

JayWeb Users Guide for High School and Visiting Students

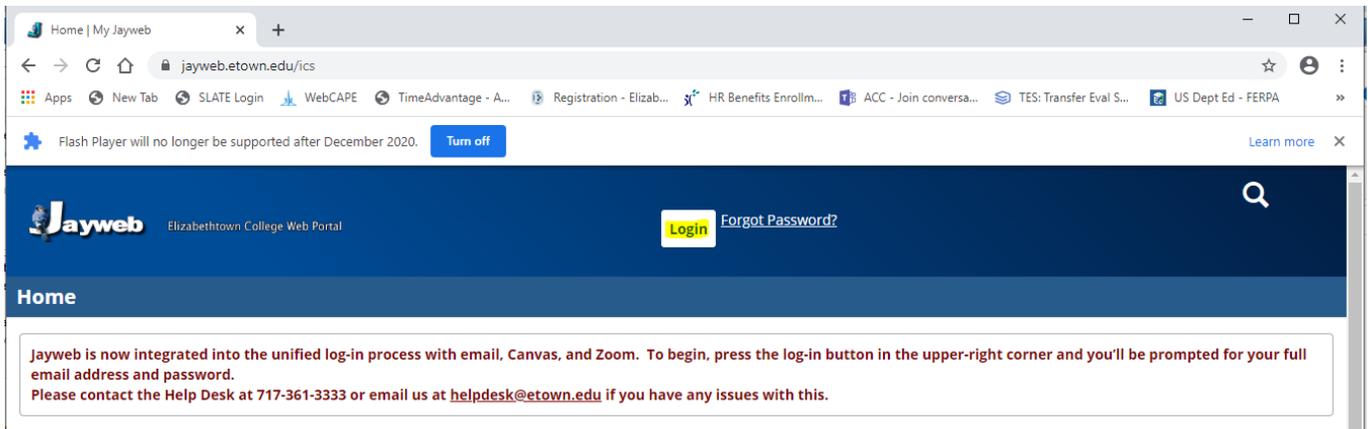


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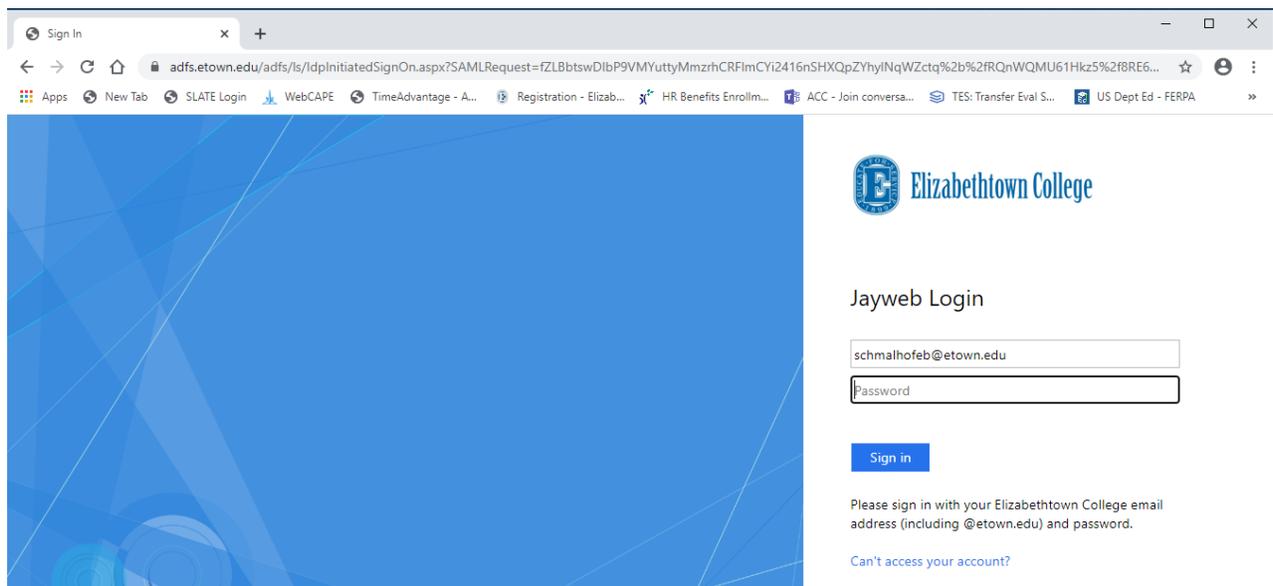
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Logging into JayWeb

