

Spring Registration Quick Guide for Students

Effective 2024-25 Academic Year, the winter-term (4 weeks) was moved into the overarching spring semester (19 weeks), meaning winter is now a sub-term within the over-arching spring semester.

The Business Office will continue to bill the winter-term and the spring-term independently.

Managing Course Registration Across Winter and Spring Terms

Students will need to be mindful of the academic calendar's structure and course code sections to avoid inadvertently registering for a course in the incorrect term.

	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)			

1. Understanding sub-terms

The Office of Registration and Records maintains a webpage to help address questions pertaining to [Term and Sub-term Coding](#). In the above chart highlights each **sub-term** and the associated sub-term code to aid in searching for courses in JayWeb and on the course listing.

2. Understanding Section Codes

To allow for the visual identification/distinction between Winter and Spring course offerings, the following sections codes function as course identifiers:

- **All courses in the winter term have a section code of “W#”,** where # represents a distinct number. Therefore, if a faculty member is teaching two sections of the same course each course would have a distinct section number of “W#”, where # = 1-10
- **All courses in the Spring** will follow the traditional coding formats, **A-Z** excluding W.

3. Course Components

Courses on the schedule are broken into **six** distinct components: Subject, Number, Lab/Discussion, Core or Program Designations, Core and Honors, and a unique section

code. Below is an illustration of how the course code is broken down among the six components. For Winter and Spring, students will need to be mindful

E.g. **ART105** - - **3CE** - **C** - **W1** Course Lecture in Winter Term, Section code of W#, where # represents a distinct number.

BIO111 - - **BI** - - **A** Course Lecture in Spring Term, Section code A-L
BIO111 - **L** - **BI** - - **A** Course Lab in Spring Term, Section code A-L

- **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.

Course Listing Webpage

Registration and Records maintain course listing pages dedicated to [SGPS](#) and [On-Campus Residential Schools](#).

Information Technology has added a new filter to search by sub-term.

- 15 Week Fall Term: Day: 4F SGPS: F4
- 4 Week Winter Term: Day: 1W SGPS: W1
- 15 Week Spring Term: Day: 4S SGPS: S4
- You may search by any sub-term in each semester by using the drop-down menu.

Select Criteria for Course Selection

Year/Term: FA 2024

Sub-Term:

Choose Dis:

Graduate/

Status: All

Advanced

2024-25 FA - SGPS Undergrad (F1) (8/26 - 9/27)

2024-25 FA - SGPS Grad (A2) (10/21 - 12/13)

2024-25 FA - SGPS Grad (A1) (8/26 - 10/18)

2024-25 FA - SGPS Undergrad (F3) (11/11 - 12/13)

2024-25 FA - SGPS Grad (A4) (8/26 - 12/13)

2024-25 FA - SGPS Undergrad (F2) (10/7 - 11/8)

2024-25 FA - SGPS Undergrad (F4) (8/26 - 12/13)

Search Now

JayWeb Registration

On the Student Tab, use Term drop down to select “**2024-2025 – Spring Semester**”, then click SEARCH. **All course offerings in both Winter-term and Spring-term will be displayed.**

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

When reviewing the “[Course Listing](#)” for On-Campus Schools, and for [SGPS](#), each course listed has a unique **Course Reference Number**, “RefNo”

If you plan to register by course reference number, you will need to use the “**Course Listing**” page to gather all **Course Reference Numbers** for each course you plan to register for in the next semester.

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

Adding Course(s) in the Winter-term

For the On-Campus Winter-Term, you would choose the Academic Year followed by “**WI – Winter Undergrad (1W)**”. For SGPS Winter, you would choose “WI – SGPS Winter Undergrad (W1)”.

Courses in the winter-term will all have sections beginning with “W”.

Add	Textbooks	Course code	Name
<input type="checkbox"/>	+	ART 105 3CE C W1	CE Drawing I
<input type="checkbox"/>	+	PHY 105 6NPS C W1	NPS How Things Work

Adding Course(s) in the 15-Week Spring-term

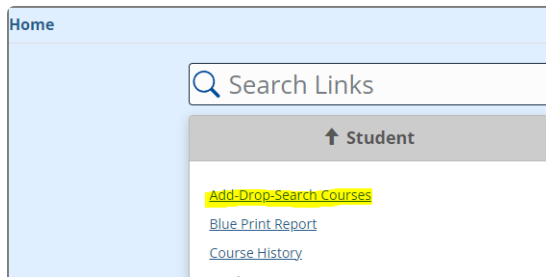
For the Undergraduate – On Campus Spring (15 week) term, you would choose the Academic Year followed by “**SP – Undergrad (4S) (1/13 – 5/2)**”. Students may narrow their search by selecting a particular sub-term using the drop-down as well.

For example, refer to the illustration under Course Reference Number Heading on this page.

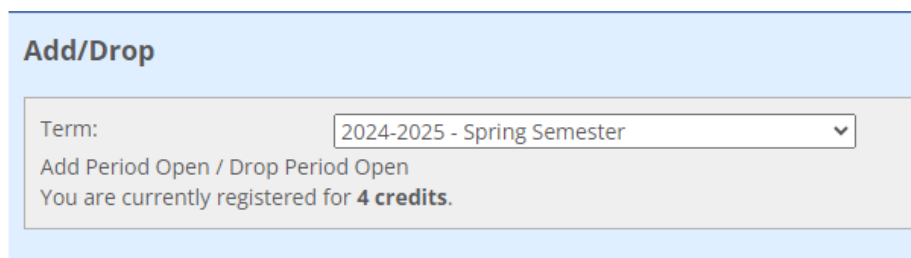
How to Register for Classes?

