



Elizabethtown College

Registration Guide

Office of Registration and Records

Zug Memorial Hall, room 210

Hours of Operation: 7:30 am to 4:30 pm.

Elizabethtown College

What is a Registration Guide?

The Registration Guide provides guidelines for students on the process of course registration, including course drop/add/withdrawals, alternative registrations, as well as other aspects of enrollment with the college.

It is the responsibility of the student to be familiar with announcements and publications relating to open registration printed in the College Catalog.

The students @etown.edu email is the official means of communication from Elizabethtown College to ALL our students. Students are responsible for managing their institutional assigned email and JayWeb accounts.

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Elizabethtown College Schools

The Elizabethtown College Campus is comprised of six schools:

School of Arts and Humanities, *Dean Kevin Shorner-Johnson, Zug Memorial Hall, Room 202*

School of Business, *Dean Najiba Benabess, Hoover Business Building, Room 202*

School of Engineering & Computer Science, *Dean Sara Atwood, Esbenshade Hall, Room 285*

School of Graduate & Professional Studies, *Dean Marcy McCarty, Hoover Business Building, Room 100*

School of Public Service, *Dean April Kelly, Nicarry Hall, Room 236*

School of Sciences and Health, *Dean Alan Utter, Lyet, Room 143A*

Calendar Important Dates & Deadlines

The [Office of Registration and Records](#) publishes the Academic Calendar and associated semester's important dates and Deadlines to our website.

Please check the Office of Registration and Records website to view the [Academic Calendar](#) navigation associated with your school of study (On-Campus or SGPS).

The deadlines to add/drop or withdraw from courses in the active semester vary based on the start and end dates of the registered course. Please refer to the [College Catalog](#) for more details and review the semester important dates.

Effective Spring 2025, the Elizabethtown College Spring semester is comprised of various sub-terms with defined begin/end dates including the Winter term for the purpose of course registration.

- Winter-term and Spring-term credits are under the umbrella of the Spring Semester for federal financial aid purposes.
- Winter-sub-term credits and Spring-sub-term(s) are billed independently of each other

The Academic Semester

Effective 2024-25 Academic Year, the institutional academic year is comprised of three standard terms: Fall, Spring, and Summer. An academic semester **may** be further broken down into smaller sub-terms to support the curricular landscape of our Schools and their accreditations.

Sub-term Definitions

Undergraduate Sub-terms

- Winter
 - W# (SGPS)
 - #W (Residential)
- Spring
 - S# (SGPS)
 - #S (Residential)

#S sub-terms exist for cross-listing courses between residential schools and SGPS

Graduate Sub-terms

- Graduate – Spring
 - P# (SGPS)
 - #P (Residential)

#P sub-terms exist for cross-listing courses between residential schools and SGPS

- Graduate - Residential On-Ground Programs (OT, MPAS) follow the undergraduate course schedule.

Clinical Rotation Sub-terms for the Physician Assistant Program ONLY.

- Graduate – Spring (R#)

For a full list of the [College Sub-term Definitions](#), please visit our website.

	Fall Semester (FA)			Spring Semester (SP)			Summer Semester (SU)				
	Fall -Term(s)			Winter Term	Spring-Term(s)			Summer-Term(s)			
GPS	5 Week (F1)	5 Week (F2)	5 Week (F3)	4 Week (W1)	5 Week (S1)	5 Week (S2)	5 Week (S3)	5 Week (J1)		5 Week (J2)	
	15 Week (F4)					15 Week (S4)			14 Week (J4)		
Day	15 Week (4F)			4 Week (1W)	15 Week (4S)			3 Week (May (3J)	7 Week (5J)	7 Week (6J)	14 Week (8J) Internships
								14 Week (4J)			

Registration Preparations

Course Listing Webpage

The Office of Registration and Records publishes the master schedule for the School of [Graduate and Professional Studies](#) and all [other residential school programming](#) traditionally in Mid-October (Winter, Spring, Summer) and Mid-April (Fall).

Navigate to <http://www.etown.edu/registration> In the left navigation, you will see “Course Listing” with the drop-down menu for SGPS and On-Campus Schools.

Each course listing page is designed to inform students on scheduling opportunities that are OPEN for course registration. *Please be advised the webpage does not operate in real time. The page refreshes every 15 minutes.*

Course Listing Details

On the “Course Listing” page, you can view course offerings by choosing the appropriate academic “Year/Term”.

For Winter and Spring, you will need to select the “SP XXXX”, where “XXXX” represents the academic year.

Filter options include:

- School Name
- Course Discipline
- Sub-term
- Graduate/Undergraduate
- Modality
- Status

Advanced filters include:

- Course reference number
- Honors only
- Signature Learning Experience
- Delivery Method
- Core

- Guided Writing and Research
- Faculty Name
- Credits

Course Listing Columns

RefNo	Course Catalog Number	Course Title	Instructor	Status	Seats	(Subterm) Meeting	Credits
ACCOUNTING							
47910	AC 101 -- BU -- A	INTRODUCTION TO ACCOUNTING	Miller J	Closed	0/36	(4F) 08/26/2024 to 12/13/2024 MW (12:30pm-01:50pm)	4.00

- Course Reference Number, RefNo
- Course Catalog Number
- Course Title
- Instructor, with a hotlink to their email
- Status (Open, Closed)
- Seats (enrolled/capacity)
- (Sub-term)/ “Meeting” Days and Times
- Credits

Course Components

Courses on the schedule are broken into **six** distinct components.

Eg. **ART105 -- 3CE - C - A**

BIO111 - L - BI - - A

- **Course Subject:** Program or Course Discipline. For example: ART, for Fine Arts. Or BIO, for Biology
- **Course Number:** Course numbers are traditionally three digits. SGPS Courses are traditionally four digits.
- **Lab/Discussion/Clinical Rotations:** D = Discussion Section; L = Laboratory; R = Clinical Rotation
- **Course Designation:** Core Area of Understanding (CE, MA, NCH, HUM, etc.) or Program/Department.
- **Core/Honors:** C= Core Program Course; H=Honors Core Course; or N = Honors Course, Not Core.

- **Section:** A-Z
Note (s): All winter term sections have a section code of “W#”, where # represents a distinct number.

Building and Room Codes

Students are encouraged to visit our [Buildings and Classroom Numbering Guidelines](#) web page for building and room classifications and/or assignments.

Course Meeting Times

Days of the Week:

M	Monday
T	Tuesday
W	Wednesday
H	Thursday
F	Friday
S	Saturday
U	Sunday

Course Modalities

- **On Ground or Face to Face**
- **EC Online** (ONLN), the class is offered exclusively asynchronously and fully online;
- **EC Remote** (RMTE), the class is offered virtually but with one or more scheduled synchronous sessions (as specific days and times);
- **EC Hybrid** (HYBR), the class has a blended modality which is a combination of face-to-face and distance learning for all students; and
- **By Arrangement**, this modality is reserved for alternative study options (internships, practicums, fieldwork, directed studies, etc.).

Course Time Zone

Elizabethtown Courses, including distance learning, operate on Eastern Standard Time (EST).

Courses begin at 12:00 am EST of the first day of the session and end at 11:59 pm EST on the last day of the session. Course participation and assignments are due in accordance to the course syllabus following EST.

Tuition and Financial Aid

The Business Office (717.361.1417, or businessoffice@etown.edu) and the Financial Aid Office (717-361.1404, or finaid@etown.edu) are happy to discuss any questions or concerns a student may have pertaining to course registration.

Tuition and Fee Information

Enrolled students are encouraged to familiarize themselves with pages associated with enrollment, tuition, and refund policy information outlined in the [College Catalog](#) and on the [Business Office website](#).

Refund Policy

The **Refund Policy** is outlined in the College Catalog, under the Tuition and Financial Aid navigation.

Schedule changes that create a change in enrollment status (full-time, three-quarter time, half-time, less than half-time, or opt-out/withdrawn due to a course drop) may result in a [Return of Federal Student Aid](#). A refund is based on the students' last date of attendance.