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 JayWeb.

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. In the left navigation, under the "Visiting Student" heading you will find the various resources to assist you this semester.

Academics

The **Academics** navigation provides you with the ability to view your Final Grade Report; print a copy of your unofficial transcript, and a copy of your schedule. For information on building and room code explanations, please visit the Office of Registration and Records webpage dedicated to [Building and Room Guidelines](#) key.

You are here: [Visiting Students](#) > [Academics](#)

Visiting Student

- Academics
- Finances
- Syllabi
- Online Forms

Quick Links

- Access Starfish
- Canvas Support
- Catalog
- College Store
- Course Catalog
- Course Listings
- Etown Mail
- ITS Help Desk
- Schedule Generator
- Canvas Login
- High Library

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)
[View Midterm Grade Report](#)

Unofficial Transcript

Division: Undergraduate Student
[View Unofficial Transcript](#)

Student Schedule

Course Schedule for Joe Be Cool Student (he, him, his)

[View Details](#)

2020-2021 - Spring Semester - All Divisions	Meets
Course	Title
AC-101 BU A	Introduction to Accounting MWF-12:30 PM- 1:40

Printing Your Grade Report

To **print** your grade report at the end of the semester, select the "[View Final Grade Report](#)" link under **Grade Report**. **Use the "Term" drop-down field to select the appropriate semester.** Please be advised, Elizabethtown College does not record Midterm grades; therefore, there will not be able to view a Midterm Grade Report. The Center for Student Success uses **STARFISH** for reporting **Early Warning Reports**.

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)
[View Midterm Grade Report](#)

Printing Your Unofficial Transcript

To **print** your "unofficial transcript" at the end of the semester, select the "[View Unofficial Transcript](#)" link under **Unofficial Transcript**. To request an official transcript, you must contact the Office of Registration and Records.

Unofficial Transcript

Division: Undergraduate Student
[View Unofficial Transcript](#)

Printing or Viewing Your Schedule

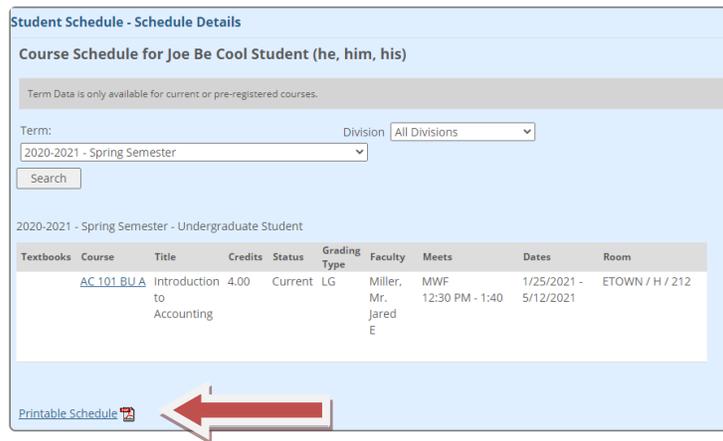
To **view** your schedule, select the “View Details” link under **Student Schedule**.



The screenshot shows the 'Student Schedule' page for 'Joe Be Cool Student (he, him, his)'. A red arrow points to the 'View Details' link. Below the link is a table with the following data:

Course	Title	Meets
AC 101 BU A	Introduction to Accounting	MWF -12:30 PM - 1:40

To **Print** a copy of your schedule, click on the “Printable Schedule” PDF link.



