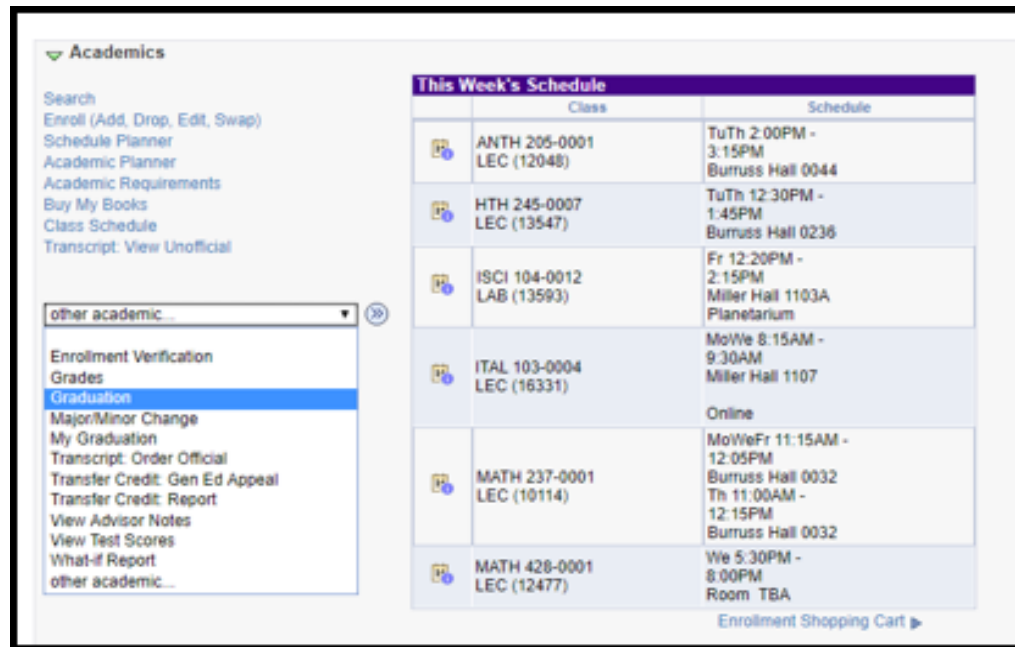


# **JMU Automated Graduation Application and Approval Process**

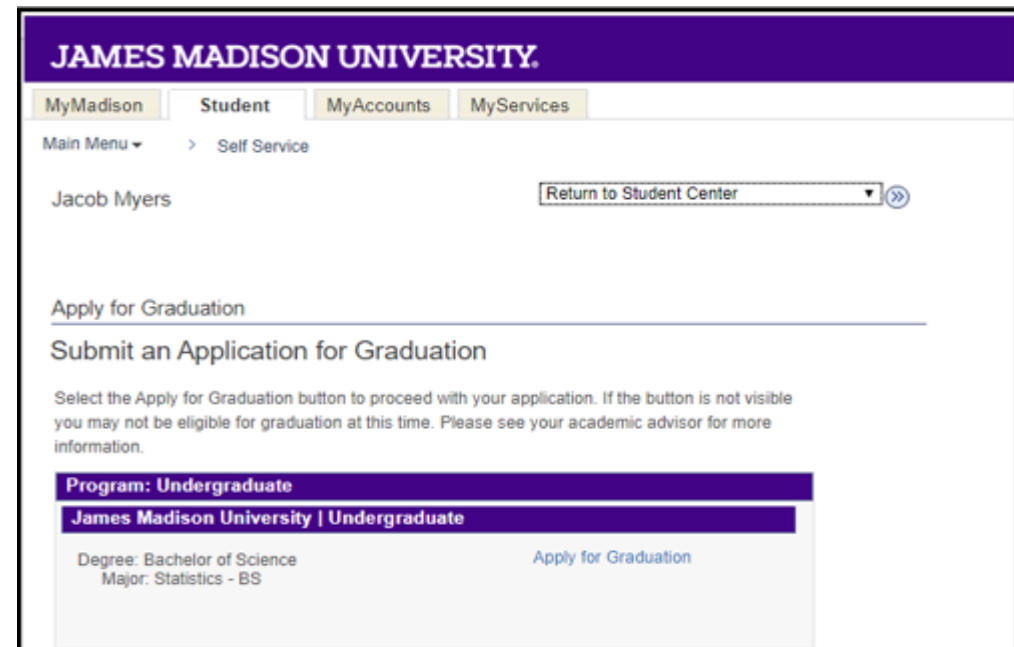
# STUDENT APPLICATION PROCESS

- Students with 75 or more credits will have the ability to apply to graduate via MyMadison. If the link is not visible, then the student has not yet reached 75 credits.
- Students will be permitted to apply for the current or future terms.



The screenshot shows the 'Academics' section of the MyMadison portal. On the left, a sidebar contains a search bar and a list of links: 'Enroll (Add, Drop, Edit, Swap)', 'Schedule Planner', 'Academic Planner', 'Academic Requirements', 'Buy My Books', 'Class Schedule', and 'Transcript: View Unofficial'. Below these is a dropdown menu currently showing 'other academic...'