

JMU GRADUATE STUDENT CHECKLIST

- Set up your "Dukes" email account.**
 - Check your 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.
- Complete Tests and Trainings Required of All Graduate Students**
 - The Honor Code Test – The test is required of all students, even if you've completed it for a previous degree you earned at JMU. Visit <https://www.jmu.edu/honorcode/test.shtml> for due dates and more information on completing the test.
 - Everfi Programs for Graduate Students - You will receive an email with an invitation to the training. Visit the Everfi Programs for Graduate Students section of <https://www.jmu.edu/studentaffairs/student-resources/required-programs.shtml> for due dates and more information.
- Familiarize yourself with the Graduate Catalog: <https://www.jmu.edu/catalog/index.shtml>**
 - You are responsible for abiding by policies as listed in the graduate catalog.
 - You are responsible for following the degree requirements 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 requirements before or during your first semester.
 - If your program of study will deviate from your catalog requirements, talk to your advisor about what paperwork you all need to submit.
- Check-In and Enroll through MyMadison.jmu.edu**
 - Enroll in courses by the appropriate deadlines. 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 Credits Taken Prior to Admission (if applicable)**
 - This includes coursework taken at another institution or coursework taken prior to your admission into your current program at JMU (as an undergraduate, certificate or non-degree seeking student).
 - The Approval of Transfer Credit Form must be approved by your graduate program and submitted to The Graduate School by the end of your first semester. Forms are available at <https://www.jmu.edu/grad/current-students/graduate-forms.shtml>.
- 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. See more information at <https://www.jmu.edu/grad/prospective/apply-faq.shtml#official-transcripts>
 - If your graduate program assigned additional conditions in your admission letter, complete those conditions as soon as possible.
- Additional Checklist Items for Students Fully or Partly on Campus:**
 - Submit your immunization and health history to the University Health Center: <https://www.jmu.edu/healthcenter/incoming-students/index.shtml#Set-1-A>.
 - Review information on the University's COVID requirements: <https://www.jmu.edu/stop-the-spread/>
 - Obtain your JACard at Card Services (2nd floor, Student Success Center) - JACard gives you access to classrooms, computer labs, services, events, purchased meal plans, and declining balance accounts you may choose to use (Dining Dollars, Dining Dollars Gold, and FLEX).
- Additional Checklist Items for International Students:**
 - Visit <https://www.jmu.edu/global/iss/orientation/graduate.shtml> for more information on additional checklist items you will need to complete.