Every enrolled student is assigned a course registration timeslot.

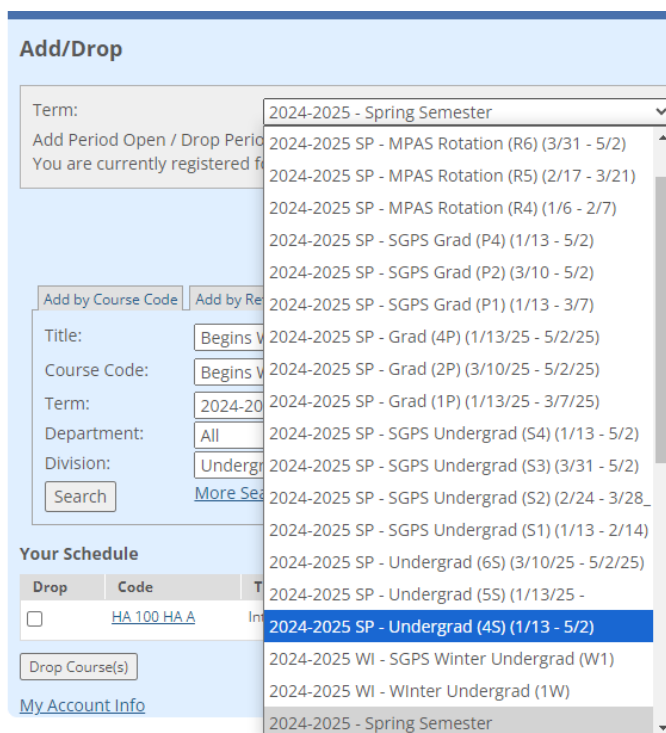
WARNING: DO NOT preemptively log into JayWeb ahead of the assigned registration time. You will NOT be able to register. Log into JayWeb at your assigned Registration Time, on the student landing page select **Add-Drop-Search Courses** in the Student windowpane.



Using the drop-down list, select the Semester or Sub-term they wish to enroll.



- Or – Choose the appropriate sub-term if you wish to filter-down to a particular sub-term.



Students may **ADD** course(s) to their schedule using three different scheduling functions on the ADD/DROP page.

- Add by Course Code
- Add by Reference Code # (Refer to Course Listing Page.)
- Course Search

Add-Drop-Search Courses

[← Back](#)

Add/Drop

Term:

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:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

No Current Courses for the selected Term and Division.

[My Account Info](#)

Adding Courses 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.

Add by Course Code | Add by Reference

To add a course, start typing its co
courses at a time using this featur
Course Code:

1. None Selected
3. **AC 101 BU A**
5. AC 101 BU B
- AC 206 BU A
- AC 210 BU A
- AC 210 BU B
- AC 302 BU A
- AC 304 BU A

No Cu

[My Ac](#)

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

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

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**

Course Code: Course Code:

1. 2.

3. 4.

5. 6.

No Current Courses for the selected Term and Division.

Issues with a Course registration will be identified, you will need to acknowledge the warning to clear them to continue.

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](#)

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**

Reference Number Reference Number

1. 2.

3. 4.

5. 6.

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 can acknowledge them and continue with additional course registration(s).

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

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.

[<- Previous page](#)
[AC - BA](#)
[BA - BI](#)
[BI - BI](#)
[BI - CH](#)
[CH - C](#)
[CJ - CS](#)
[CS - ED](#)
[ED - ED](#)
[ED - EG](#)
[EG - EG](#)
[EG - ES](#)
[ES - HE](#)
[HE - MA](#)
[MA - MU](#)
[NE - PB](#)
[PE - PH](#)
[PS - PS](#)
[PS - SE](#)
[SO - WG](#)
[Next page ->](#)

After all courses are checked for registration, 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.

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

Add/Drop

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

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 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"/>

Add Course(s)

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

Leave Selected Waitlist(s)

[My Account Info](#)

Course DROP

In JayWeb, on the **Add-Drop-Search Courses** page, “Your Schedule” has a column for dropping courses you have successfully added as well as “Waitlisted Courses”. To DROP a course, you check the box in the Drop column and select “Drop Course(s) to remove a course from your schedule and “Leave Selected Waitlist(s)” to Drop from a course waitlist. You DO NOT have to click on both options, you can drop accordingly.

Overload Policy

The Overload Policy had to be amended to support the new academic structure of our spring semester. Students must be mindful of their course registrations to ensure they are not inadvertently registering in overload. In addition, they must be mindful of course section codes to be sure they are adding “W#” for winter and “A” – “L” for spring. [Appendix A](#) outlines the revised Overload Policy.

Overload Credits

A student who achieves a cumulative grade point average of 3.20 or above, or who has the approval of the Registrar, may overload in a particular semester. An additional tuition fee is assessed for credits based on load maximums for the identified semester. Overload Petitions are available in JayWeb and on the forms page of the Office of Registration and Records website. Students are encouraged to submit Overload Petitions ahead of open registration to ensure ease of course registration.

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 all 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 the 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 spring sub-terms 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.