REGISTRATION

Policy Id:
Reg.013 – Registration

Contact:
Office of Registrar

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REGISTRATION

REGISTRATION GENERAL POLICY
For continuing students, registration for the winter session and spring semester generally begin online in early November and the summer session and fall semester in April. Registration date and time is automatically programmed on eSIMS. Registration for each semester is listed as fall, spring, and summer. Winter session is linked with the fall semester; therefore, students must access fall semester to register for winter session courses.

Each matriculated student is enrolled in one of eight official classes based on the total number of credits earned. Depending on the class, students are allowed to take a maximum number of credits each semester. See Credit Limitation Policy for more information.

First Time Freshmen Students
First semester freshmen students are scheduled to register for classes by mail notification from the Office of Academic Advisement.

Freshmen students are generally limited to take 15 credits per fall or spring semester or the equivalent until they have earned 60 credits at the College. However, students may exceed the total above by one credit if they are taking a one credit Physical Education course or a Science course.

Continuing Freshmen Students
Students with less than 30 earned credits are considered continuing freshmen students. Registration for continuing freshmen students is done through Office of Academic Advisement. Students will receive notification to meet with a peer counselor to schedule for classes.

Continuing Students
Continuing students are scheduled to register in reverse order of credits earned. Students are notified by email of their registration appointment date and time when the information is loaded into eSIMS. Students are encouraged to register online using eSIMS.

Students who have earned 60 or more credits may enroll for up to 18 credits during the fall or spring semester. These credits can be a combination of John Jay, permit, or e-permit courses. Students who have a grade point average of 3.300 or higher and have earned 30 credits may ask for a waiver to take one additional course. This policy is not applicable to students on academic probation.

Transfer Students
Upon acceptance to John Jay, transfer students will receive an email detailing their transfer credits and instructions on utilizing the eSIMS registration tool from the Office of Undergraduate Admissions Office. Transfer students are encouraged not to register prior to their orientation as they may register for courses that they receive transfer credits. Transfer students will receive an appointment date and time for registration via eSIMS.

REGISTRATION PROCEDURE

eSIMS Login
eSIMS is the Student Information Management System for students. This secured website enables students to register for classes, view available courses, make tuition payment, view the unofficial advisement
transcript, and view their course schedule. Students can access eSIMS via the John Jay website. To access eSIMS, the student must go to CUNY Portal to register for a student account. Once logged in, the student should select “eSIMS” in the Student Applications menu.

**DegreeWorks**

Students are advised to utilize the College’s automated academic advisement system called DegreeWorks to make sure they are making academic progress toward their degrees. To access DegreeWorks, students must have a valid CUNY portal account. New students can register for a CUNY portal account from the CUNY portal website [www.cuny.edu](http://www.cuny.edu). When students log in to their account, a personal page called “My Page” will list a link “Student Advisement/Degree Audit”.

**MJ STOP**

**Policy**

Undergraduate continuing students who have earned 45-100 credits are required to confirm their major during every spring semester to ensure accurate pursuance of degree. A stop will be placed on the students record and students will not be able to register for courses for the subsequent summer session and fall semester until the degree is confirmed or changed if necessary. Students are encouraged to complete this process before registration date and time in order to allow for adequate processing time.

This policy only applies to students who have earned 45-100 credits in the spring semester and does not apply to graduate, new readmit, or new transfer students.

**Procedure**

To remove the MJ stop, students can login to the Jay Stop website. The Declaration of Major online application is available under My JJC under Change My Info. Once the online application is submitted, a confirmation will be sent to the students’ John Jay email and the stop will be removed in 1 business day.

**ACADEMIC ADVISEMENT**

Students who need academic advisement can utilize the College’s automated academic advisement system called DegreeWorks. Students can also meet with an academic advisor to review the DegreeWorks audit. Appointments can be made at the Office of Academic Advisement website or in-person.

**REINSTATEMENT OF COURSES**

Courses dropped due to non-payment or other administrative issues may be reinstated based on the discretion of the Office of the Registrar. Students must show proof of extenuating circumstance that may warrant the courses be reinstated. If the reinstatement generates a balance due from the student, the full outstanding balance must be paid by the close of business of the same day the courses are reinstated. Failure to make payment will result in courses being dropped from the student record. The student will not be allowed another reinstatement for the same semester.