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
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 the primary advisor and submits the request using JSU email or course drop/withdrawal form	UAAC advisor processes the request			
Withdraw From University (drop all courses)*	Student initiates withdrawal request in PAWS by completing the undergraduate university withdrawal form	Student meets with the primary advisor to discuss impacts of withdrawing and other options	Primary advisor or UAAC Director processes withdrawal request	Registrar's Office changes the enrollment status of the student	Confirmation message notifies the student, advisors, instructors, Financial Aid, Housing, Auxiliaries, Athletics, Enrollment Management and Business Office.	
Academic Advisement/ Registration of Courses*	Student schedules academic advising appointment and completes degree map evaluation.	Student requests courses for the selected term	Primary advisor enrolls student in selected courses	Student verifies course schedule in PAWS		
Finalize Enrollment/ Registration (accept charges)	Student verifies course schedule (e.g. housing, textbooks, meal plans, etc.)	Student accepts financial aid award in PAWS	Student views balance and pays bill/fees or	Student verifies registration status in PAWS, under "registration	If no green mark on the registration services page, the student must contact	Student obtains ID (new students only)

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	housing, textbooks, meal plans, etc.)		sets up a payment plan	services" by term. A green check mark indicates that registration is finalized	the Business Office by emailing bursarcares@jsums.edu	
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		

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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		
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

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| Transient Student (non-JSU student) | Student applies to JSU and is 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.

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 and advisor from minor department 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 and Course Substitution within	Student submits the Student Request Form to	Departmental faculty advisor approves or	The departmental chair and college dean	Course substitutions are submitted to the Registrar's Office for		

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Degree Program for Major	departmental faculty advisor	disapproves request	approve and sign the form	DegreeWorks audit update		
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 for Transferability within General Education Curriculum	Transfer articulation will be completed as normal to verify transfer course application to a JSU undergraduate degree program	JSU XXX courses that are applied to an alternative pathway will be denoted by the student on the pathway declaration form with assistance from the academic or faculty advisor	The academic or faculty advisor will send all Transfer & Alternative Pathway Forms to theepathway@jsums.edu for review by the Executive Director of General Education	If additional clarification is needed, the Exec. Director will reach out to the student and/or advisor for more context and supporting documentation If no clarification is needed, the Exec. Director will forward the Transfer & Alternative Pathway Declaration Form to the Student Records Associate to be recorded on the student's file in the Office of the Registrar	Note: First-time freshmen students with earned college credit will utilize the Transfer & Alternative Pathway Declaration Form only in unique circumstances of changing pathways or creating a pathway unique to their course of study	
Academic Credit for Transferability	Student submits all official transcripts to Admissions	Admissions places courses on JSU academic transcript	UAAC advisor/articulator reviews and works with academic department to articulate courses with			

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			no current JSU equivalent			
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	Registrar's Office 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/