

# Applying to Graduate

Office of the Registrar  
738 South Mason Street, MSC 3528  
Harrisonburg, VA 22807

# Obtain the Application

Link Here:

[http://www.jmu.edu/registrar/wm\\_library/ap\\_p\\_bach\\_deg.pdf](http://www.jmu.edu/registrar/wm_library/ap_p_bach_deg.pdf)

Be sure to read the both the graduation checklist and application instructions that accompany the form – there is important information on both pages!

1. Full legal name and student ID number

Last First Middle Suffix Student ID Number

2. Permanent Home Address

Street City State Zip Telephone

3. JMU Email Address

4. Degree (check one)

5. Anticipated Date of Graduation

6. Earned Credit Hour Total

B.A.	<input type="checkbox"/>	B.M.	<input type="checkbox"/>
B.B.A.	<input type="checkbox"/>	B.S.	<input type="checkbox"/>
B.F.A.	<input type="checkbox"/>	B.S.N.	<input type="checkbox"/>
B.I.S.	<input type="checkbox"/>	B.S.W.	<input type="checkbox"/>

May   
 Aug   
 Dec

\* 120 minimum required for degree eligibility.

Year: \_\_\_\_\_

7. Major, Minor, and Pre-Professional Programs

Second Major: \_\_\_\_\_ Concentration \_\_\_\_\_ Degree (if two degrees) \_\_\_\_\_

Minor(s): \_\_\_\_\_

Pre-Professional Program: \_\_\_\_\_

Do not list Gen Ed, BA/BS, or university elective courses.

Required Minor and/or second Major courses you are currently completing:

Course	Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required Minor and/or second Major courses you intend to complete:

Course	Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

When will you complete these courses? \_\_\_\_\_

First Major: \_\_\_\_\_ Concentration \_\_\_\_\_

Check here if you have received permission to complete your final courses at another institution.

Do not list Gen Ed, BA/BS, or university elective courses.

Required first Major courses you are currently completing:

Course	Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required first Major courses you intend to complete:

Course	Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

When will you complete these courses? \_\_\_\_\_

8.  Check here if a major program listed above requires completion of an additional major or minor program in order to fulfill major requirements.

Indicate major: \_\_\_\_\_ Indicate additional required program: \_\_\_\_\_

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

9. Approved Major/Minor Course Directives and Waivers \_\_\_\_\_

10. Advisor Signature(s)

Minor Date Minor Date Second Major Date First Major Date

11. Academic Unit Head Signature(s)

Minor Date Minor Date Second Major Date First Major Date

# Steps 1-6

1. Full Legal Name & Student ID #
2. Permanent Home Address & Phone #
3. JMU Email Address
4. Which degree are you completing?
5. Select the month and year you plan to have ALL coursework completed (this is in reference to your academic graduation, not the ceremony, in which you would like to walk)
  - If walking in May and taking a summer course, please select August
6. Record the number of credits that you have earned by viewing your unofficial transcript in MyMadison
  - This will be listed under “Undergraduate Career Totals”
  - You must earn 120 total credits to be eligible to graduate (150 for dual degrees)

<b>1. Full legal name and student ID number</b>																				
<u>Madison</u>	<u>James</u>		<u>Jr.</u>	<u>123456789</u>																
Last	First	Middle	Suffix	Student ID Number																
<b>2. Permanent Home Address</b>																				
<u>123 Dolley Dr.</u>	<u>Montpelier</u>	<u>VA</u>	<u>23192</u>	<u>540-123-4567</u>																
Street	City	State	Zip	Telephone																
<b>3. JMU Email Address</b>	<b>4. Degree (check one)</b>	<b>5. Anticipated Date of Graduation</b>		<b>6. Earned Credit Hour Total</b>																
<u>registrar@dukes.jmu.edu</u>	<table border="1"><tr><td>B.A.</td><td><input checked="" type="checkbox"/></td><td>B.M.</td><td><input type="checkbox"/></td></tr><tr><td>B.B.A.</td><td><input type="checkbox"/></td><td>B.S.</td><td><input type="checkbox"/></td></tr><tr><td>B.F.A.</td><td><input type="checkbox"/></td><td>B.S.N.</td><td><input type="checkbox"/></td></tr><tr><td>B.I.S.</td><td><input type="checkbox"/></td><td>B.S.W.</td><td><input type="checkbox"/></td></tr></table>	B.A.	<input checked="" type="checkbox"/>	B.M.	<input type="checkbox"/>	B.B.A.	<input type="checkbox"/>	B.S.	<input type="checkbox"/>	B.F.A.	<input type="checkbox"/>	B.S.N.	<input type="checkbox"/>	B.I.S.	<input type="checkbox"/>	B.S.W.	<input type="checkbox"/>	May <input checked="" type="checkbox"/>		<u>108</u>
B.A.	<input checked="" type="checkbox"/>	B.M.	<input type="checkbox"/>																	
B.B.A.	<input type="checkbox"/>	B.S.	<input type="checkbox"/>																	
B.F.A.	<input type="checkbox"/>	B.S.N.	<input type="checkbox"/>																	
B.I.S.	<input type="checkbox"/>	B.S.W.	<input type="checkbox"/>																	
		Aug <input type="checkbox"/>		* 120 minimum required for degree eligibility.																
		Dec <input type="checkbox"/>																		
		Year: <u>2013</u>																		

