

# Ms. Jennifer Jackson

## James Madison University Transfer Advising Coordinator



Hi Everyone! My name is Jennifer and I'm the Transfer Advising Coordinator for JMU. I'm located at the Annandale Campus, in the Career & Transfer Center. I'm excited to work with NOVA students interested in transferring to JMU, and look forward to helping you transition from the community college to the university!

### How I Can Best Serve Students

- I advise on JMU program requirements, academic policies, procedures, transfer agreements, and NOVA course recommendations for JMU programs
- I sign the Letter of Intent and explain the Guaranteed Admission Agreement
- I hold regular office hours at the Annandale campus, and travel to each NOVA campus to meet with students
- I act as a liaison between JMU and NOVA, and collaborate with counselors, advisors, and faculty

### Process for Making Appointments

- Email [jacks3jk@jmu.edu](mailto:jacks3jk@jmu.edu) and include the following information:
- Include "Appointment Request" in your subject line
- The reason for your request
- Dates and times you are available to meet in the next two weeks
- The best phone number where you can be reached
- Your current major at NOVA and intended major at JMU
- Please allow 3-5 business days for a response

### Contact Information

- **Office Location:**  
Career and Transfer Center- CA Building 105
- **Email:**  
[jacks3jk@jmu.edu](mailto:jacks3jk@jmu.edu)
- **Office Phone:**  
540-391-0568
- *Please note, I am unable to make admissions decisions or conduct on-site admissions events*
- *For more transfer and admissions information, take a look at our JMU Transfer Website:*  
[www.jmu.edu/transfer](http://www.jmu.edu/transfer)

JMU Major Guides: <http://www.jmu.edu/transfer/VCCStransfer/majorguides.shtml>

Community College Advising Guides: <http://www.jmu.edu/transfer/VCCStransfer/CCinfo.shtml>