

# Records & Registration Updates

*Undergraduate—Spring 2010*



## IMPORTANT DATES

**February 25/26** - May Graduation Fair  
**March 6-14** - Spring Break  
**April 2** - Good Friday Holiday  
**April 8** - Last day to drop  
**April 20** - Honors Convocation - 5:30 p.m.  
**April 26** - Last day to withdraw from the University  
**May 4** - Last day of instruction  
**May 5—11** - Final Examinations (Grades due 48 hours after final exam.)  
**May 14** - Baccalaureate - 8:00 p.m.  
**May 15** - Commencement - 9:30 a.m.  
**May 21** - Transfer Open Advising Day

## Veteran Update

Total VA students enrolled - 101  
UG-34 GR/Prof-67  
Chapter 33 (New Post 9/11 GI Bill) - 58  
Non-Chapter 33 - 43  
VA website is located at  
[smu.edu/registrar/veterans.asp](http://smu.edu/registrar/veterans.asp).  
Contact Veronica Decena for information.

## Student Financial Services

[www.smu.edu/bursar](http://www.smu.edu/bursar)  
[www.tuition.salliemae.com](http://www.tuition.salliemae.com)  
Payment due date for undergraduates:  
May 20 - Summer  
August 2 - Fall

If you are interested in payment plans, please visit our website [www.smu.edu](http://www.smu.edu).  
Payment plan information will be posted here as it becomes available.

## OIT—Project Updates

Major projects completed in the past 3 months

- 4th quarter tax updates and application fixes applied
- Diplomatic – diploma ordering system
- Self-Service FERPA restriction

Major projects coming up

- 1st quarter tax updates and application fixes
- Account Maintenance Automation
- Bookstore interface
- NSC electronic transcript delivery
- Park N' Pony Interface
- Schedule.smu
- Time and Labor - automates payroll processes

## Enrollment Appointments

Enrollment appointments for continuing undergraduate students will begin Monday April 5 through Friday, April 23. Please remind students to verify current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information. Failure to do so will prevent initial enrollment. For detailed information regarding Fall 2010, please go to [smu.edu/registrar/index\\_enrollment.asp](http://smu.edu/registrar/index_enrollment.asp) and click the appropriate section under Fall 2010.

The Fall 2010 class schedule will be available on Tuesday, March 2. The summer schedule is now available -- [smu.edu/registrar/soc1/summer2010\\_CSI.asp](http://smu.edu/registrar/soc1/summer2010_CSI.asp). Students will be able to begin enrolling for Summer 2010 on April 5 through the last day to add/drop/enroll for the specific summer session. [smu.edu/registrar/index\\_enrollment.asp](http://smu.edu/registrar/index_enrollment.asp) click Summer 2010.

## Academic Records—Grading and Diploma Processing

### Early Intervention Grading

- Monday, February 15 - Early Intervention grade rosters generated
- Monday, February 22 - Early Intervention grades due at 11:59 p.m.
- Tuesday, February 23 - Deficiency Reports sent to A-LEC & Advising Center  
Deficiency Letters sent to students

### Mid-Term Grading

- Thursday, March 11 - Mid-Term grade rosters generated
- Thursday, March 25 - Mid-Term grades due at 11:59 p.m.
- Friday, March 26 - Deficiency Reports sent to A-LEC, Advising Center and School Records offices  
Deficiency Letters sent to students

### Final Grading

- Monday, May 3 - Final grade rosters generated
- Final grades are due 48 hours after the exam is given
- Encourage your faculty to grade graduating seniors FIRST and partially post their rosters.

### May 2010 Diploma Processing

- Tuesday, May 4 - Schools come to Blanton to proof program (by appt.)
- Monday, May 10 - Schools come to Blanton to pick up diplomas (by appt.)
- Wednesday, May 19 - Final Signed Lists and undistributed diplomas due in RO (by appt.)
- Thursday, May 20 - Degrees posted in Access.SMU  
(Complete calendar was previously sent to all school contacts.)

## May Commencement and Graduation Fair

May Commencement will be held at 9:30 a.m. on Saturday, May 15 in Moody Coliseum. The Graduation Fair will be held at the SMU Bookstore on February 25 from 10:00 a.m. – 6:00 p.m., and February 26 from 10:00 a.m. – 4:00 p.m. Students may order academic regalia and graduation announcements at the fair. Students who do not order their regalia at the Grad Fair **must** place an online order at [herffjones.com/college/smu/](http://herffjones.com/college/smu/) by 11:59 p.m. on Wednesday, March 31. For more information about May Graduation, please visit [smu.edu/commencement](http://smu.edu/commencement).