. A blue arrow points to the 'Graduation' option in this menu. The main content area is titled 'This Week's Schedule' and contains a table with class information.

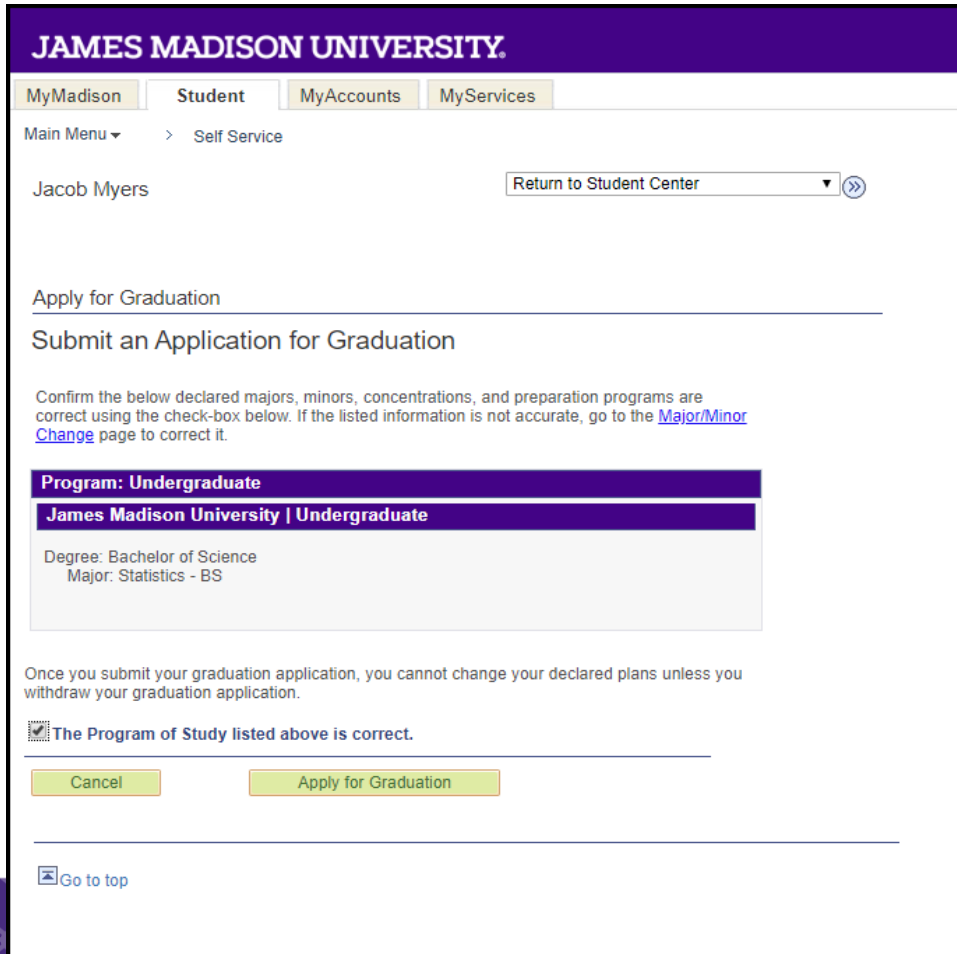
This Week's Schedule	
Class	Schedule
ANTH 205-0001 LEC (12048)	TuTh 2:00PM - 3:15PM Burruss Hall 0044
HTH 245-0007 LEC (13547)	TuTh 12:30PM - 1:45PM Burruss Hall 0236
ISCI 104-0012 LAB (13593)	Fr 12:20PM - 2:15PM Miller Hall 1103A Planetarium
ITAL 103-0004 LEC (16331)	MoWe 8:15AM - 9:30AM Miller Hall 1107
MATH 237-0001 LEC (10114)	MoWeFr 11:15AM - 12:05PM Burruss Hall 0032 Th 11:00AM - 12:15PM Burruss Hall 0032
MATH 428-0001 LEC (12477)	We 5:30PM - 8:00PM Room TBA



