

SMU Family Handbook

*A Practical Guide for
Parents and Families*



SMU

STUDENT
AFFAIRS

Parent and Family Programs

2010-2011



DEAR PARENTS AND FAMILIES:

As the parent of two college graduates, I well understand that our students are not the only ones experiencing a major transition as they enter university life – their parents and families are as well. At SMU, we are committed to making that transition as smooth as possible. We are pleased to enter into a partnership with you to support your student’s goals for academic achievement and personal development.


This handbook represents a part of that effort. In it, you will find helpful information on everything from academic and residential life policies to student services and parent programs. For example, the Altshuler Learning Enhancement Center offers tutoring, study skills training and writing assistance, and I encourage you to emphasize the availability of this resource for your student. The Hegi Family Career Development Center helps students plan and prepare for success outside the classroom, and it is never too soon to take advantage of its services.

A challenge to colleges and universities throughout the nation is the issue of drug and alcohol abuse, so I encourage you to become familiar with the regulations, programs and services related to that topic. SMU has established a permanent Commission on Substance Abuse Prevention, which meets regularly to assess the University’s efforts and procedures.

In addition to information in this publication, you will receive a brochure, “What Parents and Families Should Know about Alcohol and Drugs on Campus,” and I encourage you to discuss this topic with your student. In addition, information is available on the SMU Parents home page at smu.edu/parents, as well as at smu.edu/liveresponsibly.

If you have questions on any topic, feel free to contact SMU’s director of parent and family programs at 214-768-4797. We look forward to our partnership in providing the most rewarding collegiate experience possible for your student – and for you – as important members of the University family.

Congratulations on your choice of SMU and welcome to the Hilltop!


R. Gerald Turner
President

Get involved!



Support your Student!

JOIN THE SMU MOTHERS' AND DADS' CLUBS

Sign-up is available during AARO at the Resource Expo – look for the SMU Mothers' and Dads' Clubs table. Sign-up is also available through Club representatives during the morning Family Welcome or online at www.smu.edu/momsanddads.

What does the Club do for you and your student?

- Thirst-Aid Stations on Move-in Day
- Club Website: www.smu.edu/momsanddads
- Support of Mustang Corral
- Regional Representatives
- Family Weekend: Mothers' Club Luncheon, Dads' Club BBQ and Boulevard Tailgating
- Special Gifts to SMU (i.e., Intramural field electronic scoreboards, Hegi Career Center Waiting Room, Caswell Leadership Endowment, Peruna Plaza, Library Patio etc.)
- Endowed Scholarship Funds
- Outstanding Senior Man/Woman Recognition
- Dedman Center for Lifetime Sports – support for Late Night Programs
- Relay for Life – support for Late Night Activities
- Email blasts about important events
- Family Handbook
- Parent Welcome Calls

BOARD MEMBERS NEEDED for both Mothers' Club and Dads' Club.
Please contact one of the Presidents or email momsanddads@smu.edu

Cost Per Parent: Lifetime\$150*
Annual.....\$50

* This represents a tax deductible contribution. A percentage of this goes to our endowed scholarship funds.

For more information, turn to the Parent Program tab, visit the club website or talk to a representative during AARO.



DEAR PARENTS AND FAMILIES:

We are proud to welcome you to Southern Methodist University! For 85 years the SMU Mothers' and Dads' Clubs have served as a link between parents, families and the University. We provide support for students, promote parent and family involvement, distribute relevant information, and help create a strong sense of community on the Hilltop.

This handbook is a quick resource that will help answer many of your questions about SMU. We hope if you do not find the answer you seek, you will inquire with the appropriate office or department using the information provided. It is our goal to be your advocates and we will assist in any way we can. Feel free to drop us a line at **momsanddads@smu.edu**.

Please join the SMU Mothers' and Dads' Clubs. Your membership enables us to provide ongoing communication between parents, to support our endowed scholarship funds, and to sponsor a number of activities throughout the year.

Parents and families from across the United States and around the world are members of our clubs. We hope you'll join us. Find more information about the SMU Mothers' and Dads' Clubs' at **smu.edu/momsanddads**.

Sincerely,

Cindy Powell
President, SMU Mothers' Club
(972) 442-1520

Chuck Manthey
President, SMU Dads' Club
(972) 669-4102

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OFFICE OF THE DEAN OF STUDENT LIFE

Welcome to Southern Methodist University and welcome you to the SMU family. SMU is small enough to give students personalized attention and large enough to offer them in-depth resources. Through the Dean of Student Life Office, you and your student can discover much of what SMU offers outside the classroom, and we act as a resource and referral to the academic support services available on campus.

Throughout this Family Handbook, the Dean will answer some of the most commonly asked questions. Please look for the gray boxes as you read through the Guide.

AN INTERVIEW WITH THE DEAN OF STUDENT LIFE

HELPING STUDENTS LEARN INDEPENDENCE AND RESPONSIBILITY

Q. What is SMU's philosophy on working with students?

A. A hallmark of SMU is the way in which administration and faculty work together for a student's best interest. I've received calls from faculty and academic advisors concerned about a student's nonacademic life because the student was having academic difficulty. In turn, I've referred many students to various campus resources. SMU administrators, faculty, and staff have chosen to work in higher education because we enjoy young people and care about them; we think our work with them has meaning, value, and purpose. We also want to prepare them for the leadership roles to which they aspire. SMU also provides programs, services, and activities that promote students' development.

Q. What is our role as parents and family members in our student's college education?

A. The University's challenge is getting students to use the services, to participate in the programs and activities, and to take proactive measures on their own behalf. Parents and family members can help by being informed about the programs, services, and activities SMU offers and encouraging your student to use them. It's a student's responsibility to seek out services he or she needs and take advantage of all the opportunities here. We need parents to help in this regard.

Q. What can parents and families do to help their student if he or she is having difficulty?

A. One of the best things families can do for their students, whether it's homesickness, academic problems, roommate difficulties, or whatever, is to ask them, "What are you doing to resolve the situation?" and to encourage them to try to handle it. Learning to do this builds self-confidence and is an important part of learning the skills one needs to be an adult.

Another way is to support the University's efforts in holding students accountable for their behavior when the facts warrant it. SMU spends much time trying to be thorough and consistent in our application of policies. We know that parents want to support their student; however, the student must take responsibility for resolving behavioral issues. The growth and development of students is the goal of the University and is the goal of parents and families as well. We look forward to this partnership on behalf of our students.

DEAN OF STUDENT LIFE

214-768-4564

302 Hughes-Trigg Student Center

Mailing Address: PO Box 750355, Dallas TX 75275-0355

MISSION

Student Life departments educate students and the SMU community by providing purposeful opportunities for learning, personal growth, clarifying values, and developing skills that promote responsible citizenship.

The Office of the Dean of Student Life carries out this mission by:

- Working to provide a welcoming environment that includes support, advice, and assistance.
- Acting as a resource and referral when students are unsure about which SMU office to contact or how to handle a specific problem.
- Assisting parents and families with their questions and concerns.
- Upholding the SMU Student Code of Conduct through the Student Conduct Review Process.
- Advocating for students and parents within the University-at-large.
- Serving the University through the operation of the Crisis Management Team.
- Planning and implementation of orientation programs and other services for new students.

TROUBLESHOOTING: A QUICK GUIDE FOR PARENTS AND FAMILIES

PROBLEM	SUGGESTED PARENT/FAMILY RESPONSE	STUDENT'S CONTACT AT SMU
<i>Absenteeism</i>	Have a clear understanding before school starts about class attendance and try to determine the reason and extent of the problem (one class or several).	Academic Advisor, Learning Enhancement Assistant, Altshuler Learning Enhancement Center (A-LEC), Counseling and Psychiatric Services (CAPS), and Health Center (if health-related)
<i>Academic Problems</i>	Find out if student is attending class regularly and if he/she has had a conference with the professor. Encourage student to see his/her academic advisor. A tutor may be secured by contacting the Altshuler Learning Enhancement Center (LEC) or Resident Assistant (RA) in his/her residence hall.	Professor of the class, preferably after the student has first had a conference with him/her and tried to deal with the problem; follow up with an academic advisor, who may make a referral to the Altshuler Learning Enhancement Center (LEC)
<i>Acquaintance Rape and Sexual Assault</i>	Encourage your student to contact the Health Center, Counseling and Psychiatric Services, Psychological Services for Women and Gender Issues, and the SMU Police Department for immediate needs 24 hours a day.	Health Center, Counseling and Psychiatric Services, Psychological Services for Women and Gender Issues, Hall Director, SMU Police Department, and Dean of Student Life

PROBLEM	SUGGESTED PARENT RESPONSE	STUDENT'S CONTACT AT SMU
<i>Alcohol (excessive)</i>	Try to determine the extent of use and/or abuse. Encourage student to secure help from the Center for Alcohol and Drug Abuse Prevention located in the Health Center.	Residence Hall Director and Center for Alcohol and Drug Abuse Prevention located in the Health Center
<i>Billing Questions</i>	If confirmation is needed on billing charges, call Enrollment Services at 214-768-3417.	Enrollment Services and Bursar's Office
<i>Conduct Issues</i>	Provide support to the student as they go through the conduct review process, keeping in mind that the greatest lessons learned in life often occur when we are forced to confront the results of our own decisions.	Assistant Dean and Director of Student Conduct and Community Standards
<i>Conflict With a Professor</i>	Encourage student to talk first with the professor; if no resolution, follow the chain of command.	Professor, then the department head, the Dean of the College, and the Academic Advising Center
<i>Death in the Family</i>	Keep student informed of serious illness within the family, and make sure student is not alone when notice is given. Permit student to return home for all services, but not miss more than three days unless the death involves a parent or sibling.	Professors can be contacted through the Dean of Student Life Office; if grief support or counseling is needed, seek assistance from the Office of Counseling and Psychiatric Services (CAPS) or Office of the Chaplain.
<i>Disabilities</i>	Ensure that your student receives all of the resources available on campus. Documentation should be sent to the Office of Disability Accommodations and Success Strategies (DASS) a minimum of 30 days before the start of a new term to ensure that the student receives all available accommodations throughout the term. Students who suspect they may have a learning disability can set an appointment for initial assessment through the Office of Disability Accommodations and Success Strategies (DASS).	Office of Disability Accommodations and Success Strategies (DASS); testing is available in the Office of Counseling and Psychiatric Services (CAPS)

PROBLEM	SUGGESTED PARENT RESPONSE	STUDENT'S CONTACT AT SMU
<i>Dropping a Class</i>	Check drop deadline in the schedule of classes; discourage until every other possibility – faculty, tutoring, auditing classes, etc. – is exhausted.	Professor, Academic Advisor, and University Registrar
<i>Homesickness</i>	Prepare student before school starts; schedule time when student will visit home or when you will visit campus (i.e., Family Weekend); encourage out-of-class activities; reassure student that homesickness is to be expected and encourage the student to seek out the Residence Life and Student Housing staff; and limit home visits to facilitate college transition.	Residence Hall Director, Dean of Student Life, Chaplain's Office, and Counseling and Psychiatric Services (CAPS)
<i>Illness of Student</i>	Insist that the student go to the Health Center for treatment. The service is included in student fees.	Health Center, Residence Life and Student Housing staff, and the Dean of Student Life
<i>Lost ID Card / Pony Express Card</i>	Students who lose their ID / Pony Express Card must notify the Park 'N Pony Office immediately. Because the ID card provides building access and meals, this is imperative. Notify the SMU Police Department if the card may have been stolen.	Park 'N Pony Office, and the SMU Police Department
<i>Other Issues</i>	If the student has a number of concerns and issues, refer to the Dean of Student Life Office.	Dean of Student Life
<i>Parking Tickets</i>	Set clear expectations before school begins about all aspects of operating a motor vehicle and who is going to pay for tickets. Read parking regulations brochure distributed by the SMU Police Department.	Office of Parking and ID Services (Park 'N Pony Office)

PROBLEM	SUGGESTED PARENT RESPONSE	STUDENT'S CONTACT AT SMU
<i>Roommate Conflicts</i>	Encourage student to take time to work through conflicts; discuss the educational value of learning to get along with someone who is different; and encourage communication and assertive behavior, not aggression; consider mediation.	Resident Assistant (RA), Residence Hall Director or Area Coordinator, Assistant Director of Residence Life, Director of Residence Life, Dean of Student Life, Counseling and Psychiatric Services (CAPS), Women's Center for Mediation
<i>Safety</i>	SMU is located in a metropolitan area – no college can ensure the safety of all persons. Students need to be reminded to be proactive about their own safety and take precautions such as locking their doors, walking in groups, using escort services, etc. Follow tips issued by the SMU Police Department and the Residence Life staff.	Residence Hall Director, SMU Police Department, and the Dean of Student Life
<i>Sexual Harassment</i>	Have the student state clearly that the approach is unwelcome and must stop, and, if it persists after that, to tell someone.	Dean of Student Life, Counseling and Psychiatric Services (CAPS), Psychological Services for Women
<i>Student Wants to Transfer</i>	Be patient; listen to student's reasons for wanting to transfer and help evaluate his/her options.	Residence Hall Director, Academic Advising Center, Counseling and Psychiatric Services (CAPS), Dean of Student Life, Office of Student Success
<i>Uncertainty About the College Experience</i>	Some new students have trouble finding where they fit in at first. Please help your student understand that we care about her or him and want each student to have a good experience. Students need to learn to ask for assistance. Encourage joining extra-curricular activities, residence hall programs, and organizations.	Residence Hall Director, Academic Resident Assistant (ARA), Dean of Student Life, Student Activities and Multicultural Student Affairs (SAMSA) and Office of Student Success
<i>Unsatisfactory Grades at Midterm</i>	Encourage meeting with the faculty member. Remind student that there is still half of the term to pull up the grades; seek tutoring through the Altshuler Learning Enhancement Center (LEC); encourage taking a study skills or time management seminar offered by LEC.	Professor of the course, LEC, and the Academic Advising Center

SAFETY AND SECURITY AT SMU

Q. Is SMU a relatively secure campus for my student?

A. Students need to realize that SMU is in a large metropolitan area. We look at security as a partnership between your student and the University. Students should exercise good crime prevention habits at all times, including, but not limited to adhering to all residence hall and campus security procedures, not leaving valuables unattended in rooms or campus buildings, locking their car, always walking with a group after dark and when off campus, and being ever cognizant of their surroundings.

SMU POLICE DEPARTMENT (SMU PD)

Emergency number when calling long distance: 214-768-3333

Emergency number on campus: 911, Non-emergency number on campus: 214-768-3388

Patterson Hall

Mailing Address: PO Box 750334, Dallas TX 75275-0334

www.smu.edu/pd

MISSION

The Southern Methodist University Police Department is a professional law enforcement agency committed to supporting the University's mission by fostering a secure learning and working environment through effective use of crime prevention, protection, and general police services.

STAFFING

LAW ENFORCEMENT. The SMU Police Department employs state-certified uniformed and plain-clothes law enforcement officers who patrol the campus 24 hours a day. These officers are armed and have full powers of arrest. SMU police officers are responsible for enforcement of all Federal, State, and local ordinances as well as the university's policies and regulations.

NON-POLICE STAFF. Non-sworn security officers are employed by the SMU Police Department to patrol Fondren Library, the residence halls, and assist with special events. They wear distinctive white shirts and are not armed. These officers enforce university policies, library policies, and assist with special events. State certified communications officers are on duty 24 hours a day and monitor fire and intrusion alarms, security cameras, answer 911 calls, assist customers at the police department service window, and dispatch police when services are requested.

SAFETY PROGRAMS

RESIDENCE HALL SECURITY. All residence halls are equipped with electronic access control systems which require student residents to swipe their ID cards through a card reader to enter. Only students assigned to a particular residence hall may enter that facility unescorted. Police officers and Residence Life and Student Housing (RLSH) staff patrol the residence halls at unscheduled times throughout the day and night. In particular, halls are patrolled by Security Staff between 10:00 p.m. and 6:00 a.m. daily. Students are required to lock their room doors and take their keys when they are out. Room doors found unlocked or opened with no occupants inside will be closed and locked. Students are instructed that their own security practices are the best deterrent against crime inside the residence hall.

ANONYMOUS REPORTING SYSTEM. The *SILENT WITNESS* program allows the SMU Community two ways to anonymously report criminal activity or other police-related information. The Anonymous Tips Line (214-SMU-2TIP) is an unmonitored, voice-recorded phone line. This phone line is checked daily for new information. Alternately, community members may provide information anonymously through our online *SILENT WITNESS* reporting form at www.smu.edu/2tip.

EMERGENCY CALL BOX SYSTEM. Emergency call boxes are strategically located throughout the campus. Most are easily recognizable by a familiar blue light on top. Once activated, the call box sends a signal to the police department via the campus 911 system. The location of the call box is identified automatically and the caller can speak directly to the police communications officer. Call boxes are also in all elevators.

SECURITY ESCORTS. The police department offers security escorts to anyone on the campus to and from on-campus building and parking facilities. However, police officers are not taxi drivers and students who request rides during inclement weather or simply for convenience should be reminded not to abuse this important security service.

WEB SITE. The SMU PD Web site (www.smu.edu/pd) provides information about the department's services, security on and off the campus, crime statistics, campus alerts and a police report log of incidents reported to the department. A copy of the current annual security report is available on-line and upon request.

PARK 'N PONY OFFICE

PARKING AND ID CARD SERVICES (PONY EXPRESS OFFICE)

214-768-PONY (7669), 214-768-PARK (7275)

Suite 101 Expressway Tower

Mailing Address: PO Box 750412, Dallas TX 75275-0412

parknpony.smu.edu parking@smu.edu

MISSION

- To offer students and parents a convenient payment method for numerous campus purchases.
- To provide students with an alternative to paying in cash or writing personal checks and managing a checkbook.
- To provide a one-stop shop for parking and ID card services.

UNIVERSITY ID CARD. The Pony Express Card is much more than just an ID card - it is the student's passport to an extensive array of on and off campus services and discounts. As the official SMU ID card, the Pony Express Card is an essential part of campus life at SMU and should be carried at all times. For security reasons, the card should NEVER be loaned to another person! Students will use it for everything from checking out books in the libraries to accessing the Dedman Center for Lifetime Sports, their residence hall and parking facilities. They'll use it for entrance to campus dining facilities and athletic events. As a stored value card, the Pony Express Card is used for making purchases in the SMU bookstore, select vending and copy machines, main desk tickets, the Computer Corner, the Health Center, as well as at participating off-campus merchants. The Pony Express Card also makes students eligible for discounts at various museums, theatres, and other cultural attractions in Dallas. Some neighborhood businesses also offer discounts if students show their card when making a purchase.

REPLACING A CARD. It is critical that students notify the Park 'N Pony Office promptly if their ID is lost or stolen. Students may also cancel their card after office hours by going to the web site <http://parknpony.smu.edu> and going to "manage my account". Holes, stickers, tape and other alterations will render the card unusable. A \$25.00 fee is charged for each replacement card. The old card will be cancelled.

