

# JayWeb Users Guide for Students

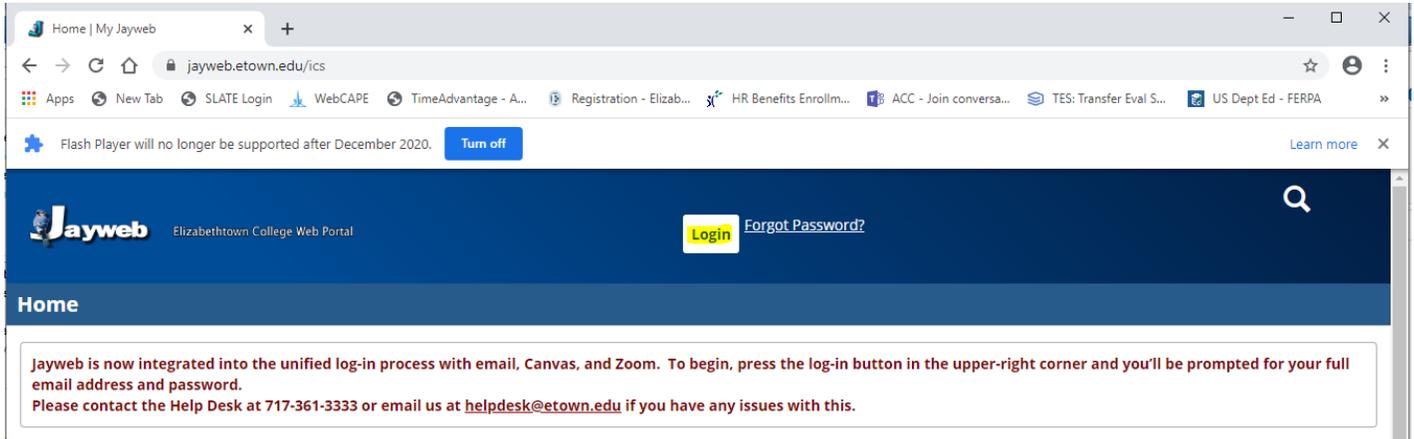


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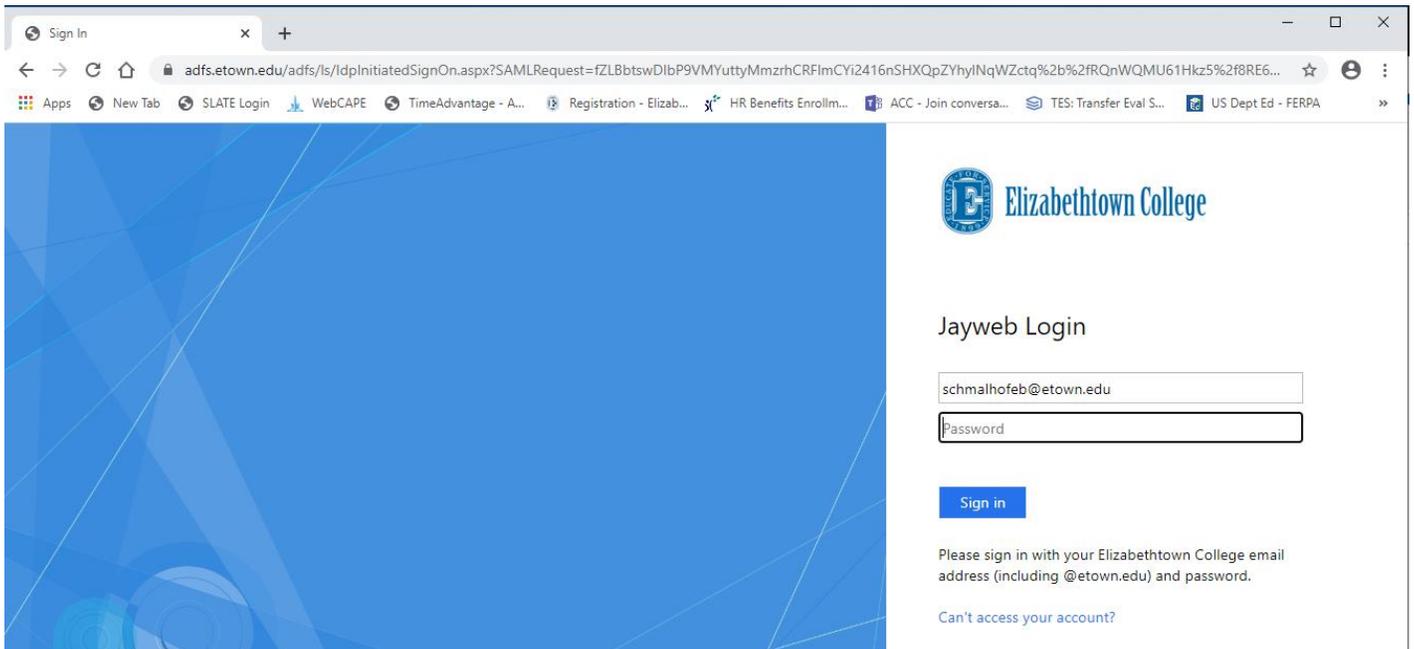
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## Logging into JayWeb

You can enter the full web address - <https://jayweb.etown.edu> or when you are on campus just type **Jayweb** in your web browser. JayWeb is now integrated into the unified log-in process with email, Canvas, and Zoom. To begin, click on the Login Button to be prompted for your full email address and password.