The screenshot shows the 'JAMES MADISON UNIVERSITY' MyMadison Student page. The top navigation bar includes 'MyMadison', 'Student', 'MyAccounts', and 'MyServices'. Below this is a 'Main Menu' and a 'Self Service' link. The user's name, 'Jacob Myers', is displayed next to a 'Return to Student Center' button. The main content area is titled 'Apply for Graduation' and 'Submit an Application for Graduation'. It includes a message: 'Select the Apply for Graduation button to proceed with your application. If the button is not visible you may not be eligible for graduation at this time. Please see your academic advisor for more information.' Below this is a section for 'Program: Undergraduate' and 'James Madison University | Undergraduate'. At the bottom, it shows 'Degree: Bachelor of Science' and 'Major: Statistics - BS', with an 'Apply for Graduation' button.

# STUDENT APPLICATION PROCESS

- Students will be required to confirm their currently declared plans and will be directed to the Major/Minor Change process if they need to make an edit.



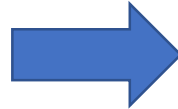
The screenshot shows the 'JAMES MADISON UNIVERSITY' Student Center interface. At the top, there are tabs for 'MyMadison', 'Student', 'MyAccounts', and 'MyServices'. Below these, a 'Main Menu' dropdown is set to 'Self Service'. The user's name 'Jacob Myers' is displayed, along with a 'Return to Student Center' button. The main heading is 'Apply for Graduation', followed by a sub-heading 'Submit an Application for Graduation'. A confirmation message states: 'Confirm the below declared majors, minors, concentrations, and preparation programs are correct using the check-box below. If the listed information is not accurate, go to the [Major/Minor Change](#) page to correct it.' Below this, a section titled 'Program: Undergraduate' shows 'James Madison University | Undergraduate' and 'Degree: Bachelor of Science, Major: Statistics - BS'. A warning message says: 'Once you submit your graduation application, you cannot change your declared plans unless you withdraw your graduation application.' A checkbox labeled 'The Program of Study listed above is correct.' is checked. At the bottom, there are 'Cancel' and 'Apply for Graduation' buttons, and a 'Go to top' link.

- Students with pending Major/Minor changes will not be able to apply to graduate.
- Once an application is submitted, a student must withdraw it in order to make any necessary plan changes.

# STUDENT APPLICATION PROCESS



- Students must select a term in which they plan to graduate.
- If the Office of the Registrar has provided instructions, they will be located here:
- Alumni Affairs has requested email information here:



**JAMES MADISON UNIVERSITY.**

MyMadison Student MyAccounts MyServices

Main Menu > Self Service

Jacob Myers Return to Student Center

Apply for Graduation

Select Graduation Term

The Office of the Registrar is only accepting applications for the terms currently available for selection.

