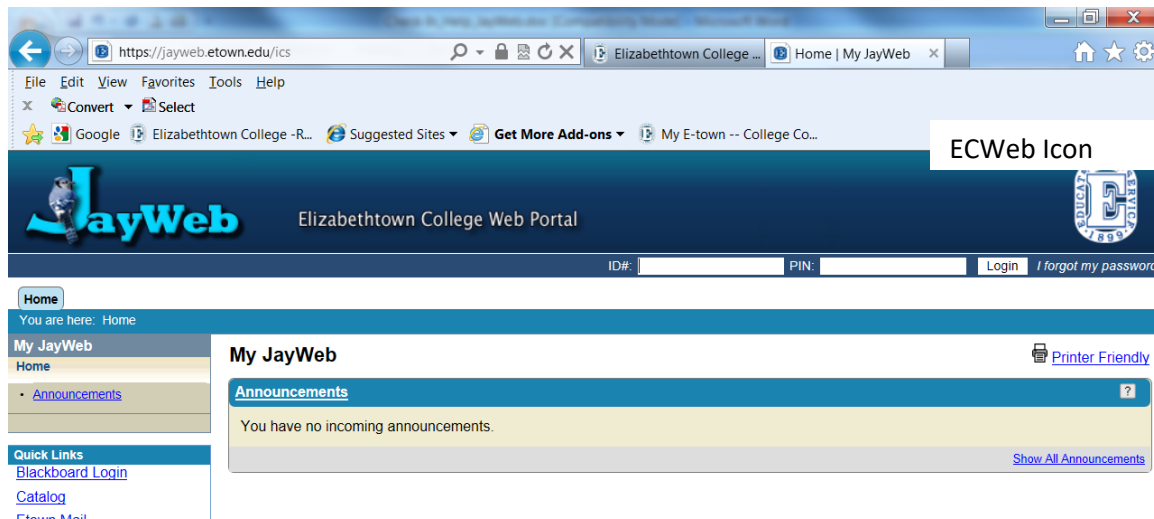


# Etown's Preliminary Check-In

All Students are required to complete the online Preliminary Check-In which is available by logging into JayWeb. A registration hold has been placed on your account. You will not be able to make schedule changes or register for the next semester until the Preliminary Check-In has been completed. Also, we will not be able to validate your ID if the Preliminary Check-In is not complete. If your ID is not validated you will not be able to use it for meals or make purchases on campus.

