Important Messages to Students
from the University Registrar

Spring 2020

IMPORTANT DATES

January 10 - Spring Rotunda Passage for NEW spring First-Year and Transfer students, 5:15 p.m.

January 17 - First day of classes

January 20 - Martin Luther King, Jr. Holiday

January 24 - <u>LAST DAY to enroll, ADD courses, or DROP courses without tuition billing while remaining enrolled for the term</u>

January 31 - Last day to drop a course without academic record (<u>tuition charges apply</u>)

February 4 - Last day to declare pass/fail/ no credit

February 20/21 - May Grad Fair (Blanton Bldg.)

February 25 - Early Intervention Deficiency Reports available to undergraduate students

March 16-22 - Spring Break

March 25 - Mid-Term Deficiency Reports available to undergraduate students

April 7 - Last day to drop course with a W

April 10 - Good Friday Holiday

April 13 - Honors Convocation, 5:30 p.m.

April 24 - Last day to withdraw from the University

May 4 - Last day of class

May 5 - Reading Day

May 6-12 - Final Examinations (Grades due 72 hours after final exam)

May 15 - Baccalaureate, 8:00 p.m.

May 16 - May Commencement, 9:00 a.m.

EARLY INTERVENTION AND MID-TERM GRADING

Select undergraduate students may receive early and/or mid-term grades. Click here and then scroll down to "Early Intervention and Mid-Term Grading" for specific information.

OFFICIAL UNIVERSITY CALENDAR

Please see the Official University Calendar for 2019 - 2020 on the University Registrar Home Page for important dates and deadlines.

ENROLLMENT & STUDENT FINANCIAL INFORMATION

You should NOT attend a class in which you are not officially enrolled! Classes begin on Friday, January 17. If you have not enrolled, you have until Friday, January 24. Payment is due at the time of enrollment. Select link for information on how to pay. smu.edu/bursar/webpay.asp

The last day to ADD courses or DROP courses without tuition billing (*while remaining enrolled for the term*) is Friday, January 24 until 11:59 p.m. The last day to DROP a course without academic record (tuition charges apply) is Friday, January 31. For further information concerning Spring 2020 and other important deadlines, please go to the University Registrar Home Page smu.edu/registrar and click "Class Schedule & Enrollment Information."

Remember that it is YOUR RESPONSIBILITY to ensure that your enrollment is accurate and all University deadlines are met.

"NO CREDIT" OR "PASS/FAIL" OPTION

Students may take some undergraduate courses for "No Credit" or "Pass/Fail." **"No Credit" Option** - Students should indicate in writing no later than the 12th class day that they wish to do so. Permission of the instructor or department is required. **"Pass/Fail" Option** – Students may take one course per term on a pass/fail basis. 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Pass/Fail Option Declaration form is the 12th class day. Forms are available in the school's records office. More information can be found in the online Undergraduate Catalog at smu.edu/catalogs.

PERSONAL INFORMATION VERIFICATION

Students are required to verify their personal information twice a year. Failure to do so will result in a HOLD being placed which prohibits future enrollment. Students should update their personal information as the need arises. Click on the Profile tile and then Personal Details. Update address, phone, and/or emergency contacts whenever necessary.

EXCUSED ABSENCES

Students who participate in officially sanctioned scheduled extracurricular activities or observe a religious holiday should be given an opportunity to make up class examinations or other graded assignments missed as a result of this activity. Students should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor's makeup policy. A list of religious holidays for use in requesting excused absences is available on the University Calendar. For the policy regarding religious holidays, click here. For medical absence information, click here.

RELEASE OF EDUCATION RECORDS

FERPA — The Family Educational Rights and Privacy Act of 1974
The process of authorizing your parents and others access to your education records, such as Financial Aid, Student Financials, Holds, and Academic Records is easy! Go to smu.edu/LegalDisclosures/FERPA for more information regarding FERPA. Step-by-step instructions to authorize access are located at smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release. Feel free to contact Enrollment Services at enrol_serv@smu.edu or 214.768.3417 if you have any questions. Find out more about directory information at smu.edu/registrar/ferpa/dir_info.asp