



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

# **JayWeb**

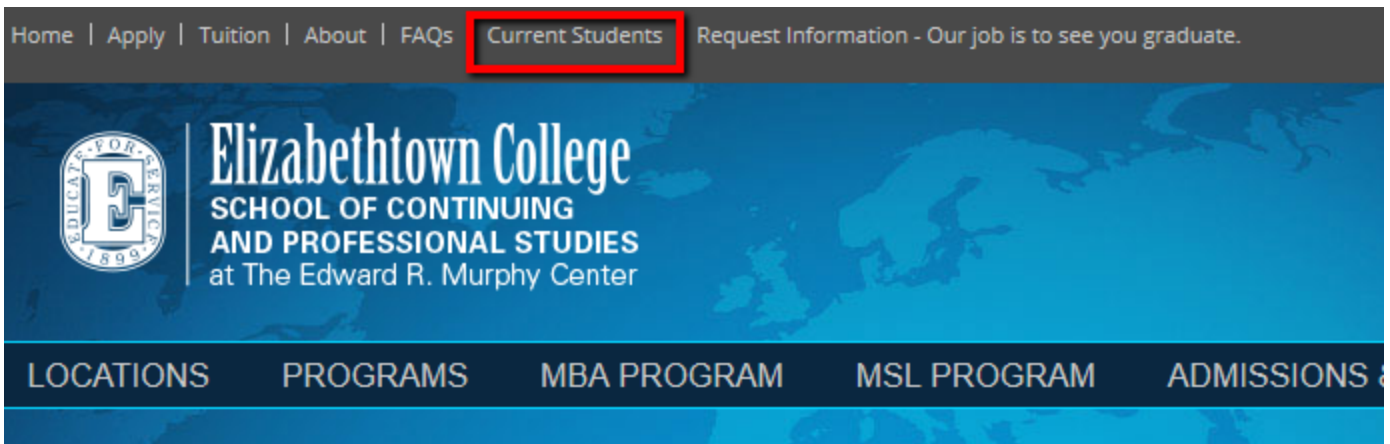
# **User Guide**

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# How do I find JayWeb?

- Find the link for JayWeb through the SCPS website, etowndegrees.com.
- Click Current Students at the top of the webpage.
- There is a row of buttons of frequently used tools and resources.
- Click the JayWeb icon.



## Current Students

Welcome to the information section of our website designed just for students enrolled in Elizabethtown College's accelerated adult degree program. Here you will find complete up-to-date information regarding class schedules, news, and much more to aid you with your education from Elizabethtown College.



### Student Services:

[Academic Advising](#) | [Learning Services](#) | [Disability Services](#) | [Career Services](#) | [Veteran's Services](#)


# 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 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 into JayWeb with the username assigned to you by IT and the password you create through your Etown email account**

You are here: [Home](#)

User Name (Do not include "@etown.edu" :  Pwd:

 [Home](#) [Public Files](#) [Public Forms](#)

Elizabethtown College Web Portal

## My Jayweb


**Welcome Student**

**Welcome to Jayweb!**

Please click on the [SCPS Student](#) link shown above to access useful tools and information such as registration, schedules, grade reports, etc.

The schedule can be viewed on our website at <http://www.etowndegrees.com/about/academic-calendar.aspx> and on JayWeb. Please contact your Academic Advisor if you need assistance registering for courses.

**Help icon**

Look for this Help icon  on the right hand side of each page for instructions on how to utilize the various functions in JayWeb.

**Textbook information**

Please make sure to use the MBS Bookstore link located under Quick Links on the left hand side when searching for information about SCPS textbooks. Please disregard any links to the E-town Bookstore.

# Home Page and Registration Holds

- The JayWeb home page will list any holds that may be on your account.
- Below that, 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 everything else on JayWeb.