Advisement Meeting Preparations

During your advising meeting, you should discuss required courses in your major, course options in Core, academic policies, any potential or impact on your scheduling plans, and roles and responsibilities for getting the required paperwork completed and submitted ahead of open registration. Many advisors will also discuss your academic progress, career goals, etc.

The **Grad Report** is an advising tool to manage and monitor your graduation requirement and your course registrations for each semester. This tool ensures the Office of Registration and Records, your school, your advisor, and the student are all on the same page. If you see a discrepancy between your grad report and your school advisement, please notify your advisor to address the discrepancy with the Office of Registration and Records.

Recommended Things to Discuss:

1. Do you have any Active Holds on your Registration? Have you contacted the owner of the hold to address it prior to open registration? *The Office of Registration and Records cannot register you or remove another office, or advisors, hold on your registration.*
2. Does a major or minor declaration require calculus? Did you complete the math departments ALEKS assessment?
3. Are you required to complete a modern language placement?
4. How many credits will you be registering for across winter and spring? Will you need to submit an overload under the [new overload policy](#)? Please refer to the academic policies section of the Online Catalog for more information.
5. Have you met the course prerequisite(s) and corequisites or will you require pre-enrollment though your program director and/or school dean?
6. Do you have accommodation on file in Disability Services requiring the submission of a priority scheduling form?
7. Are any of the courses classified as “Register by Instructor (RBI)”? Have you contacted the course instructor about a seat in their course, or the school administrator that manages RBI’s?
8. Are you a rising senior, completed 72 or more credits, and you need to submit the Core Verification form to be preregistered to take a course for Core, or a Program that has a program requirement classified as a core course?
9. Are you planning to repeat a previously taken course? Do you need to submit a course repeat form?
10. Are you planning to take a course through the School of Graduate and Professional Studies? Do you need to complete the “Register Across Schools” form to get enrolled in the course?
11. Are you a non-honors student seeking to enroll in an Honors Course?
12. Have you been advised to take a course as a directed study? Have you circulated the application for signatures and submitted the completed form to the Office of Registration and Records?
13. Are you planning to register for an internship next semester? Internships are registered in the semester in which they are completed, not started. Students should discuss with their advisors the process of registering for an internship across multiple semesters, if applicable.
14. If you are planning to submit an independent study proposal for the next semester, are you aware of the deadline for getting the application to the committee for review?

15. Do you understand [Registration Terminology](#)?
16. Are you planning to register for two courses with a 15-minute overlap? You must submit a time conflict resolution form with signatures from both faculty members. If the overlap exceeds 15 minutes, you must seek permission for an approval for a directed study. Faculty are NOT required to support directed study requests.
17. Do you understand which courses on the schedule are classified as part of the Core Program?
18. Do you understand how to identify courses approved as Signature Learning Experiences?

Registration Clearance

All students are assigned a Registration Clearance hold to ensure all students meet for advisement and planning for course registration each semester. The clearance MUST be released by their primary advisor.

Please be sure your advisor releases your clearance upon completion of your advising meeting. By not releasing the hold in a timely manner, your advisor could inadvertently prohibit you from many of the priority registration protocols like Core verification, pre-enrollments, RBI, Directed-Studies, etc.

The Office of Registration and Records can verify if an advising hold was lifted, however, we cannot release an advising hold without permission of the advisor or the school dean.

Registration Basics

[JayWeb](#) is the Elizabethtown College Web-based registration system. You can add/drop course(s) and place yourself on a waitlist during open registration. Refer to the published Academic

Calendar for deadlines associated with course registration.

Student Responsibilities

Students are responsible for managing their course registrations and managing associated deadlines. It is the responsibility of the student to be familiar with announcements, publications, and academic policies associated with course registration. Students are responsible for the submission of course DROP (Blue) and course WITHDRAWAL (White) forms in the office of Registration and Records in accordance with the associated Important Dates and Deadlines published for the active semester.

Students are not DROPPED/WITHDRAWN from a course because they elect to no longer attend class or send an email to their academic advisor. Failure to follow Catalog policy and academic procedure will result in an unearned "F" in the course and with the grade calculated into your Grade Point Average, GPA.

In the absence of an academic advisor or course instructor, the student should contact the Dean of the School governing the program and/or course discipline.

How do I Register?

Registration takes place online through [JayWeb](#), our online web-based system.

Registration opens on a defined date for the semester and continues until the published course ADD deadline for the term and/or sub-term.

April

- Registration for Fall semester opens
- Students may continue to register for summer courses up until the published

course add deadline in the advertised sub-term/semester.

November

- Registration for the spring and summer semesters opens.
- Winter is a sub-term in the overall spring semester.

When do I Register?

The Office of Registration and Records publishes webpages dedicated to the Online Registration Process and associated **Registration Dates and Time** for open registration in the subsequent semester.

The registration schedule is determined by class (First-Year, Second-Year, Junior, and Senior). A student’s class is defined by their number of “completed” credits. Please be advised, completed credits are those transcribed to your transcript under the “earned” column or on your grad report under “hours earned” column. Credits that are current registered and in-progress are not included in the earned column, nor are courses graded as “incomplete”.

Class Standing	Credits
First-Year	29 or less
Sophomore	30 – 59
Junior	60 – 89
Senior	90 or more

Students are encouraged to review all academic policies relating to course registration in the online catalog (<http://catalog.etown.edu>).

Registration Holds

The Office of Registration and Records may not release a hold belonging to another entity on campus.

An administrative hold may be placed on your registration for a variety of reasons. Addressing all holds, with the office that activated the hold, before your registration time slot opens will save you time and frustration. It is your responsibility to access and review the existence of any hold prior to registration using JayWeb. **Students with an administrative hold(s) may not be pre-enrolled into any courses.**

Registration and Academic Probation Considerations

Students on Academic Probation should consult with their assigned advisor in the Center for Student Success to seek guidance on any contractual credit limitations relating to course registration. The Center for Student Success is in the Baugher Student Center, room 216.

Registration Credit Limits

The College combines the winter and spring for financial aid and enrollment reporting purposes (less than half time, half-time, three-quarter time, and full-time); however, the semester load for winter and spring are billed independently by the Business Office.

Undergraduate Spring Semester				
Schools	Winter	Spring (S4/4S)		
GPS	4WK (W1)	5WK (S1)	5WK (S2)	5WK (S3)
On Campus	4WK (1W)	15 Week (SGPS S4/4S – Residential)		

Full-time/Part-time Status. An undergraduate student taking 12 or more credits **per semester** at Elizabethtown College is considered a full-time student for federal financial aid enrollment purposes. Winter term credits are combined with spring term credits when calculating **financial aid eligibility** and for enrollment reporting to the National Student Clearinghouse (NSC) and the National Student Loan Data System (NSLDS). An undergraduate

student taking fewer than 12 credits **per semester** is considered part-time.

For billing and residency purposes, if a student takes 4 credits in the winter-term (4 weeks) and 8 credits in the spring-term (15 weeks), they would be billed for the 4 winter term credits at the winter term tuition rate and billed for 8 credits at the part-time tuition rate for the spring term credits in our overarching Spring Semester (19 weeks). Each term will continue to be billed independently.

For enrollment purposes, a student can elect to take a winter-term course (4 weeks) in addition to maintaining a minimum of 12 credits in the spring-term to be considered enrolled as a full-time student.

Semester Loads

- **Fall Semester. 15 weeks.** The Fall semester is comprised of multiple sub-terms at the graduate (#A, A#) and undergraduate level (#F, F#). A student may register for a maximum of 18 credits across any combination of fall sub-terms before seeking permission to overload with associated fees. A student may carry a maximum of 20 credits in the fall semester.
- **Spring Semester. 19 weeks.** The Spring semester is comprised of a combination of winter and spring sub-terms. Below is the permissible combination of credits across any combination of sub-terms:
 - **Winter sub-terms Only:** A student may register for **a maximum of 4 credits** in the winter-sub-term(s): Undergraduate (#W, W#) and Graduate (#I, I#).
 - **Spring sub-terms Only:** A student may register for **a maximum of 18 credits** across any combination of spring sub-terms: Undergraduate (#S, S#) and Graduate (#P, #P) before seeking permission to overload.
 - **Winter/Spring Combination:** A student may register for a maximum of 4 credits in the winter along with a maximum registration of 18 credits across any combination of spring sub-terms (#S, S#) before seeking permission to overload.
- **Summer Semester: 14 weeks.** Students may carry up to maximum of 12 undergraduate (#J, J#) or graduate (#U, U#) credits before seeking permission to overload. Overloads are permitted for a maximum of 16 credits in the summer.
- **Overload Fee Waivers.** Due to program curricular demands and accreditations, a program may have pre-approved per-semester overload waivers. Please refer to the program, or program director, for more information.

