

ACADEMIC MATTERS NAVIGATION CHART

This chart outlines steps for university academic matters, particularly for undergraduate students, and guides students, staff, and faculty members through academic procedures and processes.

Academic Matter	STEP ONE	STEP TWO	STEP THREE	STEP FOUR	STEP FIVE	STEP SIX
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Enrollment Activities

Add/Drop Course (prior to deadline)*	Student meets with course instructor to discuss if dropping the course is in the student's best interest	Student meets with an UAAC advisor or makes the request using JSU email	UAAC advisor processes the request			
Withdraw From Course*	Student meets with course instructor to discuss if withdrawing from the course is in the student's best interest	Student meets with an UAAC advisor or makes the request using JSU email	UAAC advisor processes the request			
Withdraw From University (drop all courses)*	Student meets with an UAAC advisor or makes the request using JSU email	Student initiates withdrawal request in PAWS	UAAC advisor processes withdrawal request and notifies Auxiliary Services and Residential Life	Auxiliary Services cancels meal plan and Residential Life cancels housing, if applicable	Registrar's Office changes the enrollment status of the student	Financial Aid is cancelled
Academic Advisement/Registration of Courses*	Student requests courses for the selected term	UAAC advisor processes request	Student verifies request in PAWS			
Finalize Enrollment/Registration (satisfy charges)	Student verifies course schedule (e.g. housing, textbooks, meal plans, etc.)	Student accepts financial aid award in PAWS	Student views balance and pay bill/fees	Student finalizes enrollment	Student obtains ID (new students only)	

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Reinstatement of Classes Due to Attendance Purge	The Registrar's Office contacts impacted student via JSU email	Student downloads the reinstatement form from the Registrar's Office website	Student contacts the instructor of the purged course(s) to request to be re-enrolled in course(s)	The instructor counsels the student and completes the form for student to be re-enrolled in course(s)	Instructor submits the signed form to the Registrar's Office	The reinstated course re-appears on Canvas.
Reinstatement of Classes Due to Financial Purge	The Registrar's Office contacts impacted student via JSU email	Student contacts Financial Aid/Business Office to satisfy charges	The Business Office notifies the Registrar's Office of approval to reinstate	The Registrar's Office reinstates student into previously enrolled courses	The Registrar's Office notifies student of reinstatement in course	The reinstated course re-appears on Canvas.
Overload of Hours for a Term	Student initiates request (A justification for the request is required.)	The UAAC advisor or departmental faculty advisor evaluates request to approve or disapprove	Major department chair approves or disapproves request	Major college academic dean approves or disapproves request	UAAC processes the increased hour(s) and registers the student for the approved course(s)	Student contacts the Business Office to satisfy additional charges
Official Verification of Enrollment	Student downloads form from the Registrar's Office website	Student submits the form via JSU email to the Registrar's Office	Registrar's Office sends form to designated recipient			
Mississippi Residency (currently enrolled students)	Student downloads application from the Registrar's Office website and submits completed form with documentation to the Registrar's Office	Registrar's Office verifies qualification	If approved, student status is updated	Student is notified of decision		
Unofficial Transcript Evaluation	Student initiates evaluation request with UAAC advisor	UAAC advisor evaluates the P.A.W.S. transcript	UAAC advisor counsels and advises the student based on the results of the evaluation			

