



Elizabethtown College

Elizabethtown, Pennsylvania

The Rudder

First-Year Student Academic Advising Handbook 2020-2021

Informing First-Year Students for 94 Years Since 1926

During the academic year 1920-1921 two student groups were established at Elizabethtown College to “foster the spirit of helpfulness and to support such projects as will contribute to the common good.” These groups were called the Young Men’s Welfare Association and the Young Women’s Welfare Association. These groups evolved during the 1926-1927 academic year into membership with the national Young Men’s Christian Association and Young Women’s Christian Association.



Young Men's Welfare Association standing in front of Rider Memorial Hall in 1920¹

¹ Rider Memorial Hall was built in 1906 and named for Joseph H. Rider a Church of the Brethren benefactor of the college. The first six students of the college lived in Rider’s home on East Washington Street where classes were held until Alpha Hall was completed. In 1968 Rider Hall housed the Music Department. The building stood next door to Alpha Hall for 82 years until it was razed in 1988.

From these student organizations, the Student Council was created (later named the Student Senate). In 1926, these associations began publishing an academic advising handbook for first-year students.

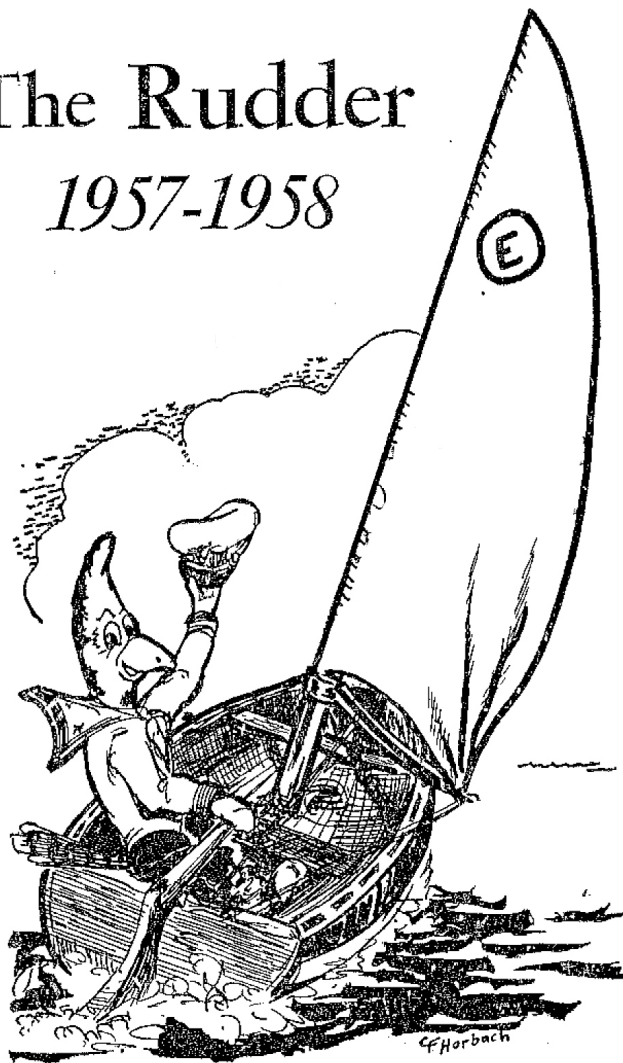
In 1945, the handbook was formally entitled the *Rudder*. Here is an excerpt from 1949 explaining the reason for the title:

“Congratulations on your choice of Elizabethtown! Before you spread new freedoms, new friendships, new customs, and new ideas, all a part of a vast sea of new events and experiences. You are the navigator of your life ship. Every good pilot knows they must have guiding instruments such as a compass or a map to direct their ship safely into port. As you adventure into college life, this handbook is your compass, THE RUDDER, to guide you over rough waters. Be well acquainted with the contents for this handbook will be a vital part of your voyage. The course lies before you. Good luck, and may there be smooth sailing.”

C. Frederick Horbach, History major, class of 1953 and president of the Student Senate designed a new cover for THE RUDDER which included the college mascot, the Blue Jay, sailing. Here is an old cover of the handbook:

The Rudder

1957-1958



Sometime in the late 1980s, the *First-year Student Advising Handbook* lost its name. During the academic year 2013-2014, we gave the handbook back its name: THE RUDDER. We restored its name to remind us of the original theme and sentiment of the student senators in 1926 who sought to mentor and help new students. We hope it will serve you well as a navigation tool through your first-year experience. “Good luck, and may there be smooth sailing.”

*Cover photo by James Jackson, Physics major, class of 1974 of his yacht “Jamann.”
Cover design by Ginette Slaughter, Communications major, class of 2014.*

You Have Questions & We Have Answers:

Who is my academic advisor?

The professor of your First-Year Seminar is your academic advisor. This member of our faculty will be your advisor for the first semester of your first year. Your academic advisor is listed on Jayweb and Starfish.

When should I visit my academic advisor?

- Anytime you have questions or problems concerning your academic program.
- When you are experiencing academic difficulty.
- Whenever you have an issue which needs to be addressed curricular or co-curricular.
- During the first week of classes to schedule a consultation and if you wish to drop/add courses.
- Mid-semester to discuss progress toward academic and personal goals.
- If you receive one or more Early Warning flags between the 5th and 7th week.
- During registration advising weeks, between the 10th and 12th week, to schedule classes and be granted registration clearance.
- After you have registered for classes to review and confirm your schedule for next semester.
- During the end of the semester to evaluate your progress.

What should I ask my academic advisor?

- What resources are available to help you succeed in college.
- Clarification about college policies curricular and co-curricular.
- How to set both academic and personal goals.
- Strategies on how to learn effectively.
- How to manage your time to achieve your academic and personal goals.
- Advice on how to develop a relationship with your professors.
- How to make connections among all the courses and academic disciplines you are taking this semester.
- Learning more about various majors and minors.
- Understanding various concentrations within majors.
- Developing a four-year academic plan.
- When and where can you study abroad?
- Opportunities to collaborate with faculty in research, writing, presenting, publishing.
- Academic conferences you can attend on and off campus.
- What intern and extern opportunities exist within your field of study?
- Options for graduate school.
- Suggested Core courses which compliment your major and academic interest.

What is a plan of action?

