Student Services and Learning Resources

Academic Affairs Mission Statement
Phone: (540) 568-6616
Website: http://www.jmu.edu/acadaffairs/
The Division of Academic Affairs is a community of scholars engaging students in the collaborative construction and application of knowledge through intellectual pursuits in teaching, learning, research, inquiry, creative activity and service.

Administration and Finance Mission Statement
Phone: (540) 568-6434
Website: http://www.jmu.edu/adminfinance/
The Division of Administration and Finance is committed to the preparation of students to be educated and enlightened citizens who will lead productive and meaningful lives. The division supports the university’s commitment to excellence by empowering our staff to communicate effectively with the university community and provide proactive approaches to satisfy customer expectations.

Student Affairs and University Planning Mission Statement
Phone: (540) 568-3685
Website: http://www.jmu.edu/stuaffairs/
We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

Business Services

Bookstore
211 Bluestone Drive, MSC 2902
Phone: (540) 568-6121
Website: http://www.jmu.edu/bookstore/
The JMU Bookstore stocks all textbooks used by the academic units, as well as a large selection of general and technical books. The store also sells school, office and computer supplies, software, clothing, gifts, magazines and greeting cards. For students’ convenience, the bookstore provides services including special orders for books, textbook buy back, gift certificates, film processing, bus tickets and computer services.

Card Services
Warren Hall, Third Floor, MSC 3532
Phone: (540) 568-6446
Website: http://www.jmu.edu/cardctr/
Card Services issues the JMU access card (JAC), the official identification card for all members of the university community. JAC allows access to various campus facilities and services.

Copy Centers
Medical Arts, Suite 31, MSC 5722
Phone: (540) 568-7300
HHS, Room 1002, MSC 4311
Phone: (540) 568-8731
Website: http://www.jmu.edu/copycenter/
The University Copy Centers are owned and operated by the university as a service to the campus community. Two locations provide a full range of photocopying services. Academic coursepack service, copyright permission service, full color copying, digital copying and digital file storage, network printing, binding, laminating and express photocopying service are available. Hours of operation vary by location. All centers are closed for university holidays.

Dining Services
Gibbons Hall, Entrance 7, MSC 0901
Phone: (540) 568-6751
Website: http://www.jmu.edu/dining/
To meet the varied needs of individual students, Dining Services provides different meal plans. All on-campus residents choose from among three meal plans, which come with the “Student Housing and Food Contract.” They are the 19-Meal Plan, the 14-Meal Plan and Any-11-Premier Meal Plan. Commuters, who do not automatically have meal plans, may purchase any of the on-campus plans and have the additional options of a ten, five and three meal plan.
The department offers declining balance accounts that operate like debit cards. Students using this plan, called Dining Dollars, get a 5-percent discount and pay no sales tax on anything they buy. Cash sales are also welcome at all Dining Services locations.

Parking Services
Parking Deck, 381 Bluestone Drive, MSC 1301
Phone: (540) 568-3300
Website: http://www.jmu.edu/parking/
All vehicles parked on property owned, operated or leased by James Madison University are required to display a valid JMU parking permit. For information regarding the university’s parking regulations refer to the Parking and Traffic Regulations Handbook. A copy of the handbook may be obtained free of charge upon request at the Parking Services office. Updated information can be obtained throughout the academic year on the website.
Career and Academic Planning helps students understand the process of deciding on an appropriate major and relate that decision to possible career paths. Students can meet with professionals and attend various programs to enhance their knowledge of majors, explore career fields, learn career decision-making strategies, discover more about their own interests and strengths, and plan to eventually launch an effective job search.

**Career and Life Planning Course (IS 202)**

The career and life planning course is for first year students who want to explore the relationship between academic majors and career fields, identify their major and career interests, and learn effective decision-making strategies for choosing a major and a career.

**Academic and Career Resource Center**

The resource center provides information and assistance related to choosing a major and career planning, internship/summer jobs, job search tools and career trend information. A tool available to all students is FOCUS, a web-based career exploration tool available in the resource center and online. Directories with employer contact information and graduate school options are also available. Resources include books, printed materials, handouts, databases, career software and Web-based information. Information is organized on a self-help basis so that students and faculty may browse at their leisure. Staff members are available to answer questions and help students use resource materials.

**Employment, Internship and Job Search Services**

**Employer Relations and Recruiting Services**

Business, industry, government and educational employers come to JMU throughout the year to conduct job interviews with graduating seniors and students seeking internships. Information about the interview program, participating employers and interview sign-ups is available on the Career and Academic Planning website. To interview, students must create a profile on Recruit-a-Duke, an online system that connects students with employment and interviewing opportunities. To help students prepare for interviews, mock interview sessions with employer participants are held each semester.