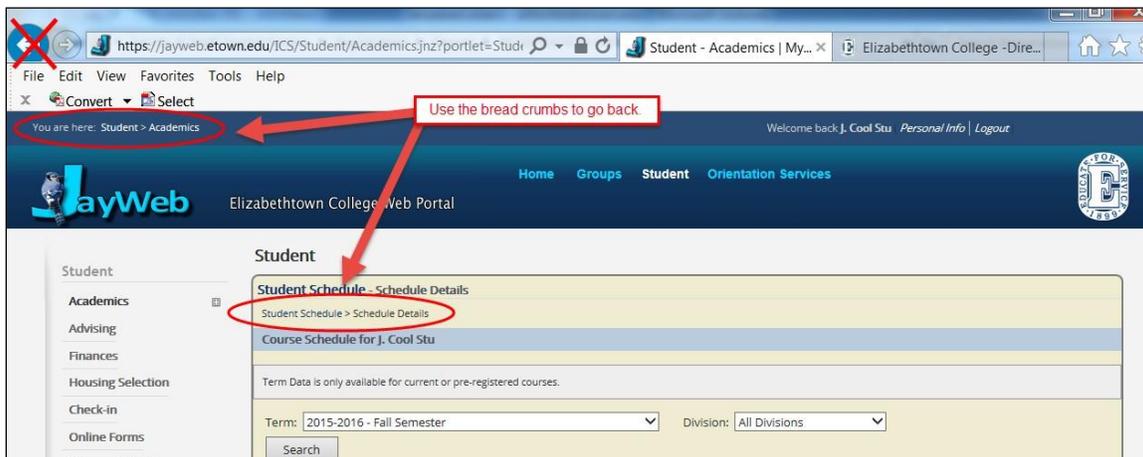


When the login page appears enter your user name and your password (same as your Etown email account including the @etown.edu). If you do not know your email information contact our ITS Help Desk at 717-361-3333.



## Navigating Jay Web - Use Bread Crumbs instead of Back Button

To protect you and your information the Back button in your browser will not always work when you are in JayWeb so it is recommended that you use the 'bread crumb' feature to return to a previous screen. The bread crumb trail is located next to the 'You are here' and below other headings on the page.



## Preparing yourself for Registration

Be sure you meet with your advisor during the Advising Period. Failure to do so will prevent you from accessing the registration pages.

Be sure you don't have any **holds** on your account. If you have a hold on your account you will not be able to register for next semester or drop/add courses for the current semester. The Welcome screen of JayWeb will indicate if you have a hold with an '!' followed by the type of hold. If you have a hold, contact that office with questions and to resolve the hold.

Holds			
Hold	Type	Begin Date	Expiration
RR - Registration and Records	Registration hold	3/2/2017	N/A

*Holds are also noted when you click on the Student tab.*

Research your class options/choices by accessing the **Course Listing Options** (directions immediately below). Remember to have back up courses in case classes are full. During registration you are able to register by **Reference #**, this is a good time to record that information and have it available at your fingertips.

## Registration Notes

- You must be enrolled in at least 12 credits to be full-time. Enrollment in less than 12 credits affects Financial Aid, Billing, Residence Life, and eligibility to play collegiate sports.
- The deadline to add courses is 4:30 pm of the 5<sup>th</sup> day of the semester.

- You may register in up to 18 credits through JayWeb. If you want to take more than 18 credits you must complete the Overload Petition form which is available in the Registration & Records Office or on their website under Forms and Email Requests.
- If you are a senior or rising senior (72 or more credits) you will not be able to register in core classes until after all students have registered unless the course is needed to fulfill a major, minor or core requirement. If the course is for a major, minor or core complete the Verification of Need to Enroll in Core form which is available in the Registration & Records Office or on their website under Forms and Email Requests. It can also be found in JayWeb under 'Online Forms'.
- Syllabi from past courses are available from the 'Library-Syllabi' link on the lower left menu bar.
- Many of the forms which are available in the Registration & Records office are also available on JayWeb by clicking the 'Online Forms' link on the left menu bar.

## Accessing Course Listing Options by Semester

The Course Listing by Semester is available at <http://www.etown.edu/Registration.aspx> (see below). It will allow you to see if there is space available in a course. You can search and filter for specific courses or criteria. Use the drop-down menus for choices. This is especially useful once registration opens. There is also a link to this report in JayWeb. It's located at the bottom of the left menu bar.

Home / Offices / Registration and Records

### In this Section

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- COVID-19 Policy Updates
- FAQs
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- Core and Signature Learning
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- DUAL Enrollment Programs ▾
- FERPA Privacy Act

## Registration and Records

### [About Registration and Records](#)

**Spring 2020 Grading and Relaxed Withdrawal Deadline**

The office is closed for many holidays throughout the academic year. Please refer to the [Academic Calendar](#) for specific dates and times. On occasion, the office will close temporarily for campus meetings and events. If you are coming from a distance, we recommend that you call ahead of time (717.361.1409) to ensure that we will be on hand to assist you.

### Hours of Operation

**Traditional Hours of Operation**  
Monday Friday, 8 a.m. to 4:30 p.m.

**Summer Hours of Operation**  
Monday - Thursday, 8 a.m. - 4:30 p.m.  
Friday, 8 a.m. - 2:00 p.m.

### Staff Members

### Contact Information

**Email:** [RegandRec@etown.edu](mailto:RegandRec@etown.edu)

**Fax:** 717.361.1427

**Phone:** 717.361.1409

**Mail:**  
Registration and Records  
Elizabethtown College  
One Alpha Drive  
Elizabethtown, PA 17022

## How to Register for Courses

When you click on the Student tab (top of your webpage) a new page will appear. Click on the **Add/Drop Courses** link. The default semester will appear in the term box. If you want to register for a different semester, change the term using the drop-down menu. You have the option to add courses using the **Reference #** or by using the **Course Search**.

