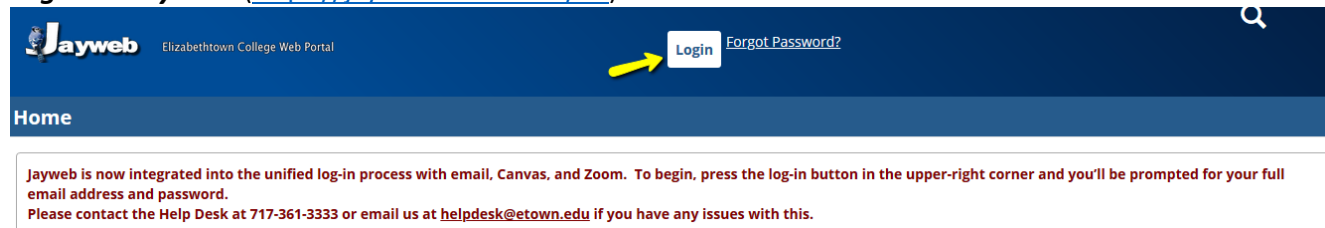


SCPS Preliminary Check-In Requirement

USER GUIDE

All registered SCPS students are required to complete the online Preliminary Check-In process. This is available by logging in to JayWeb (<https://jayweb.etown.edu/ics>). A registration hold is placed on your account. You will not be able to make any schedule changes or register for the next semester until the Preliminary Check-In is complete.

Log in to JayWeb (<https://jayweb.etown.edu/ics>).

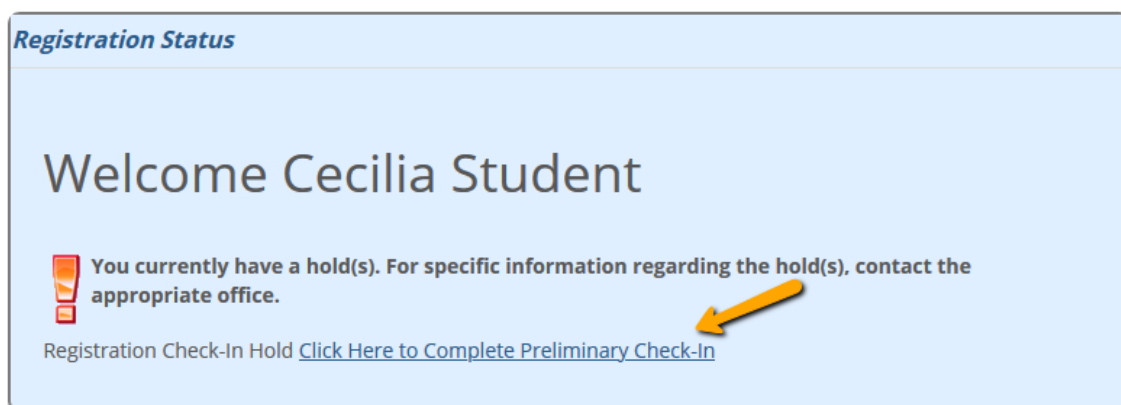


Jayweb Login

Please sign in with your Elizabethtown College email address (including @etown.edu) and password.

Access the Preliminary Check-In page

When you log in to JayWeb, the home page will show the Preliminary Check-In hold under Registration Status and include a link to access the Preliminary Check-In page.



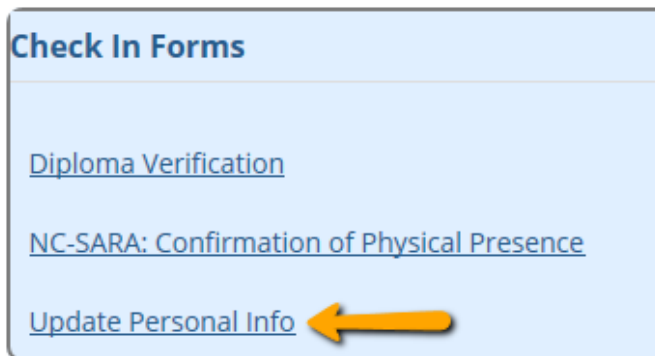
There will be three forms to complete each semester:

- Update Personal Information
- Diploma Verification
- NC-SARA Confirmation of Physical Presence

How to complete the Update Personal Information form

This form allows Elizabethtown College to maintain current and accurate information on your legal home, address, and contact information.

Click Update Personal Info.



Verify the information on record is correct. If you need to make a change, you can overwrite the answers on the form and click Submit.