**Program: Undergraduate**

**James Madison University | Undergraduate**

Degree: Bachelor of Science  
Major: Statistics - BS

Select the term in which you anticipate completing all coursework:

Expected Graduation Term Spring Semester 2020

**Graduation Instructions**

This is a very detailed list of graduation instructions to test out what the graduation instructions section will look like when the student clicks on spring 2020 for their expected graduation date.

- You will not be eligible for undergraduate enrollment in any term beyond the expected graduation term that you have select.
- If you complete coursework in the Spring or Summer semesters, then you will participate in May commencement.
- If you complete coursework in the Fall semester, the you will participate in December commencement.

**Alumni Email Address**

Your time as a student may be ending, but your relationship with your alma mater is just beginning. Please provide a non-Dukes email address so we can stay connected. Dukes from day one, alumni for life!

Alumni Email Address stephekk@jmu.edu

Remember, all official JMU correspondence regarding your graduation and commencement participation will be sent to your dukes.jmu.edu email account.

Cancel Continue

# STUDENT APPLICATION PROCESS

- This next page allows students to verify their name and address information for commencement program and diploma purposes.
- At a certain point, it will be too late to have a student's name, or name change, included in the Commencement Program.
- Students may edit their preferred name and address information in MyMadison. Primary name changes can only be edited by our office with proper documentation.

The screenshot shows the 'JAMES MADISON UNIVERSITY' MyMadison Student Self Service interface. The user is logged in as Jacob Myers. The page is titled 'Name and Address Verification' under the 'Apply for Graduation' section. A warning message states: 'Due to the date of your graduation application submission, the deadline to have your name included in the Commencement Program has expired.' Below this, there are three sections: 'Commencement Program', 'Diploma', and 'Address'. Each section allows the user to select a name (Primary or Preferred) to be used. In the 'Commencement Program' section, the 'Primary' name 'Jacob Monroe Myers' is selected. In the 'Diploma' section, the 'Primary' name 'Jacob Monroe Myers' is also selected. The 'Address' section shows the address '123 Test Lane, Harrisonburg, VA 23456'. At the bottom, there is a checkbox for verification and a 'Continue' button.

**JAMES MADISON UNIVERSITY**

MyMadison Student MyAccounts MyServices

Main Menu > Self Service

Jacob Myers [Return to Student Center](#)

Apply for Graduation

Name and Address Verification

Due to the date of your graduation application submission, the deadline to have your name included in the Commencement Program has expired.

**Commencement Program**

Select the name to be used in the commencement program

☒ Primary Jacob Monroe Myers

☐ Preferred Jacob Monroe Myers

If you wish to edit your Preferred Name, please go to Personal Information in the Student Center. Once the deadline to have your name in the commencement program has expired, no changes will be accepted.

**Diploma**

Select the name to be printed on your diploma

☒ Primary Jacob Monroe Myers

☐ Preferred Jacob Monroe Myers

If you wish to edit your Preferred Name, please go to Personal Information in the Student Center. Diploma orders will be made the week after commencement and no changes will be accepted after that time.

**Address**

The address below will be used to mail your diploma once you have met all graduation requirements

123 Test Lane  
Harrisonburg, VA 23456

If you need to update your address, please go to Personal Information in the Student Center.

☐ By checking this box I verify that I have selected my desired name for both the commencement program and my diploma and that changes may not be allowable depending upon the date of my request.

[Continue](#)

# STUDENT APPLICATION PROCESS

- This is a final summary page for students to verify their information.
- If everything is correct, they will select “Submit Application”. If not, they can select “Edit My Information” and return to the beginning of the application process.

The screenshot shows the 'JAMES MADISON UNIVERSITY' student portal. At the top, there are navigation tabs: 'MyMadison', 'Student' (selected), 'MyAccounts', and 'MyServices'. Below these are links for 'Main Menu' and 'Self Service'. The user's name, 'Jacob Myers', is displayed on the left, and a 'Return to Student Center' button is on the right. The main content area is titled 'Apply for Graduation' and 'Verify Graduation Data'. It shows the student's program as 'Undergraduate' and their degree as 'Bachelor of Science' in 'Statistics - BS'. The 'Expected Graduation Term' is 'Spring Semester 2020'. A section titled 'Graduation Instructions' provides detailed information about the graduation process, including eligibility requirements and commencement dates. At the bottom, there are two buttons: 'Edit My Information' and 'Submit Application'.