## Information System

**AA:** Academic Advising module has completed Degree Progress Report (DPR) setup of six new degree plans in the Applied Physiology and Sport Management program of the Simmons School of Education. These include two majors, three minors, and one pre-major. Schools will soon be submitting Fall 2010 catalog updates to AA for DPR setup.

**Access.SMU—Bookstore:** Effective July 1st 2010, the Higher Education Opportunity Act (HEOA) requires SMU, to make available for students the International Standard Book Number (ISBN), identifying information and retail price for all required and recommended books and supplemental materials for each course offered. The bookstore project aims to build an interface between Access.SMU and the Barnes & Noble Registration Integration system which allows students to view and/or purchase textbooks as a seamless transaction integrated with students' online course registration process. The student's course registration information will be transmitted from Access.SMU to the Barnes & Noble College Bookstore website and the resulting page will be a complete list of all the textbook information for all the courses that the student is taking for that term. This project goes to production Mid June.

**Access.SMU—Mandatory Health (Meningitis):** A new law, Texas House Bill 4189 (HB4189), effective January 1, 2010, requires that all first-time students attending an institution of higher education in the state of Texas, including transfer students, who reside in on-campus housing, show evidence of having received the Meningococcal Meningitis Vaccination. Students must have received the vaccination at least 10 days prior to moving into on-campus housing. Additionally, SMU policy requires that all new students must receive the vaccination before being permitted to continue enrollment for the following term.

The Medical Health History page (linked from the Student Center page in Student Self-Service) will be modified to reflect the new Meningitis requirements whereby students will be able to view their compliance.

**Access.SMU—Park N' Pony:** A collaborative effort between Park N' Pony, Office of Information Technology, Student Financials, and Student Records is underway whereby students will select and purchase parking permits. The modifications are to be in place by late March in time for summer and fall 2010 continuing enrollment which begins on April 1<sup>st</sup>. The self-service Campus Essentials page is being modified so that students are redirected to the T2 system ( Park N' Pony) where they will select and purchase parking permits. The Student Center entry page is being modified by adding a Park N' Pony button, similar to Honesty Tutorial and Health Insurance buttons. Park N' Pony will send out notifications to students before continuing enrollment begins. Registrar enrollment instructions referencing Campus Essentials – Parking will be updated to reflect these changes.

**Enrollment Reports:** Spring 2010 Enrollment Reports are located at [smu.edu/intranet/des/enrollment\\_reporting.asp](http://smu.edu/intranet/des/enrollment_reporting.asp)

**Ethnicity Reporting Changes:** New requirements for collecting and reporting ethnicity data will be in place by Fall 2010. Applicants for Summer/Fall 2010 are following the new collection standards. For questions or further information contact Stephen Forrest ([sforrest@smu.edu](mailto:sforrest@smu.edu)).

**Schedule.SMU:** Schedule.SMU, SMU's new room scheduling system is live. It has an inventory of all academic spaces with basic characteristics and it has Spring 2010 class sections. It doesn't have one time events held in academic spaces, and it doesn't have a complete inventory of non-academic spaces. We have the academic facilities defined in Schedule.SMU and have extended an offer to facility managers to use Schedule.SMU to manage all facilities not regularly used as academic space. Schedule.SMU became available to administrative users in mid February. The intent is that they can enter their currently scheduled non-events into Schedule.SMU prior to March 15, when the system is available to general users. Administrative users will use User Name and Password to log-in to Schedule.SMU to create events, approve room requests, schedule rooms, produce utilization and management reports.

Astra is a complex, comprehensive, powerful piece of software, and as a result, Schedule.SMU is complex, comprehensive and powerful. This makes it essential that administrative users receive training prior to being granted security to perform tasks in. There are several planned training sessions in late February and in March.

The work continues on implementation of other modules for Schedule.SMU though spring and summer.

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## Leave of Absence

The SMU Leave of Absence (LOA) Policy provides students with a formal process to "Stop out" of SMU for either voluntary or involuntary reasons. Typically, a leave of absence is generally for a temporary departure from the institution. However, with this new policy, intended permanent withdrawals from SMU will also be processed under the Leave of Absence Policy. In addition, those students who are participating in study-away programs that do not fall under the auspices of SMU should also complete the Leave of Absence Form. The completion of this process will assist all respective offices at SMU monitor and have a formal centralized record of the status for all students who are not enrolled.