You should leave your advisor's office with a plan of action on how to improve your academic performance and schedule follow-up meetings to measure success in reaching your goals. Academic Advising (717) 361-1415 or www.etown.edu/offices/advising.

The Academic Advising Relationship

Advisor Responsibilities

Student Responsibilities

<p>The advisor is responsible to meet with their advisees during fall orientation to support them in their academic/educational transition to Elizabethtown College.</p>	<p>The student has the responsibility to meet with their first-year advisor during fall orientation.</p>
<p>The first-year advisor is prepared to meet with advisees within the first week to assist with schedule changes in the drop/add period.</p>	<p>The student has the responsibility to meet with the first-year advisor within the first week after orientation to open communications and adjust schedules during the drop/add period.</p>
<p>The advisor assists students in identifying educational, career, and personal goals.</p>	<p>The student is an active participant in the advisor/advisee relationship. As such, the student communicates concerns, needs, and problems in an effort to keep the advisor apprised.</p>
<p>The advisor assists their advisees who receive one or more early warnings during the fifth week of classes to develop an academic plan to actualize goals and objectives.</p>	<p>If a student receives one or more early warnings, During the fifth week of classes, the student should consult with their advisor to assess goals and objectives.</p>
<p>The advisor encourages students to take an active role in their academic program and refers the students to regulations, programs, and graduation requirements.</p>	<p>The student is knowledgeable about college policies, procedures, and regulations as well as program and graduation requirements. Sources of information include the College Catalog, the Academic Advising Handbook and the major degree planner.</p>
<p>The advisor serves as a primary communication source for students providing current information about academic policies, procedures, regulations, and programs during registration, weeks ten through twelve.</p>	<p>The student schedules a pre-registration advising appointment with their first-year advisor to discuss program development in relation to course selection, major/career goals, and scheduling of classes during the tenth through twelfth weeks.</p>
<p>The advisor maintains a current file on each student's progress toward major and degree requirements, commensurate with the student's goals and objectives.</p>	<p>The student has prepared in advance for the registration advising appointment, has obtained materials from the Registration and Records office in readiness for the advising session, knows course requirements for the major program, has thought about course selection and has developed a tentative outline of their class schedule.</p>
<p>The advisor has knowledge of college referral sources and services which may assist students in their educational, career, and/or personal development. When appropriate, the advisor may act as a referral agent.</p>	<p>The student understands the first-year advisor is an informational source. When appropriate, the advisor may serve as a referral agent helping the student to obtain assistance in areas of concern.</p>
<p>The advisor is a listener, and facilitates students' growth in the areas of academic, career, and personal concerns.</p>	<p>The student has responsibility to maintain a personal advising file which includes program requirements, advising notes, and other information disseminated by the first-year advisor.</p>
<p>The advisor confronts students openly and honestly on issues of integrity, academic honesty, behaviors, rights and responsibilities.</p>	<p>The student is familiar with, and committed to upholding, the Pledge of Integrity</p>
<p>The advisor has regular office hours posted.</p>	<p>The student knows the office hours and location of the first-year advisor.</p>

What is Academic Advising?

The office of Academic Advising is dedicated to the pursuit of academic excellence and welcomes all who share this passion. We assist students in the development of meaningful educational plans compatible with their life goals. Our services supplement and support the faculty advising system, the primary advising tool on campus. A holistic approach is used by addressing students' intellectual, emotional, and physical needs. We wish to inspire in students the value of hard work, fair play, develop confidence, consideration for others, and a sense of leadership and global citizenship. What students derive from four years of study at Elizabethtown College depends in large measure on careful planning. Academic Advising can help you:

- Explore academic interests and aspirations.
- Navigate through the curriculum and academic programs.
- Connect you with faculty who share your academic interests.
- Build your course schedules and register for classes.
- Choose a major, minor, or concentration within a major.
- Provide the necessary resources to help you succeed.

As part of the Center for Student Success, Academic Advising works in conjunction with the Learning Zone (peer academic tutoring and academic coaching) and the Office of Disability Services. Learning how to learn is of great importance. Center for Student Success (717) 361-1415 or www.etown.edu/offices/studentssuccess.

What is Jayweb?

Jayweb is the electronic system through which students can locate information, including course grade history, declare a major, register for classes, add/drop classes, and students can find any holds on their account. Questions, please contact the ITS Helpdesk at helpdesk@etown.edu or (717) 361-3333.

What is Starfish?

Starfish is a software tool that enhances advising relationships and student success at Elizabethtown College. Students receive real time feedback, encouragement and acknowledgement through flags and kudos and can easily connect to faculty, advisors, and staff through a network of information and services. The "Raise your Hand" feature allows students to ask questions about topics such as financial aid, residence life, major/minor inquiries and more. The "Success Network" is a personal list of individuals on campus to which a student is directly linked. Starfish (717) 361-1415 or www.etown.edu/offices/advising/starfish

What degrees are offered by the college?

Elizabethtown offers four types of undergraduate degrees, the Bachelor of Arts (BA), Bachelor of Science (BS), Bachelor of Music (BMU), and Bachelor of Social Work (BSW).

Elizabethtown also offers a Master of Education, Master of Public Policy, a Master of Music Education, a Master of Science, a Master of Organizational Analytics, and a Master of Physician Assistant Studies, as well as a Doctorate of Occupational Therapy. The requirements for graduation are set forth in the College Catalog. Consult the online catalog and your academic advisor for detailed information. <https://catalog.etown.edu/>

How many credits do I need to graduate?

Degree-seeking undergraduate students at Elizabethtown College must earn a minimum of 125 credits, comprised of the Core Program, a minimum of two Signature Learning Experiences, and the completion of all course requirements within a primary major declaration. A minimum 2.0 grade point average must be earned in all major, minor, and concentration declarations as well as overall.

Some programs may require more than this 125 minimum to complete all program requirements. In addition, some programs require a higher GPA minimum due to accreditation mandates (See the program requirements for specific information.) **No more than one bachelor's degree is ever awarded to an individual by Elizabethtown College;** however, students may complete a second major, minor, or teacher certification subsequent to graduation.

What do I need to Graduate?

In order to graduate from Elizabethtown College, a minimum cumulative Grade Point Average (GPA) of 2.0 on a 4.0 scale must be earned overall as well as in each declaration (major, minor, concentration). Major or departmental GPA requirements vary; please refer to the College Catalog for specific program requirements.

What is good academic standing?