**Resume Development**

Assistance with writing resumes is available to students in many forms. Students may access resume writing support via the Career and Academic Planning website. Resume writing workshops and other related services are available throughout the year, and students may make an appointment with an academic and career adviser to receive individual assistance. Additionally, a variety of resume guides are available in the Resource Center in Wilson Hall.

**Career Fairs**

The office sponsors a number of career fair events each year to provide students with the opportunity to interact with employers and obtain employment-related information.

**Job Search**

Job search related programs are offered throughout the academic year, including presentations on job search strategies for targeted industries, behavioral interviewing, networking and evaluating job offers. Students may also meet individually with an academic and career adviser to tailor their job search. Job vacancy publications for all career fields are available through the resource center. Recruit-a-Duke, JMU's online job search system, also gives students access to vacancy listings.
Internships

Internships are available with the federal government, other governmental agencies, nonprofit organizations and private entities. Students interested in internships should contact Career and Academic Planning or the appropriate academic unit office to obtain additional information. Credit must be arranged in advance with the appropriate academic unit head and the Office of the Registrar.

Community Service-Learning

Wilson Hall, Room 201, MSC 1011
Phone: (540) 568-2373
Website: http://info.jmu.edu/csl

Community Service-Learning (CS-L) programs allow students to learn and develop through active participation in thoughtfully organized community service. Students, faculty, staff and community agencies partner to help prepare students for lifelong community service and civic engagement. Students can serve in over 80 community agencies through service-learning courses or by coming to the CS-L office during the first three weeks of each semester. In addition to local service opportunities, Alternative Break Programs are student led and developed service trips to locations in the United States and abroad. Trips are offered at Thanksgiving, spring and May breaks. Local trips are also offered on weekends. Trips fill up quickly, so check the CS-L website regularly for sign up details. For students eligible for Federal Work Study, America Reads and Community Work Study places students in elementary schools to tutor in reading and in community service agencies that address a variety of community needs.

Counseling & Student Development Center (CSDC)

Varner House, Room 101, MSC 0801
Phone: (540) 568-6552
Website: http://www.jmu.edu/counselingctr/

The CSDC provides free, confidential personal counseling services to all full-time JMU students. Appointments can be made in person or over the phone (568-6552). After-hours crisis services may be accessed by contacting the Office of Public Safety (568-6911). Counseling at the CSDC frequently involves issues such as relationship problems, self-esteem, depression, anxiety/stress, eating and body image concerns, and difficulty adjusting to college life. Services include:

- Personal Counseling: Individual counseling provides students with the opportunity to freely explore any personal problems or concerns, which have a negative impact on the quality of their lives. The CSDC operates under a short-term treatment model under which the student and counselor collaboratively identify and address the student’s primary concerns within a limited number of sessions. Students who request or require longer-term treatment are referred to community resources.
- Group Counseling: Each semester, students may participate in small group experiences on issues related to their needs (e.g., depression, eating disorders, anxiety, grief, etc.).
- Sexual Assault Services: The CSDC provides crisis, individual and group counseling to students who are survivors of sexual assault. Advocacy and support services are also available to students who choose to pursue judicial charges through JMU or criminal charges through the court system.
- Psychiatric Services: The CSDC has a psychiatrist who prescribes medications that may be helpful to students dealing with psychological issues. Only students who are currently engaged in ongoing treatment at the CSDC are eligible to receive these services. The cost of any medication and/or necessary lab work is the financial responsibility of the student. Students who are exclusively interested in psychiatric services are provided an off-campus referral.
- Consultation: In person or over the phone, the CSDC provides consultation to students, faculty, staff and others who are concerned about the unusual, problematic or potentially harmful behavior of others.
- Outreach Programming: Workshops on a wide variety of mental health topics may be requested by visiting the CSDC online.
- Peer Mentor Program: This program is designed to help first year and transfer multicultural and international students make a successful transition from high school to the university.
- Certificate Programs: The Interpersonal Skills Certificate Program helps students to develop the abilities and confidence necessary to effectively deal with a variety of social, emotional and academic situations. The Anger Management Certificate Program gives students the opportunity to examine their personal responses to anger and to learn more productive ways to deal with this emotion.

Center for Multicultural Student Services

Warren Hall, Room 245, MSC 3504
Phone: (540) 568-6636
Website: http://www.jmu.edu/multicultural/

The Center for Multicultural Student Services celebrates the diversity of JMU students by fostering student growth and development, heightening awareness and educating its constituents regarding ethnic and cultural diversity. The purpose of CMSS is:

- To assist the university in its goal of recruiting and retaining a diverse student population through a variety of programs and services designed to assist students in achieving their academic and career aspirations.
- To encourage the development of a climate in which the accomplishments of multicultural students are appreciated.
- To create an environment through which multicultural students can continue to share in and contribute to the mainstream of campus life.

