
Student Services

[Print Version of Catalog](#)



Student Services

Academic Affairs Mission Statement

Phone: (540) 568-6616

Website: <http://www.jmu.edu/acadaffairs>

The Division of Academic Affairs is a community of scholars engaging students in the collaborative construction and application of knowledge through intellectual pursuits in teaching, learning, research, inquiry, creative activity and service.

Administration and Finance Mission Statement

Phone: (540) 568-6434

Website: <http://www.jmu.edu/adminfinance>

The Division of Administration and Finance is committed to the preparation of students to be educated and enlightened citizens who will lead productive and meaningful lives. The division supports the university's commitment to excellence by empowering our staff to communicate effectively with the university community and provide proactive approaches to satisfy customer expectations.

Student Affairs and University Planning Mission Statement

Phone: (540) 568-3685

Website: <http://www.jmu.edu/stuaffairs>

We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

Business Services

Bookstore

Location: 211 Bluestone Drive, MSC 2902

Phone: (540) 568-6121

Website: <http://www.jmu.edu/bookstore>

The JMU Bookstore stocks all textbooks used by the academic units, as well as a large selection of general and technical books. The store also sells school, office and computer supplies, software, clothing, gifts, magazines and greeting cards. For students' convenience, the bookstore provides services including special orders for books, textbook buy back, gift certificates, film processing, bus tickets and computer services.

Card Services

Location: Student Success Center, Second Floor, MSC 3532

Phone: (540) 568-6446

Website: <http://www.jmu.edu/cardctr>

Card Services issues the JMU access card (JAC), the official identification card for all members of the university community. JAC allows access to various campus facilities and services. It is also used for meal plans, dining dollar declining balance accounts and FLEX declining balance accounts, all of which are administered by Card Services. FLEX declining balance accounts are honored for purchases or services in the following areas: bookstore, on-campus copy centers and copy machines, game room, library fines, Mister Chips convenience store, postal services, University Health Center, UREC, printing labs across campus, Masterpiece Theatre, Parking Services, UPB movies, on-campus vending machines, and all dining services locations as well as many off campus locations.

Copy Centers

Location: Medical Arts Suite 31, MSC 5722

Phone: (540) 568-7300

Location: Engineering/Geosciences (EnGeo; formerly HHS), Room 1002, MSC 431

Phone: (540) 568-8731

Website: <http://www.jmu.edu/copycenter>

The University Copy Centers are owned and operated by the university as a service to the campus community. Two locations provide a full range of photocopying services. Academic coursepack service, copyright permission service, full color copying, digital copying and digital file storage, network printing, binding, laminating and express photocopying service are available. Hours of operation vary by location. All centers are closed for university holidays.

Dining Services

Location: Gibbons Hall, Entrance 7, MSC 0901

Phone: (540) 568-6751

Website: <http://www.jmu.edu/dining>

To meet the varied needs of individual students, Dining Services provides different meal plans. All on-campus residents choose from among three meal plans, which come with the "Student Housing and Food Contract." They are the 19-Meal Plan, the 14-Meal Plan and Any-11-Premier Meal Plan. Commuters, who do not automatically have meal plans,

may purchase any of the on-campus plans and have the additional options of a ten, five and three meal plan.

The department offers declining balance accounts that operate like debit cards. Students using this plan, called Dining Dollars, get a 5-percent discount and pay no sales tax on anything they buy. Cash sales are also welcome at all Dining Services locations.

Parking Services

Location: Parking Deck, 381 Bluestone Drive, MSC 1301

Phone: (540) 568-3300

Website: <http://www.jmu.edu/parking>

All vehicles parked on property owned, operated or leased by James Madison University are required to display a valid JMU parking permit. For information regarding the university's parking regulations refer to the Parking and Traffic Regulations Handbook. A copy of the handbook may be obtained free of charge upon request at the Parking Services office. Updated information can be obtained throughout the academic year on the website.

Career and Academic Planning

Location: Student Success Center, MSC 1016

Advising, Room 3210

Interviewing, Room 3250

Phone: (540) 568-6555

Employer Relations and Recruiting

Phone: (540) 568-7379

Website: <http://www.jmu.edu/cap>

Career and Academic Planning coordinates academic advising for all first year students and undeclared students; assists students in choosing or changing their major and deciding upon a career direction; and provides a variety of job search programs and graduate school application services.

Career Advising and Decision-Making

Career and Academic Planning helps students understand the process of deciding on an appropriate major and relating that decision to possible career paths.

Students can meet with professionals and attend various programs to enhance their knowledge of majors, explore career fields, learn career decision-making strategies, discover more about their own interests and strengths and launch an effective job search.

Academic and Career Resource Center

The resource center, located on the 3rd floor of the Student Success Center, provides information and assistance related to choosing a major and career planning, internship/summer jobs, job search tools and career trend information. A tool available to all students is FOCUS, a web-based career exploration tool available in the resource

center and online. Directories with employer contact information and graduate school options are also available. Resources include books, printed materials, handouts, databases, career software and Web-based information. Information is organized on a self-help basis so that students and faculty may browse at their leisure. Staff members are available to answer questions and help students use resource materials.

