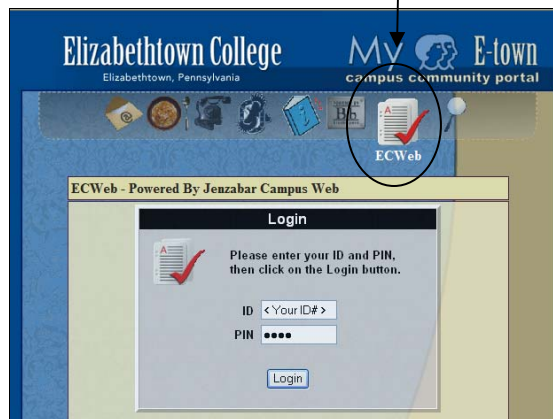
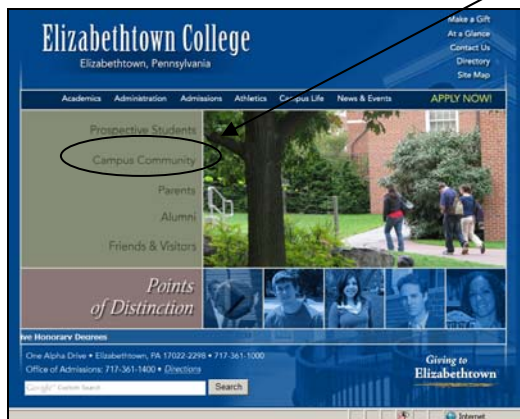


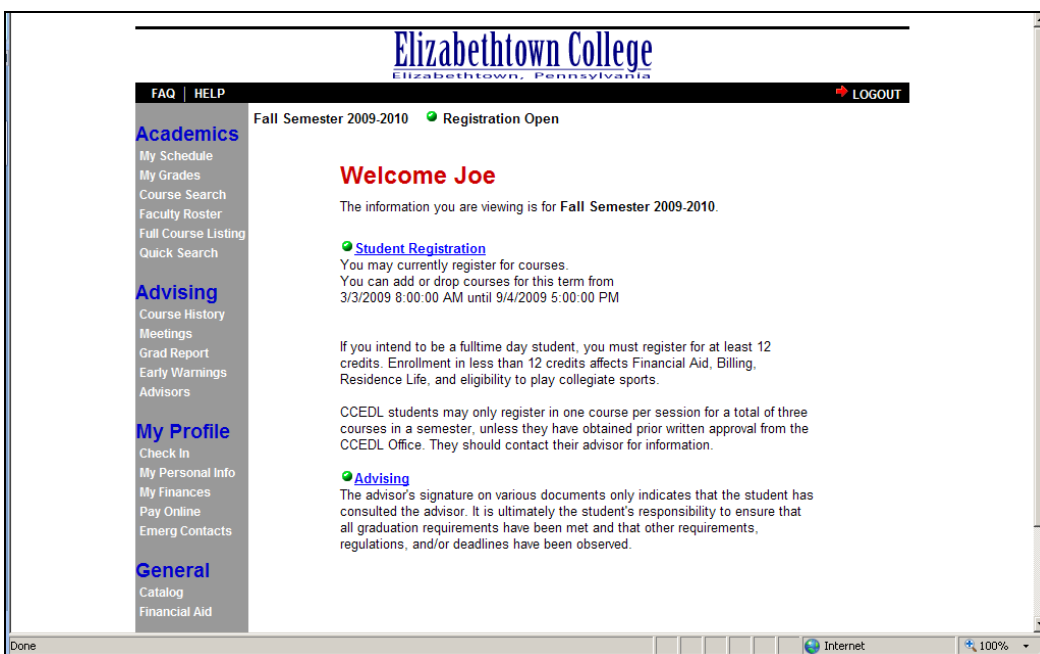
## 1.1 How To Login To ECWeb

**Step 1.** Bring up your web browser. Go to <http://ecweb.etown.edu> (Internet Explorer) or <https://ecweb.etown.edu/exweb/login.asp> (Netscape Navigator). From the Etown homepage click on the link – Campus Community, then the ECWeb icon on that page.