Any student with a GPA of 2.0 or higher is in good academic standing.

What is an Early Warning?

Faculty are invited to report early warnings for students experiencing academic difficulty in courses after the fifth week of each semester. Students will receive an email notification from Starfish or can log onto Starfish to note in which courses they have early warnings and contact their professors to discuss how to address the issues. You should also schedule an appointment to discuss your early warnings with your academic advisor. Your academic advisor should follow up on your academic progress and make appropriate referrals. Students with two or more early warnings will receive a follow-up communication from the Center for Student Success, requesting they contact the professional staff as well as First-Year advisors and others who could be of assistance. Academic Advising may also send a follow-up to the students' professors, asking them for additional information on how students have done since the early warning deadline. In addition to flags, students may receive Kudos during Early Warnings as recognition of a job well done during the first few weeks of the semester.

Key to Early Warnings:

1. Needs to submit required homework/class work/papers on time
2. Needs to attend class on a regular basis
3. Needs to prepare for class and tests more effectively
4. Needs to improve quiz/test/paper scores
5. Student has a D/F
6. Kudos

How do I find my grades?

In some classes grades are posted on an electronic system known as Canvas. All final grades for courses are posted in Jayweb.

What is a GPA?

Grade Point Average (GPA). A Cumulative Grade Point Average is a calculation of the average of all of a student's grades for all semesters and courses completed up to a given academic term.

What is a syllabus?

A syllabus is a document describing a course that states the objectives, outlines how the course will be graded, lists the readings, provides contact information for the faculty, explains assignments; and contains a schedule of readings, lectures, discussions, presentations, quizzes, tests, exams, essays, papers, and deadlines.

When is it due?

Once you have your course syllabus you can plan how to coordinate studying for classes, preparing for exams, researching, writing, and editing your papers. Mastering time management skills is going to be very important. Make an appointment with the professional staff in the Learning Zone to plot out a time management schedule for the semester. The Learning Zone (717) 361-1227 or www.etown.edu/learning.

When are final exams?

The final exam schedule for every semester is posted on the website for Registration and Records. Registration and Records (717) 361-1409 or www.etown.edu/offices/registration-records.

How much time will I need?

We suggest using this formula:

There are 168 hours in a week:

16 hours = Attend classes

40 hours= Study, research, writing, editing

63 hours= Sleep and grooming

21 hours = Meals

28 hours = Exercise, athletics, work, service

When can I buy my textbooks?

During fall orientation your peer mentors will take you to the bookstore to purchase all books listed for each of your courses. You may obtain a list of required texts for each class and purchase books in advance of orientation. Contact the College Store (717) 361-1131 or <https://www.etown.edu/programs/college-store/textbooks.aspx>.

Who can help with my research?

A librarian is assigned to each First-year Seminar. This librarian will facilitate library instruction sessions for the whole class and work with individual students by appointment throughout the semester. Contact the High Library (717) 361-1451 or www.etown.edu/library.

Do I have to go to the library?

From the college website, you can access the library webpage to search for books, articles, and other resources. You can request materials online through inter library loan, renew books, request paper copies of items stored on microfilm or microfiche, and view items on reserve for

classes. Paper copies of resources can be sent to you through campus mail. It is necessary to go to the library to check out books. Contact the High Library (717) 361-1451 or www.etown.edu/library.

Who can help with my writing?

The Writing Wing is located within the Learning Zone, on the second floor of the Baugher Student Center in the Center for Student Success. You may request an appointment with our Faculty Writing Fellow or a Student Peer Writing Tutor. Also, always make an appointment to have your professor review your rough drafts and return for a consultation after the paper has been graded. The Writing Wing (717) 361-1185.

Where can I print my assignment?

There is a computer printing lab on the first floor of Nicarry Hall as well as computer labs on the second floor of Nicarry Hall, Hoover Center for Business, the High Library, and the second floor of the Brossman Commons.

Where are quiet places to study on campus?

Finding a quiet place to work is important, here are a few suggestions: the High Library, the Center for Student Success in the BSC, lounges in the Bowers Center for Sports, Fitness & Well-being, or conference rooms in the Wenger Center.

Where can I get a tutor?

More than 200 peer tutors are registered to help with more than 200 courses. Tutors are recommended by their professors and attend on-going training. Tutors are trained to help with course content as well as to share study strategies. Students may sign up for tutors in The Learning Zone in The Center for Student Success, call The Learning Zone at 361-1185, or visit www.etown.edu/learning.

What if I have a disability?

Elizabethtown College welcomes all students to participate in its courses, programs, services and activities. If you require accommodations, please contact the Director of Disability Services, Lynne Davies, in the Center for Student Success, BSC 228, by phone (361-1227) or e-mail daviesl@etown.edu. For more information visit, Disability Services www.etown.edu/disability.

What is FERPA?

Family Education Rights and Privacy Act (commonly known as the Buckley Amendment) Federal Law precludes the disclosure of a student's educational records to individuals without express permission/request from the student (18 years of age or older). A more detailed description of FERPA and the limited exceptions to the "Release Only at Student Request" rule is contained in the College Catalog and *A Family Guide to Academic Advising* distributed to your family during summer orientation. Registration and Records (717) 361-1409 or www.etown.edu/offices/registration-records

Am I a full-time or part-time student?

Twelve or more credits per semester are considered full-time. Financial Aid stipulates students must carry at least twelve credits per semester to be eligible for monetary aid. To participate in intercollegiate athletic competitions, the NCAA regulations follow the same guidelines. Fewer than twelve credit hours is considered part-time.

Who is a first-year student?

Any student who enters college with 29 or fewer credits. Transfer students entering the college with 24 or fewer credits are required to take a First-year Seminar.

First-year = 29.99 or fewer credits

Sophomore = 30-59.99 credits

Junior = 60-89.99 credits

Senior = 90+ credits.

What is First-year Seminar?

This is a class designed to introduce you to the academic expectations of college. This course prepares you for study, research, writing, experiential learning, and making the transition from high school to college.

Who are the Peer Mentors?

Your Peer Mentor will guide you through orientation and lead you in First-year Seminar Roundtable Discussions devoted to both academic and co-curricular topics. Elizabethtown College's peer mentor program is comprised of upper-class students who have been extensively trained to help new students with the transition from high school to college life. One peer mentor is assigned to work with each First-year seminar and with transfer students. As part of the First-year seminar, peer mentors coordinate with faculty to organize and host social events for students throughout the first-year experience.

