



Elizabethtown College
SCHOOL OF CONTINUING
AND PROFESSIONAL STUDIES
at The Edward R. Murphy Center

JayWeb

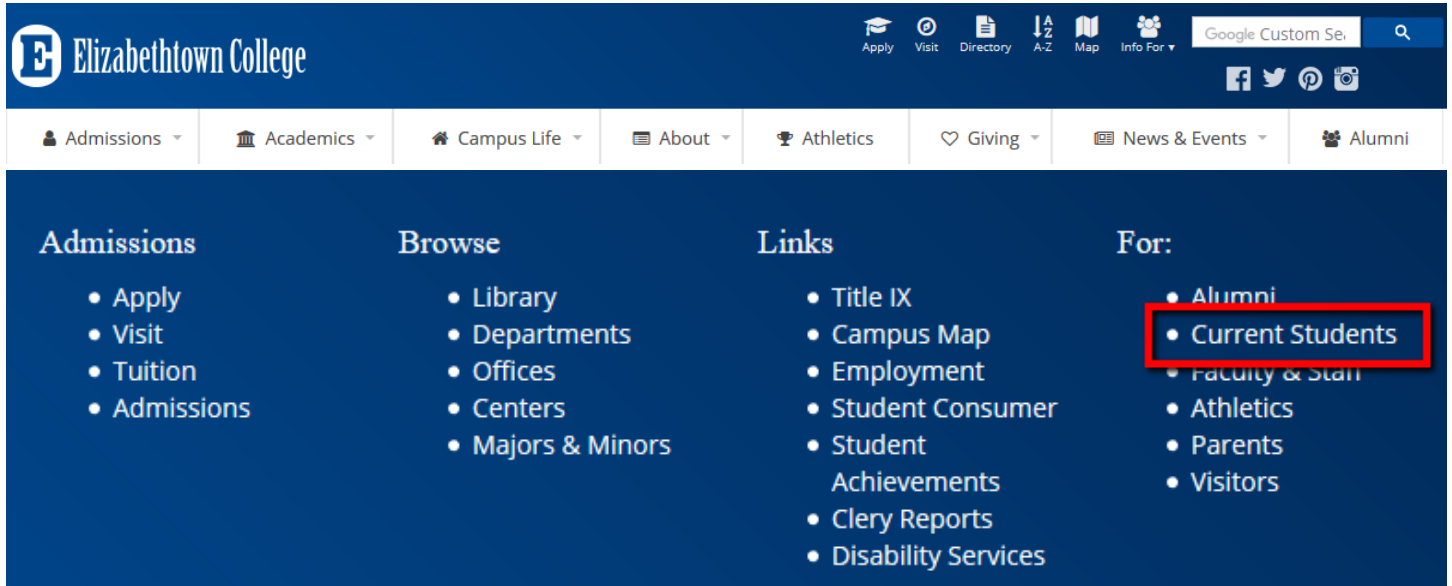
User Guide

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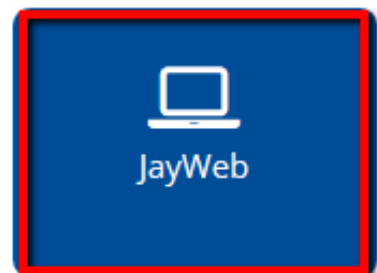
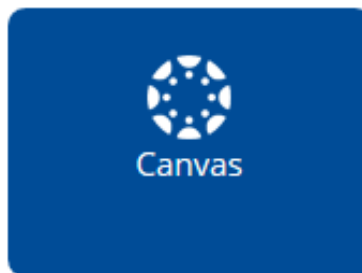
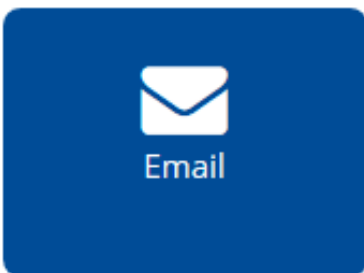
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How do I find JayWeb?

- Go to <https://www.etaown.edu/>
- Click Current Students at the bottom of the page



- There is a group of buttons of frequently used tools and resources.
- Click the JayWeb icon.
- You can also access JayWeb directly at <https://jayweb.etaown.edu/ics>




How do I log in to JayWeb?

