



# 2021-2022 SGPS JayWeb User Guide



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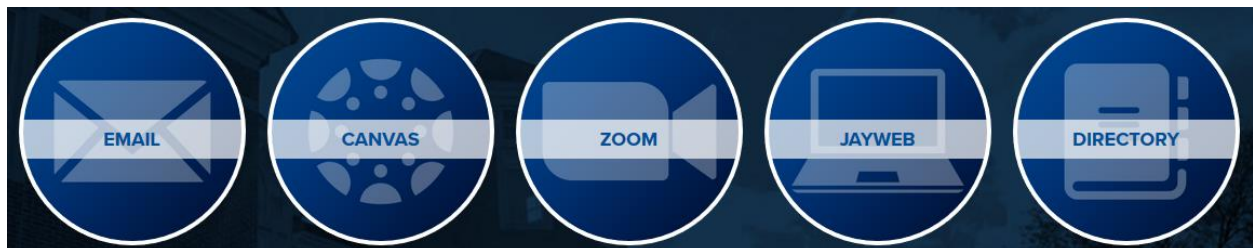
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# How do I find JayWeb?

- Go to <https://www.etown.edu/scps>.
- Click Current Students at the bottom of the webpage.

Admissions	Browse	Links	For
Apply	Library	Title IX	Alumni
Visit	Departments	Campus Map	<b>Current Students</b>
Tuition	Offices	Employment	Faculty & Staff
Admissions	Centers	Student Consumer	Athletics
	Majors & Minors	Student Achievements	Parents
		Clery Reports	Visitors
		Disability Services	

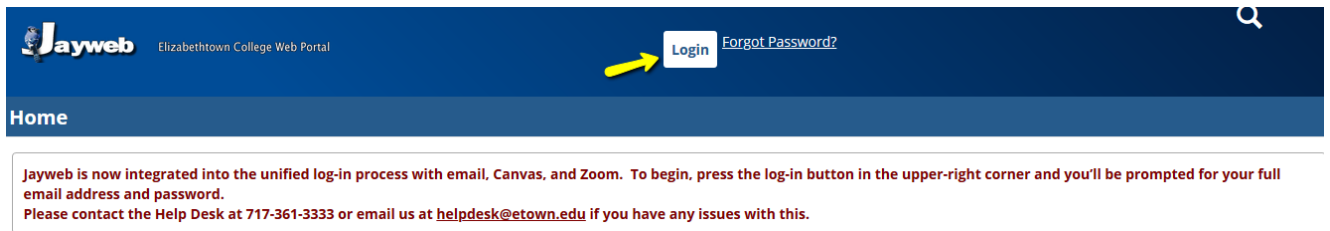
- There is a group of buttons of frequently used tools and resources.
- Click the JayWeb icon.
- You can also access JayWeb directly at <https://jayweb.etown.edu/ics>.



# How do I log in to JayWeb?

- Prior to the start of your first course, you will receive an email from the IT Help Desk asking you to set up your Elizabethtown College network account.
- It is mandatory to set up and use the etown.edu email account assigned to you.
- You should not initiate this – IT will contact you at the email address listed on your application when you may complete the form.

**Log in to JayWeb with the username assigned to you by IT and the password you create through your Etown email account.**



The screenshot shows the top navigation bar of the Jayweb portal. On the left, there is the Jayweb logo and the text "Elizabethtown College Web Portal". In the center, there is a "Login" button with a yellow arrow pointing to it, and a "Forgot Password?" link. On the right, there is a search icon. Below the navigation bar, there is a "Home" link. A message box below the navigation bar states: "Jayweb is now integrated into the unified log-in process with email, Canvas, and Zoom. To begin, press the log-in button in the upper-right corner and you'll be prompted for your full email address and password. Please contact the Help Desk at 717-361-3333 or email us at [helpdesk@etown.edu](mailto:helpdesk@etown.edu) if you have any issues with this."

