JayWeb Instructions for Students

How to Log into JayWeb
You can enter the full website https://jayweb.etown.edu or when you are on campus, just type jayweb in your web browser. A link is also available on the Current Students homepage: http://www.etown.edu/current-students/

When the login page appears enter your network User Name and Password. These are the same ones used to access your Etown email and Blackboard account.

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’ just below the Home tab and below other headings on the page.

Refrain from using Browser’s Back button.

Use bread crumbs to go back.
Registration Holds
If you have a hold on your account you will not be able to register for next semester or drop and add courses for the current semester. The Welcome screen will indicate if you have a hold with an ‘!’ followed by the type of hold. If you have a hold, contact that office or person if you have questions.

Holds are also noted when you click on the Student tab.

Open/Closed Course Listing
The Open/Closed report is available to quickly show if there is a space available in a course. This is especially useful once registration opens to students. A link to this report is available from the left menu bar of JayWeb and also from the Courses page of the Registration & Records website - http://www.etown.edu/Registration.aspx.
You can search and filter for specific courses or criteria. Use the Help menu to find searchable items.

**How to Register for Courses**

When you click on the Student tab (next to Home tab) a new page will appear. Click on the **Add/Drop Courses** link or icon. You will have the option to add courses using the **Reference #** or by using the **Course Search**.

### Add by Reference Number

You can enroll in all of your courses at once by entering the reference number for each course in the **Add by Reference #** section. After entering the numbers, click the **Add Course(s)** button.
Note: You will not be able to use this feature if you have a hold on your account.

Where do you find the Reference Numbers? Here are 3 sources:

1. The reference number is the small number in blue under the Course Name on the Open/Closed report.

2. If you use the Course Search feature described in the next section, you can find the course reference number by clicking on the Course Code link.

3. A printable Master Schedule is available on the Courses page of the Registration & Records website (http://www.etown.edu/offices/registration-records/). The reference number (also called the Web Req. #) is the number to the left of the Course Code.

Course Search

Course Search is available on the Student tab under Academics. You can search from this initial page or click the ‘More Search Options’ link for additional selection criteria. When choosing a year and term from the drop down menu always choose the fall and spring semesters without subterms. When looking for summer courses choose either the Online Subterm or the May Subterm. All of the other options (June Subterm, July Subterm, Spring
Subterms, Fall Subterms, and Winter Sessions) are only offered to our SCPS (School of Continuing & Professional Studies) students.

In the example below we searched for Business Administration courses. Assuming you don’t have any holds and registration is open, an **Add Check Box** will appear for courses which you are able to add. Check the course you want then click the **Add Courses** button at the bottom of the page.

*** VERY IMPORTANT ***

1. **You will not get an Add check box for RBI (Register by Instructor) classes or classes offered through our SCPS division.** Most of the SCPS courses begin with CE in the Course title (name column). RBI is noted in the Pre-requisites column on the Open/Closed report and also under the Notes section on the Course Details page of JayWeb. Please contact the instructor or department assistant to register in RBI courses.

2. **Seniors and Rising Seniors (students with 72 or more credits) will not get an Add check box next to any core class until after all underclassmen have had a chance to register.**
Course Details
To get more information about a course, such as the days and times, description, the reference number, prerequisites, notes and waitlist information – click on the Course Code link (noted above).

Click on the link - **Etown Bookstore** to find the books that are required for this course.
Course Requisites – Prerequisites & Corequisites

There will be a link to the Course Requisites on the Course Details page. If the course requires prerequisites they will be listed here. Usually a prerequisite is another course which must be taken first, but it can also be a non-course prerequisite such as a placement score, majors only, acceptance into the program, etc.

A course could require a corequisite. For example, some of our science courses require a lab in addition to the lecture. Another example is Education majors who must register in a set of courses as part of their junior block. A corequisite is used to be sure that students register in all the course requirements.

When you register for a course that has a corequisite, a new screen will appear indicating that the corequisite for this course has not been met. If you want the course you will need to add the corequisite by clicking the ‘Add Co-requisite Course(s)’. If you do not want to add the course, click the ‘Do Not Add’ button.