EXPRESS CASH. EXPRESS CASH is a stored value account that can be activated on the Pony Express Card. Whether a student needs textbooks, a prescription, to rent a mailbox, make

a copy or buy computer software, an EXPRESS CASH account makes on-campus purchases simple and convenient. Students can use their EXPRESS CASH accounts at numerous locations around campus, including all dining facilities; The Market; the Mane Course, which includes Chick-fil-A, Pizza Hut, and Subway; the SMU Bookstore, ticket offices; Student Media Services; AlphaGraphics Copy Center; the Computer Corner; the Health Center; Meadows Art Studio; Library Copy Machines; and many of the University's vending machines. EXPRESS CASH can also be used at numerous off-campus locations.

OPENING AN ACCOUNT. During the registration process, students may select one of five preset amounts (\$200, \$400, \$600, \$800 or \$1000) to be billed directly to their student account. Parents should discuss these various levels with their student prior to registration.

MAKING DEPOSITS TO AN ACCOUNT. Students may make deposits at the Park 'N Pony Office by cash from 8:30 a.m. to 5:00 p.m., Monday through Friday. Deposits in the form of a check can be mailed to the Park 'N Pony Office, SMU PO Box 750412 Dallas, TX 75275. The check should be made to SMU and include the student's ID number on the memo line of the check. Web deposits may also be made on-line by visiting <http://parknpony.smu.edu>. Any remaining balance left over at the end of the semester can be used for purchases the following semester.

PARKING & VEHICLE REGISTRATION. The Park 'N Pony Office provides a comprehensive array of parking services. The office issues parking permits and provides coordination for guest and special event parking. Permits can be ordered on our website <http://smu.edu/parknpony>. Students can select "My Parking Account" log on with their SMU ID and password and select "Order Permit". Payments for parking are made at the Student Financial Services Office in the Blanton Building, or online at www.smu.edu/bursar/webpay.

WHERE TO PARK. There are specifically designated areas on campus for Faculty/Staff, Residents, Commuters and Visitors to park. Some Faculty/Staff areas are available after 5 p.m. for students to use, but a valid SMU parking permit is still required. Students will be given a campus parking map when they receive their parking permit. Visitors may park in any metered space on the campus. Park & Pay stations are available in the Moody and Binkley Garages. While metered spaces are for "short term" parking, the pay stations will allow for more extended stays while on campus. Fees for parking are posted at the pay stations and meters. For more detailed information on parking, please visit: parknpony.smu.edu.

PARKING CITATIONS AND APPEALS. From the day a citation is written, students have 15 days to appeal. Students may appeal citations online on the Park 'N Pony website parknpony.smu.edu. All decisions made as a result of an Administrative Review are final.

MUSTANG EXPRESS. No car - no problem! The Mustang Express waits! The Mustang Express runs every 20 minutes Monday through Friday from 7:00 a.m. to 6:30 p.m. then every 40 minutes until 9:30 p.m. The bus departs the center of campus on Bishop Boulevard for shopping at places like the Park Cities Plaza, Kroger and Mockingbird Station, with all its shops and restaurants. Some students use the Mustang Express for their commute to campus everyday. It's fast, it's reliable and it's easy...and best of all it's free!

DALLAS AREA RAPID TRANSIT(DART)/SMU TRANSIT PASS

Students ride free on DART with their SMU Transit Pass! The SMU Transit Pass allows unlimited access to buses and trains throughout DART's more than 700-square-mile service area transit system. Students may purchase an SMU Transit Pass and ride DART, the Trinity Rail Express and the "T" for free! Passes can be purchased at the Park 'N Pony Office for \$5.00. Visit DART online at <http://www.dart.org> for more information, route schedules and trip planning assistance.

Important Information to Discuss with Your Student Before They Come to SMU

SMU provides a reasonably secure environment to live, learn and work. However, a person's safety depends primarily on his or her own behavior. Students are required to act responsibly. Police can't be everywhere all the time. If students do things that make themselves or their property vulnerable to criminals, the odds are much better that they will become a victim of crime.

- Lock your room doors at all times, especially when you leave your room. Unlocked or open doors invite criminals into your room. Most thefts occur when a room is left unsecured for only a short time. Don't give someone the opportunity to steal your property.
- Leave expensive jewelry at home or buy a small safe or lockbox to store valuables.
- Never give strangers access to your residence hall. Report anyone you don't recognize to Residence Life and Student Housing staff or the Police Department.
- Texas is a zero-tolerance state when it comes to alcohol. Underage drinking is a big problem on our nation's college campuses. If your student is not 21 years old, you must make sure they know they may not drink alcoholic beverages unless they are in your presence. Police officers may arrest them for possessing alcohol, having the odor of an alcoholic beverage on their breath, driving with any detectable amount of alcohol on their breath, and possessing or using a counterfeit drivers license or ID card. Students are reminded many times in crime prevention and residence hall briefings of the laws and sanctions. Most students who get in trouble with the law at SMU ignore the warnings and are usually found under the influence of alcohol. **Help us reduce the problems associated with underage drinking by ensuring your student understands this clearly.**
- If your student has a prescription for any controlled medication such as Adderall, Ritalin or Hydrocodone, remind them that selling or giving their medication to another person is a crime in Texas. Tell them NEVER to take from, purchase, or use prescription medication belonging to another individual. It is illegal to use Adderall, Ritalin or any other controlled drug without a doctor's prescription or in a manner that is contrary to the drug's prescribed use. Persons illegally using or abusing these drugs will be subject to severe University sanctions and possibly prosecuted under state and/or federal law.
- Substances like marijuana, cocaine, and GHB are illegal in Texas and absolutely not tolerated at SMU. If anyone is found in possession of any illegal drug or associated paraphernalia, they will be arrested and may be suspended from the University.
- Hazing is illegal in Texas and prohibited at SMU. If your student wants to join a fraternity or sorority, sports team or other activity and is required to do things like drink or eat anything to excess, perform acts of servitude, forced to undergo sleep deprivation, beaten, or told to commit crimes as a condition for membership, they are being hazed. Any suspected incidents of hazing should be reported immediately to the police or the office of the Dean of Student Life.
- Tell your student should he/she become a victim of crime or witness a crime in progress to call the police immediately. Delaying the call will make it easier for the perpetrator to get away and harder for the police to solve the crime.

If you have any questions about security at SMU, please call the SMU Police Department at (214) 768-3333 or email police@smu.edu.

ACADEMIC PROGRAMS AND POLICIES

Q. How can I help my student succeed academically?

A. Parents and family members can be instrumental to their student's success in the classroom by encouraging them to go to class, to get to know their professors, and to seek the academic resources on campus before they are in academic difficulty. SMU has an on-line *Owners Manual* (First-Year Academic Planning Guide) for all first-year students available at: smu.edu/newstudent. In addition, the Dedman Advising Center website (smu.edu/dedman/advise) has planning strategies and further information. Students and parents will find answers to most of their questions about academic programs and policies in these guides.

CURRICULAR GOALS AND REQUIREMENTS

The undergraduate curriculum at SMU seeks to accomplish two interrelated goals:

- To provide a thoughtfully constructed educational experience to be shared and valued by all undergraduates – the General Education Curriculum.
 - To offer students an opportunity to explore intellectual frontiers that will challenge and encourage investigation during their college years and for the rest of their lives.
- These goals are accomplished in part by the following two sets of requirements that all students must fulfill in order to graduate from the University with a Bachelor's degree:

THE GENERAL EDUCATION CURRICULUM (GEC). The University General Education Curriculum applies to all students, regardless of major. The GEC consists of 41 term hours of course work and includes five interrelated components: Fundamentals, Science and Technology, Perspectives, Cultural Formations, and Wellness.

- The Fundamentals component of the GEC provides intensive training in reading and writing the English language, in quantitative reasoning and manipulation, and in information technology. Students must complete a two-course sequence in written English, one course in mathematical sciences, and one course in information technology.
- The Science and Technology component provides exposure to the methods of science and technology in today's world. Students must select two laboratory courses, at least one of which must be from biology, chemistry, geology, meteorology or physics.
- The Perspectives component provides a variety of broadly conceived disciplinary courses. Students must select one course from five of the six groups: arts, literature, religious/philosophical thought, history/art history, politics/economics, and behavioral sciences.
- The Cultural Formations component provides an opportunity to study interdisciplinary approaches to knowledge within the humanities and the social sciences and between them and the natural sciences. Students must complete two Cultural Formations courses.
- The Wellness component provides an opportunity to enhance appreciation and concern for the social, physical, emotional, and spiritual aspects of health. Students must complete two Wellness courses (Choices I and II).
- One co-requirement in Human Diversity also must be met: one course in non-Western, race, ethnicity, and/or gender studies. This course must be selected from an approved list, which includes Perspectives and Cultural Formations courses, as well as others outside the GEC.

ACADEMIC MAJOR REQUIREMENTS. These requirements range upward from a minimum of 30 term hours. Students may choose to develop a concentration in one or more of the major fields offered by the University. Students typically declare their major in the second year.

ACADEMIC MAJORS AND/OR MINORS OFFERED AT SMU

Note: Italics indicates those disciplines that are offered solely as minors.

DEDMAN COLLEGE OF HUMANITIES AND SCIENCES. *American Politics*. Anthropology. *Archaeological Anthropology*. *Asian Studies*. Biochemistry. Biological Sciences. *Biomedical Anthropology*. Chemistry. *Classical Studies*. *Comparative and International Politics*. *Cultural Anthropology*. *Econometrics*. Economics. *Economic Growth and Development*. *Economics of Decision Making*. *Economics of Industrial Organization*. Economics with Finance Applications. Economics with Systems Analysis Specialization. English. English with Creative Writing Specialization. Environmental Chemistry. *Environmental Earth Sciences*. Environmental Geology. Environmental Science. Environmental Studies. *Ethics*. Ethnic Studies (African/African-American or Mexican-American Studies). *European Studies*. Foreign Languages and Literatures (*Chinese*, French, German, *Hindi*, *Italian*, Italian Area Studies, *Japanese*, *Latin*, *Russian Area Studies*, Spanish). Geology. Geophysics. History. *Human Rights*. Individualized Studies in the Liberal Arts. *International Economics*. International Studies. *Labor Economics*. Latin American and Iberian Studies. Markets and Culture. Mathematics. Medieval Studies. *Monetary Economics*. *Natural Sciences*. Philosophy. Physics. Political Science. *Political Thought*. Psychology. *Public Economics*. Public Policy. Religious Studies. Sociology. Statistical Science. *Women's Studies*.

Additional opportunities available for pre-law, pre-health professions, pre-physical therapy and biomedical research.

EDWIN L. COX SCHOOL OF BUSINESS. Accounting. Finance. Financial Consulting. General Business Management. Management Information Systems. Marketing. Real Estate Finance. Risk Management and Insurance.

MEADOWS SCHOOL OF THE ARTS. Advertising (Account Management, Creative). Art. Art History. Cinema/Television. Corporate Communications and Public Affairs. Dance. Film. *History of Visual and Performing Arts*. Journalism (Broadcast News, Internet, News Editorial). Music. Music Composition. Music Education with Teacher Certification. Music Performance. Music Therapy. *Photography*. Theatre (Acting, Theatre Studies).

SCHOOL OF ENGINEERING. Computer Engineering. Computer Science*. Electrical Engineering*. Electrical Engineering with Communications and Signal Processing, Computer, Microelectronics and Photonics, or Telecommunications Specializations. Environmental Engineering. Environmental Science with Engineering Emphasis*. Management Science*. Mechanical Engineering*. Mechanical Engineering with Environmental or Manufacturing Specializations.

*Includes premedical or biomedical options.

ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT. *Teacher Education (levels EC-4, Grades 4-8, Grades 6-12 or 8-12)*. Applied Physiology and Sports Management.

TRANSFER OF CREDITS EARNED BEFORE ENROLLING AT SMU

Acceptable transfer credits apply toward degree requirements at SMU. SMU credit is awarded for work passed with a grade of C- or better at an accredited college or university. Each department determines applicability of transferred credit for the requirements for its majors and minors.

Credit for college-level courses taken concurrently with high school work is granted if each of the following conditions is met:

- The course must be completed at an accredited school.
- The course was passed with a grade of C- or better and is comparable in content with a course offered at SMU.
- The course must be submitted on an official college transcript.

TRANSFER OF CREDITS EARNED AFTER ENROLLING AT SMU

After enrollment at SMU, students wishing to fulfill degree requirements through transfer work should obtain prior approval from the Office of the Dean and the chair of the appropriate academic department. Students who fail to get prior approval for transfer work can petition later for transfer credit, but they have no assurance that it will be awarded. In certain cases, such as first-year Rhetoric and Mathematics, permission is not granted. A maximum of 30 transfer hours following matriculation may apply to an SMU degree.

ACADEMIC PROGRESS AND REPORTS

Normal progress toward a degree requires the successful completion of a minimum of 15 credit hours each term, plus two terms of Wellness credit. Satisfactory academic performance also requires achievement of a cumulative grade point average (GPA) of at least 2.00 (in a 4.00-point system). Academic progress is monitored by both the academic advisor and the Records Office of the Dean.

Academic progress is communicated to students by means of several periodic reports. These include:

GRADE REPORTS are available online via ACCESS.SMU at the end of each term.

ACADEMIC WARNING REPORTS are issued at mid-term in the fall and spring of the first and second year. They indicate courses in which the student's progress is less than satisfactory (C-, D, or F), and are sent to the student's local address.

DEGREE PROGRESS REPORTS are available to each student online via ACCESS.SMU.EDU. This report summarizes completed academic work and relates it to degree requirements for the student's program.

ACADEMIC PROBATION

A student whose cumulative SMU grade point average falls below 2.00 will be placed on academic probation for one term, not counting inter-terms or summer terms.

Students placed on academic probation are precluded from participating in extracurricular activities or any other campus activity that might interfere with their academic efforts during the term.

ACADEMIC SUSPENSION

First-year pre-major students who have not achieved at least a 2.00 cumulative SMU grade point average by the end of their second regular term at SMU will be suspended.

Suspended students are notified via SMU email and by letter from the Associate Dean mailed to the student's permanent address. Suspension is for a minimum of one regular term, not counting inter-terms or summer terms. Credits earned at another college or university during a term of suspension will not be applied toward an SMU degree.

A student who has been suspended may apply for readmission after one term, but readmission is not guaranteed.

DEDMAN COLLEGE ADVISING CENTER

DEDMAN COLLEGE ADVISING CENTER

214-768-2291

108 Clements Hall

Mailing Address: P0 Box 750272, Dallas TX 75275-0272

Fax: 214-768-3056

smu.edu/dedman/advise

MISSION

- To assist students in making informed academic choices based on their interests, abilities, plans, and career goals.
 - To advise pre-majors on scheduling courses, making schedule changes, choosing a major, fulfilling degree requirements, making petitions, and other academic questions and concerns.
 - To act as mentors and guides to other resources on campus for helping students in all aspects of their college experience.
-

NOTE: ALL UNDERGRADUATE STUDENTS MUST MEET WITH THEIR ACADEMIC ADVISOR IN ORDER TO ENROLL, AND ALL STUDENTS SHOULD MEET WITH THEIR ADVISOR IN ORDER TO ADD OR DROP A COURSE. FAILURE TO DO SO MAY DELAY PROGRESS TOWARD THEIR DEGREE.

FACULTY/STAFF

The university's advising staff consists of the following: Associate Dean of Student Advising; 15 academic advisors, including specialists in pre-law, pre-medical studies, University Honors, and Dedman College major fields of study. One administrative assistant serves as a unified point of contact.

All first-year students are assigned to professional academic advisors in the Advising Center who are specially trained to work with new students. All advisors are prepared to assist undecided students in the selection of majors.

Students are advised at the center until they officially declare a major and are accepted into a specific degree program. After this, students are assigned to advisors in their specific school who, in most instances, are faculty members in the department in which the student is majoring.

ACADEMIC ADVISING IN UNDERGRADUATE SCHOOLS

Each of the four undergraduate schools has appointed faculty and staff members to advise students within their particular majors.

Because of SMU's low faculty-to-student ratio, department heads and faculty members are easily accessible to students. Professors also serve on committees, such as the Health Professions Recommendation Committee, which counsels and advises premedical students. Faculty members serve as informal mentors, as well as official advisors. In many cases, SMU students and faculty members form friendships that can last a lifetime.

ACADEMIC SUPPORT PROGRAMS

Q. What if my student begins to have difficulty in a class?

A. In addition to the Dedman College Advising Center, SMU offers several resources to help students succeed in our academically challenging degree programs.

SMU's academic support services are available to all students, not only those who may be experiencing difficulty in one or more courses. SMU students seek academic assistance for various reasons, including: to learn how to learn more efficiently; to pursue successfully two or more majors; and to balance academic work and many time- and energy-consuming extracurricular activities. The University strongly encourages all students to take advantage of the many resources available to them. Typically, students should first talk to their professors. Professors often can identify the source of a problem and suggest effective ways of overcoming it. Students also should speak with their academic advisors about which University resources may be most appropriate for and helpful to them.

ALTSHULER LEARNING ENHANCEMENT CENTER (LEC)

Student Appointments: 214-768-3648

Business Office: 214-768-6725

Writing Center: 214-768-4253

Director: 214-768-3292

Associate Director for DASS: 214-768-1918

202 Paul B. Loyd, Jr. All-Sports Center

Mailing Address: PO Box 75201, Dallas TX 75275-0201

www.smu.edu/alec

MISSION

- To help students become more independent, self-confident, and efficient learners.
- To help them respond effectively to specific academic challenges, to articulate and attain their own educational goals, and to succeed at any level of the undergraduate curriculum.

STAFF

Thirteen full-time professional staff members, three part-time staff, three administrative assistants, and approximately 80 paid, trained student tutors.

OVERVIEW OF SERVICES

Each year, approximately 33 percent of our undergraduates take advantage of LEC programs, courses, and services. All LEC offerings are available at no cost to full-time undergraduate students. Some services are available by appointment; others are available on a drop-in basis. Students may be referred to the LEC by their advisors, faculty, or Resident Assistant (RA), but most students simply choose to come on their own.

TUTORING SERVICES. The LEC offers subject-specific tutoring in most first- and second-year courses. Tutorials are offered in individual, small group, and review session formats. The tutor schedule changes regularly, and updates can be found at the LEC website.

WRITING CENTER. English department faculty members assist students at any stage of the writing process – from planning a draft to learning from previously graded papers.

WORKSHOPS. Each term, the LEC offers approximately 20 study strategy workshops. Among the topics covered are Note Taking, Time Management, Test-Taking Strategies, and Textbook Study-Reading.

ORACLE (OPTIMUM READING, ATTENTION, COMPREHENSION, AND LEARNING EFFICIENCY).

Each academic year, hundreds of SMU students take this one credit course to develop

advanced reading and learning techniques. Students can register for ORACLE at the same time they register for their other courses. ORACLE is listed in the catalog as EDU 1110. Two sections every fall are reserved for pre-med students.