Employment, Internship and Job Search Services

Employer Relations and Recruiting Services

Business, industry, government and educational employers come to JMU throughout the year to conduct job interviews with graduating seniors and students seeking internships. Information about the interview program, participating employers and interview sign-ups is available on the Career and Academic Planning website. To interview, students must create a profile on Recruit-a-Duke, an online system that connects students with employment and interviewing opportunities. To help students prepare for interviews, practice interviews with employer participants are held each semester.

Resume Development

Assistance with writing resumes is available to students in many forms. Students may access resume writing resources via the Career and Academic Planning website. Resume writing workshops and other related services are available throughout the year, and students may make an appointment with a career and academic adviser to receive individual assistance. Resume PREP, a program offered each fall, allows students to get resume feedback from employers to help with final revisions.

Career Fairs

The office sponsors a number of career fair events each year to provide students with the opportunity to interact with employers and obtain jobs, internships and employment-related information.

Job Search

Job search related programs are offered throughout the academic year, including presentations on job search strategies for targeted industries, behavioral interviewing, networking and evaluating job offers. Students may also meet individually with a career and academic adviser to tailor their job search.

JMU offers Interview Stream, a web-based interviewing practice application that students may use at any time. Interview Stream allows students to record a practice interview related to their major or career choice and review the video themselves or share it with others for feedback.

Job postings for all majors are available through Recruit-a-Duke, JMU's online job search system. VAULT online industry guides are available to help with research on specific career fields.

Internships

Recruit-a-Duke and the Career and Academic Planning website provide information on internships available with the federal government, other governmental agencies, nonprofit organizations and private entities. Students interested in internships should contact Career and Academic Planning and the appropriate academic unit office to obtain additional information. Credit must be arranged in advance with the appropriate academic unit head and the Office of the Registrar.

Center for Assessment and Research Studies (CARS)

Location: Lakeview Hall
298 Port Republic Road, MSC 6806
Harrisonburg, VA 22807

Phone: (540) 568-6706

Website: <http://www.jmu.edu/assessment>

Mission

The mission of the Center for Assessment and Research Studies (CARS) at James Madison University is to provide quality assessment service to the university, to provide applied graduate training in both assessment and measurement, to increase the use of innovative technology in assessment practice, to increase the rigor of measurement and statistical techniques used in assessment practice, and to produce quality scholarship in assessment and measurement.

Vision

To be nationally recognized as a standard of excellence for practice, programs, and scholarship in assessment and measurement.

Values

Quality: We value quality in all of our endeavors.

Innovation: We value the use of innovative technology and the use of more rigorous measurement and statistical techniques in assessment and measurement.

Appropriateness: We value a match between the technology or measurement/statistical technique being used and the assessment-related questions being asked.

Research: We value rigorous study of the instruments, technologies and measurement/statistical techniques used to answer assessment-related questions.

Accuracy: We value accuracy in all assessment endeavors, including: the collection of data, the reporting of assessment results and in the application of measurement and statistical techniques.

Multiple Roles: We value our faculty and students having multiple roles and desire both faculty and students to simultaneously be practitioners, teachers, scholars and learners.

Collegiality: We value partnerships with each other, other programs on campus, other institutions of higher education, and other communities in assessment, measurement, and statistics.

Communication: We value open and clear communication with each other and the people we serve.

Diversity of Interests: We are a diverse learning community that promotes mutual respect. We value the variety of faculty and student interests and competencies in assessment, measurement and statistics as well as the various paths and related academic fields that have attracted them to CARS.

Center for Assessment and Research Studies Faculty

[Dr. Alison J. Ames](#), Assistant Assessment Specialist

[Dr. Deborah Bandalos](#), Ph.D. Program Director

[Dr. Christine DeMars](#), Senior Assessment Specialist

[Dr. Sara Finney](#), Senior Assessment Specialist

[Dr. Keston Fulcher](#), Executive Director

[Dr. John Hathcoat](#), Assistant Assessment Specialist

[Dr. Jeanne Horst](#), Assistant Assessment Specialist

[Dr. Dena Pastor](#), Senior Assessment Specialist

[Mr. David Yang](#), Information Security Analyst

Center for Faculty Innovation

Location: Rose Library, Fifth Floor

Phone: (540) 568-4846

Website: <http://www.jmu.edu/cfi/>

The Center for Faculty Innovation (CFI) provides comprehensive professional development opportunities for JMU instructional faculty at all levels and stages of their careers. CFI initiatives are designed to enhance academic culture and support innovations in teaching, scholarship, and career development. The CFI is staffed by tenured and tenure-track instructional faculty who, as teacher scholars in their academic disciplines, are committed to creating a sense of shared community grounded in academic excellence.

The CFI pursues its vision of comprehensive professional development for all faculty through collaborative partnerships with the JMU community by implementing and assessing of a range of scholarly-based programs. Further, the CFI embraces issues that transcend the individual faculty role, striving to make meaningful contributions to local dialogues and global dynamics. Finally, the CFI strives to enhance academic culture through scholarly initiatives that reflect on the quality and changing nature of higher education.

JMU graduate students are welcome to participate in most CFI activities.

Center for Multicultural Student Services

Location: Madison Union, Room 207, MSC 3504

Phone: (540) 568-6636

Website: <http://www.jmu.edu/multicultural>

The Center for Multicultural Student Services celebrates the diversity of JMU students by fostering student growth and development, heightening awareness, and educating its constituents regarding ethnic and cultural diversity. The purpose of CMSS is:

- To assist the university in its goal of recruiting and retaining a diverse student population through a variety of programs and services designed to assist students in achieving their academic and career aspirations.
- To encourage the development of a climate in which the accomplishments of multicultural students are appreciated.
- To create an environment through which multicultural students can continue to share in and contribute to the mainstream of campus life.