## How to Access JayWeb

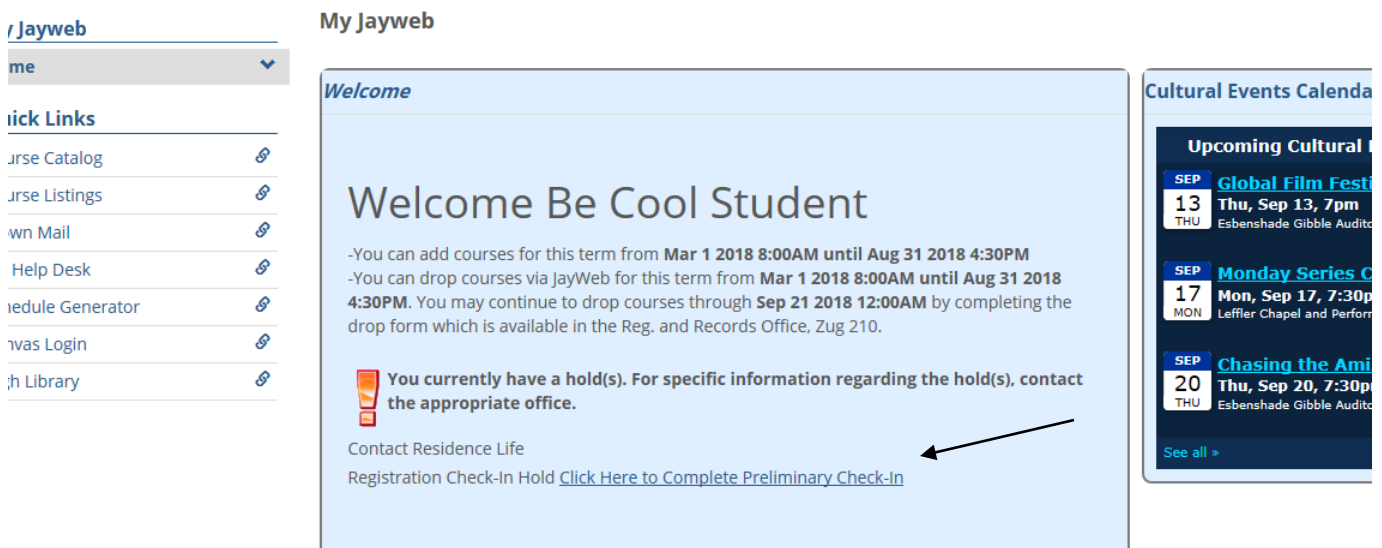


Enter the website: <https://jayweb.etown.edu>.

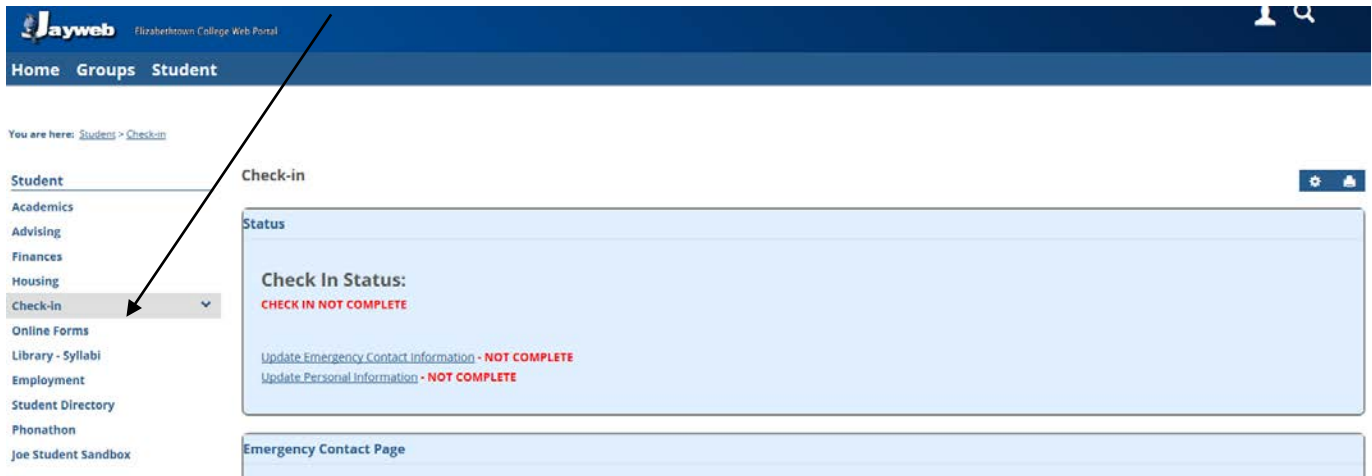
Use your network account (same as email user name & password) to login.

## How to Access the Preliminary Check-In page:

When you log into JayWeb the Welcome page will have a link to access the Preliminary Check-In page.



If you need to get back to the Check-In page from another screen within JayWeb, look for the **Check-In** link under the Student tab. You will be able to access the Status Page here. If you need to update your Emergency Contacts throughout the year, click on the **Emergency Contact Page** link.



Students will have different links depending on their current status. All students will have the first two requirements to complete.

- Update Emergency Contact Information
- Update Personal Information

Students can have additional links if they meet these requirements:

- Update Grad Info (students with 72 or more credits completed)
- Local Address (students who are living off-campus)
- Declare Major Info (spring semester for first year students)

## ***How to Update Emergency Contact Information***

Several years ago Elizabethtown College implemented a new emergency notification system called EC Alert. Typically, EC Alert messages will be sent to students via campus email. For immediately life-threatening and potentially catastrophic emergencies, though, the College has contracted for a service that will send EC Alert notices to cellular phones and text-enabled devices – such as PDAs and text phones – in addition to email notices. Through this system, parent(s) or guardian(s) can be notified of serious emergencies, such as a residence hall fire or tornado touchdown on campus. You are required to provide emergency contact information for yourself as well as a primary contact and secondary contact. Click on the link 'Update Emergency Contact Information'.

- **For new students**, a blank record will appear requiring you to add data about yourself.
- **For returning students**, the fields will be pre-populated with information that was provided in the past. Verify the information and make changes if necessary.

