

JayWeb Users Guide

Graduate & Online Students

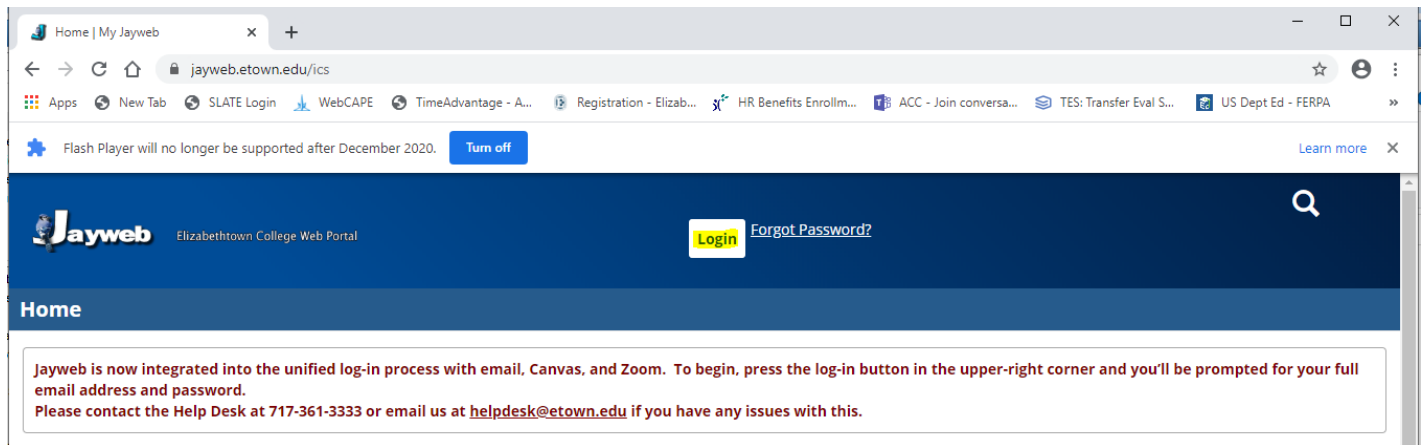


Table of Contents

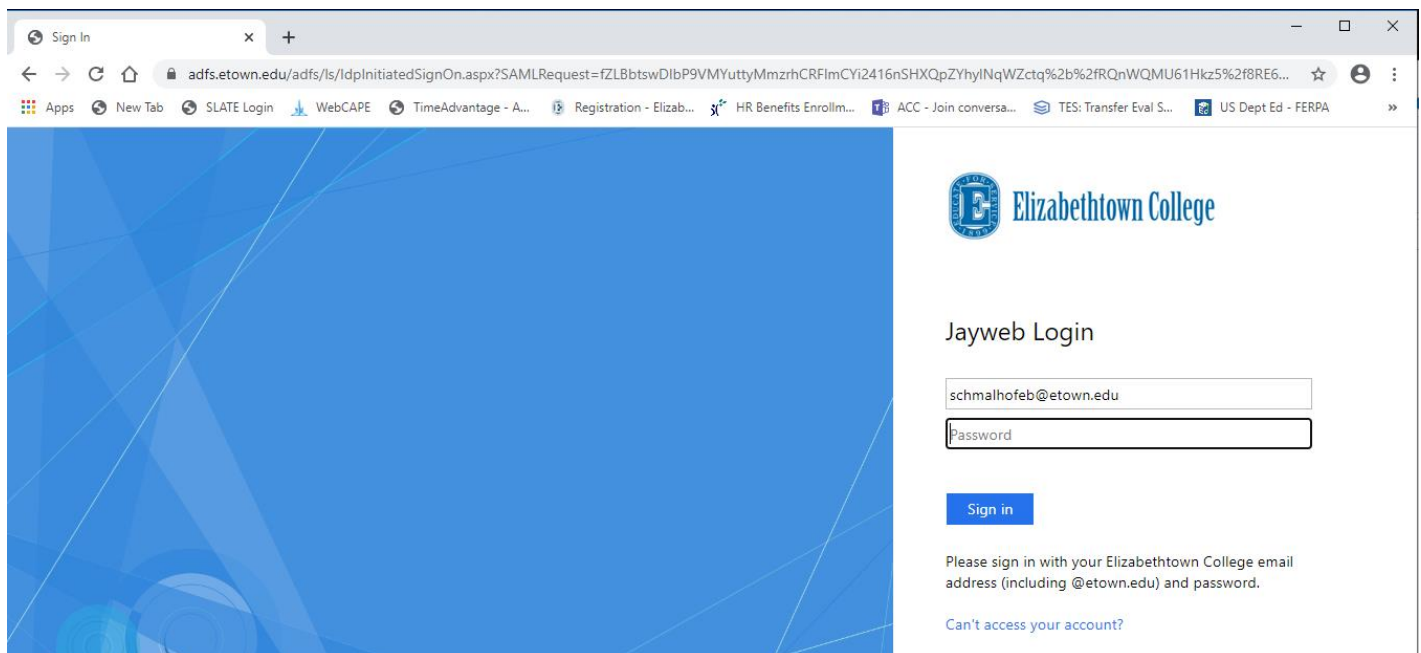
Logging into JayWeb	3
Navigating Jay Web - Use Bread Crumbs instead of Back Button	4
Preparing yourself for Registration	4
Registration Notes	4
Accessing Course Listing Options by Semester.....	5
How to Register for Courses	6
Registering via Add by Reference Number	6
Registering via Course Search.....	7
Example.....	8
Viewing Course Details	9
Identifying Course Requisites (Prerequisites, Corequisites & Prohibited)	10
Course Requisites - Prohibited.....	11
Waitlist for a Class	12
Swapping Courses.....	13
Dropping a Course	13
Viewing and Printing your Class Schedule	14
Viewing and Printing your Grade Report and/or Unofficial Transcript	14
My Course History	15
Accessing and Understanding your Grad Report.....	15
'Finances' Option	16
Online Forms Link	16
Personal Identifiable Information Update	17
How to Submit a Campus Name Request	178