Changes to your legal or preferred name on file will require an additional form after the Update Personal Information page is submitted. You can access the forms from this JayWeb page (*shown below*) or find on the [Registration and Records webpage](#).

Personal Information Update

Review and Update Personal Information

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

First Name: *

Last Name: *

Elizabethtown College Name/Gender Policy

To encourage a spirit of inclusion and equity, the College allows students to use their preferred name and gender, to the extent the College is not required to use the student's legal name and gender. For official and legal documentation, the College will use the student's legal name as it appears on the student's Social Security card, driver's license, or other government-issued identification card and the student's sex assigned at birth. If a student changes their legal name, the College will amend official records upon receipt of a court order, updated Social Security card, driver's license, or government-issued identification card evidencing a change in the student's legal name. These steps help ensure that all members of the Elizabethtown College community are treated with dignity and respect. For further information, please contact Dr. Armenta Hinton, Director of Diversity, Inclusion and Title IX [\(717\) 461-1179](tel:7174611179).

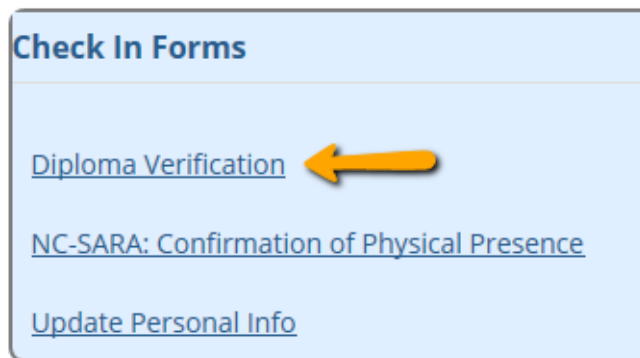
[Click here to access the Personal Identification Change Form.](#)

[Click here to access the Preferred Name Change form.](#)

How to complete the Diploma Verification form

This form confirms your program of study, diploma name, and anticipated graduation date.

Click Diploma Verification.



Several Elizabethtown College graduation dates for this academic year are listed. Please select the option that corresponds with your anticipated date of graduation. If none apply, click "date beyond those listed."

Please be advised: Certificate Only students do not participate in Commencement.

Elizabethtown College offers **ONE** Commencement ceremony each year - it is held in May. May graduates that choose to attend Commencement will receive their diplomas at the event; otherwise, diplomas are mailed after Commencement. Diplomas will be held if there are any holds on a student's account.

January and August graduates will receive their diplomas **by mail**, and are invited to participate during the following May's Commencement. Diplomas will be held if there are any holds on a student's account. If you plan to attend Commencement, choose Yes from the drop-down menu. Otherwise, indicate No.

Confirm your anticipated graduation date below. If the date is beyond those listed, no other answers are required at this time.

If the date is within those listed, review and complete all questions on this form.

I expect to graduate: *

- ☐ May 2020
- ☐ August 2020
- ☐ January 2021
- ☐ May 2021
- ☐ August 2021
- ☐ Date Beyond Those Listed

Graduation dates

Degrees are conferred January, May and August each year to allow students finishing course work in the fall and summer terms to receive their diploma without delay until the following May.

January and August Graduates:
January and August graduates will receive their diplomas by mail, and are invited to participate during the following May's Commencement. Diplomas will be held if there are any holds on a student's account.

May Graduates:
Elizabethtown College offers **ONE** Commencement ceremony each year - it is held in May. May graduates that choose to attend Commencement will receive their diplomas at the event; otherwise, diplomas are mailed after Commencement. Diplomas will be held if there are any holds on a student's account.

Please be advised: Certificate only students do not participate in Commencement.

If eligible, do you plan to participate in the May 2020 Commencement ceremony:

Please provide us with the format you wish your legal name to appear on your diploma. For example, your legal name is Cecilia Jane Student. You can elect to structure your diploma name as C. Jane Student. You may also confirm name pronunciation.

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

Confirm your name pronunciation:

You will be asked to review your major(s), minor(s), concentration(s), or certificate(s). If the information is not correct, you will need to send an email to Registration and Records at regandrec@etown.edu. Please copy your SCPS Academic Advisor on this email notification.

Review and Confirm your declared Major

Any major(s), minor(s), and/or concentration(s) that you have declared are listed below.

	Major	Minor	Concentration	Certificate
1	Business Administration-Communications (SCPS)	Information Systems (SCPS)	Accounting (SCPS)	
2				
3				

Those students currently enrolled in an Associate degree program may confirm their intent to apply for a bachelor degree with Elizabethtown College immediately following A.S. completion.

