2022-2023 SGPS JayWeb User Guide

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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.


- 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.

Home Page and Registration Holds

- 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
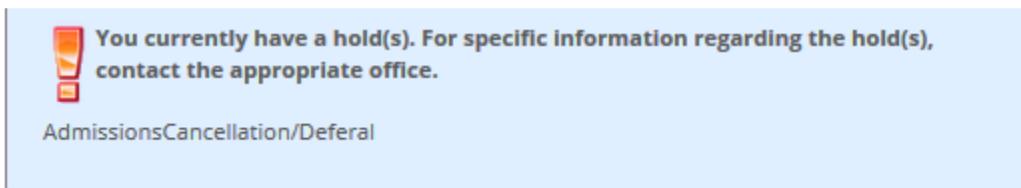
Registration Status Key

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) 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	FREEROOT	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

	REQUIRED		TAKEN					
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 T	TR
XBA155 -- SCPS Managerial Com	BA 155 - -BU - -F1	CCEDL Managerial Con	0.00	3.00	1	1	M L	B
XBA215 -- SCPS Prin of Marketing	BA 215 - -BU - -S2	CCEDL Principles of Ma	0.00	3.00	1	1	M L	A-
XBA265 -- SCPS Prin of Mgmt	BA 265 - -BU - -F2	CCEDL Prin of Manage	0.00	3.00	1	1	M L	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 T	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

	REQUIRED		TAKEN					
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 L	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 T	TR
XCPSMA -- SCPS Core Math Analysis			0.00				R	
XASAUCR -- 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 L	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
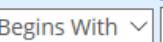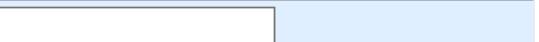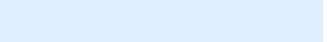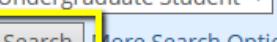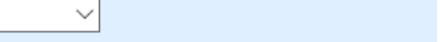
Registering for Classes

- Scroll through and select your course.

Add Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
⊞	AC 1060 CE 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
⊞	AC 1080 CE A	SCPS Managerial Accounting	Weaver, Matthew A	2/20	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
⊞	AC 3030 CE 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
⊞	AC 4050 CE 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)   ✚ Add this course   ↩ Back

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   Reference Number: 40947
of 18 seats)
This course has other requirements. Course Requisites
Note: No note is available for this course.

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
		Totals:	18	6	0

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.

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 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: 2022
  - Term: FA, WI, SP, or SU

Unofficial Transcripts

- 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

[Generate Report] [Cancel]

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: 2022
  - 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 ❷

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; 717-361-1404.

SCPS Course Withdrawal Form

Withdraw from Elizabethtown College School of Continuing and Professional Studies ❷

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 ❷

SCPS Degree Advancement Request Form

SCPS Directed Study Request

SCPS Off-Campus Course Approval Form

Online Forms ❷

COURSE REPEAT REQUEST FORM
Please refer to the catalog (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) 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