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

Add/Drop > Course Search > Add/Drop Courses

**Add/Drop**

**Term:** 2016-2017 - Summer Session

Add Period Open / Drop Period Open

Add by Reference #  **Course Search**

Title: Begins With [ ]

Course Code: Begins With [ ]

Term: 2016-2017 - Summer Session

Department: All

Division: All

[My Account Info](#)

## Registering via Add by Reference Number

You can enroll in all of your courses at once by entering the reference number for each course in the **Add by Reference #** section. You can access the Reference # at this link <http://www.etown.edu/offices/registration-records/courselistings.aspx>. After entering the numbers, click the **Add Course(s)** button.

**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	Reference Number
1. 18181	2. 17899
3. 17917	4. 17962
5. [ ]	6. [ ]

*Note: You will not be able to use this feature if you have a hold on your account.*

## Registering via Course Search

You can search from this initial page or click the **'More Search Options'** link for additional selection criteria. When choosing a year and term from the drop down menu **always choose the fall and spring semesters without subterms**. When looking for summer courses choose either the **Summer Subterm1** or the **May Subterm**. All of the other options are only offered to our SCPS (School of Continuing & Professional Studies) students.

This screenshot shows the initial 'Course Search' interface. It features a header with 'Add by Reference #' and 'Course Search'. Below this are several search criteria fields: 'Title: Begins With', 'Course Code: Begins With', 'Term: 2016-2017 - Summer Session - Summer Subterm1', 'Department: All', and 'Division: Undergraduate Student'. At the bottom, there are two buttons: 'Search' and 'More Search Options', with the latter button highlighted by a red rectangular border.

This screenshot shows the 'Add-Drop-Search Courses - Course Search' interface. It includes a breadcrumb trail 'Add/Drop > Course Search' and a 'Course Search' section. The search criteria are more extensive, including: 'Term: 2016-2017 - Summer Session - Summer Subterm1', 'Department: All', 'Course Number Range' (with 'to' and dropdown arrows), 'Title: Begins With', 'Course Code: Begins With', 'Division: Undergraduate Student', and 'Reference #'. There is also a 'Time' field with 'To:' and dropdown arrows. A section for meeting days includes a radio button for 'Meets on any day(s)' (which is selected) and a section for 'Meets only on the selected days' with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Other fields include 'Faculty: All', 'Campus: All', 'Building: All', 'Section Status: Open or Full', and 'Min/Max Hours' (with 'to' and dropdown arrows). At the bottom, there are 'Search' and 'Reset' buttons.

In the example below we searched for Business Administration courses. Assuming you don't have any holds and registration is open, an **Add Check Box** will appear for courses which you are able to add. Check the course you want then click the **Add Courses** button at the bottom of the page.

**Add-Drop-Search Courses - Results**

Add/Drop > Course Search > Results

**Search Results**

Search Again Term: 2015-2016 - Fall Semester Division: All Search Other previously selected search criteria still apply.

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		BA 101 BU A	Business and Society	Williams, Sylvester E IV	1/35	Open	MWF 8:00 AM-9:20 AM; Elizabethtown College, Hoover Business Building, 213 - Smart Tiered Classroom	4.00	8/24/2015	12/11/2015
<b>RBI (Register By Instructor) Course</b>										
<input checked="" type="checkbox"/>		BA 1550 CE L1	SCPS Managerial Communication	Gross, Robert L	12/18	Open	T 6:00 PM-10:00 PM; SCPS Lancaster Center, To Be Determined - Lancaster, SCPS Off-Campus Classroom Lanc	3.00	8/10/2015	9/12/2015
<b>Cannot Add SCPS Courses</b>										
<input checked="" type="checkbox"/>		BA 1550 CE O2	SCPS Managerial Communication	Beck, Linda Brain	6/18	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/21/2015	10/24/2015
<input checked="" type="checkbox"/>		BA 1550 CE U3	SCPS Managerial Communication	Gross, Robert L	13/18	Open	M 6:00 PM-10:00 PM; Dixon University Center Harrisburg, To Be Determined-Dixon Univ, SCPS Off-Campus Classroom	3.00	10/26/2015	12/5/2015
<b>Click on Course Code for more information.</b>										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA 215 BU A	Principles of Marketing	Greenberg, Bryan	1/35	Open	TH 10:00 AM-11:40 AM; Elizabethtown College, Hoover Business Building, 211 - Smart Classroom	4.00	8/24/2015	12/11/2015
<b>Add Check Box</b>										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA 215 BU B	Principles of Marketing	Greenberg, Bryan	4/35	Open	TH 12:00 PM-1:40 PM; Elizabethtown College, Hoover Business Building, 211 - Smart Classroom	4.00	8/24/2015	12/11/2015

**\*\*\* IMPORTANT \*\*\***

- Classes offered through our SCPS division or RBI (Register by Instructor) classes will not have the Add check box.** Most of the SCPS courses include SCPS in the course title (name column). RBI information can be found under the Note: section or Course Description section on Course Details which can be viewed by clicking on the Course Code. Please contact the instructor or department assistant to register in RBI courses.
- Seniors and Rising Seniors (students with 72 or more credits) will not get an Add check box next to any core class until after all underclassmen have had a chance to register.** Seniors/Rising Seniors need to submit the **Core Verification form** if the core course is needed to fulfill a major, minor or core requirement. The form is available under the 'Online Forms' menu in JayWeb.