The office works diligently to provide the following services:

- Cultural Programming and Awareness
- Leadership Development
- Recruitment and Retention
- Student Support

Community Service-Learning

Location: Student Success Center, 2nd Floor
Room Suite 2100, MSC 1011

Phone: (540) 568-6366

Fax: (540) 568-2373

Website: <https://www.jmu.edu/csl>

Community Service-Learning (CS-L) programs allow students to learn and develop through active participation in thoughtfully organized community service. Students, faculty, staff and community agencies partner to help prepare students for lifelong community service and civic engagement. Students can serve in over 80 community agencies through service-learning courses or by coming to the CS-L office during the first three weeks of each semester. In addition to local service opportunities, Alternative Break Programs are student led and developed service trips to locations in the United States and abroad. Trips are offered at Thanksgiving, spring and May breaks. Local trips are also offered on weekends. Trips fill up quickly, so check the CS-L website regularly for sign up details. For students eligible for Federal Work Study, America Reads and Community Work Study places students in elementary schools to tutor in reading and in community service agencies that address a variety of community needs.

Cohen Center for the Study of Technological Humanism

Website: <http://www.jmu.edu/cohencenter/>

The center is addressed to graduate faculty and graduate students as it provides experiences beyond the curriculum. The Cohen Center brings faculty and students together to discuss issues. The mission of the center is to bridge the relationships between nature and technology and between science and the arts. The Cohen Center studies the interrelationships between human and animal life, of cyborgs, the artificial and natural existence. In its openness, the center encourages the displacement of particular disciplines, and their replacement with interdisciplinary perspectives.

Counseling Center

Location: Student Success Center, Room 3100, MSC 0801

Phone: (540) 568-6552

Website: <http://www.jmu.edu/counselingctr>

The Counseling Center provides free, confidential personal counseling services to all full-time JMU students. Appointments can be made in person or over the phone (568-6552). After-hours crisis services may be accessed by contacting the Office of Public Safety (568-6911).

Counseling at the Counseling Center frequently involves issues such as relationship problems, self-esteem, depression, anxiety/stress, eating and body image concerns, and difficulty adjusting to college life.

Services include:

- **Personal Counseling:** Individual counseling provides students with the opportunity to freely explore any personal problems or concerns, which have a negative impact on the quality of their lives. The Counseling Center operates under a short-term treatment model under which the student and counselor collaboratively identify and address the student's primary concerns within a limited number of sessions. Students who request or require longer-term treatment are referred to community resources.
- **Specialized Treatment Programs:**
- **#tacklinganxiety:** This treatment program provides proven strategies to effectively reduce anxiety, worry and panic symptoms.
- **You've Got This:** This treatment program helps students to develop realistic perspectives and effective skills for coping with the stress of both daily college life and challenging personal situations.
- **Group Counseling:** Each semester, students may participate in small group experiences on issues related to their needs (e.g., depression, eating disorders, anxiety, grief, etc.).
- **Sexual Trauma Empowerment Program (STEP):** The Counseling Center provides crisis, individual and group counseling to students who are survivors of sexual assault. Support services are also available to students who choose to pursue judicial charges through JMU or criminal charges through the court system.

- **Psychiatric Services:** The Counseling Center has a psychiatrist who prescribes medications that may be helpful to students dealing with psychological issues. Only students who are currently engaged in ongoing treatment at the Counseling Center are eligible to receive these services. The cost of any medication and/or necessary lab work is the financial responsibility of the student. Students who are exclusively interested in psychiatric services are provided an off-campus referral.
- **Consultation:** In person or over the phone, the Counseling Center provides consultation to students, faculty, staff and others who are concerned about the distressed, unusual, problematic, or potentially harmful behavior of others.
- **Outreach Programming:** Workshops on a wide variety of mental health topics may be requested by visiting the Counseling Center online.
- **Peer Mentor Program:** This program is designed to help first year and transfer multicultural and international students make a successful transition from high school to the university.

Graduate Student Association

Website: <https://www.jmu.edu/grad/graduate-student-life/gsa>

Email: gsa@jmu.edu

The Graduate Student Association (GSA) is a student-led and student-run organization that provides professional and social opportunities to all past, present and future James Madison University graduate students. The GSA was established in 2010 and is growing steadily in the form of participation and events. The GSA conducts workshops and other professional development activities for graduate students, sponsors networking events and social opportunities.

Every graduate student is considered a part of the GSA. There are no fees.

Learning Centers

Location: Student Success Center, Room 1138

Phone: (540) 568-2932

Website: <http://www.jmu.edu/learning>

JMU's Learning Centers support students, faculty and staff through the following programs and services:

Communication Center

Location: Student Success Center, Room 1155

Phone: (540) 568-1759

Website: <http://www.jmu.edu/commcenter>

The Communication Center provides resources and assistance with digital and oral communication projects and promotes students' communication excellence through attention to process, innovation and audience-centered design. The center offers consultations, class workshops, and online resources for faculty and students across campus.

