

Registrar News

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Spring 2008

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

Mark Your Calendar

Monday, March 24

- Summer 2008 registration opens to non-degree seeking students
- Fall 2008 course schedule and enrollment appointments available for viewing

Tuesday, April 1

Advanced Registration begins for Fall 2008 courses

Monday, April 7

Last day to withdraw with "W" grade or change course credit options for second block courses

Friday, April 11

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

Friday, April 25

- Last day for faculty to turn in removal of incomplete grades form for 2007 Fall semester.
- Last class meeting for Semester and second block courses for Spring 2008

Sat-Friday, April 26-May 2

Final Exams for semester and second block courses

Mon-Friday, April 28-May 2

Name cards available for pick up for May commencement

Friday, May 2

All requirements, including final semester, must be completed by this date for Spring 2008 graduation

Saturday, May 3

May Commencement

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A Commencement Announcements letter will be mailed in early April to graduates. This letter provides instruction and other related details about the commencement ceremony. Included with this letter will be a small form titled "Notice of Non-Attendance at Commencement." If you will not be attending the commencement ceremony, you should fill out this form and return it to the Office of the Registrar.

Name cards will be distributed April 28-May 2 at Registration Services desk on the 3rd floor of Warren Hall. You need to bring your name card to commencement. When you cross the stage at your college ceremony, your name will be read from this card. In addition, pictures taken by Chappell Studios during the ceremony will be mailed to the address you provide on it.

The main ceremony begins at 8:30 a.m. at Bridgeforth Stadium on Saturday, May 3. Participants are expected to be in the correct processional line by 8:00 a.m. Depending on your college, satellite ceremonies will begin at 11:30 a.m. or later.

Degrees & Diploma

The name on your name card is the official name on file for you. If your name is spelled incorrectly, let us know immediately. Your name will be incorrect on your diploma if you do not.

A hold does not prevent a degree from being awarded, but may prevent mailing of any verification of a degree, such as a diploma or transcript. You can check to see if you have a qualifying hold by visiting your e-campus profile. You need to satisfy a hold as soon as possible to prevent your diploma from being delayed.

After you graduate, all mailings, including diploma, will be mailed to the home address on your e-campus profile. You should update this information if an old address is still listed. However, if you want *only* your diploma mailed to a different address, you should fill out a "Change of Address to Mail Diploma" form and deliver it to the Registrar's Office.

Degrees should appear on transcripts within four weeks of your degree confer date. The confer date for students finishing requirements in the Spring semester is May 3. The confer date for students finishing requirements over the Summer semester is August 1. Diplomas will be mailed in mid-June for spring graduates and late August for summer graduates.

Special Centennial Features

Regalia, a.k.a. cap and gown, this year will be royal JMU purple. All commencement participants must be appropriately dressed in cap and gown. Regalia may be purchased at the bookstore.

Diplomas issued to any 2008 graduate will have a gold embossed Centennial ribbon printed underneath the university seal.

Summer Courses at JMU

JMU offers five undergraduate sessions and six graduate level sessions during the summer. Course offerings and enrollment appointments are now available for [viewing](#). Registration begins on March 17. Students should not take more than 16 credit hours during the entire summer semester.

If your plans are to live on campus, you will need to fill out an On-Campus Summer Housing Contract with the Office of Residence Life. For information, go to <http://web.jmu.edu/reslife/>.

For information on tuition and/or fees, visit the University Business Office on the third floor of Warren Hall or by going to <http://www.jmu.edu/ubo/>.

Transfer Credit

If taking a course at JMU is not an option, you can take a course at another school and have the credit transfer *if* you get prior approval. You *must* apply for transfer credit through the Registrar's Office. The "Permission to Take Courses for Transfer Credit" form may be printed from www.jmu.edu/registrar or picked up at either Registrar's Office location in Warren Hall. After filling out your portion of this form, you will need to take it to appropriate offices on campus for approving signatures. For coursework taken outside the VCCS (see below), course descriptions should be attached to your "permission" form.

Virginia Community College System (VCCS) course equivalents are listed alphabetically by discipline at the following site:

<http://www.jmu.edu/admissions/transfer/guide/VCCS/index.shtml>.

If the course equivalent you want is listed, you must still complete the permission form, but no course description is required.

For any transfer of credit as a cluster requirement, you must obtain General Education approval. That office is located in Maury Hall, 1st Floor.

Courses to be used for the major or minor and not listed in the VCCS guide must be approved in the academic unit where the course is taught. Once you have obtained proper signatures, please submit the form to the Registrar's Office. If our office approves the form, you will be mailed a copy. You can then enroll and complete the course at the other school.

You must earn a "C" or better and have the other school send the official, sealed transcript to the Registrar's Office address. Once the transcript is received by us, the JMU equivalent should appear on your e-campus transcript within two or three business days.

New Staff and Title Change

Our new Associate Registrar for Operations is Kurt Johnson. Kurt joins us from the Division of Athletics where he has worked the past nine years in the Office of Student-Athlete Services and most recently as the Assistant Director of Athletics for Compliance. Kurt is a JMU alumnus who earned his Bachelor of Science degree in Political Science. He earned a Master of Science degree from West Virginia University in 1994. He joined the Registrar's Office staff on January 17.

Wendy Love's position has undergone a title change. Her position and duties remain the same, but she is now the Associate Registrar of Systems. This new title replaces the former title of Assistant Registrar.

Reminder to December Graduates

If you are a senior planning on graduating in December 2008, your degree application is due to your first major adviser by Monday, June 2, 2008. The same application is then due to our office by Monday, June 16. If you are not planning on taking summer courses at JMU, you may want to fill out your portion of the form and give it to your adviser *before* leaving campus.

Mark Your Calendar

Monday, May 12

- Summer 2008 courses begin for ten, eight, and first four week sessions for Undergraduate level
- Summer 2008 courses begin for twelve, first six, and first four week session of Graduate level

Monday, May 26

Memorial Day holiday

Monday, June 2

Degree Applications for December 2008 graduation due to first major adviser

Monday-Friday, June 2-6 (excluding the 4th)

Transfer Springboard orientation

Monday, June 9

- Summer 2008 courses begin for first six and second four week sessions for Undergraduate level
- Summer 2008 courses begin for eight and second four week sessions for Graduate level

Monday, June 16

Degree Applications for December 2008 graduation due to Registrar's Office

Monday, June 23

Summer 2008 courses begin for second six week session for Graduate level

Monday, June 23- Wednesday, July 16

First-Year Springboard orientation

Friday, July 4

Independence Day holiday

Friday, August 1

- Last day of Summer semester courses
- All requirements must be completed by this date for August graduation

Tue-Wednesday, Aug 19-20

First-Year students move in Residence Halls

Wed-Sunday, August 20-24

First Year 1787 Orientation

Fri-Sunday, August 22-24

Transfer 1787 Orientation

Monday, August 25

First day of Fall classes