Hello. I am Catherine Crummett, Assistant Vice Provost with University Programs and I would like to welcome you to the Parents’ Module; a module created just for parents and family members to explain the process your JMU student will use to enroll in classes for the fall semester.

We created this module because we see you, the parent of a JMU student, as a valued partner in the academic endeavors of your student. This short module was specifically designed in hopes of addressing questions you may have regarding the process your student is expected to follow over the next few weeks leading up to the June enrollment start date.

You can help your student accept responsibility for his or her academic career by encouraging the utilization of available resources and allowing your student to act on his or her own behalf when seeking answers to questions.

Working together, we can provide a dynamic support system for JMU students as they pursue their academic goals. Thank you.

**Why do we require students to create a schedule before orientation?**

Your student is considered a Duke from the date of his or her acceptance to JMU. We find that students who arrive to campus having accepted responsibility for their academic careers are more successful in achieving their academic goals. To prepare students for this journey, we have developed a Prepare for Enrollment step to get them started on understanding the basics of a JMU academic program.

The Prepare for Enrollment step consists of five short informational modules that provide all the information your student needs to create a fall schedule. The information in the Prepare for Enrollment modules includes:

- Placement exam information for the mandatory mathematics exam and optional foreign language exams. (Module 1)
- Basic information about the types of degrees and the JMU General Education program. (Module 2)
- Guides for AP, IB, CIE, and dual enrollment credit earned in high school.
- Special student category information which provides additional enrollment information for students who are Undeclared and/or participating in learning communities, pre-professional programs, ROTC, the JMU Marching Royal Dukes and other areas. (Module 3)
- Enrollment worksheets specifically designed for each major and degree type outlining the courses required for the 1st-semester along with a list of general education options to create a full schedule. (Module 4)
- Information on locating the enrollment appointment start date and tutorials on the enrollment process and navigating the MyMadison system. (Module 5)

These modules require time to proceed through and process the information, so we generally indicate that students should spend some quality time daily over the course of at least a week working through the modules. Upon completion of the modules, students are asked to confirm that they reviewed the modules. This confirmation is important as it indicates to their academic advisor the student has viewed the pertinent information, and it unlocks the next One Book step.

**Our expectations and how you can help your student meet them.**

**Encourage Responsibility**

Encourage your student to begin taking responsibility for his or her academic career now.

It is imperative that students review all the modules, know when their enrollment start date begins, and are prepared to enroll in classes using the 1st-Semester Enrollment worksheet for their major and other information that may apply.

We expect students to arrive for their Summer Springboard orientation session with a full schedule to review with their academic advisors. Once the enrollment appointment begins in mid-June, student have full access to the enrollment system and need to create their fall class schedules. The availability of the system, combined with mobile access functionality, accommodates life events such as high school graduation, family vacations, work schedules, camp, and even social events such as Beach Week. Students who do not create their schedule prior to Summer Springboard will be at a disadvantage regarding non-required major classes, as these classes are open on a first-come-first-served basis.

Additionally, we expect students to create their schedules themselves and we expect them to follow university policy and not share their login or password with anyone.

**Encourage Independence**

We welcome questions from students. JMU strives to be student focused, working directly with students to answer questions and resolve issues. To assist your student in becoming an independent adult capable of functioning in the world, your student should be the one contacting the appropriate JMU office if questions arise.

We expect students to contact us when questions arise. Encourage your student to contact us through one of the methods provided in Module 5 regarding questions regarding enrollment information and/or academic advising questions.
Encourage Good Habits

We have learned that high school students do not normally check email on a regular basis. We expect JMU students to check their JMU email account on a regular basis as it is the official communication method for the university and we frequently send emails with updated information to the JMU email account. Students must use their JMU @dukes.jmu.edu email account to correspond with their advisor.

Encourage the use of official JMU sources for accurate academic information.

We understand that students may want to use social media to participate in the excitement of having been accepted to JMU and to start communicating with classmates. While we support their efforts to connect, these sites are not mediated by our JMU administrative offices and information regarding academic issues are frequently incorrect. We expect students to use the JMU website or contact a JMU office or academic advisor for accurate information.

We know that as parents, and our partners in this academic endeavor, you want your student to be successful and learn to be independent as much as we do. The Prepare for Enrollment modules and the creation of a fall schedule is the first step in accepting responsibility for their academic career. We have found this to be a valuable process in preparing our students to be successful in their next 4 years at JMU.