WEB REGISTRATION INSTRUCTIONS

Sign-on Portal instructions: https://ithelp.stjohns.edu/support/solutions/articles/16000010232

New Students:

Please visit https://signon.stjohns.edu

Logging In

- o If you have not logged in to the Sign-On portal before, please follow these instructions to complete the setup for your account: https://ithelp.stjohns.edu/support/solutions/articles/16000010232

Registering for Classes

- Once you are logged in, please click on the "UIS University Information Systems" app
- 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
  - o Once logged in, click "UIS University Information Systems" app. 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.
  - 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:
    https://www.stjohns.edu/academics/office-registrar/registration
  - o **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.)

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

  - Once logged in, click the "UIS University Information Systems" app, 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*".