

Records & Registration Updates

Undergraduate—Fall 2010



SM

IMPORTANT DATES

- October 14/15** - December Graduation - Graduation Fair
- November 5** - Last day to drop
- November 23** - Last day to withdraw from the University
- December 6** - Last day of instruction
- December 7** - Reading Day
- December 8-15** - Final Examinations (Grades due 48 hours after final exam.)
- December 18** - Graduation - 10:00 a.m.

December Graduation and Graduation Fair

December Graduation will be held at 10:00 a.m. on Saturday, December 18 in Moody Coliseum. The Graduation Fair will be held at the SMU Bookstore on October 14 from 10:00 a.m. – 6:00 p.m., and October 15 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 <http://www.herffjones.com/college/smu/> by 11:59 p.m. on Friday, November 12. For more information about December Graduation, please visit http://smu.edu/registrar/December_Graduation/.

OIT Project Updates

Major projects we have completed in the past 3 months:

- Bookstore Interface
- Gradebook
- NSC Electronic transcript delivery
- Schedule.SMU
- 2010-Q3 (3rd bundle) quarter tax updates and application fixes applied

Major projects coming up:

- 2010-Q4 (4th bundle) quarter federal regulations updates and application fixes
- NSC enrollment verification delivery
- 9.0 Upgrade Fit/Gap analysis underway and BPDs (business process design documents) to be completed by October 22nd
- AdminImages.SMU upgrade mid-November
- Schedule.SMU Upgrade later in the fall (production date will be confirmed by late October)

Enrollment Appointments

Enrollment appointments for continuing undergraduate students will begin Monday, November 1 through Friday, November 19. Students will be sent e-mail notifications to be sure their Personal Information on ACCESS.SMU is updated and verified with an effective date of March 19, 2010 or after. If this is not completed, HOLDS will be placed on their accounts. Once the information is updated and verified properly, the HOLDS will be removed automatically. Please remember to stress to students the importance of current home and mailing addresses, phone numbers, emergency contacts, demographic summary information and ethnicity. For detailed information, please go to http://smu.edu/registrar/index_enrollment.asp.

The spring 2011 class schedule will be available on both the Registrar's Web site and ACCESS.SMU on October 4.

Academic Records—Grading and Diploma Processing

Early Intervention Grading

Friday, September 17 - Early Intervention grade rosters generated
Monday, September 27 - Early Intervention grades due at 11:59pm
Tuesday, September 28 - Deficiency Reports sent to L.E.C. & Advising Center
Deficiency Letters sent to students

Mid-Term Grading

Wednesday, October 6 - Mid-Term grade rosters generated
Sunday, October 24 - Mid-Term grades due at 11:59pm
Monday, October 25 - Deficiency Reports sent to L.E.C. & Advising Center
Deficiency Letters sent to students

Final Grading

Monday, December 6 - 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.)

December 2010 Diploma Processing

Monday, December 6 - RO emails electronic program to schools to proof
Tuesday, January 4 - Final signed lists due in RO (by close of business)
Thursday, January 6 - Degrees posted in ACCESS.SMU
On or after Tuesday, January 18 - Diplomas mailed to students

Veteran's Update

Total VA students enrolled - 138 UG-52 GR/Prof-86
Chapter 33 (New Post 9/11 GI Bill) - 101
Non-Chapter 33 - 37
VA website is located at <http://smu.edu/registrar/veterans.asp>.
Contact Veronica Decena for more information.

Student Financial Services

www.smu.edu/bursar

www.tuition.salliemae.com

Payment due date for undergraduates for spring 2011: December 16, 2010

If you are interested in payment plans, please visit our website www.smu.edu.
Payment plan information will be posted here as it becomes available.

More Information

Astra Room Scheduling

Schedule.SMU is now available for users to view calendars and request space in academic buildings across campus. In addition, facility managers can now use Schedule.SMU to manage their space and to track all events and classes held in their space. A demonstration of Schedule.SMU will be given on September 23rd, 2010 from 9:30am to 10:30am in Blanton 110. Topics covered include viewing academic sections, viewing calendars, and requesting space for events.

Academic Advisement

We are currently working on the Fall 2010 DPR plan changes. We are currently reviewing the degree progress report for the 9.0 upgrade. The DPR has significantly changed in 9.0 and now we have interactive DPR as well as a PDF version.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the rights of students and ensures the privacy and accuracy of their student education records. SMU has a historical commitment to the principles of FERPA through its policies and practices. For information on FERPA at SMU including "Essentials for Staff" page, visit <http://smu.edu/ferpa>.

