Tips for Registering Online

Great Stuff Available on the Registration & Records Website
http://www.etown.edu/offices/registration-records

Printable Class Schedule

A printable version of the Course Schedule is available online. This is subject to change daily, so check the website which indicates new courses that have been added.

Open/Closed Report

This is a great tool to use once registration begins! It allows you to quickly see if a course is full or how many seats are still available.

JayWeb Instructions

Not sure how to navigate through JayWeb — instructions available!

Extra Fees

Some courses charge an extra fee. Also, there is a fee for private music lessons for non-music majors. A list of courses with fees is available online.

Registration Time Slots

R&R would love to allow everyone to register for classes at the same time, but unfortunately that would crash the system. Instead, we created groups based on students' last name. The groups are randomly drawn and placed into time slots. Find out when registration opens for you on the website.

Registration Instructions

All you need to know about the registration process and more!

Schedule Generator

Information on how to find all variations of your schedule using the Schedule Generator.

Registration Worksheet

Great for creating your schedule. The grid at the bottom allows you to visualize your schedule as a weekly planner.

Notes for Ed Majors

If you are an Education major this is a must!

Registration Jargon

SCPS—School for Continuing & Professional Studies (These courses only available for students in this program.)

Corequisite—A course which must be taken in conjunction with another course. (i.e. lab courses)

Full Time—Enrolled in 12 or more credits.

Overload– Enrolled in more than 18 credits. (Extra fee applies)

Prerequisite—A requirement that must be completed before enrolling in the course.

RBI—Register By Instructor (Contact the instructor or Dept. Assistant to be registered in course).

GWR (WRI)—Guided Writing & Research (formerly known as Writing & Research Intensive). At least one GWR course is required for core.

Best Kept Secret

Did you ever wonder where to find a list of all of the core courses and the areas that they fulfill? The Registration & Records website has several pages dedicated to information on core. Go to their homepage then click on link to 'Core Program'.

- List of All Core Course (Sorted by AU)
- List of Core Courses Offered this semester
- Core Checksheet
- Core Requirements
- Signature Learning Experience Courses

Also Available on the R&R Website:

- *Downloadable Forms*
- *Calendar Information such as Important Dates and Final Exam Schedules*
- *The College Catalog*
- *Checksheets for Major requirements and Minor requirements*
- *Checksheet for Core*
- *Summer Schedule of Classes (Available in November)*
- *Transcript Request Form*

Add by Reference #s

JayWeb will let you register courses using the Reference Number. This is the number in the first column of the Printable version of the Class Schedule. It is also located on the Full Course Listing (Open/Closed Report). The Reference number is in blue, just under the course title.

What Could Prevent You From Registering?

ADVISING HOLD

You must meet with your advisor prior to registration. After this meeting, the advisor will release your advising hold.

BUSINESS OFFICE HOLD

You must pay your monthly bill by the due date, otherwise, the Bus. Office will place a hold on your acct.

OTHER HOLDS

- High School Transcript Hold—if R&R did not receive your final HS transcript. (These students were notified.)

- Health Center Hold—if you did not submit all of your Health forms at matriculation.

- Registration Check-In Hold—if you did not complete the Preliminary Online Check-in prior to your arrival.

- Residence Life Hold—Students must complete the Housing Survey prior to Registration.

LOGGED IN TOO EARLY

If your registration time slot begins at 11:00 am and you log into JayWeb at 10:59, it will show as Registration Closed. Log out and log back in after your time slot opens.

INCORRECT TIME SLOT

Be sure you have the correct time slot. Time slots are determined by the number of credits completed and do not include hours currently enrolled.

RBI COURSES

You cannot register for RBI (Register By Instructor) courses online, instead contact the professor of the course or the Department Assistant.

Waitlist—What's That?

If a course that you want is full, you can waitlist it in the hope that if someone currently registered drops the course a space will become available for you. The computer will remember the date & time that you waitlist for the course. The first person on the waitlist will be the first to get into the course. When a space becomes available, the R&R office will enroll the first person on the list and send the student an email. You can stay waitlisted for a course through the first week of class. After the last day to add a course (5 pm on the 5th day of the semester) all waitlisted courses will be dropped.

Important To Know: JayWeb will not allow you to waitlist for a course if the addition of those credits would put you into an overload (more than 18 credits). For example, if you are enrolled in 15 cr., JayWeb will not allow you to waitlist a 4 cr. course. There are two ways to get around this: (1) you can temporarily drop a registered course, add the waitlisted course, and then re-add the course that was dropped. Make sure the course you temporarily drop has plenty of open spaces! (2) you can contact the R&R office and ask to be placed on the waitlist.

> **JayWeb will not allow you to waitlist in a course that meets during the same time as one in which you are currently enrolled. Contact R&R for assistance.**

Identifying Core Classes

All core courses have the abbreviation of the core Area of Understanding (AU) at the beginning of the title. For example, the title of ART105 is CE Drawing I. The CE stands for the Creative Expression AU. The title for ART210 is Drawing II. This course does not satisfy core. A list of the abbreviations and the core areas are listed below. Courses that begin SCPS are evening courses which are offered by our School of Continuing & Professional Studies. You may not register for these. A course that meets the Guided Writing and Research (GWR) requirement will not have GWR in the title, but you can find this information in the notes section of the course schedule, in the catalog, or on the R&R website.
CE—Creative Expression
HUM—Humanities
MA—Math Analysis
NCH—Non-Western Cultural Heritage
NPS—Natural & Physical Sciences
PLE—Power of Language-English
PLO—Power of Language-Other
SSC—Social Sciences
WCH—Western Cultural Heritage
SLE-Signature Learning Experience

Did You Know…

… All Physical Education courses may be taken Pass/No Pass instead of Letter-graded. The online form is available in JayWeb (Online Forms Section) during the second week through the forth week of the semester.

… No more than 4 credits of physical education courses may be counted toward the graduation credit requirement.