## Status

### Check In Status:

CHECK IN NOT COMPLETE

[Update Emergency Contact Information](#) - NOT COMPLETE

[Update Personal Information](#) - NOT COMPLETE

## Emergency Contact Page

### Add Personal Contact Info

New students **MUST** enter their personal, primary and secondary contact info first in order to register for classes

\* - Required Field

Type: SELF

Home Phone:

Work Phone:

Mobile Phone:

EC Alert:  \* Preferred phone number to contact in case of an emergency.

Notes:

Continue to Primary Contact I  
nfo

Fill in the information and then click the **Continue to Primary Contact Info** button. At least one phone number needs to be filled in, which matches the EC Alert preferred number.

**NOTE:** Phone numbers should be added without hyphens or parenthesis. The EC Alert system cannot reach international telephone numbers or numbers that are not direct dial.

## Emergency Contact Page

### Add Primary Contact Info

\* - Required Field

Type: PRIMARY

First Name:  \*

Middle Name:

Last Name:  \*

Home Phone:

Work Phone:

Mobile Phone:

Relationship:  \*

EC Alert:  \* Preferred phone number to contact in case of an emergency.

Email:  Email address to receive EC alerts.

Contact if Missing:  Contact this person in the event that you become [missing](#)

Notes:

Continue to Secondary Contact Info

After submitting the information for yourself (or verifying what was previously entered) you will be directed to the Primary Contact Information Screen. For the **Primary Contact**, you must fill in at least one phone number that matches the EC Alert preferred number. You may also specify the Email Address to receive EC alerts.

**NOTE:** Phone numbers should be added without hyphens or parenthesis. The EC Alert system cannot reach international telephone numbers or numbers that are not direct dial.

The Federal Clery Act requires that we have students indicate who should be contacted if you are determined to be missing. If you do not want us to contact the person you listed as the primary contact you may want to check this until you enter your secondary contact. For more information on this Clery Act, click the link on the word 'missing'.

When done, click on the **Continue to Secondary Contact Info** button.

### Check-in

#### Emergency Contact Page

**Add Secondary Contact Info** \* - Required Field

Type: **SECONDARY**

First Name:  \*

Middle Name:

Last Name:  \*

Home Phone:

Work Phone:

Mobile Phone:

Relationship:  \* Relationship

EC Alert:  \* Preferred phone number to contact in case of an emergency.

Contact if Missing:  Contact this person in the event that you become [missing](#)

Notes:

You will be asked to provide similar information for your secondary contact. If this information was submitted in the past you will be asked to verify/update the information. After entering/verifying the information click the **Submit Emergency Info** button. All students must complete a Self contact, Primary Contact & Secondary Contact. After this is submitted the system will re-direct you to the Check-In Status page.

## Check-in

### Status

#### Check In Status:

CHECK IN COMPLETE

Update Emergency Contact Information-**COMPLETE**

Update Personal Information-**COMPLETE**

## **PLEASE NOTE: Confirmation Message will be sent within 24/48 hours**

Within a day or two after entry into JayWeb, your mobile phone will receive a confirmation text message. The confirmation message will say: *'EC Alert: You are now confirmed to receive alerts from us. More info text reply "HELP" or "STOP ETOWN" to opt out.'*

Most cellular phone providers do not require you to take any action to be opted-in to the text message feature of EC Alert. However, if your cellular provider is T-Mobile, you will be required to reply "Y ETOWN or YES ETOWN" to the message in order to be opted-in.

## How to Update Personal Information

It is very important to keep your personal information up-to-date. When you click on the link “Update Personal Information” you will be directed to this page:

To encourage a spirit of inclusion and equity, Elizabethtown College does allow a student to use their preferred name and gender, to the extent the College is not required to use the student’s legal name and gender. For example, some items include; but are not limited to, your name on class lists, your listing in our student directory, the option of gender neutral housing, your student identification card, and access to our campus network. For official and legal documentation, the College will use the student’s legal name as it appears on the student’s Social Security card, driver’s license, or other government-issued identification card, and the student’s sex assigned at birth. If a student changes their legal name, the College will amend official records upon receipt of a court order, updated Social Security card, driver’s license, or government-issued identification card evidencing a change in the student’s legal name.

**FERPA** – If you want some of your information (such as address or phone number) withheld from directory information you should complete the form that is located on our FERPA website. Click on the word ‘[link](#)’ to find the website.

