



Elizabethtown College
SCHOOL OF CONTINUING
AND PROFESSIONAL STUDIES
at The Edward R. Murphy Center

2019-2020 SCPS JayWeb User Guide



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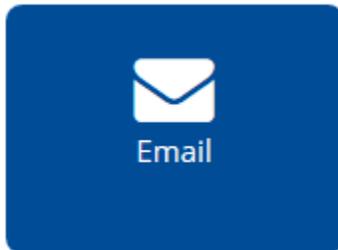
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How do I find JayWeb?

- Go to <https://www.etown.edu/scps>.
- Click Current Students at the bottom of the webpage.

Admissions	Browse	Links	For
Apply	Library	Title IX	Alumni
Visit	Departments	Campus Map	Current Students
Tuition	Offices	Employment	Faculty & Staff
Admissions	Centers	Student Consumer	Athletics
	Majors & Minors	Student Achievements	Parents
		Clery Reports	Visitors
		Disability Services	

- There is a group of buttons of frequently used tools and resources.
- Click the JayWeb icon.
- You can also access JayWeb directly at <https://jayweb.etown.edu/ics>.



How do I log in to JayWeb?

- Prior to the start of your first course, you will receive an email from the IT Help Desk asking you to set up your Elizabethtown College network account.
- It is mandatory to set up and use the etown.edu email account assigned to you.
- You should not initiate this – IT will contact you at the email address listed on your application when you may complete the form.

Log in to JayWeb with the username assigned to you by IT and the password you create through your Etown email account.

The image shows the login form area of the JayWeb portal. It consists of three main components: a username field containing the text 'without @etown.edu', a password field with a masked asterisk icon, and a 'Login' button. Below the password field, there is a link for 'Forgot Password?'. The entire login area is highlighted with a yellow border.

Welcome Student

Welcome to Jayweb!

Please click on the **SCPS Student** tab shown above to access Course Schedules, Registration, Grade Reports, refer to the JayWeb User Guide below for assistance.

Home Page and Registration Holds

- The JayWeb Home Page will list any holds that may be on your account.
- Below the hold is a key to the different types of holds and what action is required, if any.
- The hold will only affect your ability to add and drop* classes. You should be able to access all other features on JayWeb.

*Please note: **Holds affect a student's ability to add or drop classes.** If you need to drop a class but have a hold on your account, you can request the drop through the [Course Withdrawal Form](#).



You currently have a hold(s). For specific information regarding the hold(s), contact the appropriate office.

AdmissionsCancellation/Deferal

Registration Status Key

Registration Holds

Registration holds will affect a student's ability to add/drop classes; the student will still have access to all other information and functions in JayWeb.

Business Office Hold: a student will not be able to register for upcoming classes when there is an account balance. Contact the Business Office ([717-361-1417](tel:717-361-1417)) for assistance.

Continuing Education/GPA Hold: this hold is placed on a student's account when the GPA goes below good academic standing. It will remain on the account until the GPA is raised. Students should contact their academic advising coordinator for assistance and to register for classes.

Preliminary Check in Hold: this hold is placed when a student needs to complete and verify the information on their academic record. The hold will automatically be removed after the form (s) are submitted via JayWeb.

***Please note: **Holds affect a student's ability to add or drop classes.**

If you need to drop a class but have a hold on your account, you can request the drop through the [Course Withdrawal Form](#).

SCPS Student Tab

- You will need to click SCPS Student at the top of the screen to access schedules, registration, grad report/degree audit and other functions.

The screenshot shows the top navigation bar of the Jayweb website. The header includes the Jayweb logo and the text "Elizabethtown College Web Portal". Below the header, there are three navigation tabs: "Home", "Groups", and "SCPS Student". The "SCPS Student" tab is highlighted with a yellow box. Below the navigation bar, there is a breadcrumb trail: "You are here: Home > Home". On the left side, there is a "My Jayweb" section with a dropdown menu currently set to "Home". Below this is a "Quick Links" section with four items: "Canvas Support", "Catalog", "MBS Bookstore", and "Canvas Login", each with an external link icon. On the right side, there is another "My Jayweb" section with a "Welcome Student" message. The message reads: "Welcome to Jayweb! Please click on the **SCPS Student** tab shown above to access Course Schedules, Registration, Grade Reports, and Unofficial Transcripts. You can refer to the JayWeb User Guide below for assistance."

