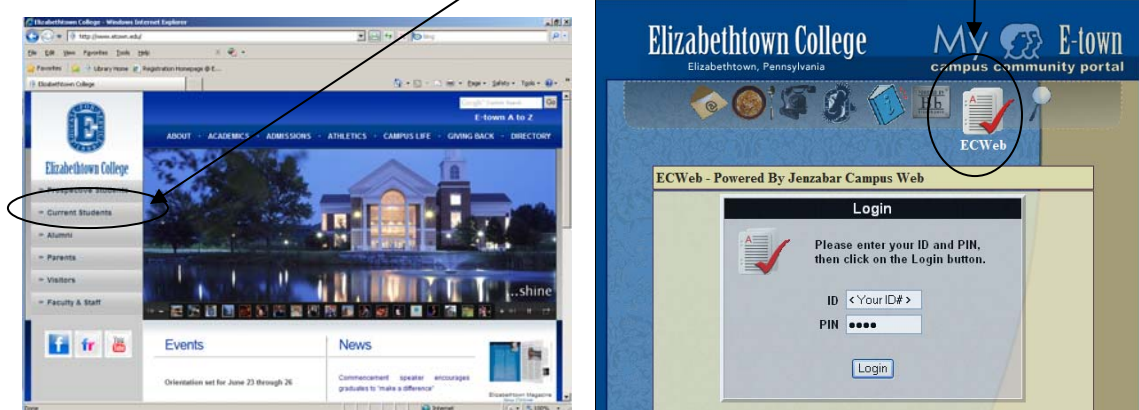


Student ECWeb Instructions

1.1 How To Login To ECWeb

- Step 1.** Bring up your web browser. Go to <http://ecweb.etown.edu> (Internet Explorer) or <https://ecweb.etown.edu/exweb/login.asp> (Netscape Navigator) or from the Etown homepage click on the link – Current Students, then the ECWeb icon on that page.

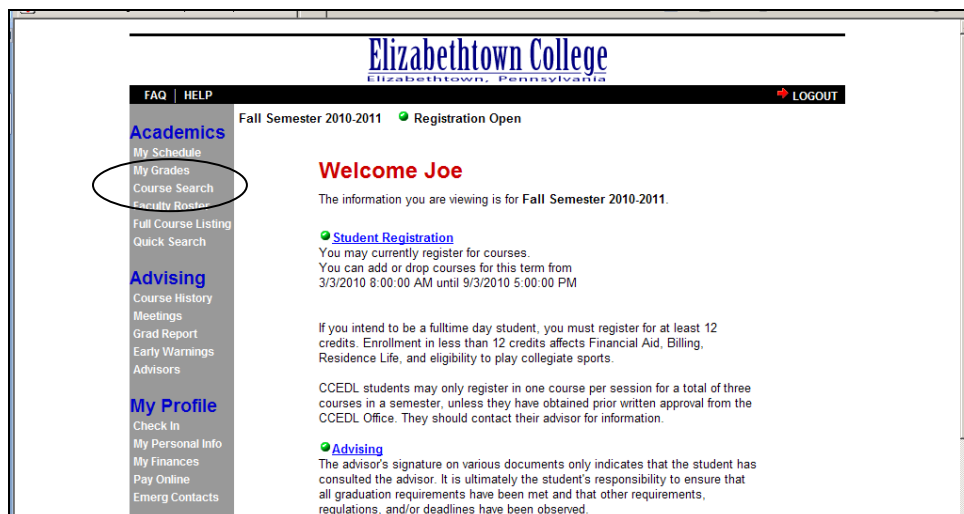


- Step 2.** Enter your **ID** number (located on your student schedule or college ID card). Then enter your ECWeb **PIN** access code (distributed to you in an envelope at summer orientation). Now click the **Login** button. If you have misplaced the PIN, contact Debbie Althoff (717-361-1423).

NOTE: The PIN is case sensitive.