ACADEMIC COUNSELING. Five full-time staff members are available to meet with students to work individually on study strategies. Two of these five are specialists in working with students with learning differences.

DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES (DASS)

The mission of the LEC's DASS team is to provide individual attention and support to students with disabilities. They both assess the unique needs of students with disabilities and assist them in identifying and taking advantage of all viable campus resources. A staff of five provides academic accommodations and support to students with disabilities who may need assistance with any aspect of their campus experience, including accessibility, testing, and academics.

Individual academic support is provided for students with documented learning disabilities and AD/HD. Assistance is available in the areas of transitioning, learning strategies instruction, coaching, educational planning, and self-advocacy. Students with LD and AD/HD also may enroll in a section of ORACLE tailored to meet their unique needs, participate in a peer-mentoring program, and obtain individual, course-specific tutoring. For more information regarding academic support services available for students with learning disabilities or AD/HD, please contact the LD Specialists directly at 214-768-4773.

Please note that it is the students' responsibility to establish eligibility for these services and accommodations. Students (1) must request services themselves, by phone or in writing, and (2) must submit appropriate, current documentation (our guidelines for documentation are posted at <http://www.smu.edu/alec/dass>). In their requests, students should indicate what kinds of assistance they think they may need, and provide information on how to be contacted after the documentation is reviewed. Because it takes time to review documentation of a disability, it is essential that students submit their documentation early. NOTE: Since submitting documentation to Admissions is not considered a request for services and does not ensure that the documentation is forwarded to this office, students should submit documentation directly to the DASS office. Once a student has been found eligible for services and upon student request, notification of the student's needs will be provided in a letter format for distribution to the student's professors.

For more information regarding academic support services available for students with disabilities, please contact the Associate Director directly at 214-768-1918.

ACADEMIC RESIDENT ASSISTANTS (ARA) PROGRAM

214-768-1006 A-LEC Coordinator

214-768-2221 RLSH Coordinator

MISSION

To provide academic support services directly to first-year students in residence halls, SMU has gone a step beyond many schools by implementing this innovative program, which is a joint project of Residence Life and Student Housing (RLSH) and the Altshuler Learning Enhancement Center (L.E.C.).

Academic Resident Assistants are returning students who are committed to fostering an academic environment in the residence halls. These students, most of whom previously served as RAs, live in the first-year residence halls, provide academic counseling and study strategies advice to students on an individual basis, and work with the area director and -resident assistants to facilitate academic programming in the halls. Each spring, the ARAs host the Academic Excellence Banquet celebrating the accomplishments of first-year students earning GPAs of 3.75 and above.

ACADEMIC ENRICHMENT PROGRAMS

MISSION

- To stimulate and challenge students to excel.
- To offer an added dimension to their education.
- SMU offers students numerous experiences and opportunities for academic enrichment.

UNIVERSITY HONORS PROGRAM

214-768-2813

G02B Clements Hall

Mailing Address: PO Box 750283, Dallas TX 75275-0283

www.smu.edu/univhonors

www.smu.edu/honors (portal for all honors-related programming at SMU)

Entrance to the University Honors Program is by invitation. Students may also apply for Honors consideration directly on the University Honors website after one semester of course work at SMU. Opportunities include:

- Smaller discussion based classes
- Creative classroom activities
- The Honors Written English sequence of two courses - taken first and second semester
- Honors courses in Perspectives and Cultural Formations categories of the General Education Curriculum - for a total of seven
- Special events designed specifically for Honors students throughout the year
- The Gartner Honors Lecture Series providing interaction between Honors students and distinguished visitors to campus
- Opportunities for international study through Honors Program Study Abroad Scholarships and Richter International Fellowships
- Optional residence in the Virginia-Snyder Residence Hall, the Honors Residence Hall
- Participation in a lively intellectual community both inside the classroom and out

SCHOOL/DEPARTMENTAL HONORS PROGRAMS

Admission is based on superior academic performance. Some programs require specific sequences of course work; others involve an Honors thesis or independent research.

SMU EDUCATION ABROAD

214-768-2338

216 Blanton Student Services Building

Mailing Address: PO Box 750391, Dallas TX 75275-0391

www.smu.edu/studyabroad

SMU Abroad provides students with an array of learning opportunities beyond the borders of the United States. Such opportunities include study abroad, research, internships, service and volunteer programs, and SMU-sponsored travel. The mission of SMU Abroad is to broaden the global perspective of the SMU community by facilitating overseas experiences that enhance academic achievement, enrich lives, increase career potential and prepare SMU graduates for citizenship in a global society.

Experienced leadership and solid academic content characterize SMU Abroad programs. Program locations include sites in Africa and the Middle East, Asia and the South Pacific, Europe, Latin America and the Caribbean. Program lengths vary from academic year, fall or spring semester programs to short term programs, such as summer and J Term programs and weeklong study tours embedded in on-campus courses.

Enrollment in SMU Education Abroad programs is open to undergraduate students who have completed their first year of studies. Prerequisites vary by program. Students should discuss their interest with their advisors as early as possible to take advantage of the many abroad opportunities. Students are encouraged to stop by the SMU Abroad Office in the International Center to explore the more than 100 programs opportunities, attend an SMU Abroad 101 Info Session, or meet with an SMU Abroad staff member.

SMU-IN-TAOS AT FORT BURGWIN

Dallas Office: 214-768-3657 • Fort Burgwin Office: 575-758-8322

338 Blanton Student Services Building

Mailing Address: PO Box 750145, Dallas TX 75275-0145 • smu.edu/taos

SMU-in-Taos at Fort Burgwin is a 300-acre campus in the heart of the Sangre de Cristo Range of the Rocky Mountains near Taos, New Mexico. It offers students the opportunity to study in a setting of unsurpassed natural beauty, a unique confluence of cultures, and one of the nation's most vibrant centers for the visual and performing arts.

SMU-in-Taos presently offers summer course opportunities and is expanding its curricular offerings during the Fall Semester beginning in 2011. During summers, students may apply for admission to May, June and/or August Term courses for academic credit in the humanities, natural and social sciences, and the fine and performing arts. Course offerings change each year, with many courses fulfilling SMU General Education course requirements. Summer semester course listings and application information are posted each year by November 1 on our website as well as in printed form for pick up in our office.

Admissions for May Term are highly competitive. Applications are screened by a panel of faculty members for admission to the program. June and August admissions operate on a rolling basis until courses are filled.

Beginning in fall 2011, SMU-in-Taos will once again offer a full, 16-credit fall semester on the Fort Burgwin campus. Students will be selected by a university committee to participate in this distinctive educational opportunity. Curricular offerings are designed for upper-class participants, emphasizing various departmentally-required courses. Application to the fall semester will commence in February 2011 and will be limited to 50 students selected by a university committee.

The SMU-in-Taos campus features student and faculty housing, dining hall, computer center, exercise facility, auditorium, laundry and classroom facilities. Recreational opportunities on campus include tennis and basketball courts, a sand volleyball court and beautiful area hiking and biking trails.

Adult education courses are also an integral part of the SMU-in-Taos educational offerings. Each July the SMU-in-Taos Cultural Institute offers intermittent non-credit short courses for adults. Explore the deep past through the archaeology of the southwest, the unique botany of the Taos area, or the thrill of flyfishing over the course of a long weekend in Taos. All courses are taught by SMU faculty who are specialists in their fields of study. Courses include social as well as educational opportunities. Additional information may be found on our website, or by calling the telephone numbers, listed above.

Q. What is ACCESS.SMU?

A. ACCESS.SMU is an online self-service site that allows your student to access various types of information in real time. Your student will use ACCESS.SMU to enroll for classes each term and to drop and add courses. Your student will be able to view his or her grades as they are posted by the faculty at the end of the term. Your student can also view current charges and see payments to their student account. Students also use ACCESS.SMU to update address information for themselves and their parents.

Q. Will my student have an SMU e-mail account?

A. Yes, your student has received their SMU e-mail address and password. This e-mail account is the official address for SMU electronic communication. Students will be sent their invoice of charges each semester to this SMU e-mail address as well as other essential information from the University.

DIVISION OF ENROLLMENT SERVICES

ENROLLMENT SERVICES

General Information: 214-768-3417

212 Blanton Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

enrol_serv@mail.smu.edu

www.smu.edu/enrollment_services/

MISSION

- To provide seamless, holistic service to students – both matriculated and prospective – and the people who assist them in their pursuit of higher education.

UNDERGRADUATE ADMISSIONS

General Information: 214-768-3417

200 Blanton Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/admission

MISSION

- To serve as primary contact for prospective students.
- To process and evaluate undergraduate admission applications.
- To determine admissibility and eligibility for SMU scholarships.

ADMISSION DEPOSIT. The Admission deposit is \$550. \$200 is applied to the actual tuition charge, \$100 is an advanced housing payment, and \$250 is the matriculation fee.

DEADLINE FOR HEALTH FORM. All new students must have a completed medical history form on file with the University Health Center before they are eligible to register. Proof of meningitis immunization is required a minimum of 10 days prior to moving into on-campus housing.

FINANCIAL AID

General Information: 214-768-3417

119 Blanton Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/financial_aid

MISSION

- To counsel students and parents on the financial aid process and programs (federal, state, SMU).
- To determine financial aid eligibility by considering factors such as documented financial need and state residency.
- To award financial aid in accordance with program requirements.

APPLYING FOR FINANCIAL AID. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and the CSS Financial Aid/PROFILE® at profileonline.collegeboard.com. For priority consideration of institutional aid, both the FAFSA and PROFILE must be filed by May 1 (February 15 for First Year students).

CONFIRMATION OF COMPLETED APPLICATION. The federal processor will email the student confirmation that the FAFSA was processed. If SMU was listed on the FAFSA and PROFILE, then SMU will receive your FAFSA information electronically.

TYPES OF FINANCIAL AID AVAILABLE. Students will be considered for all federal, state (Texas residents only), and SMU need-based funding. These programs are awarded on the basis of documented financial need and funding availability.

NOTIFICATION OF AID. Generally, award notifications begin to be emailed to the student's SMU webmail account by the 1st week of June for returning students. SMU must receive and review your electronic FAFSA, PROFILE and verification must be completed before mailing an award letter.

COMPLETING THE PROCESS. The award notification provides details regarding financial aid as well as online links to instructions on how to respond to SMU's offer. Please read and review this information and instructions carefully. If you have questions, contact your student's Financial Aid Advisor.

Before each term begins, scholarships and grants are applied to a student's account. If you have applied for and completed necessary loan processing, those funds will be applied to your student's account when received from the Department of Education.

GRANTS VS. LOANS. Grants are gift aid and do not have to be repaid. Loans must be repaid.

SPECIAL CIRCUMSTANCES. Contact your student's Financial Aid Advisor to discuss any special or unusual circumstances as well as any changes in your financial status once aid is awarded.

ON-CAMPUS EMPLOYMENT. There are many jobs for which your student can apply by checking the Student Employment website: www.smu.edu/financial_aid/StEmploy.asp. Students will be paid bi-weekly for the hours they work. Federal Work Study earnings will not be applied to your student's account.

Q. We have filed our FAFSA and PROFILE and viewed the student's Financial Aid Awards, is there anything else I need to do to make sure that the money is there in the Fall?

A. The only other thing you will need to complete is the loan application if your student is receiving any kind of loan as part of the financial aid package. The information for this is found under the Loan Programs section of the Financial Aid website, and you are able to complete the loan process online through Loans by Web. The web address may also be found on our Financial Aid website.

UNIVERSITY BURSAR

General Information: 214-768-3417

101 Blanton Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/bursar

MISSION

- To assist students with account inquires.
- To counsel students and parents on payment options.
- To send invoices.
- To apply payments to accounts.
- To manage Perkins and institutional loans.

TUITION PAYMENT PLAN. SMU offers a monthly payment plan through TuitionPay. This plan does not involve a loan, there are no interest charges and Tuition Protection Coverage is available. Enrollment begins in June. For details please contact TuitionPay directly at 1-800-635-0120 or visit www.TuitionPay.com.

INVOICES AND STATEMENTS. Your student will receive an invoice notification at their University issued e-mail address after enrolling for classes each term. If he/she incurs other charges during the term, a statement notification will be sent to this SMU e-mail address as well.

METHODS OF PAYMENT. Bills may be paid with cash, personal check, cashier's check, money order, traveler's checks, and credit cards. You may wire your payment or pay with a credit card at www.smu.edu/webpay.

PAYMENT OPTIONS. SMU has entered into a partnership with Sallie Mae BOS to provide you with an electronic payment option. Students can enter this system through ACCESS.SMU. Just login and click on my SF eSpace. This gives the student access to make an electronic payment, set up other authorized payers and view the summary of the statement/invoice.

OTHER PAYER. If your student has sent you an “Invite Other Payer” invitation and you created an account and password, you may make a payment on your student’s account by clicking OtherPayer. To “Invite Other Payer” student should click instructions to Invite Other Payer. When student invites Other Payer, the invited payer will receive an e-mail from their student, which will contain an Activation Number and a URL to be used to create an Other Payer. The invited payer will then activate their account for future use.

eCHECK. The student (or an other payer) will be able to make payments online by check.

eCREDIT CARD. Southern Methodist University does not directly accept credit card payment for student accounts. You do have the option to pay by credit card (MasterCard, American Express, Discover) through an outside vendor. Credit card payments are processed through Sallie Mae BOS. If you choose this option, a “service charge fee” will be added for each transaction. The “service charge fee” is 2.65% and is subject to change with a 30-day notice. The amount of the Service Charge and payment will appear as two charges on your credit card statement. The Service Charge is not assessed by SMU. The Service Charge is non-refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

eBILLING. SMU Office of the University Bursar has gone paperless. All invoices and statement notifications of student charges will be sent to the student’s SMU E-mail account. When students setup an other payer, the student or other payer can enter an email address. A bill notification will be sent to all email addresses entered. This will allow the student (or an other payer) to view charges, print a bill (if needed), and pay online.

PAYMENT DEADLINES. Payment for tuition, general student fees, on-campus room and board, and any optional fees are due before the beginning of each term. You may also call the Division’s general number, 214-768-3417, for information. A detailed listing of tuition, fees and due dates are posted on the SMU Bursar website, www.smu.edu/bursar.

COMPREHENSIVE FINANCIAL INFORMATION. We highly recommend students and parents review SMU’s Financial Information on the Bursar’s website.

ENROLLMENT, STUDENT RECORDS AND ACADEMIC CEREMONIES UNIVERSITY REGISTRAR

University Registrar

E-mail: registrar@smu.edu

General Information: 214-768-2038

101 Blanton Student Services Building

P O Box 750181, Dallas TX 75275-0181

smu.edu/registrar smu.edu/catalogs

PRIMARY DUTIES

- Publishing the Schedule of Classes each term
- Conducting student enrollment, schedule changes and withdrawals
- Evaluating transfer courses
- Maintaining official student records - biographical and address information, academic records with grades and degrees earned
- Issuing official certifications of enrollments, degrees and other academic records information
- Issuing official transcripts and diplomas
- Serving as the Veterans Affairs liaison and certifying claiming veterans
- Issuing Diploma Certifications and Apostilles
- Publishing the Honor Roll each term
- Sponsoring the Tau Sigma Honor Society for transfer students
- Conducting Academic Ceremonies - Opening Convocation, December Graduation, Honors Convocation, Baccalaureate and Commencement

SELECTED PROCEDURES AND POLICIES

STUDENT FILE NUMBER. A student's SMU identification number is an eight-digit number assigned by the University. The SMU ID number should be furnished on all forms when requested, as it is the primary means for identifying the student's academic records and transactions related to the records.

NAME CHANGE. A student who has a change in name must provide his or her Social Security card or the form issued by the Social Security Administration. Enrollment or records services for the student under a name different from the last enrollment cannot be accomplished without the above documents. All grade reports, transcripts and diplomas are issued only under a person's legal name as recorded by the University registrar.

MAILING ADDRESSES, TELEPHONE, E-MAIL ADDRESS AND EMERGENCY CONTACT. Each student must provide the University registrar with a current home address, telephone number, a local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety or physical or mental well being, and to provide these contacts with information related to the situation.

Undergraduate students are also required to provide their parents' current home addresses and telephone numbers. Students who are independent may file an exception to the parent requirement by contacting the University registrar.

Students are expected to keep current all their addresses and telephone numbers, including emergency contact details through Access.SMU, the University's web-based self-service system. Changes to parent information should be reported on the web form found at www.smu.edu/registrar/index_current_students.asp. Students may be prevented from enrolling if their information is insufficient or not current.

The University issues all students an e-mail address. Students may have other e-mail addresses, but the University-assigned e-mail address is the official address for University electronic correspondence, including related communications with faculty members and academic units (except for distance education students).

Official University correspondence may be sent to students' mailing addresses or SMU e-mail addresses on file. It is the responsibility of students to keep all their addresses current and to regularly check communications sent to them as they are responsible for complying with requests, deadlines and other requirements sent to any of their mailing addresses on file or to their SMU e-mail.

CELL PHONES

The University requests that students provide cellular telephone numbers as they are one means of communicating with students during an emergency. Cellular telephone numbers may also be used by University officials conducting routine business.

Students who do not have cellular telephones or do not wish to report the numbers may declare this information in lieu of providing cellular telephone numbers. However, students may be prevented from enrolling if their cellular telephone numbers are not on file or if they have not declared "no cellular telephone" or "do not wish to report cellular number."

CHANGE OF ADDRESS. Students who have a change in their home and mailing address while attending SMU should update the change immediately on Access.SMU. If a parent address needs to be changed, parents will need to go to http://smu.edu/giving/address_updates.asp and follow the instructions to complete the change.

SECOND PARENT ADDRESS. SMU will send University information to a second parent address when the mother and father live at separate addresses. If students want to list two parent addresses or make any other changes, they or their parents will need to update this information by following the instructions on http://smu.edu/giving/address_updates.asp.

ENROLLMENT IN CLASSES. When students enter their school of record and into a specific degree program, they are assigned an academic adviser. Students should consult with the

adviser for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisers normally will have established office hours. The Offices of the Academic Deans monitor progress and maintain official degree plans for all students in their schools. Students should schedule conferences with staff in the dean's office upon admission to the school and prior to their final term to ensure that they are meeting all general education and graduation requirements.

The fall, spring and summer terms each have an enrollment period during which the formal process of enrollment in the University is completed. Prior to each enrollment period, the University registrar will publish enrollment instructions. To assist new and readmitted students in making a comfortable, satisfying transition to University academic life, programs of academic advising, enrollment and orientation are conducted in May or June, July, August and January. Information concerning the programs is distributed by the Office of New Student Programs.

Each student is personally responsible for complying with enrollment procedures and for the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete an Enrollment Discrepancy Petition. Petition instructions are available on the Web at www.smu.edu/registrar. Petitions are to be submitted to the record offices of the appropriate academic deans within six months of the term in which the discrepancy appeared. Petitions submitted later than six months after the discrepancy may not be considered..