- Prior to the start of your first course, you will receive an email from the IT Help Desk asking you to set up your Elizabethtown network account.
- It is mandatory to set up and use the etown.edu email account assigned to you.
- You should not initiate this – IT will contact you at the email address listed on your application when you may complete the form.

Log into JayWeb with the username assigned to you by IT and the password you create through your Etown email account

You are here: [Home](#)

User Name (Do not include "@etown.edu") : Pwd:

 [Home](#) [Public Files](#) [Public Forms](#)

Elizabethtown College Web Portal

My Jayweb


Welcome Student

Welcome to Jayweb!

Please click on the [SCPS Student](#) link shown above to access useful tools and information such as registration, schedules, grade reports, etc.

The schedule can be viewed on our website at <http://www.etowndegrees.com/about/academic-calendar.aspx> and on JayWeb. Please contact your Academic Advisor if you need assistance registering for courses.

Help icon

Look for this Help icon  on the right hand side of each page for instructions on how to utilize the various functions in JayWeb.

Textbook information

Please make sure to use the MBS Bookstore link located under Quick Links on the left hand side when searching for information about SCPS textbooks. Please disregard any links to the E-town Bookstore.

Home Page and Registration Holds

- The JayWeb home page will list any holds that may be on your account.
- Below that, is a key to the different types of holds and what action is required, if any.
- The hold will only affect your ability to add and drop classes. You should be able to access everything else on JayWeb.



You currently have a hold(s). For specific information regarding the hold(s), contact the appropriate office.

AdmissionsCancellation/Deferral

Registration Status Key

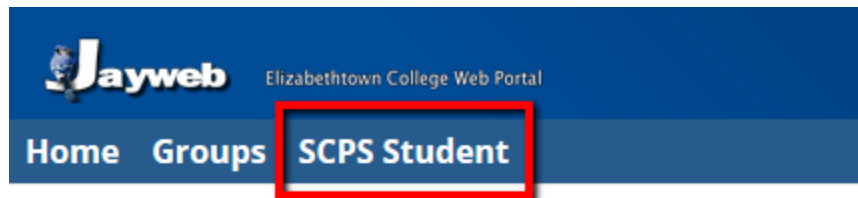
Please note that you may have more than one registration hold on your account. If one hold is resolved, you may still be unable to register for classes via JayWeb.

Business Office Hold: Please contact the Business Office at businessoffice@etown.edu or 717-361-1417 to resolve your account balance.

Continuing Education/GPA Hold: This hold will remain on your account until your GPA is above 2.25. Please contact your Academic Advisor to register for classes.

SCPS Student Tab

- You will need to click SCPS Student at the top of the screen to access schedules, registration, grad report and other functions.







You are here: [Home](#) > [Home](#)

My Jayweb

Home ▾

Quick Links

- Canvas Support 
- Catalog 
- MBS Bookstore 
- Canvas Login 

My Jayweb

Welcome Student

Welcome to Jayweb!

Please click on the [SCPS Student](#) link for registration, schedules, grade reports, etc

The schedule can be viewed on our web

- Once on the SCPS Student tab, you will see a list of pages on the left hand side.
- Announcements will be posted on the SCPS Tab.
- Select the page and click the plus sign if you cannot see the applications.

SCPS Student

SCPS Student Home Page ▾

Schedules & Grades

Advising

Billing and Financial Aid

Undergraduate Handouts

Undergraduate Forms

Graduate Forms-Handouts

Used Books Bulletin Board

Learning Resources

Accessing and Understanding your Grad Report

- You can access your Grad Report/Degree Audit in the Advising tab.
- The Grad Report is a detailed list of your degree requirements for your major, minor and core.
- Click View All Details.

The image shows two parts of a web interface. On the left is the 'SCPS Student Home Page' with a sidebar menu. The 'Advising' menu item is highlighted with a red box. On the right is the 'Grad Report' page for 'Cecilia SCPS Student'. It features a 'Requirements Summary' table with columns for 'Name' and 'Status'. The table lists several requirements with their respective statuses: 'SCPS BusAd Maj AS Deg' (Not Met), 'SCPS Core Assoc Deg' (Not Met), 'SCPS AS UpLvl Core RQ' (Met), 'Free Electives' (Met), 'Non-Program Courses' (Not Met), and 'SCPS Total Cr AS/AA' (Not Met). A 'View All Details' link at the bottom of the report is also highlighted with a red box.