Logging into JayWeb

You can enter the full web address - <https://jayweb.etown.edu> or when you are on campus just type **Jayweb** in your web browser. JayWeb is now integrated into the unified log-in process with email, Canvas, and Zoom. To begin, click on the Login Button to be prompted for your full email address and password.

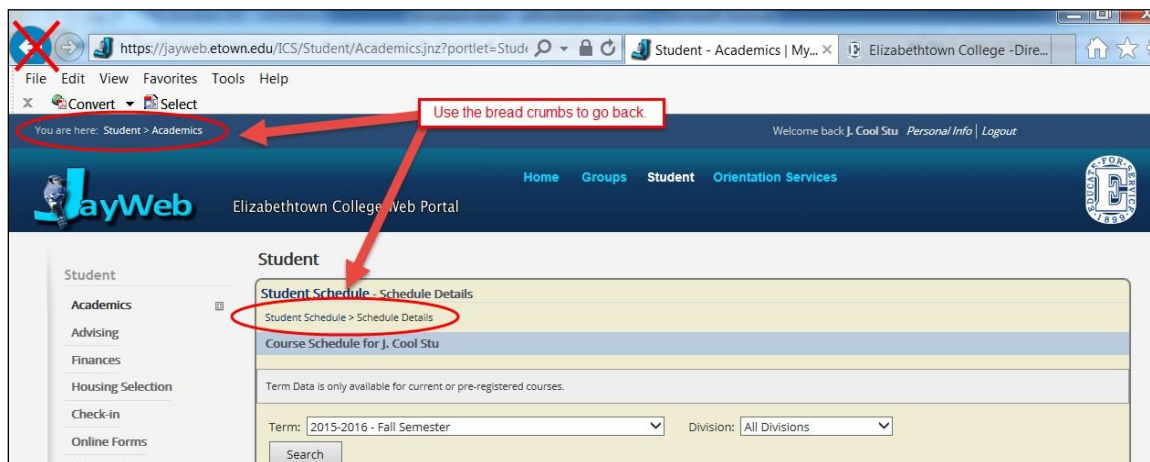


When the login page appears enter your user name and your password (same as your Etown email account including the @etown.edu). If you do not know your email information, contact our ITS Help Desk at 717-361-3333.



Navigating Jay Web - 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' and below other headings on the page.



Preparing yourself for Registration

Be sure you don't have any **holds** on your account. If you have a hold on your account, you will not be able to register for next semester or drop/add courses for the current semester. The Welcome screen of JayWeb will indicate if you have a hold with an '!' followed by the type of hold. If you have a hold, contact that office with questions and to resolve the hold.

Holds			
Hold	Type	Begin Date	Expiration
RR - Registration and Records	Registration hold	3/2/2017	N/A

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

Research your class options/choices by accessing the **Course Listing Options** (directions immediately below). Remember to have back up courses in case classes are full. During registration you are able to register by **Reference #**, this is a good time to record that information and have it available at your fingertips.

Registration Notes

- The deadline to add courses is on the Important Dates which is found on the Registration and Records Office website
- You may register in a maximum of 9 credits through JayWeb. If you want to take more than 9 credits, you must complete the Overload Petition form which is available in the Registration & Records Office or on their website under Forms and Email Requests.
- Syllabi from past courses are available from the 'Library-Syllabi' link on the lower left menu bar.
- All of the forms are available on JayWeb by clicking the 'Online Forms' link on the left menu bar.

Accessing Course Listing Options by Semester

The Course Listing by Semester is available at <http://www.ETOWN.EDU/Registration.aspx> (see below). It will allow you to see if there is space available in a course. You can search and filter for specific courses or criteria. Use the drop-down menus for choices. This is especially useful once registration opens. There is also a link to this report in JayWeb. It's located at the bottom of the left menu bar.



REGISTRATION AND RECORDS

[Home](#) / [Offices](#) / [Registration and Records](#)

In this Section

- [Registration and Records Home](#)
- [Staff](#)
- [COVID-19 Policy Updates](#)
- [FAQs](#)
- [Academics ▾](#)
- [Calendars and Important Dates ▾](#)
- [Catalogs](#)
- [Core and Signature Learning](#)
- [Course Listings ▾](#)
- [Degree and Enrollment Verifications ▾](#)
- [DUAL Enrollment Programs ▾](#)
- [FERPA Privacy Act](#)

Registration and Records

[About Registration and Records](#)

Spring 2020 Grading and Relaxed Withdrawal Deadline

The office is closed for many holidays throughout the academic year. Please refer to the [Academic Calendar](#) for specific dates and times. On occasion, the office will close temporarily for campus meetings and events. If you are coming from a distance, we recommend that you call ahead of time (717.361.1409) to ensure that we will be on hand to assist you.