The screenshot shows the 'Student Schedule - Schedule Details' page for 'Joe Be Cool Student (he, him, his)'. It includes a search form with 'Term: 2020-2021 - Spring Semester' and 'Division: All Divisions'. Below the search form is a table with the following data:

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
	AC 101 BU A	Introduction to Accounting	4.00	Current	LG	Miller, Mr. Jared E	MWF 12:30 PM - 1:40	1/25/2021 - 5/12/2021	ETOWN / H / 212

A red arrow points to the 'Printable Schedule' PDF link at the bottom left of the page.

Finances

The **Finances** navigation gives you quick access to your Business Office Account.

You are here: [Visiting Student](#) > [Finances](#)

Visiting Student

[Academics](#)

[Finances](#)

[Syllabi](#)

[Online Forms](#)

Quick Links

Finances

Pay Using CASHNet

[CLICK TO VIEW YOUR BUSINESS OFFICE ACCOUNT](#)

Service fee is 2.75% for Credit Card transactions.

Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, DINER'S CLUB and VISA

No Service Fee for E-Check Payment.

Syllabi

You can also review course syllabi by accessing the High Library online database using the **Syllabi** navigation.

Visiting Student

- Academics
- Finances
- Syllabi
- Online Forms

Quick Links

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- Schedule Generator
- Canvas Login

Syllabi

Syllabi - SP2020+

Syllabi Files

(How to use and search for files)

For syllabi files from spring 2020 to current - please follow the link below

[Click to Access Files](#)

Syllabi - thru FA2019

The High Library has archived copies of Elizabethtown College course syllabi from 2003 to Fall 2019.

[Go to the Syllabi Files\(2003-2019\)](#)

Online Forms

The Online Forms page provides you with the opportunity to execute several course registration changes in addition to submission of FERPA or Preferred Name Change forms requests.

- Course DROP form
- Course WITHDRAWAL form
- Course REPEAT (D-, D, C-)
- FERPA Forms
- Preferred Name Change Form

Course DROPS

High school and visiting students are unable to DROP a course in JayWeb during the 1st week of the term. You must email regandrec@etown.edu for assistance. After the 5th day of the term, but before the end of the 4th week of a term, you can use the Course DROP form in JayWeb to drop the course for the semester.

Registration/Drop Forms

COURSE DROP FORM

Students may drop a course using their JayWeb account up to or before 4:30pm on the fifth day of the semester. **Students must submit this form to drop a course after the first week through the end of the fourth week of the 15-week semester, or second week of a 7-week subterm.** Any course successfully dropped during the defined DROP period will not appear on the student's permanent record.

Beyond the fourth week of the 15-week semester, or second week for the initial 7-week subterm, students must submit a course WITHDRAWAL FORM to remove a class from their schedule. Please refer to the semester's "[Important Dates](#)" for more detail on corresponding DROP dates for subsequent subterms in the active semester.

A student must earn 12 credits in an active semester to maintain a full-time enrollment status. Students are encouraged to consult with their academic advisor and their financial aid advisor before making any schedule changes that may affect their enrollment status.

Thank you!
Course DROP Form

Course WITHDRAWAL

[Students may elect to WITHDRAW from a course](#) beginning the 5th week of the term and before the end of the 11th week of the term. The last day to withdraw from a course is traditionally the day prior to open registration for the subsequent semester. If you need assistance, please call 717-361-1409 or email regandrec@etown.edu.

COURSE WITHDRAWAL FORM

Students must submit this form to withdrawal from a course from the fifth week through the end of the 11th week of the 15-week semester, or the third week through the end of the fifth week of a 7-week subterm. **During the defined withdrawal period, withdrawn courses are recorded with a grade of W. Students submitting a course withdrawal form after the end of the 11th week of a 15-week semester, or fifth week of a 7-week subterm receive a grade of WF, which is calculated into the student's grade point average as though it were an F.** Please refer to the semester's "[Important Dates](#)" for more details on corresponding drop and withdrawal dates for subsequent subterms in the active semester.