**Step 2.** Enter your **ID** number (located on your student schedule or college ID card). Then enter your **PIN** access code (distributed to you in an envelope at summer orientation). Now click the **Login** button. If you have misplaced the PIN, contact Debbie Althoff (717-361-1423)

**NOTE:** The PIN is case sensitive.



## 1.2 How To Register For A Course

**Step 1.** Select the **Full Course Listing** link from the navigation window on the left hand side of the page. Our list of courses for the semester will be displayed in a new window.

Fall 2009-2010 Open, Closed and Cancelled Courses

Last Update: 2009-05-28 13:45:01.870

Days: M=Monday, T=Tuesday, W=Wednesday, H=Thursday, TH=Tuesday and Thursday, F=Friday, S=Saturday, U=Sunday

Section	Course Name & Web Req # (Quick Search #)	Instructor	Status	Seats Open	Hours	Meets	Prerequisites
AC 101 - - BU - -A	INTRODUCTION TO ACCOUNTING 14556	Thomas Elicker	Open	9/35	4.00	MWF (12:30pm-01:40pm) H 214	n/a
AC 101 - - BU - -B	INTRODUCTION TO ACCOUNTING 15478	Thomas Elicker	Open	31/35	4.00	MWF (03:30pm-04:40pm) H 214	n/a
AC 205 - - BU - -A	INTERMEDIATE ACCOUNTING I 14548	Terrie Riportella	Open	2/35	4.00	MWF (02:00pm-03:10pm) H 213	Prerequisites Exist
AC 270 - - BU - -A	COST MANAGEMENT ACCOUNTING 14549	Jeffrey Gabriel	Closed	0/35	4.00	MWF (12:30pm-01:40pm) H 211	Prerequisites Exist
AC 270 - - BU - -B	COST MANAGEMENT ACCOUNTING 15481	Jeffrey Gabriel	Open	20/35	4.00	MWF (02:00pm-03:10pm) H 211	Prerequisites Exist
AC 301 - - BU - -A	INTRODUCTION TO TAXATION 14551	Terrie Riportella	Open	12/35	4.00	MWF (09:30am-10:40am) H 211	Prerequisites Exist

**Step 2.** Write down the request numbers in blue listed below the **Course Name** for all of the sections you wish to register for. In the above picture, the quick search request numbers are 14556, 15478, 14548, 14549, 15481, and 14551.

**Step 3.** Close or minimize the **Full Course Listing** window.

**Step 4.** Select the **Quick Search** link from the navigation window on the left hand side of the ECWeb page.

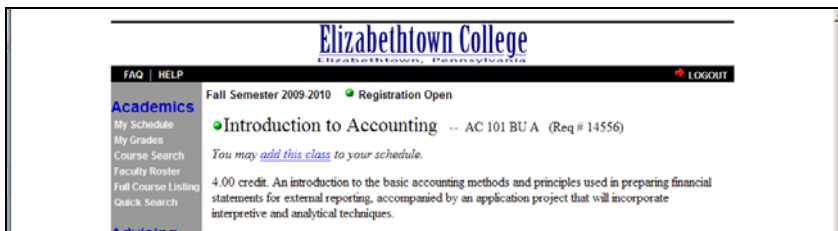
Use the **Quick Search** to quickly locate courses with a request number.

**Quick Search:** Enter the section's Request Number  and press

**Step 5.** Enter the section's request number and then press the **Go** button.

**Step 6.** Information about the course will appear. This includes a description, the instructor, the days and times, the number of seats offered, the number available, the number of students waitlisted (if full), extra fees if applicable, and special notes. To add the course, select the **add this class** link.