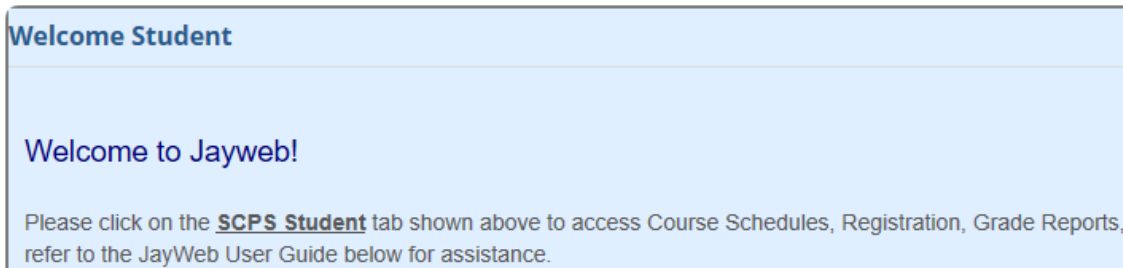


## Jayweb Login

Sign in

Please sign in with your Elizabethtown College email address (including @etown.edu) and password.



The screenshot shows the main content area of the Jayweb login page. It has a light blue background. At the top, there is a "Welcome Student" header. Below that, there is a "Welcome to Jayweb!" message. At the bottom, there is a message: "Please click on the **SCPS Student** tab shown above to access Course Schedules, Registration, Grade Reports, refer to the JayWeb User Guide below for assistance."

## Home Page and Registration Holds

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- The JayWeb Home Page will list any holds that may be on your account.
- Below the hold is a key to the different types of holds and what action is required, if any.
- The hold will only affect your ability to add and drop\* classes. You should be able to access all other features on JayWeb.

\*Please note: **Holds affect a student's ability to add or drop classes.** If you need to drop a class but have a hold on your account, you can request the drop through the [Course Withdrawal Form](#).



**You currently have a hold(s). For specific information regarding the hold(s), contact the appropriate office.**

AdmissionsCancellation/Deferal

### *Registration Status Key*

#### **Registration Holds**

Registration holds will affect a student's ability to add/drop classes; the student will still have access to all other information and functions in JayWeb.

**Business Office Hold:** a student will not be able to register for upcoming classes when there is an account balance. Contact the Business Office ([717-361-1417](tel:717-361-1417)) for assistance.

**Continuing Education/GPA Hold:** this hold is placed on a student's account when the GPA goes below good academic standing. It will remain on the account until the GPA is raised. Students should contact their academic advising coordinator for assistance and to register for classes.

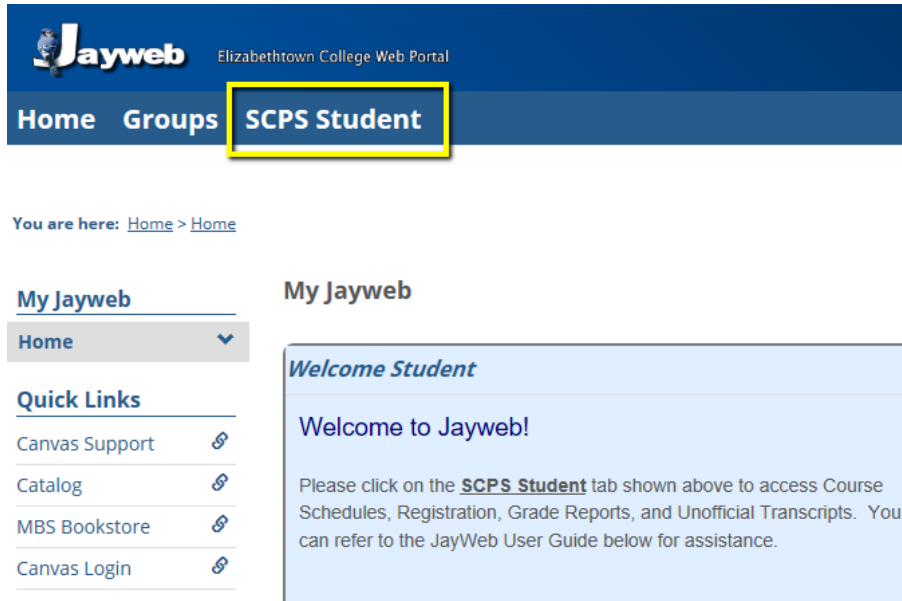
**Preliminary Check in Hold:** this hold is placed when a student needs to complete and verify the information on their academic record. The hold will automatically be removed after the form (s) are submitted via JayWeb.