A student must earn 12 credits in an active semester to maintain a full-time enrollment status. Students are encouraged to consult with their academic advisor and their financial aid advisor before making any schedule changes that may affect their enrollment status.

[Course WITHDRAWAL Form](#)

Course REPEAT

Students may elect to repeat a previously letter graded course. Academic policy governs course repeats.

Students DO NOT have to submit a course repeat form if the previously earned letter grade was an F or a WF. Any student earning a D-, D, or C- can request to retake the course by submitting the [Course REPEAT](#) form. Please be advised, you only earn academic credit for the course once. In addition, the graded earned during the retake will replace the previously earned grade, better or worse.

Special Course Registration

[Course Repeat Request Form](#)

FERPA, Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's educational record. An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a post-secondary institution.

1. If you wish to grant a parent or guardian access to your Elizabethtown College academic record, you will need to submit an "[Authorization to Disclose Educational Record Information](#)"
2. If you wish to make your Directory Information private, you will need to submit the "[Request for Non-Disclosure of Directory Information](#)"
3. If you wish to revoke a previous authorization in points #1, or #2, you will need to submit the "[Request to Revoke a Previous Authorization](#)"

The Office of Registration and Records has a [webpage dedicated to the FERPA](#) law with a more detailed explanation of your rights. Please review Elizabethtown College's definition of Directory Information and Academic Records.

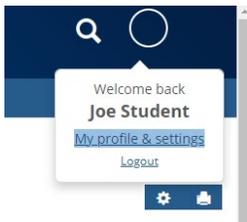
How to Request a Campus/Preferred Name

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.

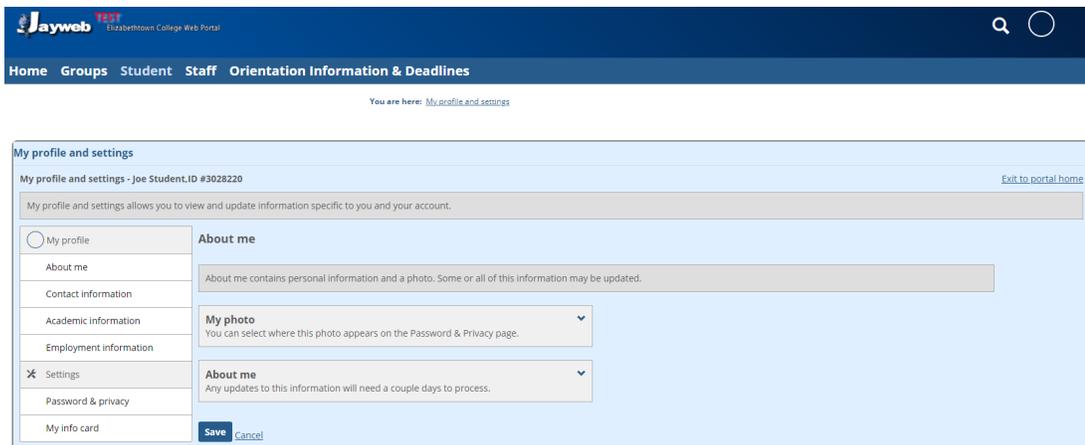
Students may select a Campus Name. A Campus Name is a name by which a student will be known to faculty, staff, and students on-campus ONLY. Any communication for federal reporting, billing, or other communication with non-campus individuals or organizations will utilize legal name.

