JayWeb Users Guide
Graduate & Online Students
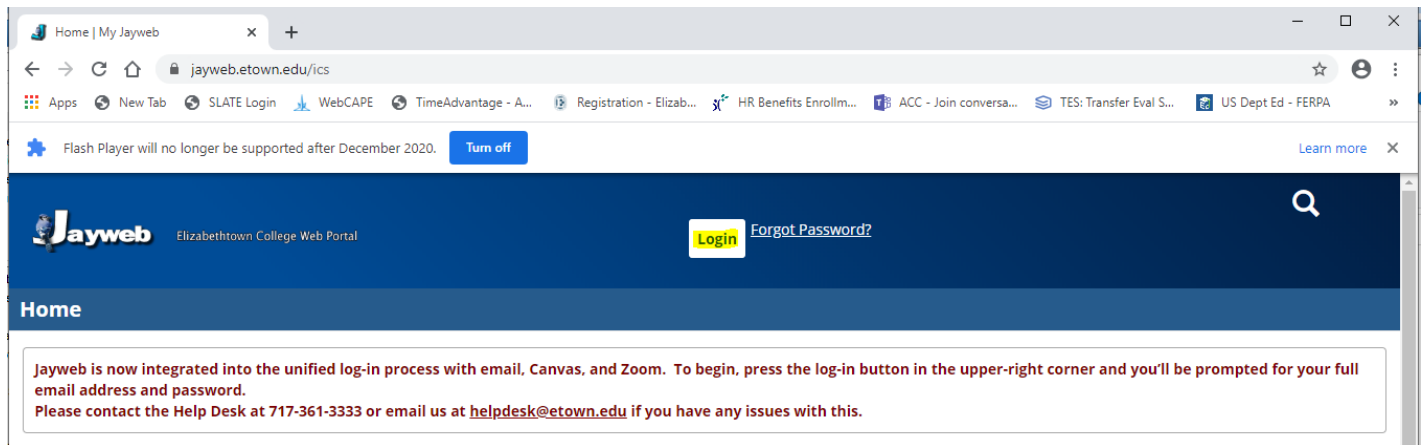
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Logging into JayWeb

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.
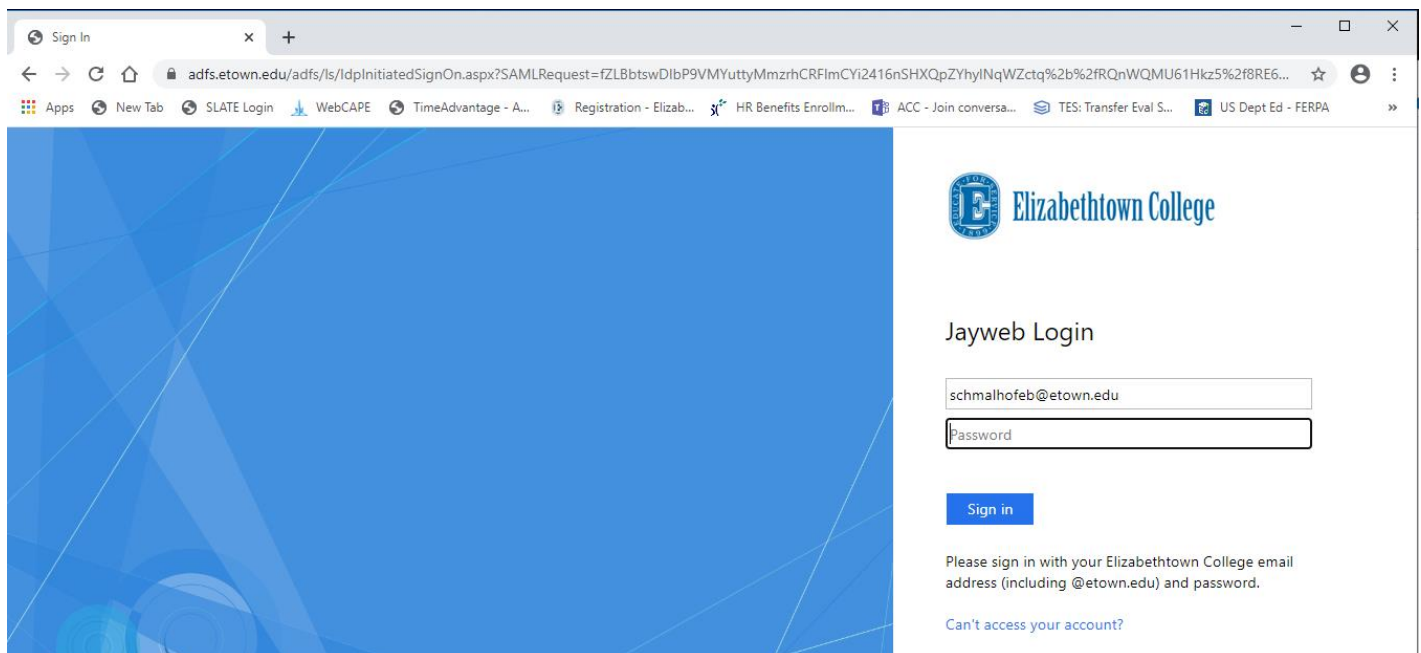
Navigating Jay Web - Use Bread Crumbs instead of Back Button

