



Deadlines for Submission of Intent to Enroll Forms
Fall Semester July 1
Spring Semester November 1
Summer Session April 1

Office of the Registrar
170 Bluestone Dr. MSC 3533
Harrisonburg, VA 22807
Phone (540) 568-2991
Fax (540) 568-3499

INTENT TO ENROLL

This form is for undergraduate students only. Graduate students need to contact The Graduate School for re-entry procedures. Students who have completed a degree at James Madison University may not use this form. Students who have been absent from JMU for one or more semesters but less than two calendar years must submit this form to the Office of the Registrar or the Director of Academic Student Services as appropriate. See reverse side. Submitting this form to the incorrect office will delay processing.

(Please Print)

Name _____ Student ID # _____
(Last) (First) (MI)

Former Last Names (if applicable) _____ Non-JMU Email _____

Mailing Address: _____
(Street)

(City) (State) (ZIP) () Phone

Gender Male Female Date of Birth ____/____/____ (MO/DY/YR)

Academic Level (UG only): SR JR SOPH FR

Have you ever been convicted of, or pled guilty to, any offense other than a moving traffic violation? Yes No

If yes, please explain. _____

Last Semester/Year Completed: Fall Semester ____ (Year) Spring Semester ____ (Year) Summer Session ____ (Year)

Academic Status at end of last semester completed: Good Standing Probation* Suspension*
Students on Judicial or Honor Code Suspensions: Do not send this form to the Director of Academic Student Services unless your cumulative GPA placed you on Academic probation or Academic suspension.

*Students placed on Academic Probation or Academic Suspension at the end of the last semester completed must submit this form along with a typewritten personal statement¹ citing the reason for departure and interim activities to the Director of Academic Student Services, 71 Alumnae Dr. MSC 7506, Harrisonburg, VA 22807. (540-568-7123)

¹No handwritten personal statements will be accepted.

Intended date of return: Fall Semester ____ (Year) Spring Semester ____ (Year) Summer Session ____ (Year)

Signature _____ Date _____

If you have attended other schools during your absence from JMU, please have each institution send an official transcript of your work to the Office of the Registrar, 170 Bluestone Dr. MSC 3528, Harrisonburg, VA 22807.

JMU is unable to guarantee on-campus housing for reentry students.

Please contact Off-Campus Life at (540) 568-6071 for information about off-campus housing. However, if you would like to be considered for on-campus housing, please contact the Office of Residence Life at (540) 568-4663.

REENTRY TO THE UNIVERSITY

Degree-seeking students who have **not** completed a degree or attended JMU for one or more semesters and who wish to return to their studies at JMU are classified as re-entry students. The re-entry process is contingent upon the student's length of absence and academic standing at the time of departure.

Reentry after Absence Exceeding Two Calendar Years

Students who wish to reenter after an absence of two or more calendar years, regardless of their academic standing at the time of departure, must apply for readmission through the Office of Admissions, 481 Bluestone Dr. MSC 0101, Harrisonburg, VA 22807. (540) 568-5681 Readmission is not automatic but subject to Admission Committee review of the application, the personal statement citing the reason for absence, and evaluation of work completed at JMU as well as work completed at other institutions during the student's absence from JMU.

Reentry after Absence of Less than Two Calendar Years

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Students in Good Standing

Students who left the university in good standing and who have been absent for one semester or more without declaring a formal leave of absence must submit an "Intent to Enroll" form. The Intent to Enroll Form must be submitted in person, faxed or postmarked by the indicated deadline for the anticipated semester of return. **All registration holds must be cleared before the student will be eligible to register.**

Students in good standing who have declared a formal leave of absence will be automatically reactivated and eligible to register for the stated semester of return without further action on their part (provided resolution of outstanding registration holds).

Students on Probation

Students who left the university on academic probation and who have been absent for one semester or more must submit an "Intent to Enroll" form **directly** to the Director of Academic Student Services, 71 Alumnae Dr. MSC 7506, Harrisonburg, VA 22807. The Intent to Enroll Form must be submitted in person or postmarked by the indicated deadline for the anticipated semester of return, faxes will not be accepted. **A typewritten personal statement citing the reason for departure and interim activities must accompany the form.** Re-entry and continued enrollment are not guaranteed, but contingent upon review by an academic review committee chaired by the Director of Academic Student Services. Such review may result in denial or conditional re-entry.

Students on Suspension

Students who leave the university on a first academic suspension may follow the appeal process stated in their suspension notification or apply for re-entry after the suspension period. The Intent to Enroll Form must be submitted in person or postmarked by the indicated deadline for the anticipated semester of return, faxes will not be accepted. **A typewritten personal statement citing the reason for departure and interim activities must accompany all Intent to Enroll Forms.** Submit all documents to the Director of Academic Student Services, 71 Alumnae Dr. MSC 7506, Harrisonburg, VA 22807. Re-entry and continued enrollment are not guaranteed, but contingent upon review by an academic review committee chaired by the Director of Academic Student Services. Such review may result in denial or conditional re-entry.