\*\*\*Please note: **Holds affect a student's ability to add or drop classes.**

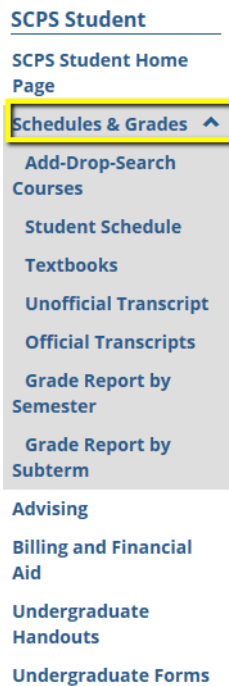
If you need to drop a class but have a hold on your account, you can request the drop through the [Course Withdrawal Form](#).

# SGPS Student Tab

- You will need to click SGPS Student at the top of the screen to access schedules, registration, grad report/degree audit and other functions.



- Once on the SGPS Student tab, you will see a list of pages on the left hand side.
- Announcements will be posted on the SGPS tab.
- Select the page and click the plus sign if you cannot see the features.



# Accessing and Understanding your Grad Report/Degree Audit

- You can access your Grad Report/Degree Audit in the Advising tab.
- The Grad Report is a detailed list of your degree requirements for your major and core, as well as any declared minor(s) or concentration(s).
- Click View All Details.

## SCPS Student

[SCPS Student Home Page](#)

[Schedules & Grades](#)

[Advising](#)

**[Grad Report](#)**

[Course History](#)

[Billing and Financial Aid](#)

[Undergraduate Handouts](#)

[Undergraduate Forms](#)

[Graduate Forms-Handouts](#)

[Learning Resources](#)

[Syllabi](#)

[Used Books Bulletin Board](#)

## Advising


### Grad Report

#### Cecilia SCPS Student

##### Requirements Summary

Name	Status
SCPS BusAd Maj AS Deg	✗ Not Met
SCPS Core Assoc Deg	✗ Not Met
SCPS AS UpLvl Core RQ	✓ Met
SCPS Accounting Minor	✗ Not Met
Free Electives	✗ Not Met
Non-Program Courses	✗ Not Met
SCPS Total Cr AS/AA	✗ Not Met

[View All Details](#)

[Printable Grad Report](#) 

- Click Printable Grad Report to view the full report.
- The Printable Grad Report shows your advisor(s), major/minor/concentration/core, and credit requirements needed for graduation.
- Courses with a Status of “R” in the right-hand column are still Required; those that are complete list “M” Status for Met.
- Transfer courses are designated with TR and courses taken at Elizabethtown College list the letter grade earned.
- Courses in progress are noted with an “I.”

### IMPORTANT NOTES:

- The Free Electives requirement will list any courses that do not apply toward a major, minor, concentration or core requirement. Free Electives may show as Met but this does not mean all degree requirements have been satisfied.
- You may see an ADMIN requirement on your Grad Report. Disregard this; it is used for administrative purposes.
- There is another row for Total Credits; students must complete the total number of credits required for a degree program as confirmed in the School catalog.



# Accessing and Understanding your Grad Report/Degree Audit

## REQUIREMENTS SUMMARY SECTION

Aim	Adv Req	Year	Description	Min Hours Needed	Hours Earned	Hours In Progress	Quality Points	GPA	Status
MAJOR	XBAAS	2018	SCPS BusAd Maj AS Deg	27.00	15.00	0.00	32.10	3.56	Not Met
CORE	XASCORE	2018	SCPS Core Assoc Deg	0.00	10.00	0.00			Not Met
CORE2	XASULCRQ	2018	SCPS AS UpLvl Core RQ	0.00	4.00	0.00			Met
FREE	FREEBOOT	2018	Free Electives	0.00	4.00	0.00	0.00	0.00	Met
TOTCR	XTOTCR64	2018	SCPS Total Cr AS/AA	64.00	29.00	0.00	58.00	3.62	Not Met

## REQUIREMENTS DETAIL SECTION

Elizabethtown College's transfer credit policy allows a student to fulfill a "4" credit course requirement with a "3" credit transfer course. Otherwise, students must satisfy each major, minor, and core requirement as stated in the College catalog.