Associate degree candidates

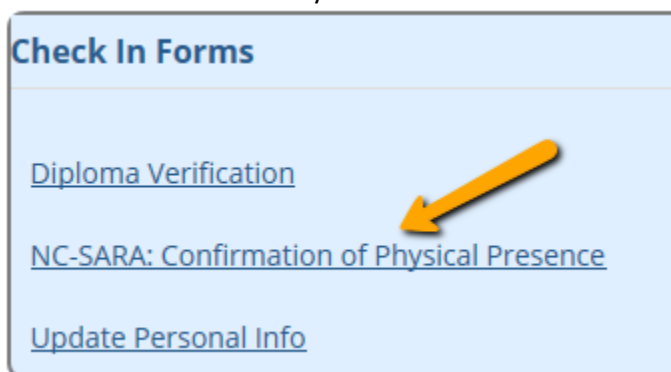
If you are currently enrolled in an Associate Degree, are you planning to apply and enroll in a Bachelor degree immediately following completion of your A.A/A.S degree?

SUBMIT THIS FORM

How to complete the NC-SARA: Confirmation of Physical Presence form

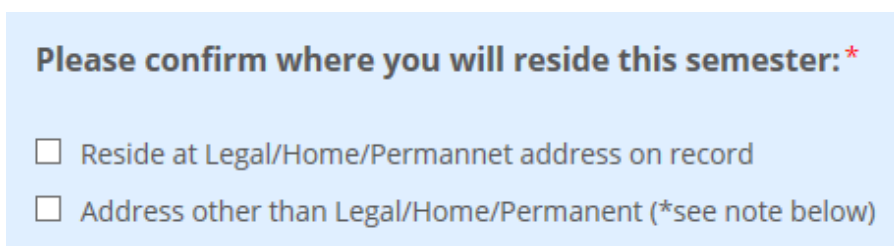
Elizabethtown College is a participant of the State Authorization Reciprocity Agreement (SARA), a voluntary, interstate agreement that establishes comparable standards for offering postsecondary distance education across state lines. Member states recognize participating institutions that are authorized in other member states. SARA establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. More information on NC-SARA is found online [here](#).

Click NC-SARA: Confirmation of Physical Presence.



The screenshot shows a light blue box titled "Check In Forms". Inside the box are three links: "Diploma Verification", "NC-SARA: Confirmation of Physical Presence", and "Update Personal Info". A large orange arrow points from the top right towards the "NC-SARA: Confirmation of Physical Presence" link.

To ensure compliance with state and federal education regulations, the College and academic departments must identify courses, and students, that engage in distance education in another state, country or internationally. Please take a moment to complete this form, providing **your physical location where you complete 50% or more of your coursework for this semester.**

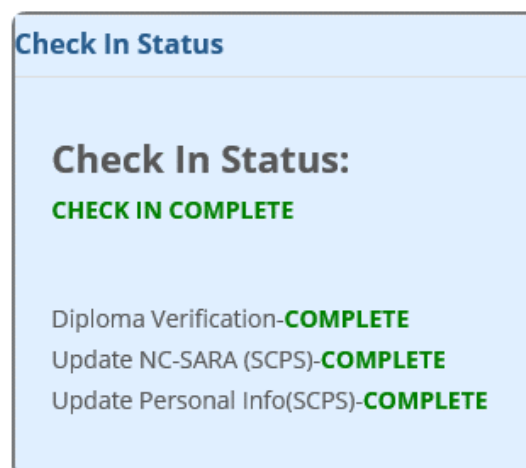


The screenshot shows a light blue box with the heading "Please confirm where you will reside this semester: *". Below the heading are two radio button options: "Reside at Legal/Home/Permannet address on record" and "Address other than Legal/Home/Permanent (*see note below)".

NOTE:* If you select **Address other than Legal/Home/Permanent, Registration and Records will be contacting you to follow up on that information. Please check your etown.edu email regularly. Contact regandrec@etown.edu if you have any questions. Thank you!

Preliminary Check-In Completed

Once you have completed and submitted all check-in forms, the Check-In Status screen will show all forms as completed and your registration hold will be removed. If you want to make changes to your schedule, you will need to log out and log back in.



The screenshot shows a light blue box titled "Check In Status". Below the title is the heading "Check In Status:" followed by "CHECK IN COMPLETE" in green. Below this, there are three lines of text: "Diploma Verification-COMPLETE", "Update NC-SARA (SCPS)-COMPLETE", and "Update Personal Info(SCPS)-COMPLETE", all with the status "COMPLETE" in green.

If you have any questions or problems, contact Registration and Records (regandrec@etown.edu; 717-361-1409).