1.2 How To Register For A Course

- Step 1.** Select the **Course Search** link under the Academics title from the left navigation window.



Student ECWeb Instructions

- Step 2.** If you click the **Search** button without entering any selection criteria you will receive a list of all courses offered in the semester indicated.

FAQ | HELP ▶ LOGOUT

Fall Semester 2010-2011 ● Registration Open

Selected term:

Choose from any of the **Detailed Search** options listed below to narrow your search, and then click on the Search button below.

Detailed Search for Courses: Fall Semester 2010-2011

Show: open and full classes or open classes only

Meeting days: Department

Mon Part of the course name

Tue Subterm Courses

Wed

Thu beginning class time

Fri ending class time

Sat or higher course numbers.

Sun or lower course numbers.

Return courses per page

- Step 3.** Select the course by clicking on the **Course Number** under the Section column. If registration is open you can also click the **Add** link under the Action column.

Elizabethtown College
Elizabethtown, Pennsylvania

FAQ | HELP ▶ LOGOUT

Fall Semester 2010-2011 ● Registration Open


Courses in Academic Year 2010-2011 / Fall Semester

▶ Displaying 1 - 10 of 874 course(s) that match(es) your search criteria.

Section	Course Name	Instructor(s)	Seats Open	Hours	Meets	Action
AC 101 BU A	Introduction to Accounting	Thomas Ellicker	6/35	4	MWF (12:30 pm-1:40 pm)	Add
AC 101 BU B	Introduction to Accounting	Thomas Ellicker	21/35	4	MWF (9:30 am-10:40 am)	Add
AC 100 BU F1	CCEDL Principles of Accounting II	Emily Moyer	14/15	3	MH (6:00 pm-9:00 pm) T (6:00 pm-9:00 pm)	Add

- Step 4.** Information about the course will appear. This includes a description, the instructor, the days and times, the number of seats offered, the number available, the number of students waitlisted (if full), extra fees if applicable, and special notes. To add the course, select the **add this class** link.

Student ECWeb Instructions


Elizabethtown, Pennsylvania

FAQ | HELPLOGOUT

Academics
My Schedule
My Grades
Course Search
Faculty Roster
Quick Search

Advising
Course History
Meetings
Grad Report
Early Warnings
Advisors

My Profile
Check In
My Personal Info
My Finances
Pay Online
Emerg Contacts

General
Catalog
Financial Aid

Fall Semester 2010-2011 ● Registration Open

● **Introduction to Accounting** -- AC 101 BU A (Req # 16751)

You may [add this class](#) to your schedule.

4.00 credits. An introduction to the basic accounting methods and principles used in preparing financial statements for external reporting, accompanied by an application project that will incorporate interpretive and analytical techniques.

Instructor(s): [Thomas Elicker](#)

Credit hours: 4

Credit type: Letter Graded

Total Seats: 35

Enrolled: 29

Seats remaining: 6

Add'l Fees: None

Course Schedule:

Meets	Dates	Place
MWF(12:30 pm-1:40 pm)	8/30/2010 to 12/17/2010	ETOWN H 214

Prerequisites: (none listed)

Co-requisites: (none listed)

Other prereqs: (none listed)

EXCEPTIONS:

- If the course is full, you will get a **waitlist this class** link. [See section 1.3 for more information.]
- There may be specific prerequisites for this course that will prevent you from registering online. The Prerequisites will be listed in the course description or further down the page after the title 'Prerequisites'.
- Register By Instructor (RBI) – If you receive a message that says, '*You may not register for this course online. Please contact the Instructor or Department Secretary for more details.*' This means you must contact the professor so he/she can register you in the course.
- Overload – Students may register in up to 18 credits online. Students who want to take more than 18 cr. must complete the overload petition which is available in the Reg. & Records Office or on their website under Downloadable Forms.
- Time Conflicts – you will not be able to register for a course if it overlaps in time with another course. Contact Reg. & Records if you must take both courses.