The office works diligently to provide the following services:

- Cultural Programming and Awareness
- Leadership Development
- Recruitment and Retention
- Student Support

Computer Literacy

JMU is committed to providing an educational environment that is consistent with current technology in an information society. The university provides all students with the opportunity to have some experience with computers. The General Education Program requires all students to pass a basic computer proficiency test in their first semester at JMU. Other academic units also offer courses emphasizing computer applications for individual disciplines.
Computer Ownership
JMU strongly supports and encourages student use of computers. At some point in each student’s college career, he or she will need to purchase a computer in order to meet the curricular expectations of a particular program. Recommended computer configurations for use in specific departments and majors can be found online at www.jmu.edu/computing/purchase.

Office of the Dean of Students
Taylor Hall, Room 300, MSC 3534
Phone: (540) 568-6488
Website: http://www.jmu.edu/deanofstudents/
Staff are committed to providing students with impartial, independent and confidential support regarding university policies, procedures and regulations. Specific types of assistance include:
- assisting students who are considering withdrawing from the university.
- facilitating communications and connections with university personnel and departments.
- facilitating the resolution of student issues and concerns.
- notifying faculty of extended class absences.
- providing confidential, impartial facilitation of communication.
- providing direction to students on procedures and regulations.
- referring students to resources to increase the likelihood of their success
- responding to the informational and personal concerns of students, parents, faculty and staff.
- supporting and empowering students and families in crisis and/or challenging situations.

Office of Disability Services and Learning Strategies
Wilson Hall, Room 107
Phone: (540) 568-6705
Fax: (540) 568-7099
Website: http://www.jmu.edu/ods/
The disability services and learning strategies office is comprised of the following areas:

Learning Strategies Instruction
Wilson Hall, Room 107
Phone: (540) 568-6705
Fax: (540) 568-7099
Website: http://www.jmu.edu/ods/LSI.shtml
Learning Strategies Instruction (LSI) is the direct-instruction of curriculum-based strategies designed to improve the actual process of learning. Available to any student, LSI promotes learning efficiency in current courses and is available in such areas as:
- Memory
- Note-taking
- Reading
- Studying
- Test-taking
- Time management

Screening & Referral Service
Wilson Hall, Room 107
(540) 568-6705
Fax: (540) 568-7099
http://www.jmu.edu/ods/screeningassessment.shtml
This office provides a one- and one-half hour clinical interview exploring a broad range of historical, academic, study habits/skills, academic frustrations and emotional components. A screening does not yield a diagnosis; rather, it assists in the decision making process for recommending the next step in the process.

Disability Services
Disability Services assists the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at JMU. Services include, but are not limited to the following:
- Equal access to university programs and services
- Provision and coordination of reasonable accommodations
- Disability-related support services
- Liaison to faculty, staff and students on disability related issues
- Assistive Technology and alternative text services

Assistive Technology Computer Labs
- Carrier Library, Room 102
- Rose Library, First Floor
Contact Disability Services for access.

Office of Equal Opportunity
1017 Harrison St., MSC 5802
Voice/TDD: (540) 568-6991
Website: http://www.jmu.edu/oeo/
The Office of Equal Opportunity promotes the practice of and adherence to the equal opportunity policies of James Madison University. Bringing diversity to JMU, the program assists in the identification and recruitment of qualified individuals who normally have been underrepresented in the university. It also sponsors workshops on various subjects such as sexual harassment, disabilities, affirmative action, etc. The Office of Equal Opportunity also provides a place where individuals, who feel that they have been subjected to harassment or discrimination due to race, color, national origin, religion, gender, age, genetic information, parental status, sexual orientation, veteran status, political affiliation or disability can file a complaint for an impartial resolution. Inquiries may be directed to the Office of Equal Opportunity.
Honors Program

Phone: (540) 568-6953
Website: http://www.jmu.edu/honorsprog/

The Honors Program seeks to meet the educational needs of talented, highly motivated students by offering increased opportunities for an enriched and challenging curriculum. It is administered by the directors of the Honors Program and the Honors Faculty Fellows. Under the guidance of recognized teacher-scholars, this program offers students the opportunity to cultivate the habits of critical thinking, independent analysis and creative expression through small classes and independent study. The program offers a setting in which students who share a similar enthusiasm for learning are brought together in intellectual fellowship and provides public recognition for superior academic achievement. The program consists of various modes of study.

Track One Honors Scholars

High-achieving high school seniors apply to enter the Honors Program as Track One Honors Scholars. Track One Honors Scholars complete a total of 27 hours in honors, including six credit hours of honors courses in General Education, nine credit hours of electives in courses designated “Honors” or honors options, six credit hours in cross disciplinary honors seminars or colloquia and six credit hours of independent study — the senior honors project in the student’s major.