STOP ENROLLMENT/ADMINISTRATIVE WITHDRAWAL. Insufficient or improper information given by the student on any admission or enrollment form, or academic deficiencies, disciplinary actions and financial obligations to the University, can constitute cause for the student to be determined ineligible to enroll or to be administratively withdrawn.

SCHEDULE CHANGES. The deadline for adding courses, dropping courses without grade record, and changing sections for each enrollment period is listed in the Official University Calendar. Students are encouraged to seek assistance from their advisers when considering whether to add or drop a course. A student may drop a course with a grade of W (withdrew) through approximately midterm by using the student Access. SMU Self-Service. The specific deadline is listed in the Official University Calendar (www.smu.edu/registrar).

After the deadline date in the Official University Calendar, the student may not drop a class. All schedule changes must be processed by the deadline date specified in the Official University Calendar. Schedule changes are not complete for official University record purposes unless finalized in the Office of the University Registrar.

WITHDRAWAL. A student who wishes to withdraw (resign) from the University before the end of a term or session must initiate a Student Petition for Withdrawal form through his/her academic dean/records office. The petition will be forwarded to the Division of Enrollment Services-University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the Registrar's Office. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal.

Reduction of tuition and fees is based on the schedule listed in the publication Financial Information: Southern Methodist University, which is found at www.smu.edu/bursar, and is determined by the effective date of the withdrawal. This information is also available online at www.smu.edu/registrar. Students receiving financial aid should refer to the Financial Information section of the catalog.

The enrollment of students who withdraw on or before the fifth day of regular classes as listed in the Official University Calendar will be canceled. Courses and grades are not recorded for canceled enrollments. A student who withdraws after the fifth class day will receive the grade of W in each course in which enrolled.

Medical withdrawals provide a daily pro rata refund of tuition and fees, and have

conditions that must be met prior to re-enrollment at SMU. Medical withdrawals must be authorized by the Medical Director; Psychiatric Director; Counseling and Psychiatric Services Director; Dean of Student Life; or Vice President for Student Affairs. Authorization must be obtained no later than the University's withdrawal date for the term.

Students who live in University housing must obtain clearance from the Office of Housing. **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. A leave of absence is generally a temporary departure from the institution— a "time out" which may be necessary during a student's undergraduate career. However, permanent withdrawals from SMU will also be processed under the Leave of Absence Policy. In addition, students who participate 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 helps all respective offices at SMU monitor a student's leave and have a formal centralized record of the status for all students who are not currently enrolled.

Students may elect to take leaves of absence for a variety of reasons, including: medical reasons due to accident or illness; family crises or some other personal situation that requires them 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 time to refocus on college work.

Typically, a leave of absence is for one semester or one academic year. A leave may be extended by contacting the student's academic department representative. The process to return to SMU after a leave of absence period is not difficult if a student has gone through the steps to file for a leave of absence and plans ahead for his/her return. Following these guidelines helps assure that: degree requirements outlined in the catalog of record when a student initially matriculated at SMU still apply on his/ her return; financial aid processing is in place; and, support a student needs to successfully return to SMU and finish his/her undergraduate degree is available.

Students planning a leave of absence should first arrange an appointment to meet with their academic adviser who will assist with this process. The Leave of Absence form, policy and manual are also located online at www.smu.edu/registrar.

PASS/FAIL OPTION. Students may take one course per term on a pass/fail basis for a maximum total of 12 credit hours. However, students should consult the detailed information in the undergraduate catalog and consult with their advisors before declaring this option, because not all courses may be taken on this basis.

CLASS ATTENDANCE. Regular class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student's standing in the course. These policies may include dropping a student from the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

The satisfactory explanation of absence does not relieve a student from responsibility for the work of the course during his or her absences. A student who misses an announced test, examination or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor's convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student's grade.

Students may be dropped by a course instructor or academic dean for nonattendance or tardiness with a grade of W until the calendar deadline to drop. After the deadline, students must remain enrolled in the course. Dedman students who miss two successive class meetings during the official add-drop period at the beginning of each term are subject to being dropped from the class. To avoid this possibility, students should contact the instructor or the department concerned immediately following such a series of absences.

A student who has a passing grade in a course at the time of the final examination but misses the examination and satisfies the dean that the absence was unavoidable may secure from the dean permission to take the examination at a time convenient for the instructor.

MANDATORY DECLARATION OF MAJOR. Students officially declare their major when they have made a firm choice and when they have met the specific program entrance requirements for their intended school and department. For most students, the declaration of the major occurs in the sophomore year. Students are expected to qualify for and to declare a major no later than upon completion of 75 term hours, including credits by examination and transfer credits, in order to continue their studies at SMU.

CHANGE OF ACADEMIC PROGRAM. Undergraduate students who desire to change their academic programs – that is transfer from one school to another within the University, change their degree objective, change their major, or change their minor – first should apply to the academic dean of the school in which they are currently enrolled. Students can change their academic program at any time during the term. The program change is effective on the date received, approved and processed. However, changes should be made at least three weeks prior to enrollment for the term for the change to be effective for that enrollment.

CONCURRENT DEGREE PROGRAMS. Students can simultaneously earn two degrees from two schools of the University with approval of the academic dean of each school. The requirements for each degree must be met. Students should meet with advisers in both schools at an early date to prepare a proposed plan of study and to complete the processing of all necessary forms.

TRANSCRIPT SERVICE. A transcript is an official document of the permanent academic record maintained by the University registrar. The permanent academic record includes all SMU courses attempted, all grades assigned, degrees received and a summary of transfer hours accepted. Official transcripts and certifications of student academic records are issued by the University registrar for all students of the University. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the coursework was taken.

Transcripts are \$11.25 per copy. Additional copies in the same request mailed to the same address are \$3. Additional copies mailed to different addresses are \$11.25 a copy. Requests may be delayed due to outstanding financial or other obligations or for posting of a grade change, an earned degree or term grades.

Transcripts should be requested on-line at www.smu.edu/registrar. Once on the registrar's page click on Transcript Requests and follow the instructions. Your request will be processed through the National Student Clearing House. Telephone and e-mail requests are not accepted. Students may pick up their transcripts in person at the Registrar's Service Counter, 101 Blanton Building. No partial or incomplete transcripts including only certain courses or grades are issued. Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University.

SMU is permitted, but not required, to disclose to parents of a student, information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code.

Transcripts may be released to a third party as specified by the student on the Student's Consent for SMU to Release Information to Student's Specified Third Party form accessible at <http://smu.edu/registrar/ferpa/forms.asp>.

RELEASE OF ACADEMIC INFORMATION TO PARENTS. The Family Educational Rights and Privacy Act of 1974 (FERPA) states that no personally identifiable information from a student's education records will be disclosed to any third party, including parents, without written consent from the student. SMU understands that many undergraduate students want to allow their parents access to all or some of their education records. Students have the ability to provide their consent for this access to their records by using the Release of Education Records feature in the self-service component of Access.SMU, SMU's student information system. Once release authorization is granted some records are available on-line through the parents own confidential access to Access.SMU. Other records are available by contacting the office holding the records. Parents are encouraged to discuss with their student this feature to establish the authorization for them to view and receive information

from the student's education records. FERPA also permits, but does not require, SMU to disclose to parents of a student information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code. The parent must complete a declaration of student dependency form along with a written request for the records. The dependency form can be found at http://www.smu.edu/registrar/forms_library.asp.

CLASSIFICATION OF STUDENTS.

First Year	00-29 term hours earned
Sophomore	30-59 term hours earned
Junior	60-89 term hours earned
Senior	90 or more term hours earned

TERM-HOUR LOADS. The unit of measure for the valuation of courses is the term “hour,” i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations). Usually each lecture presupposes a minimum of two hours of preparation on the part of students. Most courses are valued for three term credit hours, i.e. three lecture hours per week and an additional six hours of presumed preparation.

A full-time load in the fall, spring and summer terms is 12 hours for undergraduates. Persons who enroll for fewer than these minimum hours are designated part-time students. The normal undergraduate enrollment for each of the regular terms is 15 term hours. An undergraduate student enrolled in an Engineering Co-op course or enrolled for six hours of student teaching is considered a full-time student.

Cautionary note: Federal financial aid and some other outside agencies require 12 hours of enrollment for full-time status and do not make exceptions for co-op or student teaching enrollments. Students on financial aid should consult a Financial Aid adviser regarding minimum enrollment requirements for their situation.

GRADES. The grade for an academic course is determined by the instructor.

Grade	Points per Term Hour	
A	4.00	Excellent Scholarship
A-	3.70	Excellent Scholarship
B+	3.30	Good Scholarship
B	3.00	Good Scholarship
B-	2.70	Good Scholarship
C+	2.30	Fair Scholarship
C	2.00	Fair Scholarship
C-	1.70	Fair Scholarship

Grade	Points per Term Hour	
D+	1.30	Poor Scholarship
D	1.00	Poor Scholarship
D-	0.70	Poor Scholarship
I	*	Incomplete
NC	*	No Credit Received
W	*	Withdrawal
X	*	No Grade Received in Registrar's Office

* Not included in grade point average.

INCOMPLETE (I) GRADE. A student may receive this grade if he or she has passing work on at least 50% of the course requirements but, for some justifiable reason acceptable to the instructor, the student has been unable to complete the full course requirements. At the time an “I” is given, the instructor must stipulate in writing to the student and to the University Registrar the requirements and completion date that are to be met and the grade that will be given if the requirements are not met by the completion date. The maximum period of time allowed to clear the Incomplete grade for an undergraduate course is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month deadline, the “I” will be changed to the grade provided by the instructor at the time the Incomplete was assigned, or to an “F” if no alternate grade was provided.

WITHDRAWAL (W) GRADE. The grade of W cannot be recorded unless completion of official drop or withdrawal process has occurred by the applicable deadline during the term of enrollment. Only the grade of W may be recorded if the student has officially dropped courses

from the schedule or withdrawn (resigned) from the University. The grade of W may not be revoked or changed to another grade, as the act of officially dropping/ withdrawing is irrevocable. The student's grades are available to the student through Access.SMU.

GRADES FOR REPEATED COURSES. Students who enter the University directly from high school may repeat up to three courses for which grades of D+ or lower were received, provided these courses were completed before or during a student's first two consecutive regular terms following matriculation (regardless of the student's enrollment or withdrawal).

"College Prep" courses completed a summer prior to matriculation are NOT eligible to be repeated under this rule. The grade from the repeated course, even if lower, will be the grade used to calculate the student's grade-point average. A course may be repeated only once under this policy, and it must be repeated within the next two regular terms (regardless of the student's terms of enrollment or withdrawal, but not counting a term of academic suspension) following the term in which the course was initially taken. Exceptions to the two-term restriction may be requested from the University registrar if the course is not taught again within that period. The student must declare which courses he or she will repeat under this policy with his or her academic dean by the 12th day of classes. Only the repeated course and not the initial credit hours count toward the number needed for graduation. Both the initial and the second grades are shown on the student's permanent academic record. Students are cautioned that for some purposes, such as admission into an academic program, both grades may be used.

In all other cases, students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be on the student's permanent academic record. Both grades will be included in the calculation of the grade-point average and in the determination of academic probation, suspension, honors and graduation. Only the repeated course and not the initial credit hours count toward the number needed for graduation.

The courses a student can repeat are determined by the school of record:

Dedman College. Students can repeat courses in which the original grade was D+ or below. Other requests to repeat courses can be made by petition in consultation with the academic adviser/department through the Dedman Dean's Office.

Cox School of Business. Students can only repeat courses in which the original grade was a D+ or below.

Meadows School of the Arts and Lyle School of Engineering. Students can repeat courses in which the original grade was a C- or below. Such courses can be repeated only once.

APPEAL OF GRADES

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor's denial of a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chairperson of the department in which the course was offered (or, in the case of a nondepartmental course, to a faculty agent designated by the dean of the school offering the course). After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean's decision to the provost. In their actions, the dean and the provost must respect the principle that the determination of a grade rests with the course instructor.

ACADEMIC ADVISING POLICY

Academic advising is an important process for each undergraduate student at SMU. All students must meet with their assigned academic adviser prior to enrolling for an academic term. At this time, the adviser will assist students in planning majors and minors, understanding their Degree Progress Reports and scheduling courses that will count towards their graduation requirements. After the initial required advising session, students are encouraged to seek assistance from their adviser when considering adding or dropping courses.

For an effective advising relationship, students must be prepared when meeting with their adviser. The student must initiate the advising appointment. Prior to the meeting, the student should obtain a Degree Progress Report through Access.SMU that provides detailed information concerning completion of degree requirements, and be familiar with different academic programs of interest. The adviser will give assistance to the student, but students have the final responsibility for the accuracy of their enrollment, the applicability of their courses towards their degree requirements, and their academic performance.

Students are assigned an academic adviser by their academic dean. Students who enroll without first meeting with their assigned academic adviser may be subject to sanctions including, but not limited to, the following: cancellation of the term enrollment and restriction from the self-service enrollment functions

ACADEMIC PROGRESS: PROBATION, SUSPENSION, REINSTATEMENT, DISMISSAL

The University's goal for, and expectation of, all undergraduate students is that they make regular and satisfactory progress towards their degree. There are three classifications that may apply when an undergraduate student is not making satisfactory academic progress: (1) Academic Probation; (2) Academic Suspension; or (3) Academic Dismissal. This policy sets out the standards and procedures for each of these classifications. In addition, a student who has been suspended may seek Academic Reinstatement under the standards set out in this policy.

ACADEMIC PROBATION

Academic Probation is a serious warning that the student is not making satisfactory academic progress. A student on Academic Probation is still eligible to enroll, and is considered "in good standing" for enrolling in classes and for certification purposes. In addition, Academic Probation is not noted in the permanent academic record. However, a student on Academic Probation may be subject to certain conditions during the period of probation, and will also be subject to Academic Suspension if he or she does not clear Academic Probation within the appropriate time period (usually by the end of the next term).

ACADEMIC SUSPENSION

Academic Suspension is an involuntary separation of the student from SMU. Academic Suspension is for at least one regular term. The term of suspension might be for a longer period depending on the policy of the school of record or the terms of the individual student's suspension.

The status of Academic Suspension is recorded on the permanent academic record. While on Academic Suspension, a student is not in good academic standing for certification purposes and is not eligible to enroll as a student. Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade-point deficiency must be made up in residence at SMU.

ACADEMIC REINSTATEMENT

A student who has been on Academic Suspension once may apply for reinstatement to SMU. If reinstated, the student may enroll in classes and is considered in good academic standing for purposes of certification. A student who is reinstated remains on Academic Probation until the conditions of Academic Probation are satisfied.

ACADEMIC DISMISSAL

A second suspension that is final results in an academic dismissal from the University. Academic Dismissal is final, with no possibility of reinstatement or readmission. Academic Dismissal is recorded on the permanent academic record.

Tips for Parents

Refer to the following tips to help you partner with your student to ensure a successful SMU experience:

- Deadlines are strictly enforced. It will be useful for you and your student to know the deadlines to 1) enroll for a term, 2) add courses without financial penalty, 3) drop courses with a full refund, 4) take a course as Pass/Fail or Credit/No credit, 5) drop a course with a non-punitive W, 6) withdraw from the University with W's, and 7) file for graduation.
- Ask your student to be sure to update his/her Emergency Contact information in Access.SMU and to provide a cell phone number. SMU has a state of the art emergency notification system that can be effective only if the necessary information is on file.
- Parents of new students, ask your student if he/she received an Early-Term Deficiency Report (sent out about the 4th week of classes) or a Mid-Term Deficiency Report (sent out about the 10th week of classes). If so, encourage a visit to his/her advisor to learn about resources on campus offering strategies to improve the deficiencies.
- Encourage your student to use the Altshuler Learning Enhancement Center at the first sign of difficulties or struggles in a course. It can become too late very quickly if they hesitate.
- Pay close attention to the deadline to drop a course with a non-punitive W. Once this deadline passes a student who is doing failing work may end up with a punitive grade of F. An F can severely damage your student's GPA.
- SMU uses a 4.000 Grade Point Scale. GPA's are truncated at three decimal places; example: a 3.4997687 becomes a 3.499.
- The Official Degree Honors cutoffs are announced each year in October. Cutoffs are determined by pooling all graduates from the previous three academic years and determining the GPAs that represent the top 5 percent, 10 percent, and 15 percent. First-year students can check this year's cutoffs and have a good indication of the minimum GPA needed to graduate with honors.
- A minimum of 12 credit hours of enrollment per term is required for full-time status. Exceptions are made for students participating in Engineering Co-op and Student Teaching. For enrollment certifications, status is typically determined on the day of the certification. A student who drops below 12 hours is no longer a full-time student.
- Be sure your student takes advantage of his/her academic advisor! Advisors are seasoned professionals who know policies and procedures, degree plans, resources on campus, etc.
- SMU makes great efforts to protect the confidentiality of your student's information. Although we collect your student's Social Security Number, its use is highly restricted. It is not used as the student ID. Your student will be issued an SMU ID number and password that they will use to access their information and to make transactions. The ID number is not confidential but like any account number it should be handled carefully. The SMU Password should be kept strictly confidential and never disclosed to anyone, not even the parent.
- At SMU, it is comparatively easy to earn additional majors, minors and degrees. Often, just a few summer courses are all that are needed. Have your student check with his/her advisor.

OFFICE OF STRATEGIC INITIATIVES AND STUDENT SUCCESS

General Information: 214-768-1719

100F Blanton Student Services Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

The Office of Strategic Initiatives and Student Success works in partnership with students, faculty, Student Affairs, and administrative offices to assist in the promotion of student academic success at SMU and to address conditions that may hinder this outcome. Individually and collectively the office works with students and serves as one of many resources available to them as they endeavor to navigate the SMU terrain.

SMU has a vested interest in the overall success of its students and does care about student learning, learning outcomes and the well-being of all students. SMU believes that every student who matriculates here has the potential to succeed in the earning of their college degree. It is our obligation as a university to facilitate this potential into the realization of an SMU degree.

OFFICE OF TRANSFER AND TRANSITION SERVICES

General Information: 214-768-7427

100E Blanton Student Services Building

www.smu.edu/transfer

SMU welcomes transfer students each year from colleges and universities around the world.

The diverse educational experiences of transfer students enhance our entire University community. New transfer students are invited to stop by the Office of Transfer and Transition Services with questions. Our goal is for every new transfer student to have a seamless move to the University. We want students to feel connected to their new school and know the many resources on campus available to make their transitions easier.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants to students the right to inspect, to obtain copies, to challenge, and to a degree control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar's FERPA website (<http://smu.edu/ferpa>). Policy 1.18 of the University Policy Manual, accessible at <http://smu.edu/policy> also discusses this law.

In general, no personally identifiable information from a student's education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as directory information may be released unless the student requested through Access.SMU Self Service that it be withheld; (2) Information authorized by student through Access.SMU Self-Service may be released to those individuals designated by the student; and (3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as defined by the Internal Revenue Code. For more information, visit <http://smu.edu/ferpa>.

