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.
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.

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 wait 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.

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.

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.

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.
**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.

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**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, Music Therapy, 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.

![Local Address Form](image)

**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.

![Check-In Status](image)

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

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