

## Things Students Should Do Before Seeing Their Advisor in the Fall

- ✓ Contact your advisor in the way he/she prefers (e.g. e-mail, cell phone, office hours) to set up an appt. Be sure to schedule enough time.
- ✓ Read about your major in the catalog and seek out your advisor before deadlines.
- ✓ Bring everything to your meeting that might be useful: GENED Checklist, updated AP scores, catalog, etc.
- ✓ Think about any special needs or plans that will affect academic progress and choices and share them with your advisor.
- ✓ Understand that you are responsible for making your own academic choices and the associated consequences, good or bad.

### SCHEDULE CHANGES

Few schedule changes are permitted after the Orientation appointment and prior to August 21<sup>st</sup>. In the following cases **ONLY**, please call or e-mail **your** advisor or the Office of Career and Academic Planning for assistance. Please allow two weeks for changes to be made to your schedule:

- Change of major
- AP/IB or Dual Enrollment Credit
- Acceptance into ROTC
- Four or more classes on same day
- Back-to-back classes on opposite ends of campus

## Advisor and Student Responsibilities

### The Freshman Advisor...

- Helps with the transition from high school to college
- Serves as your main resource while teaching you to be independent
- Teaches you how to navigate through academic policies and procedures
- Helps you develop academic goals

### You...

- Are responsible for your decisions, choices, and actions
- Must seek advice, information, resources, and support
- Are responsible for knowing requirements, curriculum, policies, and procedures.

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# JAMES MADISON UNIVERSITY

## FRESHMAN REGISTRATION BROCHURE



Summer  
Springboard  
2009

## Freshman Registration Policies, Definitions, and Dates



### INTRODUCTION

Registering for classes for the first time is an exciting and challenging experience. James Madison University strives to assist you in this endeavor by allowing you to select preferences in General Education for which you may be pre-registered prior to your arrival on campus. Not all freshmen will receive all of their first preferences as course availability, placement scores, and choice of major affect this process. Beyond pre-registration, your summer springboard experience will conclude the class scheduling process and you will leave campus with a full course load.

### REGISTRATION DATES

#### June 8-12 & 15-19

Pre-registration of freshmen will be completed by university staff based upon preferences, placement scores, and major

#### June 22, 23, 25, 26, 29, 30

Orientation/Freshman Registration

#### July 1, 6, 7, 9, 10, 13, 14, 15

Orientation/Freshman Registration

#### July 16, 17

Course registration will be completed by university staff for students unable to attend Orientation

#### July 27 – September 1

Freshmen may swap course sections, but not classes (see definitions)

#### August 20

Freshmen meet with their advisors

#### August 21

Course adjustment for freshmen in Maury Hall Computer Lab

#### August 21 – September 1

Course adjustment for freshmen may be performed with advisor signature

#### August 24

##### *First Day of Classes*

Attendance is mandatory and students may be administratively dropped from classes due to non-attendance

### DEFINITIONS

**“e-campus”** – e-campus is a tool that you will use to register for classes and review your transcript. Tutorials can be found at the following address: <http://isapps.jmu.edu/ecampus/>

**“advisor hold”** – This “hold” indicates that all first-year freshmen are unable to add/drop classes without advisor signature. This hold will be removed prior to registration for Spring 2010.

**“course swap”** – During open enrollment freshmen are permitted to swap sections of the same class (i.e. MATH 205 section 0003 for MATH 205 section 0011). Switching from GART 200 to GMUS 206 is not switching sections within the same class and is not permitted.