Hours of Operation

Traditional Hours of Operation
Monday Friday, 8 a.m. to 4:30 p.m.

Summer Hours of Operation
Monday - Thursday, 8 a.m. - 4:30 p.m.
Friday, 8 a.m. - 2:00 p.m.

Contact Information

Email: RegandRec@etown.edu

Fax: 717.361.1427

Phone: 717.361.1409

Mail:
Registration and Records
Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022

[Staff Members](#)

How to Register for Courses

When you click on the Grad Student tab (top of your webpage) a new page will appear. Click on the **Add/Drop Courses** link. The default semester will appear in the term box. If you want to register for a different semester or look for a specific subterm, use the drop-down menu to see multiple options. You have the option to add courses using the **Reference #** or by using the **Course Search**.

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop > Course Search > Add/Drop Courses

Add/Drop

Term: 2016-2017 - Summer Session ▼
Add Period Open / Drop Period Open

Add by Reference # **Course Search**

Title: Begins With ▼
Course Code: Begins With ▼
Term: 2016-2017 - Summer Session ▼
Department: All ▼
Division: All ▼
 [More Search Options](#)

[My Account Info](#)

Registering via 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. You can access the Reference # at this link <http://www.etown.edu/offices/registration-records/courselistings.aspx>. After entering the numbers, click the **Add Course(s)** button.

Add by Reference # **Course Search**

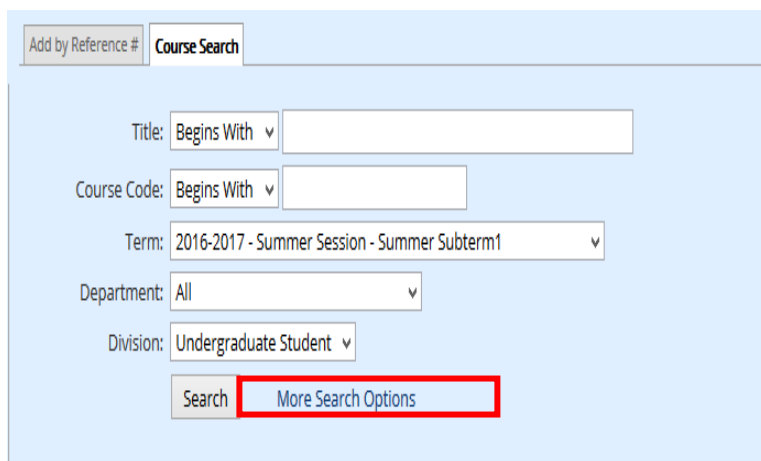
To add courses, enter the reference number for up to six courses. If you do not know the reference numbers you need, add the courses by Course Code or use the Course Search tab above.

Reference Number	Reference Number
1. 18181	2. 17899
3. 17917	4. 17962
5. <input type="text"/>	6. <input type="text"/>

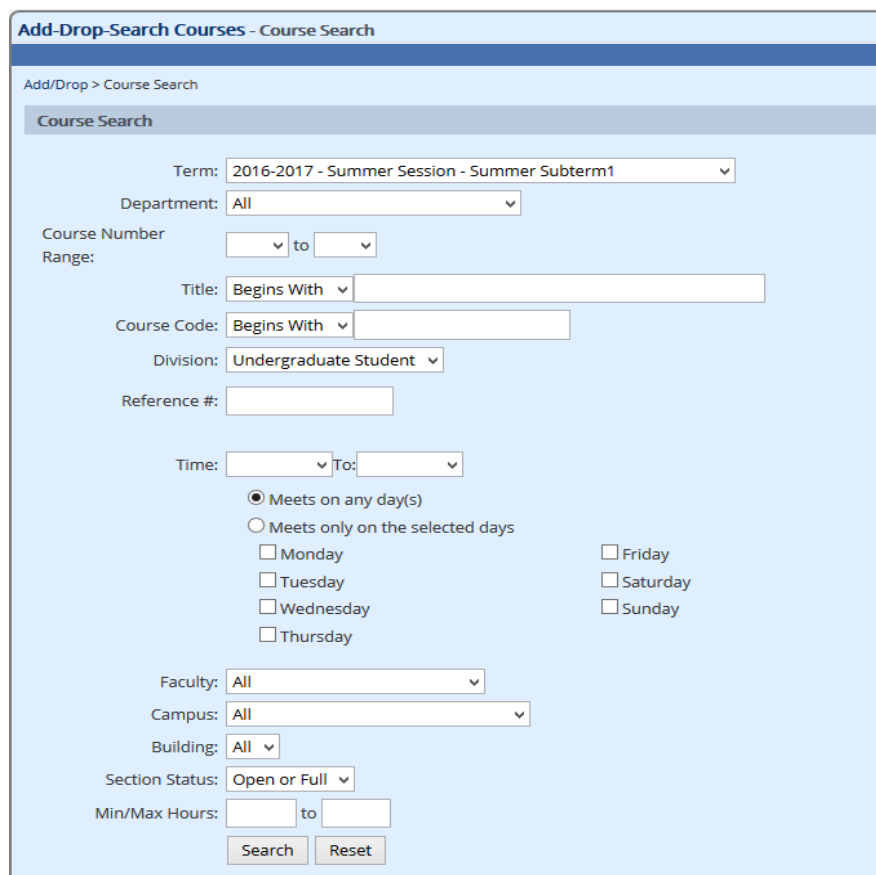
Note: You will not be able to use this feature if you have a hold on your account.

