Telephone Registration Instructions

Spring, 2003

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.

“STOPS” Information Numbers

Admissions 212-237-8832 Room 4205N
Bookstore 212-265-3619 Room 1400N
Bursar 212-237-8559 Room 532T
Counseling 212-237-8111 Room 3140N
Dean of Students 212-237-8100 Room 3121N
*Financial Aid 212-237-8151 Room 3400N
**Immunization 212-237-8053 Room 2308N
Registrar 212-237-8874 Room 4113N
Testing 212-237-8107 Room 3358N
Library 212-237-8225 T-Building

*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.

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 waste 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 a.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 Spring, 2003 semester will be mailed on Friday, December 5th. All payments must be made in person to the Bursar’s Office on the 5th floor of the T Building. The final day for payment is Monday, January 6, 2003, at 5:00 p.m.

Telephone Registration Steps

1. Dial the telephone number on the printed material. You must dial in from a touch-tone telephone.

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.”

4. After you have confirmed your registration for your last 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...”

5. If your courses are correct, either PRESS 2 to register for the Spring, 2003 semester.

6. If your courses are incorrect, either PRESS 3 to register for the Spring, 2003 semester.

7. If you 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.

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

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

Examples of Day and Time of Class meetings:

| M, W | 2 | Monday & Wednesday, 2nd period |
| T, TH | 9 | Tuesday & Wednesday, 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).

SPRING 2003

JOHN JAY COLLEGE

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>
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<td>2</td>
<td>9:40 AM</td>
<td>10:55 AM</td>
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<tr>
<td>3</td>
<td>11:05 AM</td>
<td>12:20 PM</td>
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<tr>
<td>4</td>
<td>12:30 PM</td>
<td>1:45 PM</td>
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<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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<td>7</td>
<td>5:00 PM</td>
<td>6:15 PM</td>
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<td>6:25 PM</td>
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<td>9</td>
<td>7:50 PM</td>
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SPRING 2003

JOHN JAY COLLEGE
John Jay College now has a Web-based registration system!

**eSIMS** allows you to:

- Register for classes
- Change your PIN
- View open sections
- View your transcript
- Change your program
- View your billing information
- View your previous semesters
- Update your JJC email information

**eSIMS** is on throughout the year for most of its features, such as transcript viewing and also during specific times for registration use.

**eSIMS** will be available for registration during the same hours as Telephone Registration:
- 9:00 a.m. to 11:00 p.m. Monday through Thursday
- 9:00 a.m. to 5:00 p.m. Saturday and Sunday

**eSIMS** can be accessed on John Jay’s email stations, but there will be no printing capability. Although some computer labs may support its use, your home is the best place to access it because you will be able to print your results and enjoy enhanced privacy.

For additional information and system requirements go to:

http://johnjay.jjay.cuny.edu/registrar/registrar/esims.html

To access **eSIMS** directly, go to:

http://esims.cuny.edu/jj