Services for digital communication include:

- One-on-one consultations for choosing the most effective online tools and planning a project
- Resources and tutorials on effective digital design, communication, navigation, and usability
- Usability testing for digital projects
- Collaborating with faculty to design effective digital assignments

Services for oral communication include:

- Speech preparation assistance
- Assistance with speech outlines and research
- Speech anxiety reduction strategies
- Developing audience-centered presentations and visual aids
- Enhancement of speech delivery and style

English Language Learner Services

Location: Student Success Center, Room 1155

Phone: (540) 568-2881

Website: [http:// www.jmu.edu/ELLS](http://www.jmu.edu/ELLS)

In addition to opportunities to work on academic skills in a cooperative environment, multilingual learners can seek consultation on such topics as:

- Reading, writing, listening, speaking
- American academic culture
- Multilingual writing groups

Peer-Assisted Study Sessions

Location: Student Success Center, Room 1119

Phone: (540) 568-2932

Website: <http://www.jmu.edu/pass>

Peer-Assisted Study Sessions (PASS) help students successfully complete historically challenging courses. Students work together in regularly scheduled out-of-class study sessions that are facilitated by peer educators. These sessions are designed to help students master course content and develop their organizational, study and learning skills. Refer to the PASS website for a current list of supported courses.

Science & Math Learning Center

Location: Student Success Center, Room 1107

Phone: (540) 568-3379

Website: <http://www.jmu.edu/smlc>

The Science and Math Learning Center (SMLC) provides support to JMU students enrolled in first and second year science and mathematics courses by providing a secure, supportive learning environment that fosters independent thinking. The center provides a free, walk-in tutoring service by both faculty and trained peer tutors in the following subject areas: physics, chemistry, mathematics and statistics. Consult the website for a current list of supported courses.

University Writing Center

Location: Student Success Center, Room 1121

Phone: (540) 568-1759

Website: <http://www.jmu.edu/uwc>

The University Writing Center works directly with student and faculty writers, provides resources on writing strategies and supports writing across campus. The center provides:

- Individualized writing consultations
- Computer lab and study space
- Faculty consultations for designing assignments and responding to student writing
- In-class workshops on writing-related issues for any academic course or department

Satellite locations at:

- Rose Library, Main Lobby
- Carrier Library, Main Lobby
- Athletic Performance Center

Office of the Dean of Students

Location: Madison Union, 300, MSC 3534

Phone: (540) 568-6468

Website: <http://www.jmu.edu/deanofstudents>

Staff are committed to providing students with impartial, independent and confidential support regarding university policies, procedures and regulations. Specific types of assistance include:

- notifying professors of extended class absences.
- facilitating the resolution of student issues and concerns.
- providing direction to students on procedures and regulations.
- providing confidential, impartial facilitation of communication.

Office of Disability Services and Learning Strategies

Location: Student Success Center, Suite 1202

Phone: (540) 568-6705

Fax: (540) 568-7099

Website: <http://www.jmu.edu/ods>

The disability services and learning strategies office is comprised of the following areas:

Disability Services

Disability Services collaborates with the JMU community by providing programs and services that support the university in creating inclusive, equitable environments that value disability, diversity and accessibility. Services include:

- Equal access to university programs and services
- Provision and coordination of reasonable accommodations
- Disability-related support services
- Liaison to faculty, staff and students on disability related issues

Accessible Media & Technology

Location: Student Success Center, Suite 1202

Email: alt-media@jmu.edu

Phone: (540) 568-5046

Website: <http://www.jmu.edu/ods/accommodations/accessible-media>

Accessible Media and Technology provides course materials in alternative formats for students with qualifying disabilities, manages the Accessible Technology Labs and supports university faculty and staff with designing accessible course materials. Services include:

- Textbooks and articles in alternative formats such as audio, large print, accessible PDFs and Braille
- Captioning for videos and recorded audio
- Educational programs on creating accessible course materials
- Accessible Technology Computer Labs with specialized software and furniture are located in Carrier Library, Room 119 and in Rose Library, Room 1204.

Learning Strategies Instruction

Location: Student Success Center, Suite 1202

Phone: (540) 568-6705

Fax: (540) 568-7099

Website: <http://www.jmu.edu/lsi>

Learning Strategies Instruction (LSI) is the direct-instruction of curriculum-based strategies designed to improve the actual process of learning. Available to any student, LSI promotes learning efficiency in current courses and is available in such areas as:

- Memory
- Note-taking
- Reading comprehension
- Studying
- Test-taking
- Time management

Screening & Referral Service

Location: Student Success Center, Suite 1202

Phone: (540) 568-6705

Fax: (540) 568-7099

Website: <http://www.jmu.edu/ods/accommodations/screening-and-referral.shtml>

This office provides a one- and one-half hour clinical interview exploring a broad range of historical, academic, study habits/skills, academic frustrations and emotional components. A screening does not yield a diagnosis; rather, it assists in the decision making process for recommending the next step in the process.

Office of Equal Opportunity

Location: 1017 Harrison Street, MSC 5802

Phone: (540) 568-6991 (Voice/TDD)

Website: <http://www.jmu.edu/oeo/>

The Office of Equal Opportunity promotes the practice of and adherence to the equal opportunity policies of James Madison University. Bringing diversity to JMU, the program assists in the identification and recruitment of qualified individuals who normally have been underrepresented in the university. It also sponsors workshops on various subjects such as sexual harassment, disabilities and affirmative action.