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

AdmissionsCancellation/Deferral

## ***Registration Status Key***

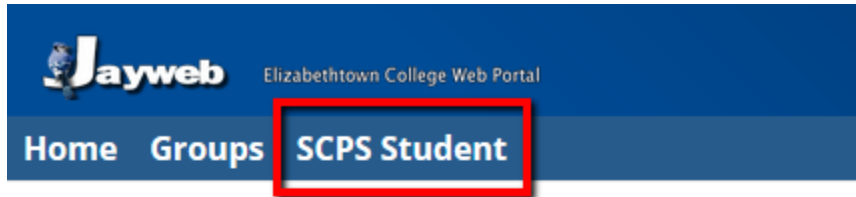
Please note that you may have more than one registration hold on your account. If one hold is resolved, you may still be unable to register for classes via JayWeb.

**Business Office Hold:** Please contact the Business Office at [businessoffice@etown.edu](mailto:businessoffice@etown.edu) or 717-361-1417 to resolve your account balance.

**Continuing Education/GPA Hold:** This hold will remain on your account until your GPA is above 2.25. Please contact your Academic Advisor to register for classes.

# SCPS Student Tab

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



You are here: [Home](#) > [Home](#)

## My Jayweb

Home

### Quick Links

[Canvas Support](#)

[Catalog](#)

[MBS Bookstore](#)

[Canvas Login](#)

## My Jayweb

### Welcome Student

Welcome to Jayweb!

Please click on the [SCPS Student](#) link to access registration, schedules, grade reports, etc.

The schedule can be viewed on our web

- 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 applications.

## SCPS Student

[SCPS Student Home Page](#)

[Schedules & Grades](#)

[Advising](#)

[Billing and Financial Aid](#)

[Undergraduate Handouts](#)

[Undergraduate Forms](#)

[Graduate Forms-Handouts](#)

[Used Books Bulletin Board](#)


[Learning Resources](#)

# Accessing and Understanding your Grad Report

- 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, minor and core.
- Click View All Details.

The image shows two screenshots from the SCPS Student Home Page. The left screenshot shows a navigation menu with 'Advising' highlighted in a red box, and 'Grad Report' listed below it. The right screenshot shows the 'Grad Report' page for 'Cecilia SCPS Student'. It features a 'Requirements Summary' table with columns for 'Name' and 'Status'. The table lists several requirements with their corresponding 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), and 'SCPS Total Cr AS/AA' (Not Met). A 'View All Details' link is highlighted in a red box at the bottom of the report.

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

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

## IMPORTANT NOTES:

- The Free Electives requirement will list courses that do not meet a major, minor or core requirement. Free Electives may show as Met but this does not mean all degree requirements have been satisfied.
- There is another row for Total Credits; students must complete the total number of credits required for a degree program.

**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	3.58	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](mailto: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+
XCPSP -- 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	
XASAU -- 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

- Under the Schedules and Grades page, click Add-Drop-Search Courses. You will see a drop down box to the right 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

### Add-Drop-Search Courses - Add/Drop Courses

#### Add/Drop

Term:

You have holds and are not allowed to Add and Drop courses. The Add/Drop Period

Holds	
Hold	Type
AC - AdmissionsCancellation/Deferral	Registration h

Add by Reference # | **Course Search**

Title:

Course Code:

Term: 2018-2019 - Fall Semester - Fall SCPS Subterm 3

Department:

Division:

[More Search Options](#)

- Scroll through and select your course.

**Search Results**

[Search Again](#) Term:  Division:   Other previously selected search criteria still apply.