Track One Honors Scholars are expected to maintain at least a 3.25 grade point average. Designation as an honors scholar and graduation with distinction will appear on the student’s record after completing the program.

Track Two Honors Scholars

The Track Two Honors Scholars Program is open to first- and second-year students with at least a 3.50 grade point average. Students must also submit an application to the program office in which they give their reason for wanting to participate in the Honors Program. Once admitted into Track Two, students are expected to maintain at least a 3.25 grade point average. Students who complete the program will graduate as Honors Scholars and graduation with distinction will appear on the students’ records. Candidates for Track Two Honors complete at least 24 credit hours in honors, including a six-credit hour senior honors project, six credit hours in honors seminars and twelve credit hours of electives in honors courses.

Track Three Honors Project

Students in their junior year who are not already in the Honors Program but have a cumulative GPA of at least 3.50 are eligible to apply to the Honors Program to pursue independent research leading to the completion of a six-credit honors project during their senior year. Once admitted into Track Three, students are expected to maintain at least a 3.25 grade point average. A degree with distinction in the major field is awarded to students completing this project with a grade of “B” or better and approval of the major academic unit.

Honorary Societies

The following honorary and professional societies recognized by the Association of College Honor Societies maintain active chapters on the JMU campus:

- Alpha Epsilon Delta (pre-medicine)
- Golden Key National Honor Society
- Kappa Delta Pi (education)
- Omicron Delta Epsilon (economics)
- Omicron Delta Kappa (scholarship and leadership)
- Percy H. Warren Chapter of Mortar Board Honor Society
- Phi Alpha Theta (history)
- Phi Kappa Phi National Honor Society
- Phi Sigma Tau (philosophy)
- Psi Alpha (political science)
- Psi Chi (psychology)
- Sigma Pi Sigma (physics)
- Sigma Tau Delta (English)

Other honorary and professional societies at JMU include:
- Alpha Epsilon Rho (broadcasting)
- Alpha Kappa Psi (professional business society)
- American Production and Inventory Control Society (resource management)
- Beta Alpha Psi (accounting)
- Beta Beta Beta (biology)
- Beta Gamma Sigma (business)
- Delta Sigma Pi (professional business society)
- Dobro Slovo (Russian studies)
- Eta Sigma Delta (hospitality and tourism management)
- Eta Sigma Gamma (honorary)
- Financial Management Association (finance)
- Institute of Management Accountants (accounting)
- Kappa Delta Pi (education)
- Kappa Pi (art)
- Mu Kappa Tau (marketing)
- National Association of Social Workers Program Unit
- Order of Omega (Greek leadership)
- Phi Alpha National Social Work Honor Society
- Phi Beta Lambda (business)
- Phi Chi Theta (business and economics)
- Phi Epsilon Kappa (honorary)
- Phi Mu Alpha Sinfonia (music)
- Pi Mu Epsilon (mathematics)
- Pi Sigma Epsilon (marketing)
- Sigma Alpha Iota (music)
- Sigma Phi Lambda (honorary)
- Society for Collegiate Journalists
- Society of Human Resources Management
- Society of Professional Journalists
- Tau Beta Sigma (band)
Office of International Programs
JMAC 6, Suite 22, MSC 5731
Phone: (540) 568-6419
Fax: (540) 568-3310
Website: http://www.jmu.edu/international/

Semester Abroad Programs
Recognizing its responsibility to provide international experiences to JMU students, the university sponsors semesters abroad in Antwerp, Beijing, Florence, London and Salamanca. JMU students experience life in a different culture and gain direct access to the historical, artistic, and sociopolitical traditions of the environment while pursuing an approved course of study toward their bachelor’s degree.

The programs are open to all students in good academic standing. Applicants should have at least a 2.0 grade point average. Special entrance requirements are as follows. For Antwerp, there is no language requirement, but applicants must be COB majors. For Florence, at least one semester of Italian is strongly recommended but not required. Students are required to take three hours of Italian during their semester abroad and may take six hours during the fall and spring semesters. Students applying for the Salamanca program, where courses are taught in Spanish, are expected to have completed SPAN 231-232 or the equivalent of intermediate Spanish.

The Antwerp program for COB majors is offered during the fall and spring semesters. Participants in the summer in Beijing program may earn a minor in Chinese Business Studies and must take MKTG 380 either before or after participating in the program. The Florence, London and Salamanca programs are offered during the fall, spring and summer semesters. Internships are available as part of the London program.

During fall and spring semesters, students should select a minimum of 15 credit hours and may enroll in a maximum of 18 credit hours. Course offerings vary from semester to semester. The curriculum in each program addresses a broad spectrum of academic interests but is centered around a core appropriate to the special cultural resources of the city or country.