Title IX of the Education Amendments of 1972 and James Madison University policy protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The Office of Equal Opportunity also provides a place where individuals who feel that they have been subjected to harassment or discrimination due to race, color, national origin, religion, gender, age, genetic information, parental status, sexual orientation, veteran status, political affiliation or disability can file a complaint for an impartial resolution. Inquiries may be directed to the Office of Equal Opportunity.

Office of International Programs

Location: JMAC 6, Suite 22 7 Suite 23, MSC 5731

Phone: (540) 568-6419

Fax: (540) 568-3310

Website: <http://www.jmu.edu/international/>

International Student and Scholar Services

JMU's International Student and Scholar Services (ISSS) offers support and services to our international community. We are committed to providing timely, accurate and helpful assistance to requests regarding visa issues, employment documents for foreign workers, and all immigration matters pertinent to the students, scholars and staff of JMU. We also provide programs and services to enhance the stay of our international students and scholars, including social activities, informational sessions on issues such as culture shock, academic assistance, etc. Finally, we seek to provide educational programs to the entire campus community highlighting the numerous

cultures represented on campus here and to increase awareness of cultures not currently represented.

Semester Abroad Programs

Recognizing its responsibility to provide international experiences to JMU students, the university sponsors many study abroad experiences. See the Office of International Programs website for details.

International Exchange Programs

The university is committed to increasing the opportunities for students' global awareness. Numerous exchange programs with schools and universities abroad are available. Students should consult the Office of International Programs for application deadlines and further information.

Summer Abroad Programs

During the summer, many international courses and travel study classes are offered. Specific course offerings and departments and schools vary from year to year. Information regarding courses to be offered each summer can be obtained in the Office of International Programs.

External Abroad Programs

Students may apply to participate in other approved study abroad programs. The university will accept credits earned abroad at approved institutions in accordance with its policy of accepting transfer credits. Approval of proposed study programs must be obtained from the Office of International Programs and the head of the academic unit in which the transfer credit will be awarded and the Graduate School.

Information Technology

Website: <http://www.jmu.edu/computing/af>

Information Technology Help Desk

Students have access to the Information Technology Help Desk for answers to computing questions. Students may call the Information Technology Help Desk at (540) 568-3555, or visit <http://www.jmu.edu/computing/helpdesk>.

Computing Policies

Policies regarding computer use are available on the University Policies Web site. Refer to University Policies: 1201, Information Technology Resource Management; 1204, Information Security; 1205, University Data Stewardship; 1207, Appropriate Use of Information Technology Resources; and 1209, Electronic Messaging.

Computer Purchases

The JMU Bookstore offers computer systems, software and peripherals at special contract pricing. Customized Dell and Apple computer systems are configured to meet JMU network and academic guidelines. Dell and Apple hardware warranty repair services are also available to all students.

Computer Security

Students can learn how to operate their computer safely through the R.U.N.S.A.F.E. program at <http://www.jmu.edu/computing/runsafe/>.

Connecting to the JMU Network

CampusNet is the on-campus student network in residence halls which has high-speed access. Many off-campus apartment complexes provide Ethernet connections to the JMU network. Contact Off Campus Life to find out which apartment complexes provide this service.

Wireless is also available on campus. There are 160 access points in over 65 different locations including the libraries, bookstore, Top Dog Cafe and quad. Wireless is available in all academic buildings and in designated areas in the residence halls. For a complete listing of university-provided wireless locations, visit the Computing Web site at <http://www.jmu.edu/computing/>.

A Wireless Open House is offered in the fall for students to set up their wireless laptops and ask questions.

Electronic Identification

All JMU students receive an electronic identity (e-ID) free of charge as they enroll at the university. An e-ID is automatically generated from the name submitted on a student's admissions application. This electronic identity can be used to send and receive electronic mail and for access to a variety of other systems and services.

Student Computer Labs

More than 500 Windows and Macintosh computers are available in student labs throughout campus. The labs offer a variety of word processing, spreadsheet, graphics, presentation and statistical software. There are two labs open 24 hours a day, seven days a week. To view the locations and hours of the labs, or to find specific software, visit the Computing Web site at <http://www.jmu.edu/computing/>.

JMU Libraries

Carrier Library

Carrier Library Circulation: (540) 568-6150
Carrier Library Reference Desk: (540) 568-6267
Website: <http://www.lib.jmu.edu>

Music Library

Phone: (540) 568-6041

Website: <http://www.lib.jmu.edu/music>

Rose Library

Phone: (540) 568-2731

Website: <http://www.lib.jmu.edu/rose/moreabout.aspx>

JMU Libraries, consisting of Carrier Library, the Music Library and Rose Library, support research, study and instruction in the use of information resources at JMU. JMU Libraries house almost 800,000 volumes, including books, periodicals, and audiovisual materials; subscribe to over 13,000 journals; and offer access to growing collections of online books, journals, and media. The library Web site is an online gateway to the services and collections of the JMU Libraries.

Through the Web site, users can search LEO, the library catalog, connect to approximately 400 electronic databases, and find subject guides highlighting the most important print and electronic sources in many subject areas. Services such as e-mail reference and Interlibrary Loan request forms are also available on the Web site. As an authorized U.S. Government Document Depository, the JMU Libraries provide access to thousands of selected online and print documents. JMU Libraries is a member of VIVA, the Virtual Library of Virginia, a statewide consortium that offers access to numerous online journals and databases.

