

Applying to Graduate

Office of the Registrar
170 Bluestone Drive MSC 3528
Harrisonburg, VA 22807

Step 1: Obtain the Form

James Madison University

APPLICATION FOR A BACHELOR'S DEGREE

(See instructions on back)

1. Full legal name and Student I.D. number

Last _____ First _____ Middle _____ Suffix _____ Student ID Number _____

2. Permanent Home Address

Street _____ City _____ State _____ Zip _____ Telephone _____

3. Local Mailing Address

JMU Box Number or Street _____ City _____ State _____ Zip _____ Telephone _____ E-mail Address _____

4. Degree (Check one)

B.A. B.M.
 B.B.A. B.S.
 B.F.A. B.S.N.
 B.I.S. B.S.W.

5. Major(s) and Minor(s)

First Major _____ Second Major _____
 Concentration _____ Concentration _____ Degree (if two degrees) _____
 First Minor _____ Second Minor _____

6. Anticipated Date of Graduation _____ Check here if you are completing requirements for teacher licensure Check here if you have received permission to complete your final courses at another institution

7. First Major courses you are currently completing

Department and Course No.	Course Title	Check if required for graduation
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Second Major and/or minor courses you are currently completing

Department and Course No.	Course Title	Check if required for graduation
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

8. First Major courses you intend to complete.

Department and Course No.	Course Title	Check if required for graduation
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Second major and/or minor courses you intend to complete

Department and Course No.	Course Title	Check if required for graduation
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

When will you complete these courses? _____ When will you complete these courses? _____

9. Approved Course Substitutions and Waivers _____

10. Signature of degree applicant _____ Date _____

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) upon achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

11. Adviser Signature(s)

First Major	Date	Second Major	Date	Minor	Date	Minor	Date
_____	_____	_____	_____	_____	_____	_____	_____

12. Academic Unit Head Signature(s)

First Major	Date	Second Major	Date	Minor	Date	Minor	Date
_____	_____	_____	_____	_____	_____	_____	_____

Copies: Office of the Registrar (White) First Major (Yellow) Student (Pink)
 11/13/2006

The form is available from the Office of the Registrar or from most departmental offices.

Step 2: Complete Personal Info.

1. Name & JACard #
2. Home Address & phone #
3. Local Address, phone # and email
4. What degree are you completing?
5. What are the major(s)/minor(s) you are applying to graduate with?
6. What month & year are you applying for? A year alone is not sufficient as there are 3 possible confer dates in a year.

James Madison University

APPLICATION FOR A BACHELOR'S DEGREE

(See instructions on back)

1. Full legal name and Student I.D. number

Madison James 123456789
 Last First Middle Suffix Student ID Number

2. Permanent Home Address

123 Dolley Dr. Montpelier VA 23192 540-123-4567
 Street City State Zip Telephone

3. Local Mailing Address

800 S. Main St. Harrisonburg VA 22807 registrar@jmu.edu
 JMU Box Number or Street City State Zip Telephone E-mail Address

4. Degree (Check one)

B.A. B.M.
 B.B.A. B.S.
 B.F.A. B.S.N.
 B.I.S. B.S.W.

5. Major(s) and Minor(s)

First Major Political Science n/a Second Major _____
 Concentration _____ Concentration _____ Degree (if two degrees) _____
 First Minor American Studies Second Minor _____

6. Anticipated Date of Graduation

May 2010

Check here if you are completing requirements for teacher licensure

Check here if you have received permission to complete your final courses at another institution

Step 3: Insert Courses to be Completed

Only list the courses that are required for your major and minor. Do not list free electives or general education courses.

7. First Major courses you are currently completing

Department and Course No.	Course Title	Check if required for graduation
POSC 344	Politics of E. U.	<input checked="" type="checkbox"/>
POSC 370	U.S. Foreign Pol.	<input checked="" type="checkbox"/>
PPA 265	Public Admin.	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

8. First Major courses you intend to complete.

Department and Course No.	Course Title	Check if required for graduation
POSC 330	American Pol. Tho.	<input checked="" type="checkbox"/>
POSC 492	Senior Seminar	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

When will you complete these courses? Spring 2010

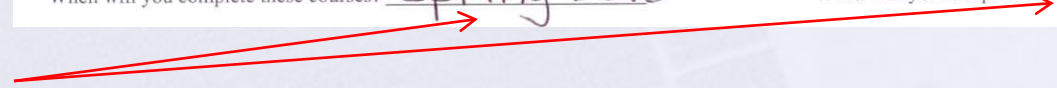
Second Major and/or minor courses you are currently completing

Department and Course No.	Course Title	Check if required for graduation
SCOM 346	Free Speech	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Second major and/or minor courses you intend to complete

Department and Course No.	Course Title	Check if required for graduation
Hist 320	Women in US. Hist.	<input checked="" type="checkbox"/>
Anth 312	Native Amer.	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

When will you complete these courses? Spring 2010



When will you take these last courses? If you will finish courses in the summer sessions, then you will have a confer date in August.

Step 4: Sign and Date the Form

10. Signature of degree applicant James Madison 10/1/2009
Date

Step 5: Obtain Approving Signatures

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) upon achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

11. Adviser Signature(s)

_____ First Major	_____ Date	_____ Second Major	_____ Date	_____ Minor	_____ Date	_____ Minor	_____ Date
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12. Academic Unit Head Signature(s)

_____ First Major	_____ Date	_____ Second Major	_____ Date	_____ Minor	_____ Date	_____ Minor	_____ Date
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Copies: Office of the Registrar (White)
11/13/2006

First Major (Yellow)

Student (Pink)

11. All majors have an adviser. Some minors have an adviser, but not all. If you do not have a minor adviser, the minor coordinator will need to sign. This is the first person you take the form to be signed.
12. After your adviser or coordinator has approved your application by signing, you need to take it to the unit head of your major and minor for final approval.

NOTE: Your application will NOT be processed without these signatures.

Unless the department specifically states that they will forward your application to the Office of the Registrar, you need to bring the approved application to our office.

Step 6: Have Patience

- ▶ At this point, as the office receives the completed applications, that receipt is entered in to the student administration system. Depending upon the volume, this process may take up to a week from the time the form was received in our office.
- ▶ Once a week the list of applications received is updated on the website. Your name may not appear for up to 3 weeks from the time your application was received in our office.
- ▶ You will be sent an evaluation to the local address you entered on the application. If there is not a local address listed, it will be mailed to the permanent address. Please ensure that the address is complete and current. We have many evaluations returned to us with incorrect or incomplete addresses. This process may take up to 4 – 6 weeks depending upon the time of year.