What are International Leadership Assistants (ILA's)

International Leadership Assistants (ILA's) ease the transition of first-year international students into the college. Each ILA is given a group of first-year international students to bond with and make new friends. ILA's assist incoming international students in adjusting academically, culturally, and socially to the United States and Elizabethtown College.

Who are the Kinesis?

Kinesis is a group of upper-class students who are the leaders of the Momentum program. These students serve as peer academic advisors and mentors for Momentum students throughout the first-year experience. Various social activities are planned to create a sense of community. Kinesis students offer support and resources for Momentum students helping them make the transition from high school to college. Kinesis students often live in the same residence halls with Momentum students offering assistance in the academic and campus life experience.

What is Momentum?

Momentum introduces students to the liberal arts curriculum and prepares them for their college experience. Exploring all academic disciplines, students learn to navigate curricular requirements, while thinking critically. They find a balance between academic responsibilities and co-curricular involvement. Students consider their gifts, talents, strengths and what they can contribute to campus life. The curriculum has a global emphasis, academic sessions and student development workshops focus on multiculturalism. Momentum creates a forum where people of diverse backgrounds establish friendships lasting beyond the collegiate experience.

What are Stamps Scholars?

Each year, up to ten applicants with outstanding records in scholarship, leadership, service, and creativity are selected as finalists for the Stamps Leadership Scholarship provided by the Stamps Family Charitable Foundation. The Stamps Family Charitable Foundation partners with visionary colleges and universities to award multi-year scholarships enabling extraordinary educational experiences. The Stamps Leadership Scholarship Program recognizes and rewards exceptional students who exemplify leadership, perseverance, scholarship, service, overcoming obstacles and innovation.

What is the Honors Program?

The Honors Program's mission is to provide enhanced learning opportunities for students who have excellent academic records, superior academic abilities, intellectual promise, and demonstrated initiative. The Honors Program promotes high standards of scholarship, leadership, and service among those students selected for the program. The Elizabethtown College Honors Program is a member of the National Collegiate Honors Council.

What Are Prestigious Scholarships & Fellowships?

Prestigious Scholarships and Fellowships works to enable students to produce applications for nationally competitive scholarships and fellowships effectively reflecting their experience, goals, and future direction. Through enrichment opportunities and mentoring from faculty and staff throughout the entire application process, we encourage high-achieving students to pursue nationally competitive scholarships and fellowships which fund undergraduate study, study abroad, graduate study, and independent research. Elizabethtown College students have won Rhodes, Fulbright, Davies-Jackson, and Goldwater Scholarships. Prestigious Scholarships and Fellowships identifies potential applicants, advises and mentors students preparing applications, and develops future applicants. Make an appointment to meet Jean-Paul Benowitz, Director of Student Transition Programs and Prestigious Scholarships and Fellowships in The Honors Center Myer Hall (717) 361-1110 or benowitzj@etown.edu.

What is SCAD?

Scholarship and Creative Arts Day (SCAD), is an annual two-day conference celebrating the difference Elizabethtown College students make with their ideas and creativity. Each spring, select students present academic research in their discipline, showcase talents through recitals and a juried art exhibit. A notable keynote speaker rounds out this interdisciplinary event. For more information, please contact Program Coordinator Carol Ouimet (717) 361-1234 or ouimetc@etown.edu.

What is the Writers House?

The Bowers Writers House is an interdisciplinary venue for expression, study, presentation and performance, created to promote and support a culture of "creative curiosity." From dramatic readings to musical performances and interactive panels, the programs offer a dynamic variety of enjoyable and formative experiences. The Bowers Writers House is situated just 50 yards off the college campus proper between Cedar St. and Cherry St. Contact The Writers House (717) 361-689-3945 or www.etown.edu/centers/WritersHouse.

What is the Young Center for Anabaptist Studies?

The Galen S. Young Center for Anabaptist and Pietist studies is an internationally recognized research facility focusing on scholarship related to Elizabethtown College's religious denominational affiliation. The Young Center is the location for numerous lectures, discussions, exhibits, presentations, and cultural events. It is located next to Leffler Chapel and Lake Placida. (717) 361-1470 or www.etown.edu/centers/young-center.

What is the Core curriculum?

All students at Elizabethtown College are required to complete the Core program, which is a broad-based, interdisciplinary approach to general education. The overall framework of Core consists of 11 courses; the First-year Seminar, two courses in Power of Language (one in English, one in Modern or Ancient language), two courses in Natural and Physical Sciences, and one course in each of the six other Areas of Understanding (AU), for a total of 44 credits. One of these courses must be Guided Writing and Research (GWR). The Core intends to:

- Provide a sense of mission and purpose toward students' general education.
- Provide a foundation for successful study in the liberal arts and professions.
- Offer substantive knowledge as well as an awareness of the methods by which knowledge is acquired.
- Develop habits of the mind that foster continued intellectual growth.
- Facilitate the transition from high school to college by providing an educational experience that stresses development of independent, self-directed study and a passion for learning.
- Extend student horizons and broaden students' awareness of the world around them.
- Provide educational experiences that enhance and complement professional and academic disciplines.

What is an Area of Understanding (AU)?

The rationale behind each AU is important for you to understand. Remember, Core is intended to give you a broad-based general education component toward your degree. Your Major classes are more narrowly focused and more specific.

- Power of Language (2 courses): 1) English Writing Course; write and speak logically, persuasively and creatively as well as read carefully and critically. 2) Modern or Ancient Language; continue previous language instruction or explore something new.
- Mathematics: Learn quantitative reasoning and mastery of problem-solving skills.
- Creative Expression: Create or perform in an artistic medium.
- Western Cultural Heritage: Critically analyze significant human endeavors from the western cultural area.
- Non-Western Cultural Heritage: Critically analyze significant human endeavors in non-western cultural heritage.

- Natural and Physical Sciences (2 courses in different disciplines): Learn methods of scientific inquiry.
- Social Sciences: Analyze how human behavior is shaped.
- Humanities: Explore values in the decision-making process and consider implications of individual choice.

What is GWR?

Students are required to take at least one Guided Writing and Research (GWR) course. These courses provide practice and instruction in one or more of the approaches used in the process of representing knowledge within a discipline and incorporates evaluation of student performance in research and writing. Students will take at least one GWR course after completing their First-year Seminar. English 100 or English 150 does not count as a GWR.