Carrier Library and the Rose Library each provide more than 100 personal computers in their public areas. In addition, most of the online resources on the library Web site can be accessed from any computer on campus, and those with current JMU electronic IDs can configure their browsers to access library resources from any remote location.

One of the JMU Libraries' principal goals is to provide students with lifelong learning skills that will enable them to find, use and evaluate information in all formats. Students learn basic information literacy skills through "Madison Research Essentials Toolkit," a set of online self-instruction modules available on the library Web site. Information literacy skills in the major are addressed through instruction sessions offered in library classrooms. Reference librarians are available on a walk-up basis or by appointment to answer questions and assist students with research.

The liaison program links a librarian to each academic unit. Liaison librarians provide a variety of services, including library instruction for course-related activities, collection development and consultation with individual faculty members and students.

The Music Library serves the students and faculty members of the School of Music, as well as offering its specialized resources to the greater university community. The Rose Library houses the science, technology and health sciences collections and provides study space for individuals and small groups, reading rooms, and open study areas with casual seating. It also includes a 24-hour study area with a secure entrance, a computer lab and coffee bar.

Media Resources

Phone: (540) 568-6802

Website: <http://www.lib.jmu.edu/media>

Media Resources in Carrier Library acquires commercial educational media in video, audio and computer software formats for instruction and study by faculty, staff and students. It also provides an online video collection for streaming to the JMU community. Faculty and staff can consult with media center staff to locate program items not available in the collections. The center can assist users with scheduling and recording satellite programming for academic needs. It also distributes selected campus-wide software such as Microsoft Office, SPSS, SAS, Mathematica and other applications in coordination with IT Computing Support. Media Resources technical staff coordinate the development, installation and maintenance of technology systems in classrooms and many special facilities on campus. Media Resources also offers portable equipment such as laptops, projectors, digital cameras, camcorders and audio recorders for loan, as well as audio/video editing workstations for student projects. Staff provide user support for all installed and portable equipment, as well as repair services for non-computer media technology used on campus.

Center for Instructional Technology

Phone: (540) 568-7061

Website: <http://cit.jmu.edu>

The Center for Instructional Technology (CIT) is a central resource for the development and exploration of instructional technologies. CIT staff and student associates are available to serve faculty and staff on a walk-in basis or by scheduling an appointment for focused assistance. CIT staff work with faculty on instructional planning, design of instructional materials, production of instructional materials and coordination of resources for project implementation. In the walk-in production facility, faculty, staff and students can check out digital cameras, master a CD-ROM, scan flat art and 35mm slides, and create color prints, transparencies, digital graphics, publications, classroom presentations and Web pages. In addition, a technology teaching station is available to practice professional and classroom presentations.

The center is also available for JMU students. Students assisting faculty members with the development of materials may use the center during open hours after the requesting faculty member has signed an authorization form. Students working on class projects may use the center during evening hours.

The center offers a variety of faculty development opportunities including hands-on workshops, in-depth technology concentrations, informal discussions and scheduled project support sessions. The center's instructional technology grants program, mGrants, encourages faculty to develop and implement creative methods of instruction. These grants provide faculty with consulting services, support services and funding to design and develop course materials, experiment with new teaching models and promote active learning.

Off Campus Life

Location: Festival Conference & Student Center, Room 1130

Phone: (540) 568-6071

Website: <http://info.jmu.edu/ocl/>

The Office of Off Campus Life (OCL) assists students gain the necessary knowledge and skills to make informed decisions within the JMU off campus community. They can

assist with legal and community responsibilities, leasing and subleasing, working with landlords, budgeting, etc. The office maintains a database of available housing in the local area.

Office of the Registrar

Location: Student Success Center, Room 5300, MSC 3528

Phone: (540) 568-6281

Website: <http://www.jmu.edu/registrar/>

The Office of the Registrar is responsible for the following activities:

- Add and drop registration procedures
- Athletic certification
- Class schedule preparation
- Commencement activities
- Degree audits
- Diploma issuance
- Enrollment verifications
- Student records
- Transfer credit evaluation
- Transcript issuance

For information regarding veterans' affairs and graduation, students should contact the Office of the Registrar.

Office of Student Accountability and Restorative Practices

Location: Student Success Center, Room 2122

Phone: (540) 568-6218

Website: <http://www.jmu.edu/osarp/>

The Office of Student Accountability and Restorative Practices collaborates with partners to facilitate civic responsibility and student development in order to provide opportunities for the cultivation and restoration of the university community.

Public Safety

Location: Anthony-Seeger Hall, MSC 6302

Phone: (540) 568-6913

Website: <http://www.jmu.edu/pubsafety>

The Office of Public Safety consists of law enforcement and safety services. The office supports and advances the educational purposes of the university through the provision of a safe and secure environment for learning, working and personal development.

Police

The university police are commissioned officers with comprehensive law enforcement powers. University police continually patrol JMU's campus and facilities, providing full-service protection to the JMU campus community.