SCPS Student Home Page

Schedules & Grades

Advising ^

Grad Report

Course History

Billing and Financial Aid

Undergraduate Handouts

Undergraduate Forms

Graduate Forms-Handouts

Used Books Bulletin Board

Learning Resources


Grad Report

Cecilia SCPS Student

Requirements Summary

Name	Status
SCPS BusAd Maj AS Deg	✗ Not Met
SCPS Core Assoc Deg	✗ Not Met
SCPS AS UpLvl Core RQ	✓ Met
Free Electives	✓ Met
Non-Program Courses	✗ Not Met
SCPS Total Cr AS/AA	✗ Not Met

[View All Details](#)

- Click Printable Grad Report link to view the full report. [Printable Grad Report](#) 
- The Printable Grad Report shows your advisor(s), major/minor/core, and credit requirements needed for graduation.
- Courses with a Status of “R” on the right hand column are still Required; those that are complete have “M” Status for Met.
- Transfer courses are designated with TR and courses taken at Elizabethtown College list the letter grade.
- Courses in progress are noted with an “I.”

IMPORTANT NOTES:

- The Free Electives requirement will list courses that do not apply toward a major, minor or core requirement. Free Electives may show as Met but this does not mean all degree requirements have been satisfied.
- There is another row for Total Credits; students must complete the total number of credits required for a degree program (as confirmed in the School catalog, Associate degrees require 64 credits, Bachelor degrees require 125 credits, and Graduate programs are typically 36-42 credits).

Accessing and Understanding your Grad Report

REQUIREMENTS SUMMARY SECTION

<u>Aim</u>	<u>Adv Req</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	XBAAS	2018	SCPS BusAd Maj AS Deg	27.00	15.00	0.00	32.10	3.58	Not Met
CORE	XASCORE	2018	SCPS Core Assoc Deg	0.00	10.00	0.00			Not Met
CORE2	XASULCRQ	2018	SCPS AS UpLvl Core RQ	0.00	4.00	0.00			Met
FREE	FREEFOOT	2018	Free Electives	0.00	4.00	0.00	0.00	0.00	Met
TOTCR	XTOTCR64	2018	SCPS Total Cr AS/AA	64.00	29.00	0.00	58.00	3.62	Not Met

REQUIREMENTS DETAIL SECTION

Elizabethtown College's transfer credit policy allows a student to fulfill a "4" credit course requirement with a "3" credit transfer course. Otherwise, students must satisfy each major, minor, and core requirement as stated in the College catalog.

If a major or minor department has granted you an exception, a written notification MUST be sent to Registration and Records, Attention: Beverly Schmalhofer, schmalhofeb@etown.edu

MAJOR	SCPS BusAd Maj AS Deg	Offer Date: 00/00/0000	Enter Date: 00/00/0000					
REQUIRED		TAKEN						
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
XAC107 -- SCPS Financial Acct			0.00	0.00	1	0	R	
XEC100 -- SCPS Global Macroecon	ECO201 - - -	Principles of Macro Eco	0.00	3.00	1	1	M	TR
XBA155 -- SCPS Managerial Com	BA 155 - -BU - -F1	CCEDL Managerial Con	0.00	3.00	1	1	M	B
XBA215 -- SCPS Prin of Marketing	BA 215 - -BU - -S2	CCEDL Principles of Ms	0.00	3.00	1	1	M	A-
XBA265 -- SCPS Prin of Mgmt	BA 265 - -BU - -F2	CCEDL Prin of Manage	0.00	3.00	1	1	M	A
XBA310 -- SCPS Business Ethics			0.00	0.00	1	0	R	
XBA331 -- SCPS Business Law	BUS201 - - -	Business Law I	0.00	3.00	1	1	M	TR
XMA151 -- SCPS Prob & Stat			0.00	0.00	1	0	R	
XBAASEL -- SCPS BusAd AS Deg elect			0.00				R	
XBAASCEL -- SCPS AS Bus Core Elect			0.00				R	
CORE	SCPS Core Assoc Deg	Offer Date: 00/00/0000	Enter Date: 00/00/0000					
REQUIRED		TAKEN						
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
XFS150RQ -- SCPS Found Accel Lrng RQ			0.00	3.00			M	
XFS150 -- CCEDL Adult Learner Semin	FS 150 - -CE - -C-L1	CCEDL Adult Learner S	0.00	3.00	1	1	M	B+
XCPSPL -- SCPS Core Power of Lang			0.00	3.00			M	
XEN100 -- SCPS Writing & Language	ENG101 - - -	English Composition	0.00	3.00	1	1	M	TR
XCPSMA -- SCPS Core Math Analysis			0.00				R	
XASAUQR -- SCPS Core Area AS Deg (COUNT)			0.00	4.00			R	
XSSC262 -- SCPS Environ Choices	SSC262 - -CE - -O3	CCEDL Environmental (0.00	4.00	1	1	M	A


Questions regarding your Grad Report should be directed to your Academic Advisor.

