How Do I Register for Summer Classes?

Registration opens December 4th

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 the Summer Registration Form in JayWeb. As a reminder, registration for fall courses opens during the week of April 15th. Students CANNOT register for fall 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 “2012-2013.” 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 fall registration, business office holds, etc. If you are clear to register for your fall courses, then you should be able to register online for summer courses. As a reminder, registration for fall courses opens during the week of April 15th.

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

   a. Email Donna Reppert in Registration & Records at reppertd@etown.edu or call the main R&R office at 717-361-1409.

   b. **Returning students** can submit the returning student registration form. Forms are processed on a first-come first-serve 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-serve basis.

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

   May 8th for May term courses
   May 29th for most Online term courses

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

   May 14th for May term
   June 5th for most Online term courses

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

   1 course or 4 credits for May term; a second course by overload petition
   2 courses or 8 credits maximum for the Online term