**JAMES MADISON UNIVERSITY**

MyMadison Student MyAccounts MyServices

Main Menu > Self Service

Jacob Myers [Return to Student Center](#)

Apply for Graduation

Verify Graduation Data

**Program: Undergraduate**

**James Madison University | Undergraduate**

Degree: Bachelor of Science  
Major: Statistics - BS

Expected Graduation Term Spring Semester 2020

**Graduation Instructions**

This is a very detailed list of graduation instructions to test out what the graduation instructions section will look like when the student clicks on spring 2020 for their expected graduation date.

- You will not be eligible for undergraduate enrollment in any term beyond the expected graduation term that you have select.
- If you complete coursework in the Spring or Summer semesters, then you will participate in May commencement.
- If you complete coursework in the Fall semester, the you will participate in December commencement.

[Edit My Information](#) [Submit Application](#)

[Go to top](#)

# STUDENT APPLICATION PROCESS

- All students will receive confirmation once they have submitted their graduation applications. They will be reminded again if they missed the deadline for the program.
- Students can view their graduation statuses at any time in MyMadison:



The screenshot displays the James Madison University MyMadison portal. At the top, the header includes the university name and navigation tabs for MyMadison, Student, MyAccounts, and MyServices. Below the header, the user is logged in as Jacob Myers, and there is a 'Return to Student Center' link. The main content area shows the 'Apply for Graduation' section, which includes a 'Submit Confirmation' button. A warning message states: 'Due to the date of your graduation application submission, the deadline to have your name included in the Commencement Program has expired.' Below this, a confirmation message says 'You have successfully applied for graduation.' and a 'View Graduation Status' button is visible. At the bottom left, there is a 'Go to top' link.



# Student Graduation Status

- Student graduation statuses are generated by the academic requirements report and query.
- Students are cautioned that class schedule changes could impact their statuses.
- The status key will define for students what the differing statuses mean.
- A plan status of “Pending Departmental Approval” will only display when all plan requirements are “On Track”
- Students can change their expected graduation term or withdraw their application.

## Graduation Status

This page displays your graduation status as of the date and time stamp below. If a change is made to your record or if you make a class schedule change after this date, your graduation status could change. Visit this page after each schedule change to view your most current graduation status.

**Program: Undergraduate**  
**James Madison University | Undergraduate**

Degree: Bachelor of Science

Status: Applied for Graduation

Major: Statistics - BS

Expected Graduation Term: Spring Semester 2020

University Requirements	Status	Comments
Minimum 120 Credits	On Track	
Minimum 50% of credit hours at 4 year institution	On Track	
Minimum 25% of credit hours at JMU	On Track	
2.0 Cumulative GPA	On Track	
- General Education: Cluster One	On Track	
- General Education: Cluster Two	On Track	
- General Education: Cluster Three	On Track	
- General Education: Cluster Four	On Track	
- General Education: Cluster Five	On Track	
Bachelor of Science Degree Requirements	On Track	

Plan Requirements	Status	Comments
Statistics - BS (Catalog Year 2016-17)	Pending Department Approval	

Credit Hours and GPA Summary	
Cumulative Credits Earned	88
Fall Semester Credits	0
Spring Semester Credits	18
Summer Semester Credits	0
I/NR Grades	0
Repeats	0
Total Credits	106
JMU Cumulative GPA	2.609

## Status Key

- Review your [Academic Requirements Report](#) for deficiencies
- Contact your academic advisor(s) for assistance in class scheduling and meeting academic requirements.