Registering for classes

- Under the Schedules and Grades page, click Add-Drop-Search Courses. You will see a drop down box to the right giving you the option to select a subterm.
- Select the term to view all classes for a specific SCPS session.
- You must select subterms that are designated with SCPS and click Search to view a list of courses alphabetically.
- You'll have the option to narrow your search by filters, but using too many filters may limit your results.

SCPS Student

SCPS Student Home Page

- Schedules & Grades 
- Add-Drop-Search Courses**
- Student Schedule
- Textbooks
- Unofficial Transcript
- Official Transcripts
- Grade Report by Semester
- Grade Report by Subterm

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop

Term:

You have holds and are not allowed to Add and Drop courses. The Add/Drop Period

Holds	
Hold	Type
AC - AdmissionsCancellation/Deferral	Registration h

Add by Reference # **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Registering for classes

- Scroll through and select your course.

Search Results

[Search Again](#) Term: Division: Other previously selected search criteria still apply.

Add Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	AC 3030 CE U3	SCPS Financial Analysis and	Wesoloskie, Robert J	6/8	Open	HS; Dixon University Center Harrisburg, Duncan Hall, SCPS Off-Campus Classroom H 6:00 PM-9:00 PM; Dixon University Center Harrisburg, Duncan Hall, SCPS Off-Campus Classroom S 9:00 AM-12:00 PM; Dixon University Center Harrisburg, Duncan Hall, SCPS Off-Campus Classroom	3.00	10/29/2018	12/8/2018
<input type="checkbox"/>	AC 3040 CE O3	SCPS Forensic Accounting	Hawkins, Kimberly D	14/18	Open	Online, Online Classroom, SCPS Online Classroom	3.00	10/29/2018	12/8/2018
<input type="checkbox"/>	AC 3050 CE L3	SCPS Cost Accounting	Klahold, Deborah K	16/20	Open	MH 6:00 PM-9:00 PM; Lancaster Theological Seminary, Lark Building- LTS, SCPS-Lanc Theo Seminary	3.00	10/29/2018	12/8/2018
<input type="checkbox"/>	BA 1550 CE L3	SCPS Managerial Communication	Gross, Robert L	18/20	Open	T 6:00 PM-10:00 PM; Lancaster Theological Seminary, Lark Building- LTS, SCPS-Lanc Theo Seminary	3.00	10/29/2018	12/8/2018

- You'll be taken to another screen that lists meeting days, instructor, seat availability, prerequisites and a course description.
- If registration is open, you will see a green plus sign and “Add this course.” Click this icon to add the class to your schedule.

Course Details

SCPS Foundations for Accelerated (FS 1500 CO C O1U) + Add this course [Back](#)

Instructor(s): Leigh, Lindsay Z

2014-2015 - Summer Session - June SCPS Subterm, Undergraduate Student	3.00 Credit(s)
Dept: FS	Clock Hours: 0.00
Status: Open (17 out of 18 seats)	Reference Number: 28561

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

Note: Meets Wed 5/13, 5/27, 6/10;6-10pm;OL wks 2,4

Day & Time	Date(s)	Location
	5/11/2015 - 6/13/2015	Online, Online Classroom, ONLNE
W 6:00 PM-10:00 PM	5/13/2015 - 5/13/2015	Dixon University Center Harrisburg, To Be Determined-Dixon Univ, TBD
W 6:00 PM-10:00 PM	5/27/2015 - 5/27/2015	Dixon University Center Harrisburg, To Be Determined-Dixon Univ, TBD
W 6:00 PM-10:00 PM	6/10/2015 - 6/10/2015	Dixon University Center Harrisburg, To Be Determined-Dixon Univ, TBD

Course Description

(Core Course) Foundations for Accelerated Learning blends professional studies with the liberal arts by presenting fiction, non-fiction and educational selections as springboards for discussion and evaluation of learners' educational development. The decision to continue education is often a turning point in an adult's life and self-examination can be beneficial to learner success. This course is designed to introduce adult learners to the scholarly demands of Elizabethtown College and the accelerated format of the adult degree program. Through the course research requirement, learners access critical campus resources, evaluate their learning strengths, and discover keys to participating effectively as a member of an academic seminar.