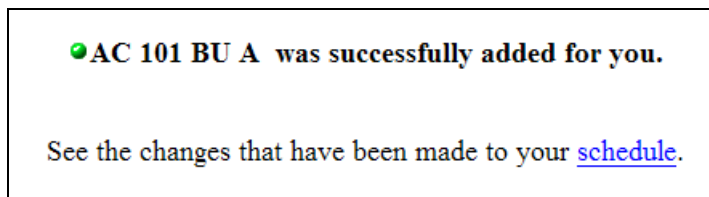
## Student ECWeb Instructions



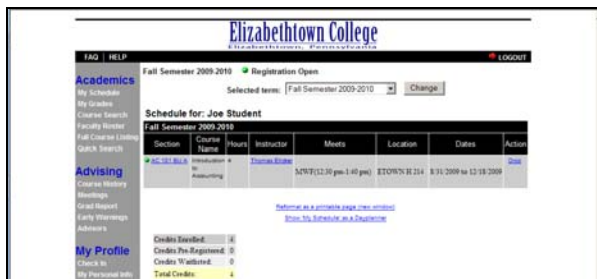
### EXCEPTIONS:

- If the course is full, you will get a **waitlist this class** link. [See section 1.3 below]
- There may be specific prerequisites for this course that will prevent you from registering online. The Prerequisites will be listed in the course description or further down the page after the title 'Prerequisites'.
- Register By Instructor (RBI) – If you receive a message that says, 'You may not register for this course online. Please contact the Instructor or Department Secretary for more details.' This means you must contact the professor so he/she can register you in the course.
- Overload – Students may register in up to 18 credits online. Students who want to take more than 18 cr. must complete the overload petition which is available in the Reg. & Records Office or on their website under Downloadable Forms.
- Time Conflicts – you will not be able to register for a course if it overlaps in time with another course. Contact Reg. & Records if you must take both courses.

