

ELIZABETHTOWN COLLEGE REGISTRATION INSTRUCTIONS

ADVISING APPOINTMENTS

Prior to registration, students are required to consult with their academic advisor regarding course selection, course sequences, graduation requirements, etc. **Appointments should be made with advisors during the period October 28, 2009, through November 13, 2009.** An Advising Hold is placed on the students account until they meet with their advisors. (The Advising Hold prevents students from registering for courses.) Students planning to attend a summer session or take on-line courses should inform advisors of this information so it may be taken into consideration in the selection of courses.

The Elizabethtown summer schedule is located on the Registrations & Records website at: <http://www.etown.edu/registration>, simply select the "[Summer Session](#)" link. Summer session information will be made available in March 2010.

REMINDERS WHEN CHOOSING COURSES

1. How to use [ECWeb documentation](#) is available.
2. Students are responsible for meeting all [course prerequisites and co-requisites](#). [ECWeb](#) does not allow students to register in courses if they have not met the prerequisites.
3. Some courses are designated as [Register by Instructor](#) (RBI, RHC and RBWR) course offerings on the master schedule. Register by Instructor notations appear in the "Notes" column of the master schedule. In order to enroll in these courses, a student must contact the instructor or department hosting the course. ECWeb will not allow students to register themselves in these courses. *If the course does not appear on your ECWeb schedule by November 13, 2009, please contact the instructor or department offering the course.*
4. [Students who have a "Hold" on their record](#) will not be able to register for courses until the hold is removed. Contact the appropriate office (listed in the hold message on the ECWeb system) for more details.
5. [Students who are repeating a course](#) for which they had received a grade of 'C-', 'D+', 'D', or 'D-' must complete a Repeat card. Cards are available in the Registration and Records Office. Completed cards should be submitted to Registration and Records by November 13th.
6. In selecting [PE courses](#) in basketball, racquetball, soccer, volleyball, etc., students should select the code with the appropriate M (Men), W (Women) or Coed designation.

WAITLIST GUIDELINES

A date and time stamp is associated with each [ECWeb](#) course schedule change during Registration. Students on the waitlist for a course are in a specific order from earliest to latest requests. Students are enrolled into waitlisted courses as spaces become available and based on their Waitlisted registration date and time. A message will be sent to the student via email if they are taken off the waitlist and enrolled in a course. Waitlisting for a course does not guarantee enrollment in that course.

If a waitlisted student drops that course from his/her schedule, then the student forfeits his/her place in line for that course. If the student waitlists the course again, he/she will now be at the end of the line instead of the earlier position.

WAITLIST GUIDELINES (continued)

NOTE: [ECWeb](#) will not allow students to waitlist for a course if the addition of those credits would put the student into an overload (more than 18 credits). For example, if a student is enrolled in 15 credits, ECWeb will not allow a student to waitlist a 4 credit course. There are two ways to get around this: (1) the student can temporarily drop a registered course, add the waitlisted course, and then re-add the course that was dropped. Students should be sure the course that is being temporarily dropped has plenty of empty spaces so there is no problem re-enrolling. (2) Students may contact the Reg. & Records office and asked to be placed on the waitlist for the course. In addition, a student cannot waitlist a course that meets during the same time as a course in which he/she is enrolled.

REMINDER TO SENIORS & RISING SENIORS

A 'Rising Senior' includes anyone who has completed 72 or more credits. Seniors and Rising Seniors who would like to take a core class for a free elective may not enroll in the course until after all students have had an opportunity to register.

- Web registration for core classes will be available to all seniors and rising seniors beginning at 12:00 p.m. (noon) on Friday, November 20th.
- If you need to take a core class to fulfill a major, minor or core requirement, complete the [Verification of Need to Enroll in Core Course Form](#) and return it to Registration & Records by Thursday, November 12th. If the course is found to be an unmet requirement for a major, minor or core requirement, the student will be enrolled in the core course, **if space is still available**. If the course is full, the student will be waitlisted in the section they requested. Student requests that are denied will be notified of the denial and the reason for the denial via the students Elizabethtown email address.