## Viewing Course Details

To get more information about a course, such as the days and times, description, the reference number, prerequisites, notes and waitlist information – click on the Course Code link (noted above).

**Add-Drop-Search Courses - Course Details**

Add/Drop > Course Search > Results > Course Details

**Course Details**

**Business and Society (BA 101 BU A)** ← Back

Instructor(s): Williams IV, Sylvester E  

2015-2016 - Fall Semester, Undergraduate Student	4.00 Credit(s)
Dept: BA	Clock Hours: 0.00
Status: Open (1 out of 35 seats)	Reference Number: 28272

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

**Note:** RBI

**Course Schedules**

Day & Time	Date(s)	Location
MWF 8:00 AM-9:20 AM	8/24/2015 - 12/11/2015	Elizabethtown College, Hoover Business Building, 213

**Course Description**

4.00 credits. Managers function within an environment and their actions influence a number of stakeholders who in turn influence managerial decision making. Environmental awareness is increased by describing and analyzing seven sub-environments: stakeholder, economic, political, social, ethical, competitive and ecological. The course provides a context for other courses in the program and acquaints students with the dynamics of managing in the business, public and nonprofit sectors of the U.S. economy. Register by Instructor.

[» Etown Bookstore](#)

All courses in the Department, Undergraduate Student Division

**Cross-listed Courses**

Course	Type	Title	Capacity	Enrollment	Waitlisted
BA 101 BU A	Parent	Business and Society	35	34	0
<b>Totals:</b>			<b>35</b>	<b>34</b>	<b>0</b>

## Identifying Course Requisites (Prerequisites, Corequisites & Prohibited)

On the Course Details page there may be a link to the Course Requisites. Any course with prerequisites will indicate the requirements here. Typically, a prerequisite is another course which must be taken first. It can also be a non-course prerequisite such as a placement score, majors only, acceptance into the program, etc.

A course could also require a corequisite, used to be sure that students register in all the course requirements. For example, some science courses require a lab in addition to the lecture. Another example is Education majors who must register in a set of courses as part of their junior block.

Add-Drop-Search Courses - Course Requisites			
Add/Drop > Course Search > Results > Course Details > Course Requisites			
Requisites for:	ED 345 ED A	Methods for Teaching Reading and	2015-2016 - Fall Semester Undergraduate Student
Conditions	Group	Requisite Type	Requisite
And	1	Prerequisite - Course	ED250 - Lang & Lit Dev in EC
And	1	Prerequisite - Course	ED258 - Ed Assessment & Eval
And	1	Prerequisite - Non-Course	Must have Formal Acceptance by Education Dept.
-			
And	1	Corequisite - Course	ED325 - Methods Sci & Hlth in EC
And	1	Corequisite - Course	ED335 - Mthd Teach MA in EC
And	1	Corequisite - Course	ED365 - Mthds Teach SS in EC

When you register for a course that has a corequisite, a new screen will appear indicating that the corequisite for this course has not been met. If you want the course you will need to add the corequisite by clicking the **'Add Co-requisite Course(s)'**. If you do not want to add the course, click the **'Do Not Add'** button.

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

Add/Drop > Course Search > Results > Add/Drop Courses

**Add/Drop**

Term: 2015-2016 - Fall Semester

Add Period Open / Drop Period Open

You are currently registered for **2 credits**.

**✗ 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).

BIO 111 BI A	
Course Info:	MWF 9:30 AM-10:20 AM
Error:	<b>BIO 111 BI A - A corequisite for this course has not been met</b>
Resolution:	This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.

When you click the Add Co-requisite Course(s) button a new screen will appear allowing you to choose the corequisite course. To find out what days and times the different corequisite courses meet, click on the plus sign.

Once you have chosen a course put a check in the corresponding **Add** check box and then click the **Add Corequisite Course(s)** button.

**Add-Drop-Search Courses - Add Corequisite Course(s)**

Add/Drop > Course Search > Results > Add/Drop Courses > Add Corequisite Course(s)

**Course:** BIO 111 BI A Molecules, Cells, & Animal Systems    **Credits:** 4.00    **Term:** 2015-2016 - Fall Semester    **Division:** Undergraduate Student

BIO 111 BI A is a course with a Corequisite. To register for BIO 111 BI A, you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Corequisite Courses		
Add		Corequisite
<input type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI A
<input type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI B
<input type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI C
<input type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI D
<input type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI E
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI F
<input type="checkbox"/>	<input type="checkbox"/>	BIO 111 L BI G

Type	Course	Title	Credits	Campus	Faculty	Meets	Dates
Course	BIO 111 L BI G	Molecules, Cells, & Animal Syst Lab 0			Bowne, David RT		8/24/2015 - 12:30 PM-3:20 PM 12/11/2015

### Course Requisites - Prohibited

Students may be prohibited from taking a course. In the example below, a student who successfully completed EN100-Writing & Lang (or any previous version of EN100) would not be permitted to enroll in EN150-Advanced Writing & Lang since the course material overlaps (see group 1, 2, 3 & 6 in the example below). The student would also be prevented from enrolling in EN150 if his English placement was EN100. We use a non-course prohibit to mark this (see group 7). You may question why EN150 & EN150C (group 4 & 5) are listed as prohibited courses. These are older versions of the same course. If a student returns after being gone for several years we want to make sure that he doesn't register in a course that he had previously taken when the course used a different ARC (advising requirement code).

