

# Registrar News

## Registrar News








Fall 2007

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Welcome to the ninth edition of a newsletter from the Office of the Registrar. The purpose of the Newsletter is to keep you informed about policies and procedures as well as about upcoming dates and deadlines for registration, schedule changes, submission of forms and other events.

### December Graduates

If you are completing degree requirements this December, here is a list of items you will receive in the mail and items you should complete. 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". Look over this with care; if you find any errors, you need to notify the Registrar's Office.
-  **Graduation Packet.** A packet concerning commencement announcements will be mailed to your local address in early November. Important information and instructions are included in this mailing.
-  **Cap & Gown.** Graduation announcements and cap and gowns are now available for purchase at the bookstore.
-  **Non-Attendance.** Included in the graduation packet is a small form titled "Notice of Non-Attendance at Commencement." If you will not be attending the commencement ceremony, you need to fill out this form and return it to the Office of the Registrar.
-  **Name Card.** Name cards will be distributed by Registration Services, on the 3<sup>rd</sup> floor of Warren Hall, December 4-7. Pictures taken by Chappell Studios during commencement will be mailed to the address you provide on this card.
-  **Address for Diploma.** Diplomas will be mailed to your permanent home address *unless* the Registrar's Office is notified of another address. To change your address for all JMU mailings, go to your Student Center on e-campus. To change your address *for your diploma only*, go to the Graduation section at [www.jmu.edu/registrar](http://www.jmu.edu/registrar) or stop by the 5<sup>th</sup> floor of Warren Hall and fill out a "Change of Address to Mail Diploma" form. Diplomas will be mailed mid-January.
-  **Holds.** Financial and other types of holds do not prevent your degree from being awarded, but may prevent our office from issuing your diploma. You should go to e-campus to check if there is a hold placed on your record. If you have a hold, you should strive to satisfy it before leaving campus.

Graduation practice is Thursday, December 13 at 6:00 p.m. in the Convocation Center. All graduates participating in commencement are required to attend practice. The December commencement ceremony is Saturday, December 15 at 10:00 a.m. at the Convocation Center. Graduates are expected to be *in line* no later than 9:30 a.m.



### Spring and Summer Graduates

If you are an undergraduate planning on completing degree requirements in the Spring semester or during a Summer session, here is a list of things you should be doing or expecting.

**Degree Application.** Students planning to complete requirements by May should already have filled out and taken their degree application to their advisor and department head for signatures. The degree application is due into the Registrar's Office by November 15. Students planning to finish requirements over the summer have until February 15 to get department signatures and until March 1 to bring the application to the Registrar's Office.

**List of Undergraduate Applications.** Within a week of receiving a degree application, your name will be added to a list of received applications. To view this list, go to <http://www.jmu.edu/registrar/ForStudents.shtml>. Under Graduation, click on either the May or August list, whichever one applies to you. If you have already turned in your application to your academic unit and, after a week, your name is still not on our list, then your academic unit may not have forwarded your application to us. You will need to contact the academic unit to find where in the process your application is.

**Senior Evaluation.** The purpose of this evaluation is to inform you of potential problems. If you have questions about or find errors on your evaluation, bring it to the Registrar's Office on the 5<sup>th</sup> floor of Warren Hall and ask for the person who signed it.

## Getting an Override

The term "override" gets thrown around a lot during registration time, but what exactly is it? An override is special permission to enroll in a class. An override may ascend requisites, closed enrollment, and department and instructor consent, but only if permission is granted.

So you found a class that you like or need, but you are not able to register for it. An override sounds really good, right? What do you need to do to get one? Speak to the academic unit head or the cluster coordinator (if it is a GENED course); only they may give override approval to a student. If permission is granted, the department office will enter into the registration system a student specific permission or give you a permission number.

Okay, you got permission to take the course; think you're done? Think again. The department has only saved a seat for you; they have not registered you into the class. You still need to log onto e-campus and add the class to your class schedule. The department may have given you a permission number. If they have, you will need to enter this number into the appropriate field box when registering on the web. If you have any problems, come to Registration Services on the third floor of Warren Hall for assistance. Departments may also attach an expiration date on permissions so you should register right away.

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## Office of the Registrar has Staff Changes

As of August 1 of this year, the University has a new Registrar. When Sherry Hood retired over the summer, Michele White became the new University Registrar. A J.M.U. alumnus, Ms. White began working in the Registrar's Office as a student assistant and to our benefit, has never left. She has been Associate Registrar for ten years prior to her promotion to University Registrar. Michele resides in Broadway with her husband and two children.

New to the Registrar's Office is our Assistant Registrar. Wendy Love comes to us from Syracuse, N.Y., where she worked 23 years for Syracuse University. Wendy's experience there in addition to the Registrar's Office includes Academic Affairs, Admissions, Financial Aid, and Student Support Services. She has also worked with the PeopleSoft Student Records system for 8 years. Wendy, her daughter Paula, and their dog Honey reside in McGaheysville.

The rest of the Registrar's Office staff is happy to welcome both ladies to their new positions on our team.

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### Mark Your Calendar

#### **Thursday, November 15**

- Last day to withdraw with "W" grade or change course credit options for Second block courses
- Signed Degree Applications for Spring 2008 graduation due in the Registrar's Office

#### **Saturday, November 17**

Open Registration begins for Spring 2008 semester

#### **Wednesday-Friday, November 21-25**

Thanksgiving Break

#### **Monday, November 26**

Last day for students to complete and turn in Spring and Summer 2007 course work to instructor for removal of "incomplete" (I) grades

#### **Tuesday-Friday, December 4- 7**

Name card pick-up for December graduates

#### **Friday, December 7**

- Semester and Second block courses end
- Last day for faculty to turn in removal of "I" grades form for 2007 Spring and Summer semester

#### **Monday-Friday, December 10-14**

Final Exams for semester and second block courses

#### **Thursday, December 13**

6:00 p.m. - Commencement Rehearsal for December graduates

#### **Friday, December 14**

All graduation requirements, including final semester, must be completed by this date (for Fall 2008 graduation).

#### **Saturday, December 15**

9:30 a.m. - December graduates in processional line  
10:00 a.m. -- December Commencement begins

#### **Monday, December 17**

Deadline for submission of final grades

#### **Wednesday, January 2**

Registration begins for Non-degree Seeking students

#### **Monday, January 7**

Classes begin for semester and first block Spring 2008 classes

#### **Friday, January 11**

Tuition and Fee payments due

#### **Tuesday, January 15**

- Last day to add a semester or first block course
- Last day to drop a semester or 1<sup>st</sup> block course without "W" grade

#### **Monday, January 21**

Martin Luther King Jr. Day. Classes do not meet.

#### **Thursday, January 24**

Last day to add a class with Instructor and Department Head Signatures for semester and first block courses

#### **Friday, January 25**

- Tuition refund deadline for Withdrawal from the University

#### **Tuesday, February 5**

Last day to withdraw with "W" grade or change course credit options for a first block course

#### **Tuesday, February 12**

8 a.m.-4 p.m. -Student Assessment Day. No day classes meet  
4 p.m. or later - Evening classes meet as scheduled

#### **Friday, February 15**

Degree Applications for Aug. 2008 graduation due to 1<sup>st</sup> major adviser

#### **Tuesday, February 26**

Last class meeting and/or final exam for first block courses

#### **Friday, February 29**

Mid-semester grades due for new freshmen only

#### **Saturday, March 1**

Signed Degree Applications for August 2008 graduation due into the Registrar's Office