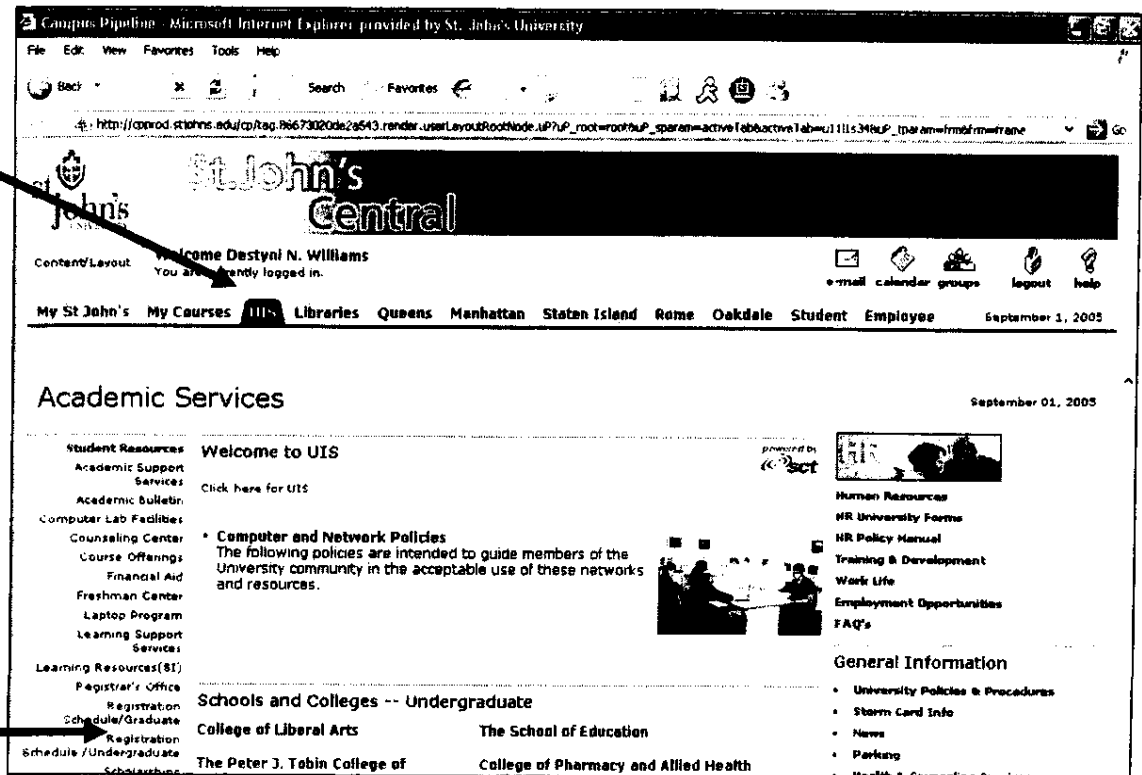
Done

Internet

2. Log on to your St. John's Central Account

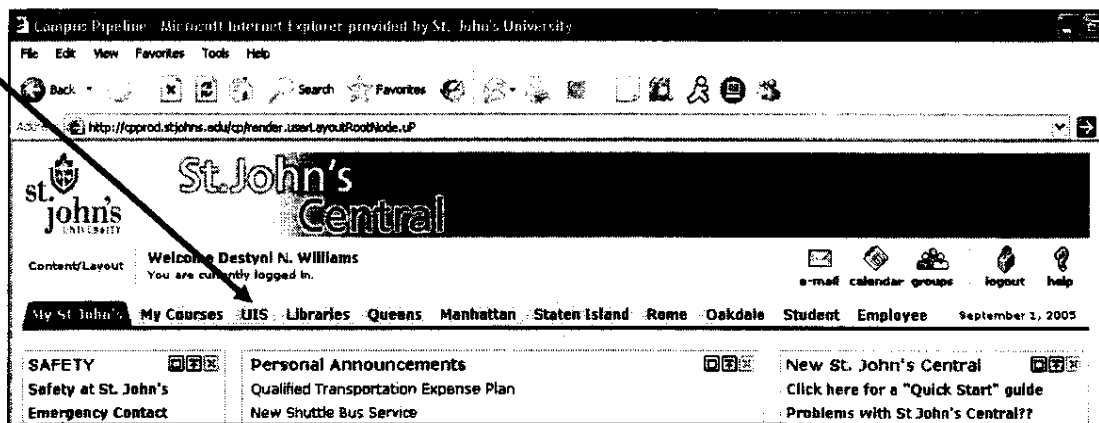


3. Click on the UIS tab. You will then click the "Registration Schedule/Undergraduate" link which is located on the left of the same page.

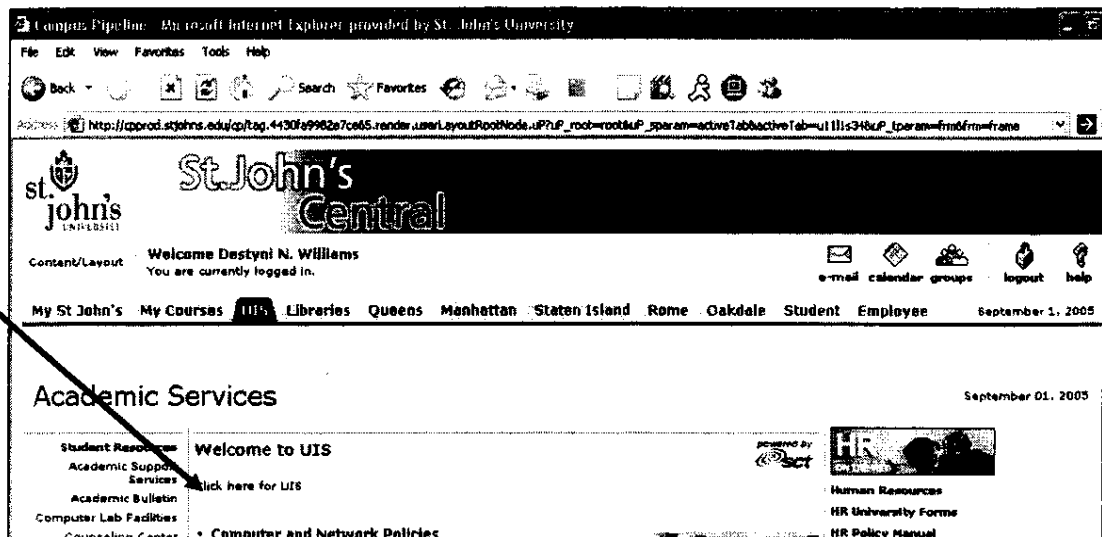