You must review the information on this form carefully and make changes as needed, then submit. When you submit, you are stating that the information on the form at the time of the save is accurate.

**Student Name:** Student , Be Cool

Preferred Name:

The College has launched steps to provide opportunities for student’s to use preferred names on campus which will encourage a spirit of inclusion and equity. This name will appear on class lists, directory information, etc. For official and legal documentation, the College will use the student’s name exactly as it appears on the student’s Social Security card. For further information, please contact the Equity and Title IX Coordinator at (717) 461-1179.

For more information click the link below

Name Policy: [Elizabethtown College Name Policy.pdf](#)

Birthdate:

**Address Information**

Address Line 1: \*

Address Line 2:

City: \*

State: \*

Zip: \*

Country: \*

Permanent Phone: \*

Cell Phone #:

Marital Status:

Member of the class of: \*

If the information is correct, click the **Submit** button. If not, please update and then click Submit.

## Update Grad Information Link

If you have completed 72 or more credits you will be asked to provide graduation information. First you will be asked to review your major(s), minor(s), and concentration. If this information is not correct you will need to send an email to Betsy Allen (allenb@etown.edu) at the link provided. A list of our next several graduation dates will appear. Please click the radio button that corresponds with the correct date. If none of those dates apply, click the button – “Date Beyond those Listed”.

Elizabethtown College has only one graduation ceremony per year. If you plan to participate in May’s graduation ceremony, choose ‘Yes’ from the drop-down menu, otherwise indicate ‘No’.

Next, provide your name as you want it to appear on your diploma. NOTE: If your name includes a comma, period, accent mark, etc., it must be entered into the space provided. If you have trouble entering your name exactly as you want it to appear please contact Debbie Althoff at 717-361-1423.

Graduates who participate in the May ceremony will have their name announced as they cross the stage, so we ask that you help us with the pronunciation by completing this field.

After reviewing and entering the above information, click the **Submit** button.

**Update Graduation Info**

	Major	Concentration	Minor
1	Computer Science		
2			

(if the Major, Concentration or Minor information is incorrect - please email [RegandRec@etown.edu](mailto:RegandRec@etown.edu) )

I expect to graduate

\*  May 2017  
 June 2017  
 August 2017  
 January 2017  
 Date Beyond Those Listed

I plan on participating in the May graduation ceremony(Yes/No): \*

I plan on participating in the May graduation ceremony(Yes/No): \*

I wish to have my name printed on my diploma as follows (max 128 chars): \*

Name Pronunciation (Optional - max 1024 chars):

The college will send information regarding baccalaureate and the commencement ceremony to your parents/guardian in early spring. Please provide their email information below.

Mother's Email:

Father's Email:

Other Parent/Guardian Email:



Other Parent/Guardian Email:

**For Registration Check-In:**

- Make any necessary changes above
- Press the Submit button to validate for check-in

## How to Update Declare Major Information

First Year students will be required to officially declare their major during the spring semester check-in. Your intended major will appear. OPTIONAL: You also have the option of declaring a second major of interest. If the listed major is correct, click the submit button. If you need to update your major, choose your major using the drop-down menu.

Forms  

### Major Declaration

Your major is currently listed as: \*

The major listed above was the intended major you identified during Summer Orientation .

- If the listed is correct, continue to the next question.
- If you have elected to change your major, please use the drop-down menu to select your new major.
- If your major is unknown at this time, you should select 'Undecided-Undeclared' from the drop-down menu.

*(Any questions regarding the list of majors, call 717-361-1405)*

*Please Note: Education, International Business, Music, MusicTherapy, and Occupational Therapy majors must be formally accepted into the major. If you are unsure if you have been formally accepted please contact the chair or director of the particular major/program. Music and Music Therapy majors are also required to audition with the department.*

Second Major:

A second major represents additional knowledge and interest in an area outside the first major. Therefore, a second major must be selected in a discipline outside the first major. Each major discipline is associated with the predominant course prefix of the course requirements for that major.