- Once on the SCPS Student tab, you will see a list of pages on the left hand side.
- Announcements will be posted on the SCPS tab.
- Select the page and click the plus sign if you cannot see the features.

The screenshot shows the "SCPS Student" navigation menu. The menu is titled "SCPS Student" and lists several options. The "Schedules & Grades" option is highlighted with a yellow box and has a plus sign next to it, indicating it is expanded. The menu items are: "SCPS Student Home Page", "Schedules & Grades", "Add-Drop-Search Courses", "Student Schedule", "Textbooks", "Unofficial Transcript", "Official Transcripts", "Grade Report by Semester", "Grade Report by Subterm", "Advising", "Billing and Financial Aid", "Undergraduate Handouts", and "Undergraduate Forms".

Accessing and Understanding your Grad Report/Degree Audit

- You can access your Grad Report/Degree Audit in the Advising tab.
- The Grad Report is a detailed list of your degree requirements for your major and core, as well as any declared minor(s) or concentration(s).
- Click View All Details.

SCPS Student Home Page

Schedules & Grades

Advising

Grad Report

Course History

Billing and Financial Aid

Undergraduate Handouts

Undergraduate Forms

Graduate Forms-Handouts

Used Books Bulletin Board

Learning Resources

Grad Report

Cecilia SCPS Student

Requirements Summary

Name	Status
SCPS BusAd Maj AS Deg	✗ Not Met
SCPS Core Assoc Deg	✗ Not Met
SCPS AS UpLvl Core RQ	✓ Met
Free Electives	✓ Met
Non-Program Courses	✗ Not Met
SCPS Total Cr AS/AA	✗ Not Met

[View All Details](#)

[Printable Grad Report](#) 

- Click Printable Grad Report to view the full report.
- The Printable Grad Report shows your advisor(s), major/minor/concentration/core, and credit requirements needed for graduation.
- Courses with a Status of “R” in the right-hand column are still Required; those that are complete list “M” Status for Met.
- Transfer courses are designated with TR and courses taken at Elizabethtown College list the letter grade earned.
- Courses in progress are noted with an “I.”

IMPORTANT NOTES:

- The Free Electives requirement will list any courses that do not apply toward a major, minor, concentration or core requirement. Free Electives may show as Met but this does not mean all degree requirements have been satisfied.
- You may see an ADMIN requirement on your Grad Report. Disregard this; it is used for administrative purposes.
- There is another row for Total Credits; students must complete the total number of credits required for a degree program as confirmed in the School catalog.

Accessing and Understanding your Grad Report/Degree Audit

REQUIREMENTS SUMMARY SECTION

Aim	Adv Req	Year	Description	Min Hours Needed	Hours Earned	Hours In Progress	Quality Points	GPA	Status
MAJOR	XBAAS	2018	SCPS BusAd Maj AS Deg	27.00	15.00	0.00	32.10	3.56	Not Met
CORE	XASCORE	2018	SCPS Core Assoc Deg	0.00	10.00	0.00			Not Met
CORE2	XASULCRQ	2018	SCPS AS UpLvl Core RQ	0.00	4.00	0.00			Met
FREE	FREEBOOT	2018	Free Electives	0.00	4.00	0.00	0.00	0.00	Met
TOTCR	XTOTCR64	2018	SCPS Total Cr AS/AA	64.00	29.00	0.00	58.00	3.62	Not Met

REQUIREMENTS DETAIL SECTION

Elizabethtown College's transfer credit policy allows a student to fulfill a "4" credit course requirement with a "3" credit transfer course. Otherwise, students must satisfy each major, minor, and core requirement as stated in the College catalog.