> [Etown Bookstore](#)

All courses in the Department, Undergraduate Student Division

Cross-listed Courses					
Course	Type	Title	Capacity	Enrollment	Waitlisted
FS 1500 CO C O1U	Parent	SCPS Foundations for Accelerated	18	1	0
Totals:			18	1	0

Student Schedule

- After adding all courses, please verify your enrollment on your Student Schedule
- To view your schedule as a PDF, start by clicking the Student Schedule option under Schedules and Grades, then click the link again.
- Select the appropriate academic year and subterm.

Please note that the academic year runs from fall through summer.

Example: for the 2018-2019 academic year, you would use 2018 as the year for the FA, WI, SP, and SU terms.

- Click Generate Report.
Click the PDF report to open in another window and print.

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

Course	Course Title	Professor	Days	Time	Bldg/Room	Date	Status	Credits
Subterm : F1 Fall SCPS Subterm 1								
SSC262001U	SCPS Environmental C	Ms. Lindsay Z Leigh		00:00 AM – 00:00 AM	ONLINE ONLINE	08/15/16 – 09/17/16	History	4.00
		Ms. Lindsay Z Leigh	T	06:00 PM – 10:00 PM	S/O 207	08/16/16 – 08/16/16		
		Ms. Lindsay Z Leigh	T	06:00 PM – 10:00 PM	S/O 207	09/06/16 – 09/06/16		
		Ms. Lindsay Z Leigh	T	06:00 PM – 10:00 PM	S/O 207	09/13/16 – 09/13/16		
		Ms. Lindsay Z Leigh	S	09:00 AM – 01:00 PM	TBD TBD	08/27/16 – 08/27/16		
Subterm : F2 Fall SCPS Subterm 2								
CD100002	SCPS Career Developm	Ms. Elena J Andree-Crain		00:00 AM – 00:00 AM	ONLINE ONLINE	09/26/16 – 10/29/16	Current	1.00

Unofficial Transcripts

Access your unofficial transcripts through Schedules and Grades Your transcripts will show any credits that have been transferred in, the courses you have taken each semester at Etown, and your grades and GPA for those courses/semesters.

ID :
Name :



Elizabethtown College

One Alpha Drive ~ Elizabethtown, PA 17022
Phone: 717.361.1409 Fax: 717.361.1427

Undergraduate Student Division

Course Number	Title	Gra Rpt	Ernd	Q.Pts	GPA
Transfer Courses : Spring Transfer Courses					

Harrisburg Area Community College 13.00

Term Totals : 13.00 0.00 0.00

2005-2006 : Spring Semester

Subterm : Spring SCPS Subterm 1					
FS 150	CEAdult Lmr Sm	B+	3.00	9.90	
Subterm : Spring SCPS Subterm 2					
BA 215	CE Prin Mrkting	A-	3.00	11.10	
Subterm : Spring SCPS Subterm 3					
SSC262	CE Envirn Chcs	A	4.00	16.00	
Term Totals :			10.00	37.00	3.70

Grade Reports

- Grade reports can be viewed by subterm.
- Start by clicking the Grade Report by Subterm option under Schedules and Grades
- Enter the year and subterm criteria to generate a report.

****Please note that the academic year runs from fall through summer.**

Example: for the 2018-2019 academic year, you would use 2018 as the year for the FA, WI, SP, and SU terms.

- Grades are posted one week after a session ends. You can view and print grade report on letterhead.

Grade Report by Subterm - Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Year

Choose the Year: for the 2011-2012 academic year you would use 2011 FA, 2011 SP, and 2011 SU

Term

Choose the Term

Sub Term

Choose the Sub Term



Elizabethtown College

One Alpha Drive ~ Elizabethtown, PA 17022

Phone: 717.361.1409 Fax: 717.361.1427

Academic Grade Report

Final

2013-2014 Fall Semester

Student:

Advisor:

Major 1 : Accounting (SCPS)