What are electives?

In addition to major requirements, all students can choose a number of “elective” course credits. Some students “elect” to use them to fulfill double major or minor requirements. Those students who come to Elizabethtown undeclared often use electives in deciding on a major. Many students use elective courses to pursue an interest, such as art, music, literature, history, philosophy, or modern languages, outside of their core and major requirements. The number of permissible elective hours will depend on the student’s major. Academic advisors can help students choose these courses wisely.

How was I placed in my Modern or Ancient Language class?

Elizabethtown College requires all students to take one course (four academic credits) in a second language, which may be met by enrolling either in a modern or an ancient (classical) language. The Department of Modern Languages requires you to complete the language requirement by the end of your sophomore year. The Department of Modern Languages offers 100 and 200 level courses in the following languages: French, German, Spanish and Japanese. The Occupational Therapy department offers American Sign Language. You may choose one of these modern languages to satisfy your requirement. Regarding ancient languages, Sanskrit and Biblical Hebrew are offered through the Religious Studies Department and Latin through the English Department. Please consult the course catalog for details. No placement test is required for ancient language courses. If you wish to enroll in a language you have never studied before, you will automatically be placed in the first semester of the introductory course. If you wish to enroll in French, German or Spanish, and have taken it for more than one academic year in high school, then you must complete the appropriate on-line placement test. If you have taken three or more academic years of a language in high school, then the lowest level in which you may enroll is 112, regardless of the placement test results. Also, if you wish to enroll in a level higher than the first semester of the introductory course, you must take the test. Placement in Japanese is based on the number of years of previous study. For more information about Japanese language placement, please contact Dr. Mahua Bhattacharya at bhattacharm@etown.edu.

What is the Language Placement Incentive Policy?

The incentive policy is for students enrolling in Fall 2015 or later: If a student places into a modern language course at the 211 level or higher and earns a B- or better, then he or she will receive credit for the previous course in the sequence. The course must be taken before the end of the student’s second year. This policy is not applicable to native speakers who were formally educated in the language through the high school level.

What are Signature Learning Experiences, SLE's?

Aristotle once said, "For the things we have to learn before we can do them, we learn by doing them." How can Elizabethtown students be better prepared for the "real world?" We have identified five Signature Learning Experiences (SLE) for students. By graduation, all Elizabethtown students will complete at least two of the following Signature Learning experiences:

- **Supervised Research**
Undergraduate research actively engages students in scholarship at an advanced level under the close supervision of a faculty mentor or approved disciplinary expert. Results from the research should be disseminated publicly in a way that is appropriate to the discipline (presentation, in writing, performance, exhibition, prototype development, etc.).
- **Cross-Cultural Experience or Exchange**
Cross-cultural experiences allow students to engage meaningfully with diverse cultures, experiences, and worldviews, by living and studying in a culture different from their own. These experiences can be domestic or abroad and include traditional semester study abroad programs as well as short-term faculty-led programs.
- **Internship, Field Experience, or Practicum**
An academic internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting that can be transcribed. Field experience is a learning opportunity that takes place in the field of practice, is embedded in an associated course, and supervised by faculty.
- **Community-Based Learning**
Community-Based Learning (CBL) is an instructional strategy that gives students opportunities to apply knowledge and skills from the classroom to analyze and address community problems. In so doing, students achieve a deeper and more integrated understanding of their studies while benefitting the community.
- **Capstone Course, Projects, or Development Portfolio**
Culminating experience near the end of the college career in which students integrate, synthesize and apply what they have learned in the major or program. Capstone experiences can include courses, projects, performances, exhibits, and/or portfolios. Portfolios should include artifacts and narratives, sampled during the college career under faculty review, that demonstrate competencies or learning outcomes in the major or program.

How do I apply for an internship or externship?

Discuss internships or externships in your intended major with your academic advisor and a member of the Career Services team (BSC 201, 717-361-1206). Once you've found an opportunity of interest to you, contact Registration and Records if the internship or externship is for academic or SLE credit: Zug Hall 210 (717) 361-1409.

How can I do community service?

Check out the webpage for the Center for Community and Civic Engagement or contact, Joel Janisewski janisewskij@etown.edu (717) 361-6048 Brossman Commons, Room No. 257

How can I study abroad?

Make an appointment with Megan Bell, Study Abroad Advisor at studyabroad@etown.edu or visit www.etown.edu/offices/study-abroad/

What if I am an athlete?

Always inform your faculty if playing in a competition will cause you to miss a class. *A student should never miss a class to attend a practice.* It is important to balance academics with involvement in clubs, organizations, or sports. If you should need assistance with time management, visit The Learning Zone for guidance. As a rule, class attendance, including Fourth Hour Experiential Learning events, take precedence over co-curricular commitments. To this end, if you have a scheduling conflict with class attendance, please consult with your professor to find a resolution.

What is the Induction Ceremony?

A memorable event in the fall, this candlelight ceremony and procession is part of the new student orientation program. The ceremony takes place on the Sunday of fall orientation at 8PM in the Dell and serves as the beginning “book end” for their college experience here at Elizabethtown College. The other bookend is commencement. At the induction ceremony, the President welcomes students along with the President of Student Senate. There is a pinning ceremony where students receive an Elizabethtown College pin. As part of the induction ceremony, students are also asked to sign a book, which indicates they will uphold the Pledge of Integrity. There is also a candle-lighting ceremony where students symbolically light a candle to represent the “Lamp of Learning” which is part of the College’s Seal.

What is the Pledge of Integrity?

To establish an academic community based on honesty and trust, students sign and uphold the Pledge of Integrity: “Elizabethtown College is a community engaged in a living and learning experience, the foundation of which is mutual trust and respect. Therefore, we will strive to behave toward one another with civility and with respect for the rights of others, and we promise to represent as our work only that which is indeed our own, refraining from all forms of lying, plagiarizing, and cheating.”

Why are we going to Convocation?

Convocation is the annual official opening ceremony for the academic year recognizing first-year students, student college/emerging scholars, and faculty who are serving their first-year as tenured faculty and/or are being promoted. It is a time for the President of the college to formally open the academic year as we embark on our journey of higher education.

Where can I find a complete list of degrees, majors, minors, certificates, and endorsements offered by Elizabethtown?