**Step 7.** A successful add will look like the following:

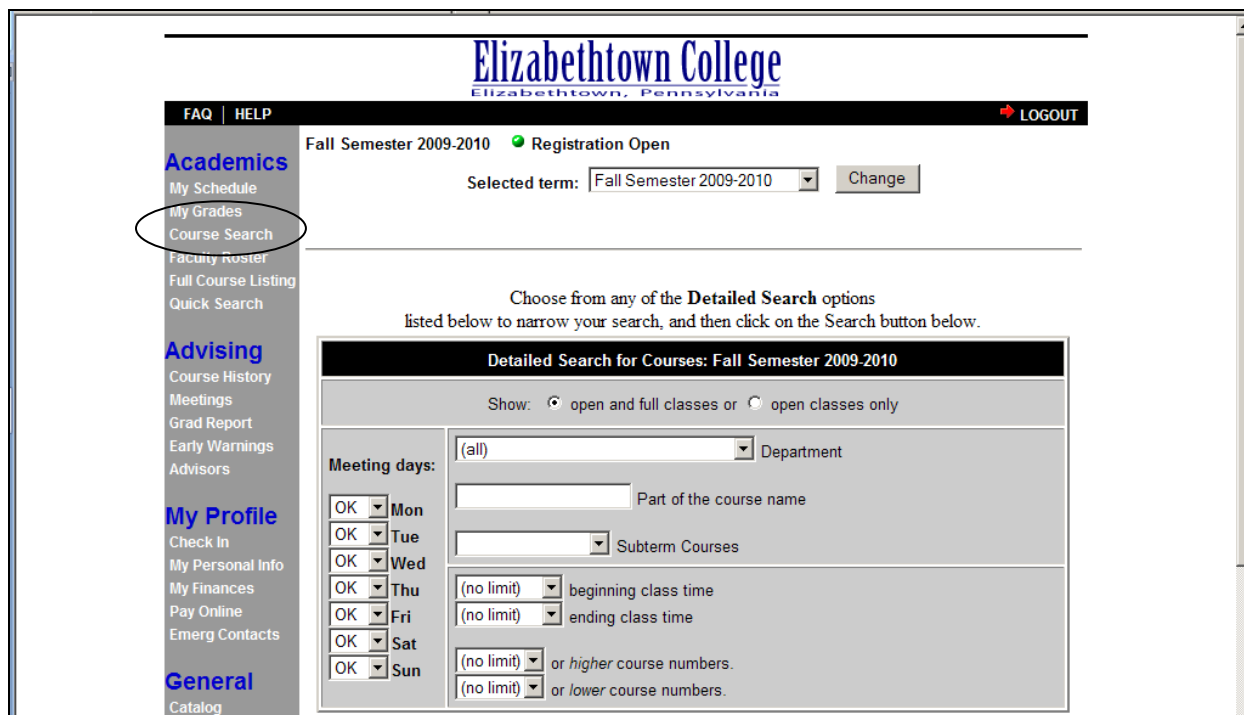


**Step 8.** Click on the schedule link to view or print your schedule:



### Additional Help: Course Search Option Available

The link to Course Search is available on the left navigation menu. By using this you can filter by certain criteria to find a course. In the example below we are looking for a course that meets after 12:00 noon on Tuesdays and Thursdays.



### 1.3 How To Waitlist A Course

- Step 1.** Follow the procedures listed in **How To Register For A Course** to perform a course search.
- Step 2.** If a course is closed, the message that the course is **currently full** will be displayed. Check the **On waitlist** line to determine how many persons are already on the waitlist. The **On waitlist** line does not appear if there is no one currently on the waitlist. Select the **waitlist this class** link.



**Step 3.** A successful waitlist will look like the following:

● **ART 105 3CE C C** was successfully waitlisted for you.

Each course is stamped by a date and time as it is saved in ECWeb. Students on the waiting list for a course are in order from earliest to latest requests. Students are enrolled into the courses as spaces become available. An email will be sent to students when they are enrolled in a course. You may log back into ECWeb at any time to see if you have been enrolled in the course.

If you are on a waiting list and then drop that course from your schedule, this action tells the Registration and Records Office that you are willing to forfeit your place in line for that course. If you add yourself to the waiting list again, you will now be at the end of the line instead of in your earlier position.

*NOTE: Waitlisting for a course does not guarantee enrollment in that course. Continuing Ed Students should call 717-361-1411 for information regarding waitlisting.*

See the changes that have been made to your [schedule](#).

## 1.4 How To Drop A Course

**Step 1.** Select **My Schedule** from the left navigation menu.

Elizabethtown College  
Elizabethtown, Pennsylvania

FAQ | HELP ▶ LOGOUT

Fall Semester 2009-2010 ● Registration Open

Selected term: Fall Semester 2009-2010 Change

**Schedule for: Joe Student**

Fall Semester 2009-2010

Section	Course Name	Hours	Instructor	Meets	Location	Dates	Action
● AC 101 BU A	Introduction to Accounting	4	Thomas Flicker	MWF(12:30 pm-1:40 pm)	ETOWN H 214	8/31/2009 to 12/18/2009	Drop
● ART 105 3CE C A (Waitlisted)	CE Drawing I	4	Louise Schellenberg	TH(10:00 am-12:00 pm)	ETOWN ST 108	8/31/2009 to 12/18/2009	Drop

[Reformat as a printable page \(new window\)](#)  
[Show 'My Schedule' as a Dayplanner](#)

Credits Enrolled: 4  
Credits Pre-Registered: 0  
Credits Waitlisted: 4  
Total Credits: 8

**Step 2.** Select the **Drop** link in the **Action** column on the row corresponding to the course you wish to drop. (You may need to scroll to the right to see this.)

**NOTE:** If no **Action** appears, check to see if Registration is open or closed. No Action generally means that the Registration period is not open. Online registration closes at 5 pm on the 5<sup>th</sup> day of classes. Also, First Year Seminars may not be dropped on-line.