Course Cancel/Change Notifications

The Office of Registration and Records publishes the master schedule each semester. The Provost's Office, Associate Provost for Student Learning and Dean of Faculty, and School Deans decide what courses will be offered each semester. All communication relating to course registration is delivered to your @etown.edu accounts.

Prior to open registration, all course alterations are published to the online course listing page(s).

During open registration, if a course is cancelled or modified (course modality, room change, course instructor, etc.) enrolled students will be notified by the school governing the course discipline in consultation with the Office of Registration and Records.

In addition, the course listing page(s) is automatically updated every 15 minutes to alert students still waiting to register for classes.

Registering in the Fall Semester

The fall semester is comprised for various sub-terms (#F, F#, where # is a unique numerical sub-term identifier) to support School curricular programming and accreditations.

The School of Graduate and Professional Studies programming is comprised of multiple accelerated sub-term lengths to support their dynamic program structures at the undergraduate and graduate level.

Fall Course Listing

On the course listing page, the “Fall Semester” course listing will include the overarching Fall semester which includes the 15 week (4F/F4) sub-term(d) as well as all sub-terms (#F, F#), if applicable. SGPS 5-week sub-terms are (F1-F3).

On the course listing page, to review the 15-week Fall term, as an On-Campus Residential student, you would select “**FA- Undergrad (4F)**”. In addition, students may review the SGPS offerings by selecting “**FA-SGPS Undergrad (F#)**” sub-term in the drop-down list.

Refer to the semester break-down in the illustration on page 5 of this document for more details.

Fall Registration, Calendar, and Important Dates

Students are responsible for reviewing the [Fall/Spring Registration Webpage](#). This page highlights important information relating to course registration. In addition, we recommend students print the associated academic calendar and important dates to familiarize themselves with registration related items.

A student is not dropped or withdrawn from a course simply because they discontinue attendance or by notifying the professor. The

completion of any course registration addition or change (drop/withdrawal) is the responsibility of the student, not the faculty member.

Fall Sub-term Codes

- SGPS Sub-term Codes: F#
- On-Campus School Codes: #F

with # being a unique numerical identifier

Fall Course Add Period

A student must register for a minimum of 12 credits to maintain full-time enrollment status in the fall semester.

For more information on student credit loads across terms, please refer to the “[Registration Load Limits](#)” section of this document.

Fall Term (14-16 weeks)

Students may add a course through the fifth day of the published sub-term/session using JayWeb.

Fall Sub-term (greater than 5 weeks, but less than 14 weeks)

Students may add a course through the fifth day of the published sub-term/session using JayWeb.

Fall Sub-term less than 6 weeks

Students may add a course through the second day of the published sub-term/session using JayWeb. *SGPS students participating in a weekend seminar may add a course (register by advisor) until 8:00am EST on the first day of the course.*

Fall Course Drop Period

Students may DROP a course without permanent record from the first day of open registration for term and in accordance with the term definitions:

Fall term (14 - 16 weeks)

Week One. Students may elect to DROP a course through the fifth day of the semester using JayWeb.

Week Two – Week Four. Course DROP(s) between the second and fourth week of the semester require the completion of an official course DROP form located in the Office of Registration and Records. A course DROP requires the signature of the student’s academic advisor.

Fall Sub-terms (greater than 5 weeks, but less than 14 weeks)

Week One. Students may elect to DROP a course through the fifth day of the sub-term/session using JayWeb.

Week Two. Course DROP(s) between the sixth day of the sub-term/session and the end of the second week of the sub-term/session require the completion of an official course DROP form located in the Office of Registration and Records. A course DROP requires the signature of the student’s academic advisor.

Fall Sub-terms (less than 6 weeks)

Week One. Students may elect to DROP a course through the third day of the sub-term/session using JayWeb. SGPS students participating in a weekend seminar may DROP a class until 8:00am EST on the first day of the course.

Day Four-Week Two. Course DROP(s) between the fourth day of the sub-term/session and the end of the second week of the sub-term/session require the completion of an official course DROP form located in the Office of Registration and Records. A course DROP requires the signature of the student’s academic advisor.

Fall Course Withdrawal

At the conclusion of the course DROP period, a student has the option of exercising a course withdrawal. The decision to withdraw from a course is part of the student’s academic record and transcribed as a grade of “W”, which has no impact on the student’s grade point average.

A student may not withdraw from a course in which an integrity violation has occurred unless the course instructor, academic advisor, and the Chair of the Academic Standing Committee agree to the withdrawal. Withdrawal from a course where an integrity violation has occurred will most likely result in a grade of “WF”, which is calculated into the student’s grade point average as an “F”.

Fall Term (14-16 Weeks)

From the fifth week to the end of the eleventh week, a course withdrawal will result in a grade of “W”, which will appear on the student’s permanent record, but it will not affect the student’s grade point average.

All course withdrawals after the end of the eleventh week of the semester will result in a grade of “WF”, which is calculated into the student’s grade point average as an earned “F”.

Fall Sub-terms (greater than 5 weeks, but less than 14 weeks)

From the third week to the end of the fifth week, a course withdrawal will result in a grade of “W”, which will appear on the student’s permanent record, but it will not affect the student’s grade point average.

All course withdrawals after the end of the fifth week of the sub-term/session will result in a grade of “WF”, which is calculated into the student’s grade point average as an earned “F”.

Fall Sub-terms (less than 6 weeks)

From the fourth day to the end of the third week, a course withdrawal will result in a grade of “W”, which will appear on the student’s permanent record, but it will not affect the student’s grade point average. SGPS students participating in a weekend seminar who withdraw from a class on the first day will receive a “W,” which will appear on the student’s permanent record, but it will not affect the student’s grade point average.

All course withdrawals after the end of the third week of the sub-term/session will result in a grade of “WF”, which is calculated into the student’s grade point average as an earned “F”. SGPS students participating in a weekend seminar who withdraw from a class after the first day will receive a “WF,” which is calculated into the student’s grade point average as an earned “F.”

Registering in the Winter Term

Any student seeking to register for a combination of more than 20 credits across the Spring Semester (19 weeks) or more than 18 credits in the spring term (15-weeks) will be required to submit an Overload Petition to the Office of Registration and Records.

For more information, please refer to the “**Registration Load Limits**” section of this document.

Winter Course Listing

The winter-term is part of the overarching “Spring Semester”. On the course listing page, both winter-term and spring-term courses will appear under the “**Spring Semester**” course listing.

You can review only courses offered in the winter-term(s) by selecting “**WI – Winter Undergrad**” for On-Campus Residential or “**WI – SGPS Winter Undergrad**” for the School of Graduate and Professional Studies. For the winter-term, you would select either of the winter term sub-terms in the Course Listing Drop-down list.

Sub-Term:

2024-2025 WI - SGPS Winter Undergrad (W1)

2024-2025 WI - Winter Undergrad (1W)

Winter Course Section Codes

All courses in the winter-term have a section code of “W#”, where # is a numeric sequence associated with multiple section(s) of a course. All courses in the spring term will follow the traditional A-V, X-Z section code sequencing.

Examples:

- The Winter course list may include
AC 101 **W1**
AC 101 **W2**

Winter Registration, Calendar, and Important Dates

Winter Sub-term Codes

- Undergraduate winter term (#W/W#)
- Graduate winter term (#I/I#)

Students are responsible for reviewing the Winter Term Registration Webpage to review the academic calendar and associated important dates and deadlines related to winter-term course registration. **A student is not dropped or withdrawn from a course simply because they discontinue attendance or by notifying the professor. The completion of any course registration addition or change (drop/withdrawal) is the responsibility of the student, not the faculty member.**

Winter Course Add Period (Less than 6 weeks)

Students may add a course through the second day of the published term using JayWeb. SGPS students participating in a weekend seminar may add a course (register by advisor) until 8am EST on the first day of the course.