A complete list of bachelor degree majors, master degree programs, joint degree programs, certificates and endorsements are outlined in the online Catalog (Catalog.etown.edu). Select the “Degrees, Majors, and Minors” left navigation to review the complete list of curricular programs.

When do I declare my major?

All First-Year students may elect to declare their major or may choose to be listed as undecided/undeclared as part of the electronic preliminary check-in process via Jayweb, this occurs between the fall and spring semesters of the first-year. At this time, students are able to declare up to two majors and one minor via the online check-in. The following message will be shown on the “check grades screen:” *“Please note: When completing your electronic preliminary check-in, you will have the opportunity to declare your major.”* First-Year students will receive an email notifying them they have been assigned a new advisor along with Starfish instructions to log in and view the new advising assignment.

How do I change my major?

First-year students cannot change their major until the start of their second semester at which time they will formally declare a major. Upperclassman, should make an appointment to discuss the change with their current academic advisor. Effective July 1, 2020, students may submit a request to update their major, minor, or other declarations in JayWeb. Log into your account, select “online forms” then select “Major/Minor/Concentration/Certificate Declaration Form”. Questions about the form may be directed to the Office of Registration and Records (717) 361-1409 or regandrec@etown.edu

How do I add a minor?

First, make an appointment with your academic advisor to discuss adding a minor. Effective July 1, 2020, students may submit a request to update their major, minor, or other declarations in JayWeb. Log into your account, select “online forms” then select “Major/Minor/Concentration/Certificate Declaration Form”. Questions about the form may be directed to the Office of Registration and Records (717) 361-1409 or regandrec@etown.edu

What if I am undecided about a major?

Undecided (or exploring) students will be assigned an advisor from the office of Academic Advising. They will provide you with guidance and support as you explore major and career options. Center for Student Success (717) 361-1415 or www.etown.edu/offices/studentssuccess.

What if I have a pre-professional major?

If you are interested in professional programs such as International Business, Human and Health Professions, Social Work, or Education, then you need to see a pre-professional advisor in addition to your assigned first-year advisor. If you are interested in declaring education as your major, you will need to contact the Education Department during your first semester. They will assign you an advisor who specializes in teacher certification, in addition to your first-year advisor.

What is the Individualized Major Program?

An Individualized Major at Elizabethtown College allows students to pursue unique disciplinary trajectories by working in close collaboration with faculty from multiple disciplines. Students will select faculty co-advisors from two different disciplines, or a faculty advisor and an advisor from the Academic Advising Office. After a student completes 30 credits hours and before completing 48 credit hours, a student may submit an Individualized Major Proposal Form to the Office of Registration and Records (regandrec@etown.edu). Students cannot propose an individualized major necessitating certification by an external accrediting body.

What are specialized advising programs?

Students may participate in the following specialized advising programs:

- Law Early Admission Program (LEAP): Drexel University Thomas R. Kline School of Law
- Law Early Admission Program (LEAP): Duquesne University School of Law
- Law Early Admission Program (LEAP): Widener University School of Law
- Pre-Law Advising Program
- Health Professions Advisory Committee

How do I add or drop a class?

First, make an appointment with your academic advisor to discuss adding or dropping courses. During the drop/add period, the first full week of classes, you will have the opportunity to modify your schedule through Jayweb. Be sure to seek advice from your First-year Advisor *before* making changes.

What is an incomplete grade?

Incompletes may be granted instead of a letter grade when a student is unable to complete a course because of extenuating circumstances. An incomplete is only effective when consent is given from a course instructor. The course must be completed within the time specified or the grade "I" will become an "F." Incomplete grade forms are available in the Registration and Records office; they must be initiated by the student and require the course instructor's signature. Registration and Records (717) 361-1409 or www.etown.edu/offices/registration-records.

How do I build my schedule for next semester?

The advising and registration period is in late October/early November. Make an appointment with your academic advisor to discuss your spring schedule. Make an appointment to speak with a faculty member in the department of your intended major. Attend the Majors/Minors, SYE, Explore the Core Fair to discuss Core Courses with faculty. Make an appointment with an advisor in Academic Advising. Academic Advising (717) 361-1415 or www.etown.edu/offices/advising.

How do I register for classes?

After you meet with your academic advisor, your advisor will lift the advising hold on your Jayweb account. Registration Week is in early November. Check the Registration and Records website to find your allotted registration time according to class status and last name. Log onto Jayweb and follow the instructions for registering for classes. Meet with your academic advisor to discuss your schedule and give them a copy of your schedule for the next semester.

What does RBI mean?

Register by Instructor (RBI) notations means in order to enroll in the course(s) a student must contact the instructor or department hosting the course. Jayweb will not allow students to register themselves in these courses. The instructor of the course will register the student after discussing and approving the decision.

What is a pre-requisite?

In some cases, a student will not be able to take a course until they have completed prior required course work to be eligible for a class. A pre-requisite means there is a course requirement that needs to be completed before enrolling in another class. Check the college catalog to determine which courses you need to take before you can register for a class with a pre-requisite.

How do I begin to consider graduate schools?

Consult with your academic advisors to map out a timeline for your applications. Ask your faculty members for their recommendations regarding options for graduate school and programs that might be a good fit for you. Career Services can help with initial drafts of application materials. Additionally, the annual fall Job, Internship, and Graduate School Expo provides you with the opportunity to discuss programs with graduate school representatives. Visit Career Services, Baugher Student Center 201, (717) 361-1204 or www.Etown.edu/career.

What about my bill?

Questions about your bill and payments should be directed to the Business Office located in Zug Hall No. 212 or phone (717) 361-1417.

What if I have financial concerns?

Every student has been assigned a financial aid advisor. Your financial aid advisor is listed on Jayweb. Contact the Financial Aid Administrative Assistant (717) 361-1404 or finaid@etown.edu to find out who is your assigned financial aid advisor.

Are there any jobs on campus?

Check out the Student Employment page of the website <https://www.etown.edu/offices/student-employment/> or email payroll@etown.edu. The Handshake system supported by the Office of Career Services offers part time job opportunities to students. Additionally, students who qualify for federal work study may wish to contact Joel Janisewski (BSc 257, (717) 361-1260 to discuss opportunities in the local community.

Who can help with my resume?