If a major or minor department has granted you an exception, a written notification MUST be sent to Registration and Records, Attention: Beverly Schmalhofer, schmalhofeb@etown.edu

MAJOR	SCPS BusAd Maj AS Deg	Offer Date: 00/00/0000	Enter Date: 00/00/0000					
<b>REQUIRED</b>		<b>TAKEN</b>						
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
XAC107 -- SCPS Financial Acct			0.00	0.00	1	0	R	
XEC100 -- SCPS Global Macroecon	ECO201 -- --	Principles of Macro Eco	0.00	3.00	1	1	M	TR
XBA155 -- SCPS Managerial Com	BA 155 - -BU --F1	CCEDL Managerial Con	0.00	3.00	1	1	M	B
XBA215 -- SCPS Prin of Marketing	BA 215 - -BU --S2	CCEDL Principles of Ma	0.00	3.00	1	1	M	A-
XBA265 -- SCPS Prin of Mgmt	BA 265 - -BU --F2	CCEDL Prin of Manage	0.00	3.00	1	1	M	A
XBA310 -- SCPS Business Ethics			0.00	0.00	1	0	R	
XBA331 -- SCPS Business Law	BUS201 -- --	Business Law I	0.00	3.00	1	1	M	TR
XMA151 -- SCPS Prob & Stat			0.00	0.00	1	0	R	
XBAASEL -- SCPS BusAd AS Deg elect			0.00				R	
XBAASCEL -- SCPS AS Bus Core Elect			0.00				R	
CORE	SCPS Core Assoc Deg	Offer Date: 00/00/0000	Enter Date: 00/00/0000					
<b>REQUIRED</b>		<b>TAKEN</b>						
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
XFS150RQ -- SCPS Found Accel Lrng RQ			0.00	3.00			M	
XFS150 -- CCEDL Adult Learner Semin	FS 150 - -CE -C-L1	CCEDL Adult Learner S	0.00	3.00	1	1	M	B+
XCPSPL -- SCPS Core Power of Lang			0.00	3.00			M	
XEN100 -- SCPS Writing & Language	ENG101 -- --	English Composition	0.00	3.00	1	1	M	TR
XCPSMA -- SCPS Core Math Analysis			0.00				R	
XASAUQR -- SCPS Core Area AS Deg (COUNT)			0.00	4.00			R	
XSSC262 -- SCPS Environ Choices	SSC262 --CE --O3	CCEDL Environmental (	0.00	4.00	1	1	M	A



# Registering for Classes

- Check the College's [Calendars and Important Dates webpage](#) for registration deadlines.
- Under Schedules and Grades, click Add/Drop Courses.
- You will see a drop down box giving you the option to select a subterm.
- Select the term to view all classes for a specific SGPS session.
- You must select subterms that are designated with SGPS and click Search to view a list of courses alphabetically.
- You'll have the option to narrow your search by filters. Using too many filters may restrict your results.

## SCPS Student

SCPS Student Home Page

Schedules & Grades ^

Add-Drop-Search Courses

Student Schedule

Textbooks

Unofficial Transcript

Official Transcripts

Grade Report by Semester

Grade Report by Subterm

Advising

Billing and Financial Aid

Undergraduate Handouts

Undergraduate Forms

Graduate Forms-Handouts

Used Books Bulletin

## Schedules & Grades

### Add-Drop-Search Courses - Add/Drop Courses

#### Add/Drop

Term: 2019-2020 - Fall Semester - Fall SCPS Subterm 1

Add Period Open / Drop Period Open

Add by Reference # Course Search

Title: Begins With

Course Code: Begins With

Term: 2019-2020 - Fall Semester - Fall SCPS Subterm 1

Department: All

Division: Undergraduate Student

Search

[More Search Options](#)

# Registering for Classes

- Scroll through and select your course.