If a major or minor department has granted you an exception, a written notification MUST be sent to Registration and Records, Attention: Beverly Schmalhofer, schmalhofeb@etown.edu

MAJOR	SCPS BusAd Maj AS Deg	Offer Date: 00/00/0000	Enter Date: 00/00/0000					
REQUIRED		TAKEN						
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
XAC107 -- SCPS Financial Acct			0.00	0.00	1	0	R	
XEC100 -- SCPS Global Macroecon	ECO201 -- --	Principles of Macro Eco	0.00	3.00	1	1	M	TR
XBA155 -- SCPS Managerial Com	BA 155 - -BU --F1	CCEDL Managerial Con	0.00	3.00	1	1	M	B
XBA215 -- SCPS Prin of Marketing	BA 215 - -BU --S2	CCEDL Principles of Ma	0.00	3.00	1	1	M	A-
XBA265 -- SCPS Prin of Mgmt	BA 265 - -BU --F2	CCEDL Prin of Manage	0.00	3.00	1	1	M	A
XBA310 -- SCPS Business Ethics			0.00	0.00	1	0	R	
XBA331 -- SCPS Business Law	BUS201 -- --	Business Law I	0.00	3.00	1	1	M	TR
XMA151 -- SCPS Prob & Stat			0.00	0.00	1	0	R	
XBAASEL -- SCPS BusAd AS Deg elect			0.00				R	
XBAASCEL -- SCPS AS Bus Core Elect			0.00				R	
CORE	SCPS Core Assoc Deg	Offer Date: 00/00/0000	Enter Date: 00/00/0000					
REQUIRED		TAKEN						
Requirement	Course	Title/Description	Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
XFS150RQ -- SCPS Found Accel Lrng RQ			0.00	3.00			M	
XFS150 -- CCEDL Adult Learner Semin	FS 150 - -CE -C-L1	CCEDL Adult Learner S	0.00	3.00	1	1	M	B+
XCPSPL -- SCPS Core Power of Lang			0.00	3.00			M	
XEN100 -- SCPS Writing & Language	ENG101 -- --	English Composition	0.00	3.00	1	1	M	TR
XCPSMA -- SCPS Core Math Analysis			0.00				R	
XASAUQR -- SCPS Core Area AS Deg (COUNT)			0.00	4.00			R	
XSSC262 -- SCPS Environ Choices	SSC262 --CE --O3	CCEDL Environmental (0.00	4.00	1	1	M	A

Questions regarding your Grad Report should be directed to your Academic Advisor.

Registering for Classes

- Check the [School's calendar and important dates](#) for registration deadlines.
- Under Schedules and Grades, click Add/Drop Courses.
- You will see a drop down box giving you the option to select a subterm.
- Select the term to view all classes for a specific SCPS session.
- You must select subterms that are designated with SCPS and click Search to view a list of courses alphabetically.
- You'll have the option to narrow your search by filters, but using too many filters may limit your results.

SCPS Student

SCPS Student Home
Page

Schedules & Grades ^

Add-Drop-Search
Courses

Student Schedule

Textbooks

Unofficial Transcript

Official Transcripts

Grade Report by
Semester

Grade Report by
Subterm

Advising

Billing and Financial
Aid

Undergraduate
Handouts

Undergraduate Forms

Graduate Forms-
Handouts

Used Books Bulletin

Schedules & Grades

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop

Term: 2019-2020 - Fall Semester - Fall SCPS Subterm 1

Add Period Open / Drop Period Open

Add by Reference # **Course Search**

Title: Begins With

Course Code: Begins With

Term: 2019-2020 - Fall Semester - Fall SCPS Subterm 1

Department: All

Division: Undergraduate Student

Search

[More Search Options](#)

Registering for Classes

- Scroll through and select your course.

Add Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
	AC 1060 CE A	SCPS Principles of Accounting II	Weaver, Matthew A	19/20	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
	AC 1080 CE A	SCPS Managerial Accounting	Weaver, Matthew A	2/20	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
	AC 3030 CE A	SCPS Financial Analysis and	Wesoloskie, Robert J	18/18	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/23/2019	10/26/2019
	AC 4050 CE A	SCPS Auditing	Stubb, Jane A	20/23	Open	W 6:00 PM-9:00 PM; Dixon University	3.00	9/23/2019	10/26/2019

- You'll be taken to another screen that lists meeting days, instructor, seat availability, prerequisites and a course description.
- If registration is open, you will see a green plus sign and "Add this course." Click this icon to add the class to your schedule.