Registering via Course Search

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, make sure you choose the appropriate subterm, or if you are looking for the entire term, choose the year and term appropriate (i.e. 2020-2021 Spring semester). The School of Continuing and Professional Studies courses are designated in the appropriate SCPS subterm and have the course titled with 'SCPS'. Students in the residential programs are unable to register for SCPS courses, and students in SCPS courses are unable to register for residential courses. If you have any concerns about taking a course outside of your traditional program format, please contact your advisor.



This is the initial Course Search form. It features a light blue background and a white border. At the top, there are two tabs: "Add by Reference #" and "Course Search", with "Course Search" being the active tab. Below the tabs, there are several search criteria fields: "Title: Begins With" with a text input, "Course Code: Begins With" with a text input, "Term: 2016-2017 - Summer Session - Summer Subterm1" with a dropdown arrow, "Department: All" with a dropdown arrow, and "Division: Undergraduate Student" with a dropdown arrow. At the bottom, there are two buttons: "Search" and "More Search Options", with the latter highlighted by a red rectangular box.



This is the advanced "Add-Drop-Search Courses - Course Search" form. It has a dark blue header bar with the title "Add-Drop-Search Courses - Course Search". Below the header, there is a breadcrumb trail "Add/Drop > Course Search" and a sub-header "Course Search". The form contains a variety of search criteria: "Term: 2016-2017 - Summer Session - Summer Subterm1" (dropdown), "Department: All" (dropdown), "Course Number Range:" (two dropdowns with "to" in between), "Title: Begins With" (text input), "Course Code: Begins With" (text input), "Division: Undergraduate Student" (dropdown), "Reference #:" (text input), "Time:" (two dropdowns with "To:" in between), "Meets on any day(s)" (radio button, selected), "Meets only on the selected days" (radio button), "Monday" through "Sunday" (checkboxes), "Faculty: All" (dropdown), "Campus: All" (dropdown), "Building: All" (dropdown), "Section Status: Open or Full" (dropdown), and "Min/Max Hours:" (two text inputs with "to" in between). At the bottom, there are "Search" and "Reset" buttons.

Example

Below, we searched for Business Administration courses. Assuming you are a residential student, 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.

Add-Drop-Search Courses - Results										
Add/Drop > Course Search > Results										
Search Results										
Search Again	Term:	2015-2016 - Fall Semester	Division:	All	Search	Other previously selected search criteria still apply.				
Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		BA 101 BU A	Business and Society	Williams, Sylvester E IV	1/35	Open	MWF 8:00 AM-9:20 AM; Elizabethtown College, Hoover Business Building, 213 - Smart Tiered Classroom	4.00	8/24/2015	12/11/2015
RBI (Register By Instructor) Course										
<input checked="" type="checkbox"/>		BA 1550 CE L1	SCPS Managerial Communication	Gross, Robert L	12/18	Open	T 6:00 PM-10:00 PM; SCPS Lancaster Center, To Be Determined - Lancaster, SCPS Off-Campus Classroom Lanc	3.00	8/10/2015	9/12/2015
Cannot Add SCPS Courses										
<input checked="" type="checkbox"/>		BA 1550 CE O2	SCPS Managerial Communication	Beck, Linda Brain	6/18	Open	Online, Online Classroom, SCPS Online Classroom	3.00	9/21/2015	10/24/2015
<input checked="" type="checkbox"/>		BA 1550 CE U3	SCPS Managerial Communication	Gross, Robert L	13/18	Open	M 6:00 PM-10:00 PM; Dixon University Center Harrisburg, To Be Determined-Dixon Univ, SCPS Off-Campus Classroom	3.00	10/26/2015	12/5/2015
Click on Course Code for more information.										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA 215 BU A	Principles of Marketing	Greenberg, Bryan	1/35	Open	TH 10:00 AM-11:40 AM; Elizabethtown College, Hoover Business Building, 211 - Smart Classroom	4.00	8/24/2015	12/11/2015
Add Check Box										
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BA 215 BU B	Principles of Marketing	Greenberg, Bryan	4/35	Open	TH 12:00 PM-1:40 PM; Elizabethtown College, Hoover Business Building, 211 - Smart Classroom	4.00	8/24/2015	12/11/2015

*** IMPORTANT ***

1. **Classes offered as RBI (Register by Instructor) classes will not have the Add check box.** RBI information can be found under the Note: section or Course Description section on Course Details which can be viewed by clicking on the Course Code. Please contact the instructor or department assistant to register in RBI courses.

Viewing 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).

Add-Drop-Search Courses - Course Details

Add/Drop > Course Search > Results > Course Details

Course Details

Business and Society (BA 101 BU A) [Back](#)

Instructor(s): Williams IV, Sylvester E [i](#) [e](#) [c](#)

2015-2016 - Fall Semester, Undergraduate Student 4.00 Credit(s)
Dept: BA Clock Hours: 0.00
Status: Open (1 out of 35 seats) Reference Number: 28272

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

Note: RBI

Course Schedules

Day & Time	Date(s)	Location
MWF 8:00 AM-9:20 AM	8/24/2015 - 12/11/2015	Elizabethtown College, Hoover Business Building, 213

Course Description

4.00 credits. Managers function within an environment and their actions influence a number of stakeholders who in turn influence managerial decision making. Environmental awareness is increased by describing and analyzing seven sub-environments: stakeholder, economic, political, social, ethical, competitive and ecological. The course provides a context for other courses in the program and acquaints students with the dynamics of managing in the business, public and nonprofit sectors of the U.S. economy. Register by Instructor.