Career Services can help you craft a resume that will effectively market your skills and experiences to employers. Include your faculty as you create your resume to help you identify skills acquired in classes or to help you describe technical experiences for career fields related to your major. Career Services is located in the Baugher Student Center, Room 201, (717)361-1206.

Who can I speak to when it is personal?

Counseling Services provides a broad range of counseling and mental health support services that facilitate students' personal, social, and academic development. You can speak to a licensed mental health professional for no additional charge. Counseling services are provided in a confidential and diversity affirming environment to help students address a variety of mental health, situational, and developmental concerns. Their office is located in the Baugher Student Center, Suite 216. Appointments can be made in person or by calling 717-361-1405. In addition, you may contact the Chaplain in the Chaplain's Office and Religious Life (717) 361-1260 to discuss personal matters in a private setting.

What if I need to see a healthcare provider?

Contact Eileen Wagener, College Health Liaison at the Penn State Hershey Medical Group in Elizabethtown adjacent to campus at 1 Continental Drive Elizabethtown PA 17022 (Just off of Chestnut Street via College Avenue). Phone: (717) 489-1021 or wagener@etown.edu

How do I withdraw from the college?

First, see your academic advisor if you believe it is advisable to withdraw from the college or take a leave of absence. Second, make an appointment to speak with an Academic Advisor in the Center for Student Success (717) 361-1415.

How can I transfer to another college?

First, see your academic advisor if you believe it is advisable to transfer to another college/university. Second, make an appointment to speak with an Academic Advisor in the Center for Student Success in Baugher Student Center (717) 361-1415.

What if my email account is not working?

Contact Information and Technology Services (ITS) also known as the "Help Desk" (717) 361-3333 or website: www.etown.edu/offices.its

When are we off for semester breaks and holidays?

Calendars can be located on the webpage of Registration and Records. Registration and Records (717) 361-1409 or www.etown.edu/offices/registration-records.

When is Homecoming?

Homecoming and Family Weekend is in mid-October.

Where can I exercise?

The Bowers Center for Sports, Fitness and Well-Being is the new premier health and well-being facility on campus. Located next to Wolf Field, the building is comprised of multiple lounge spaces, a smoothie bar, demonstration kitchen, athletic locker rooms, expansive field house with an indoor track and three basketball/volleyball/tennis courts, multipurpose rooms, relaxation room, group fitness rooms and a large fitness center. Group Fitness classes are also offered out of the Bowers Center by the Office of Campus Recreation and Well-Being. For operational hours of the Bowers Center call 717-361-3661. Thompson Gymnasium also has a small weight room as well as basketball and racquetball courts and an indoor pool. For hours when the pool is

open, call (717) 361-1274. An outside track is located behind Leffler Chapel and outdoor tennis courts are located near Founders Residence Hall.

Is there anything to do around here?

There is so much to do both on campus and off campus. Check out the webpage for the Office of Student Activities www.etown.edu/offices/osa.

What if I need a ride to the railroad station?

Transportation to and from the Amtrak Railroad Station in Elizabethtown can be arranged by calling Campus Security (717) 361-1263.

I live here!

Any questions or concerns about living on campus should be directed to your Resident Assistant (RA) or Assistant Director of Residence Life or The Office of Community Living (717) 361-1197.

Can I do that?

Answers to questions about student conduct and college policy can be found in the Student Life Handbook available online.

What if I need help?

Call Campus Security (717) 361-1263 or emergency (717) 361-1111.

Tune in!

Elizabethtown College television station: ECTV Chanel 40. For further information, contact the Station Manager at ectv@etown.edu or the Director of Broadcasting at (717) 361-6414.

Elizabethtown College radio station: WWEC 88.3. Request line: (717) 361-1399 Office line (717) 361-1514 Email: wwec@etown.edu.

Read All About It!

The college newspaper is the *Etownian*. The college literary magazine is *VOX*. The college yearbook is the *Conestogan*.

*You Have Questions For Us
&
We Have Questions For You:*

First-Year:

Who am I?

How do I relate to others?

How do I relate to others who are different from anyone I have ever encountered before?
What do I want to make of my college experience?
What classes have I most enjoyed and what are some careers that appeal to me?

Sophomore Year:

What really matters and why?
What things in life and work are worthy of my time, talents, and energy?
Why am I choosing what I am choosing in terms of my major, and my involvement beyond my coursework?
How have I grown in the past year?
Do I have a major and/or plan of classes and am I participating on co-curricular activities that will prepare me to pursue my career goals?

Junior Year:

How do I connect to my community, my nation, the world?
What does it mean to live and work in a local and global world?
What challenges did I encounter and how did I meet them?
Have I participated in a career related experiential activity (internship, research or employment), if so what skills have I acquired?

Senior Year:

What can I anticipate from life and work?
What can I contribute to my community, my nation, the world through my life and work?
What and how will I continue learning after college?
How have I grown?
What are my career interests and what skills have I acquired in my major? Where do I see myself using these skills and interests?

Think

As you progress in your journey through Elizabethtown College, ask yourself these questions. Discuss your answers with your academic advisor, faculty, professional staff, administrators, and other students. Invite a dialogue in which you have the opportunity to express, justify, and discuss individual goals and ideas. Work with the faculty, staff, and administration in guiding you toward becoming a liberally educated, critical thinking, responsible citizen. We challenge you to make connections between the various courses you are taking. Consider comparing and contrasting how different academic disciplines relate to each other. Apply an interdisciplinary approach to your studies and cultivate a passion for lifelong learning following your curiosities. How will you act on what you learn? Contemplate how your college education will empower you to empower others, serve others, and make your mark on the world and thus achieving our motto: "Educate for Service."

First-Year

A Preliminary Check-in must be completed at the start of each semester. This is the student's

opportunity to update the college on emergency contact and student information. Failure to do so will result in a Registration hold.

*Do you understand your **FERPA** rights?*

Visit the Registration and Records website for a more detailed explanation of FERPA and the associated forms.

Complete a First-Year Seminar before the end of Spring Semester. Transfer Students should refer to their transfer evaluation regarding this requirement.

Complete the Power of Language: English 100/150 before the end of the Spring Semester.