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.
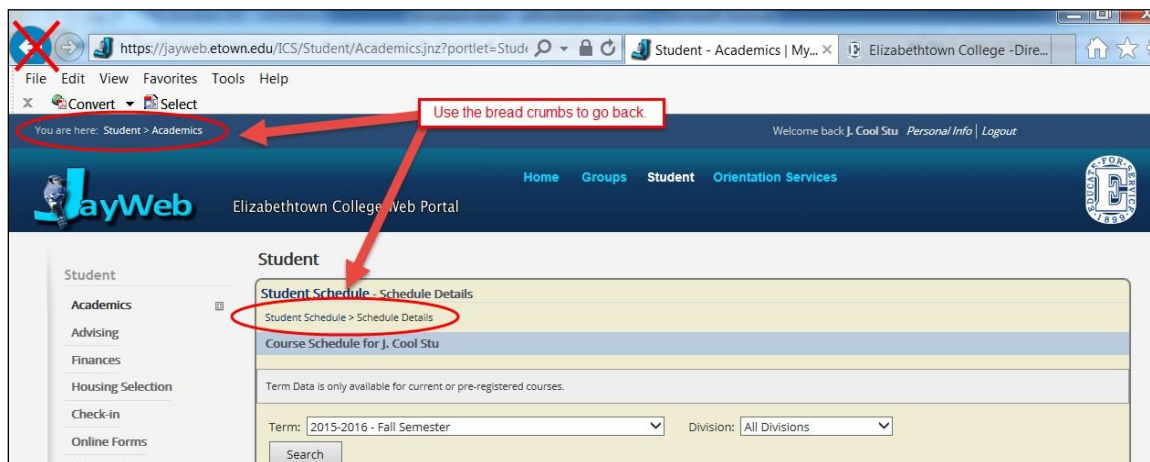
Preparing yourself for Registration

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 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.

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.**

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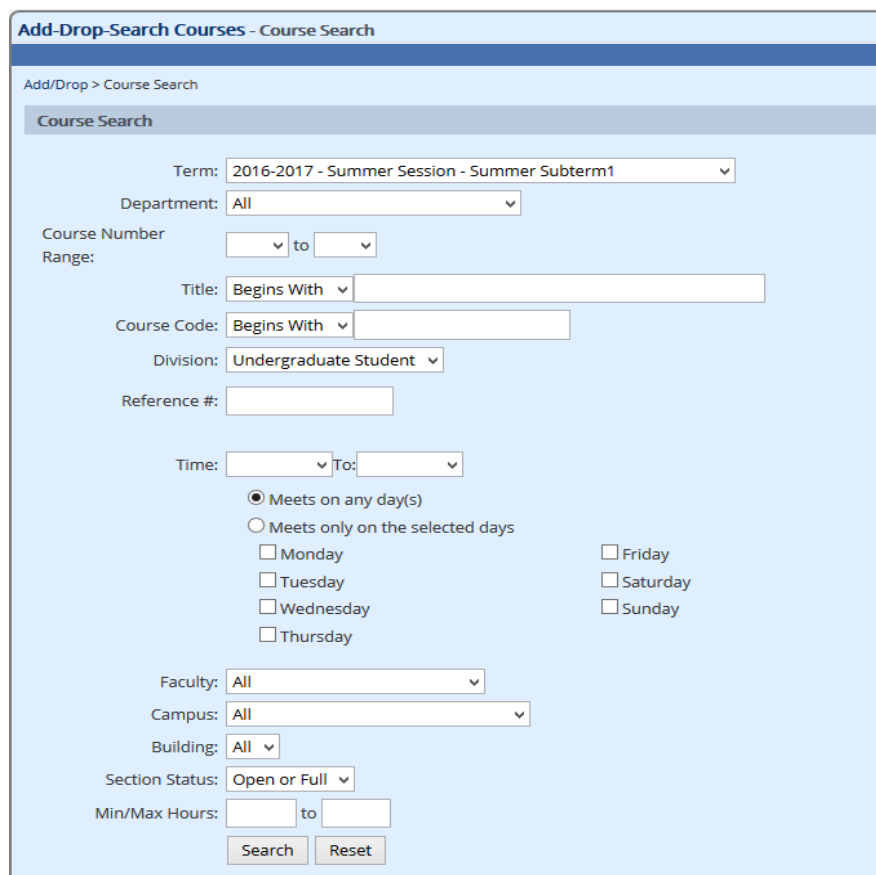
Note: You will not be able to use this feature if you have a hold on your account.

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.

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.

*** 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)
Instructor(s): Williams IV, Sylvester E ℹ️✉;

↩ Back

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

Use Reference Number to Register for Course

This course has other requirements.   Course Requisites

Course Requisites link shows Coreqs, Prereqs, & Prohibited Courses.

