



Congratulations! You're planning to graduate

Here are the steps to complete your Graduation Application for a PPH minor

1. Visit the PPH Advising office! We're located in **Roop Hall room G24**.
2. PPHA will print out a copy of your **Academic Requirements Report (MyMadison)** and your **Unofficial Transcript (MyMadison)**. Both will be attached to your Graduation Application. We are also happy to provide you with a blank Graduation Application.
3. Meet and talk with a **PPH MAP (Madison Advising Peer)**. MAPs will be happy to help you fill out your Graduation Application and to answer questions before you submit it to your PPH minor advisor.
4. Your PPH minor advisor will review your Graduation Application. Please be patient as this process may take a few days.
5. Once your Grad App has been reviewed, you will receive an email from pph@jmu.edu:
 - a. If **NO changes** were made to your Grad App by your PPH advisor: You'll be informed that it is ready for **pick-up**. In most cases, the next stop for your Grad App is with your major advisor.
 - b. If change(s) were made to the Grad App: You will need to **schedule a 15-minute Graduation Application appointment to speak with your PPH minor advisor**. Scheduling links can be found at our website and in our Canvas "course" for PPH minors.

Graduation applications for **May 2020** are due to the Registrar by November 15, 2019.

PPHA office hours (Roop G24): Monday-Friday 8:30-12:30 and 1:00-5:00
We close for lunch from 12:30-1:00pm

PPH MAP Drop-In Hours (no appt necessary, Roop G24):

Monday:	9:00-12:30
Tuesday:	9:00-10:30, 1:30-4:30
Wednesday:	9:00-12:30
Thursday:	9:00-10:30, 1:30-4:30
Friday:	9:00-11:00

Updated August 2019