RELEASE OF ACADEMIC INFORMATION TO PARENTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that no personally identifiable information from a student's education records will be disclosed to any third party, including parents, without written consent from the student. SMU understands that many undergraduate students want to allow their parents access to all or some of their education records. Students have the ability to provide their consent for this access to their records by using the Release of Education Records feature in the self-service component of Access.SMU, SMU's student information system. Once release authorization is granted some records are available on-line through the parents own confidential access to Access.SMU. Other records are available by contacting the office holding the records. Parents are encouraged to discuss with their student this feature to establish the authorization for them to view and receive information from the student's education records.

FERPA also permits, but does not require, SMU to disclose to parents of a student information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code. The parent must complete a declaration of student dependency form along with a written request for the records. The dependency form can be found at <http://www.smu.edu/registrar/forms.asp>. More information on FERPA is available at <http://www.smu.edu/FERPA>.

RESIDENCE LIFE AND STUDENT HOUSING

DEPARTMENT OF RESIDENCE LIFE AND STUDENT HOUSING

214-768-2407 Fax: 214-768-4005

101 Boaz Hall

Mailing Address: PO Box 750215, Dallas TX 75275-0215

housing@smu.edu

www.smu.edu/housing

MISSION

- To advance the goals and objectives of the University by creating residential communities which empower students to value learning, citizenship, and leadership.
- To develop and maintain, in collaboration with student residents and the University community, environments that:
 - are comfortable and well-maintained;
 - intentionally provide opportunities for students to grow and develop, especially as they wrestle with issues of identity, autonomy, and responsibility;
 - promote opportunities for students to connect with others and develop a strong and enduring sense of belonging; and
 - support classroom learning, in which students are moved to seek learning opportunities in the world around them.

The following is an overview of topics that are frequently of interest to parents:

HOUSING CONTRACT

SMU urges families to read and discuss the University housing contract, because it outlines students' rights and responsibilities. A signed housing contract is legally binding for the full academic year (fall and spring terms).

HOUSING REQUIREMENTS FOR FIRST-YEAR STUDENTS

Q. Why does my first year student have to live on campus?

A. Because the University considers the residential component of education important, all first-year students are required to live on campus. Exceptions are considered for those students who will be living at home with a parent or legal guardian in the DFW area. To request the exception, please complete a First Year Request to Live at Home Form (available from the Department of Residence Life and Student Housing). The Housing Contract is binding for the full academic year. Please review the housing contract for specific information. The University's first-year campus residency policy requires that students complete 24 SMU credit hours during the first two terms. Students who do not accomplish this by the end of the spring term may be required to live on campus for a second year.

HOUSING ASSIGNMENTS

If two first-year students want to live together, they can request to do so before June 1. Request must be mutual, made in writing and SMU ID# is required. Otherwise, roommates are determined by a computer program, which seeks to assign roommates based on preferences indicated on students' housing applications.

Students will receive their building assignments in early July and their roommate assignments in early August. According to University policy, roommates are not assigned or reassigned on the basis of race, religion, creed, national origin, or sexual orientation.

RESIDENCE HALL CHECK-IN

Residence halls officially open Saturday, August 21, 2010 at 9 a.m. Students attending Mustang Corral may check in on Wednesday, August 18 at their appointed time.

MAIL SERVICES/SHIPPING BOXES

Mail is not delivered directly to the residence halls. All students living in residence halls are required to have a mailbox at Hughes-Trigg Student Center. An \$80 nonrefundable fee is included in the residence hall rent. During AARO, SMU's new student registration process, first-year students may pick up their box number and combination. Students living off-campus **must** contact the SMU Post Office directly if they choose to rent a mailbox. If you plan to have items shipped to campus during the school year, you may send them to the addresses listed below. The SMU Post Office will notify a student when packages are received.

Mail should be addressed to:

Student Name
PO Box #7 5 _ _ _ _
Southern Methodist University
3140 Dyer Street
Dallas, TX 75275- _ _ _ _

For information about shipping packages or boxes prior to the fall term, please refer to the materials provided by the SMU Post Office at 214-768-4451 or 214-768-4452.

RENTAL ITEMS

BICYCLE LOCKERS AND OTHER SECURITY PRECAUTIONS. Bicycles are not allowed inside residence halls. Enclosed bicycle locker storage is available. Students may arrange locker use at the McElvaney Hall Desk. Students are required to register bikes with SMU PD.

LONG-DISTANCE CALLING OPTIONS. To make a long distance call from the Residence Hall telephone, students must use a third party calling card. Prepaid long distance calling cards are available for purchase at the SMU Post Office.

REFRIGERATORS. These may be rented from an SMU authorized dealer for about \$50 a year and are available during fall check-in. Rental cost includes delivery to and pick up from the room, plus guaranteed exchange service. Most roommates share this cost. Refrigerators, whether rental or purchased, are limited to 3.1 cubic feet. Only one refrigerator per room is permitted, so roommates should discuss this prior to purchasing a refrigerator.

TELEPHONE SERVICE. Each residence hall room is equipped with a telephone with local service and voicemail system. Students should not bring their own telephones, answering machines, or fax machines, as they are incompatible with the campuswide communications system.

COMPUTER ACCESS IN RESIDENCE HALLS

All residence halls are equipped to provide network connectivity for personal computers. The University has installed an ethernet backbone that enables students to access the SMU network and the Internet from their rooms. Students should not bring their own modems, because these are incompatible with the SMU system. Residence Halls also feature a wireless overlay.

Students may obtain more information on ethernet connections, costs, procedures, and guidelines from Information Technology Services at 214-768-HELP (4357) or www.smu.edu/help.

OTHER RESIDENCE HALL AMENITIES

- Color televisions with cable service in the lobby (Cable service is provided in individual student rooms in renovated buildings, but it is not available in student rooms in buildings yet to be renovated.)

- Free laundry for residents in the laundry rooms (low-sudsing liquid laundry detergent is recommended)
- Microwave ovens
- Vending machines

RESIDENCE HALL SECURITY

CONTROLLED ACCESS. The exterior doors of each building are locked 24 hours a day. Residents gain access by sliding their encoded SMU ID cards through a card reader at the designated main entrance of the hall. When a card is reported lost or stolen, the card is canceled. When students forget their ID cards, they may use the phone by the card reader at the front entrance to call their roommates or any floor member. Friends, families, and fast-food delivery people must announce themselves by phone to gain access and be escorted by the host resident at all times.

AREA DESKS. The desks at McElvaney Hall and Virginia-Snyder Hall are open daily from 8 a.m. – midnight.

ON-CALL STAFF. A residence hall staff member is on duty between 8 p.m. and 7 a.m. daily. This on-call staff member makes rounds through the floors several times each evening.

ROOM KEYS. Room keys are part of the residence hall security system. Because key blanks are not available for commercial duplication, it is extremely difficult for anyone to make copies. Room keys are issued for the student's exclusive personal use and may not be loaned to others.

ESCORT SERVICES. SMU PD officers in patrol cars will serve as escorts for anyone who requests this service. In addition, emergency call boxes located throughout the campus are automatically activated when the receiver is lifted, and a patrol car is immediately dispatched to that location.

DATES AND RATES

All important dates and rates are subject to change each year. For more information visit www.smu.edu/housing, or call the Department of Residence Life and Student Housing at 214-768-2407.

Residence Hall Security Tips for Students

- Never leave belongings unattended, even in a library or other public place.
- Never drink from an open container that has been out of your possession.
- If you must walk alone on campus at night, ask for an escort by calling the police at 214-768-3388. Otherwise, go with friends and stay in well-lighted areas.
- Do not give strangers access to a building. Legitimate visitors can call their host to let them in.
- Always be aware of your surroundings, especially in parking lots and garages. Have your keys ready as you approach your car and lock your doors after entering.
- Lock the windows and doors of your residence whenever you leave, shower, or retire for the night.
- Do not jog while wearing headphones. It's important to hear and see what is happening around you.
- After big tests, papers or exams, get some rest before heading out. A few hours of sleep can make the difference in getting to your destination safely.
- If you are a victim of a crime or see something suspicious, call the police immediately at 911. Time is of the essence in such situations.

SELECTED POLICIES

Residence hall policies and the SMU Student Handbook explain the standards of behavior expected at SMU. All residents are expected to abide by residence hall policies as well as the SMU Student Code of Conduct and the Honor Code. These important documents are available on the SMU website and are updated annually prior to the beginning of Fall semester. Residents will be given more information regarding the policies at check-in and at the first floor meetings.

The following are some topics that are frequently of interest to parents:

ROOM DECORATING. Within limits, students may personalize their rooms. However, no SMU furniture may be removed, and all changes must be preapproved by the Department of Residence Life and Student Housing staff. Guidelines on hanging pictures and fire safety guidelines are available on the housing website.

APPLIANCES. For safety reasons, the only student-owned cooking appliances allowed in residence halls are hot pots and coffee pots with enclosed heating elements. Power strips must have a surge protector and circuit breaker. Halogen lamps, extension cords, and “multi plugs” are prohibited in residence halls.

PETS. No pets are allowed in the residence halls except for fish in one aquarium of 10 gallons or less. Guide or assist animals are allowed for students with documented disabilities.

QUIET HOURS. All residence halls are required to have a nightly 10-hour quiet period, -minimum, although courtesy hours are in effect at all times. A resident who repeatedly violates quiet hours may be removed from the residence hall.

VISITATION. Residents are responsible for the behavior of their guests at all times, including any behavior that violates residence hall or University policy. Residents may have guests visit and stay overnight in their rooms for no more than three nights per week, and only with the advance approval of roommates and suitemates. Guests must always be accompanied by their host.

FIRE. Fire in the residence halls endangers the entire residential community. No open flames, candles, incense, or appliances with exposed heating coils are allowed. Anyone who starts a fire – intentionally or negligently – is dealt with swiftly and sternly. Violations of fire safety guidelines are subject to disciplinary action, including possible fines, hall transfer and/or removal from the residence hall system. Any student found responsible for deliberately setting a fire will be removed from the residence hall, and will face suspension from the University and possible prosecution. As a fire safety precaution, halogen lamps with paper or plastic shades, candles, reed diffusers, plug-in air fresheners and extension cords are prohibited in residence halls. Complete information can be found on the website www.smu.edu/housing

FIRE EXITS. In all residence halls, specific exterior doors have been designated as fire exits, and may be used only in case of fire or another emergency. Unsanctioned use of the doors results in a fine and disciplinary action.

DAMAGE TO THE RESIDENCE HALL. In the interest of maintaining residence halls in the best possible condition, residents who cause damage to facilities will be held accountable by staff, billed for the repair costs, and may be subject to disciplinary action. The cost for any damages occurring in common areas for which no one accepts responsibility will be divided among hall or floor members as common damage.

DRUGS. The possession and/or use of any illegal substance is strictly prohibited and results in disciplinary action. Consequences include possible suspension from the University.

SMOKING. Smoking is strictly prohibited in all SMU buildings, including residence halls. Smoking is not permitted within 25 feet of entrances.

ALCOHOL. In compliance with Texas law and University policy, it is illegal for students under the age of 21 to possess and/or consume alcohol. No alcohol is ever allowed in com-

mon areas, and students 21 years of age or older may only possess and/or consume alcoholic beverages in their room. Underage students consuming or possessing alcohol will be subject to fines and disciplinary action.

HAZING AND RECRUITMENT. The University does not condone or tolerate hazing activities. Any reported incidents will be dealt with seriously. The University's efforts to curb and - control hazing, however, are only as effective as students allow them to be. We urge parents and students to report hazing incidents to the Dean of Student Life, the Department of Residence Life and Student Housing, or the Office of Fraternity and Sorority Life.

LOCKOUTS. In the event of a lockout, misplaced or lost key, a loan key is available at the Area Desk for 30 minutes without charge. If a loaned key is not returned within 30 minutes, \$25 is charged to the student's account. If the key is not returned within 24 hours, the original key is assumed as lost, the lock will be changed and the cost of the change charged to the student's account.

PARENT AND FAMILY NEWSLETTER. Residence Life and Student Housing continuously strives to better serve the parents and families of SMU students. In this effort, the department publishes a quarterly newsletter containing important information regarding our residential communities. Our newsletters include such topics as:

- Policies and procedures
- Showcase of campus offices and student involvement
- Helpful links to navigate the on-line SMU community
- Important topics to discuss with your student
- Special editions for Residential Opening/Closing dates and information

If you are interested in joining our list serve to receive an electronic copy of the newsletter, please visit our website at <http://www.smu.edu/housing/parents.asp> for more information. Additional parent and family information can also be found at this site.

THEME AND ACADEMIC FOCUSED LIVING LEARNING COMMUNITIES

Several residence halls are organized around academics or shared interest, including:

- Hilltop Scholars: Perkins Hall and Smith Hall
- Fine Arts Community: Mary Hay & Peyton Halls
- Honors Hall: Virginia-Snyder Hall
- Community Service: Service House & New Century Scholars (McElvaney floor)
- Engineering Floor: Cockrell McIntosh 4th Floor

HILLTOP SCHOLARS PROGRAM

Participation in the Hilltop Scholars Program is by invitation. The Hilltop Scholars Program is a residentially based program which offers the opportunity for a select number of first-year students to live together in Perkins Hall and Smith Hall and to take up to three classes each semester of their first year with other Hilltop Scholars students, often in the classroom located in Perkins Hall. The program blends the academic and residential sides of the college experience by offering speakers, films, and social events for both Hilltop Scholars and the Hilltop Scholars faculty. For information contact the Hilltop Scholars Academic Coordinator at 214-768-2956 or mail P.O. Box 750435, Dallas, TX 75275-0435.

STUDENT LIFE

Q. Should my student get involved on campus right away or wait until he or she gets into an academic routine?

A. Of course, all students are different, but research has shown that students who are engaged in campus life do better academically. The involvement can take many different forms – membership in a campus organization, becoming active in the Resident Hall, working a campus job, or doing research with a faculty member. One of the hallmarks of an SMU education is the combination of classroom and out of classroom experiences. We pride ourselves in preparing students not only with the tools to perform specific functions in a company or organization, but also the ability to work effectively with other people.

Please note the following offices on campus which provide some of the opportunities for involvement by your student.

OFFICE OF NEW STUDENT ORIENTATION AND STUDENT SUPPORT
214-768-4560
307 Hughes-Trigg Student Center
Mailing Address: PO Box 750355, Dallas TX 75275-0355
www.smu.edu/newstudent

MISSION

The Office of New Student Orientation and Student Support provides on-going programs and services that support new students and their families in transition to Southern Methodist University.

The Office is committed to the following goals:

- Provide a welcoming and inclusive atmosphere.
- Connect students to University resources and people.
- Acquaint new students with institutional expectations and values.
- Promote learning and discovery both inside and outside of the classroom.
- Foster pride in the SMU community.

SERVICES, PROGRAMS, AND STUDENT ORGANIZATION SPONSORSHIPS

- Academic Advising, Registration, and Orientation (AARO)
- Mustang Corral
- Orientation programs for Transfer and International Students
- Outreach to new students
- Support for new and continuing students
- Support for First Generation College Students
- Varsity newsletters
- Orientation Leadership Institute: EDU 2101
- Alpha Lambda Delta, First-Year Honorary
- The Union and Mustang 11

OFFICE OF STUDENT DEVELOPMENT AND PROGRAMS

General Information: 214-768-4411 Fax: 214-768-4977
323 Hughes-Trigg Student Center
Mailing Address: PO Box 750397, Dallas TX 75275-0397
smu.edu/studentprograms

MISSION

- The Department of Student Development and Programs is a combination of four campus offices within the Division of Student Affairs. These offices— Student Activities & Multicultural Student Affairs, Fraternity and Sorority Life, Hughes-Trigg Student Center, and The Women’s Center for Gender and Pride Initiatives— strive to provide quality programming and development opportunities for the students here at SMU.

STUDENT ACTIVITIES & MULTICULTURAL STUDENT AFFAIRS (SAMSA)

General Information: 214-768-4400 Fax: 214-768-4429

300 Hughes-Trigg Student Center

Mailing Address: PO Box 750436, Dallas TX 75275-0436

samsa@smu.edu smu.edu/samsa

MISSION

- To advise students in their development through educational, cultural, and fun co-curricular experiences.
- Getting involved in extracurricular activities is fun! Students meet new people, make lifelong friendships, develop leadership skills, build their resume, and create a lasting connection with SMU. Students are the energy that keeps the Mustang spirit alive and our traditions strong.

STUDENT ORGANIZATIONS

Want to get involved outside the classroom? Want to have a more successful and exciting college experience? Student Activities & Multicultural Student Affairs (SAMSA) provides over 180 extra-curricular opportunities for SMU students through clubs and organizations. SAMSA is ready to assist and guide students in their out-of-classroom experience! We can even help in forming a new organization. Our professional staff members advise and support specific areas of involvement, including diversity, programming, and student governance. Come visit our office and meet a great team of dynamic individuals ready to get you plugged into a wealth of out of the classroom experiences at SMU. Our department is located on the 3rd Floor of the Hughes-Trigg Student Center. SAMSA is the place where something is always happening. Involvement outside the classroom is a tradition at Southern Methodist University. Come be a part of the tradition!

ORGANIZATIONAL AND STUDENT RESOURCES

- Professional staff advising for student organizations
- Individual involvement coaching for students
- SAMSA Multicultural Preview for new students
- Training, retreats, conferences and teambuilding
- CONNECT- a peer mentor Program for new multicultural students
- Diversity Education Program – a credit-bearing course designed to train students to conduct diversity education facilitations across campus
- Emergency loans
- Forms to facilitate travel, van use, finances, event publicity, etc.
- Copy and fax machines, poster, lamination and button maker machines
- Organization mail, meeting space, sign room with markers and butcher paper
- Comptroller services

STUDENT PROGRAM HIGHLIGHTS

- Cultural celebration events: Latin@ Heritage Month, Martin Luther King Week, Black History Month, Asian Heritage Month, Multicultural Gala & Minority Academic Awards
- SMU Traditions: Family Weekend, Homecoming, Celebration of Lights, Sing Song and Mane Event

- Big Events: Diwali, Raas Rave & Bangra Blitz, Phenomenal Love, Code Red/Blue Concert, and Asian American Leadership & Education Conference
- Campus Service: Student Senate (student governance) and SMU Ambassadors
- Involvement Events: A Night at the Club (August) & Join the Club (January) Involvement Fairs

THE IMPORTANCE OF GETTING INVOLVED AT SMU!

Involvement outside the classroom has been a popular tradition at Southern Methodist University, and research has shown that it enhances a student's success in the classroom as well. If students do not see a group that interests them, Student Activities & Multicultural Student Affairs (SAMSA) will help them form a new organization!