Courses meet the requirements of the corresponding departments and schools and may satisfy some general education requirements at JMU. A student may also arrange an independent study project under the supervision of a JMU instructor. Independent study projects also must be approved by the program director who can judge the topic’s appropriateness to the city and the student’s language level. The programs’ costs differ, but all programs include tuition; housing; a basic food allowance; all course-related travel, including extended weekend trips; instructional events, such as theater, concerts, historical tours and guest lectures; and some social activities.

All programs exclude the costs of students’ travel to and from the program site. Loans and scholarships apply, and semester abroad scholarships and assistantships are available. Students live in a central, convenient part of each city and have ready access to the faculty member in residence or the on-site director if any health problems or emergencies arise. Students enrolled in JMU-sponsored study abroad programs will be covered by a medical insurance policy for the period of time that they are participating in the JMU program. Interested students can get information about study abroad programs from the Office of International Programs.

International Exchange Programs
The university is committed to increasing the opportunities for students’ global awareness. Numerous exchange programs with schools and universities abroad are available. JMU’s exchange programs are based at prestigious universities around the world, such as LaTrobe University and Flinders University in Australia; University of Leicester in England; NanZan University, Hiroshima University and Ritsumeikan University in Japan; Yonsei University in South Korea; the Universidad de Salamanca in Spain; American University of Cairo and Misr International University in Egypt; Al Akhawayn University of Ifrane in Morocco; American University of Sharjah in UAE; and Malmo University in Sweden. Language requirements and curricula vary. Exchanges are available to all majors and minors.

Students should consult the Office of International Programs for application deadlines and further information.

Study at Oxford, Cambridge or St. Andrews
The university also offers the opportunity to study abroad for a semester or a full academic year at three of Great Britain’s oldest and most respected universities: the University of Cambridge and the University of Oxford in England and the University of St. Andrews in Scotland. Participants will take part in tutorials across a wide range of topics and live with and share all of the benefits of regular university students. Study at Oxford, Cambridge or St. Andrews is open to all JMU students possessing a 3.3 grade-point average; students do not need to be honors students to participate in this program.

Summer Abroad Programs
During the summer, many international courses and travel study classes are offered. Specific course offerings and departments and schools vary from year to year. A typical summer schedule might include courses in Argentina, Australia, Belgium, Cameroon, Canada, China, Costa Rica, England, France, Germany, Ghana, Greece, India, Ireland, Italy, Japan, Jordan, Kenya, Lebanon, Madagascar, Malta, Mexico, Montreal, Morocco, the Netherlands, the Philippines, Scotland, South Africa, Spain and Turkey. Information regarding courses to be offered each summer can be obtained in the Office of International Programs.

External Abroad Programs
Students may apply to participate in other approved study abroad programs. The university will accept credits earned abroad at approved institutions in accordance with its policy of accepting transfer credits. Approval of proposed study programs must be obtained from the Office of International Programs and the head of the academic unit in which the transfer credit will be awarded. Applications and program resources are available in the Office of International Programs.

http://www.jmu.edu/catalog/12
JMU Libraries
Website: http://www.lib.jmu.edu/

Carrier Library
Phone: (540) 568-6150

Music Library
Phone: (540) 568-6041

Rose Library
Phone: (540) 568-2731

The JMU Libraries provide collections, technology, knowledgeable staff and comfortable spaces where people connect with ideas and each other to discover, create and share knowledge. The Libraries house nearly 650,000 items including books, periodicals and audiovisual materials, and also offer access to significant collections of online resources.

Carrier Library houses the arts, humanities and social sciences collections and provides spaces for individual and collaborative study. Carrier Library is also home to the Media Resources Center, Special Collections, a computer lab and a coffee shop. The Music Library serves the students and faculty of the School of Music as well as offering its specialized resources to the greater university community. Rose Library houses the science, technology and health sciences collections and provides spaces for individual and collaborative study. Rose Library also has a coffee shop and a 24-hour study area with a secure entrance and a computer lab.

Librarians collaborate closely with instructional faculty to help students develop information literacy skills. Liaison librarians are linked with each academic program to provide a variety of services such as library instruction for course-related activities, collection development and research consultations with students and faculty.

The library website is a gateway to the services and collections of the Libraries. Through the website users can search all library resources, access online resources and find subject guides highlighting the most important research resources in many areas. Information about the libraries such as hours and equipment availability, as well as online services such as Ask a Librarian, Interlibrary Loan and Book a Group Study are also available from the website.

Office of Judicial Affairs
Frederikson Hall, Room C101, MSC 2901
Phone: (540) 568-6218
Website: http://www.jmu.edu/judicial/

The Office of Judicial Affairs collaborates with partners to facilitate civic responsibility and student development in order to provide opportunities for the cultivation and restoration of the university community.

