

PREPARING FOR ADVISING CHECKLIST

1. Review your progress toward the completion of your degree.

In MyMadison, look at your Academic Requirements in your Student Center. Notice that the courses you are currently enrolled in are marked with gold diamonds.

2. List your current courses and expected grades.

COURSE (ex MUS 373)	EXPECTED GRADE	COURSE	EXPECTED GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Prepare a list of potential courses for next semester by consulting the Undergraduate Handbook, Undergraduate Catalog and MyMadison.

COURSE	CREDITS	DEGREE REQUIREMENT MET?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Prepare a list of questions to ask your advisor.

5. Schedule your advising appointment.

Some Important Information:

1. These are the rules about course loads and overloads in the Undergraduate Catalog:

“The university considers full-time enrollment in a term to be a minimum of 12 credit hours. In all programs, the normal load per semester is 15 or 16 credit hours. A student with a cumulative grade point average of 3.25 or better may register for as many as 21 credit hours per semester. Any student in academic good standing may take a maximum of 19 credit hours without securing special permission. Students in academic good standing who wish to exceed these credit per semester limitations must secure permission from the head of the academic unit in which they are majoring.

The university strongly recommends that a student who earns a semester grade point average of less than 2.0 not register for more than 16 credit hours the following semester. A student on probation may not take more than 13 credit hours per semester without appropriate approval.”

2. Therefore, if you have a JMU cumulative GPA of 3.25 or higher, you may enroll in as many as 21 credits without the approval of the School of Music.

If your cumulative JMU GPA is lower than 3.25, but you are in Academic Good Standing (consult your transcript to see your standing), you may register for 19 hours without the approval of the School of Music.

Students who need to enroll in more credits must send the approval form to Dr. Speare (spearemj@jmu.edu), with their transcript attached. They must explain why they wish to take an overload in the email.

3. If you receive federal financial aid, in order for your tuition to be paid, at least 12 credits per semester (i.e. a full-time load) must apply to your program, either in Gen Ed requirements, the music major or minor. Keep this in mind when planning and don't plan on completing all of your Gen-Eds too early.