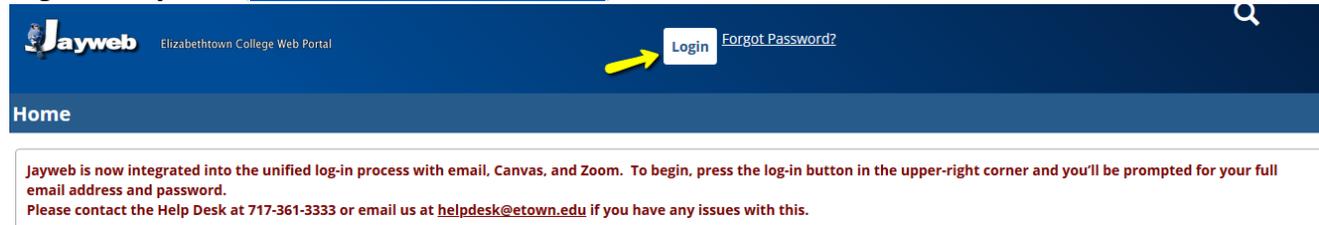


# SGPS Preliminary Check-In Requirement USER GUIDE

All registered SGPS students are required to complete the online Preliminary Check-In process. This is available by logging in to JayWeb (<https://jayweb.etown.edu/ics>). A registration hold is placed on your account. You will not be able to make any schedule changes or register for the next semester until the Preliminary Check-In is complete.

**Log in to JayWeb** (<https://jayweb.etown.edu/ics>).



The screenshot shows the top navigation bar of the Jayweb portal. On the left is the Jayweb logo and the text "Elizabethtown College Web Portal". In the center is a white "Login" button with a yellow arrow pointing to it. To the right of the "Login" button is a link for "Forgot Password?". Below the navigation bar is a "Home" link. A red text box below the navigation bar contains the following information: "Jayweb is now integrated into the unified log-in process with email, Canvas, and Zoom. To begin, press the log-in button in the upper-right corner and you'll be prompted for your full email address and password. Please contact the Help Desk at 717-361-3333 or email us at [helpdesk@etown.edu](mailto:helpdesk@etown.edu) if you have any issues with this."



## Jayweb Login

someone@example.com

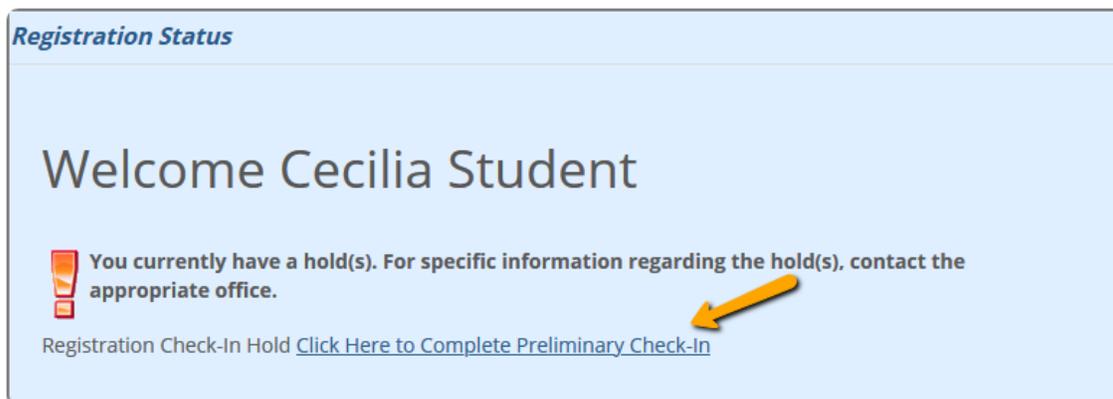
Password

Sign in

Please sign in with your Elizabethtown College email address (including @etown.edu) and password.

## Access the Preliminary Check-In page

When you log in to JayWeb, the home page will show the Preliminary Check-In hold under Registration Status and include a link to access the Preliminary Check-In page.



The screenshot shows a light blue box titled "Registration Status". Inside the box, it says "Welcome Cecilia Student". Below this is a red warning icon followed by the text: "You currently have a hold(s). For specific information regarding the hold(s), contact the appropriate office." Below the warning is a link: "Registration Check-In Hold [Click Here to Complete Preliminary Check-In](#)". A yellow arrow points to the link.