JMU Learning Centers

Carrier Library
Wilson Hall, Room 105, MSC 1023
Phone: (540) 568-2932
Fax: (540) 568-2926
Website: http://www.jmu.edu/learning/

JMU’s Learning Centers support students, faculty and staff through the following programs and services:

Communication Center
Wilson Hall, Room 417, MSC 1007
Phone: (540) 568-1759
Website: http://www.jmu.edu/commcenter/

The Communication Center provides resources and assistance with oral communication projects to the JMU community and promotes students’ communication excellence in the areas of speech preparation and presentation, small group problem solving and interpersonal skills. Services include:
- Speech preparation assistance
- Enhancement of speech delivery and style
- Communication theory tutoring
- Speech anxiety reduction strategies
- Assistance with speech outlines and research
- PowerPoint creation and delivery techniques

English Language Learner Services
Cleveland Hall, Room 203
Phone: (540) 568-2881
Website: http://www.jmu.edu/ELLS/

In addition to opportunities to work on academic skills in a cooperative environment, multilingual learners can seek consultation on such topics as:
- Reading, writing, listening, speaking
- American academic culture
- Multilingual writing groups

Science & Math Learning Center
Roop Hall, Room 200, MSC 1914
Phone: (540) 568-3379
Website: http://www.jmu.edu/smlc/

The Science and Math Learning Center (SMLC) provides support to JMU students enrolled in first and second year science and mathematics courses by providing a secure, supportive learning environment that fosters independent thinking. The center provides a free, walk-in tutoring service by both faculty and trained peer tutors in the following subject areas: physics, chemistry, mathematics and statistics. Consult the website for current list of supported courses.

Supplemental Instruction: Peer-Assisted Study Sessions
Roop Hall, Room 200, MSC 1914
Phone: (540) 568-3379
Website: http://www.jmu.edu/pass/

Peer-Assisted Study Sessions (PASS) peer educators help students successfully complete historically challenging courses. Students work together in regularly scheduled out-of-class study sessions to master course content and develop their organizational, study and learning skills. Refer to the PASS website for a current list of supported courses.
University Writing Center
Wilson Hall, Room 417, MSC 1007
Phone: (540) 568-1759
Website: http://www.jmu.edu/uwc/
The University Writing Center works directly with student and faculty writers, provides resources on writing strategies, and supports writing across campus. The center provides:
- Individualized writing consultations
- Online writing resources for students and faculty
- Computer lab and study space
- Faculty consultations for designing assignments and responding to student writing
- In-class workshops on writing-related issues for any academic course or department
- Satellite locations at
  - Rose Library, Main Lobby
  - Carrier Library, Main Lobby

Educational Computer Labs
Educational Computer Lab
Wilson Hall, Fourth Floor
Statistics Computer Lab
Roop Hall, Room 200

Orientation Office
Wilson Hall, Room 113, MSC 1010
Phone: (540) 568-1787
Website: http://www.jmu.edu/orientation/
The Orientation Office provides a variety of academic and social programs and services to support new students’ transition to the university. All first-year students entering in the fall semester attend a one-day orientation program in June or July and a five-day program in August. All transfer students entering in the summer and fall semesters attend a one-day orientation program in early June and a three-day program in August. For all new students entering in the spring semester, orientation activities are offered during one-day orientation programs.

All orientation programs provide new students with academic advising, information about essential student services and insights on how to be a successful student. There are numerous opportunities to meet new people, learn about key academic resources and get involved in campus and community activities.

Public Safety
Anthony-Seeger Hall, MSC 6801
Phone: (540) 568-6913
Website: http://www.jmu.edu/pubsafety/
The Office of Public Safety consists of law enforcement and safety services. The office supports and advances the educational purposes of the university through the provision of a safe and secure environment for learning, working and personal development.

Police
The university police are commissioned officers with comprehensive law enforcement powers. University police continually patrol JMU’s campus and facilities, providing full-service protection to the JMU campus community.
The Campus Police Cadet Program carefully screens and trains students to aid the university police. Cadets are on duty from 7 p.m. until 2 a.m. each weeknight and until 3 a.m. on weekends. Cadets are responsible for patrolling the campus and securing academic and administrative buildings each evening. In addition, they provide escort services to students walking across campus. When cadets are off duty, university police officers escort students as needed.

Safety
The university safety engineer is responsible for conducting safety surveys and inspections; investigating fires, hazardous material spills and other dangerous conditions; and providing environmental and workplace safety and health awareness training.

Office of the Registrar
Warren Hall, Room 504, MSC 3528
Warren Hall, Room 300, MSC 3533
Phone: (540) 568-6281
Website: http://www.jmu.edu/registrar/
The Office of the Registrar is responsible for the following activities:
- Add and drop registration procedures
- Athletic certification
- Class schedule preparation
- Commencement activities
- Degree audits
- Diploma issuance
- Enrollment verifications
- Student records
- Transfer credit evaluation
- Transcript issuance
- Veteran’s Affairs

Residence Life
Huffman Hall, MSC 2401
Phone: (540) 568-4663
Website: http://www.jmu.edu/orl/
The Office of Residence Life oversees multiple functions related to living and learning at James Madison University. Offices and programs within the department focus on student learning, student development and successful transitions throughout the university experience.