The Campus Police Cadet Program carefully screens and trains students to aid the university police. Cadets are on duty from 7 p.m. until 2 a.m. each weeknight and until 3 a.m. on weekends. Cadets are responsible for patrolling the campus and securing academic and administrative buildings each evening. In addition, they provide escort services to students walking across campus. When cadets are off duty, university police officers escort students as needed.

Safety

The university safety engineer is responsible for conducting safety surveys and inspections; investigating fires, hazardous material spills and other dangerous conditions and providing environmental and workplace safety and health awareness training.

Residence Life

Location: Huffman Hall, MSC 2401

Phone: (540) 568-4663

Website: <http://www.jmu.edu/orl/>

The Office of Residence Life oversees multiple functions related to living and learning at James Madison University. Offices and programs within the department focus on student learning, student development, and successful transitions throughout the university experience.

Graduate Student Housing

The university does not currently offer housing for graduate students. Students interested in more information regarding university housing may contact the Office of Residence Life.

Office	Telephone Number
Business Operations	(540) 568-7576
Community Development	(540) 568-3501
Director's Office	(540) 568-6275
Housing Operations	(540) 568-4663

Student Government Association

Location: Madison Union, Room 331, JMU Box 3523

Phone: (540) 568-6376

Website: <http://sga.jmu.edu/>

Students, faculty and administration share the responsibility for governing JMU. They are represented on the University Council, on its commissions and on standing and special committees reporting to these bodies.

The Student Government Association collectively represents the university student population. SGA promotes the welfare of students by providing the medium through which students can actively voice their concerns, and by serving as a liaison between the students, faculty and administration at JMU.

Student Handbook

Website: <http://www.jmu.edu/judicial/handbook>

The student handbook contains a wealth of information about university policies and regulations, university facilities and student organizations.

University Health Center

Location: Student Success Center

Phone: (540) 568-6178

Fax: (540) 568-7803

Website: <http://www.jmu.edu/healthcenter>

The University Health Center staff partners with students to empower them to make informed choices by providing a holistic approach to student health, education, wellness and outreach services in a confidential, inclusive and respectful environment. The UHC is staffed by a medical team of board-certified providers, substance abuse prevention specialists, and certified health educators who administer care in a confidential and professional manner.

All students must submit an Immunization Form to the University Health Center as a condition of admission. This information is needed to satisfy Virginia law and university requirements and to assist in your care. If your immunization dates are not entered in the health center's secure, online portal, jmu.edu/MyJMUHealth, and your Immunization Form is not completed and verified, a \$50 fine and a registration hold will be placed on your account.

The University Health Center offers free regular office visits for full-time students and low-cost specialty services. In addition, the Health Center offers:

- General Medical Appointment Clinic
- Health education and outreach
- Lab services
- LGBT & Ally Education Program
- Nurse Clinic – allergy shots, vaccinations, international travel medicine, STI/STD testing, TB screening, wound care
- Patient advocate
- Peer health educators
- Campus Assault Response (CARE) – 24/7 sexual violence hotline
- Greeks Advocating for Mature Management of Alcohol (GAMMA)
- Potty Mouth – Undergraduate class that produces wellness newsletter
- Reality Educators Advocating Campus Health (REACH)

- SafeRides – Free rides home Friday and Saturday nights
- Student Health Advisory Committee (SHAC)
- The Men’s Program – healthy masculinity
- Pharmacy – prescription medications for JMU students written by prescribers on campus and over-the-counter medicines and supplies
- Radiology/X-ray
- Resources to find health insurance
- Safer sex supplies
- Sexual violence prevention, advocacy and support
- Specialty Clinic – dermatology, nutrition services, orthopedics
- Substance abuse prevention, intervention, & recovery (Basic and High Expectations)
- Walk-in Medical Clinic – acute injuries & illness, allergic reactions, sprains, strains, stitches, minor fractures
- Women’s Health Clinic

University Recreation

Location: MSC 3901

Phone: (540) 568-8737

Website: <http://www.jmu.edu/recreation>

University Recreation (UREC) promotes and advances healthy lifestyles through participation opportunities, educational experiences and supportive services. The qualified staff is committed to excellence and attentive to the developmental needs of participants. Educational programming areas include adventure, aquatics, fitness, group fitness, informal recreation, intramural sports, nutrition, safety, sport clubs, wellness and youth programs.

The main UREC facility is located near the JMU Convocation Center on the east side of campus. It is a multi-level fitness and wellness center with over 140,000 square feet of activity space. Building highlights include a 33-foot climbing wall, seven racquetball courts, four basketball/volleyball courts, indoor track, cardio theatre, indoor pool/sauna/spa area, locker rooms, massage studio, outdoor courtyard with sand volleyball, outdoor turf fields and group fitness/ multipurpose studios. UREC also houses an equipment center where sports and camping/outdoor equipment can be checked out or rented. Personal training, fitness/nutrition analysis and massage services are also available for a fee.

UREC also encompasses several satellite facilities. University Park, accessed by Devon Lane, serves as the students' backyard, accommodating up to 4,000 participants when fully utilized. University Park includes opportunities for drop-in recreation, structured intramural sports and sport club programs, as well as a team and leadership development program. Facilities include an open event lawn, tennis, sand volleyball and basketball courts, sports turf, pavilion, and a jogging trail. East Campus Fields will also offer opportunities for informal recreation and formal sports programs.