Add Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
	<a href="#">AC 1060 CE A</a>	SCPS Principles of Accounting II	Weaver, Matthew A	19/20	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
	<a href="#">AC 1080 CE A</a>	SCPS Managerial Accounting	Weaver, Matthew A	2/20	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
	<a href="#">AC 3030 CE A</a>	SCPS Financial Analysis and	Wesoloskie, Robert J	18/18	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
	<a href="#">AC 4050 CE A</a>	SCPS Auditing	Stubb, Jane A	20/23	Open	W 6:00 PM-9:00 PM; Dixon University	3.00	9/23/2019	10/26/2019

- You'll be taken to another screen that lists the Course's detail: meeting days, instructor, seat availability, prerequisites and a course description.
- If registration is open, you will see a green plus sign and "Add this course." Click this icon to add the class to your schedule.

### Course Details

**SCPS Intermediate Accounting I (AC 2050 CE A)**

Instructor(s): Staff;

2021-2022 - SCPS UG 3.00 Credit(s)  
 Fal (F1) (8/23/2021 - 9/24/2021),  
 Undergraduate Student  
 Dept: AC Clock Hours: 0.00  
 Status: Open (12 out of 18 seats) Reference Number: 40947

This course has other requirements. [Course Requisites](#)

**Note: No note is available for this course.**

[Add this course](#)

[Back](#)

Course Schedules		
Day & Time	Date(s)	Location
	8/23/2021 - 9/24/2021	Elizabethtown College, Online Classroom, ONLN

Course Description

Intermediate Accounting is the in-depth study of professional accounting pronouncements – Generally Accepted Accounting Principles ("GAAP"), used for financial reporting purposes. This first course of a two-part series focuses mainly on asset accounts. An overview of financial statement preparation and accounting principles that govern the reporting of cash, receivables and inventories will be explored. Other topics of study focus on accounting for property, plant and equipment, key concepts in accounting for intangibles, and current liabilities accounts. Prerequisite(s): AC 1060 - Principles of Accounting II or AC 1080 - Managerial Accounting.

» [Etown Bookstore](#)

[All courses in the Department, Undergraduate Student Division](#)

Cross-listed Courses					
Course	Type	Title	Capacity	Enrollment	Waitlisted
AC 2050 CE A	Parent	SCPS Intermediate Accounting I	18	6	0
<b>Totals:</b>			<b>18</b>	<b>6</b>	<b>0</b>

# Dropping a Course

- Go to Add/Drop Courses under Schedules and Grades.
- **You must select the subterm of the course you are dropping.**
- The course will then appear at the bottom of the screen. Click the check box under “Drop” and then click the “Drop Course(s)” button.

**Add-Drop-Search Courses - Add/Drop Courses**

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**Add/Drop**

Term:

Add Period Open / Drop Period Open  
You are currently registered for **3 credits**.

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

**Your Schedule**

Drop	Code	Title	Schedule	Location
<input type="checkbox"/>	AL 1200 CEA	SCPS Foundations in Accelerated	Online	Online Classroom ONLNE

## IMPORTANT NOTES:

- You cannot drop a course if there is a **hold** on your account. You will have to submit the [Course Withdrawal Form](#) to drop the course(s).
- Refer to the School’s Course Withdrawal Policy in the [catalog](#) for grade and tuition refund information.
- If you are using Financial Aid, contact [finaid@etown.edu](mailto:finaid@etown.edu) or 717-361-1404 to see how dropping the class will affect your aid eligibility for the semester.

# Student Schedule

- After adding all courses, please verify your enrollment on your Student Schedule.
- To view your schedule as a PDF, start by clicking the Student Schedule option under Schedules and Grades, then click the link again.
- Select the appropriate year and term.
- Click Generate Report and click the PDF report to open another window.

