

# Registrar News

Fall 2009 Issue

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Welcome to the thirteenth edition of a newsletter from the Office of the Registrar. Its purpose is to keep you informed about dates and deadlines, policies and procedures pertaining to registration and student record.

## **Mark Your Calendars**

### **Monday, October 26**

Registration begins for 2010 spring semester

### **Monday, November 2**

Last day to add a second block course with signature approval

### **Tuesday, November 3**

Graduation announcements and Caps & gowns available for purchase at Bookstore

### **Thursday, November 12**

- Last day to withdraw from a second block course
- Last day to make course credit-option adjustments for second block course

### **Monday, November 16**

- Last day for December graduates to correct information for commencement program
- Degree applications for May graduation due to Registrar's Office

### **Friday, November 20**

Notice of Non-attendance at commencement due (December graduates)

### **Sat.-Saturday, November 21-28**

Thanksgiving Vacation

### **Monday, November 30**

- Classes resume
- Last day for students to submit work to faculty for 2009 spring and summer session for removal of a "incomplete" grades

### **Friday, December 4**

- Last day of classes for semester and second block courses
- Last day for faculty to turn in removal of "incomplete" grades for 2009 spring and summer semesters

### **Monday-Friday, December 7-11**

- Final Examinations
- Name cards available for pick-up (December graduates)

### **Friday, December 11**

Deadline for completing course work for December graduates

### **Saturday, December 12**

Commencement Ceremony  
Convocation Center  
9:30 a.m. – graduates in line  
10:00 a.m. – ceremony begins

## **December Graduates**



If you are completing degree requirements this December, here is a list of items to expect or do. If you are a graduate student, you may skip the first item listed here.

**Senior Evaluation.** If you submitted an undergraduate degree application, you should have received a "Senior Evaluation." Notify the Registrar's Office, preferably by November 15, of any errors.

**Graduation Packet.** A packet concerning commencement should have been mailed to your local address the last week of October. Important instructions and details are included in this mailing. Stop by the Registrar's Office if you do not receive it.

**Cap & Gown.** Graduation announcements and cap & gowns are available for purchase at the bookstore starting November 3.

**Non-Attendance.** In the graduation packet is a small form titled "Notice of Non-Attendance at Commencement." If you are not attending the commencement ceremony, fill out this form and return it to the Office of the Registrar, preferably by November 20.

**Name Card.** Name cards will be distributed at our 3<sup>rd</sup> floor location in Warren Hall, December 7-11. Your name will be read from this card at commencement.

**Address.** Diplomas will be mailed to your home address on the student system. The same address will be used by Grad Trak Graduation Images when mailing photograph proofs. Go to your Student Center on e-campus to view and make changes to your address.

**Holds.** Financial and other types of holds may prevent our office from issuing your diploma. Go to your Student Center on e-campus to see if you have a hold. If you do, try to satisfy it before leaving campus.

The December commencement ceremony is Saturday, December 12 at 10:00 a.m. at the Convocation Center. Graduates are expected to be in line by 9:30 a.m. Don't forget to bring your name card!

### **Did you know...**

Once your appointment time starts, it does not close until the end of the open enrollment period (that's January 19 for the Spring semester)! There's no longer a 48 hour registration window!

## Course Directive/Waiver Form

The "Course Directive/Waiver Form" is an updated version of a form, formerly called the "Substitution and Waiver Form." This form may be filled out for one of two purposes: to direct a course to replace another or to waive a course or requirement.

The Course Directive section is used to approve one course to meet the requirement normally met by another. A course may be directed to meet a degree, major, minor, or general education requirement. The Course Waiver section is used to release a student from taking a required course.

A link to the form can be found on the Registrar's web-site on the For Faculty and For Staff pages. Only faculty and staff have access to the form. If you are interested in this form, go to your advisor to discuss it. If your advisor approves the directive, the form may then be completed electronically, printed, and taken to the appropriate person(s) for signatures. If the course being directed is to meet a general education requirement, the Associate Dean of University Studies or Cluster Coordinator needs to sign. If the course is to meet a major, minor, degree or other program requirement, the Academic Unit Head *and* the Dean or Associate Dean of that area must sign.

The department should make a copy for you and for their records. The department should then forward the original to the Registrar's Office. The form will not be accepted if delivered by the student.

## Electronic Transcripts?

JMU joined the eSCRIP-SAFE electronic transcript network earlier this year and now has the ability to receive and send electronic transcripts.

Students who attended anytime from 1995 to the present may request that their JMU transcript be sent this way. When filling out a Transcript Request, students should indicate under "Delivery Information" that the transcript should be sent electronically via eSCRIP-SAFE™ and provide the appropriate e-mail address. Electronic transcripts are processed within two business days. There is a limit of 5 electronic transcripts per customer per day.

Be aware that these transcripts are only official in the electronic form and are accessible for only a limited time. Opened transcripts will be deleted in 24 hours from the eSCRIP-SAFE system. For these reasons, students should have a transcript sent directly to the institution or employer.

JMU has the ability to receive an electronic transcript, as well. If the other institution is a "Sending Institution" on the eSCRIP-SAFE network, that school may transmit their transcript directly to JMU. In addition to the Registrar's Office, Graduate Admissions and Undergraduate Admissions also have the ability to receive transcripts electronically.

Note that transcripts opened by the student, whether hard copy or electronic, are always considered unofficial.



Thank you to everyone who voted for their favorite gourd during our Pumpkin Decorating Contest during the week of Halloween. Altogether, we raised \$53 for the Blue Ridge Area Food Bank!

"Lunch Time at D- Hall" was our top winner.

## Mark Your Calendar!

**Monday, January 11**  
Spring 2010 Classes begin

**Monday, January 18**  
Martin Luther King, Jr.  
Holiday

**Tuesday, January 19**  
Last day to add or drop  
without a "W" for a  
semester or first block  
course

**Thursday, January 28**  
Last day to add semester  
or first block class with  
Instructor and Department  
Head Signatures

**Friday, January 29**  
Last day to withdraw from  
the university with  
cancellation of tuition  
charges or refund

**Tuesday, February 9**  
Last day to withdraw with  
"W" grade or change  
course credit option for a  
first block course

**Friday, February 12**  
Degree applications for  
August graduation due to  
departments

**Tuesday, February 16**  
Student Assessment  
Testing. Classes do not  
meet between 8 a.m. – 4  
p.m.

**Monday, March 1**  
Degree applications for  
August graduation due to  
Registrar's Office

**Tuesday, March 2**  
Spring first block courses  
end

**Monday-Friday,  
March 8- 12**  
Spring break

**Monday, March 15**  
Second block courses begin

**Monday, March 22**  
Last day to add or drop  
without a "W" for a second  
block course

**Wednesday, March 31**  
Last day to add second  
block class with signature  
approval

**Tuesday, April 6**  
Fall 2010 registration  
begin