Step 5. A successful add will look like the following:

Student ECWeb Instructions

● AC 101 BU A was successfully added for you.

See the changes that have been made to your [schedule](#).

Step 6. Click on the My Schedule link to view or print your schedule:

Elizabethtown College
Elizabethtown, Pennsylvania

FAQ | HELP LOGOUT

Fall Semester 2010-2011 ● Registration Open

Selected term:

Schedule for: Joe Student

Fall Semester 2010-2011

Section	Course Name	Hours	Instructor	Meets	Location	Dates	Action
AC 101 BU A	Introduction to Accounting	4	Thomas Elker	MWF(12:30 pm-1:40 pm)	ETOWN H 214	8/30/2010 to 12/17/2010	Drop

[Reformat as a printable page \(new window\)](#)
[Show My Schedule as a Dayplanner](#)

Credits Enrolled: 4
Credits Pre-Registered: 0
Credits Waitlisted: 0
Total Credits: 4

Narrow Your Search:

By using the filters you can narrow your search for a course. If you know the department of the course, select it from the drop-down menu and then click 'Search'. In the example below we are looking for a course that meets after 12:00 noon on Tuesdays and Thursdays (omit the other days of week).

Elizabethtown College
Elizabethtown, Pennsylvania

FAQ | HELP LOGOUT

Fall Semester 2010-2011 ● Registration Open

Selected term:

Choose from any of the **Detailed Search** options listed below to narrow your search, and then click on the Search button below.

Detailed Search for Courses: Fall Semester 2010-2011

Show: open and full classes or open classes only

Meeting days: (all) Department

omit Mon Part of the course name

OK Tue Subterm Courses

omit Wed

OK Thu 12:00 noon beginning class time

omit Fri (no limit) ending class time

omit Sat (no limit) or higher course numbers.

omit Sun (no limit) or lower course numbers.

Student ECWeb Instructions

Quick Search Option Available:

If you know the course's Web Request number you can quickly search for a course using this feature. The Web Request numbers are listed in the first column of the printable master schedule. A printable master schedule is available on the Registration & Records' website at:

<http://www.etown.edu/Registration.aspx?topic=Courses+Available>.

Accurate as of this date: 5/26/2010

Elizabethtown College Master Schedule
Departmental Listing **Fall 2010**

IMPORTANT: See website
<http://www2.etown.edu/registration/registration/RegInfo.asp> for additions, cancellations and changes to the Master Schedule.

Core classes are listed on Core Master Schedule and the Department Master Schedule. Areas of Understanding are noted within "()" on the Department Master Schedule.

RBI=Register by instructor, PRE=Prereq, WRI=Writing and Reading Intensive, RE MM=Major/Minor Only, EF=Extra Fee, T Honors, EXM=Placement Exam

Web Req #...Course Code	Crs Title	Instructor	Days	Time	Lecture/ Lab/Disc	Room	Cr.	P/NP	Notes
Biology Department									
16672...BIO111 A	Introduction to Biological Sciences I	Yorty J	MWF	08:00 - 08:50 AM		N228	4.00		
16673...BIO111 B	Introduction to Biological Sciences I	Cavender J	MWF	09:30 - 10:20 AM		ST101	4.00		
16674...BIO111 C	Introduction to Biological Sciences I	Bowne D	MWF	08:00 - 08:50 AM		N207	4.00		
16675...BIO111 D	Introduction to Biological Sciences I	Mosser E	MWF	09:30 - 10:20 AM		N205	4.00		
16676...BIO111L A	Intro to Biological Sciences I Lab	Murray T	M	12:30 - 03:20 PM		L152	0		
16677...BIO111L B	Intro to Biological Sciences I Lab	Bowne D	T	12:30 - 03:20 PM		L152	0		
16678...BIO111L C	Intro to Biological Sciences I Lab	Yorty J	W	12:30 - 03:20 PM		L152	0		
16679...BIO111L D	Intro to Biological Sciences I Lab	Laughlin R	H	12:30 - 03:20 PM		L152	0		

Enter the Web Req. # in the Quick Search and click 'Go!'