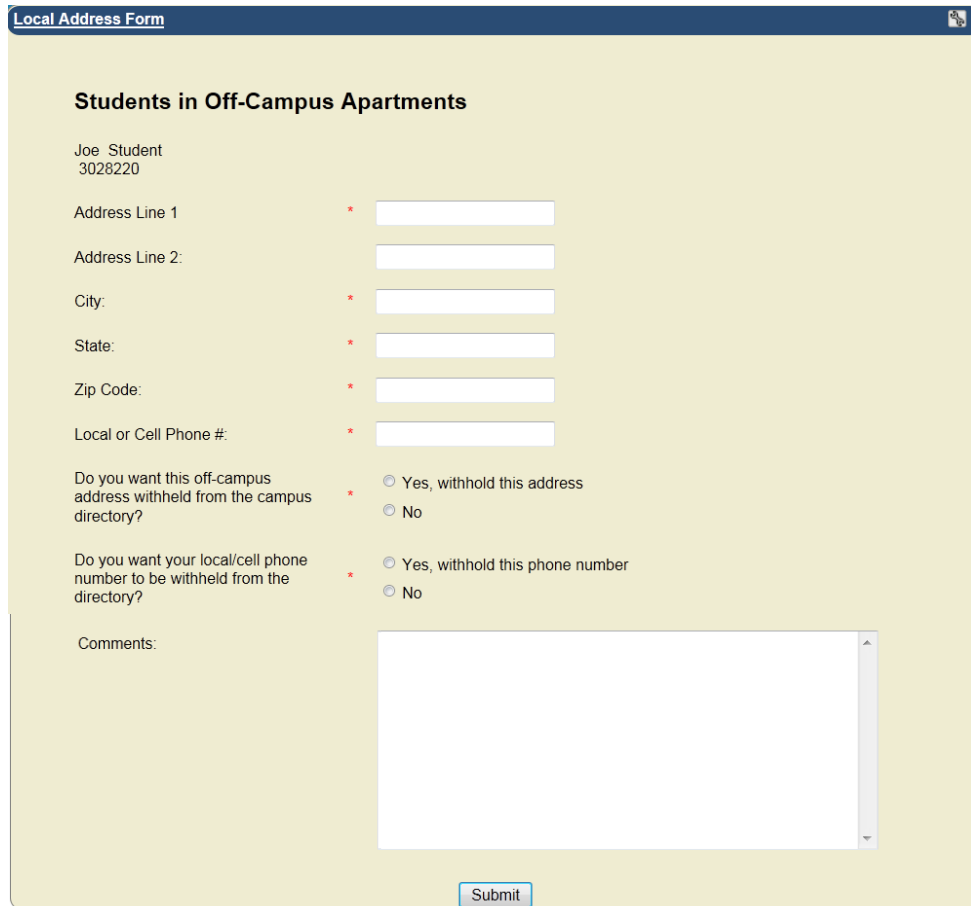
*If you want to **add a concentration or declare a minor**, please go to BSC216 when you return to campus to complete the major/minor declaration form.*

Your first-year advisor will continue to be your advisor until March 9th.



## Update Off Campus Address

Students living in off-campus apartments are required to provide their local address. Enter the address and your local phone number or cell phone. You will also be asked if you want this information in the campus directory. If you have any questions or concerns, enter them in the comments field and someone will respond via email. Click the **Submit** button when completed.



The screenshot shows a web form titled "Local Address Form" with a sub-header "Students in Off-Campus Apartments". The form is for a student named "Joe Student" with ID "3028220". It contains several input fields, each with a red asterisk indicating a required field: "Address Line 1", "Address Line 2", "City", "State", "Zip Code", and "Local or Cell Phone #". Below these are two radio button questions: "Do you want this off-campus address withheld from the campus directory?" (options: Yes, withhold this address; No) and "Do you want your local/cell phone number to be withheld from the directory?" (options: Yes, withhold this phone number; No). At the bottom is a large text area for "Comments:" and a "Submit" button.

## Preliminary Check-In Completed

Once you have completed all of the check-in requirements, the screen will show everything as completed and your hold will be removed. If you want to make changes to your schedule you will need to log out and log back in.



The screenshot shows a "Check-in" status page. At the top right is a "Printer Friendly" icon. Below the title is a "Status" tab. The main content area displays "Check In Status:" followed by "CHECK IN COMPLETE" in green. Below this, three items are listed as completed: "Update Emergency Contact Information-COMplete", "Update Grad Info-COMplete", and "Update Personal Information-COMplete".

Any questions or problems, contact Registration and Records at 717-361-1409.

**Thanks for helping us keep your information up-to-date!**