

JMU NEW GRADUATE STUDENT CHECKLIST

- Check your “Dukes” Email Regularly or Set it up to Forward to an Account You Check Regularly**
 - Official JMU correspondence regarding your student record will be sent to your Dukes account, not to your personal email or to a staff account.
- Familiarize Yourself with the [Graduate Catalog](#)**
 - You are responsible for abiding by [The Graduate School policies](#) and degree requirements as outlined in the graduate catalog in effect when you begin your program.
- Work with your Advisor to Plan your Program of Study**
 - Communicate with your advisor to make sure you understand your program of study (i.e. what courses/requirements you need to complete to earn your degree and when you will be expected to complete them) before or during your first semester.
 - Go to [Graduate School Catalog](#), select degrees offered on the left navigation, and select your degree. This will list the course requirements needed to graduate with your degree. (Make sure you are referring to the catalog from the year you began your program)
 - Fill out the [Program of Study Template](#) based on the course requirements for your degree and catalog year.
 - If your program of study will deviate from your catalog requirements, talk to your advisor about what paperwork you will need to submit.
- Register for Classes**
 - Course registration is department specific. Please contact your graduate department directly for assistance with course registration.
 - You will register for classes through MyMadison in the student center. For general information on how to register for classes, review [the MyMadison tutorials](#).
 - If your program handles enrollment on your behalf, it is still your responsibility to verify your enrollment is correct and adhere to enrollment related deadlines.
- Transfer Any Credits Taken Prior to Admission (if applicable)**
 - This includes coursework taken at another institution or prior to your admission into your current program at JMU (as an undergraduate, certificate, or a non-degree seeking student). Courses that count as prerequisites to your program or undergraduate level courses will not transfer.
 - [The Graduate Transfer Credit Request Form](#) must be approved by your graduate program and submitted to The Graduate School by the end of your first semester.
- Complete Any Conditions of Your Admission (outlined on your admission letter)**
 - [Submit official transcripts](#) from other institutions by the end of your first semester. We do not require submission of transcripts from JMU.
 - If your graduate program assigned additional conditions in your admission letter, complete those conditions as soon as possible.
- Complete Tests and Trainings Required of All Graduate Students**
 - [The Honor Code Test](#) – All new incoming students are required to complete even if you’ve completed it for a previous degree you earned at JMU. If you have questions regarding the test, visit the [frequently asked questions page](#).
 - Required to receive your transcripts and diploma
 - Keep a copy/record of your completion of the test
 - [Everfi Programs](#) for Graduate Students – You will receive an email with an invitation to the trainings. Visit the [Everfi Programs for Graduate Students website](#) for due dates and more information.
- For Students Fully or Partly on Campus:**
 - Submit Your Immunization and Health History to the University Health Center

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- Visit the [health center's incoming students](#) page to learn more about what you need to submit as a new student.
- Obtain your JACard (student ID)
 - Card services is located on the 2nd floor of the Student Success Center. Visit the [Card Services website](#) for more information on how to obtain your JACard.
- Purchase Parking Permit
 - Visit the [Parking and Transit Services website](#) to purchase a student parking permit and find information about parking on campus.
- ***Additional Checklist Items for International Students:***
 - Visit the [CGE website](#) for more information on additional checklist items you will need to complete.