**Add-Drop-Search Courses - Course Requisites**

Add/Drop > Course Search > Results > Course Details > Course Requisites

**Requisites for:** EN 150 1PLE C A    PLE Advanced Writing and    2015-2016 - Fall Semester    Undergraduate Student

Conditions	Group	Requisite Type	Requisite
	1	Prohibited - Course	EN100 - Hnrs Wrtg & Lang
Or			
	2	Prohibited - Course	EN100C - Wrtg and Lang
Or			
	3	Prohibited - Course	EN100PL - Writing & Lang 03 Core
Or			
	4	Prohibited - Course	EN150 - HnrsAdvWrtg&Lng
Or			
	5	Prohibited - Course	EN150C - Adv Wrtg & Lang
Or			
	6	Prohibited - Course	HEN100 - Hnrs Wrtg & Language
Or			
	7	Prohibited - Non-Course	Eligible for EN100

## Waitlist for a Class

The following error message will appear when you try to register for a course which is full:

Student

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop > Add/Drop Courses > Results > Add/Drop Courses

Add/Drop

Term: 2015-2016 - Fall Semester

Add Period Open / Drop Period Open

You are currently registered for 4 credits. You are pending registration for 1 credits.

Messages

**PE 100 PWB A - Successfully added with warnings: This course is full or students are already waitlisted**

You will receive the following warning when you are waitlisted and the course will be listed separate from your enrolled courses.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	HI 170 HI A	Introduction to Digital Humanities	T 9:30 - 10:45 AM	Elizabethtown College Thompson Gymnasium 105	2.00	Letter Graded	Undergraduate Student
<input type="checkbox"/>	PE 112 PE A	Wellness and College Student	TH 2:00 PM - 2:50	Elizabethtown College Thompson Gymnasium 105	2.00	Letter Graded	Undergraduate Student

Drop Selected Courses

Waitlisted Courses

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	PE 100 PWB A	Pilates and Yoga	MW 8:30 PM - 9:20	Elizabethtown College Royer Residence Hall B5MT	1.00	Pass/Fail Pass	Undergraduate Student

Leave Selected Waitlists

Click on the Course Code to bring up the Course Details. Here you can find out if you are first on the waitlist or if there are others waitlisted.

When a course is full you have the option to waitlist for it. If someone drops the class and you are the first person on the waitlist, the Registration & Records office will enroll you in it and notify you via email that you are now registered for the class. Each course is stamped with the date & time it is registered in JayWeb. Students on the waiting list for a course are in order from earliest to latest, so the first on the waitlist will be the first off.

If you are on a waiting list and then drop that waitlisted course, this action tells the Registration & Records Office that you are willing to forfeit your place in line for that course. If you add yourself to the waiting list again, you will now be at the end of the line instead of your earlier position.

**NOTE:** Wait listing for a course does not guarantee enrollment in that course. You would be notified via email if you get off the waitlist and enrolled in the course. You must get into the waitlisted course by the 5<sup>th</sup> day of the semester; otherwise, it will be dropped from your schedule.

## Swapping Courses

JayWeb will not allow you to add a course that meets at the same time as another course or one that overlaps in time. If you try, JayWeb will give you the option to 'Swap' courses. (See error message below.) If you click the **Swap** button, JayWeb will first make sure that the second course you are trying to add is open and available to you. If so, it will drop the first course and then add the second course. If you do not want JayWeb to swap the courses, click the **Do Not Add** button.

You will also be prevented from registering in more than one section of the same course. You will have the option to swap one section for the other. The advantage of using the swap feature is that the system will not drop the first section if the other course is full or unavailable.

**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).

PE 165 PWB A	
Course Info:	TH 9:30 AM-10:20 AM
Error:	<b>PE 165 PWB A - Time Conflict with HI 170 HI A</b>
Affected Course:	HI 170 HI A Introduction to Digital Humanities
Resolution:	Add: PE 165 PWB A Drop: HI 170 HI A Introduction to Digital Humanities <i>If you'd like to add this course and drop the course(s) with a schedule conflict, click the "Swap" button (No courses will be dropped if this course cannot be added successfully). Otherwise, click the "Do Not Add" button.</i>

## Dropping a Course

Click on Add Drop/Search Courses under Academics. Your schedule will be listed near the bottom. Click the **Drop** check box next to the course you wish to drop then click the **Drop Selected Courses** button.

Your Schedule (Registered)									
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division		
<input type="checkbox"/>	HI 101 9HUM C A	HUM United States History to 1877	TH 12:30 PM - 1:45	Elizabethtown College Nicarry Hall 228	4.00	Letter Graded	Undergraduate Student		
<input checked="" type="checkbox"/>	HI 170 HI A	Introduction to Digital Humanities	T 9:30 - 10:45 AM	Elizabethtown College Thompson Gymnasium 105	2.00	Letter Graded	Undergraduate Student		

**NOTE:** You will not be able to drop courses if you have a hold. You are permitted to drop courses using JayWeb from the time registration opens through 4:30 pm of the 5<sup>th</sup> day of the semester. After the 5<sup>th</sup> day and through the 4<sup>th</sup> week of the semester, you must complete the drop form which is available in the Registration & Records Office. Also, first-year students are not permitted to drop the FYS100 course via JayWeb. Instead you must contact the instructor.