**Step 3.** A successful **Drop**

FAQ | HELP ▶ LOGOUT

Academics Fall Semester 2009-2010 ● Registration Open

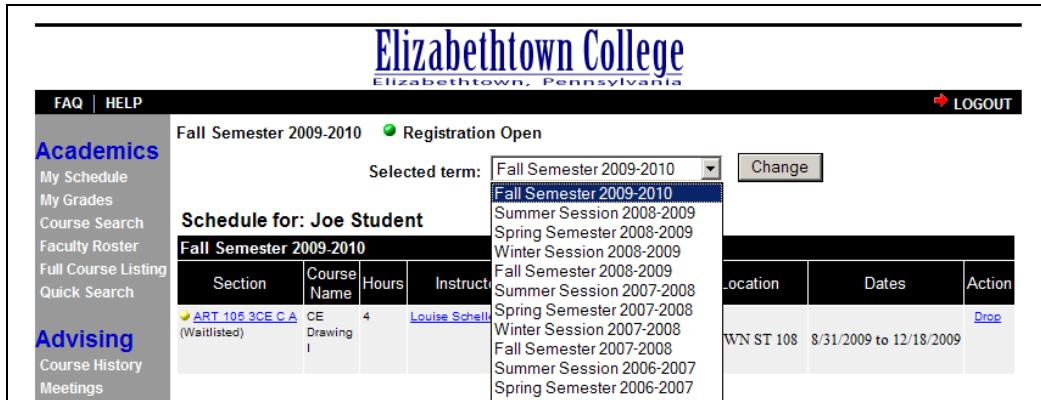
● **AC 101 BU A** was successfully dropped for you.

See the changes that have been made to your [schedule](#).

## 1.5 How To Change Semesters

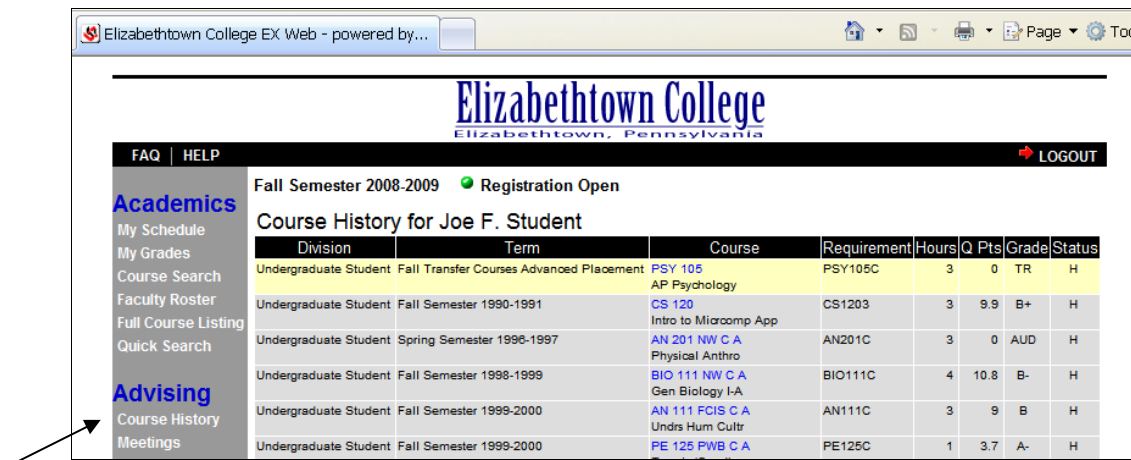
You may need to change semesters if there is more than one semester open for registration, such as Fall and Summer.

- Step 1.** Select the appropriate semester from the **Selected term** drop down data window. Then click the **Change** button.



## 1.6 How To Know if Transfer Courses or AP Courses were Accepted

After transfer courses and advanced placement courses have been entered, they can be viewed under the 'Course History' link. (AP credits are usually entered mid-July; transfer credits around early August.)



For Additional Information on Course Registration, please see the Registration & Records website at: <http://www.etown.edu/Registration/.aspx>