Elizabethtown College
Elizabethtown, Pennsylvania

FAQ | HELP LOGOUT

Fall Semester 2010-2011 ● Registration Open

Selected term:

Use the **Quick Search** to quickly locate courses with a request number.

Quick Search: Enter the section's Request Number and press

1.3 How To Waitlist A Course

- Step 1.** Follow the procedures listed in **How To Register For A Course** to perform a course search.
- Step 2.** If a course is closed, the message that the course is **currently full** will be displayed. Check the **On waitlist** line to determine how many persons are already on the waitlist. The **On waitlist** line does not appear if there is no one currently on the waitlist. Select the **waitlist this class** link.

Student ECWeb Instructions

Elizabethtown College
Elizabethtown, Pennsylvania

FAQ | HELP LOGOUT

Fall Semester 2010-2011 ● Registration Open

Academics

- My Schedule
- My Grades
- Course Search
- Faculty Roster
- Full Course Listing
- Quick Search

● CE Drawing I -- ART 105 3CE C A (Req # 17036)

ART 105 3CE C A is currently full. However, you may [waitlist this class](#).

4.00 credits. (Creative Expression Core Course) Studio practice in basic drawing media for sketching and rendering both live and inanimate subjects.

Step 3. A successful waitlist will look like the following:

● ART 105 3CE C C was successfully waitlisted for you.

Each course is stamped by a date and time as it is saved in ECWeb. Students on the waiting list for a course are in order from earliest to latest requests. Students are enrolled into the courses as spaces become available. An email will be sent to students when they are enrolled in a course. You may log back into ECWeb at any time to see if you have been enrolled in the course.

If you are on a waiting list and then drop that course from your schedule, this action tells the Registration and 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 in your earlier position.

NOTE: Waitlisting for a course does not guarantee enrollment in that course. Continuing Ed Students should call 717-361-1411 for information regarding waitlisting.

See the changes that have been made to your [schedule](#).

1.4 How To Drop A Course

Step 1. Select **My Schedule** from the left navigation menu.

Elizabethtown College
Elizabethtown, Pennsylvania

FAQ | HELP LOGOUT

Fall Semester 2010-2011 ● Registration Open

Selected term:

Schedule for: Joe Student

Fall Semester 2010-2011

Section	Course Name	Hours	Instructor	Meets	Location	Dates	Action
● AC 101 BU A	Introduction to Accounting	4	Thomas Elider	MWF(12:30 pm-1:40 pm)	ETOWN H 214	8/30/2010 to 12/17/2010	Drop

[Reformat as a printable page \(new window\)](#)
[Show 'My Schedule' as a Dayplanner](#)

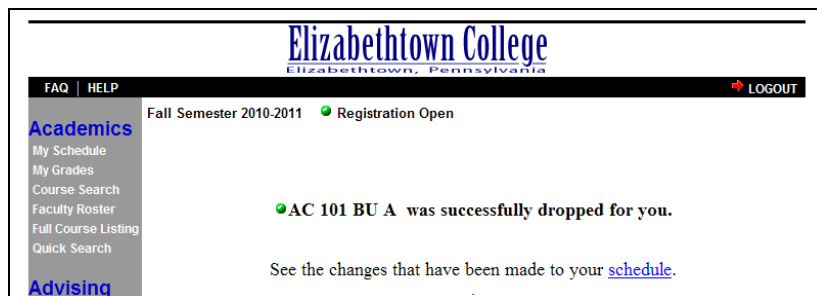
Credits Enrolled:	4
Credits Pre-Registered:	0
Credits Waitlisted:	0
Total Credits:	4

Student ECWeb Instructions

- Step 2.** Select the **Drop** link in the Action column on the row corresponding to the course you wish to drop. (You may need to scroll to the right to see this.)