## Viewing and Printing your Class Schedule

Your schedule is under the **Academics** section. Click on the plus to see all options then choose the **Student Schedule** link. If you want to see a schedule from a previous semester, change the term. A printable version is available at the bottom of the screen. NOTE: You will not be able to drop or add courses from this screen.

**SELECT the "Printable Schedule" to view your remote status for the semester**

Course	Course Title	Professor	Days	Time	Bldg / Room	Date	Status	Hours	COV-19 Online
HEN180A	HNR CE Introduction to Creative	Dr. Suzanne E Webster Roberts	WF	12:30 PM -- 01:50 PM	LC PERF	09/23/2020 -- 12/11/2020	Current	4.00	Y
			WF	12:30 PM -- 01:50 PM	N 201	08/24/2020 -- 09/22/2020			Y
<b>Total Credits:</b>								<b>4.00</b>	

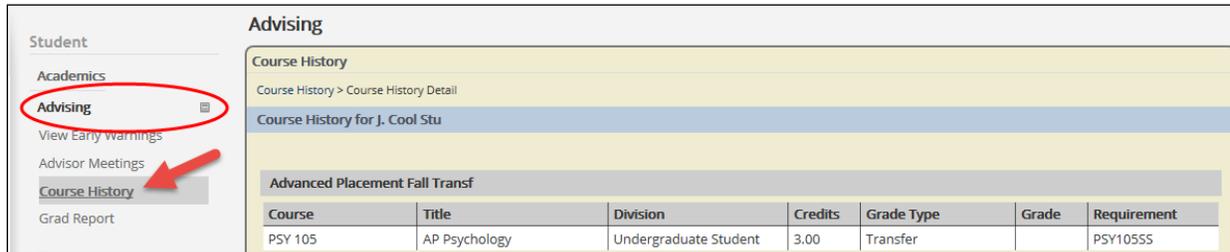
## Viewing and Printing your Grade Report and/or Unofficial Transcript

Your grade report and unofficial transcript are available on JayWeb. A link to both is available under Academics in the Student tab. Click on the Printer Friendly version with the PDF icon at the bottom of the page to print. Because you can access your grades through JayWeb Elizabethtown does NOT mail grade reports home.

Course	Title	Final Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA	
MA 251 8MA C A	MA Probability and Statistics	B	-	4.00	4.00	4.00	12.00		
SP 111 2PLO C A	PLD Elementary Spanish I	C	-	4.00	4.00	4.00	8.00		
<b>Term Totals:</b>					<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>20.00</b>	<b>2.50</b>
<b>Career:</b>					<b>45.00</b>	<b>45.00</b>	<b>27.00</b>	<b>70.80</b>	<b>2.62</b>

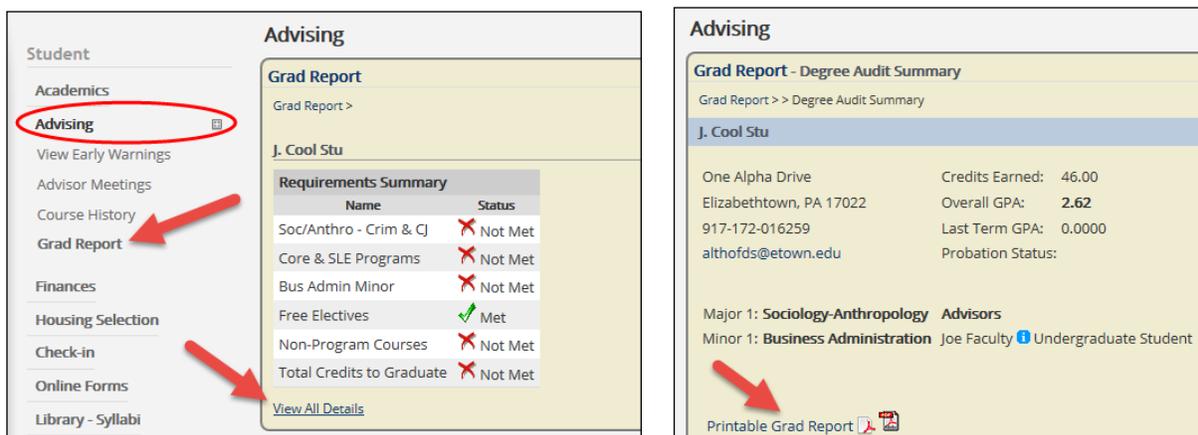
## My Course History

A link to your **Course History** is available under the Advising heading on the Student tab. If you received credit for transfer courses or high school AP exams, you can find that information here including your Elizabethtown coursework.



## Accessing and Understanding your Grad Report

The Grad Report is a detailed list of all of your requirements for your major(s), minor(s), and core. The **Grad Report** link is located under the Advising heading on the Student tab. If you click the **View All Details** link a new page will appear which lists additional information. Click the **Printable Grad Report** link to view the full report.



The printable grad report shows:

- Your advisor assignment/names
- Class Assignment
- A summary section (totals for major/minor, Core & SLE, Free Electives and Total Credits and GPA's)
- The Total Credits to Graduate indicates the minimum number of credits required to graduate.
- If you have declared a major and/or minor, the requirements for each will be listed. If you are a first-year student your major/minor requirements will not be listed until you officially declare your major at the beginning of your second semester.
- It also includes the Core & SLE Programs requirement, which contains the general core classes required for graduation.
- The Free Electives requirement will house courses that do not meet a major, minor or core requirement.