TIME TO REGISTER!

1. Log on to your St. John's Central Account.
2. Click on the "UIS" tab.



3. Select "click here for UIS" to take you to the next page.



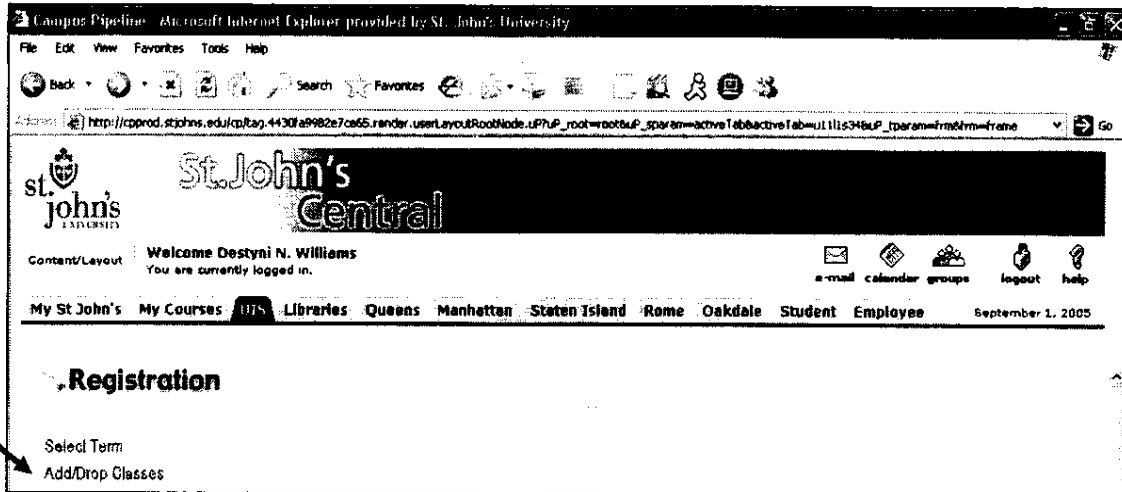
4. You will see this page once you have successfully logged in. Click “Student & Financial Aid”