ACADEMIC - Advertising Club, Alpha Epsilon Delta/Health Prof. Society, Alpha Kappa Psi, American Society of Mechanical Engineers, Anthropology Club, Art History Club, Association of Computing Machinery, ALPFA (Assoc. of Latino Professionals in Finance & Accounting), Chemistry Society, Classical Studies Club, Delta Sigma Pi, Economics Club, French Club, Geology Club, Graduate Economics Club, Institute for Electrical and Electronic Engineers, International Relations Club, Markets and Culture, Marketing Association, Medieval Club (SMU Nova Mensa Rotunda), MAPS (Minority Association of Pre-Health Students), Mock Trial, Music Educators National Conference, NABA (National Assoc. of Black Accountants), National Society of Black Engineers, Political Science Symposium, Retail Club, Russian Club, Society of Automotive Engineers, Society of Hispanic Professional Engineers, Society of Women Engineers, Sociology Club, Student Art Association, Theta Tau

CAMPUS PROGRAMMING - LEAD (Leadership, Education, Activities & Development), Program Council, Student Foundation, The Union, Women's Interest Network

GOVERNING BOARDS - Honor Council, Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Panhellenic Council, Residence Hall Association, Sports Club (SMU), Student Senate

HONORARIES - Alpha Lambda Delta, Golden Key National Honor Society, Mortar Board, National Society of Collegiate Scholars, Pi Tau Sigma, Tau Beta Pi, Upsilon Pi Epsilon

MULTICULTURAL - Asian American Leadership & Educational Conference, Asian Council, Association of Black Students, Black Men Emerging, Chinese Student Union, College Hispanic American Students, East Asian Student Association, Indian Student Association, Japan Club, LULAC (League of United Latin American Citizens), Persian Student Society, Sisters Supporting Sisters, Turkish Student Association, Vietnamese Student Association

POLITICAL - College Republicans, College Democrats, Democracy Matters

RELIGIOUS - Bhakti Yoga Club, Campus Crusade for Christ, Catholic Campus Ministry, Chi Alpha Christian Fellowship, Christian Science College Organization, Hillel/Jewish Students Association, Interfaith Dialogue Student Association, International Student Fellowship, Muslim Student Association, Reformed University Fellowship, Victory Campus Ministry, Wesley Foundation, Young Life

SERVICE - Alpha Phi Omega, Best Buddies, Engineers Without Borders, Habitat for Humanity, PAN (Peer Advising Network), Philosophy Club, Si Puedes at SMU, Students Promoting Awareness, Responsibility and Citizenship (SPARC), WISE (Women in Science & Engineering)

SPECIAL INTERESTS - Amnesty International, Ballroom Dance Club (SMU), Environmental Society, Hilltopics, Italian Club - Circolo Italiano, KPNI (Radio Station), Radio TV Digital News Director Association (RTDNA), SMMUG, SPECTRUM, Student Filmmakers Association, Students for a Better Society, Students for New Learning, Talent Recruitment And Entertainment Agency Team, Union of Music Students, Voices of Inspiration Gospel Choir

SPORTS - Club Baseball, Club Tennis, Cycling Club, Ice Hockey Club, Lacrosse Club (Men's & Women's), Men's Crew (SMU), Men's Soccer, Mustang Cricket Club, Rugby Football Club, Sailing Club, Student Athlete Advisory Committee, Triathlon Club, Volleyball (Men's & Women's), Wakeboarding

FRATERNITY AND SORORITY LIFE

Mane Desk: 214-768-3633

Fax: 214-768-4429

www.smu.edu/fsl

The Southern Methodist University Fraternity and Sorority Community is committed to supporting and nurturing a connection among individual members, organizations and the SMU community. Through this relationship, we promote a well-rounded college experience grounded in shared goals and values, while respecting the diverse objectives of our chapters and their individual members. We endeavor to provide a Greek experience that fosters a life-long connection to our chapters and the University.

Fraternity and Sorority Life at SMU began in 1915. Ninety-five years later we support four governing councils and 28 chapters: 9 Interfraternity Council (IFC), 5 Multicultural Greek Council (MGC), 6 National Pan-Hellenic Council (NPHC), and 8 Panhellenic Council.

INTERFRATERNITY COUNCIL – Beta Theta Pi, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, Sigma Phi Epsilon

MULTICULTURAL GREEK COUNCIL – Kappa Delta Chi, Omega Delta Phi, Sigma Lambda Beta Colony, Sigma Lambda Gamma, Sigma Phi Omega

NATIONAL PAN-HELLENIC COUNCIL – Alpha Kappa Alpha, Delta Sigma Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma

NATIONAL PANHELLENIC COUNCIL – Alpha Chi Omega, Chi Omega, Delta Delta Delta, Delta Gamma, Gamma Phi Beta, Kappa Alpha Theta, Kappa Kappa Gamma, Pi Beta Phi

HUGHES-TRIGG STUDENT CENTER

Mane Desk: 214-768-4444

Administrative Office: 214-768-4500

www.smu.edu/htrigg

The Hughes-Trigg Student Center is the place to be for students. Students can find out how to become involved on campus, participate in activities, grab a bite to eat, or just hang out with friends. Located near the center of campus, Hughes-Trigg is one of the premier student centers in the country.

EAT AND SHOP. For a full meal or just a snack, students can stop by the Hughes-Trigg Student Center for Chick-fil-A or a freshly made sub from Subway at the Mane Course Eatery. The Market offers Montague's Deli sandwiches, salads and wraps made to order; as well as convenience store items. The Java City Cyber Cafe offers a full service espresso bar with hot and cold drinks prepared while you wait. Fresh pastries and sandwiches are available that will have you coming back for more. Students also will find a variety of drink and vending machines throughout the Student Center. All areas accept Pony Express/Express Cash as well as Flex Dollars.

MEET AND RELAX. For students looking for a place to hang out with friends or study in a quiet spot, Hughes-Trigg is a great place to meet and relax. Students can spend time in The Pollock Gallery visiting exhibitions, or hear a nationally known speaker. Students can relax in one of the many lounges throughout the Center or attend an organization meeting in one of the meeting rooms. Whether students come to meet friends or just need a place for themselves, they can find it in Hughes-Trigg. Our newest space in the building, The M Lounge, is a multifunctional student lounge offering numerous flat screen TVs, Wii, PlayStation 3, Xbox 360 consoles, a stage for karaoke and other musical acts, as well as relaxing booths and chairs for students to unwind.

ACTIVITIES AND SERVICES. If students want to get involved in student organizations or need assistance, they can find what they are looking for at Hughes-Trigg. The Dean of Student Life, Student Media, the offices of Leadership and Community Involvement, Parent and Family Programs, the University Chaplain and Campus Ministries, New Student Orientation and Student Support, the Hegi Family Career Development Center, the Student

Activities and Multicultural Student Affairs are all located in Hughes-Trigg.

CONVENIENT AND PERSONAL. One of the best things about Hughes-Trigg is that students can find many conveniences under one roof. Students will find wireless internet access, an ATM machine, copier and fax machines, on-campus phones, and computer/printer access. Students can also stop at the MANE Desk for information and directions or to buy tickets for campus events or local attractions. Students can check their mail at the SMU Post Office, use Java City Cyber Cafe, a 24-hour computer lab, shop at the Computer Corner, get copies at AlphaGraphics or get their hair cut at Willy's Hair Salon.

EMPLOYMENT. If students are interested in working on campus, there are many jobs available within Hughes-Trigg that are fun and rewarding. Encourage your student to take advantage of all that the Hughes-Trigg Student Center has to offer, which will enhance his or her experience at SMU. Applications are available at the Mane Desk.

FOR PARENTS AND FAMILIES. We would also want to invite you to use our space at Hughes-Trigg. Whether you are organizing a corporate event or a family wedding reception, we can make your event at Hughes-Trigg memorable and enjoyable. Let us be your host for your next meeting, conference, banquet, or reception. Please, contact us at 24-768-4500 for more details.

WOMEN'S CENTER FOR GENDER AND PRIDE INITIATIVES

214-768-4792

313 Hughes-Trigg Student Center

Mailing Address: P0 Box 750172, Dallas TX 75275-0172

www.smu.edu/womenscenter

www.smu.edu/womenscenter/allies

www.smu.edu/womsym

MISSION

The Women's Center of Southern Methodist University empowers students within the university to increase awareness and understanding of gender equality issues. The Women's Center gives voice for women and the lesbian, gay, bisexual, and transgender community, with purpose to eliminate barriers, diminish prejudices, and create a supportive climate and space for all.

SERVICES, PROGRAMS, AND STUDENT ORGANIZATION SPONSORSHIPS

CAMPUS LIAISON. The Women's Center acts as a liaison with the Women's Studies Council and with the SMU President's Commission on the Status of Women.

ALLIES. The Women's Center coordinates Allies, a group of students, faculty and staff committed to supporting the lesbian/gay/bisexual/transgender community.

FOOD CHAIN. A networking group for women of color at SMU that meets monthly for lunch and discussion about racism, sexism, and the unique issues which affect women of color.

LIBRARY. The Center offers books and articles on gender and diversity issues. A TV, DVD/VCR, study room, meeting facilities, computer, and photocopy equipment also are available for use by students, faculty, and staff.

SMU WOMEN'S SYMPOSIUM. The SMU Women's Symposium was created in 1966 as part of the University's 50th Anniversary celebration. This annual forum brings together a multigenerational, multicultural audience to examine and discuss topics of national interest in an academic setting. The Symposium was designed as a unique educational experience for SMU students. Students who serve on the Symposium planning committee (CORE) spend two terms enhancing their communication, program planning and development, leadership, and team building skills.

STUDENT ORGANIZATIONS HOUSED IN THE WOMEN'S CENTER. YWCA of SMU; Spectrum (gay, lesbian, bisexual, transgender students and their allies organization); Women in Science and Engineering (WISE); Women's Interest Network (WIN).

OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

214-768-4563

214-768-4572 Fax

302 Hughes-Trigg Student Center

Mailing Address: P0 Box 750355, Dallas TX 75275-0355

www.smu.edu/studentlife

MISSION

The Office of Student Conduct and Community Standards assists students in their personal development by providing a fair disciplinary process which issues sanctions for behavior that is incongruent with the University's expectations for students. Policies that govern student behavior on and off campus can be found in the *Student Handbook* which is distributed to all students and available on the Student Life web page at <http://smu.edu/studentlife/studenthandbook>.

The Office of Student Conduct and Community Standards also facilitates compliance with the SMU Honor Code. The Honor Code can be found in the Student Handbook or on-line at www.smu.edu/studentlife/PCL_05_HC.asp.

HEGI FAMILY CAREER DEVELOPMENT CENTER

214-768-2266

200 Hughes-Trigg Student Center

Mailing Address: P0 Box 750256, Dallas TX 75275-0256

<http://careers.smu.edu>

MISSION

At SMU, we understand that the college experience - while an endeavor in itself - is a step toward a larger goal. The Hegi Family Career Development Center is one campus resource that helps steer SMU students toward future success by guiding and encouraging them in the development of skills necessary for lifelong career management. It is our hope that the students will begin the career planning process when they first arrive on campus. However, we work with first-year through senior students on a variety of career planning and preparation issues.

SERVICES PROVIDED

CAREER COUNSELING. The Center provides counseling services utilizing a variety of assessment and exploration activities. Individual appointments with a counselor may include interpreting career instruments, focusing career goals, developing effective résumé and cover letters, and job search strategies. Counselors assist students in developing an action plan, a guided program of discovery, exploration, and preparation.

FIRST-YEAR STUDENT CAREER WORKSHOP. Offered in cooperation with the SMU Wellness Department, this workshop gives students an overview of the successful strategies that lead to academic and career success. We emphasize the importance of gaining professional skills and experience through class projects, internships, and part-time jobs while also developing leadership skills through involvement in organizations and activities.

JOB SEARCH AND PREPARATION. The staff provides individual guidance for the development of an effective job search campaign, also providing encouragement and assistance in the preparation of application materials and methods. The Center offers a series of workshops and online guides covering such topics as résumé and cover letter writing, interviewing, job search planning and resources, and networking the hidden job market.

CAMPUS RECRUITING PROGRAM. The Hegi Family Career Development Center sponsors an active campus recruiting and job referral program, which includes internship opportunities, summer jobs, and full-time positions. Campus events, such as Career Center Recruiting, Recruiting Expo (career fair), and alumni career/industry panels are held to assist students with career education, networking, interviews, and job searches.

CAREER NETWORK. An ongoing need of students is to develop a network of contacts in their

career field. Alumni, current parents and students interested in sharing career information are encouraged to join our SMU Career Center Linked-In Professional Networking Group and to participate in information interviews, workshops, career days, networking and job referral programs. For more information, please contact Darin Ford via email at dford@smu.edu.

Q. How can families assist students in their choice of major(s) and a potential career path?

A. Encourage your student to take courses that will apply to a variety of majors, with an emphasis on academic achievement. Encourage students to talk with people in various career fields as well as local professionals and leaders you may know. Students should also be encouraged to seek out a wide range of experiences - campus organizations, internships and volunteer positions.

Q. What are the most important things parents can do related to their student's job search strategies?

A. Encourage students to use the Hegi Family Career Development Center - early and often! Reinforce the importance of career planning by asking about career action plans. Ask questions that encourage career information seeking behavior. Encourage students to pursue internships related to various career interests.

LEADERSHIP AND COMMUNITY INVOLVEMENT

214-768-4403

318 Hughes-Trigg Student Center

Mailing Address: PO Box 750246, Dallas TX 75275-0246

www.smu.edu/lci

MISSION

Leadership and Community Involvement (LCI) creates responsible civic leaders and active citizens through community engagement and initiatives that develop the individual student.

SERVICES, PROGRAMS, AND STUDENT ORGANIZATION SPONSORSHIPS

LCI works with students, organizations, faculty, and staff to develop leadership and service activities on campus and in the Dallas community and beyond. We serve as a contact point for community agencies seeking volunteers and resources from SMU, and support campus leadership development and civic engagement programs.

- Leadership Education, Activities, and Development (LEAD) is a student-run organization formed to help students develop their personal leadership skills. LEAD provides consulting and training services for students and sponsors five major programs: the Crain Leadership Conference, Emerging Leaders, the John Ben Shepperd High School Leadership Conference, the Leadership Certificate Program, and the Student Leader of the Month program. Learn more about becoming a member at www.smu.edu/lead.
- Students Promoting Awareness, Responsibility, and Citizenship (SPARC) is a community service organization that aims to get SMU students involved in the Dallas community and to promote awareness of social issues. In addition to regularly scheduled volunteer projects throughout the fall and spring semesters, SPARC programs include Community Service Day, Alternative Breaks, an annual Hunger Banquet, and Youth Tours. Discover more opportunities at www.smu.edu/sparc.
- The SMU Service House (SMUSH) is a co-ed residence hall for students who are committed to service. Residents of the SMUSH complete 30 hours a semester serving the community, and participate in educational programs focusing on positive social change. Additionally, residents are encouraged to participate in WELL 2170 - Choices II: Volunteer Activities as a means to become more active with the Dallas community.

SMU ALCOHOL POLICY, PHILOSOPHY, AND RESOURCES

SMU ALCOHOL POLICY

The University strictly enforces state law and prohibits the possession and consumption of alcohol by those younger than 21 as well as the use, sale, possession or manufacturing of any controlled substance. In addition, SMU prohibits the possession and consumption of alcoholic beverages in public places.

When this policy is violated, SMU will impose sanctions including but not limited to prompt parental notification for a first offense, conduct reprimand by the Student Conduct and Community Standards Office, a fine and referral to the Center for Alcohol and Drug Abuse Prevention.

Q. What actions is SMU taking to prevent substance abuse and encourage responsible choices?

A. Drug and alcohol abuse is a challenge facing colleges and universities throughout the nation. This challenge calls for a partnership involving the University through our programs to educate, assist and enforce; parents, who can remain a tremendous influence on their students; and students themselves, who must be responsible for heeding laws and regulations.

SMU is committed to providing its students with an educational environment in which healthy lifestyle choices can be made. Toward this end, for several years the University has had in place numerous programs, policies and resources aimed at substance abuse education and prevention.

In spring 2007, SMU's President appointed a Task Force on Substance Abuse Prevention to spend several months reviewing existing programs and policies, with the goal of enhancing and updating them. SMU has adopted more than 30 of the recommendations, and SMU's programs are now monitored by the permanent University Commission on Substance Abuse Prevention.

The Commission's initiatives address health and medical services, enforcement, academic life, social life, partnerships with parents and communications with the University community.

Learn more online at smu.edu/liveresponsibly.

Q. What resources are available for my student?

A. SMU offers extensive programs and resources to new and continuing students aimed at substance abuse prevention through its Center for Alcohol and Drug Abuse Prevention. As outlined below, these include discussions, online resources, required wellness courses, counseling, assessments, peer intervention and special training for leaders in residence halls and Greek houses, as well as faculty and staff.

In addition, SMU offers resources such as educational programs and counseling for students coping with eating disorders, sexual assault and depression.

Q. What is my role as a parent or family member if my student gets "in trouble" with the University?

A. The Office of Student Life wants the same things parents do, to help students develop intellectually, emotionally, socially, physically, spiritually, and morally. We serve our students by holding them accountable and responsible for their actions. Remember, college is a place where students can make mistakes, have an opportunity to learn from them, and move on in a positive manner with their lives. It is a place where students can learn independence, responsibility, and accountability. The University has an opportunity to intervene and enhance the course of a student's life and change it for the better.

CENTER FOR ALCOHOL AND DRUG ABUSE PREVENTION

214-768-4021; 214-768-2277

Memorial Health Center, 2nd Floor

Mailing Address: PO Box 750195, Dallas TX 75275-0195

smu.edu/healthcenter/alcoholeducation

smu.edu/smunews/liveresponsibly

MISSION

SMU has an established, dedicated department, the Center for Alcohol and Drug Abuse Prevention, to address substance abuse issues. The Center has licensed, full-time counselors and a health educator available to SMU students, their families and the campus community. The Center provides confidential, comprehensive services and resources for issues related to alcohol and drug abuse. It promotes activities and programs with student support to educate the campus community about alcohol and drug abuse prevention. Services include:

EDUCATION AND CAMPUS AWARENESS:

- Orientation programs to incoming students and their parents during July and August.
- College Alc, an online, science-based education course program, required for all new students.
- Wellness Choices I courses, required for all first-year students, addressing alcohol and drug abuse prevention each semester.
- Participation in National Collegiate Alcohol Awareness Week, National Gordie Day, Safe Spring Break.

TRAINING AND PEER EDUCATORS:

- “TIPS” (Training for Intervention Procedures) for Student Affairs staff, Greek leadership and the student body to assist students in preventing alcohol misuse.
- “Because I Care,” for Student Affairs staff, Greek leadership and the student body to teach students the skills they need to intervene with peers who are abusing substances.
- Mustangs Who Care - to teach students how to identify and handle alcohol poisoning and overdoses

ASSESSMENT AND INTERVENTION:

- Working with family, friends, faculty and staff to reach out to students in distress and provide them with help.
- Online and in class educational and screening programs.

COUNSELING, REFERRALS AND SUPPORT:

- Confidential counseling, with referrals for outside support and treatment when necessary.
- Self-help groups on campus and in the community, including a student-led Alcoholics Anonymous group.
- Support for recovering students on relapse prevention and re-entry to college after treatment.