Division: Undergraduate Student

Course	Title	Instructor	Course Credits	Hours Earned	Grade	Qual Pts
SO2120 O1	SCPS Sensitivity Toward the AgingAdult	Seiders, Lori A	3.00	3.00	A-	11.10
Term Totals	Hrs Attmptd:	Hrs. Ernd:	GPA Hrs:	Qual Pts	Grade	Qual Pts
	9.00	9.00	9.00	24.00	A-	11.10
Career Totals	Hrs Attmptd:	Hrs. Ernd:	GPA Hrs:	Qual Pts	Grade	Qual Pts
	53.50	50.50	51.00	153.60	A-	11.10

Submitting Forms through JayWeb

You can submit forms directly to your Academic Advisor, Financial Aid Counselor, Registration and Records, or VA Benefits Coordinator by going to the Undergraduate Forms or Graduate Forms page.

Undergraduate Forms



Transcript Request Form Transcript Request Form Click to access the form	Update Contact Information Update Contact Information
Withdrawal Form SCPS Course Withdrawal Form	Request for Change of Degree or Major Form Request for Change of Degree/Major Form
Degree Advancement Form Degree Advancement Form	Request for VA Benefits Form Please note: You must be registered before completing this form and you must complete one form per semester. Request for VA Benefits Form

Graduate Forms-Handouts

Withdrawal Form SCPS Course Withdrawal Form	Handouts						
Update Contact Information Update Contact Information	Ungrouped						
Request to Change Major Request to Change Major	<table border="1"><tr><td>2017-2018 Graduate Catalog (.pdf, 658K) Download</td><td>2017-2018 SCPS Student Handbook (.pdf, 1171K) Download</td></tr><tr><td>Withdrawal and Refund Policy (.docx, 15K) Download</td><td>Session Dates (.docx, 25K) Download</td></tr><tr><td>Student Petition for Exception/Substitution (.docx, 107K) Download</td><td></td></tr></table>	2017-2018 Graduate Catalog (.pdf, 658K) Download	2017-2018 SCPS Student Handbook (.pdf, 1171K) Download	Withdrawal and Refund Policy (.docx, 15K) Download	Session Dates (.docx, 25K) Download	Student Petition for Exception/Substitution (.docx, 107K) Download	
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Student Petition for Exception/Substitution (.docx, 107K) Download							

Other Features

- Learning Resources lists academic resources including Smarthinking (online tutoring), writing and math resources

Learning Resources

Smarthinking Online Tutoring Services

Don't let your busy life get the best of you. With 24/7 availability and four different types of online tutoring services, Smarthinking fits into your schedule—*whenever you need it most*. Subjects covered include [Mathematics & Statistics](#), [Computers & Technology](#), [Business](#), [Writing](#), [Reading](#), and [more](#).

Click [here](#) to learn more about the service with quick video tutorials:

- How to use Smarthinking
- Smarthinking Tutorial overview
- How to use drop in tutoring
- How to schedule a tutoring session
- How to communicate with tutors
- Getting writing help
- How to submit an essay
- How to use writing feedback

Please click [here](#) to access the Smarthinking website. All students enrolled in FS 1500 or EN 1000 receive an account. If you don't remember your logon information, please contact your Academic Advisor.

Tutor Request Form

Please complete this form to request a tutor, and SCPS will check tutor availability and follow-up with you. We will do our best to connect you with a tutor, but completing this form does not guarantee a tutor.

[Tutor Request Form](#)

Writing Resources

APA Style and Research Papers

[Basics of APA Style \(American Psychological Association\) -video](#)

[Starting your Research: Search Techniques -video](#)

[Purdue OWL Information on Research Papers](#)

Writing Labs

[Elizabethtown College Writing Wing: Resource Library and Links](#)

[Grammar Exercises and Resources- Khan Academy](#)

[Purdue OWL Writing Lab](#)

[The Writing Center \(Armstrong Atlantic State University\)](#)

Avoiding Plagiarism

[Plagiarism.org: Plagiarism 101; Citing Sources; Ask the Experts; Resources](#)

[10 Types of Plagiarism -video](#)

[How To Recognize Plagiarism \(Indiana University\)](#)

Math Resources

- Billing and Financial Aid page offers contact information for Business Office, Financial Aid, and information on VA Benefits, and access to 1098T Form
- Access the catalog, student handbook, withdrawal and refund policy, and other relevant handouts through Undergraduate Handouts and Graduate Forms-Handouts pages.
- Used Books Bulletin Board exclusive to our SCPS students for posting used books for recently completed classes.