[» Etown Bookstore](#)

All courses in the Department, Undergraduate Student Division

Cross-listed Courses

Course	Type	Title	Capacity	Enrollment	Waitlisted
BA 101 BU A	Parent	Business and Society	35	34	0
Totals:			35	34	0

Identifying Course Requisites (Prerequisites, Corequisites & Prohibited)

On the Course Details page there may be a link to the Course Requisites. Any course with prerequisites will indicate the requirements here. Typically, a prerequisite is another course which must be taken first. It can also be a non-course prerequisite such as a placement score, majors only, acceptance into the program, etc.

A course could also require a corequisite, used to be sure that students register in all the course requirements. For example, some 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.

Add-Drop-Search Courses - Course Requisites				
Add/Drop > Course Search > Results > Course Details > Course Requisites				
Requisites for:	ED 345 ED A	Methods for Teaching Reading and	2015-2016 - Fall Semester	Undergraduate Student
Conditions	Group	Requisite Type	Requisite	
And	1	Prerequisite - Course	ED250 - Lang & Lit Dev in EC	
And	1	Prerequisite - Course	ED258 - Ed Assessment & Eval	
And	1	Prerequisite - Non-Course	Must have Formal Acceptance by Education Dept.	
-				
And	1	Corequisite - Course	ED325 - Methods Sci & Hlth in EC	
And	1	Corequisite - Course	ED335 - Mthd Teach MA in EC	
And	1	Corequisite - Course	ED365 - Mthds Teach SS in EC	

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.

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop > Course Search > Results > Add/Drop Courses

Add/Drop

Term: 2015-2016 - Fall Semester

Add Period Open / Drop Period Open

You are currently registered for 2 credits.

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

BIO 111 BI A

Course Info: MWF 9:30 AM-10:20 AM

Error: **BIO 111 BI A - A corequisite for this course has not been met**

Resolution: This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.

Add Co-requisite Course(s)

Do not Add

Clear All Alerts

When you click the Add Co-requisite Course(s) button a new screen will appear allowing you to choose the corequisite course. To find out what days and times the different corequisite 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.

Add-Drop-Search Courses - Add Corequisite Course(s)

Add/Drop > Course Search > Results > Add/Drop Courses > Add Corequisite Course(s)

Course: BIO 111 BI A Molecules, Cells, & Animal Systems **Credits:** 4.00 **Term:** 2015-2016 - Fall Semester **Division:** Undergraduate Student

BIO 111 BI A is a course with a Corequisite. To register for BIO 111 BI A, you must select one of the Corequisite groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Corequisite Courses		Corequisite
Add		
<input type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI A	
<input type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI B	
<input type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI C	
<input type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI D	
<input type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI E	
<input type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI F	
<input checked="" type="checkbox"/>	<input type="checkbox"/> BIO 111 L BI G	

Click the + for more information about the course.

Check the box of the course you wish to add then click the 'Add Corequisite Course' button.

Type	Course	Title	Credits	Campus	Faculty	Meets	Dates
Course	BIO 111 L BI G	Molecules, Cells, & Animal Syst Lab 0			Bowne, David RT		8/24/2015 - 12:30 PM-3:20 PM 12/11/2015

Add Corequisite Course(s) Cancel

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 the 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).

Add-Drop-Search Courses - Course Requisites				
Add/Drop > Course Search > Results > Course Details > Course Requisites				
Requisites for:	EN 150 1PLE C A	PLE Advanced Writing and	2015-2016 - Fall Semester	Undergraduate Student
Conditions	Group	Requisite Type		Requisite
	1	Prohibited - Course		EN100 - Hnrs Wrtg & Lang
Or	2	Prohibited - Course		EN100C - Wrtg and Lang
Or	3	Prohibited - Course		EN100PL - Writing & Lang 03 Core
Or	4	Prohibited - Course		EN150 - HnrsAdvWrtg&Lng
Or	5	Prohibited - Course		EN150C - Adv Wrtg & Lang
Or	6	Prohibited - Course		HEN100 - Hnrs Wrtg & Language
Or	7	Prohibited - Non-Course		Eligible for EN100

Waitlist for a Class

The following error message will appear when you try to register for a course which is full:

Student

Add-Drop-Search Courses - Add/Drop Courses

Add/Drop > Add/Drop Courses > Results > Add/Drop Courses

Add/Drop

Term: 2015-2016 - Fall Semester

Add Period Open / Drop Period Open

You are currently registered for **4 credits**. You are pending registration for **1 credits**.

Messages:

PE 100 PWB A - Successfully added with warnings: This course is full or students are already waitlisted

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	HI 170 HI A	Introduction to Digital Humanities	T 9:30 - 10:45 AM	Elizabethtown College Thompson Gymnasium	105 2.00	Letter Graded	Undergraduate Student
<input type="checkbox"/>	PE 112 PE A	Wellness and College Student	TH 2:00 PM - 2:50	Elizabethtown College Thompson Gymnasium	105 2.00	Letter Graded	Undergraduate Student

Drop Selected Courses

Waitlisted Courses

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	PE 100 PWB A	Activities and Yoga	MW 3:30 PM - 4:20	Elizabethtown College Royer Residence Hall BSMT	100 1.00	Pass/No Pass	Undergraduate Student

Annotations:

- Red arrow points from the message "PE 100 PWB A - Successfully added with warnings: This course is full or students are already waitlisted" to the text box: "You will receive the following warning when you are waitlisted and the course will be listed separate from your enrolled courses."
- Red arrow points from the course code "PE 100 PWB A" in the Waitlisted Courses table to the text box: "Click on the Course Code to bring up the Course Details. Here you can find out if you are first on the waitlist or if there are others waitlisted."

