

# 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 March 14, 2012, through April 13, 2012.** An Advising Hold is placed on the student's account until the student meets with his/her advisor. 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 registration is now open. Students can register for summer courses via JayWeb unless you have a hold on your account. If you have a hold, complete the form provided on the Registration & Records website. [Mrs. Reppert](#) will register you in the course and then follow-up with an email. Summer housing applications are available in the Residence Life. All housing applications are due by April 13.

## REMINDERS WHEN CHOOSING COURSES

1. Information on how to use [JayWeb](#) is available.
2. Students are responsible for meeting all course pre-requisites and co-requisites. JayWeb does not allow students to register in courses if they have not met the pre-requisites. Jayweb will **NOT** allow a student to register in a course when an exception to written policy is granted. If a student has been granted a pre-requisite or co-requisite waiver/exception for a course as defined in the Catalog, the department governing the course discipline must notify Registration and Records of the exception.
3. Some courses are designated as [Register by Instructor](#) (RBI, RHC and RBWR) 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. JayWeb will not allow students to register themselves in these courses. *If the course does not appear on your JayWeb schedule by April 23<sup>rd</sup>, 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. This includes alternate study options like internships, independent studies, directed studies and tutorials; as well as, core verifications, pre-enrollments and register by instructor registrations. Contact the appropriate office (listed in the hold message on JayWeb) for more details.
5. [Students who are repeating a course](#) for which they had received a letter-grade of 'C-', 'D+', 'D', or 'D-' need to complete a Course Repeat Form. Completed forms should be submitted to Registration and Records on or before September 7<sup>th</sup>.

**Please note:** Repeating courses may impact you percentage of credits earned for [Federal Satisfactory Academic Progress](#), please contact your financial aid advisor prior to enrolling in the course.

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. *No more than four credits of physical education courses may be counted toward the overall graduation requirement of 125 credits (or 127 if MA 011 is taken) for degree completion.*

## **WAITLIST GUIDELINES**

A date and time stamp is associated with each 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 he is 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.

**PLEASE NOTE: JayWeb 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, JayWeb 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. 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.

- Online registration for core classes will be available to all seniors and rising seniors beginning at 12:00 p.m. (noon) on Thursday, April 19th.
- 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, April 12<sup>th</sup>. These forms are processed on a first-come/first-serve basis, therefore, students should be aware:
  - Any active HOLDS on a student's registration will prohibit the registration of a core course despite the submission of the form. Students need to contact the office that implemented the registration hold prior to open registration to delay course registrations needed for degree completion.
  - 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.
  - If the request for pre-enrollment is denied, an email notification will be sent to the student.

## **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 "Notes" heading on the course description page in JayWeb. For a complete list of courses with additional fees, visit the Registration web page, [www.etown.edu/registration](http://www.etown.edu/registration), and select the "[Courses](#)" 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 an [Overload Petition](#) form. This form is located on-line or in the Registration & Records Office and the Registrar must approve it. The additional fee of \$885.00 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 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	First Year Seminar
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 Fall 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 via JayWeb.

PLEASE NOTE:

- **No special registration considerations are made for students registering while abroad.** Students are encouraged to contact [Registration and Records](#) for assistance with registration problems or concerns about a registration process prior to open Registration.

- Student must initiate contact/email exchanges with faculty/staff regarding any pre-enrollment/pre-registration forms requiring signatures or approval (Overloads, Verification of Need to enroll in Core, Register by Instructor, Directed or Independent Studies, etc).
- While abroad students that did not complete the preliminary check-in process for the current semester will have a preliminary check-in "HOLD" which will prevent them from registering for classes. Please remember to complete this check-in (if not already done so) BEFORE registration opens.

### **OFF CAMPUS COURSEWORK**

- Students who plan to take coursework off-campus over the summer must complete the [Off-Campus Approval Form](#) . After you complete the course remember to have your transcript sent to the Registration & Records office so the coursework may be added to your record.
- 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. (Check the “Course History” window under the Advising title of JayWeb.)

### **INFORMATION FOR FALL 2012**

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

- **Important information** regarding the fall semester will be sent to your Elizabethtown email address.
- An e-mail will be sent to all students reminding them to complete the **JayWeb 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 1<sup>st</sup> 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 5<sup>th</sup> day of class each semester.
- **Internship Contracts** (with ALL required signatures) are due in Registration and Records by 4:30 PM on the 3<sup>rd</sup> Friday of each semester.