



## How Do I Register for Summer Classes?

### 1. **Current degree students with JayWeb accounts can register two ways:**

#### a. **Using the Summer Registration Form in JayWeb.**

If you have an active HOLD on your registration, students are still permitted to register for the Summer Session via the Summer Registration Form in JayWeb. Registration for summer courses on November 9<sup>th</sup>. Students CANNOT register for spring courses with active HOLDS on their accounts.

#### b. **Using their JayWeb account via the traditional registration process.**

Register for summer classes by changing the term to “SU” and the year to “2020-2021.” Note, however, that you can only register through JayWeb once you have cleared any holds that may be on your account. This includes the advising hold for spring registration, business office holds, etc. If you are clear to register for your spring courses, then you should be able to register online for summer courses. As a reminder, registration for spring courses opens during the week of November 9<sup>th</sup>.

### 2. **Visiting students and others without JayWeb access can register by paper or by phone:**

a. Email Kelly Boutsikaris in Registration & Records at [boutsikarisk@etown.edu](mailto:boutsikarisk@etown.edu) or call 717-361-1423.

b. **Returning students** can submit the [returning student registration form](#). Forms are processed on a first-come, first-served basis.

c. **Visiting Students** can contact the R&R office and complete a [visiting student registration form](#). Forms are processed on a first-come, first-served basis.

### 3. **Cancellation of under-enrolled courses will be announced as follows:**

May 6<sup>th</sup> for May term

May 26<sup>th</sup> for most Online term

### 4. **Last day to add a class will be:**

May 17<sup>th</sup> for May term

Refer to the Important Dates for Summer Online study.

### 5. **Load limits for the summer terms:**

1 course or 4 credits for the May term; a second course by overload petition

2 courses or 8 credits maximum for the Online portion of our Summer