Course	Course Title	Professor	Days	Time	Bldg/Room	Date
Subterm :	F1	Fall SCPS Subterm 1				
AL1200A	SCPS Foundations in A	Ms. Meghan E MacNamara		00:00 AM – 00:00 AM	ONLNE ONLNE	08/12/19 – 09/14/19
Subterm :	F2	Fall SCPS Subterm 2				
FS1500B	SCPS Foundations for	Mr. Robert J Kennedy III		00:00 AM – 00:00 AM	ONLNE ONLNE	09/23/19 – 10/26/19

## IMPORTANT NOTES:

- The Academic Year runs Fall – Spring – Summer. To view your schedule for spring or summer courses, you must enter the year of the previous fall. For the 2021-2022 academic year, you will use
  - Year: 2021
  - Term: FA, WI, SP, or SU

# Unofficial Transcripts

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- Access your unofficial transcripts through Schedules and Grades.
- Your transcripts will show any credits that have been transferred in, the courses you have taken each semester at Elizabethtown College and your grades and GPA for those courses.

2020-2021 : Fall Semester				
BA 3310	CPS BusLaw	A	3.00	12.00
BA 2650	CPS PrincMgmt	A-	3.00	11.10
Term Totals :			6.00	23.10 3.85

2020-2021 : Spring Semester				
AC 1070	CPS BusFinAcct	A-	3.00	11.10
AC 1080	CPS ManagAcct	A	3.00	12.00
Term Totals :			6.00	23.10 3.85

2020-2021 : Summer Session				
BA 3250	CPS BusFinance	WIP	0.00	0.00
BA 2480	CPS QuanTechBus	WIP	0.00	0.00
Term Totals :			0.00	0.00 0.00

## IMPORTANT NOTES:

- At the end of each semester, there is a short window of grade blackout dates while student records are recalculated. Your current semester's grades may not appear on your transcript but are visible on the grade report. The grades will also be included on any official transcripts requested.

# Grade Reports

- Click Grade Report by Subterm under Schedules and Grades.
- Enter the year and subterm to generate a report.
- Grades are posted one week after a session ends.

### Grade Report by Subterm - Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Year

Choose the Year: for the 2011-2012 academic year you would use 2011 FA, 2011 SP, and 2011 SU

Term

Choose the Term

Sub Term

Choose the Sub Term

## IMPORTANT NOTES:

- The Academic Year runs Fall – Spring – Summer. To view your grades for spring or summer courses, you must enter the year of the previous fall. For the 2021-2022 academic year, you will use
  - Year: 2021
  - Term: FA, WI, SP, or SU

# Submitting Forms through JayWeb

You are encouraged to become familiar with and submit forms through JayWeb. Contact your Academic Advisor if you have any questions about the forms available.

## SCPS Course Withdrawal Form

Withdrawing from a class after the start of a session may affect your academic record and tuition charge/financial aid. Students who determine they are unable to complete a course in which they have participated should contact their academic advisor immediately to discuss options and impact of dropping a course, and submit the Course Withdrawal Form through JayWeb.

Please review the School's [Course Withdrawal and Refund Policy](#) in the catalog prior to submitting the form.

Failure to promptly withdrawal from a course may result in a student earning a failing grade. One Course Withdrawal Form is required for each course you wish to drop.

To determine the effect dropping from a course may have on financial aid status, contact the Financial Aid Office at [finaid@etown.edu](mailto:finaid@etown.edu); 717-361-1404.

[SCPS Course Withdrawal Form](#)

## Withdraw from Elizabethtown College School of Continuing and Professional Studies

Withdrawing from your classes after the start of a session may affect your academic record and tuition charge/financial aid. Students who determine they are unable to continue in their courses should contact their Academic Advisor immediately to discuss options before submitting the Request to Withdrawal.

## Registration Forms

[SCPS Degree Advancement Request Form](#)

[SCPS Directed Study Request](#)

[SCPS Off-Campus Course Approval Form](#)

## Online Forms

### COURSE REPEAT REQUEST FORM

Please refer to the catalog ([catalog.etown.edu](http://catalog.etown.edu)) for the college's course repeat policy.

[Course Repeat Request Form](#)

Please review the Incomplete Grade policy in the online catalog ([catalog.etown.edu](http://catalog.etown.edu)) before submitting this request.

[Incomplete Grade Request](#)

[Student Petition for Exception/Substitution](#)

### CHANGE MAJOR/DEGREE (UNDERGRADUATE)

Students should contact their Academic Advisor to discuss changes to their degree