Winter Course Drop Period (less than 6 weeks)

Day One – Day Three. Students may elect to drop a course through the third day of the sub-term/session using JayWeb. SGPS students participating in a weekend seminar may drop a class until 8am EST on the first day of the course.

Day Four – Week Two. Students may drop a course between the fourth day of the term and end of the second week of classes using the DROP form available on the Office of Registration and Records winter-website. SGPS students participating in a weekend seminar may drop a class until 8am EST on the first day of the course.

Winter Course Withdrawal (less than 6 weeks)

From the fourth day to the end of the third week, a course withdrawal will result in a grade of “W”, which will appear on the student’s permanent record, but it does not impact the student’s grade point average.

All course withdrawals after the end of the third week of the winter term will result in a grade of “WF”, which is calculated into the student’s grade point average as an earned “F”. SGPS students participating in a weekend seminar who withdraw from a class after the first day will receive a “WF,” which is calculated into the student’s grade point average as an earned “F.”

JayWeb Winter Drop/Withdrawal Form

The [Winter Term Course Drop/ Withdrawal Form](#) is available 24/7 online. If a form is received during the Winter College Closure, the date of submission will be honored as the last date of attendance and confirmed with the faculty member. The Office of Registration and Records will notify the students when processed upon the College’s reopening in January.

Registering in the Spring Term

Any student seeking to register for a combination of more than 20 credits across the Spring **Semester** (19 weeks) or more than 18 credits in the spring term (15-weeks) will be required to submit an Overload Petition to the Office of Registration and Records. For more information, please refer to the “**Registration Load Limits**” section of this document.

Spring Course Listing

On the course listing page, both winter-term and spring-term courses will appear under the “**Spring Semester**”. The winter-term is a sub-term in the overarching “Spring Semester”.

You can review only courses offered in a particular spring sub-term (#S/S#) or all courses in the overarching Spring Semester.

On the course listing page, to review the 15-week Spring term, you would select “**SP- Undergrad (4S)**” as an On-Campus Residential student. For SGPS Students, they can elect any published sub-term (S#), with S4 being the 15 week and S1-3 the accelerated 5-week sub-terms.

Sub-Term:



Spring Course Section Codes

All courses in the spring term will follow the traditional A-V, X-Z section code sequencing. All courses in the winter-term have a section code of “W#”, where # is a numeric sequence associated with multiple section(s) of a course.

For example:

- The Spring course list may include “AC 101 **A**” and “AC 101 **B**”

Spring Registration, Calendar, and Important Dates

Students are responsible for reviewing the [Fall/Spring Registration Webpage](#). This page highlights important information relating to course registration. In addition, we recommend students print the associated academic calendar and important dates to familiarize themselves with registration related items.

A student is not dropped or withdrawn from a course simply because they discontinue attendance or by notifying the professor. The completion of any course registration addition or change (drop/withdrawal) is the responsibility of the student, not the faculty member.

Spring Sub-term Codes

- Undergraduate Spring term (#S/S#)
- Graduate winter term (#P/P#)

Spring Course Add Period

If a student has enrolled into a course in the winter-term along with spring term credits, the student *may* need to seek assistance from a member of the Office of Registration and Records if the student is overloaded.

For more information on student credit loads across winter and spring terms, please refer to the “**Registration Load Limits**” section of this document.

Spring Term (14-16 weeks)

Students may add a course through the fifth day of the published sub-term/session using JayWeb.

Spring Sub-term (greater than 5 weeks, but less than 14 weeks)

Students may add a course through the fifth day of the published sub-term/session using JayWeb.

Spring Sub-term less than 6 weeks

Students may add a course through the second day of the published sub-term/session using JayWeb. *SGPS students participating in a weekend seminar may add a course (register by advisor) until 8:00am EST on the first day of the course.*

Spring Course Drop Period

Students may DROP a course without permanent record from the first day of open registration for term and in accordance with the term definitions:

Spring term (14 - 16 weeks)

Week One. Students may elect to DROP a course through the fifth day of the semester using JayWeb.

Week Two – Week Four. Course DROP(s) between the second and fourth week of the semester require the completion of an official course DROP form located in the Office of Registration and Records. A course DROP requires the signature of the student's academic advisor.

Spring Sub-terms (greater than 5 weeks, but less than 14 weeks)

Week One. Students may elect to DROP a course through the fifth day of the sub-term/session using JayWeb.

Week Two. Course DROP(s) between the sixth day of the sub-term/session and the end of the second week of the sub-term/session require the completion of an official course DROP form located in the Office of Registration and Records. A course DROP requires the signature of the student's academic advisor.

Spring Sub-terms (less than 6 weeks)

Week One. Students may elect to DROP a course through the third day of the sub-term/session

using JayWeb. SGPS students participating in a weekend seminar may DROP a class until 8:00am EST on the first day of the course.

Day Four-Week Two. Course DROP(s) between the fourth day of the sub-term/session and the end of the second week of the sub-term/session require the completion of an official course DROP form located in the Office of Registration and Records. A course DROP requires the signature of the student's academic advisor.

Spring Course Withdrawal

At the conclusion of the course DROP period, a student has the option of exercising a course withdrawal. The decision to withdraw from a course is part of the student's academic record and transcribed as a grade of "W", which has no impact on the student's grade point average.

A student may not withdraw from a course in which an integrity violation has occurred unless the course instructor, academic advisor, and the Chair of the Academic Standing Committee agree to the withdrawal. Withdrawal from a course where an integrity violation has occurred will most likely result in a grade of "WF", which is calculated into the student's grade point average as an "F".

Spring Term (14-16 Weeks)

From the fifth week to the end of the eleventh week, a course withdrawal will result in a grade of "W", which will appear on the student's permanent record, but it will not affect the student's grade point average.

All course withdrawals after the end of the eleventh week of the semester will result in a grade of "WF", which is calculated into the student's grade point average as an earned "F".

Sub-terms (greater than 5 weeks, but less than 14 weeks)

From the third week to the end of the fifth week, a course withdrawal will result in a grade of “W”, which will appear on the student’s permanent record, but it will not affect the student’s grade point average.

All course withdrawals after the end of the fifth week of the sub-term/session will result in a grade of “WF”, which is calculated into the student’s grade point average as an earned “F”.

Sub-terms (less than 6 weeks)

From the fourth day to the end of the third week, a course withdrawal will result in a grade of “W”, which will appear on the student’s permanent record, but it will not affect the student’s grade point average. SGPS students participating in a weekend seminar who withdraw from a class on the first day will receive a “W,” which will appear on the student’s permanent record, but it will not affect the student’s grade point average.

All course withdrawals after the end of the third week of the sub-term/session will result in a grade of “WF”, which is calculated into the student’s grade point average as an earned “F”. SGPS students participating in a weekend seminar who withdraw from a class after the first day will receive a “WF,” which is calculated into the student’s grade point average as an earned “F.”

Alternative Course Registrations

Elizabethtown College offers several alternative learning opportunities both on and off campus. On-campus study includes special learning options that emphasize individual study and close work with a member of the faculty. Off-campus opportunities include internships, practicums, or joint degree programs with academic institutions or clinical facilities.

Directed Study

A directed study is undertaken for a regular course in the curriculum that is not being offered in the needed semester. For certain courses, this method of study should be used by the student who needs rather frequent conferences with the professor.

Directed studies must be completed within the semester or sub-term for which they are scheduled. In a directed study, the student works independently with a faculty member to achieve the learning outcomes of the selected course based on a learning contract.

Please be advised, by course design, not all courses in the Catalog may be completed as directed studies.

The Directed Study Application is available on our website. Students may submit a Directed Study Application to the Office of Registration and Records **no later than the end of the course add-period of the semester or sub-term when the student intends to complete the work.**

For more information on this study option, please visit the Online Catalog left navigation dedicated to [“Alternative Study Options”](#).