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Official Transcript Evaluation	Student initiates an official evaluation request with the department chair or departmental faculty advisor.	Department chair or departmental faculty advisor evaluates the P.A.W.S. transcript	Department chair or departmental faculty advisor counsels and advises the student based on the results of the evaluation	A copy of the evaluation is uploaded in EAB Navigate by the department chair or the departmental faculty advisor		
Official Transcript Request	Student makes request in PAWS by clicking on “student and financial aid,” “student records,” and “request printed transcript”	Request is processed and delivered to recipient via National Student Clearinghouse				
Degree Application	Registrar’s Office sends an email to students who may qualify to apply for graduation	Student contacts the departmental faculty advisor to requests graduation PIN	Departmental faculty advisor evaluates unofficial transcript and DegreeWorks audit. If graduation is not approved, student and departmental faculty advisor develop a completion plan.	If approved, student submits application through the graduation clearance system in JSU PAWS using the graduation PIN	Departmental faculty advisor, chair, and dean reviews and approves or denies graduation application	Registrar’s Office performs final audit to approve or deny degree application. Degrees are conferred when all requirements are satisfied. Registrar’s Office notifies student of approval or denial via JSU email
Transient Student (non-JSU student)	Student must be admitted as a transient student	Student meets and submits request with UAAC advisor	UAAC advisor completes the course registration and documents the approval			

Note: Asterisks indicate that procedures are different for student-athletes; student-athletes must see academic advisors in the Tiger Center for course registration, to add and drop courses, and to withdraw from the University.

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Academic Student Request

Change of Major	Student initiates request on the change of major form provided by UAAC advisor	Advisor approves based on criteria	Approval is submitted to the Registrar's Office for processing	Student is notified via JSU email that the process is completed		
Adding a Minor	Student downloads declaration of minor form from the Registrar's Office website	Student submits completed form to UAAC academic advisor	UAAC advisor identifies approved courses for minor	Completed document is shared with Registrar's Office by UAAC advisor		
Adding a Dual Degree	Student downloads the Application for a Dual Degree from the Registrar's Office website	Students develops a degree plan with a UAAC academic advisor	Departmental faculty advisor from each degree area approves or disapproves the plan of study; if approved, plan is documented on form	Chairpersons and deans from each degree area review and approves or disapproves the completed form	Completed form is submitted to the Registrar's Office for processing	
Adding a Double Major	Student downloads the Application for a Double Major from the Registrar's Office website	Students develops a degree plan with a UAAC academic advisor	Departmental faculty advisor from each degree area approves or disapproves the plan of study; if approved, plan is documented on form	Chairpersons and deans from each degree area review and approves or disapproves the completed form	Completed form is submitted to the Registrar's Office for processing	
Academic Credit, Substitution, or Transferability (articulation) within Degree Program for Major	Student submits the student request form to departmental faculty advisor	Departmental faculty advisor approves or disapproves request	The departmental chair and college dean approve and sign the form	Course substitutions are submitted to the Registrar's Office for DegreeWorks audit update		

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Academic Credit, Substitution, or Transferability (articulation) within Degree Program for Minor	Student submits the student request form to departmental faculty advisor	Departmental faculty advisor approves or disapproves request	The departmental chair and college dean approve and sign the form	Course substitutions are submitted to the Registrar's Office for DegreeWorks audit update		
Academic Credit, Substitution, or Transferability (articulation) within General Education Curriculum	Student submits the request to the UAAC advisor	UAAC advisor/articulator reviews and processes the request	For substitution requests, departmental chair and dean approvals are required	Course substitutions are submitted to the Registrar's Office for DegreeWorks audit update		
Advanced Placement (AP)	Student submits AP records to Admissions	Admissions reviews and articulates courses	Approved courses are inputted on unofficial transcript as a transfer course			
International Baccalaureate (IB)	Student submits IB records to Admissions	Admissions reviews and articulates courses	Approved courses are inputted on unofficial transcript as a transfer course			
College-Level Examination Program (CLEP)	Student submits CLEP records to Admissions	Admissions reviews and articulates courses	Approved courses are inputted on unofficial transcript as a transfer course			
Military Credit/Joint Service Transcript	Student submits documentation to Veterans and Military Student's Center	Veterans and Military Student's Center reviews documentation	Veterans and Military Student's Center submits course information to Admissions	Admissions inputs approved courses on unofficial transcript		

Relevant Academic Forms can be found at:

<https://www.jsums.edu/registrar/forms/>

<https://www.jsums.edu/studentsuccess/forms/>

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