Note: RBI

Courses that are RBI (Register By Instructor) will be noted here.

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

Click on the 'Etown Bookstore' link to find the books that are required for this course.

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.

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.

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.

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).

Waitlist for a Class

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

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.

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.

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.

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

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.

My Course History

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

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 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.

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

REQUIREMENTS SUMMARY SECTION

Aim	Adv Req	Year	Description	Min Hours Needed	Hours Earned	Hours In Progress	Quality Points	GPA	Status
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.
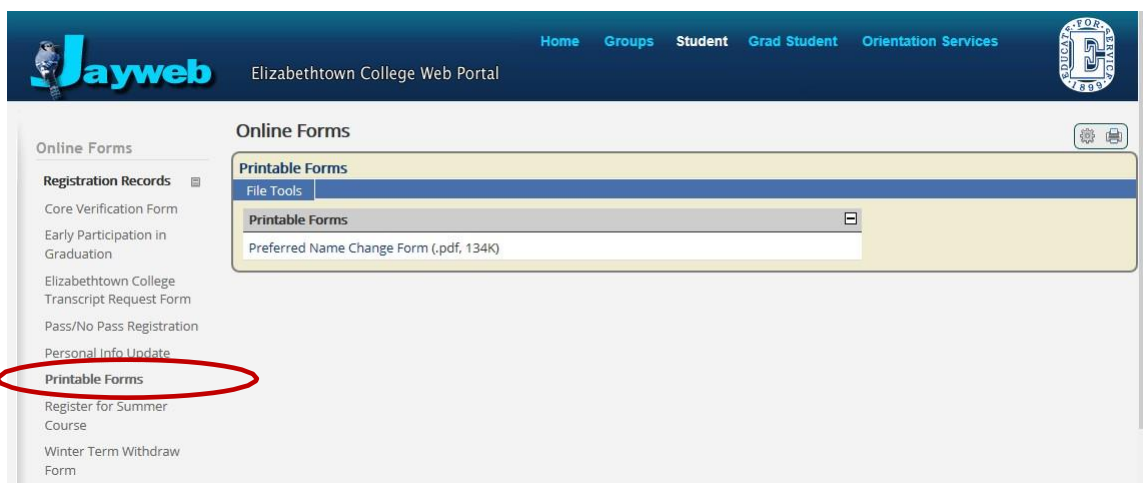
How to Submit a Campus Name Request

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"
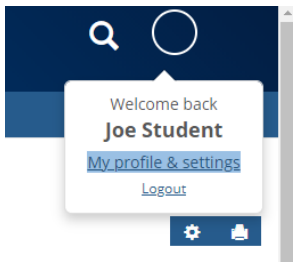
When the My Profile and Settings window opens, select "About me"
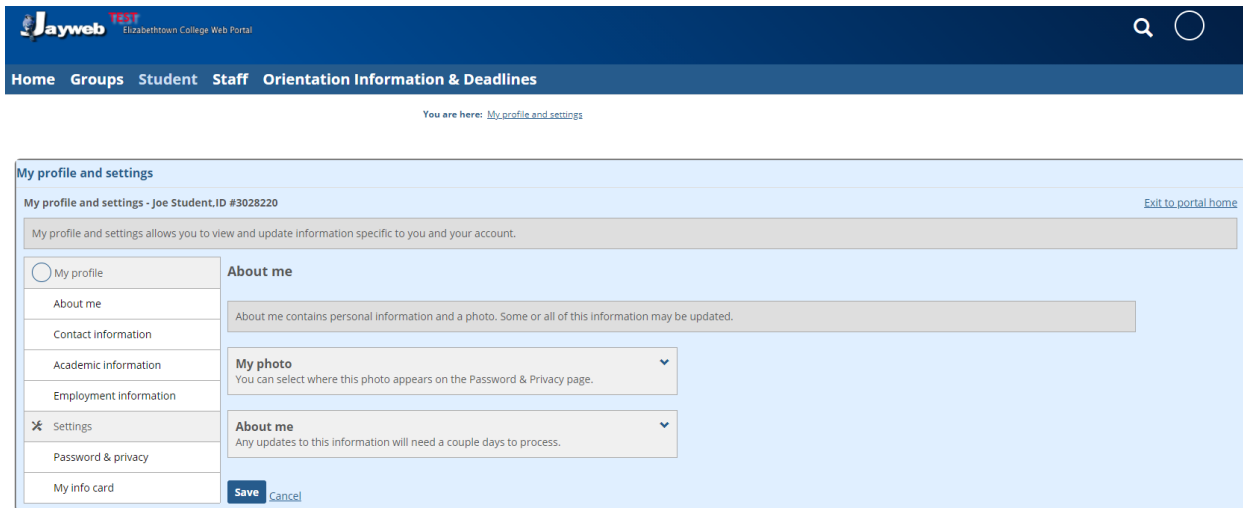
The window will expand to include options for updating several entities via JayWeb.   Use the carrot to expand the Campus Name window.

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.

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