Independent Study

Independent Study (IS) is designed for students to pursue individual investigations and/or reading in an area of special interest, or to advance competencies in the major/minor area. Independent Study is initiated by the student and progresses largely unsupervised. Students pursuing independent study are expected to do extensive research, reading, writing, and/or creative work resulting in a major paper, presentation, work of art, or other learning outcomes agreed upon by the supervising faculty member and the student.

Independent Studies may **not** be used to replace a course listed in the curriculum, to fulfill any Core Program requirements, or to substitute for registering an internship, co-op, or field work/experience. Independent Studies counting toward major credit must be letter graded. Independent Studies must demonstrate significant emphasis on academic involvements, activities, and outcomes.

The Independent Study Application is available on our website. The **deadline** for students to submit an Independent Study Application to the Office of Registration and Records and the Independent Study Committee Chair is **no later than the first day of the semester or sub-term when the student intends to complete the work.**

For more information on this study option, please visit the Online Catalog left navigation dedicated to [“Alternative Study Options”](#).

Internship

Through internships, Elizabethtown College offers students the opportunity to apply and augment their classroom learning with real-world experience. Internships can assist students with deepening and sharpening their personal learning and career goals. They provide opportunities for

students to demonstrate their knowledge in work and practice settings, gaining confidence and skill as they integrate the abstract/theoretical with the practical and applied.

Each School may have a unique process for students to request an internship registration.

Please discuss your plans with your academic advisor or School Dean on their process. Alternatively, the Office of Registration and Records has a generic [Internship Contract](#) on our website.

Internship Guidelines are outlined in the Online Catalog, please visit the Online Catalog left navigation dedicated to "[Alternative Study Options](#)" for detailed information on internship guidelines.

Study Abroad

Elizabethtown College, through the Study Abroad Office, provides guidance and support to students in all majors who want to study abroad in a semester, summer, or short-term program. The Study Abroad Office promotes, supports, and coordinates all study abroad programming and works with faculty to encourage overseas experiences.

For more information about the Study Abroad Office, please visit www.etown.edu/offices/study-abroad.

Tutorial

The tutorial is used to register for a course that is not offered in the Catalog. In this respect, it is different from a Directed Study, which is used to register for a course that is in the Catalog but is not offered in a particular semester. The tutorial is also different from the Independent Study. With an Independent Study, the student is responsible for proposing the content of the project (which is not in the Catalog) and then works largely independently on the project of their design. **With**

a Tutorial, the faculty member is responsible for developing the content of the course and then works closely with the student to provide instruction in the topic.

Tutorials must be registered during the regular course Add Period for the semester or sub-term the student intends to complete the course. There are associated fees with a tutorial registration, please review the full policy outlined in the Online Catalog left navigation dedicated to "[Alternative Study Options](#)"

The [Tutorial Application form](#) is located on our website.

Student Registration Forms

Student initiated forms are found on the Office of Registration and Records Forms page. Forms must be submitted according to published “Important Dates” for the term or sub-term registration.

For more detail on process or requirements associated with any of the forms below, please refer to the Academic Policies, Registration section of the online Catalog.

- **Core Verification Form** is required by all Rising Seniors (*72 or more completed credits*) needing to register for a course on the schedule that is classified as a Core Program offering, regardless of whether their Core Program is met.
- **Course Repeat** (C, C-, or D-Range).
- **Honors Course Registration** for non-honors Students. Non-Honors students may email honors@etown.edu to request permission to enroll in an Honors course. The Honors Program will coordinate the course registration approval (both the course instructor and the Honors Program Director) with RRO.
- **Major or Minor Declaration Change Form**
If you are changing majors and courses to be scheduled are for “Majors or Minors only” you must submit this form ahead of open registration.
- **Overload Petitions** There are considerations associated with winter-term and spring-term course load limits. Please refer to the section on “Registration Credit Limits”.

- **Pass/No Pass Form**
- **Request to Register Across Schools Form**
Day students are required to submit this form when they are interested in taking a GPS course, or a GPS student wishing to enroll in a day course.
- **Time Conflict Resolution Form** is required with the registration of two courses creates a time conflict (15 minutes or less) on their schedule. Both instructors must sign the form. If the time overlap exceeds 15 minutes, the student must request a Directed Study with the School governing the course discipline.

Disability Services Registration Forms

Disability Services manages unique forms associated with course registration for their students.

Students must contact the Director of Disability Services with any questions pertaining to the following registration forms.

- *Priority Scheduling*
- *Core Substitutions (Math and Power of Language Ancient or Modern)*

School Registration Forms

The Office of Registration and Records works collaboratively with our Schools to ensure that they can aid their advisees in staying on track toward degree completion in their programs.

Course Pre-Enrollment

Program Directors *may* request pre-enrollment of their majors and minors into a course discipline governed by the program to ensure their majors/minors stay on track for graduation. Program directors are not required to pre-enroll students into a course. Pre-enrollment forms are managed through the School. ***Students should NOT contact the course instructor to request pre-enrollment.***

If a program is waiving a course prerequisite or corequisite for a student, the student will NOT be able to self-register during registration. The program director or Dean MUST submit a Course Pre-Enrollment form to the Office of Registration and Records PRIOR to open registration. Students advised of pre-enrollment should see the course registration appear on their schedule BEFORE the first day of open registration, if not you should contact your advisor.

Pre-enrollments are NOT a guarantee of enrollment. Enrollment is based on seat availability at the time of the request.

Register by Instructor

At the request of a Program Director or Instructor, some courses on the class schedule are classified as "**Register by Instructor**" aka "RBI, RHC, PRBI, and PBWR). Register by Instructor notations appear in the "Notes" associated with the course.

A student cannot self-register for these courses, they must contact the course

instructor to request to be enrolled in the course. Registration and Records CANNOT enroll or waitlist a student in a course classified as Register by Instructor.

General Education Requirements

The Core Program

The Core Program is outlined in our Online Catalog. The Office of Registration and Records maintains a webpage listing all courses currently approved as part of the [Core Program](#).

On the Course Listing page, you can identify courses in the core program by referring to the course title. The Core Area of Understanding is defined in the **first part** of the title and as a **course component** in the course code.

Core Areas of Understandings (AU):

- Creative Expression (**CE**)
- Humanities (**HUM**)
- Mathematics (**MA**)
- Natural and Physical Science (**NPS**)
- Non-Western Cultural Heritage (**NCH**)
- Power of Language
 - English (**PLE**)
 - Ancient or Modern (**PLO**)
- Social Science (**SSC**)
- Western Cultural Heritage (**WCH**)

Two example(s) of how to identify a course as a part of the core program:

- **In the course title:**
CE = Creative Expression
CE Writing & Analyzing the Short Story
- **In the course code:**
WCH = Western Cultural Heritage
PH 201 4WCH C A

Signature Learning

Elizabethtown College is committed to engaging its students in real-world learning opportunities that complement classroom learning and provide pathways to productive careers and lives beyond college. All Elizabethtown College students will complete **at least two** [Signature Learning Experiences \(SLE\)](#) of the five categories as part of their graduation requirements.

Signature Learning Experiences are cataloged into five unique categories: supervised research; community-based learning; cross-cultural experiences; internships, field experiences or practicums; and capstone experiences.

The Office of Registration and Records maintains a list of courses approved to satisfy the general education requirement of two [signature learning experiences](#).

Online Course Registration in JayWeb

Accessing JayWeb

Using a Web Browser, recommend Chrome, type in the following URL, Jayweb.etown.edu. Enter your college Username and Password

Course Reference Number

Each course on the “Course Listing” page has a **unique Course Reference Number, “RefNo”**

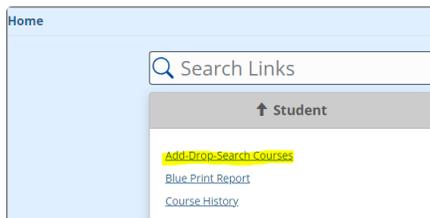
If a student is planning to register using **Course Reference** Numbers, they will need to refer to the SGPS or On-Campus Schools “[Course Listing](#)” page, to gather all Course Reference Numbers for each course you want to enroll into in the semester that is open for registration.