THE CALL FOR HELP PROGRAM

GOOD SAMARITAN POLICY / MEDICAL AMNESTY POLICY

Student welfare is a primary concern at SMU. Everyone is responsible for creating a healthy community that cares for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication. To seek medical assistance, please call 911.

Students who seek medical assistance for themselves (Medical Amnesty) or another person (Good Samaritan) due to intoxication of alcohol and/or drugs will not normally be subject to the SMU discipline process, except when it has been determined that another violation of university policy has occurred (for example destruction of university property; fire safety violation; physical harm to another person, etc.).

Any exemption from the SMU discipline process which is granted under this policy may only apply to disciplinary action and/or sanctions under the SMU alcohol and/or drug policies in the SMU Student Code of Conduct (<http://smu.edu/studentlife/studenthandbook>) and therefore does not prevent the SMU Police or another police agency from detaining a student, issuing a citation, or making an arrest if they deem that action necessary.

In order for this policy to apply, the student must agree to complete any and all recommendations made by an Alcohol and Drug Counselor in the SMU Center for Alcohol and Drug Abuse Prevention. (These recommendations will include at minimum an individual appointment with a counselor and a follow-up appointment).

While this policy applies to individual students, if an organization has been found in violation of the university's alcohol and/or drug policies, then the organization's willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.

PROCEDURES:

1. Students who believe that the Good Samaritan policy applies to them must complete and submit a written request form available in the Dean of Student Life Office.
2. Students who may qualify for Medical Amnesty may be contacted by a staff member in the Office of the Dean of Student Life.
3. After a form has been completed and submitted by a student, the Associate Vice President for Student Affairs/Dean of Student Life or his/her designee will notify the Director of Student Conduct and Community Standards of such a request and will request that any conduct review process for the student submitting the request should be suspended until further notice from the Associate Vice President for Student Affairs/Dean of Student Life or his/her designee.
4. The Associate Vice President for Student Affairs/Dean of Student Life or his/her designee will contact the student and meet with the student to discuss the student's request for a disciplinary exemption.
5. If the request is approved, the Associate Vice President for Student Affairs/Dean of Student Life or his/her designee will complete a referral form and send the form to the SMU Alcohol and Drug Abuse Prevention Center.
6. The Associate Vice President for Student Affairs/Dean of Student Life or his/her designee will be in contact with the SMU Center for Alcohol and Drug Abuse Prevention and will complete any necessary follow up with the student regarding non-compliance.

STUDENT SERVICES

Q. What other resources are on campus that will help my student while he/she is at SMU?

A. Your student will benefit from having most of the services he or she will need within easy walking distance of one another. From a recreational sports facility to a fully accredited outpatient medical clinic with counseling services available, to on campus banking, to renown library resources, a bookstore, a computer store and a wide variety of dining opportunities, SMU endeavors to keep our environment one where students can grow and development without ever having to leave the campus.

DEPARTMENT OF RECREATIONAL SPORTS

214-768-3366

104 Dedman Center for Lifetime Sports

Mailing Address: PO Box 750161, Dallas, TX 75275-0161

www.smu.edu/recsports

The Department of Recreational Sports enhances the lives of the SMU community by offering various alternatives for recreation and education. The Dedman Center for Lifetime Sports offers to those in the SMU community the opportunity to interact with others in play, relieve stress, and work toward achieving their physical potential. The opportunities offered through this department include:

- Intramural sports activities: Over 3,000 students and faculty/staff participate in 18 different sports and activities throughout the school year.
- Club sports: Approximately 300 participants dedicate themselves to one particular activity in which they compete intercollegiately and/or develop high levels of expertise in their sport.
- Fitness: Over 50 Group X classes per week, personal training sessions, free outdoor 'Bootcamp' (for students only), nutritional counseling, group nutritional lectures, grocery store tours, full-body and chair massage.
- Spirit squads: Throughout the year, over 50 students are involved in the pom squad, the cheer squad, and the handling/care of Peruna, SMU's live mascot.
- Outdoor Adventure: Opportunities for outdoor trips, outdoor equipment rental, and climbing and bouldering wall challenges.
- Aquatics: A five lane, twenty-five meter pool provides opportunities for fitness, recreation and learning water skills.
- Other recreational facilities include:
 - Haggard Tennis Stadium/Varsity Tennis Courts
 - Hughes-Trigg Student Center
 - Morrison-Bell Track
 - Perkins Natatorium
 - Red Barr Swimming Pool
- Student Employment: Over 200 student staff positions available presenting the opportunity to gain certifications, leadership skills, and employment skills. Students are hired for lifeguards, personal trainers, sport officials, group fitness leaders, and recreation center staff.

MEMORIAL HEALTH CENTER

214-768-2141

6211 Bishop Boulevard

Mailing Address: PO Box 750195, Dallas TX 75275-0195

The University's health facilities, a fully-accredited outpatient medical clinic, are located in the SMU Memorial Health Center. An outpatient primary-care clinic, specialty clinics, pharmacy, and lab/X-ray facilities occupy the first floor. Counseling and Psychiatric Services and the Center for Alcohol and Drug Abuse Prevention are located on the second floor.

OUTPATIENT MEDICAL SERVICES. SMU provides a convenient, economical medical clinic for diagnosis and treatment of illness/injury, as well as for immunizations and continuation of treatment, such as allergy injections. The clinic is staffed by physicians, physicians assistants, registered nurses, medical assistants, lab and X-ray technologists. Physicians are available by appointment from 8:30 a.m. to 4 p.m. Monday through Friday. For Saturday clinics and extended hours see the Health Center website. For appointments and health information call 214-768-2141. After hours and during holidays a nurse advice line is available at 214-768-2141.

PATIENT OBSERVATION. When ordered by a staff physician, a student may be held in observation between 8:30 a.m. and 5:00 p.m., Monday through Friday. Observation is available for most types of non-major medical treatment. When necessary, students are referred to medical or surgical specialists. The patient will be responsible for the costs of these services.

ACUTE/AFTER-HOURS CARE. For emergency care after clinic hours, it is recommended that students call 911 or go to a hospital emergency room. Refer to the Health Center website for hospital information and location of an urgent care facility.

COSTS. Undergraduate and graduate students paying full fees (which includes a health-service fee) receive unlimited primary care physician visits at no charge, as well as all counseling services, at the Health Center for that term. There is a charge for specialized physician care, laboratory tests, x-rays, pharmaceuticals and supplies, which may be charged to the students account or paid at the time of the visit. Undergraduate and Graduate students not paying full fees have the option to pay the health center fee of \$140 per term or \$50.00 per visit not to exceed \$140.00 per term. Covered charges for Health Center treatment rendered to students enrolled in the Student Health Insurance Plan (SHIP) will be billed directly to the insurance company, after paying their co-pay. The Memorial Health Center files claims for the SHIP only. Students who have other insurance are provided an itemized receipt upon request at the time of service. This receipt is adequate to file with their private insurance company for reimbursement to the student.

MANDATORY HEALTH INSURANCE POLICY. SMU is very concerned about the health and well-being of all of our students and in order to ensure that students have appropriate health care coverage, SMU's PEC (President's Executive Council) passed a Mandatory Health Insurance policy. For the 2010-2011 academic year, the University has partnered with Academic HealthPlans, Inc. (AHP) and Aetna Student Health to provide high-quality health insurance coverage to our students and their dependents. The Plan provides coverage for accidents and sicknesses, hospitalizations, emergency room, surgery, maternity, wellness and other services. Students receiving treatment at the Student Health Center will have no waiting period for pre-existing conditions and your deductible will be waived. The Plan also provides global emergency services for medical evacuations and repatriation. Should you have any questions, please contact the Insurance Coordinator at the Student Health Center at studenthealthinsurance@smu.edu or (214) 768-3408 or Academic HealthPlans, Inc. at (888) 308-7320. *Health insurance is separate from the student health center fees and is paid for independently.*

This policy requires all:

DOMESTIC STUDENTS, both undergraduate and graduate, taking nine or more credit hours to have health insurance through either an individual/family plan or the University offered plan Student Health Insurance Plan (SHIP). SMU's mandatory policy requires those students with the enrollment status mentioned to provide documentation of current insurance coverage or to enroll in the SHIP by the drop add date each term. Students will do so, after they have enrolled for classes, by selecting the 'Health Insurance' button in the 'Student Center' component of Access.SMU. *For domestic students already maintaining their own private coverage, the student must waive SHIP coverage in order to avoid automatic enrollment into SHIP and thereby have a semi-annual premium charge applied to the student's University account. Changes will not be permitted after 30 days into a term.*

INTERNATIONAL STUDENTS attending SMU on an F-1 visa and taking one or more credit hours must enroll in the University's Student Health Insurance Plan (SHIP) as a condition of enrollment, unless they have a special waiver personally granted by the Health Center staff. International students may only apply for a waiver if *a.) the student is covered by a comparable U.S. health insurance plan provided/purchased by their Embassy or b.) the student provides documentation of comparable U.S. health insurance coverage by a U.S. employer, including international medical evacuation and repatriation.*

Under either waiver circumstance listed above, documentation, including a copy of the health insurance policy or certificate and Insurance ID card, must be presented with the Waiver Application Form to the Student Health Center prior to the drop-add date each term in order to be considered. *International policies or policies from the student's home country are not accepted.* If the student is not provided comparable coverage through their Embassy or by a U.S. employer, as mentioned above, then the student must enroll in the SHIP. International students do so, after they have enrolled for classes each term, by selecting the 'Health Insurance' button in the 'Student Center' component of Access.SMU and choosing to '*elect*' coverage. The semi-annual premium will then be charged to the student's SMU student account after the drop-add date each term. If an International student does not receive an approved waiver and does not elect the SHIP in Access.SMU by the drop-add date each term they will automatically be enrolled in SHIP and the semi-annual premium charge will be added to their SMU student account. To print a waiver form you will visit www.smu.edu/healthinsurance and elect the 'International Student Insurance Waiver Form'. Directions on where and how to submit the waiver are located on the waiver form itself.

INTENSIVE ENGLISH PROGRAM STUDENTS attending SMU on an F-1 visa must enroll in the University Student Health Insurance Plan (SHIP) as a condition of enrollment, unless they have a special waiver personally granted by the Health Center staff. International students may only apply for a waiver if *a.) the student is covered by a comparable U.S. health insurance plan provided/purchased by their Embassy or b.) the student provides documentation of comparable U.S. health insurance coverage by a U.S. employer, including international medical evacuation and repatriation.* Under either waiver circumstance listed above, documentation, including a copy of the health insurance policy or certificate and Insurance ID card, must be presented with the Waiver Application Form to the Student Health Center each term in order to be considered. *International policies or policies from the student's home country are not accepted.* If the student is not provided comparable coverage through their Embassy or by a U.S. employer, as mentioned above, then the student must enroll in the SHIP. To enroll in the plan for the IEP terms the student must go to www.AHPcare.com/smu and select 'Enroll Online (IEP Student's Only)'. At this time, the student will also be required to pay the insurance premium by credit card or e-check for the selected IEP term for which they are enrolling. IEP student's premium is not applied to their University account and must be paid to Academic Health Plans directly.

INTERNATIONAL STUDENTS attending SMU on a J-1 visa are not required to maintain the

University Health Insurance Plan, however, students must complete the ‘International Student Insurance Waiver Form’. Students should select ‘Attending on J-1 Visa’ and return with documentation to the Student Health Center prior to the drop-add date each term in order to be administratively waived in Access.SMU and avoid automatic enrollment into SHIP. To print a waiver form you will visit www.smu.edu/healthinsurance and elect the ‘International Student Insurance Waiver Form’.

For more information and instructions on how to WAIVE or ELECT coverage please visit www.smu.edu/healthinsurance.

PHARMACY. A complete pharmacy with registered pharmacists is open Monday through Friday 8:30 a.m. to 5:00 p.m. We accept many prescription plans.

X-RAY AND LABORATORY SERVICES. X-ray and laboratory tests are done for nominal fees. All X-rays are interpreted by a radiologist.

IMMUNIZATIONS. All students are required to have an SMU medical history form on file in the SMU Health Center before registration. To comply with SMU policy, all students must provide proof of immunization against mumps, rubeola (red or regular measles), and rubella (German or three day measles). These immunizations must be documented by a physician, public health record, or school health record. Students will not be allowed to register without compliance. Students are encouraged to check their SMU ACCESS Account for health forms and immunization status. Immunizations are available at the Health Center.

*Effective January 1, 2010, The Texas Legislature passed and the Governor signed HB 4189 requiring students living on college campuses to be vaccinated against bacterial meningitis. Effective January 1, 2010, first-time students, including transfer students, who reside in or have applied for on-campus housing must present documentation they have been vaccinated against bacterial meningitis. A student may be exempt from the requirement if he or she presents a physician’s certificate that the vaccination would injure the health of the student or if he or she signs an affidavit declining the vaccination due to reasons of conscience including religious belief

CLASS ABSENCE DUE TO ILLNESS. Students should schedule appointments with physicians at times when classes will not be missed. The Health Center does not issue excuses from classes for illness. Refer to the Health Center website for Class Absence Policy.

NOTIFICATION OF PARENTS. Students are encouraged to call one or both parents when ill. Parents or guardians will be notified in case of life threatening illnesses. The health center staff may not speak to parents without the student’s permission.

HEALTH SERVICE RECORDS. All Health Center records are confidential. A copy of medical records may be released to a physician only with a written release by the student. Records are not made available to parents, SMU administrators, faculty, or staff without the student’s written consent.

COUNSELING AND PSYCHIATRIC SERVICES (CAPS)

PSYCHIATRIC SERVICES. Provides psychiatric evaluation, crisis intervention and individual therapy for students. All interviews are conducted on a voluntary and confidential basis at no charge to students who have paid the University health fee. Any laboratory tests or pharmaceuticals ordered will be charged to the student

COUNSELING. Staff psychologists and counselors provide a full range of counseling/clinical services. Personal, couples, group and other types of counseling are available. Both individual and group counseling assist students in resolving personal conflicts, clarifying life goals, and improving communication skills.

CRISIS INTERVENTIONS. Crisis intervention is provided during the work week for all students and after hours by on-call staff. Specialty after hours services are available for women and men dealing with any kind of gender-based harm or abuse, including sexual assault or rape, sexual harassment, domestic or relationship violence, battering and stalking. Call 214-768-4795 for gender-based concerns.

CAMPUS MINISTRY COUNCIL-AFFILIATED AND UNIVERSITY-RECOGNIZED GROUPS

- Asian Christian Fellowship
- Baptist Student Ministry
- Bhatki Yoga Club
- BYX (Brothers Under Christ)
- Campus Crusade for Christ
- The Catholic Campus Ministry
- Chi Alpha Christian Fellowship (Assemblies of God)
- Christian Science Organization
- Crossroads
- Dallas Christian Leadership
- Destino Movement
- Eta Iota Sigma (HIS)
- Episcopal Student Association
- Fellowship of Christian Athletes
- Highland Park Presbyterian Church College Ministry
- Highland Park United Methodist
- Interfaith Dialogue
- International Students Fellowship
- Intersivity
- Latter-day Saint Student Association
- The Muslim Students Association
- Orthodox Christian Fellowship
- Preston Road Church of Christ (Mustangs for Christ)
- Reformed University Fellowship (Park Cities Presbyterian Campus Ministry-PCA)
- Sikh Student Association
- SMU Hillel/Jewish Students Association
- SMU Wesley Foundation
- Victory Campus Ministry
- Watermark College Life
- Young Life

SMU BARNES & NOBLE BOOKSTORE

214-768-2435 Fax 214-768-3350

3060 Mockingbird Lane Dallas, Texas 75205

smu.bkstore.com

MISSION

- To provide all essential reading, reference, laboratory, and classroom materials necessary to support learning, teaching, and research at SMU.
- To provide other convenient and necessary items to support the residence life and culture of the University.

SELECTED SERVICES

NEW AND USED TEXTBOOKS, ETC. The Bookstore carries a complete line of titles that SMU faculty members require for current term courses.

GENERAL BOOKS. A variety of general reading books, including literature, reference books, foreign language dictionaries, books in all academic disciplines, and a 30 percent discount on national bestsellers. Special orders can be placed for titles not currently in inventory.

SCHOOL SUPPLIES AND MORE. The Bookstore carries a full line of office and school supplies, many imprinted with the SMU insignia. The Bookstore also stocks residence hall supplies.

AUTHOR APPEARANCES. The Bookstore sponsors author signings in the store and participates in special literary events on campus. A book section and signed copies of the SMU faculty's books are featured in the store.

TEXTBOOK SELECTION AND PRICES. The publisher determines the prices of books, and SMU faculty members decide the required books for a course.

SELECTED POLICIES

TEXTBOOK BUYBACK. The best time for students to sell their used textbooks is during Finals Week. The bookstore buys books that will be used for the next term at 50 percent of the current list price until inventory levels are met. Workbooks and study guides may have some resale value, depending on their condition. Old editions and out-of-print books have no resale value.

The bookstore buys used textbooks and other works, such as classic literature, year-round and pays Wholesale Buyer's Guide prices for books that have a national demand.

PAYMENT POLICY. Students may pay for books by cash, credit card (MasterCard, Visa, Discover, and American Express), Pony Express card, student direct charge or personal check.

Personal checks must be in the student's name or that of a parent with the same last name. All checks must be preprinted and made payable to the SMU Bookstore. Students must present a valid driver's license.

REFUND POLICY. The bookstore gladly replaces any defective books or merchandise. Textbooks must be returned within the first week after classes begin; the exact date is posted in the bookstore each term. Books must be in the same condition as when purchased. Students must present their cash register receipts and SMU ID card to receive a refund.

Study guides, course packs, outlines, calculators, electronic equipment, and computer products are nonrefundable. The bookstore urges students to save receipts until certain they will not return purchased items.

SMU COMPUTER CORNER BY HIED

214-768-4033

Hughes-Trigg Student Center, Main Floor

Mailing Address: 3140 Dyer Street, Dallas TX 75275

www.smucomputercorner.com

MISSION

SMU Computer Corner strives to bring students the best bargains on top-of-the-line hardware, software and accessories by offering academic discounts on all products along with expert support services. We are centrally located in Hughes-Trigg Student Center providing a convenient solution to all of students' technology needs. Stop by the Computer Corner for can't-be-beat academic discounted prices!

Educational discounts are offered on brands such as:

Apple	Dell	HP	IBM	Autodesk	Lenovo	Mobile Edge
Adobe	Symantec	Filemaker	Toshiba	Case Logic	Memorex	Corel
Microsoft	LaCie	Skullcandy	Acer	Fellowes	SanDisk	And Many More!

OVERVIEW OF SERVICES

- Support and repair services from expert trained staff
- Informative events to educate students on what's new in technology
- Large inventory of in-stock items as well as an easy online ordering process
- A trade-in system to return your old laptop, printer or other used electronics for credit toward new purchases at the SMU Computer Corner
- Knowledgeable staff to help you choose what products would best suit your needs
- Gaming consoles and video games also available

DINING SERVICES

Administrative Office: 214-768-2367 Fax: 214-768-2366

101 Umphrey Lee Center

Mailing Address: PO Box 750393, Dallas TX 75275-0393

E-mail dining@smu.edu

www.smudining.com

MISSION

SMU Dining Services serves the SMU community with quality, cost-effective food products in support of the academic mission of the University.