# Step 7: Insert program info & courses

- List ONLY courses that are required for your major and/or minor

- Do not list free electives or General Education courses

- View your Academic Requirements Report in MyMadison to ensure that you are meeting all graduation requirements

\*When will you take these last courses? If you will finish courses in the summer sessions, then you will have a degree confer date in August.

## 7. Major, Minor, and Pre-Professional Programs

Second Major: \_\_\_\_\_ Concentration \_\_\_\_\_ Degree (if two degrees) \_\_\_\_\_

Minor(s): American Studies

Pre-Professional Program: \_\_\_\_\_

**Do not list Gen Ed, BA/BS, or university elective courses.**

**Required Minor and/or second Major courses you are currently completing:**

Course	Grade Required
<u>SCOM 346 - Free Speech in America</u>	
_____	
_____	
_____	
_____	
_____	

**Required Minor and/or second Major courses you intend to complete:**

Course	Grade Required
<u>HIST 320 <u>or</u> 355 <u>or</u> 356</u>	
_____	
_____	
_____	
_____	

When will you complete these courses? May '13

First Major: Political Science Concentration \_\_\_\_\_

Check here if you have received permission to complete your final courses at another institution.

**Do not list Gen Ed, BA/BS, or university elective courses.**

**Required first Major courses you are currently completing:**

Course	Grade Required
<u>POSC 344 - E.U. Politics</u>	
<u>POSC 370 - U.S. Foreign Policy</u>	
_____	
_____	
_____	
_____	

**Required first Major courses you intend to complete:**

Course	Grade Required
<u>Any POSC 300 level, 3 credits</u>	
<u>POSC 495</u>	
_____	
_____	
_____	

When will you complete these courses? May '13



# Step 8

8.  Check here if a major program listed above requires completion of an additional major or minor program in order to fulfill major requirements.

Indicate major: Quant. Finance      Indicate additional required program: Econ + Math minors

Does your major program require completion of a minor or second major? If so, check the box and let us know what the requirements are so that we can make sure that you've completed all of the courses required for graduation.

# Steps 9-11

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

9. **Approved Major/Minor Course Directives and Waivers** \_\_\_\_\_

10. **Advisor Signature(s)**

	Date		Date		Date		Date
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11. **Academic Unit Head Signature(s)**

	Date		Date		Date		Date
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8/1/2012

9. Your advisor should fill in any approved course directives or waivers that have not yet been submitted.
10. All majors have an advisor. Some minors have an advisor, but not all. If you do not have a minor advisor, the minor coordinator will need to sign. Have your application signed in the order seen above (from left to right): minors, second major, and first major.
11. After your advisor or coordinator has approved your application by signing, you need to take it to the unit head of your major and minor for final approval. Your application will NOT be processed without these signatures.

**Unless a department specifically states that they will forward your application to the Office of the Registrar, you need to bring the approved and signed application to our office.**

# Finally...

- Be patient! The Registrar's Office receives and processes more than 4000 graduation applications per year.
- As the office receives the completed applications, that information is entered into the student administration system. Depending upon the volume at the time that you submit your form, this process may take up to a week from the time the form is received in our office. You will receive an email indicating that your application was received in our office.
- A Senior Evaluation will be sent to your official JMU email account prior to the end of the add/drop period for your final semester. Any deficiencies will be marked in the 'Unmet' and 'Notes' columns of the evaluation.