Last Updated: 02/28/2020 2:53:52PM

[Change Expected Graduation Term](#)

[Withdraw Graduation Application](#)



# Changing the Term or Withdrawing the Graduation Application

123

## Change Expected Graduation Term

Program: Undergraduate

James Madison University | Undergraduate

Degree: Bachelor of Science  
Major: Statistics - BS

Expected Graduation Term Spring Semester 2020

### Graduation Instructions

This is a very detailed list of graduation instructions to test out what the graduation instructions section will look like when the student clicks on spring 2020 for their expected graduation date.

- You will not be eligible for undergraduate enrollment in any term beyond the expected graduation term that you have select.
- If you complete coursework in the Spring or Summer semesters, then you will participate in May commencement.
- If you complete coursework in the Fall semester, the you will participate in December commencement.

### Alumni Email Address

Your time as a student may be ending, but your relationship with your alma mater is just beginning. Please provide a non-Dukes email address so we can stay connected. Dukes from day one, alumni for life!

Alumni Email Address

Remember, all official JMU correspondence regarding your graduation and commencement participation will be sent to your dukes.jmu.edu email account.

Submit Term Change

Cancel Term Change

[Go to top](#)

### Term Change Confirmation

You have successfully changed your term to Summer Session 2020.

[Go to top](#)

### Withdraw My Graduation Application

☒ Yes, I acknowledge that I will be required to submit a graduation application for a future term if I wish to complete all requirements for a degree at James Madison University.

Withdraw My Graduation Application

Cancel

[Go to top](#)

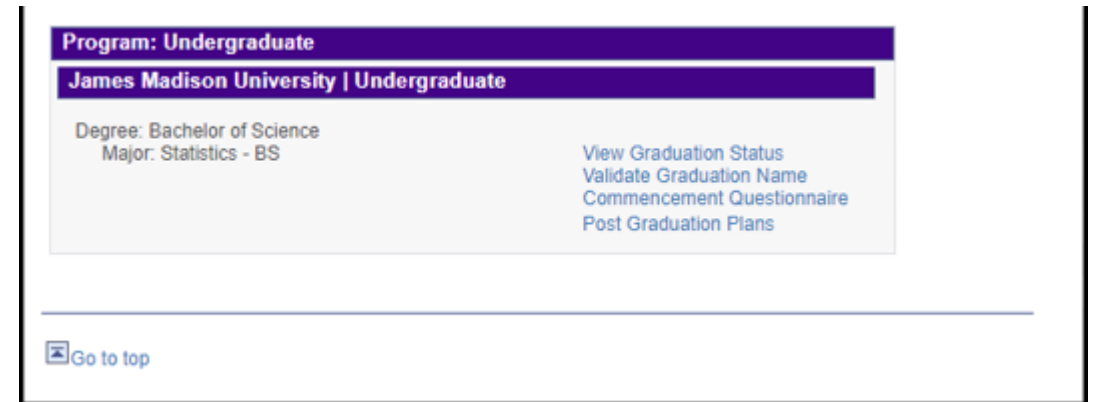
### Withdraw Confirmation

You have successfully withdrawn your graduation application. You will be required to submit a Graduation Application for a future term if you wish to complete all requirements for a degree at James Madison University.

[Go to top](#)

# MyMadison Student Center Landing Page After a Student Has Applied to Graduate

- If a student goes back to MyMadison after having already applied to graduate and selects the “Graduation” link, the following landing page will be displayed.
- From here, students may view their statuses, validate their names, Complete/update a commencement questionnaire, and alert the university of their plans after graduation.



# Graduation Name Validation and Commencement Questionnaire

## Name and Address Verification



The deadline to change your name in the Commencement Program has expired.

### Commencement Program

Select the name to be used in the commencement program

- ☒ **Primary**    Jacob Monroe Myers
- ☐ **Preferred**    Jacob Monroe Myers

If you wish to edit your Preferred Name, please go to Personal Information in the Student Center. Once the deadline to have your name in the commencement program has expired, no changes will be accepted.

