

# Elizabethtown College Registration Instructions

[www.etown.edu/offices/registration-records](http://www.etown.edu/offices/registration-records)



## Advising Appointments

### **Advisor Meetings will be made between October 24 – November 9**

Advising holds are placed on students' accounts until the student meets with their advisor about:

- ✓ Course Sequence
- ✓ Course Selection
- ✓ Graduation Requirements

## Course Registration

### **Registration runs between November 12 - 16!**

#### **Seniors & Rising Seniors (completed 72 credits or more)**

Those who need to fulfill a CORE requirement must complete a [Core Verification Form](#) by **November 9<sup>th</sup>**. Those taking a CORE-designated course as a free elective will be able to do so on **November 16<sup>th</sup> at 8 am.**

#### **Core Course Designation:**

Core courses are designated by the code at the beginning of the course title in the [Course Listings webpage](#) and in the course description in parentheses. Core courses are searchable by using the Advanced Options drop-down box. See the [Registration and Records website](#) for a complete and current list of courses that fulfill Core Areas of Understanding.

#### **Signature Learning Experiences (SLE):**

Effective Fall 2013, all students enrolled must complete **two** Signature Learning Experiences as part of the graduation requirements. Students will select at least two of the following types of SLE's: supervised research; community-based learning; cross-cultural experiences; internships, field experiences or practicums; and capstone experiences.

## Off-Campus Coursework

**Study Abroad:** Students who applied to study abroad should register for a normal on-campus load of courses. Once accepted, students should contact Megan Bell to complete the process. Students currently abroad should contact their advisor for approval of courses for the next semester to remove the hold.

**Off-Campus Coursework:** Students who are planning on completing off-campus coursework over the summer must complete the [Off-Campus Approval Form](#). Remember to have your official transcript sent to Registration and Records.

## Pre-Registration Reminders

\*Students with a **“Hold”** will not be able to register for courses via Jayweb or the Registration and Records Office.

\*Students must meet **all** course pre-requisites and co-requisites in order to register for courses.

\*RBI courses **cannot** be registered by the student through Jayweb. Contact the instructor to enroll you in the course. Students who are repeating a course must talk with their advisor and complete the [Repeat Form](#).

## Waitlist Guidelines

### **Waitlists are checked for seat availability between November 16 – January 18!**

Every course add/drop has a date and time stamp. Students on a waitlist for a course are in order from earliest to latest registration. Students are enrolled into waitlisted courses as space becomes available. They will receive an e-mail from the Registration and Records Office about enrollment. Waitlisting does **NOT** guarantee enrollment.

Students are unable to waitlist in a course if it creates an overload or time conflict via Jayweb. Students should contact the Registration and Records Office with issues in regards to Waitlisting.

## Additional Fees

**Additional Fees:** Courses will have an additional fee in the “Notes” heading on the course details page. There is an additional fee for private music lessons for **non-music majors**. For a complete list of courses with additional fees, please see the [Registration web page](#).

**Maximum Credit Load:** The maximum load is 18 credits. Students must complete an [Overload Petition](#) (up to 20 credits) and meet the requirements. An additional \$1,140 per credit will be charged.

## Other Important Dates

**Independent Studies:** due January 14<sup>th</sup>, 2019

**Directed Study, Time Conflict, and Tutorials:** due January 18<sup>th</sup>, 2019

**Internship Contracts:** due February 1<sup>st</sup>, 2019

## Core/SLE/GWR

**Core:** Courses are labeled CORE Area of Understanding in the course code, title, and description. Examples: BIO 101 **6NPS A**, **NPS Biological Concepts**, “4.00 credits. (**Natural and Physical Science Core Course**)”

**Signature Learning Experience (SLE):** Signature Learning Experience (SLE) courses are labeled at the *end* of the course description, on the “Notes” field, and are listed [here](#). Example: PLO American Sign Language, “...participation with individuals in the Deaf Community. **Signature Learning Experience: Community-Based Learning.**”

**Guided-Writing and Research (GWR):** Guided-Writing and Research courses are labeled in the Course Reminder, at the *end* of the course description, and listed [here](#). Example: EN 281 3CE C M, \*A *Guided Writing and Research Course*.

## Lab/Seminars

**Co-Requisites:** A number of courses require a co-requisite. Students will have to register for the two courses at the same time.

**Labs:** Some science courses are taught for 4 credits with a required lab. Others are taught for 3 credits with an optional 1 credit lab. Make sure to register for the 1 credit optional lab if you are planning on taking it.

**Error Message:** A red flag will appear telling students to register for the co-requisite requirement.

# Registration Tips

## Types of Registration

**Register by Instructor (RBI):** Students will not be able to register for the course themselves. It will state if it's an RBI course in the description and on the “Notes” field. Contact the instructor to enroll in the course.

**Pre-Enrollment:** Students who may not have the pre-requisites completed to take a course will not be able to register for a course themselves. Contact the instructor to see if they will approve your enrollment.

**Registration Week:** Students will register for courses at their designated time slot and after via Jayweb.

## Pass/No Pass or Audit Classes

**Pass/No Pass:** Pass/No Pass forms are available in the Registration and Records Office or on Jayweb between January 29<sup>th</sup> and February 12<sup>th</sup>. Requirements are listed in the [catalog](#).

**Audit:** Audit cards are available in the Registration and Records Office until February 12<sup>th</sup>. Students should register for the course they are planning to audit *before* accessing the paperwork necessary. Once a course has been taken for audit, it **cannot** be taken for credit later. Other requirements are listed in the [catalog](#).

# COMMON REGISTRATION ERROR MESSAGES

## PROBLEM?

## SOLUTION!

***A Corequisite has not been met.***

Click “Add” to view corequisite courses.

***Time conflict***

Complete a [Time Conflict Resolution Form](#).

***Adding this registration would create an overload***

Either “swap” courses or complete an [Overload Petition](#).

***A Prerequisite for this course has not been met.***

Contact the instructor or the department to be pre-enrolled in the course.