<u>Name</u>	<u>Type</u>	<u>Division</u>
Advisor(s): Data Analytics, Advisor	OTHER	UG
Faculty, Joe	MJADV	GR
Faculty, Joe	MJADV	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>
MAJOR	ACMAJ	2013	Accounting Major	62.00	4.00	0.00	12.00	3.00	Not Met
MINOR	BAMIN	2014	Bus Admin Minor	20.00		0.00	0.00	0.00	Not Met
MAJ2	SOCMAJ	2013	Soc/Anthro - Sociology	40.00	8.00	0.00	14.80	1.85	Not Met
CORE	CORE2013	2013	Core & SLE Programs	33.00	38.00	0.00			Not Met
FREE	FREEROOT	2013	Free Electives	0.00	8.50	0.00	0.00	0.00	Met
TOTCR	TOTCR125	2013	Total Credits to Graduate	125.00	46.50	0.00	69.60	2.57	Not Met

If you have any questions, contact Beverly Schmalhofer at 717-361-1422 or [schmalhofeb@etown.edu](mailto:schmalhofeb@etown.edu).

## 'Finances' Option

Clicking on the Finances menu will allow you to find information related to your Business Office account (monthly statement, 1098-T form, Meal Plans including JayBucks and information related directly to Financial Aid). If you have any questions regarding this information please feel free to reach out to them: Business Office 717-361-1417 and Financial Aid 717-361-1404.

## Online Forms Link

Registration and Records offers several forms for you on JayWeb for easy access. Some forms can be submitted directly to our office for processing and others must be printed and brought to Registration and Records for processing. All forms are available for pickup during normal business hours (8:00 am to 4:30pm). Others are available on our website at <https://www.etown.edu/registration/forms>

## Personal Identifiable Information Update

If a student needs to update our office about a legal home permanent or local address information, they will need to submit the [Address Change Form](#) to our office for processing.

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. Students must submit the approved forms of identification along with the [Personal Identifiable Information form](#) to our office for processing.

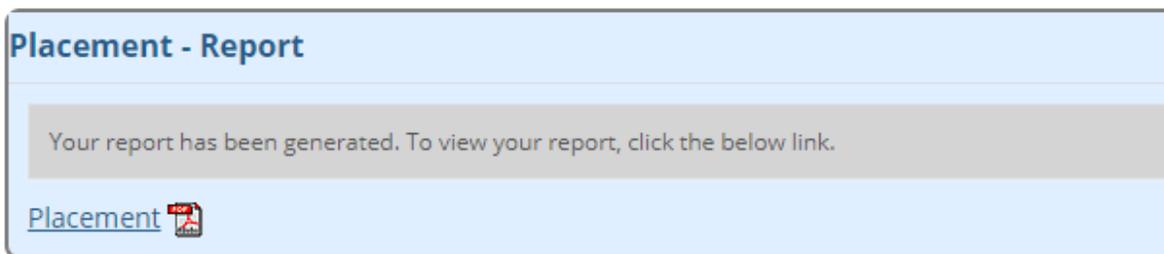
## Student Placement Information

The College summarizes your placement information at the point of entry as a degree-seeking student. Some information is submitted as part of the application process (i.e. SAT, ACT, IB scores). During Orientation preparations, students complete a set of questionnaires to assist the Orientation Scheduling Team in the creation of your schedule. Students are encouraged to complete the Modern Language Placement examination as part of this process, if not, placement is determined through recommendations by the Modern Languages Department. Lastly, departments like math, engineering, and sciences look to grades earned in high school to make appropriate scheduling recommendations to the Orientation Scheduling team. Any questions pertaining to the latter recommendations should be discussed with your academic advisor or the department governing the course discipline.

To locate your placement information, select the "Advising" navigation then scroll down the page to 'Placement Information'.

A placement report is generated, to open click on the 'Placement' PDF file.

## Advising



The screenshot shows a notification box with a light blue header and a light blue body. The header contains the text "Placement - Report" in bold. The body contains a grey message box with the text "Your report has been generated. To view your report, click the below link." Below the message box is a blue button with the text "Placement" and a PDF icon.

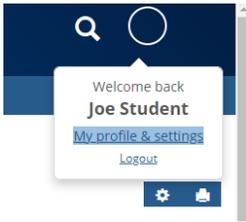
## How to Submit a Campus Name Request

A student obtaining a legal name change or gender marker change should communicate directly with the Registration and Records Office. A student will be required to submit a Personal Identifiable Name Change form along with supporting legal documentation.

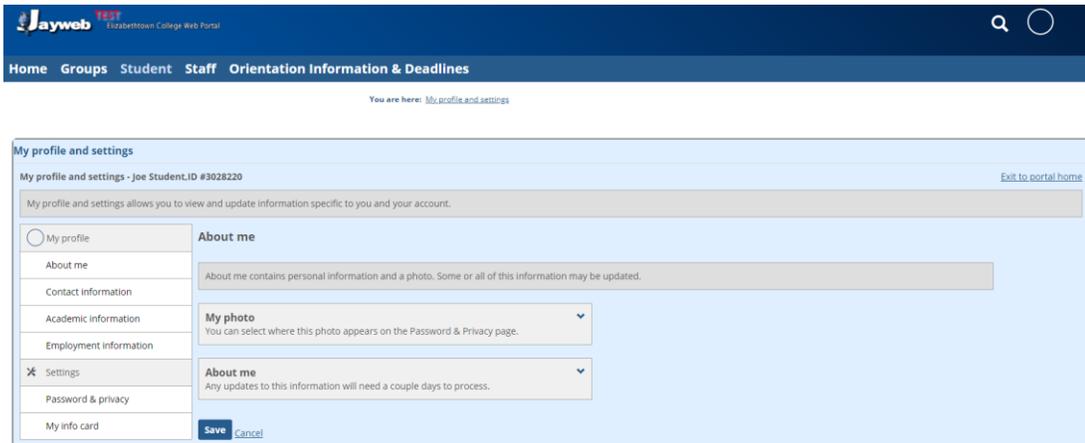
Students may select a Campus Name. A Campus Name is a name by which a student will be known to faculty, staff, and students on-campus ONLY. Any communication for federal reporting, billing, or other communication with non-campus individuals or organizations will utilize legal name.