A leave of absence is a temporary leave from the university – a kind of "time out" which may be necessary during your undergraduate career. Students may elect to take leaves of absences for a variety of reasons, including: Medical reasons due to accident or illness; Family crises or some other personal situation that requires you to be away from school for some period of time; Financial issues which may take time to resolve; and Academic difficulties which may best be handled by taking some time to refocus on your college work.

Typically, a leave of absence is for one semester or one academic year. A leave may be extended by contacting your academic department representative. And, the process to return to SMU after a leave of absence period can be an easy one especially if you have gone through the steps to file for a leave of absence and you plan ahead for your return. Following these guidelines will help assure that the degree requirements per the catalog of record when you initially matriculated at SMU still apply on your return; assist with financial aid processing; and provide you with the support you need to successfully return to SMU and finish your undergraduate degree.

The first step to effect a leave of absence is to arrange an appointment to meet with your academic advisor. They will then assist you with the process. The Leave of Absence Form, policy and manual are also located for review on the website of the Office of the University Registrar.

## Financial Aid

### New Policies for Awarding Departmental Funds beginning in the Fall 2010

Departments will now be required to award stipends, assistantships and fellowships for the entire year instead of on a per term basis. If a department is unable to determine eligibility for a future term, then they will need to submit an estimated amount for each upcoming term (not including Summer) within the respective academic year. The estimated amount will be used as a placeholder as we award each student Federal Financial Aid funds. The estimate item-type will be provided to each department upon request.

If no award or estimated award is submitted, the Office of Financial Aid will award an estimate for each future term in an amount equal to the prior term or the amount of full time tuition and fees. Whichever amount is greater.

Due to financial constraints all files must be completed by July 1<sup>st</sup> in order to receive SMU Need-Based Aid.

#### **Satisfactory Academic Progress-**

- Checked after each Spring term once the student has completed 2 years if a Freshman and the 1<sup>st</sup> Spring if a Transfer student.
- All classes dropped with a W are counted in number of hours taken.
- Students must have greater than a 2.0 and pass 75% of all classes attempted to meet SAP.
- E-mails/letters will be going out this Fall to inform students that are in danger of not having federal aid available to complete their degrees.
- Students cannot be awarded aid at the point when an advisor can determine they will not complete their degree in 12 semesters or 150% of their degree requirements.
- Once on probation, students can be awarded aid for only one term at a time.
- Any denials of SAP will be reviewed by the Appeals Committee.
- This spring e-mails will be sent to students who have exceeded 130 hours at the undergraduate level. Warning them of the 150% limit for Financial Aid.
- Academic Advisors—we would like your assistance with completing a doable plan of action for our struggling students. Please have them submit a plan of action. We would like for you to sign this plan and the student will submit it with the appeal document to the Financial Aid office. This will benefit both SMU and the student.

#### **Scholarships-**

- Must have a 3.000 or above to retain the scholarship
- 2010-11 students will be penalized for losing their scholarships – no longer getting SMU need-based grant to replace them. Penalty is \$4500.00.

#### **5<sup>th</sup> Year Appeals-**

- Must be approved by the Appeals Committee
- Must have an e-mail /letter from Academic Advisor
- Take at least two weeks for approval
- Will be notified in the Spring if enrolled for a 9<sup>th</sup> semester, or a 6<sup>th</sup> semester for a transfer, that they must appeal.
- Exception Faculty/Staff Benefits

#### **Graduation term and less than half-time enrollment-**

- Please send an e-mail to [awd\\_ltr@smu.edu](mailto:awd_ltr@smu.edu) and we will forward the information on to the student's advisor
- These students will get an e-mail also.

### Scholarship Entry Reports- For UG

Each department that awards scholarships has access to the Scholarship award pages:

SMU Custom Programs>>SMU Administer Financial Aid>> Awards>> SMU Scholarship Summary by Department Report

You must have a Run Control set up to access this page:

You can specify the begin and end dates.

Please award students on an annual basis. If a student is awarded a one term scholarship and is not graduating an estimate will be added. This will allow the student's loans to be awarded correctly in the fall.

#### **Report Choices are:**

**Scholarship Summary by Department** – If you are awarding for more than one department, this report gives you a list of the who, what and when of your scholarship entry activity. Also shows all aid awarded for each student.

**Summary by Department Hrs Enrolled** – Needs to be run right after the add/drop period for each term. This reports shows who is awarded a scholarship from your department and how many hours they are enrolled for the term. If you are giving them a % of their tuition, you can check to see if the amount is correct according to their enrollment. Also, you can see who might need to be cancelled if the award requires full time enrollment.

**Award Scholarship Report-** Lists by student all the awards made by your department. Does not show when or who awarded it but the amounts for the entire year.