The screenshot shows the St. John's Central website interface. At the top, there is a navigation bar with the St. John's logo and the text "St. John's Central". Below this, a welcome message reads "Welcome Destyni N. Williams" and "You are currently logged in." To the right of the welcome message are icons for "e-mail", "calendar", "groups", "logout", and "help". A horizontal menu below the welcome message includes "My St John's", "My Courses", "Libraries", "Queens", "Manhattan", "Staten Island", "Rome", "Oakdale", "Student", and "Employee". The "Student" link is highlighted with a red arrow. Below the menu, there are sections for "Personal Information", "Employee", and "Student & Financial Aid". The "Student & Financial Aid" link is highlighted with a red arrow.

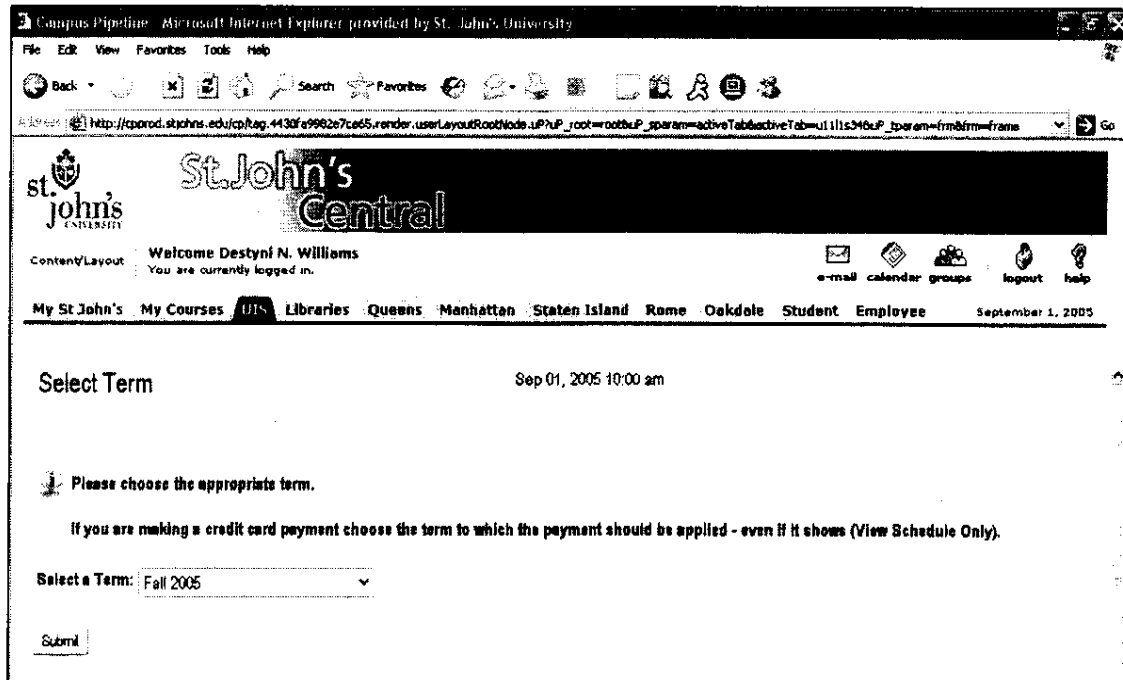
5. Click “Registration”

