NOTE FOR STUDENTS WHO RETURNED TO JMU FOR THE FALL 2015 SEMESTER THROUGH APPEAL/ACADEMIC REVIEW: If you have been allowed to return to JMU for the 2015 fall semester through appeal/academic review you are subject to the terms in your contract letter.

Your academic record at the end of the 2015 fall semester places you on academic probation, an indication of serious academic difficulty. According to university policy (2015-2016 Undergraduate Catalog, page 19 or https://www.jmu.edu/registrar/students/academic_standings.shtml), academic probation is applied when a student’s cumulative grade point average falls below 2.0. While on academic probation, you may take no more than 12 credit hours each semester until your cumulative GPA has improved to academic good standing.

We are interested in supporting your progress toward graduation from JMU. The reason you have been limited to 12 credit hours is to assist you in improving your grade point average. Please be aware that as you accumulate more credit hours, each grade you receive has a smaller effect on your cumulative GPA. You cannot graduate from the university with less than a 2.0 cumulative GPA. If you are registered for more than 12 credit hours for 2016 spring semester, consult your academic adviser to assist you in choosing the course(s) you will drop; the deadline for adjusting your schedule is 5 p.m. on January 12, 2016. You can change your schedule through My Madison; the system’s availability (dates and times) is posted there as well. If you have not conformed to the 12 credit hour limit by 5 p.m. on January 12, 2016, the Office of the Registrar will choose the course(s) to be dropped and make a schedule change. You will receive a revised schedule.

You may, in the case of extenuating circumstances and after consultation with your academic adviser, appeal to the college contact person for your major college for an exception to the 12 credit hour rule. Please note that the granting of a credit hour appeal is not guaranteed, but contingent upon review by the college contact person. Such review may result in denial.

There are numerous strategies that you can explore to assist you in improving your cumulative GPA. It is vital that you begin now to avoid the next, more serious step of academic suspension. As soon as possible, you should see your academic adviser who can direct you concerning courses you may need to repeat during 2016 spring semester, as well as working with you to take advantage of the services of the University Writing Center, the Science and Math Resource Center, study skills programs, and other academic support options on campus.

Please keep in mind that a change in your enrollment level (i.e. dropping below full time enrollment status) will impact your financial aid eligibility. We encourage you to review Section 12 of JMU Terms and Conditions for Financial Aid – Consumer Information and to contact The Office of Financial Aid & Scholarships with questions about how dropping or withdrawing from a class or classes will impact your financial aid eligibility.

Please consult with your academic adviser as soon as possible concerning your 2016 spring semester schedule and campus academic support services. If, after consultation with your adviser, you would like to request an exception to the 12 credit hour limit, please contact the person listed below for your college.

College of Arts & Letters, Dr. Christopher Arndt at arndtjc@jmu.edu
College of Business, Ms. Molly Brown at brownmg@jmu.edu
College of Health and Behavioral Studies, Dr. Rhonda Zinggaff at zinggaff@jmu.edu
College of Integrated Science and Engineering, Dr. Jeffrey Tang at tangjd@jmu.edu
College of Science and Mathematics, Dr. J. Robert Hanson at hansonjr@jmu.edu
College of Visual and Performing Arts, Dr. Sonya Baker at bakerse@jmu.edu
Outreach and Engagement (Adult Degree/BIS), Ms. Pamela Hamilton at brownpg@jmu.edu
University Studies (IDLS and Undeclared majors), Ms. Catherine Crummett at crummetc@jmu.edu

WEB REGISTRATION
http://www.jmu.edu/registrar - link to My Madison (E-CAMPUS)

System hours: 7 a.m. to Midnight
(A notice will be posted on My Madison several days in advance if the system needs to be taken down for maintenance)

Course Adjustment Deadlines:
Spring Semester – March 18
First Block – February 9
Second Block – April 12

Directions for using the Web registration system:
To access the system, go to James Madison University - MyMadison; login with your e-ID and password. Select the “Student” tab, and then click on the “Student Center” link. To add a class, select “Enroll”, select the term, and then click “Continue”. To drop a class, select “Enrollment: Drop” from the drop down list, click the arrow button to continue, select the term, and then click “Continue”. Then follow the instructions on the page. Always view your revised schedule after you have made any changes to it to make sure it is accurate. Questions or problems may be addressed by calling the registration helpline at 540-568-6166 weekdays from 8a.m. – 5p.m.