RefNo	Course Catalog Number	Course Title	Instructor	Status	Seats	(Subterm) Meeting	Credits
ACCOUNTING							
47910	AC 101 -- BU -- A	INTRODUCTION TO ACCOUNTING	Miller J	Closed	0/36	(4F) 08/26/2024 to 12/13/2024 MW (12:30pm-01:50pm)	4.00

Course Registration

Every enrolled student is assigned a course registration timeslot. **DO NOT preemptively log into JayWeb. Course registration is tied to the date/time you log into JayWeb. If you log in early, you will be prohibited and you will then need to log out and back in again before you can register for classes.**

Log into JayWeb at your assigned Registration Time, on the student landing page select **Add-Drop-Search Courses**.



Students will use the drop-down list to select the Semester or Sub-term they wish to enroll.

Add/Drop

Term:

Add Period Open / Drop Period Open

You are currently registered for **4 credits**.

- Or – Choose the appropriate sub-term

Add/Drop

Term: 2024-2025 - Spring Semester

Add Period Open / Drop Period: 2024-2025 SP - MPAS Rotation (R6) (3/31 - 5/2)

You are currently registered for: 2024-2025 SP - MPAS Rotation (R5) (2/17 - 3/21)

2024-2025 SP - MPAS Rotation (R4) (1/6 - 2/7)

2024-2025 SP - SGPS Grad (P4) (1/13 - 5/2)

2024-2025 SP - SGPS Grad (P2) (3/10 - 5/2)

2024-2025 SP - SGPS Grad (P1) (1/13 - 3/7)

2024-2025 SP - Grad (4P) (1/13/25 - 5/2/25)

2024-2025 SP - Grad (2P) (3/10/25 - 5/2/25)

2024-2025 SP - Grad (1P) (1/13/25 - 3/7/25)

2024-2025 SP - SGPS Undergrad (S4) (1/13 - 5/2)

2024-2025 SP - SGPS Undergrad (S3) (3/31 - 5/2)

2024-2025 SP - SGPS Undergrad (S2) (2/24 - 3/28)

2024-2025 SP - SGPS Undergrad (S1) (1/13 - 2/14)

2024-2025 SP - Undergrad (6S) (3/10/25 - 5/2/25)

2024-2025 SP - Undergrad (5S) (1/13/25 - 5/2/25)

2024-2025 SP - Undergrad (4S) (1/13 - 5/2)

2024-2025 WI - SGPS Winter Undergrad (W1)

2024-2025 WI - Winter Undergrad (1W)

2024-2025 - Spring Semester

Your Schedule

Drop	Code	Title
<input type="checkbox"/>	HA 100 HA A	Introduction to Health and Society

Drop Course(s)

[My Account Info](#)

Students may register for a course using three different scheduling functions on the ADD/DROP page.

1. Add by Course Code
2. Add by Reference Code # (Refer to Course Listing Page.)
3. Course Search

Add-Drop-Search Courses

[Back](#)

Add/Drop

Term: 2024-2025 - Fall Semester

The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Add by Course Code **Add by Reference #** **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2024-2025 - Fall Semester

Department: All

Division: Undergraduate Student

Search [More Search Options](#)

No Current Courses for the selected Term and Division.

[My Account Info](#)

Adding Course(s) Using Course Codes

In the first course field, JayWeb will populate with all available course options in the chosen sub-term/term/semester. Highlight the course of interest to populate.

The screenshot shows a web interface with two tabs: "Add by Course Code" (active) and "Add by Reference #". Below the tabs is instructional text: "To add a course, start typing its course code in the box below. A dropdown of courses at a time using this feature." Below this is a label "Course Code:" followed by a dropdown menu. The menu is open, showing a list of course codes: "1. None Selected", "3. AC 101 BU A" (highlighted in blue), "5. AC 101 BU B", "AC 206 BU A", "AC 210 BU A", "AC 210 BU B", "AC 302 BU A", and "AC 304 BU A". To the left of the dropdown, there is a red error message: "No Current Courses for the selected Term and Division." and a blue link: "My Account".

Continue until all courses of interest are identified and ready to be registered, then click on “Add Course(s)”

The screenshot shows the "Add by Course Code" tab selected. The instructional text reads: "To add a course, start typing its course code in the box below. A dropdown of courses at a time using this feature. **If you don't know the course or section**". Below this are two columns of input fields, each labeled "Course Code:". The left column has three fields: "1. × AC 101 BU A", "3. × HA 100 HA A", and "5. × SW 160 7SSC C A". The right column has three fields: "2. × EN 211 EN A", "4.", and "6.". Below the input fields is a button labeled "Add Course(s)". At the bottom of the interface, a red error message states: "No Current Courses for the selected Term and Division."

Issues with a Course registration may appear, you should acknowledge the warning(s) in order to continue with additional course registrations.

AC 101 BU A - Successfully added to registration record.
HA 100 HA A - Successfully added to registration record.
✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

EN 211 EN A	
Course Info:	TH 9:30 AM-10:50 AM
Error:	EN 211 EN A - A prerequisite for this course has not been met.
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the Course Search to search for a different course.
<input type="button" value="OK"/>	
SW 160 7SSC C A	
Course Info:	MW 2:00 PM-3:20 PM
Error:	SW 160 7SSC C A - Another course prohibits registration in this course
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the Course Search to search for a different course.
<input type="button" value="OK"/>	

The successful course registration completions will populate to your “Your Schedule” heading on the Add/Drop webpage. This is your current schedule. Continue with the Registration process until all desired courses are scheduled.

Adding Course(s) Using Course Reference Numbers

Students electing to register with “Course Reference Number” will need to follow the directions under “**Course Reference Number**” earlier in this document. Reminder, it is the first column on the Course Listing Page. Each course has a unique “Course Reference Number”. JayWeb will NOT auto populate this information.

After entering the course reference numbers, select “Add Course(s)”.

Add/Drop

Term:
Add Period Open / Drop Period Open

To add courses, enter the reference number for up to six courses. **If you do not know the reference**
Reference Number Reference Number

1. <input type="text" value="49319"/>	2. <input type="text" value="49068"/>
3. <input type="text" value="49007"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

No Current Courses for the selected Term and Division.

[My Account Info](#)

Provided no registration issues are encountered with the course registrations; you will see them appear under the “Your Schedule” section of the Add/Drop webpage. If issues arise, you will need to acknowledge them and continue with course registration.

Add/Drop

Term: 2024-2025 - Spring Semester
 Add Period Open / Drop Period Open
 You are currently registered for 12 credits.

Messages

HA 100 HA A - Successfully added to registration record.
 AC 101 BU A - Successfully added to registration record.
 ASL 105 2PLO C A - Successfully added to registration record.

Add by Course Code | **Add by Reference #** | **Course Search**

To add courses, enter the reference number for up to six courses. If you do not know the reference numbers you need, add the courses by Course Code or use the Course Search tab above.

Reference Number 1: 2:
 Reference Number 3: 4:
 Reference Number 5: 6:

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	AC 101 BU A	Introduction to Accounting	MW 12:30 PM - 1:50	Elizabethtown College Hoover Business Building 213	4.00	Letter Graded	Undergraduate Student
<input type="checkbox"/>	ASL 105 2PLO C A	PLO American Sign Language	T 8:00 PM - 8:00	Elizabethtown College Nicarry Hall 202	4.00	Letter Graded	Undergraduate Student
<input type="checkbox"/>	HA 100 HA A	Introduction to Healthcare Systems	MWF 8:00 - 8:50 AM	Elizabethtown College Hoover Business Building 112	4.00	Letter Graded	Undergraduate Student

[Drop Course\(s\)](#)
[My Account Info](#)

Adding Course(s) Using Course Search

Students electing to register using **Course Search**, may do so using various criteria in their search.

- Title
- Course Code
- Term
- Department
- Division

Add by Course Code | **Add by Reference #** | **Course Search**

Title: Begins With
 Course Code: Begins With
 Term: Ends With
 Department:
 Division:

No Current Courses for the selected Term and Division.

[My Account Info](#)

If you select the entire “2024-2025 Spring Semester”, all courses will populate for selection and you can register into the course by checking in the Add Box in front of each course you want to add. There is a page ruler at the bottom of the page to add in traversing through the disciplines more quickly.