Before you release any education records information on a student, remember to check for student consent in Access.SMU. See Faculty/Staff Instructions under the "Release of Education Records" at <http://smu.edu/registrar/ferpa/release.asp> for more detailed information.

Students can now use the Student Self Service component of Access.SMU to apply their own FERPA control on their "Directory Information" items. In addition, students will now have the option to decide which directory items to restrict as opposed to the previous "All or None" options. For example, students can now choose to restrict the release of their home address but not their mailing address. For more information regarding what SMU defines as "Directory Information," please visit http://smu.edu/registrar/ferpa/dir_info.asp

Enrollment Reports

Fall 2010 Enrollment Reports are located at http://smu.edu/intranet/des/enrollment_reporting.asp

Ethnic Reporting Changes

Beginning Fall 2010, ethnic reporting categories have changed. Students may now select more than one ethnicity, and any doing so are reported as "two or more races", except for Hispanic; any student selecting Hispanic, regardless of any additional selections, is reported as "Hispanic".

The category of "other" is no longer in use. Those who previously selected "other" were asked to reselect their ethnicity. Some have failed to reply and will be reported as "unknown".

A student is not required to answer, consequently "unknown" is now a valid reporting category. SMU endeavors to collect ethnicity on all enrolled students. Students who have not provided the information are reported as "unknown".

NSC Electronic Transcript Delivery

SMU uses the National Student Clearinghouse for transcript ordering. Students may now request that we send their transcripts electronically to third parties. This is a new feature that we recently implemented in June 2010. The fee for us to send electronic PDF transcripts is \$16 (per email address). Recipients have 14 days in which to print the PDF transcript from the first day it's opened OR 30 days before it expires if it's never opened. PDF transcripts may not be saved to the recipient's computer. Please be aware that it is the student's responsibility to make sure that the third party will accept an electronic PDF transcript. Please visit our website at <http://smu.edu/registrar/transcripts.asp> for more detailed information.

Gradebook

And if we thought Summer 2010 was hot...the introduction of Gradebook made it even hotter! The Access.SMU Gradebook, rolled out to faculty and staff in June, is an electronic grade book that offers faculty the option to record grades online per assignment for their courses. Gradebook is an integral part of the Access.SMU Faculty Center and Student Center making it easy for faculty to communicate grades and averages to their students. Further, Gradebook grade entries can be uploaded to the Grade Roster with a click of a button making the need for double entry in a word...needless.

As of this fall we anticipate 44 faculty/staff members to utilize this new functionality. We have received positive feedback from faculty about how easy it is to set up and use Gradebook. Although the fall sessions have come to an end, faculty who want to use Gradebook should contact Mitzie Goff for a one-on-one session. Check your email for the spring 2011 schedule (TBA). More information as well as tutorials can be found at http://smu.edu/registrar/gradebook_tutorials.asp.

Financial Aid

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

NOTE: Need based funds are very limited for the spring. Transfer students will be awarded by filing date. Please remind your students to file the FAFSA and Profile early as we expect funds to be limited again next year.

Satisfactory Academic Progress-

- Checked after each Spring term once the student has completed 2 years if a Freshman and the 1st 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.
- All terms count in the 12 semester or 150% limit regardless of whether the student received any federal aid.
- Please be reasonable in the expectations of these students.

Scholarships-

- Must have a 3.000 or above to retain the scholarship

5th 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 9th semester, or a 6th 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 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.

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.

New Online Petition Process for Appealing Transfer Credits

A new online petition process is available for admitted transfer students appealing transfer credit evaluations. Students can now go to <http://smu.edu/transfer/creditappeal.asp> where they complete a short online form. Once the form is electronically submitted, an email confirmation is automatically generated to the students. Students reply to this email by attaching a copy of syllabi and other supporting documentation helpful to the review of the transfer evaluation. Registrar's Office staff will then forward the email with attachments to the various schools for their review. Please contact Nancy Skochdopole at nskoch@smu.edu with any questions.

Reverse Transfer Credit Agreement with Dallas County Community College District

On August 16, SMU and Dallas County Community College District (DCCCD) entered into a new agreement which allows SMU transfer students from DCCCD to transfer SMU credit back to Dallas to complete an associate's degree. Once students have completed at least one semester at SMU, the Office of Transfer and Transition Services will send DCCCD transfer students a letter explaining the opportunity for reverse transfer of credits along with a release form, which students send back to TTS if they want their SMU transcripts sent to DCCCD.