Full-time graduate students have access to UREC and University Park with a valid JACard. Graduate students enrolled in less than six credit hours may use the facility and related programs by paying a prorated fee. Online registration is available for

educational programs, group fitness classes and intramural sports. Programs requiring fees can be registered for in-person at the main UREC facility using FLEX.

University Unions

Location: Madison Union, Room 200, MSC 3501

Phone: (540) 568-3341

Website: <http://www.jmu.edu/universityunions>

The University Unions Department reflects a broad range of programs, facilities and services created to build a sense of community for the campus as a whole. The facilities are the gathering places for the campus, with meeting rooms, assembly spaces, lounges and support services available. They are places where ideas come to life, learning is put into practice and the various constituencies of the campus find common ground.

University Unions is comprised of the following units:

The Dux Center

Location: Madison Union, Room 330, MSC 3501

Phone: (540) 568-5901

Website: <http://www.jmu.edu/dux>

The Dux Center serves as a leadership clearing house for the university. The premier leadership program sponsored by the Dux Center is Kijiji Citizens of Influence. This is a three-year program that meets once a week during the fall and spring semesters. Students become more familiar with who they are, what their passions are, and how they can be a citizen of influence. In addition to sponsoring this unique leadership program, the Dux Center also strives to provide information about other leadership programs offered by departments and areas across campus.

Madison Union Scheduling

Location: Madison Union, Room 245, MSC 3501

Phone: (540) 568-6330

Festival Conference and Student Center Scheduling

Phone: (540) 568-1716

Website: <http://www.jmu.edu/eventmanagement>

Event Management provides a comprehensive approach to the coordination of services necessary for campus events and coordination of scheduled meetings and conferences throughout the year.

Festival Facilities Services

Location: Madison Union, MSC 3501

Phone: (540) 568-1715

Location: Festival Conference and Student Center, MSC 4201

Phone: (540) 568-1715

Four buildings house the programs and services which the University Unions provide for the JMU community. They are the Madison Union (Grafton-Stovall Theatre, Warren Hall and Taylor Hall) and Festival Conference & Student Center. Facilities services address physical building, operations and information concerns in these spaces.

Fraternity/Sorority Life

Location: Madison Union, Room 420, MSC 3501

Phone: (540) 568-3341

Fax: (540) 568-6444

Website: <http://www.jmu.edu/fs/>

The University Unions work with fraternities and sororities to foster cooperation and communication among the chapters, the university and the community. The staff advises the Inter-Fraternity and Panhellenic Councils and also works with the individual chapters in promoting leadership, involvement and service.

Office of Student Activities and Involvement

Location: Madison Union, Room 320, MSC 3501

Phone: (540) 568-8157

Fax: (540) 568-6444

Website: <http://www.jmu.edu/osai/>

The Office of Student Activities and Involvement houses Student Organizations, Student Government, Mad4U, Make Your Mark on Madison Leadership Program and the University Program Board. The Office of Student Activities and Involvement provides a wide range of educational, social and cultural events, as well as support services for all JMU student clubs and organizations. Student Organization Night at the beginning of each semester offers an opportunity for all students to meet members of clubs, learn about organizations and discover how to become involved with them.

Taylor Down Under

Location: Madison Union, Room 102, MSC 3501

Phone: (540) 568-7853

Taylor Down Under, located on the ground floor of Madison Union, is comprised of a lounge, the Corner Pocket Game Room and a coffee bar. The TDU lounge area was developed with the commuter student in mind but has become a popular hangout for all students. This area offers computers for student use, television, evening entertainment on the TDU Stage, comfortable seating and an information desk.

University Program Board

Location: Madison Union, Room 324, MSC 3505

Phone: (540) 568-6217

Website: <http://upb.jmu.edu/>

Campus entertainment is scheduled through the University Program Board, a student organization advised through the University Unions. Concerts, films, speakers, trips and numerous other activities designed to complement the educational mission of JMU are arranged by the UPB. The board also solicits collaborative programs with other student

organizations, university departments and schools. Committees for which students may volunteer include film, special events, center stage, spirit and traditions, and spotlight sounds.

Withdrawal from the University

Location: Office of the Dean of Students
Madison Union, Room 300, MSC 3534

Phone: (540) 568-6468

The Office of the Dean of Students assists students who are considering withdrawing from the university. The student and staff member discuss personal, financial and academic implications of withdrawal. The staff member will provide and assist the student with the proper withdrawal application form.

Your Right to Know

Website: <http://www.jmu.edu/pubsafety/righttoknow.shtml>

Your personal safety and the security of the campus community are of vital concern to James Madison University. Information regarding campus security and personal safety including topics such as crime prevention, sexual assault, available resources, the law enforcement authority of the James Madison University Police Department, emergency notification protocols, protocols for resident students who are reported missing, fire safety and residence hall fire statistics, and crime reporting policies can be found in the James Madison University Annual Security Report and Annual Fire Safety Report. The publications also contain reported crime statistics for the most recent three-year period that occurred on campus, in certain off campus buildings or property owned or controlled by James Madison University or affiliates, and on public property within, or immediately adjacent and accessible from, the university's Harrisonburg campus and three international campuses.

You can obtain a copy of these reports by contacting:

Department of Police and Public Safety

James Madison University

821 South Main Street – MSC 6810

Harrisonburg, VA 22807

You can request that a copy be mailed by calling (540) 568-6769/6913.