FYI focuses on the development of first-year students by offering many services specifically targeted toward this group. Community Development oversees the selection, training and supervision of residence hall staff, develops policies and procedures for hall operations, and administers the delivery of programs and services designed to promote student success. Housing Operations manages all university-sponsored housing facilities, including the administration of contracts and room assignments. Business Operations coordinates all maintenance and housekeeping services and manages residence hall summer projects.
Student Government Association
Taylor Hall, Room 203, JMU Box 3523
Phone: (540) 568-6376
Website: http://sga.jmu.edu/

Students, faculty and administration share the responsibility for governing JMU. They are represented on the University Council, on its commissions and on standing and special committees reporting to these bodies. The Student Government Association collectively represents the university student population. SGA promotes the welfare of students by providing the medium through which students can actively voice their concerns and by serving as a liaison between the students, faculty and administration at JMU.

Student Handbook
Website: http://www.jmu.edu/judicial/handbook.shtml

The student handbook contains a wealth of information about university policies and regulations, university facilities and student organizations.

Student Success
MSC 1012
Phone (540) 568-3787
Website: http://www.jmu.edu/stusuccess/

Student Success is the name of JMU’s collaborative, campus-wide effort to coordinate programs and support services that help students become more efficient, effective and engaged learners. Student Success focuses on academic achievement, career development, decision-making, civic engagement and equitable access. Student Success programs are designed to help students assume responsibility for learning so they can complete seamless transitions into, through and out of the university.

Wilson Hall houses the Office of Student Success Programs, Career and Academic Planning, Community Service-Learning, Orientation, Centennial Scholars, Disability Services, Learning Strategies Instruction, Screening and Referral, and the Learning Centers. The Learning Centers include P.A.S.S. (Peer Assisted Study Sessions) and the Science and Math Learning Center located in Roop Hall), the Communication Center and the University Writing Center, (located in Wilson 417), and English Language Learner Services, (located in Cleveland Hall 203).

University Health Center
University Health Center, MSC 7901
Montpelier Hall, 4th and 5th floor
Phone: (540) 568-6178
Fax: (540) 568-7803
Website: http://www.jmu.edu/healthctr/

The University Health Center consists of clinical services, Student Wellness and Outreach, and Substance Abuse Prevention. Our staff partners with students to empower them to make informed choices by providing a holistic approach to student health, education, wellness and outreach services in a confidential, inclusive and respectful environment. The center is staffed by qualified healthcare professionals who administer care in a confidential and professional manner.

To be eligible for treatment, students must have a current, completed health record on file at the University Health Center. The Code of Virginia requires that all full-time students provide documentation of their immunizations.

The University Health Center houses the following offices:

**Student Wellness and Outreach**
Montpelier Hall, 5th Floor
Phone: (540) 568-2831
Website: http://www.jmu.edu/healthctr/swo/index.shtml

**Substance Abuse Prevention**
Montpelier Hall, 5th Floor
Phone: (540) 568-3317
Website: http://www.jmu.edu/yourcall

**LGBT and Ally Education Program**
Montpelier Hall, 560
Phone: (540) 568-5428
Website: http://www.jmu.edu/lgbta

University Recreation
University Recreation Center, MSC 3901
Phone: (540) 568-8737
Website: http://www.jmu.edu/recreation/

University Recreation (UREC) promotes and advances healthy lifestyles through participation opportunities, educational experiences and supportive services. The qualified staff is committed to excellence and attentive to the developmental needs of participants. Educational programming areas include Adventure, Aquatics, Fitness, Group Fitness, Informal Recreation, Intramural Sports, Nutrition, Safety, Sport Clubs, Wellness and Youth Programs.

The main UREC facility is located near the JMU Convocation Center on the east side of campus. It is a multi-level fitness and wellness center with over 140,000 square feet of activity space. Building highlights include a 33-foot climbing wall, seven racquetball courts, four basketball/volleyball courts, indoor track, cardio theatre, indoor pool/sauna/spa area, locker rooms, massage studio, outdoor courtyard with sand volleyball, outdoor turf fields and group fitness/multipurpose studios. UREC also houses an equipment center where sports and camping/outdoor equipment can be checked out or rented. Personal training, fitness/nutrition analysis and massage services are also available for a fee.