### Diploma

Select the name to be printed on your diploma

- ☒ **Primary**    Jacob Monroe Myers
- ☐ **Preferred**    Jacob Monroe Myers

If you wish to edit your Preferred Name, please go to Personal Information in the Student Center. Diploma orders will be made the week after commencement and no changes will be accepted after that time.

### Address

The address below will be used to mail your diploma once you have met all graduation requirements

123 Test Lane  
Harrisonburg, VA 23456

If you need to update your address, please go to Personal Information in the Student Center.

- ☐ By checking this box I verify that I have selected my desired name for both the commencement program and my diploma and that changes may not be allowable depending upon the date of my request.

Confirm

Program: Undergraduate

James Madison University | Undergraduate

Degree: Bachelor of Science

Major: Statistics - BS

Expected Graduation Term: Spring Semester 2020

### Alumni Email Address

Your time as a student may be ending, but your relationship with your alma mater is just beginning. Please provide a non-Dukes email address so we can stay connected. Dukes from day one, alumni for life!

Alumni Email Address

Remember, all official JMU correspondence regarding your graduation and commencement participation will be sent to your dukes.jmu.edu email account.

## Commencement Attendance

Visit [www.jmu.edu/commencement](http://www.jmu.edu/commencement) for ceremony dates and locations. Select one or more of the following options regarding ceremony attendance. If you have multiple majors within one college please select only one college ceremony.

- ☐ I plan to attend the main university ceremony.

*The main university ceremony features student, faculty and alumni speakers as well as a commencement address. Degrees are conferred but students are not individually recognized at this ceremony.*

- ☐ I plan to attend the College of Science and Math ceremony for Statistics - BS.  
*Each graduate will have their name read aloud as they walk across the stage.*

- ☐ Not attending any ceremonies

Save

## Submit Confirmation



You have successfully confirmed your attendance for commencement. If you need to change this information, please return to the commencement attendance page.

# Post Graduation Plans Information

Post Graduation Plans

---

**Graduate or Professional School**

Are you planning to attend graduate or professional school within 6 months of graduation?

☒ Yes, I have been accepted and plan to attend graduate school.  
☐ Yes, I have applied to graduate school and I am still waiting to hear if I have been accepted.  
☐ No

**Graduate School Information**

Name of School   
Program of Study   
Degree Type   
City   
State

**Employment**

Have you secured employment to begin within 6 months of graduation?

☒ Yes, full-time employment  
☐ Yes, part-time employment  
☐ Yes, I have applied and I am currently participating in the interview process.  
☐ No

**Employer Information**


Name of Employer   
Position Title   
City   
State

**Other Plans**


Do you have other plans after graduation (Internship, Fellowship, Experiential Learning, Gap Year, etc.)?

Save

A student who alerts us that he or she has no post graduation plans will follow the path to the right.



A student who alerts us of post graduation plans will follow the path to the left left with expanded options.



Post Graduation Plans

---

**Graduate or Professional School**

Are you planning to attend graduate or professional school within 6 months of graduation?

☐ Yes, I have been accepted and plan to attend graduate school.  
☐ Yes, I have applied to graduate school and I am still waiting to hear if I have been accepted.  
☒ No

**Employment**

Have you secured employment to begin within 6 months of graduation?

☐ Yes, full-time employment  
☐ Yes, part-time employment  
☐ Yes, I have applied and I am currently participating in the interview process.  
☒ No

**Other Plans**

Do you have other plans after graduation (Internship, Fellowship, Experiential Learning, Gap Year, etc.)?

Save

# Important Information and Helpful Hints

- Students will be evaluated based upon the catalog year when they first declared or changed their academic majors and minors.
- Course Directives and Waivers need to be processed in a timely manner to ensure an “On Track” Academic Requirements Report.
- Students and Advisors will have access to Graduation Statuses at all times in MyMadison.
- All deficiencies must be rectified before a student will be cleared for degree conferral.
- Students who change schedules after a departmental approval will be placed back in to the approval queue. Wait until the end of the course adjustment period, if possible, before setting status to approved.