TO REGISTER: 212-586-3966, 212-245-0955
HELP DESK: 212-237-8907
(Monday - Thursday, noon - 6:30 p.m., during telephone registration)

Read all of the information listed below before beginning the Registration Process.

Telephone Registration Instructions

Summer, 2003 and Fall, 2003

General Information

1. Review your Registration Material and make sure you do not have any holds on your registration. You will not be able to register if you have “STOPS.” If you have “STOPS,” they are identified on the Telephone Registration Information Sheet. Please note: In order to clear a Bursar “STOP” which requires a payment, the payment must be in the form of a certified check, money order, or cash.

2. Note the time and date specified for your registration appointment. This is your Summer and Fall Registration appointment time. You will not be allowed into the registration system prior to the time and date on your Telephone Registration Information Sheet. Do not make a call by calling before your assigned time.

3. Make sure you have planned your schedule ahead of time. Have alternate schedules available. Use the schedule worksheet in the Schedule of Classes Booklet.

4. The Registration System is set to allow three telephone calls a day for each student. Please note that the time limit for each telephone call is 8 minutes.

5. The Registration System is available from 9:00 a.m. to 11:00 p.m. Monday through Thursday and until 5:00 p.m. on Saturday and Sunday.

6. The Help Desk (212-237-8907) is open from 12:00 to 6:30 p.m. Monday through Thursday.

7. Your bill for the Summer, 2003 semester will be mailed on Friday, May 2, 2003. All payments must be made in person to the Bursar’s Office on the 5th floor of the T Building. The final date for payment is Tuesday, May 20, 2003, at 5:00 p.m.

8. Your bill for the Fall, 2003 semester will be mailed on Wednesday, July 2, Monday, August 11 is the final date for payment for Fall, 2003. Payments not received will result in the cancellation of your registration.

“STOPS” Information Numbers

Admissions 212-237-8832 Room 4205N
Bookstore 212-237-8559 Room 2327N
Bursar 212-237-8832 Room 3409N
Counseling 212-237-8111 Room 3140N
Dean of Students 212-237-8100 Room 3211N
“Financial Aid 212-237-8151 Room 3409N
**Immunization 212-237-8053 Room 2308N
Registrar 212-237-8832 Room 1400N
Physical Education 212-237-8832 Room 4211N
Registrar 212-237-8832 Room 4113N
Testing 212-237-8107 Room 3259N
Library 212-237-8225 Circulation Desk
**Immunization 212-237-8053 Room 2308N

*If you have a Financial Aid Stop, you must go to the Financial Aid Office to have it removed.
**Proof of Immunization must be on file in the Health Office.

Telephone Registration Steps

1. Dial the telephone number on the printed material. You must dial from a touch-tone telephone. Pay phones and cellular phones are not recommended for telephone registration.

2. If the number is busy, wait a few minutes and redial. Please do not use a speed dial to attempt to enter the system over and over again.

3. When you make a connection, the system will respond: “Welcome to the John Jay College Telephone Registration System.”

A. The system responds: “If you are calling from a touch-tone telephone PRESS 1 now.” PRESS 1 to indicate you are dialing from a touch-tone telephone.

B. Enter 62003 followed by the “#” sign to indicate you are registering for the Summer, 2003 semester.

C. Enter 92003 followed by the “#” sign to indicate you are registering for the Fall, 2003 semester.

D. Enter your 9-digit Social Security Number followed by the “#” sign.

E. Enter your 6-digit Personal Identification Number (PIN) followed by the “#” sign.

F. The system responds: “Select one of the options in the telephone registration system.” PRESS 1 for registration information. If the course is open and you meet the prerequisites, the system will respond: “You are registered...”

G. The system responds: “To add a course PRESS 1.” PRESS 1.

H. Enter the 4-digit course code followed by the “#” sign. WAIT FOR A RESPONSE! Depending on the course selected, the prerequisites required for the course and the number of credits you have, the system may require up to 20 seconds to verify your prerequisites and course availability. If the course is open and you meet the prerequisites, the system will respond: “You are registered...”

I. PRESS 1 if you want the course; PRESS 1 again to add another course. If you made an error, PRESS 2 to remove the course from your record.

J. Repeat the process until you have the desired number of courses.

4. After you have confirmed your registration for your last course by PRESSING 1, PRESS 5 to review your courses.

5. If your courses are correct, either PRESS 2 to get your Financial Aid information or PRESS 3 to get your bill.

Schedule Worksheet

<table>
<thead>
<tr>
<th>PD</th>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:15 AM</td>
<td>9:30 AM</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>9:40 AM</td>
<td>10:55 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11:05 AM</td>
<td>12:20 PM</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>12:30 PM</td>
<td>1:45 PM</td>
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<tr>
<td>5</td>
<td>1:55 PM</td>
<td>3:10 PM</td>
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<tr>
<td>6</td>
<td>3:35 PM</td>
<td>4:50 PM</td>
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<tr>
<td>7</td>
<td>5:00 PM</td>
<td>6:15 PM</td>
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<td>8</td>
<td>6:25 PM</td>
<td>7:40 PM</td>
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<tr>
<td>9</td>
<td>7:50 PM</td>
<td>9:05 PM</td>
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</tr>
</tbody>
</table>

Examples of Day and Time of Class meetings:

M, W : 2 - Monday & Wednesday, 2nd period
T, TH : 9 - Tuesday & Thursday, 9th period
T : 2/3 - Tuesday only, 2nd & 3rd periods
M, W : 4/5 - Monday & Wednesday, 4th & 5th periods
F : 2/3/4/5 - Friday, multiple periods

Where classes are listed as separate sections but meet the usual pairing (ex. periods 2 & 7), and are taught by the same instructor, students who have rotating work schedules may consult with the concerned faculty member to arrange permission to attend either period section. All other students are required to attend the section in accordance with their registration (see bracketed sections).