When you click the Add Co-requisite Course(s) button a new screen will appearing allowing you to choose the coreq course. To find out what days and times the different coreq courses meet, click on the plus sign. Once you have chosen a course put a check in the corresponding Add check box and then click the Add Corequisite Course(s) button.
Course Requisites - Prohibited

Students may be prohibited from taking a course. In the example below, a student who successfully completed EN100-Writing & Lang (or any previous version of EN100) would not be permitted to enroll in EN150-Advanced Writing & Lang since the course material overlaps (see group 1, 2, 3 & 6 in example below). The student would also be prevented from enrolling in EN150 if his English placement was EN100. We use a Non-course prohibit to mark this (see group 7). You may question why EN150 & EN150C (group 4 & 5) are listed as prohibited courses. These are older versions of the same course. If a student returns after being gone for several years we want to make sure that he doesn’t register in a course that he had previously taken when the course used a different ARC (advising requirement code).
Drop a Course

To drop a course – go to your Add/Drop Courses page. Your schedule will be listed near the bottom. Click the Drop check box next to the course you wish to drop then click the Drop Selected Courses button.

NOTE: You will not be able to drop courses if you have a hold. You are permitted to drop courses using JayWeb from the time registration opens through 4:30 pm of the 5th day of the semester. After the 5th day and through the 4th week of the semester, you must complete the drop form which is available in the Reg. & Records Office. Also, first-year students are not permitted to drop the FYS100 course via JayWeb, instead contact the instructor.

Class Schedule

Your schedule is available by going to the Academics tab and then clicking on the Student Schedule link. If you want to see a schedule from a previous semester, change the term. A printable version is available at the bottom of the screen. NOTE: You will not be able to drop or add courses from this screen.

Waitlist for a Class

When a course is full you have the option to waitlist for it. If someone drops the class and you are the first person on the waitlist, the Reg. & Records office will enroll you in it and then notify you via email that you are now registered for the class. Each course is stamped with the date & time it is registered in JayWeb. Students on the waiting list for a course are in order from earliest to latest request, so the first on the waitlist will be the first off. The following error message will appear when you try to register for a course which is full:
If you are on a waiting list and then drop that waitlisted course, this action tells the Reg. & 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 your earlier position.

**NOTE:** Waitlisting for a course does not guarantee enrollment in that course. You would be notified via email if you get off the waitlist and enrolled in the course. You must get into the waitlisted course by the 5th day of the semester, otherwise, it will be dropped from your schedule.

**Swapping Courses**

JayWeb will not allow you to add a course that meets at the same time as another course or one that overlaps in time. If you try, JayWeb will give you the option to ‘Swap’ courses. (See error message below.) If you click the Swap button, JayWeb will first make sure that the second course you are trying to add is open and available to you. If so, it will drop the first course and then add the second course. If you do not want JayWeb to swap the courses, click the Do Not Add button.

JayWeb will also prevent you from registering in more than one section of the same course. You will have the option to swap one section for the other. The advantage of using the swap feature is that the system will not drop the first section if the other course is full or unavailable.
Other Registration Notes

- You must be enrolled in at least 12 credits to be full-time. Enrollment in less than 12 credits affects Financial Aid, Billing, Residence Life, and eligibility to play collegiate sports.
- The deadline to add courses is 4:30 pm of the 5th day of the semester.
- You may register in up to 18 credits through JayWeb. If you want to take more than 18 credits you must complete the Overload Petition form which is available in the Reg. & Records Office or on their website under Downloadable Forms.
- If you are a senior or rising senior (72 or more credits) you will not be able to register in core classes until after all students have registered unless the course is needed to fulfill a major, minor or core requirement. If the course is for a major, minor or core complete the Verification of Need to Enroll in Core form available in the Reg. & Records Office or in JayWeb under ‘Online Forms’.

Grade Report & Unofficial Transcript

Your grade report and unofficial transcript are available on JayWeb. A link to both is available under Academics in the Student tab. For a printable copy it is recommended that you use the Printer Friendly version with the PDF icon instead of the one with the printer icon.

NOTE: Etown does NOT mail grade reports home since you can access your grades through JayWeb.

Course History

A link to Course History is available under the Advising heading on the Student tab. If you received credit for transfer courses or high school AP exams, you can find that information here along with your Etown coursework.
Grad Report

The Grad Report link is located under the Advising heading on the Student tab. If you click the View All Details link a new page will appear which lists additional information.

This page shows your major/minor, advisors, and the requirements needed for graduation. You have a ‘2003 Core Program’ requirement, which contains the general core classes required for graduation. The ‘Free Electives’ requirement will house courses that do not meet a major, minor or core requirement. The ‘Total Credits to Graduate’ indicates the minimum number of credits required to graduate. If you have declared a major and/or minor, the requirements for each of these will be listed. If you are a first-year student your major/minor requirements will not be listed until you officially declare your major at the beginning of your second semester.

Click on the Printable Grad Report link at the bottom of the page (not the Printer Friendly link at the top) to get a detailed report. If you have any questions, contact Beverly Schmalhofer (717-361-1422 or schmalhofeb@etown.edu).

![Image of the Grad Report interface]