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 Registration & Records office will enroll you in it and 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, so the first on the waitlist will be the first off.


If you are on a waiting list and then drop that waitlisted course, this action tells the Registration & 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: Wait listing 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.

You will also be prevented 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.

 **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

PE 165 PWB A	
Course Info:	TH 9:30 AM-10:20 AM
Error:	PE 165 PWB A - Time Conflict with HI 170 HI A
Affected Course:	HI 170 HI A Introduction to Digital Humanities
Resolution:	Add: PE 165 PWB A Drop: HI 170 HI A Introduction to Digital Humanities <i>If you'd like to add this course and drop the course(s) with a schedule conflict, click the "Swap" button (No courses will be dropped if this course cannot be added successfully). Otherwise, click the "Do Not Add" button.</i>

Swap

Do Not Add

Clear All Alerts

Dropping a Course

Click on Add Drop/Search Courses under Academics. 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.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	HI 101 9HUM C A	HUM United States History to 1877	TH 12:30 PM - 1:45	Elizabethtown College Nicarry Hall 228	4.00	Letter Graded	Undergraduate Student
<input checked="" type="checkbox"/>	HI 170 HI A	Introduction to Digital Humanities	T 9:30 - 10:45 AM	Elizabethtown College Thompson Gymnasium 105	2.00	Letter Graded	Undergraduate Student

Drop Selected Courses

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 last day to drop. After the drop period, you must complete the withdrawal form which is available on the Registration and Records website.

Viewing and Printing your Class Schedule

Your schedule is under the **Academics** section. Click on the plus to see all options then choose the **Student Schedule** link. If you want to see a schedule from a previous semester, change the term from the dropdown. 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.

Student

Academics

Student Schedule - Schedule Details

Student Schedule > Student Schedule > Schedule Details

Course Schedule for J. Cool Stu

Term Data is only available for current or pre-registered courses.

Term: 2015-2016 - Fall Semester Division: All Divisions

Search

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
	HI 170 HI A	Introduction to Digital Humanities	2.00	Current	LG	Kenley, Dr. David L	T	8/24/2015 - 12/11/2015	ETOWN / TH / 105
	PE 112 PE A	Wellness and the College Student	2.00	Current	LG	Cheetham, Ms. Amanda	TH	8/24/2015 - 12/11/2015	ETOWN / TH / 105

NOTE: You cannot drop from this window. In order to drop classes - use the "Add-Drop" page

Printable Schedule

SELECT the "Printable Schedule" to view your status as a Remote Learner and additional details.

Course	Course Title	Professor	Days	Time	Bldg / Room	Date	Status	Hours	COV-19 Online
HEN180A	HNR CE Introduction to Creative	Dr. Suzanne E Webster Roberts	WF	12:30 PM -- 01:50 PM	LC PERF	09/23/2020 -- 12/11/2020-	Current	4.00	Y
			WF	12:30 PM -- 01:50 PM	N 201	08/24/2020 -- 09/22/2020-			Y
Total Credits:								4.00	

Viewing and Printing your Grade Report and/or Unofficial Transcript

Your grade report and unofficial transcript are available on JayWeb. A link to both is available under Academics in the Grad Student tab. Click on the Printer Friendly version with the PDF icon at the bottom of the page to print. Because you can access your grades through JayWeb, Etown College does NOT mail grade reports home.

Student

Academics

Grade Report - Final Grade Report

Grade Report > Final Grade Report

Final Grade Report for J. Cool Stu

Term: 2010-2011 Fall Semester

Undergraduate Student

First Major: Freshman student

Course	Title	Final Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
MA 251 8MA C A	MA Probability and Statistics	B	-	4.00	4.00	4.00	12.00	
SP 111 2PLO C A	PLO Elementary Spanish I	C	-	4.00	4.00	4.00	8.00	
Term Totals:				8.00	8.00	20.00	20.00	2.50
Career:				45.00	45.00	27.00	70.80	2.62

Repeat Designation:
 * - Original Course; not included in GPA or hours earned
 R - Repeated Course; included in GPA and hours earned

Printer Friendly Grade Report

My Course History

A link to your **Course History** is available under the Advising heading on the Grad Student tab.

The screenshot shows the 'Advising' section of a student portal. On the left sidebar, under the 'Student' tab, the 'Advising' link is circled in red, and a red arrow points to the 'Course History' link below it. The main content area is titled 'Advising' and contains a 'Course History' section. Below this, there is a table titled 'Advanced Placement Fall Transf' with columns: Course, Title, Division, Credits, Grade Type, Grade, and Requirement. The table contains one row: PSY 105, AP Psychology, Undergraduate Student, 3.00, Transfer, and PSY105SS.

Course	Title	Division	Credits	Grade Type	Grade	Requirement
PSY 105	AP Psychology	Undergraduate Student	3.00	Transfer		PSY105SS

Accessing and Understanding your Grad Report

The Grad Report is a detailed list of all of your requirements for your certificate(s) that is accessible 24/7. The **Grad Report** link is located under the Advising heading on the Grad Student tab. If you click the **View All Details** link a new page will appear which lists additional information. Click the **Printable Grad Report** link to view the full report.