For more information on Campus Name Protocols, please contact the Office of Diversity, Equity, & Belonging located in the BSC, room 247.

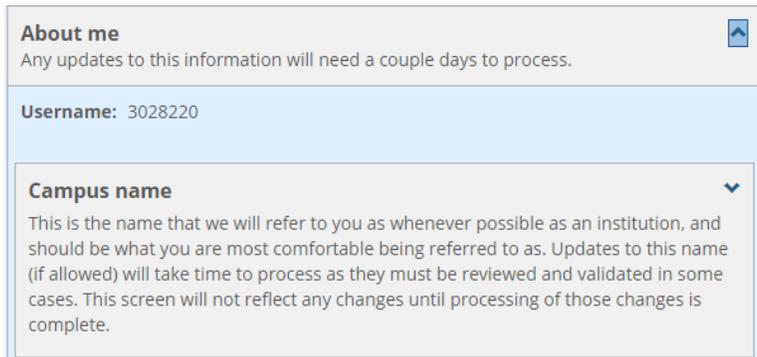
In JayWeb, in the upper right corner, click on the student identifier icon. Use the drop down to select “My Profile & Settings”



When the My Profile and Settings window opens, select “About me”



The window will expand to include options for updating several entities via JayWeb. Use the carrot to expand the Campus Name window.



**About me** 

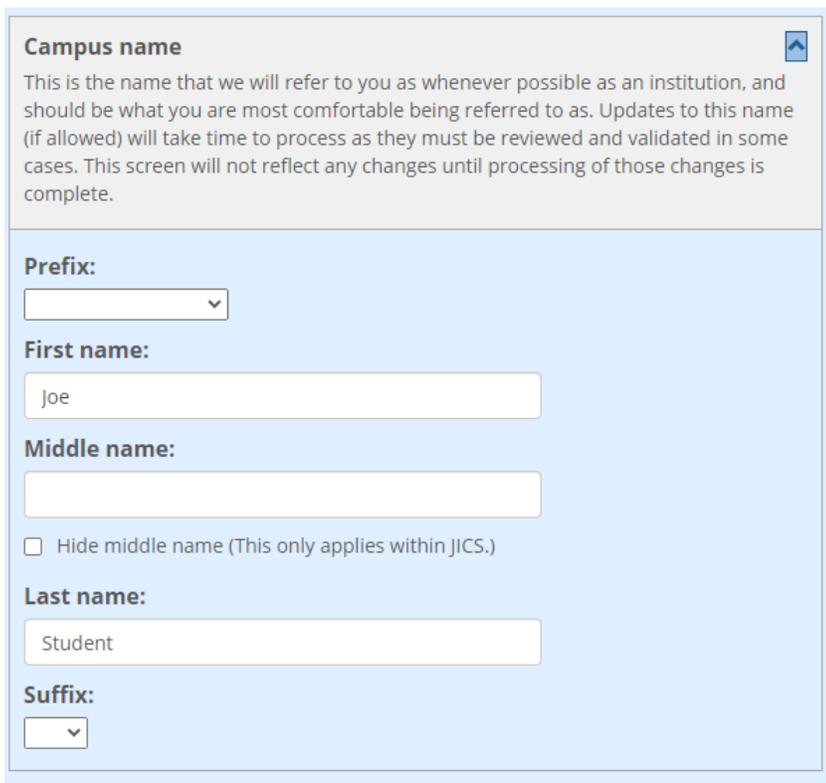
Any updates to this information will need a couple days to process.

**Username:** 3028220

**Campus name** 

This is the name that we will refer to you as whenever possible as an institution, and should be what you are most comfortable being referred to as. Updates to this name (if allowed) will take time to process as they must be reviewed and validated in some cases. This screen will not reflect any changes until processing of those changes is complete.

Please be advised, the Campus Name will only result in an individuals first name. Students are prohibited from changing their last name.



**Campus name** 

This is the name that we will refer to you as whenever possible as an institution, and should be what you are most comfortable being referred to as. Updates to this name (if allowed) will take time to process as they must be reviewed and validated in some cases. This screen will not reflect any changes until processing of those changes is complete.

**Prefix:**

**First name:**

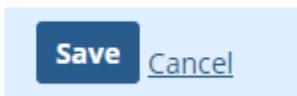
**Middle name:**

Hide middle name (This only applies within JICS.)

**Last name:**

**Suffix:**

After updating your Campus First Name, choose SAVE.



**Save** [Cancel](#)

A notification email will be sent to Registration and Records for review. A notification email will be sent once the change request has been processed. The change will appear immediately in JayWeb after confirmation of completion.