After courses are selected, click on the “Add Course(s)” to register them.

Search Results

[Search Again](#)

Term:

Division:

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	AC 101 BU A	Introduction to Accounting
<input type="checkbox"/>	<input type="checkbox"/>	AC 101 BU B	Introduction to Accounting
<input type="checkbox"/>	<input type="checkbox"/>	AC 206 BU A	Intermediate Accounting II
<input type="checkbox"/>	<input type="checkbox"/>	AC 210 BU A	Cost Management Accounting

Provided no registration issues, they will be enrolled and appear under the “Your Schedule” heading.

Add/Drop

Term:

Add Period Open / Drop Period Open
You are currently registered for **12 credits**.

Messages

AC 101 BU A - Successfully added to registration record.
ASL 105 2PLO C A - Successfully added to registration record.
HA 100 HA A - Successfully added to registration record.

To add courses, enter the reference number for up to six courses. **If you do not know the reference numbers you need, add the courses**

Reference Number	Reference Number
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

Your Schedule

Drop	Code	Title	Schedule
<input type="checkbox"/>	AC101.BU.A	Introduction to Accounting	MW 12:30 PM - 1:50
<input type="checkbox"/>	ASL 105 2PLO C.A	PLO American Sign Language	T 5:00 PM - 8:00
<input type="checkbox"/>	HA 100 HA A	Introduction to Healthcare Systems	MWF 8:00 - 8:50 AM

[My Account Info](#)

Course Waitlisting

When you attempt to register for a course that is full, you will receive a notification message stating the course is “full” and the system will automatically waitlist you in the course.

If you do not wish to waitlist for the course, you can click in the “Drop” check box under the **Waitlisted Courses** heading then “**Leave Selected Waitlist(s)**” to drop a course from the waitlist.

Add/Drop

Term: ▼
Add Period Open / Drop Period Open
You are currently registered for **0 credits**. You are pending registration for **4 credits**.

[Messages](#)

AC 101 BU A - Successfully added with warnings: This course is full or students are already w

To add courses, enter the reference number for up to six courses. **If you do not know the reference numbers you ne**

Reference Number	Reference Number
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

No Current Courses for the selected Term and Division.

Waitlisted Courses

Move to Current	Drop	Code	Title	Schedule
<input type="checkbox"/>	<input type="checkbox"/>	AC 101 BU A	Introduction to Accounting	MW 12:30 PM - 1:50

[My Account Info](#)

Reviewing your Schedule

You can review your schedule on the Add/Drop page. The page has two headings “Your Schedule” and “Waitlisted Courses”. You successfully registered for the course listed under “**Your Schedule**” but you have not been successfully enrolled into any courses listed under the “**Waitlisted Courses**” heading.

The screenshot shows the 'Add/Drop' page interface. At the top, there is a 'Term' dropdown set to '2024-2025 - Spring Semester'. Below it, a status bar indicates 'Add Period Open / Drop Period Open' and 'You are currently registered for 7 credits. You are pending registration for 4 credits.' The main section contains search filters: 'Add by Course Code', 'Add by Reference #', and 'Course Search'. The 'Course Search' section includes fields for 'Title' (set to 'Begins With'), 'Course Code' (set to 'Begins With'), 'Term' (set to '2024-2025 - Spring Semester'), 'Department' (set to 'All'), and 'Division' (set to 'Undergraduate Student'). A 'Search' button and a link to 'More Search Options' are also present.

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	HA 100 HA A	Introduction to Healthcare Systems	MWF 8:00 - 8:50 AM	Elizabethtown College Hoover Business Building 112	4.00	Letter Graded	Undergraduate Student
<input type="checkbox"/>	HCA 2650 CE A	SGPS Health Care Management		Elizabethtown College Online Classroom ONLN	3.00	Letter Graded	Undergraduate Student

Waitlisted Courses

Move to Current	Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	<input type="checkbox"/>	AC 101 BU A	Introduction to Accounting	MW 12:30 PM - 1:50	Elizabethtown College Hoover Business Building 213	4.00	Letter Graded	Undergraduate Student

Leave Selected Waitlist(s)

[My Account Info](#)

You can also review your schedule by selecting the left navigation “**Academics**”, “**Student Schedule**”, then “**View Details**”

The screenshot shows the 'Student Schedule' page for a 'Preferred Be Cool Student'. The title is 'Course Schedule for Preferred Be Cool Student'. A yellow highlight is over the 'View Details' link. Below is a table for the '2024-2025 - Spring Semester - UG'.

Course	Title	Meets
AC 101 BU A	Introduction to Accounting	MW -12:30 PM - 1:50
HA 100 HA A	Introduction to Healthcare Systems	MWF -8:00 - 8:50 AM
HCA 2650 CE A	SGPS Health Care Management	-

Waitlisted courses will list as “Waitlisted”. “Current” means you have successfully completed the course registration.

You can print your schedule by clicking on “Printable Schedule”.

Student Schedule - Schedule Details

Course Schedule for Preferred Be Cool Student

Term Data is only available for current or pre-registered courses.

Term: Division:

2024-2025 - Spring Semester - Undergraduate Student

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
<input type="checkbox"/>	AC 101 BU A	Introduction to Accounting	4.00	Waitlisted	G	Faculty, Joe	MW 12:30 PM - 1:50	1/13/2025 - 5/7/2025	ETOWN / H / 213
<input type="checkbox"/>	HA 100 HA A	Introduction to Healthcare Systems	4.00	Current	G	Faculty, Joe	MWF 8:00 - 8:50 AM	1/13/2025 - 5/7/2025	ETOWN / H / 112
<input type="checkbox"/>	HCA 2650 CE A	SGPS Health Care Management	3.00	Current	G	Faculty, Joe		1/13/2025 - 2/14/2025	ETOWN / ONLNE / ONLN

[Printable Schedule](#)

Course DROP(s)

Provided you are looking to drop a course during the published timeline for dropping a course using JayWeb, navigate to the **Add-Drop-Search Courses** page. The “Your Schedule” section has a column for dropping courses currently on your schedule as well as any waitlisted courses, under the “Waitlisted Courses” heading.

To initiate a course drop, under the “**Your Schedule**” section, check the box in the drop column and select “**Drop Course(s)**” to remove a course from your schedule.

To initiate a course drop, under the “**Waitlisted Courses**” section, check the box in the drop and select “**Leave Selected Waitlist(s)**” to drop a course from the waitlist.

Add/Drop

Term:

Add Period Open / Drop Period Open
You are currently registered for **7 credits**. You are pending registration for **4 credits**.

Add by Course Code Add by Reference # **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	HA 100 HA A	Introduction to Healthcare Systems	MWF 8:00 - 8:50 AM	Elizabethtown College Hoover Business Building 112	4.00	Letter Graded	Undergraduate Student
<input checked="" type="checkbox"/>	HCA 2650 CE A	SGPS Health Care Management		Elizabethtown College Online Classroom ONLN	3.00	Letter Graded	Undergraduate Student

Drop Course(s)

Waitlisted Courses

Move to Current	Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	<input checked="" type="checkbox"/>	AC 101 BU A	Introduction to Accounting	MW 12:30 PM - 1:50	Elizabethtown College Hoover Business Building 213	4.00	Letter Graded	Undergraduate Student

Leave Selected Waitlist(s)

[My Account Info](#)

In the above example, we are choosing to drop both HCA and AC courses, however, you may drop a course from your schedule independently of another.

After the published deadline to drop a course using JayWeb passes, students can come to the Office of Registration and Records to request a paper Course Drop form. The form requires your advisor's signature prior to submission. The form availability and submission deadline can be found on the "**Important Dates**" for the active semester.

After the course drop period ends, students may initiate a **course withdrawal** using a form located in the Office of Registration and Records. The form availability and submission deadline can be found on the "**Important Dates**" for the active semester.

Reviewing your Grad Report

What is a Grad Report (aka Degree Audit)?