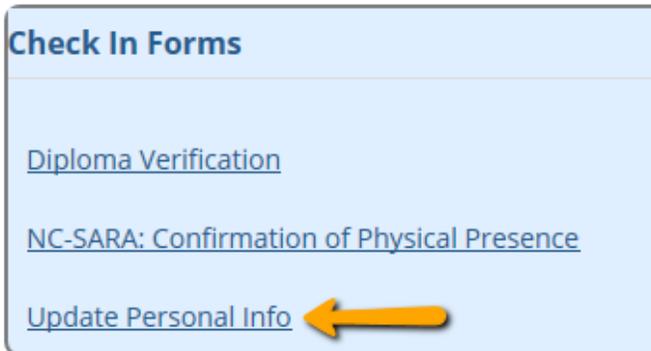
There will be three forms to complete each semester:

- Update Personal Information
- Diploma Verification
- NC-SARA Confirmation of Physical Presence

### ***How to complete the Update Personal Information form***

This form allows Elizabethtown College to maintain current and accurate information on your legal home, address, and contact information.

Click Update Personal Info.



Verify the information on record is correct. If you need to make a change, you can overwrite the answers on the form and click Submit.

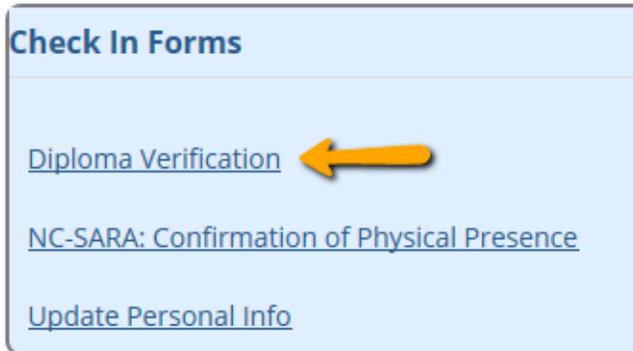
Changes to your legal or preferred name on file will require an additional form after the Update Personal Information page is submitted. You can access the forms from this JayWeb page (*shown below*) or find on the [Registration and Records webpage](#).

A screenshot of the "Personal Information Update" form. It has a title bar "Personal Information Update" and a section "Review and Update Personal Information". Below this is a paragraph of instructions. There are two input fields: "First Name:" with the value "Cecilia" and "Last Name:" with the value "Student". Below the fields is a section titled "Elizabethtown College Name/Gender Policy" with a paragraph of text. At the bottom, there are two links: "Click here to access the Personal Identification Change Form." and "Click here to access the Preferred Name Change form." The first link is highlighted with a yellow box.

## How to complete the Diploma Verification form

This form confirms your program of study, diploma name, and anticipated graduation date.

Click Diploma Verification.



Several Elizabethtown College graduation dates for this academic year are listed. Please select the option that corresponds with your anticipated date of graduation. If none apply, click "date beyond those listed."

**Please be advised:** Certificate Only students do not participate in Commencement.

Elizabethtown College offers **ONE** Commencement ceremony each year - it is held in May. May graduates that choose to attend Commencement will receive their diplomas at the event; otherwise, diplomas are mailed after Commencement. Diplomas will be held if there are any holds on a student's account.

August and December graduates will receive their diplomas **by mail**, and are invited to participate during the following May's Commencement. Diplomas will be held if there are any holds on a student's account. If you plan to attend Commencement, choose Yes from the drop-down menu. Otherwise, indicate No.

Confirm your anticipated graduation date below. If the date is beyond those listed, no other answers are required at this time.

If the date is within those listed, review and complete all questions on this form.

I expect to graduate: \*

- May 2020
- August 2020
- January 2021
- May 2021
- August 2021
- Date Beyond Those Listed

**Graduation dates**

Degrees are conferred January, May and August each year to allow students finishing course work in the fall and summer terms to receive their diploma without delay until the following May.

January and August Graduates:  
January and August graduates will receive their diplomas by mail, and are invited to participate during the following May's Commencement. Diplomas will be held if there are any holds on a student's account.

May Graduates:  
Elizabethtown College offers **ONE** Commencement ceremony each year - it is held in May. May graduates that choose to attend Commencement will receive their diplomas at the event; otherwise, diplomas are mailed after Commencement. Diplomas will be held if there are any holds on a student's account.

