



## How Do I Register for Summer Classes?

### 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 for the Spring semester, the Business Office does allow students to pre-enroll and register for the Summer Sessions via the [Summer Registration Form](#) in [JayWeb](#). Registration for summer study opens on the same published timeline as Spring registration. Although an exception is granted for summer study, any student with active HOLDS on their account are NOT permitted to register for the spring. Please contact the office owning the active hold to discuss a resolution.

#### b. **Using their individual JayWeb account, using the normal registration process.**

Register for summer classes by changing the term to “SU” and the year to the corresponding academic Year.

Please Note: students register through [JayWeb](#) once all active holds have been addressed. Registration Clearances are managed by your primary academic advisor.

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

- a. **Visiting Students** should contact the Office of Registration and Records (Email [regandrec@etown.edu](mailto:regandrec@etown.edu) or call 717-361-1409) and complete a [visiting student registration form](#).

### 3. **Last day to add a class will be:**

Refer to the published Important Dates for Summer Online study.

### 4. **Load limits for the summer terms:**

*Undergraduate students may carry up to 18 credits in a semester or 12 credits in a combination of course work across all summer sessions (term or sub terms). A student who achieves a cumulative grade point average of 3.20 or above, or who has the approval of the Registrar, may carry up to 20 credits in a semester. An additional tuition fee is charged for more than 18 credits in a semester. A petition form for overload credit is available in the Office of Registration and Records or on the office's website.*

*Graduate Students may carry up to 16 credits (fall, spring, summer) without paying an additional overload fee.*