The Grad Report is an exact replica of all Catalog requirements, declared by the student, for graduation based on the student's enrollment year. It is a student's road map to academic success! The Grad Report (aka Degree Audit) is an internal advising tool; it is not a transcript. Unlike the degree planners, the Grad Report is not static. It is designed to assist students with academic planning, monitoring academic progress, and a mechanism for staying on track to avoid preliminary-graduation surprises. Faculty advisers also have access to the degree audits of their advisees. While the electronic degree audit is usually accurate, at times the complicated nature of a major or other requirement may lead to inaccuracies. In addition, the Grad Report cannot interpret academic policy. Students are responsible for reporting audit discrepancies to Registration and Records. We are happy to work with students and their advising team to insure the most accurate information is reflected on the student's grad report.

The Grad Report is broken into two sections: the summary section and the detail section. The summary section lists all major, minor departmental programming requirements, the Core Program, Signature Learning Experiences, and overall credit minimums required for degree completion. The detail section lists all course requirements within the programs listed in the summary section.

- Grad Reports are available to all currently enrolled degree-seeking students at Elizabethtown College 24/7 in JayWeb.
- Grad Reports are not available to prospective, visiting, or post-graduate students seeking teacher certification only.

Where can I find my Grad Report?

A student can access their Grad Report using their [JayWeb](#) account. In the left navigation pane, select the "Advising" followed by "**Grad Report**". Additionally, you can locate your grad report under the Student Window on the Home Page.

Student

◀ Back

Home

Search Links

↑ Student

- [Add-Drop-Search Courses](#)
- [Blue Print Report](#)
- [Course History](#)
- [Grad Report](#)
- [Grade Report](#)
- [Grade Report By Subterm](#)
- [Incoming Student Placement](#)

Followed by “View All Details”

Requirements Summary

Name	Status
Core and SLE Programs	✗ Not Met
Non-Program Courses	✗ Not Met
Free Electives	✓ Met
Total Credits to Graduate	✗ Not Met

[View All Details](#)

In the next window, scroll to the bottom of the pane and click on “Printable Grad Report” to review the full report. Review this document with your academic advisor during your semi-annual registration advising meeting to be sure courses are populating according to your advisement and degree plans.

Grad Report - Degree Audit Summary

Preferred Be Cool Student

One Alpha Drive
Elizabethtown, PA 17022
917-173-611423
web@etown.edu

Major 1: **Healthcare Administration**

Credits Earned: 81.50
Overall GPA: **2.57**
Last Term GPA: 0.0000
Probation Status:

Advisors
Joe Faculty Undergraduate Student
Chair Occupational Therapy - MS Director - Department Chair Advisor, Undergraduate Student
Dean School of Business - Dean, Undergraduate Student
Najiba Benabess Undergraduate Student
Zachary P Spencer - Admin Asst for Dean, Undergraduate Student

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
Core and SLE Programs	2022	CORE	33.00	54.00	0.00	81.60	2.63	✗ Not Met
Non-Program Courses	2022	ADMN	0.00	0.00	0.00	0.00	0.0000	✗ Not Met
Free Electives	2020	FREE	0.00	31.50	0.00	0.00	0.0000	✓ Met
Total Credits to Graduate	2022	TOTCR	125.00	81.50	0.00	69.60	2.57	✗ Not Met

[Printable Grad Report](#)

The printable version will look like below, with all major, minor, core, and signature learning details.

09/30/2024 09:23:47

Graduation Requirement Audit For Degree Completion

Page 1 of 2

This audit is an internal document to assist students and advisors with tracking degree requirements. It is NOT a transcript and it does NOT get sent to anyone off-campus. Only transcripts are sent, at the written request of the student.

<u>ID Number</u>	<u>Name and Address</u>	<u>Class</u>
3028220	Preferred Student One Alpha Drive Elizabethtown, PA 17022	Junior

<u>Name</u>	<u>Type</u>	<u>Division</u>
Advisor(s): Benabess, Najiba	DEAN	UG
Faculty, Joe	FRADV	UG
School of Business, Dean	DEAN	UG
Spencer, Zachary P	DEANA	UG

REQUIREMENTS SUMMARY SECTION

<u>Aim</u>	<u>Adv Reg</u>	<u>Year</u>	<u>Description</u>	<u>Min Hours Needed</u>	<u>Hours Earned</u>	<u>Hours In Progress</u>	<u>Quality Points</u>	<u>GPA</u>	<u>Status</u>
CORE	CORE2013	2022	Core and SLE Programs	33.00	50.00	0.00			Not Met
FREE	FREEROOT	2020	Free Electives	0.00	31.50	0.00	0.00	0.00	Met
TOTCR	TOTCR125	2022	Total Credits to Graduate	125.00	81.50	0.00	69.60	2.57	Not Met

Why Should I monitor my Grad Report?

The Grad Reports allows students, advisors, and the Office of Registration and Records to monitor:

- **Academic Progress Tracking** – View all completed and in-progress courses and how they apply to a student’s declared major, minor, concentration, as well as the Core Program and Signature Learning Experiences. The Office of Registration and Records utilizes this tool to provide feedback to the student during their Junior (Junior Review) and Senior (Preliminary Graduation Review) years.
- **Department Exceptions** (Substitutions) - If a department has granted you a course waiver or exception/substitution, the Notification of Exception Form MUST be submitted to the Office of Registration and Records. *Notification failures could unintentionally delay a student’s graduation.*
- **Preparation and Planning** – The grad report should be reviewed during the academic advising meeting required by all students when preparing for Registration each semester. If the student and/or their advisor believes the grad report is not accurately reflecting the successful completion of a course or program requirement, the student and/or the advisor should notify Registration and Records through e-mail (regandrec@etown.edu) or by using the Notification of Exception Form.
- **Academic Policy** - The Grad Report CANNOT interpret academic policy. Students need to be familiar with all catalog policies governing graduation such as: residency; uniqueness in programming for majors, minors, second majors and minors; minimum GPA requirements; and the minimum overall credits required for degree completion. All policies relating to graduation are outlined in the Academic Policies section of the Online Catalog.

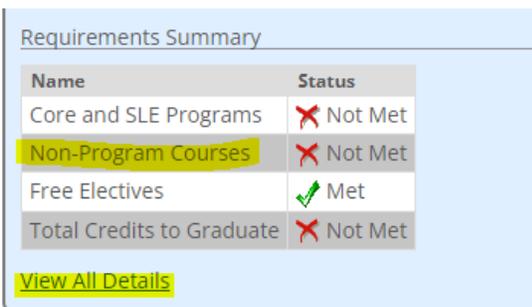
- **Graduation** – The Grad Report, aka Degree Audit, is an advising tool that allows students, their advising team, and the Registration and Records Office monitor their academic progress towards degree completion. ***A discrepancy in the degree audit does not change the actual requirements for graduation; in particular, unfulfilled requirements are not waived because of degree audit discrepancies.*** The responsibility for understanding and meeting degree requirements rests entirely with the student.

What are “Non-Program Courses”?

The U.S. Department of Education introduced the 150% Direct Subsidized Loan Limits for first-time borrowers. These new regulations limit a first-time borrower’s eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower’s education program (“the 150% limit”). Under certain conditions, the provision may cause a first-time borrower who has exceeded the 150% limit to lose interest subsidy on their existing Direct Subsidized Loans. You can review the U.S. Department of Education's on their Federal Student Aid website [Moving Ahead for Progress in the 21st Century Act \(MAP-21\)\(Public Law 112-141\)](#).

In compliance with the regulation, every student Degree Audit will include a group requirement titled "Non-Program Courses" to capture course (s) taken by the student that does not satisfy a program (major, minor, concentration, certificate), core, or as a free elective taken to satisfy the 125-credit minimum required for degree completion.

This is NOT a graduation requirement. The Non-Program Course group is used for reporting purposes ONLY and it may be ignored by students and their academic advising team. Any student impacted by this regulation will be contacted by our Financial Aid Office.



Name	Status
Core and SLE Programs	✗ Not Met
Non-Program Courses	✗ Not Met
Free Electives	✓ Met
Total Credits to Graduate	✗ Not Met

[View All Details](#)

Who should I contact with questions about my Grad Report?

Questions should be directed to the department governing the major/minor program. If they are unable to address the students concerns, all students are invited to contact to the Office of Registration and Records (regandrec@etown.edu) for assistance.