UREC also encompasses several satellite facilities. University Park, accessed by Devon Lane, serves as the students’ “backyard,” accommodating up to 4,000 participants when fully utilized. University Park includes opportunities for drop-in recreation, structured Intramural Sports and Sport Club programs, as well as a team and leadership development program. Facilities include an open event lawn, tennis, sand volleyball and basketball courts, sports turf, pavilion and jogging trail. East Campus Fields will also offer opportunities for informal recreation and formal sports programs.

A valid JACard is needed to enter UREC and University Park. Online registration is available for educational programs, Group Fitness classes and Intramural Sports. Programs requiring fees can be registered for in-person at the main UREC facility using FLEX.

http://www.jmu.edu/catalog/12
The University Unions Department reflects a broad range of programs, facilities and services created to build a sense of community for the campus as a whole. The facilities are the gathering places for the campus, with meeting rooms, assembly spaces, lounges and support services available. They are places where ideas come to life, learning is put into practice and the various constituencies of the campus find common ground.

University Unions is comprised of the following units:

**The Dux Center**
Taylor 102, MSC 3501
Phone: (540) 568-5901
Website: [http://www.jmu.edu/dux](http://www.jmu.edu/dux)

The Dux Center serves as a leadership clearing house for the university. The premier leadership program sponsored by the Dux Center is Kijiji Citizens of Influence. This is a three-year program that meets once a week during the fall and spring semesters. Students become more familiar with who they are, what their passions are and how they can be a citizen of influence. In addition to sponsoring this unique leadership program, the Dux Center also strives to provide information about other leadership programs offered by departments and areas across campus.

**Madison Union Scheduling**
Room 233, MSC 3501
Phone: (540) 568-6330
Festival Conference and Student Center Scheduling
Phone: (540) 568-1716
Website: [http://www.jmu.edu/events](http://www.jmu.edu/events)

The University Unions provide a comprehensive approach to the coordination of services necessary for campus events and coordination of scheduled meetings and conferences throughout the year.

**Facilities Services**
Madison Union, MSC 3501
Phone: (540) 568-5555
Festival Conference and Student Center, MSC 4201
Phone: (540) 568-1715

Four buildings house the programs and services which the University Unions provide for the JMU community. They are the Madison Union (Grafton-Stovall Theatre, Warren Hall and Taylor Hall) and Festival Conference & Student Center. Facilities Services address physical building, operations and information concerns in these spaces.

**Fraternity/Sorority Life**
Taylor Hall, Room 235A, MSC 3501
Phone: (540) 568-4195
Fax: (540) 568-6444
Website: [http://info.jmu.edu/fsl](http://info.jmu.edu/fsl)

The University Unions work with fraternities and sororities to foster cooperation and communication among the chapters, the university and the community. The staff advises the Inter-Fraternity and Panhellenic Councils and also works with the individual chapters in promoting leadership, involvement and service.

**Office of Student Activities and Involvement**
Taylor Hall, Room 205A, MSC 3501
Phone: (540) 568-8157
Fax: (540) 568-2382
Website: [http://info.jmu.edu/osai](http://info.jmu.edu/osai)

The Office of Student Activities and Involvement houses Student Organizations, Student Government, Mad4U, Make Your Mark on Madison Leadership Program and the University Program Board. The Office of Student Activities and Involvement provides a wide range of educational, social and cultural events, as well as support services for all JMU student clubs and organizations. Student Organization Night at the beginning of each semester offers an opportunity for all students to meet members of clubs, learn about organizations and discover how to become involved with them.

**Taylor Down Under**
Phone: (540) 568-7853 or (540) 568-5555
Taylor Down Under, located on the ground floor of Taylor Hall, is comprised of a lounge, the Corner Pocket Game Room and a coffee bar. The TDU lounge area is a popular hangout for all students. This area offers computers for student use, television, evening entertainment on the TDU Stage, comfortable seating and an information desk.

**University Program Board**
Taylor Hall, Room 234, MSC 3505
Phone: (540) 568-6217
Website: [http://info.jmu.edu/upb](http://info.jmu.edu/upb)

Campus entertainment is scheduled through the University Program Board, a student organization advised through the University Unions. Concerts, films, speakers, trips and numerous other activities designed to complement the educational mission of JMU are arranged by the UPB. The board also solicits collaborative programs with other student organizations, university departments and schools. Committees for which students may volunteer include film, special events, center stage, spirit and traditions, and spotlight sounds.

**Withdrawal from the University**
Office of the Dean of Students
Taylor Hall, Room 300, MSC 3534
Phone: (540) 568-6468
Website: [http://www.jmu.edu/deanofstudents/](http://www.jmu.edu/deanofstudents/)

The Office of the Dean of Students assists students who are considering withdrawing from the university after the first three weeks of the semester. The student and staff member discuss personal, financial and academic implications including pertinent policies and procedures directly involved with their withdrawal. The staff member will provide and assist the student with the proper withdrawal application form.