Add Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	<a href="#">AC 3030 CE U3</a>	SCPS Financial Analysis and	Wesoloskie, Robert J	6/8	Open	HS; Dixon University Center Harrisburg, Duncan Hall, SCPS Off-Campus Classroom H 6:00 PM-9:00 PM; Dixon University Center Harrisburg, Duncan Hall, SCPS Off-Campus Classroom S 9:00 AM-12:00 PM; Dixon University Center Harrisburg, Duncan Hall, SCPS Off-Campus Classroom	3.00	10/29/2018	12/8/2018
<input type="checkbox"/>	<a href="#">AC 3040 CE O3</a>	SCPS Forensic Accounting	Hawkins, Kimberly D	14/18	Open	Online, Online Classroom, SCPS Online Classroom	3.00	10/29/2018	12/8/2018
<input type="checkbox"/>	<a href="#">AC 3050 CE L3</a>	SCPS Cost Accounting	Klahold, Deborah K	16/20	Open	MH 6:00 PM-9:00 PM; Lancaster Theological Seminary, Lark Building- LTS, SCPS-Lanc Theo Seminary	3.00	10/29/2018	12/8/2018
<input type="checkbox"/>	<a href="#">BA 1550 CE L3</a>	SCPS Managerial Communication	Gross, Robert L	18/20	Open	T 6:00 PM-10:00 PM; Lancaster Theological Seminary, Lark Building- LTS, SCPS-Lanc Theo Seminary	3.00	10/29/2018	12/8/2018

- 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 [i](#) [e](#) [c](#);

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
<b>Totals:</b>			<b>18</b>	<b>1</b>	<b>0</b>

# 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 academic year and subterm.

\*\*Please note that the academic year runs from fall through summer.\*\*

Example: for the 2018-2019 academic year, you would use 2018 as the year for the FA, WI, SP, and SU terms.

- Click Generate Report.  
Click the PDF report to open in another window and print.

Days: M=Monday T=Tuesday W=Wednesday H=Thursday F=Friday S=Saturday U=Sunday

Course	Course Title	Professor	Days	Time	Bldg/Room	Date	Status	Credits
<b>Subterm : F1 Fall SCPS Subterm 1</b>								
SSC262001U	SCPS Environmental C	Ms. Lindsay Z Leigh		00:00 AM – 00:00 AM	ONLINE ONLINE	08/15/16 – 09/17/16	History	4.00
		Ms. Lindsay Z Leigh	T	06:00 PM – 10:00 PM	S/O 207	Tue8/16,9/6,9/13;5-10pm;OLwks2,3;Fldtrp8/29-1 08/16/16 – 08/16/16		
		Ms. Lindsay Z Leigh	T	06:00 PM – 10:00 PM	S/O 207	09/06/16 – 09/06/16		
		Ms. Lindsay Z Leigh	T	06:00 PM – 10:00 PM	S/O 207	09/13/16 – 09/13/16		
		Ms. Lindsay Z Leigh	S	09:00 AM – 01:00 PM	TBD TBD	08/27/16 – 08/27/16		
<b>Subterm : F2 Fall SCPS Subterm 2</b>								
CD100002	SCPS Career Developm	Ms. Elena J Andree-Crain		00:00 AM – 00:00 AM	ONLINE ONLINE	09/26/16 – 10/29/16	Current	1.00

# 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 Etown, and your grades and GPA for those courses/semesters.

ID :  
Name :



## Elizabethtown College

One Alpha Drive ~ Elizabethtown, PA 17022  
Phone: 717.361.1409 Fax: 717.361.1427

**Undergraduate Student Division**

Course Number	Title	Gra Rpt	Ernd	Q.Pts	GPA
<b>Transfer Courses : Spring Transfer Courses</b>					
Harrisburg Area Community College			13.00		
		<b>Term Totals :</b>	<b>13.00</b>	<b>0.00</b>	<b>0.00</b>
<b>2005-2006 : Spring Semester</b>					
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	
		<b>Term Totals :</b>	<b>10.00</b>	<b>37.00</b>	<b>3.70</b>

# Grade Reports

- Grade reports can be viewed by subterm.
- Start by clicking the Grade Report by Subterm option under Schedules and Grades
- Enter the year and subterm criteria to generate a report.

\*\*Please note that the academic year runs from fall through summer.

Example: for the 2018-2019 academic year, you would use 2018 as the year for the FA, WI, SP, and SU terms.

- Grades are posted one week after a session ends. You can view and print grade report on letterhead.