The screenshot shows the 'Advising' section of a student portal. On the left sidebar, under the 'Student' tab, the 'Advising' link is circled in red, and a red arrow points to the 'Grad Report' link below it. The main content area is titled 'Advising' and contains a 'Grad Report' section. Below this, there is a table titled 'Requirements Summary' with columns: Name and Status. The table contains several rows: Soc/Anthro - Crim & CJ (Not Met), Core & SLE Programs (Not Met), Bus Admin Minor (Not Met), Free Electives (Met), Non-Program Courses (Not Met), and Total Credits to Graduate (Not Met). A red arrow points to the 'View All Details' link at the bottom of the table.

Name	Status
Soc/Anthro - Crim & CJ	Not Met
Core & SLE Programs	Not Met
Bus Admin Minor	Not Met
Free Electives	Met
Non-Program Courses	Not Met
Total Credits to Graduate	Not Met

The screenshot shows the 'Grad Report - Degree Audit Summary' page. It displays student information: One Alpha Drive, Elizabethtown, PA 17022, 917-172-016259, althofds@etown.edu. It also shows academic information: Credits Earned: 46.00, Overall GPA: 2.62, Last Term GPA: 0.0000, Probation Status: Major 1: Sociology-Anthropology, Minor 1: Business Administration, Advisors: Joe Faculty Undergraduate Student. A red arrow points to the 'Printable Grad Report' link at the bottom.

The printable grad report shows:

- Your advisor assignment/names
- Class Assignment
- A summary section (totals for Certificate, Free Electives, Total Credits, and GPA's)
- The Total Credits to Graduate indicates the minimum number of credits required for the program.
- The Free Electives requirement will house courses that do not meet a requirement.

<u>Name</u>	<u>Type</u>	<u>Division</u>
Advisor(s): Data Analytics, Advisor	OTHER	UG
Faculty, Joe	MJADV	GR
Faculty, Joe	MJADV	UG

REQUIREMENTS SUMMARY SECTION

<u>Aim</u>	<u>Adv Reg</u>	<u>Year</u>	<u>Description</u>	<u>Min Hours Needed</u>	<u>Hours Earned</u>	<u>Hours In Progress</u>	<u>Quality Points</u>	<u>GPA</u>	<u>Status</u>
MAJOR	ACMAJ	2013	Accounting Major	62.00	4.00	0.00	12.00	3.00	Not Met
MINOR	BAMIN	2014	Bus Admin Minor	20.00		0.00	0.00	0.00	Not Met
MAJ2	SOCMAJ	2013	Soc/Anthro - Sociology	40.00	8.00	0.00	14.80	1.85	Not Met
CORE	CORE2013	2013	Core & SLE Programs	33.00	38.00	0.00			Not Met
FREE	FREEROOT	2013	Free Electives	0.00	8.50	0.00	0.00	0.00	Met
TOTCR	TOTCR125	2013	Total Credits to Graduate	125.00	46.50	0.00	69.60	2.57	Not Met

If you have any questions, contact the Registration and Records Office at 717-361-1409 or regandrec@etown.edu

'Finances' Option

Clicking on the Finances menu will allow you to find information related to your Business Office account (monthly statement, 1098-T form, Meal Plans including JayBucks and information related directly to Financial Aid). If you have any questions regarding this information please feel free to reach out to them: Business Office 717-361-1417 and Financial Aid 717-361-1404.

Online Forms Link

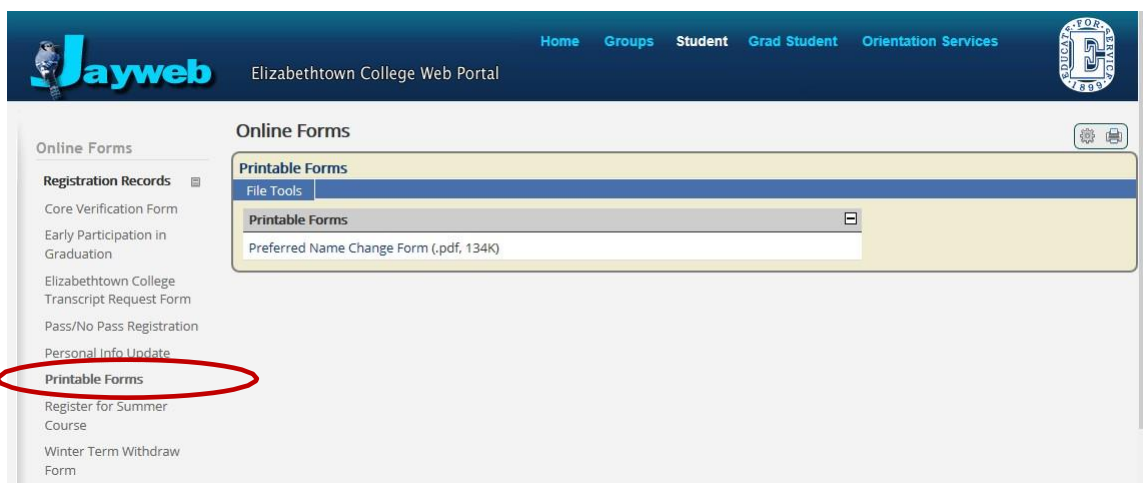
Registration and Records offers several forms for you on JayWeb for easy access. Some forms can be submitted directly to our office for processing and others must be printed and brought to Registration and Records for processing. All forms are available on our website at <https://www.etown.edu/registration/forms>

Personal Identifiable Information

If a student needs to update our office about a legal home permanent or local address information, they will need to submit the [Address Change Form](#) to our office for processing.