ADDITIONAL FEES

There is an additional fee for certain Physical Education courses: e.g. Bowling; Horsemanship, etc. Most studio art courses and some communications courses require an extra fee for course materials and supplies. If a course has an additional fee, it will appear under the "Other Notes" heading on the course description page. For a complete list of courses with [additional fees](#), visit the Registration web page, www.etown.edu/registration, and select the "[Courses Available](#)" link for all course information.

There is an additional fee for **private music lessons** for non-music majors. Until the fourth week of the semester, the student is invoiced for the lessons received. Anyone still registered as of the end of the fourth week of the semester is responsible for the full semester's charges.

MAXIMUM CREDIT LOAD

Students may register for a maximum of 18 credits. Students desiring to take credits in excess of 18 must complete a [Petition for Overload Credits](#). This form is located on-line or in the Registration & Records Office and the Registrar must approve it. The additional fee of \$770.00 per credit is charged for each credit in excess of 18 credits. A cumulative GPA of 3.2 is required to carry over 18 credits; the maximum credit load allowed is 20 credits.

CORE COURSE DESIGNATIONS

[Core courses](#) are designated in the reference code, in parentheses, following the course code. This reference lists the core program year and area of understanding: HI115A (4WCH 2003 Core). See the Registration & Records website for a complete and current list of courses that fulfill Core Areas of Understanding.

AREAS OF UNDERSTANDING (AU)

FYS + (FYC or IEE)	Freshman Seminar and Colloquium (or Intellectual Engagement Experience)
1PLE	AU1 Power of Language: English
2PLO	AU2 Power of Language: Other
3CE	AU3 Creative Expression
4WCH	AU4 Western Cultural Heritage
5NCH	AU5 Non-Western Cultural Heritage
6NPS	AU6 Natural Physical Sciences (2 courses from different disciplines and at least one must have a lab component)
7SSC	AU7 Social Sciences
8MA	AU8 Mathematics
9HUM	AU9 Humanities

STUDY ABROAD/APPROVED OFF-CAMPUS STUDY

Students who have applied to study abroad or off campus during the Spring 2010 semester should register for a normal on-campus load of courses while waiting for acceptance by their hosting program. Once accepted by the hosting program (BCA, American University, etc) the student needs to contact [Amy Simes](#) (x1347, Simesa@etown.edu) to complete the study abroad enrollment process.

Students currently abroad or studying off campus need to contact their advisors for approval of courses they wish to take for the next semester. Advisors will then remove the advising hold, allowing students to register at their assigned time. No special registration considerations are made for students registering while abroad. Students must initiate email exchanges with faculty/staff regarding any pre-enrollment/pre-registration forms requiring signatures of approval (Overloads, Verification of Need to Enroll in Core, Register by Instructor, Directed Studies, etc).

OFF CAMPUS COURSEWORK

- Students that completed an [Off-Campus Approval Form](#) to take coursework off-campus over the summer and requested an official transcript sent to Elizabethtown should verify that this coursework is on your Elizabethtown transcript. ("My Grades" window in [ECWeb](#))
- First-Year Students who took AP exams and received a score of 4 or higher (unless otherwise noted) should verify that they received credit for the equivalent Elizabethtown course. ("My Grades" window)
- First-Year Students and Transfer Students who took coursework at other colleges, and requested an official transcript sent to Elizabethtown, should verify that the courses have transferred. ("My Grades" window)

ADDITIONAL INFORMATION FOR SPRING 2010

Please check your etown email (xxxx@etown.edu) over Christmas break.

- **Important information** regarding the Spring 2010 semester will be sent to your Elizabethtown email address.
- An e-mail will be sent to all students reminding them to complete the **On-line Preliminary Check-In** prior to their arrival next semester.
- **Independent Study Applications** are due in the Registration and Records Office by 4:30 PM on the 1st day of class each semester.
- **Directed Study and Tutorial** forms (with ALL required signatures) are due in Registration and Records by 4:30 PM on the 5th day of class each semester.
- **Internship Contracts** (with ALL required signatures) are due in Registration and Records by 4:30 PM on the 3rd Friday of each semester.