**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**

Final

2013-2014 Fall Semester

Student:

Advisor:

Major 1 : Accounting (SCPS)

Division: Undergraduate Student

Course	Title	Instructor	Course Credits	Hours Earned	Grade	Qual Pts
SO2120 O1	SCPS Sensitivity Toward the AgingAdult	Seiders, Lori A	3.00	3.00	A-	11.10
<b>Term Totals</b>	<b>Hrs Attmptd:</b>	<b>Hrs. Ernd:</b>	<b>GPA Hrs:</b>	<b>Qual Pts</b>	<b>GPA</b>	<b>2.68</b>
<b>Career Totals</b>	<b>Hrs Attmptd:</b>	<b>Hrs. Ernd:</b>	<b>GPA Hrs:</b>	<b>Qual Pts</b>	<b>GPA</b>	<b>3.01</b>

# Submitting Forms through JayWeb

You can submit forms directly to your Academic Advisor, Financial Aid Counselor or VA Benefits Coordinator by going to the Undergraduate Forms or Graduate Forms page.

## Undergraduate Forms



<b>Transcript Request Form</b> Transcript Request Form <a href="#">Click to access the form</a>	<b>Update Contact Information</b> <a href="#">Update Contact Information</a>
<b>Withdrawal Form</b> <a href="#">SCPS Course Withdrawal Form</a>	<b>Request for Change of Degree or Major Form</b> <a href="#">Request for Change of Degree/Major Form</a>
<b>Degree Advancement Form</b> <a href="#">Degree Advancement Form</a>	<b>Request for VA Benefits Form</b> <b>Please note:</b> You must be registered before completing this form and you must complete one form per semester. <a href="#">Request for VA Benefits Form</a>

## Update Contact Information

**Update Contact Information**

If you have a new address, phone number and/or email address, please list the new contact information below. If you have changed your name, please contact your advisor.

Street Name:

City, State, Zip code:

Home Phone Number:

Cell Phone Number:

Email address:

Advisor:  \*

# Other Features

- Learning Resources lists academic resources including Smarthinking (online tutoring), writing and math resources

## Learning Resources

### Smarthinking Online Tutoring Services

Don't let your busy life get the best of you. With 24/7 availability and four different types of online tutoring services, Smarthinking fits into your schedule—*whenever you need it most*. Subjects covered include [Mathematics & Statistics](#), [Computers & Technology](#), [Business](#), [Writing](#), [Reading](#), and [more](#).

Click [here](#) to learn more about the service with quick video tutorials:

- How to use Smarthinking
- Smarthinking Tutorial overview
- How to use drop in tutoring
- How to schedule a tutoring session
- How to communicate with tutors
- Getting writing help
- How to submit an essay
- How to use writing feedback

Please click [here](#) to access the Smarthinking website. All students enrolled in FS 1500 or EN 1000 receive an account. If you don't remember your logon information, please contact your Academic Advisor.

### Tutor Request Form

Please complete this form to request a tutor, and SCPS will check tutor availability and follow-up with you. We will do our best to connect you with a tutor, but completing this form does not guarantee a tutor.  
[Tutor Request Form](#)

### Writing Resources

#### APA Style and Research Papers

[Basics of APA Style \(American Psychological Association\)](#) -video

[Starting your Research: Search Techniques](#) -video

[Purdue OWL Information on Research Papers](#)

#### Writing Labs

[Elizabethtown College Writing Wing: Resource Library and Links](#)

[Grammar Exercises and Resources- Khan Academy](#)

[Purdue OWL Writing Lab](#)

[The Writing Center \(Armstrong Atlantic State University\)](#)

#### Avoiding Plagiarism

[Plagiarism.org: Plagiarism 101; Citing Sources; Ask the Experts; Resources](#)

[10 Types of Plagiarism](#) -video

[How To Recognize Plagiarism \(Indiana University\)](#)

### Math Resources

- Billing and Financial Aid page offers contact information for Business Office, Financial Aid, and information on VA Benefits, and access to 1098T Form
- Access the catalog, student handbook, withdrawal and refund policy, and other relevant handouts through Undergraduate Handouts.
- Used Books Bulletin Board exclusive to our SCPS students for posting used books for recently completed classes.