



The Graduate School

Now that I have been accepted to
The Graduate School,
what do I need to do?

Paying Tuition -- University Business Office: jmu.edu/ubo
Phone: (540) 568-6505

- All charges not covered by financial aid or the installment payment plan are due in full by Friday of the first week of the semester. If your account becomes past due, then a late payment fee is assessed and your account is placed on "hold".
- You can view and pay your account by logging into MyMadison and clicking the "M3-My Student Account" link under Finances. You may pay using electronic check or credit card. If you have questions about M3, please visit the University Business Office FAQ site.
- Authorized Users can view and pay statements for you on M3. To log in as an Authorized User, visit the University Business Office web site and click the *Authorized User* link.
- All notifications of loan disbursements will be through your JMU e-mail account. Assistantships, grants, scholarships, and loans (if any) are credited to the student's account in the order received. Refunds will be issued after tuition and any other balances have been paid.

Visit the Graduate School website at jmu.edu/grad

Like us on Facebook [JMUGraduateSchool](https://www.facebook.com/JMUGraduateSchool)

Read the Graduate Academic Policies jmu.edu/catalog



The Graduate School

Now that I have been accepted to
The Graduate School,
what do I need to do?

- The **Graduate Academic Policies** are available in the online graduate catalog at jmu.edu/catalog.
 - **Graduate Plan of Study** -- Meet with your adviser to plan your program of study.
 - **JMU Honor Code Tutorial** -- All incoming JMU students are required to watch an online video about the JMU Honor Code and take an online test of the material. The test must be completed by the end of your first semester at JMU. The video, test information, and test can be found at jmu.edu/honorcode/test.shtml
 - **Transfer of Credits** -- Upon program approval, a maximum of nine credits earned at other regionally accredited institutions and no more than one-half of the total graduate credits required to complete a program may be transferred in. If you wish to transfer credits taken prior to entering your graduate program, you must submit the *Approval of Transfer Credit* form (found on The Graduate School website) to your adviser during the first semester of enrollment. Acceptance of transfer credits toward program requirements must be approved by your adviser, academic unit head, and the Dean of The Graduate School.
 - **Continuous Enrollment** requires enrollment in one graduate level course within each fall and spring semester. If you are not continuously enrolled, unless granted a leave of absence, you will be dismissed and will need to re-apply for graduate study. You may enroll in GRAD 597, a one-credit course, in order to maintain continuous enrollment.
 - Students who will be enrolled in classes held on JMU's campus in Harrisonburg, who are not currently JMU undergraduate students, must submit a **Medical History form**. You can complete this form online by logging in with your e-ID at: jmu.edu/healthcenter/MyJMUHealth
 - **JAC card** information to obtain your student identification card can be found at: jmu.edu/cardctr/student.shtml.
-
- **JMU Parking Permit** to obtain a parking permit visit: jmu.edu/parking
 - It is **your responsibility** to maintain your contact information to ensure that you receive information from The Graduate School, such as policy changes, important deadlines, and graduation information. Your contact information includes correct local and home addresses, telephone numbers, and email. **You update this in MyMadison.**
 - The university considers JMU e-mail the official means of communicating with you and you are expected to check your JMU e-mail frequently and consistently. **The university will communicate with you using your official JMU e-mail address** (e-ID@dukes.jmu.edu).
 - **Your Right to Know:** JMU's Campus Police publish annual crime reports available for review by the JMU community. These can be accessed on the Public Safety website at: jmu.edu/pubsafety/index.shtml.