If a student changes their legal name, the College will amend official records upon receipt of a court order, updated Social Security card, driver's license, or government-issued identification card evidencing a change in the student's legal name. Students must submit the approved forms of identification along with the [Personal Identifiable Information form](#) to our office for processing.

To encourage a spirit of inclusion and equity, the College allows students to use their preferred name and gender, to the extent the College is not required to use the student's legal name and gender. For official and legal documentation, the College will use the student's legal name as it appears on the student's Social Security card, driver's license, or other government-issued identification card, and the student's sex assigned at birth. These steps help ensure that all members of our Elizabethtown College community are treated with dignity and respect. The [Preferred Name Change Form](#) is located in JayWeb under the Online Forms navigation. This form can be printed and submitted to the Equity and Title IX Coordinator in High Library, room 219. If you would like to discuss the form, you may email the Equity and Title IX Coordinator or by dialing (717) 461-1179.



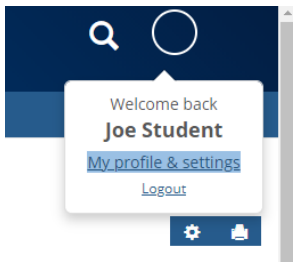
How to Submit a Campus Name Request

A student obtaining a legal name change or gender marker change should communicate directly with the Registration and Records Office. A student will be required to submit a Personal Identifiable Name Change form along with supporting legal documentation.

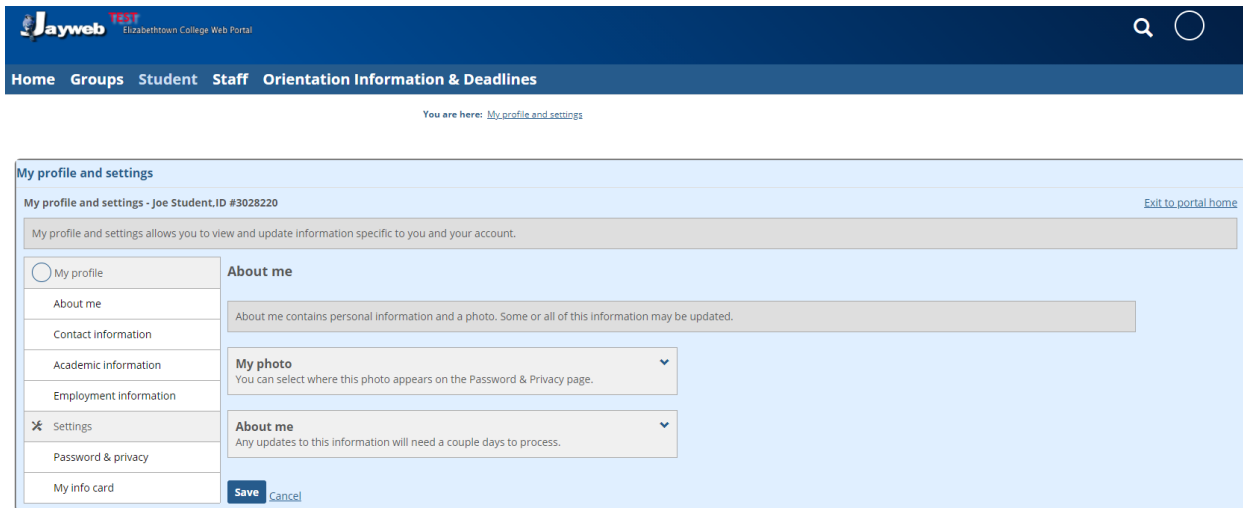
Students may select a Campus Name. A Campus Name is a name by which a student will be known to faculty, staff, and students on-campus ONLY. Any communication for federal reporting, billing, or other communication with non-campus individuals or organizations will utilize legal name.

For more information on Campus Name Protocols, please contact the Office of Diversity, Equity, & Belonging located in the BSC, room 247.


In JayWeb, in the upper right corner, click on the student identifier icon. Use the drop down to select “My Profile & Settings”



When the My Profile and Settings window opens, select “About me”




The window will expand to include options for updating several entities via JayWeb. Use the carrot to expand the Campus Name window.

About me


Any updates to this information will need a couple days to process.

Username: 3028220

Campus name

This is the name that we will refer to you as whenever possible as an institution, and should be what you are most comfortable being referred to as. Updates to this name (if allowed) will take time to process as they must be reviewed and validated in some cases. This screen will not reflect any changes until processing of those changes is complete.

Please be advised, the Campus Name will only result in an individuals first name. Students are prohibited from changing their last name.

Campus name

This is the name that we will refer to you as whenever possible as an institution, and should be what you are most comfortable being referred to as. Updates to this name (if allowed) will take time to process as they must be reviewed and validated in some cases. This screen will not reflect any changes until processing of those changes is complete.

Prefix:

First name:

Joe

Middle name:

☐ Hide middle name (This only applies within JICS.)

Last name:

Student

Suffix:

After updating your Campus First Name, choose SAVE.

Save

[Cancel](#)

A notification email will be sent to Registration and Records for review. A notification email will be sent once the change request has been processed. The change will appear immediately in JayWeb after confirmation of completion.