Course Details

SCPS Foundations for Accelerated (FS 1500 CO C O1U) Add this course Back

Instructor(s): Leigh, Lindsay Z

2014-2015 - Summer Session - June SCPS Subterm, Undergraduate Student	3.00 Credit(s)
Dept: FS	Clock Hours: 0.00
Status: Open (17 out of 18 seats)	Reference Number: 28561

This course has other requirements. [Course Requisites](#)

Note: Meets Wed 5/13, 5/27, 6/10;6-10pm;OL wks 2,4

Course Schedules		
Day & Time	Date(s)	Location
	5/11/2015 - 6/13/2015	Online, Online Classroom, ONLNE
W 6:00 PM-10:00 PM	5/13/2015 - 5/13/2015	Dixon University Center Harrisburg, To Be Determined-Dixon Univ, TBD
W 6:00 PM-10:00 PM	5/27/2015 - 5/27/2015	Dixon University Center Harrisburg, To Be Determined-Dixon Univ, TBD
W 6:00 PM-10:00 PM	6/10/2015 - 6/10/2015	Dixon University Center Harrisburg, To Be Determined-Dixon Univ, TBD

Course Description

(Core Course) Foundations for Accelerated Learning blends professional studies with the liberal arts by presenting fiction, non-fiction and educational selections as springboards for discussion and evaluation of learners' educational development. The decision to continue education is often a turning point in an adult's life and self-examination can be beneficial to learner success. This course is designed to introduce adult learners to the scholarly demands of Elizabethtown College and the accelerated format of the adult degree program. Through the course research requirement, learners access critical campus resources, evaluate their learning strengths, and discover keys to participating effectively as a member of an academic seminar.

Etown Bookstore

All courses in the Department, Undergraduate Student Division

Cross-listed Courses					
Course	Type	Title	Capacity	Enrollment	Waitlisted
FS 1500 CO C O1U	Parent	SCPS Foundations for Accelerated	18	1	0
Totals:			18	1	0

Dropping a Course

- Go to Add/Drop Courses under Schedules and Grades.
- You must select the subterm of the course you are dropping.
- The course will appear at the bottom of the screen. Click the check box under “Drop” and then click the “Drop Course(s)” button.

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop

Term: 2019-2020 - Fall Semester - Fall SCPS Subterm 1

Add Period Open / Drop Period Open

You are currently registered for **3 credits**.

Add by Reference # **Course Search**

Title: Begins With []

Course Code: Begins With []

Term: 2019-2020 - Fall Semester - Fall SCPS Subterm 1

Department: All

Division: Undergraduate Student

[More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location
<input type="checkbox"/>	AL 1200 CEA	SCPS Foundations in Accelerated	Online	Online Classroom ONLNE

IMPORTANT NOTES:

- You cannot drop a course if there is a **hold** on your account. You will have to submit the [Course Withdrawal Form](#) to drop the course(s).
- Refer to the School’s Course Withdrawal Policy in the [catalog](#) for grade and tuition refund information.
- If you are using Financial Aid, contact finaid@etown.edu or 717-361-1404 to see how dropping the class will affect your aid eligibility for the semester.

Student Schedule

- After adding all courses, please verify your enrollment on your Student Schedule.
- To view your schedule as a PDF, start by clicking the Student Schedule option under Schedules and Grades, then click the link again.
- Select the appropriate year and term.
- Click Generate Report and click the PDF report to open another window.

Course	Course Title	Professor	Days	Time	Bldg/Room	Date
Subterm :	F1	Fall SCPS Subterm 1				
AL1200A	SCPS Foundations in A	Ms. Meghan E MacNamara		00:00 AM – 00:00 AM	ONLNE ONLNE	08/12/19 – 09/14/19
Subterm :	F2	Fall SCPS Subterm 2				
FS1500B	SCPS Foundations for	Mr. Robert J Kennedy III		00:00 AM – 00:00 AM	ONLNE ONLNE	09/23/19 – 10/26/19

IMPORTANT NOTES:

- The Academic Year runs Fall – Spring – Summer. To view your schedule for spring or summer courses, you must enter the year of the previous fall. For the 2019-2020 academic year, you will use
 - Year: 2019
 - Term: FA, WI, SP, or SU

Unofficial Transcripts

- Access your unofficial transcripts through Schedules and Grades.
- Your transcripts will show any credits that have been transferred in, the courses you have taken each semester at Elizabethtown College and your grades and GPA for those courses.