The screenshot shows the St. John's Central website interface. At the top, there is a navigation bar with the St. John's logo and the text "St. John's Central". Below this, a welcome message reads "Welcome Destyni N. Williams" and "You are currently logged in." To the right of the welcome message are icons for "e-mail", "calendar", "groups", "logout", and "help". A horizontal menu below the welcome message includes "My St John's", "My Courses", "Libraries", "Queens", "Manhattan", "Staten Island", "Rome", "Oakdale", "Student", and "Employee". The "Student" link is highlighted with a red arrow. Below the menu, there is a section titled "Student Services & Financial Aid" with a red arrow pointing to it. Under this section, there are links for "Admissions", "New Student Orientation", and "Registration". The "Registration" link is highlighted with a red arrow.

6. Click "Add/Drop Classes"



7. Enter the semester you wish to register for and then click "Submit Term".



8. This is the next screen that you will see.



Campus Pipeline - Microsoft Internet Explorer, provided by St. John's University

File Edit View Favorites Tools Help

Back X Search Favorites

http://cpprod.stjohns.edu/cp/tag_41307a9982e7ce65.render.userLayoutRootNode.uf7uP_root=root&P_sparam=activeTab&activeTab=util111s34&P_tparam=frm&frm=frame

St. John's University
St. John's Central

Content/Layout Welcome Destyni N. Williams
You are currently logged in.

e-mail calendar groups logout help

My St. John's My Courses **DL** Libraries Queens Manhattan Staten Island Rome Oakdale Student Employee September 1, 2005

Priority Registration Number Verification

Fall 2005
Sep 01, 2005 10:01 am

Please enter your Priority Registration Number in the Alternate PIN box below and click Submit.

Priority Registration Number: *****

Submit

1. Enter your Priority Number
2. Click "Submit"

9. If you already have the CRN numbers for your courses:

Please click Complete Registration when done.

Use this interface 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 Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. 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.

If you are unsure of which classes to add, click Class Search to renew the class schedule.

Add Class

#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1	75864	2	74552	3	30040	4	57893	5	10587
6		7		8		9		10	

Submit Changes Class Search Reset

[Link to Add Complete Registration]

1. Enter each CRN in the separate fields provided

2. Click Submit Changes

If there are no errors:

3. Scroll down to the bottom of the window

4. Click Complete Registration.

10. If you do not have the CRN number for your classes or if some of your classes are closed click "CLASS SEARCH".

The "CLASS SEARCH" Feature.

The screenshot shows a web-based search form for classes. The form is divided into two main sections. The top section contains fields for:

- by Subject:** A dropdown menu with 'LIBRARY INFORMATION SCIENCE' selected.
- by Course Number:** A text input field containing '1000'.
- by Title:** An empty text input field.
- by Part of Term:** A dropdown menu with '<all>' selected.
- by Schedule Type:** A dropdown menu with 'Lab' selected.
- by Campus:** A dropdown menu with 'Rome Campus' selected.
- by Instructor:** A dropdown menu with 'Acerno, Srs of St Joseph, Mary Jo' selected.

 The bottom section contains:

- by Session:** A dropdown menu with 'Continuing Education' selected.
- by Start Time:** Three dropdown menus for 'Hour' (08), 'Minute' (00), and 'am/pm' (am).
- by End Time:** Three dropdown menus for 'Hour' (11), 'Minute' (00), and 'am/pm' (am).
- by Days:** A row of checkboxes for 'Mon', 'Tues', 'Wed', 'Thur', 'Fri', 'Sat', and 'Sun'. 'Mon', 'Wed', and 'Fri' are checked.
- Find Classes:** A button with a left-pointing arrow.

 Eight numbered arrows point from the instructions on the right to these specific fields in the form.