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

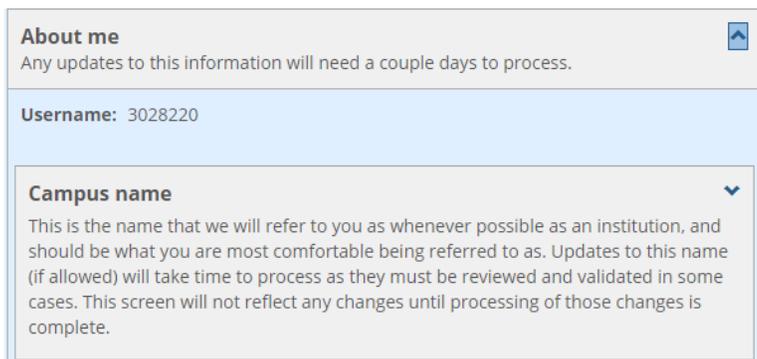
In JayWeb, in the upper right corner, click on the student identifier icon. Use the drop down to select “My Profile & Settings”



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 

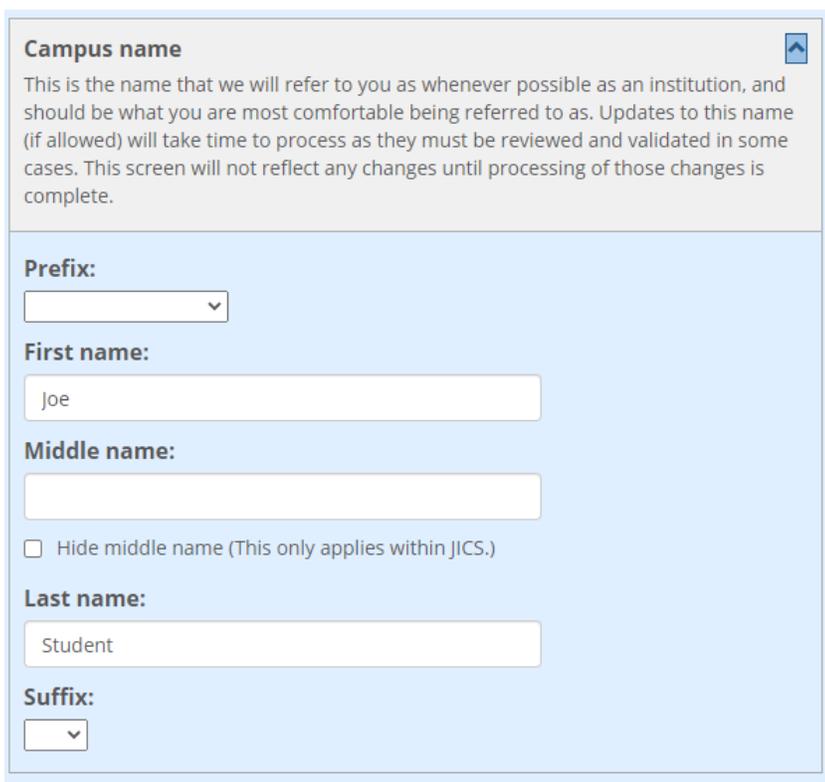
Any updates to this information will need a couple days to process.

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.

Additional Quick Links

These quick links will give you easy access to additional resources for students. Starfish and Canvas will be covered in Orientation.

Quick Links	
Access Starfish	
Canvas Support	
Catalog	
College Store	
Course Catalog	
Course Listings	
Etown Mail	
ITS Help Desk	
Schedule Generator	
Canvas Login	
High Library	

Registration and Records

The Office of Registration and Records plays a key role in supporting the mission and goals of Elizabethtown College. We provide leadership for the College in interpreting academic policies and ensure that all academic policies and requirements are applied consistently and fairly across all students.

Webpage: www.etown.edu/registration

Email: regandrec@etown.edu

Phone: 717-361-1409

The Academic Calendar and Important Dates associated with each academic year/term are found on our website (www.etown.edu/offices/registration-records/calendar)

To request an official transcript: www.etown.edu/offices/registration-records/transcript

Student Frequently Asked Questions Page: www.etown.edu/offices/registration-records/faq-student