**Please be advised:** Certificate only students do not participate in Commencement.

If eligible, do you plan to participate in the May 2020 Commencement ceremony:

▼

Please provide us with the format you wish your legal name to appear on your diploma. For example, your legal name is Cecilia Jane Student. You can elect to structure your diploma name as C. Jane Student. You may also confirm name pronunciation.

**I wish to have my name printed on my diploma as follows (max 128 characters):**

Confirm your name pronunciation:

You will be asked to review your major(s), minor(s), concentration(s), or certificate(s). If the information is not correct, you will need to send an email to Registration and Records at [regandrec@etown.edu](mailto:regandrec@etown.edu). Please copy your SGPS Academic Advisor on this email notification.

**Review and Confirm your declared Major**

Any major(s), minor(s), and/or concentration(s) that you have declared are listed below.

	Major	Minor	Concentration	Certificate
1	Business Administration-Communications (SCPS)	Information Systems (SCPS)	Accounting (SCPS)	
2				
3				

Those students currently enrolled in an Associate degree program may confirm their intent to apply for a bachelor degree with Elizabethtown College immediately following A.S. completion.

**Associate degree candidates**

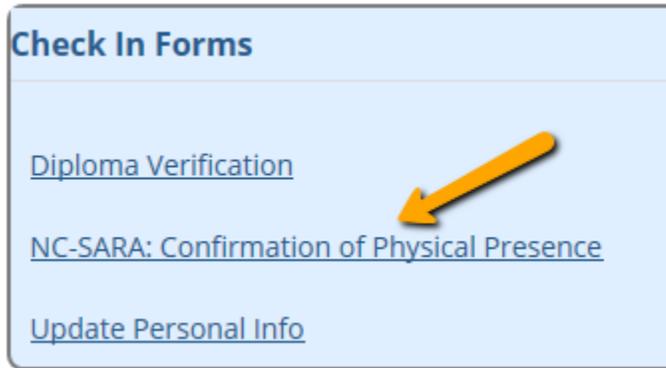
If you are currently enrolled in an Associate Degree, are you planning to apply and enroll in a Bachelor degree immediately following completion of your A.A/A.S degree?

**SUBMIT THIS FORM**

**How to complete the NC-SARA: Confirmation of Physical Presence form**

Elizabethtown College is a participant of the State Authorization Reciprocity Agreement (SARA), a voluntary, interstate agreement that establishes comparable standards for offering postsecondary distance education across state lines. Member states recognize participating institutions that are authorized in other member states. SARA establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. More information on NC-SARA is found online [here](#).

Click NC-SARA: Confirmation of Physical Presence.



To ensure compliance with state and federal education regulations, the College and academic departments must identify courses, and students, that engage in distance education in another state, country or internationally. Please take a moment to complete this form, providing **your physical location where you complete 50% or more of your coursework for this semester.**

**Please confirm where you will reside this semester: \***

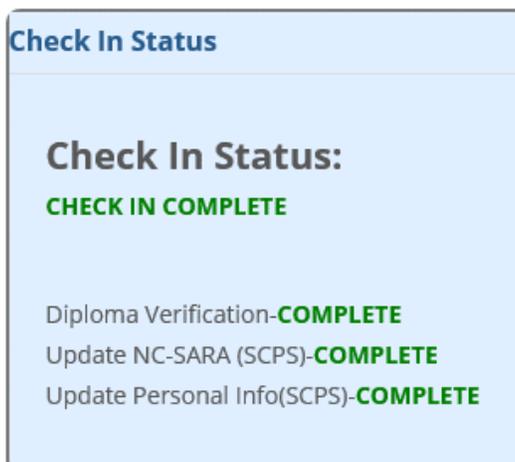
Reside at Legal/Home/Permannet address on record

Address other than Legal/Home/Permanent (\*see note below)

*\*NOTE:* If you select **Address other than Legal/Home/Permanent**, Registration and Records will be contacting you to follow up on that information. Please check your etown.edu email regularly. Contact [regandrec@etown.edu](mailto:regandrec@etown.edu) if you have any questions. Thank you!

**Preliminary Check-In Completed**

Once you have completed and submitted all check-in forms, the Check-In Status screen will show all forms as completed and your registration hold will be removed. If you want to make changes to your schedule, you will need to log out and log back in.



If you have any questions or problems, contact Registration and Records ([regandrec@etown.edu](mailto:regandrec@etown.edu); 717-361-1409).