1. Locate the **Subject** area in which you wish to register
2. If you have the Course Number (Eng **1000C**) enter it here
3. Select **Full Term**
4. Select whether this class is a **Lecture, Lab or both**. *Many Chemistry, Biology and Math class have Lectures & Labs.*
5. **MAKE SURE YOU SELECT THE CORRECT CAMPUS!**
6. Indicate whether you are a Day, Evening or Weekend Student
7. You may select specific days and times in which you wish to take classes. However, it's not necessary to pick days and times
8. Click "**Find Classes**"

You will get a list of courses that match your request. The letter "C" in the left column indicates that the class is closed.

A box indicates that the course is Open. You may click on any open box to select that course.

Then click "Add to Worksheet"

The last 8 steps may be repeated if you wish to search for more courses.

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

MARKETING											
- Section -											
CRN	Subj	Crs#	Sec	Cmp	Cred	Title	Day(s)	Time	Cap	Act Rem	
C 70680	MKT	1001	0	C	3.00	PRINCIPLES OF MARKETING	TR	10:45 am-12:10 pm	62	62	0
C 70682	MKT	1001	0	C	3.00	PRINCIPLES OF MARKETING	TR	09:10 am-10:35 am	50	50	0
C 70683	MKT	1001	0	C	3.00	PRINCIPLES OF MARKETING	MWF	11:15 am-12:10 pm	50	50	0
C 70684	MKT	1001	0	C	3.00	PRINCIPLES OF MARKETING	MWF	01:25 pm-02:20 pm	51	55	-4
<input type="checkbox"/> 70685	MKT	1001	0	C	3.00	PRINCIPLES OF MARKETING	TR	07:35 am-09:00 am	52	33	19
<input type="checkbox"/> 72162	MKT	1001	0	C	3.00	PRINCIPLES OF MARKETING	MWF	12:20 pm-01:15 pm	32	32	0

Register Add to WorkSheet Class Search Reset

11. After clicking "Add to Worksheet", you will return to this window.

1. The CRN number(s) of the class you selected will appear at the bottom of the window. You MUST click the "Submit Changes" button to be placed in your requested courses.

2. You MUST click the "Complete Registration" button to finalize your registration.

Current Schedule

Action	CRN	Subj	Crs#	Sec	Level	Cred	Grade Mode	Title	
[None]	70685	MKT	1001	0	Undergraduate	3.00	Standard Letter Grades	PRINCIPLES OF MARKETING	**Web Register
<input type="checkbox"/>	73622	EDU	1008	0	Undergraduate	3.00	Standard Letter Grades	FOUNDATIONS OF SPECIAL ED	**Web Register
[None]	74116	PHI	1000C	120	Undergraduate	3.00	Standard Letter Grades	CORE PHILOSOPHY HUMAN PERSON	**Web Register
[None]	74098	THE	1000C	107	Undergraduate	3.00	Standard Letter Grades	CORE: PERS ON CHRISTIANITY	**Web Register

Please click Complete Registration when done.

Use this interface 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 Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. 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.

If you are unsure of which classes to add, click Class Search to renew the class schedule.

Add Class									
#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1	75864	2	74562	3	30248	4	67887	5	12587
6		7		8		9		10	

Submit Changes Class Search Reset

The next window will indicate the number of credits you are registering for and the dollar amount you are being charged for the up-coming semester

To view your schedule, Click Here

Your tuition fee and/or room and board charges based on your enrollment for the semester. Review your total account, including non-registration charges, financial aid, and payment Summary by Term link.

Total Credit Hours:	Amount
12.00	
Detail Code	Description
5100	University General Fee
1320	Tuition Graduate Education
	Total Charge: \$6,579.00

Student Schedule Student Detail Schedule

You will be able to view a printable version of your class schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7AM						
		MKT 1001 BENT 101B		MKT 1001 BENT 101B		
8AM		7:35 am-9:10 am		7:35 am-9:00 am		
						EDU 1008 MAR 334A
9AM						8:30 am-11:00 am
10AM	THE 1000C S.H.204		THE 1000C S.H.204		THE 1000C S.H.204	
	10:10 am-11:05 am		10:10 am-11:05 am		10:10 am-11:05 am	
11AM						

YOU ARE DONE! CONGRATULATIONS!