# Elizabethtown College
## School of Continuing and Professional Studies

# Course Registration Form for Visiting Students

**SECTION I: Biographic Information**

Name:        Last (Family): _____

First (Given): _____  First (Preferred):_____

Middle: _____

*Social Security Number: _____

Gender: ▢ Male    ▢ Female    ▢ Non-Binary/Other

Date of Birth (mm/dd/yy):_____

Permanent Residence:

Street 1:_____

Street 2: _____

Phone # (Home) _____ (Cell) _____

Email Address: _____

Citizenship: U.S. Citizen _____    Resident Alien _____    Foreign Student _____

Have you previously taken courses at E-Town College? _____ If so, when? _____

If so, did you graduate from E-Town College? _____

Highest Level of Education (Circle one):  Current H.S Student    H.S Graduate    Some College

Associates Degree    Bachelor's Degree   Master's Degree

Brief history of your work experience (past five years) _____

**SECTION II: Enrollment**

Enrollment Request for:    ▢ Spring    ▢ Fall    ▢ Summer

Academic Year: _____

| Course Code | Course Title | Credits |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

*I understand that I will be charged tuition for all courses taken during the semester above. I further understand that if payment in full is not received by the first day of class, my class registration will be cancelled.*

Student Signature (required) _____ Date: _____

## SECTION III: Prior Institutional Enrollment

Have you ever been dismissed or suspended for disciplinary reasons from secondary school, Elizabethtown College, or any other institution, **OR** are you ineligible to return to a prior institution due to a disciplinary matter?　　No　　Ye▢　　　▢

Is there an unresolved or pending disciplinary matter at a prior institution?　▢ No　▢ Yes

Have you ever pled guilty or no contest to, participated in a presentencing diversion program for, and/or been convicted of a criminal offense, **OR** are there criminal charges pending against you at this time?

▢ No　▢ Yes

Have you ever been denied admission to Elizabethtown College?　▢ No　▢ Yes


## SECTION IV: Ethnic Background

Federal law requires that institutions of higher education gather the following information regarding the ethnicity and race of their students and employees. Your individual information will be kept strictly confidential. The law only requires institutions to report aggregate totals for each category.

Select the appropriate responses regarding your ethnicity and your race:

Is your ethnicity Hispanic/Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin)?

▢ Yes, Hispanic/Latino　　▢ No, Not Hispanic/Latino

What is your race (select one or more):

▢ White

▢ Black or African American

▢ Asian

▢ Native Hawaiian or Other Pacific Islanders

▢ American Indian or Alaska Native

▢ Unknown


*The social security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the college to verify your identity for official record keeping and reporting. Your SSN will be stored in a central system and only used for official reporting and record keeping. It will not be used a primary source to identify you within the Elizabethtown College system; the Elizabethtown*

**College ID will be used as the primary identifier**.

# Easy & Convenient Registration

1. Complete the Course Registration Form for Visiting Students.

   You may submit the Registration Form in any one of the following ways:
   - In Person during regular business hours in the Registration & Records Office
   - Through secure web  upload (*see instructions below*)
   - By Mail:
       Registration & Records
       Attn: Katharine Daniels
       Elizabethtown College
       One Alpha Drive
       Elizabethtown, PA  17022-2298

2. Arrange for payment by completing the Tuition Payment information below.

   This form will be forwarded to the Business Office (businessoffice@etown.edu).

   *NOTE:  Tuition is due no later than the Friday before the start of your first class meeting time.*

   After your registration has been processed you will receive a confirmation class schedule by email.

---

## Visiting Student Tuition Payment

Name _____

Address_____

_____

Home Phone_____ Cell_____

Payment may be made with check or money order made payable to Elizabethtown College.

**Check Enclosed**

  Check # _____  Check Amount _____

Payment may also be made online at www.etown.edu/businessoffice with electronic check or credit card (MasterCard, American Express, or Discover). Please note that a 2.9% transaction fee will be assessed for credit card payments.

If you have questions about your bill, please email Ben Goodhart in the Business Office at goodhartb@etown.edu or call
(717) 361-1218.

If you have questions about registration or your class, please email Katharine Daniels in Registration and Records at danielsk@etown.edu
or call (717) 361-3735.

# Sending Files to RRO through Secure Upload Account in JayWeb

1. Open JayWeb Browser and enter the following URL:
   https://jayweb.etown.edu/ICS/Public_Files/RRO_File_Upload

2. Log into JayWeb secure Login Account:
   Username: rroupload@etown.edu
   Password: (*case sensitive*) JW3251eusv

3. Now, you are ready to begin the file upload process.



    a. Select **Choose a file** to upload on the 1st File row.

    b. Continue this process until all documents have been uploaded for delivery to Registration and Records secure account.

    c. Once all of the files have been uploaded, click "Send Files."

    d. The system will respond with a Notification of Completion
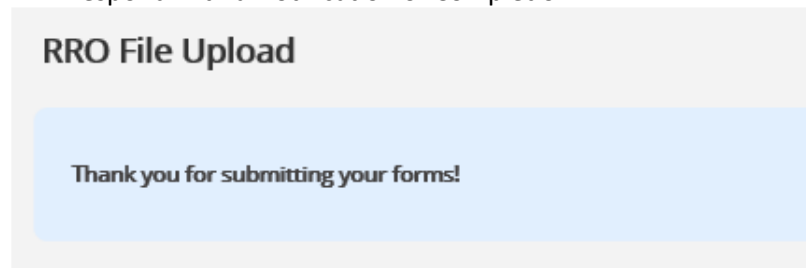


4. Log out of the secure account.

5. You can contact Katharine Daniels in the Office of Registration and Records to confirm receipt of your Visiting Student Registration at danielsk@etown.edu or 717-361-3735.