NOTE: If no **Action** appears, check to see if Registration is open or closed. No Action generally means that the Registration period is not open. Online registration closes at 5 pm on the 5th day of classes. Also, First Year Seminars may not be dropped on-line.

- Step 3.** A successful Drop



1.5 How To Change Semesters

You may need to change semesters if there is more than one semester open for registration, such as Fall and Summer.

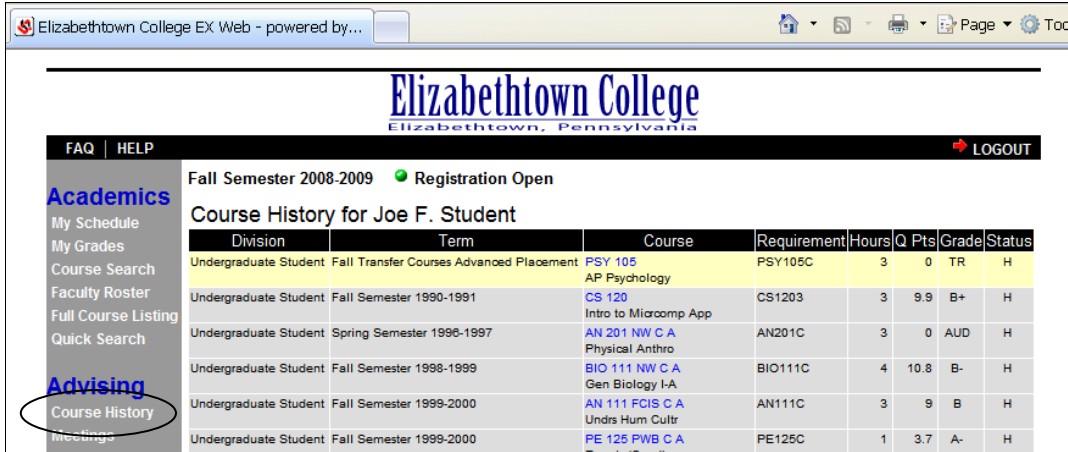
- Step 1.** Select the appropriate semester from the **Selected term** drop down data window. Then click the **Change** button.



1.6 How To Know if Transfer Courses or AP Courses were Accepted

After transfer courses and advanced placement courses have been entered, they can be viewed under the **Course History** link. (AP credits are usually entered mid-July; transfer credits around early August.)

Student ECWeb Instructions



The screenshot shows the Elizabethtown College EX Web interface. At the top, the browser address bar displays "Elizabethtown College EX Web - powered by...". The page header features the college's logo and name, "Elizabethtown College, Pennsylvania". A navigation bar includes "FAQ | HELP" and a "LOGOUT" button. Below this, a status message reads "Fall Semester 2008-2009 Registration Open". The main content area is titled "Course History for Joe F. Student" and contains a table with the following data:

Division	Term	Course	Requirement	Hours	Q Pts	Grade	Status
Undergraduate Student	Fall Transfer Courses Advanced Placement	PSY 105 AP Psychology	PSY105C	3	0	TR	H
Undergraduate Student	Fall Semester 1990-1991	CS 120 Intro to Microcomp App	CS1203	3	9.9	B+	H
Undergraduate Student	Spring Semester 1996-1997	AN 201 NW C A Physical Anthro	AN201C	3	0	AUD	H
Undergraduate Student	Fall Semester 1998-1999	BIO 111 NW C A Gen Biology I-A	BIO111C	4	10.8	B-	H
Undergraduate Student	Fall Semester 1999-2000	AN 111 FCIS C A Undrs Hum Cultr	AN111C	3	9	B	H
Undergraduate Student	Fall Semester 1999-2000	PE 125 PWB C A	PE125C	1	3.7	A-	H

In the left-hand navigation menu, the "Course History" link is circled in blue, and an arrow points from this link to the text below.

For Additional Information on Course Registration, please see the Registration & Records website at: <http://www.etown.edu/Registration.aspx>