Undergraduate Student Division						
Course Number	Title	Gra Rpt	Ernd	Q.Pts	GPA	
Transfer Courses : Spring Transfer Courses						
Harrisburg Area Community College			13.00			
			Term Totals :	13.00	0.00	0.00
2005-2006 : Spring Semester						
Subterm : Spring SCPS Subterm 1						
FS 150	CEAdult Lmr Sm	B+	3.00	9.90		
Subterm : Spring SCPS Subterm 2						
BA 215	CE Prin Mrkting	A-	3.00	11.10		
Subterm : Spring SCPS Subterm 3						
SSC262	CE Envirn Chcs	A	4.00	16.00		
			Term Totals :	10.00	37.00	3.70

IMPORTANT NOTES:

- At the end of each semester, there is a short window of grade blackout dates while student records are recalculated. Your current semester's grades may not appear on your transcript but are visible on the grade report. The grades will also be included on any official transcripts requested.

Grade Reports

- Click Grade Report by Subterm under Schedules and Grades.
- Enter the year and subterm to generate a report.
- Grades are posted one week after a session ends.

Grade Report by Subterm - Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Year

Choose the Year: for the 2011-2012 academic year you would use 2011 FA, 2011 SP, and 2011 SU

Term

Choose the Term

Sub Term

Choose the Sub Term



Elizabethtown College

One Alpha Drive ~ Elizabethtown, PA 17022

Phone: 717.361.1409 Fax: 717.361.1427

Academic Grade Report

Christina Marie Geegee-Dugan
6436 Winwood Court
Harrisburg, PA 17111

Final
2013-2014 Fall Semester

Student: 3277080 Christina Marie Geegee-Dugan
Advisor: Daniels Katharine L Major 1 : Accounting (SCPS)

Division: Undergraduate Student

Course	Title	Instructor	Course Credits	Hours Earned	Grade	Qual Pts
SO2120 01	SCPS Sensitivity Toward the AgingAdult	Seiders, Lori A	3.00	3.00	A-	11.10
Term Totals	Hrs Attemptd:	Hrs. Ernd:	GPA Hrs:	Qual Pts	GPA	2.66
Career Totals	Hrs Attemptd:	Hrs. Ernd:	GPA Hrs:	Qual Pts	GPA	3.01

IMPORTANT NOTES:

- The Academic Year runs Fall – Spring – Summer. To view your grades for spring or summer courses, you must enter the year of the previous fall. For the 2019-2020 academic year, you will use
 - Year: 2019
 - Term: FA, WI, SP, or SU

Submitting Forms through JayWeb

You are encouraged to become familiar with and submit forms through JayWeb. Contact your Academic Advisor if you have any questions about the forms available.

Transcript Request Form

Transcript Request Form
[Click to access the form](#)

Update Contact Information (SCPS)

[Update Contact Information \(SCPS\)](#)

SCPS Course Withdrawal Form



Withdrawing from a class after the start of a session may affect your academic record and tuition charge/financial aid. Students who determine they are unable to complete a course in which they have participated should contact their academic advisor immediately to discuss options and impact of dropping a course, and submit the Course Withdrawal Form through JayWeb.

Students must submit a COURSE WITHDRAWAL FORM through Jayweb to withdrawal from a course. Failure to promptly withdrawal from a course may result in a student earning a failing grade. One Course Withdrawal Form is required for each course you wish to drop.

To determine the effect dropping from a course may have on financial aid status, contact the Financial Aid Office at finaid@etown.edu; [717-361-1404](tel:717-361-1404).

[SCPS Course Withdrawal Form](#)

SCPS Request for Change of Degree or Major Form

[SCPS Request for Change of Degree/Major Form](#)

SCPS Request for VA Benefits Form

Please note: You must be registered before completing this form and you must complete one form per semester.

[SCPS Request for VA Benefits Form](#)

SCPS Course Equivalency Proposal Questionnaire

If you are thinking about completing a Course Equivalency Proposal, please contact your Academic Advisor prior to filling out this form to see if you are a good candidate.

[SCPS Course Equivalency Proposal Questionnaire](#)

SCPS Degree Advancement Form

Additional Forms



[Request to Withdrawal from the School of Continuing and Professional Studies](#)