*Learn to navigate the **College and Registration and Records websites***

www.etown.edu/registration

- **Academic Calendars and Important Dates**
- The **CORE** Program and the **core check sheet**
- **Signature Learning Experiences (SLE)**
- **Registration Information** and Registration Dates/Times
- **Final Exam Schedules**
- **Forms** required for off-campus study, course repeats, transcripts etc.
- **Transfer Credit Information** (AP, CLEP and IB)
- Every major/minor program in the Catalog has a corresponding **Degree Planner**

*Learn to navigate the **College Catalog** (catalog.etown.edu) and review all **Academic Policies***

*Learn to navigate the **Student Handbook** (*the link to our handbook is located on the cover page of the College Catalog*) and review all student rights and responsibilities.*

Major, Minor, and concentration changes are managed through the **Office of Registration and Records**. First-Year students do not officially declare their majors until the Spring semester. Your First-Year advisor will assist you in this process.

JayWeb - 24/7 Web portal for tracking academic progress, grade reports, etc.

Jayweb.etown.edu

- **Course Registration each semester**
- The **Grad Report** is an advising tool for managing major, minor and concentration declarations from first-year to commencement.
- **Unofficial transcripts**
- **Personal Information Update** - 24/7

Update your resume and LinkedIn profile

Sophomores

*Did I complete the **Preliminary Check-in** at the start of each semester?*

This is the student's opportunity to update the college on emergency contact and student information. Failure to do so will result in a Registration Hold.

*Does my **Grad Report** reflect my declared major, minor and concentration correctly?*

If you need to update a **major, minor or concentration**, please speak with your academic

Advisor. Effective July 1, 2020, students may submit a request to update their major, minor, or other declarations in JayWeb. Log into your account, select “online forms” then select “Major/Minor/Concentration/Certificate Declaration Form”. Questions about the form may be directed to the Office of Registration and Records (717) 361-1409 or regandrec@etown.edu

Questions or concerns about the Grad Report? If an approved exception or course substitution is not populating to your Grad Report, please submit the Notification of Exception Form (<http://www.etown.edu/offices/registration-records/forms.aspx>) to the Office of Registration and Records, regandrec@etown.edu

*Am I making progress with completing **CORE** requirements?*

Every student is required to complete **ALL** core areas of understanding. It is recommended students finish all core requirements before they complete 72 credits towards the required 125 credits for degree completion. Some programs may prohibit completion of Core within this timeline, please adhere to departmental advising protocols.

Complete Power of Language: Modern or Ancient course by the end of the Spring Semester.

*Am I monitoring my academic progress in **JayWeb**?*
Jayweb.etown.edu

*Can I take a **summer course** off-campus at a community college or four-year degree granting institution?*

Students interested in taking a summer course should check out our summer offerings. Tuition during the summer is greatly reduced. Visit www.etown.edu/registration and select the **Summer Session** navigation link.

Students who have earned 60 or more credits are prohibited from taking a course at a community college; however, they can elect to take a course at a four-year accredited Institution. Students **MUST** submit an **off-campus approval form** BEFORE registering for any off-campus study. Policies and requirements are outlined on the form.

Conduct information interviews or job shadowing with professionals in your field(s) of interest.

Juniors

*Did I complete the **Preliminary Check-in** at the start of each semester?*

This is the student’s opportunity to update the college on emergency contact and student Information. Failure to do so will result in a Registration Hold.

*Will I receive a **Junior Review**?*

All Juniors receive a Junior Review in the Fall of their junior year. The review is based on major, minor and concentration declarations at the time of the review. **Questions or concerns** about grad reports and Junior Reviews should be directed to Office of Registration and Records (regandrec@etown.edu). If your major requires the declaration of a concentration you are

responsible for notifying the Office of Registration and Records. Log into your account, select “online forms” then select “Major/Minor/Concentration/Certificate Declaration Form”. Questions about the form may be directed to the Office of Registration and Records (717) 361-1409 or regandrec@etown.edu

*I still have **CORE** requirements to complete, now what?*

If you are a Junior and you have completed 72 or more credits you must submit a **Verification of Need to Enroll in Core** form **BEFORE** registration week.

*I would like to take a course **Pass/No Pass**, what do I need to do?*

Visit the Important Dates list for when the forms become available and when they are due. The academic policy outlining requirements can be found in the College Catalog.

*Can I take a **summer course** off-campus?*

Students interested in taking a summer course should check out our summer offerings. Tuition during the summer is greatly reduced. Visit www.etown.edu/registration and select the **Summer Session** navigation link.

Students who have earned 60 or more credits are prohibited from taking a course at a community college; however, they can elect to take a course at a four-year accredited institution. Students **MUST** submit an **off-campus approval form** **BEFORE** registering for any off-campus study. Policies and requirements are outlined on the form.

Alternative Study Options are also available to Juniors. Students interested in internships, study abroad programs or independent studies should speak with their advisors about such opportunities.

If you have not yet participated in a career-related experience (internship, research, employment) you will want this to be a priority. Career Services and your academic department can help you with your search strategies. If you are going to graduate school, work with your faculty to discuss programs of interest.

Seniors

*Did I complete the **Preliminary Check-in** at the start of each semester?*

If you are planning to graduate this year please be certain you are selecting the appropriate graduation date (May, June, August or January).

*When will I receive my **Preliminary Graduation Review**? **In the summer prior to your senior year.***

All Seniors receive a **Preliminary Graduation Review in the Summer. Questions or concerns** about graduation review remarks should be discussed with your advising team **PRIOR** to contacting Registration and Records. If the department governing your program has granted you

an exception or course waiver, please have the chair notify a team member in Registration & Records (regandrec@etown.edu) in writing to alert them of the exception or waiver.

All academic policies governing graduation must be satisfied. Students who wish to petition for **early participation** need to submit the required form **BEFORE February 1st**.

Failure to act on any comments by the 5th day of the spring semester could **DELAY** a student's graduation.

How will I be notified about graduation?

Students should always be checking their etown.edu accounts while enrolled at Elizabethtown College. All communications about seating, cap and gown orders, tickets, etc. will be sent to students in the form of an email.

If you are planning on graduating (or participating as an early participant) in May and you have not received any emails about commencement in **April** please contact the Registration and Records Office (regandrec@etown.edu).

Any student with a GPA less than a 2.0 going into their final semester in a major, minor or overall (unless a higher GPA is required) will NOT receive any notifications about commencement.

Develop a plan for implementing your job/graduate school search. Update your application materials and prepare for interviews.

The Rudder: Elizabethtown College Student Academic Advising Handbook is edited and published by the Office of Academic Advising in the Center for Student Success.