DINING MEMBERSHIPS (MEAL PLANS)

As part of the living-learning experience, all resident students are required to subscribe to a Dining Membership. Several options are available, depending on your student classification. First-year students may select the Community Membership (Plan A), the Community Plus Membership (Plan A+) or the Community Premium Membership (A Premium). Second- and third-year resident students may choose from the Community (Plan A), Community Plus (Plan A+), Community Premium (A Premium), Hilltop (Plan B) and SMU Social (Plan C) membership options. In addition to Plans A, A+, A Premium, B, and C, residents with senior status and above may also select the Red (Plan D) and Blue (Plan E) membership options. Commuter students may subscribe to any membership plan. Memberships will automatically renew for the spring semester. In order for your plan to be included in your University billing statement, you must confirm your dining plan selection during the online registration process through Access.SMU on the Campus Essentials page.

DINING MEMBERSHIPS (MEAL PLANS)

■ **Plan A – The Community Membership**
\$2,283 per semester

Unlimited Dining Access plus 50 Flex Dollars and 5 Guest Passes

This membership offers unlimited dining access to both RFOC™ in Umphrey Lee Center and Mac's Place. This plan also includes five guest passes and 50 Flex Dollars.

■ **Plan A+ – The Community PLUS Membership**
\$2,398 per semester

Unlimited Dining Access plus 150 Flex Dollars and 5 Guest Passes

This membership offers unlimited dining access to both RFOC™ in Umphrey Lee Center and Mac's Place. This plan also includes five guest passes and 150 Flex Dollars.

■ **Plan A Premium – The Community Premium Membership**
\$2,650 per semester

Unlimited Dining Access plus 450 Flex Dollars and 5 Guest Passes

This membership offers unlimited dining access to both RFOC™ in Umphrey Lee Center and Mac's Place. This plan maximizes your on-campus spending power.

■ **Plan B – The Hilltop Membership**
\$2,283 per semester

260 Dining Entries plus 200 Flex Dollars

This membership provides 260 dining entries to use any time throughout the semester in both RFOC™ in Umphrey Lee Center and Mac's Place. Dining entries may be used for the member and any accompanying guests. This also includes 200 Flex Dollars.

■ **Plan C – The SMU Social Membership**
\$2,283 per semester

200 Dining Entries plus 550 Flex Dollars

This membership provides 200 dining entries to use any time throughout the semester in both RFOC™ in Umphrey Lee Center and Mac's Place. Dining entries may be used

for the member and any accompanying guests (up to five per visit). This plan also includes 550 Flex Dollars.

■ **Plan D – Red Membership** *(For residents with senior status and above and commuters)*
\$559 per semester

35 Dining Entries plus 250 Flex Dollars

This membership provides 35 dining entries to use any time throughout the semester in both RFoC™ in Umphrey Lee Center and Mac’s Place. Dining entries may be used for the member and any accompanying guests. This plan also includes 250 Flex Dollars.

■ **Plan E – Blue Membership** *(For residents with senior status and above and commuters)*
\$500 per semester

All Flex Dollars

This membership is exclusively Flex Dollars, which may be spent at any SMU Dining Services location.

■ **Plan H – The Metro Membership** *(Available to commuter, apartment, fraternity & sorority house students)*
\$254 per semester

20 Dining Entries plus 80 Flex Dollars

This membership provides 20 dining entries to use any time throughout the semester in both RFoC™ in Umphrey Lee Center and Mac’s Place. Dining entries may be used for the member and any accompanying guests. This plan also includes 80 Flex Dollars.

RESIDENTIAL ACCESS. With just a swipe of your ID card, memberships with unlimited access and predetermined dining entries allow you into the residential restaurant on campus, “Real Food on Campus” (RFoC™), which is located near the middle of campus.

FLEX DOLLARS Flex Dollars are accepted like cash at all SMU Dining Services locations. Flex Dollars work on the same principle as a debit card. Whenever you make a purchase on campus using your Flex Dollars, the total amount is subtracted from your Flex account. You can add Flex Dollars to your card at any time. Sales tax is included on the residential restaurant access (board portion) of the dining membership. Flex Dollars are taxed at the point of sale.

ALTERNATIVES TO REGULAR SERVICE HOURS. If a student has class or work that conflicts with the dining room service hours, sack meal dining options are available. The student must contact the dining room manager (at Umphrey Lee or Mac’s Place) at least 24 hours in advance to make arrangements. All hours of operation are posted in each location or on the web at www.smudining.com.

NUTRITIONAL COUNSELING. Students may consult Dining Services’ registered dietitian for special dietary needs and concerns. Appointments may be made by calling 214-768-4349.

CAN I CHANGE MY DINING MEMBERSHIP? Students are allowed to change their dining membership between semesters by selecting their desired new plan during enrollment via online registration. In addition, one change is allowed after the semester begins before the last day of add/drop by contacting the Park ’N Pony office at 214-768-7669.

WHAT SHOULD I DO IF I LOSE MY CARD? Immediately notify the Park ’N Pony office at 214-768-7669. A stop will be placed on the lost card and you will need to obtain a new card.

DO DINING ENTRIES OR FLEX DOLLARS CARRY OVER FROM ONE SEMESTER TO THE NEXT? Dining entries do not carry over. Flex Dollars carry over from summer to fall and then to the spring semester.

DINING LOCATIONS. With ten retail locations around campus, there are plenty of places to use your Flex Dollars including Java City, Pizza Hut Express and Einstein Bros. Bagels! Also, don't forget about our c-stores for those quick grab-n-go items! Here is the complete list of campus dining locations.

RFoC - Umphrey Lee Center

Mac's Place - McElvaney Hall

SMUothies - Dedman Center

Einstein Bros. Bagels - Fincher Building

Java City - Hughes-Trigg main floor

The Market - Hughes-Trigg main floor

Montague's Deli - Hughes-Trigg main floor

Subway - Hughes-Trigg lower level

Pizza Hut Express - Hughes-Trigg lower level

Chick-fil-A - Hughes-Trigg lower level

For more details on all the locations and for the most up-to-date information including hours, please visit smudining.com

PARENT AND FAMILY PROGRAMS

Q. What programs does SMU provide specifically for parents and families?

A. This guide is one of many resources available for parents. Through our Parent and Family Programs Office you will find many more opportunities for involvement on a number of levels. Again, parents are very much a part of the SMU family, and we welcome you to the University!

PARENT AND FAMILY PROGRAMS

214-768-4797

302 Hughes-Trigg Student Center

Mailing Address: PO Box 750355, Dallas TX 75275-0355

smu.edu/parents

MISSION

The Director of Parent & Family Programs/Parent Liaison serves as a resource for all parents and families concerning the personal development and academic endeavors of their student, and works with the SMU Mothers' and Dads' Clubs as well as individual parents in creating, maintaining and promoting parental involvement in appropriate aspects of University life.

PARENT PROGRAMS

SMU MOTHERS' CLUB. "Continuing 85 years of tradition..." Activities include Endowed Scholarship Fund supporting undergraduate scholarships, Family Handbook, support for Mustang Corral, Thirst Aid Stations on "Move-In" Day, Mustang Cook-Out, Family Weekend Luncheon, Parent Welcome Calls, Outstanding Senior Woman Award, Regional Representatives, and www.smu.edu/momsanddads, which includes an online secured membership directory. For information and/or to volunteer, call Cindy Powell at (972) 442-1520.

SMU DADS' CLUB. Activities include Endowed Scholarship Fund supporting undergraduate scholarships, Family Handbook, Mustang Cook-Out, Mustang Corral, Family Weekend Barbecue, Parent Welcome Calls, Outstanding Senior Man Award, and www.smu.edu/momsanddads, which includes an online secured membership directory. For information and/or to volunteer, call Chuck Manthey at (972) 669-4102.

MOTHERS' AND DADS' CLUBS WEBSITE. www.smu.edu/momsanddads

PARENTS NEWS. Parents can find current University news and resources year-round on SMU Parents online at smu.edu/parents. In addition, a free publication distributed twice a year provides parents with timely information about SMU events and campus life. In the event of a campus emergency, the SMU Parent Info Line will convert to a staffed phone center: 214-SMU-PARENTS or toll free 1-888-768-7273.

PARENT WELCOME CALLS. A volunteer network of SMU parents engaged to contact new SMU parents to welcome them to the University.

PARENT ANNUAL GIVING. Engages parents directly in the fund-raising needs of the University. To learn more, please contact Christi Contreras, director of Parent Giving, at 214-768-4746 or email cshelton@smu.edu.

FAMILY WEEKEND. Every fall term. Start making plans now to attend this action-packed weekend, organized by SMU Student Foundation.

COMPLIMENTARY SUBSCRIPTION TO SMU MAGAZINE. Parents of current undergraduate students automatically receive the magazine, published two times a year.

TARGETED NETWORKS. Multicultural and first-generation networks provide additional opportunities for parent and family involvement and support for students.

OFFICIAL UNIVERSITY CALENDAR

ACADEMIC YEAR 2010-2011

FALL TERM 2010

August 18, Wednesday: Mustang Corral Move-In.

August 19-21, Thursday-Saturday: Mustang Corral.

August 21, Saturday: Residence halls officially open.

August 22, Sunday: Opening Convocation, McFarlin Auditorium.

August 23, Monday: First day of classes.

August 27, Friday: Last day to enroll, add courses or drop courses without grade record or tuition billing. Last day to file for graduation in December.

September 6, Monday: University Holiday - Labor Day.

September 8, Wednesday: Last day to declare pass/fail, no credit or first-year repeated course grading options. Last day to request excused absence for observance of a religious holiday.

September 24-25, Friday-Saturday: Family Weekend

October 6, Friday: Last day for continuing undergraduate students to change their majors before November enrollment.

October 11-12, Monday-Tuesday: Fall Break

October 22-23, Friday-Saturday: Homecoming

November 1-November 19, Monday-Friday: Enrollment Spring 2011 Continuing Students for all undergraduates and graduate Dedman and Meadows.

November 1, Monday: 60% point of the term that federal financial aid has been earned if a student officially withdraws from SMU—prior to this date a partial calculated return to federal programs will be required.

November 5, Friday: Last day to drop a course.

November 11, Thursday: Last day for December graduation candidates to change grades of Incomplete.

November 19, Friday: Students should file for May graduation. Last day to file is January 24.

November 23, Tuesday: Last day to withdraw from the University.

November 24, Wednesday: "No Class" Day.

November 25-26, Thursday-Friday: University Holiday – Thanksgiving.

December 1-6, Wednesday-Monday: No final examinations or unscheduled tests and papers.

December 2, Thursday: Last day for oral/written examinations for December graduate degree candidates.

December 6, Monday: Last day of instruction.

December 7, Tuesday: Reading Day

December 8-15, Wednesday-Wednesday: Examinations (No examinations scheduled for Sunday).

December 16, Thursday: Residence halls officially close at 10:00 a.m. for Winter Break. (December graduates contact RLSH)

December 18, Saturday: Official close of term and date for conferral of degrees. Graduation ceremony for December graduates.

December 19, Sunday: Residence Halls close for graduating seniors at 10:00 a.m.

December 25, Saturday: University Holiday – Christmas/Winter Break.

December 31, Friday: New Year's day Holiday.

JANUARY INTER-TERM 2011

(Note: Some areas of instruction offer selected courses during the January Inter-term, December 20 – January 14.)

SPRING TERM 2011

November 1-January 24, Monday-Monday: Enrollment Spring 2011 Continuing Students for all undergraduates and graduate Dedman and Meadows.

January - TBA: Academic Advising, Enrollment and Orientation (AARO) conferences for new first- year and transfer undergraduate students. Conference dates to be announced. Contact New Student Orientation and Student Support, 214-768-4560, www.smu.edu/newstudent.

January 11, Tuesday: Residence halls officially open.

January 17, Monday: University Holiday – Martin Luther King, Jr.’s Birthday

January 18, Tuesday: First day of classes.

January 24, Monday: Last day to enroll, add courses or drop courses without grade record or tuition billing. Last day to file for May graduation.

February 2, Wednesday: Last day to declare pass/fail, no credit or first- year repeated course grading options. Last day to request excused absence for observance of a religious holiday.

March 12-20, Saturday-Sunday: Spring Break.

March 30, Wednesday: 60% point of the term that federal financial aid has been earned if a student officially withdraws from SMU—prior to this date a partial calculated return to federal programs will be required.

April 1, Friday: Last day for continuing undergraduate students to change their majors before April enrollment.

April 4-22, Monday-Friday: Enrollment Summer 2011 and Fall 2011 Continuing Students for all undergraduates and graduate Dedman and Meadows.

April 6, Wednesday: Last day to drop a course.

April 11, Monday: Last Day for May graduation candidates to change grades of Incomplete.

April 18, Monday: Honors Day 5:30 p.m.

April 19, Tuesday: Students should file for August or December graduation. Last day to file for August is June 4. Last day to file for December is the last day to enroll for Fall 2011.

April 22, Friday: University Holiday - Good Friday.

April 24, Sunday: Easter Sunday.

April 25, Monday: Last day to withdraw from the University.

April 28-May 3, Thursday-Tuesday: No final examinations or unscheduled tests and papers.

May 2, Monday: Last day for oral/written examinations for graduate students who are May degree candidates.

May 3, Tuesday: Last day of instruction. Follows a Friday schedule.

May 4-10, Wednesday - Tuesday: Examinations (No examinations scheduled for Sunday).

May 11, Wednesday: Residence halls officially close for non-graduating students.

May 13, Friday: Baccalaureate.

May 14, Saturday: Commencement.

May 15, Sunday: Residence halls close for graduating students.

TAOS MAY TERM 2011

May 11, Wednesday: SMU-in-Taos: May Term Travel Day and Arrival, 2-6 p.m.

May 12, Thursday: SMU-in-Taos: First Day of Classes.

May 13, Friday: SMU-in-Taos: Last day to enroll, add courses and drop courses without grade record or tuition billing. Permission of Taos Program required for all enrollments.

May 28, Saturday: SMU-in-Taos: May Term Examinations

May 29, Sunday: SMU-in-Taos: May Term Departure.

SUMMER TERM 2011

The Summer Term consists of three primary sessions: first session, second session, and full session. There are also shorter and longer sessions to accommodate the particular needs of the various instructional units such as SMU-In-Taos, International Programs and Perkins School of Theology.

FULL SUMMER SESSION

Classes will meet 2 hours and 15 minutes twice a week or 1 hour and 30 minutes three times a week.

May 30, Monday: University Holiday – Memorial Day

May 31, Tuesday: First day of Full Summer Session classes.

June 3, Friday: Last day to enroll, add courses or drop courses without grade record or tuition billing for Full Session course. Last day to file for August graduation

June 9, Thursday: Last day to declare pass/fail, no credit or first-year repeated course grading options for a Full Session course.

July 4, Monday: University Holiday – Independence Day.

July 5, Tuesday: Follows a Monday class schedule.

July 9, Saturday: 60% point of the term that federal financial aid has been earned if a student officially withdraws from SMU—prior to this date a partial calculated return to federal programs will be required.

July 15, Friday: Last day for August graduation candidates to change grades of Incomplete.

July 22, Friday: Last day to drop a Full Summer Session course.

July 27, Wednesday: Last day to withdraw from the University.

August 3, Wednesday: Last day of Full Summer Session instructions and examinations. Close of the term and conferral date.

FIRST SESSION

Classes meet two hours a day, Monday - Friday.

May 30, Monday: University Holiday – Memorial Day

May 31, Tuesday: First day of First Session Classes.

June 1, Wednesday: Last day to enroll, add courses or drop courses without grade record or tuition billing for a First Session course.

June 3, Friday: Last day to declare pass/fail, no credit or first-year repeated course grading options for a First Session Course. Last day to file for August Graduation.

June 18, Saturday: 60% point of the term that federal financial aid has been earned if a student officially withdraws from SMU—prior to this date a partial calculated return to federal programs will be required.

June 22, Wednesday: Last day to drop a First Session course.

June 23, Thursday: Last day to withdraw from the University.

June 29, Wednesday: Last day of First Session instruction and examinations.

TAOS SUMMER I SESSION

June 3, Friday: SMU-in-Taos: Summer I Arrival and First Day of Classes.

June 4, Saturday: SMU-in-Taos: Last day to enroll, add courses and drop courses without grade record or tuition billing. Permission of Taos Program required for all enrollments.

July 1, Friday: SMU-in-Taos: Summer I Examinations.

July 2, Saturday: SMU-in-Taos: Summer I Departure.

SECOND SESSION

Classes meet two hours a day, Monday - Friday

June 3, Friday: Last day to file for August Graduation.

June 30, Thursday: First day of Second Session classes.

July 1, Friday: Last day to enroll, add courses or drop without grade record or tuition billing for Second Session courses.

July 4, Monday: University Holiday – Independence Day.

July 6, Wednesday: Last day to declare Pass/Fail, No Credit or First-Year Repeated Course grading options for a Second Session course.

July 12, Tuesday: Last day for August graduation candidates to change grades of Incomplete.
July 21, Thursday: 60% point of the term that federal financial aid has been earned if a student officially withdraws from SMU—prior to this date a partial calculated return to federal programs will be required.
July 22, Friday: Last day to drop a Second Session course.
July 26, Tuesday: Last day to withdraw from the University.
August 1, Monday: Last day of Second Session instruction and examinations
August 3, Wednesday: Official close of the term and conferral date.

TAOS AUGUST TERM 2011

August 2, Tuesday: SMU-in-Taos: August Term Arrival.
August 3, Wednesday: First Day of Class.
August 4, Thursday: SMU-in-Taos: Last day to enroll, add courses and drop courses without grade record or tuition billing. Permission of Taos Program required for all enrollments.
August 19, Friday: SMU-in-Taos: August Term Examinations.
August 20, Saturday: SMU-in-Taos: August Term Departure.

MAJOR RELIGIOUS HOLIDAYS (AUGUST 2010-AUGUST 2011)

Listing of religious holidays for use in requesting excused absences according to University Policy 1.9. For religious holidays not listed, the instructor or supervisor may contact the Office of the Chaplain.

CHRISTIAN

Christmas	December 25, 2010
Ash Wednesday	March 9, 2011
Good Friday	April 22, 2011
Easter Sunday	April 24, 2011
Easter Sunday (Orthodox)	April 24, 2011

HINDU

Janmashtami	September 2, 2010
Dasera	October 17, 2010
Diwali	November 5, 2010

JEWISH

All holidays begin at sundown before the first day noted and conclude at sundown on the day(s) noted.

Rosh Hashanah	September 9-10, 2010
Yom Kippur	September 18, 2010
Sukkot	September 23-24, 2010
Hanukkah	December 22-29, 2010
Pesach (Passover)	April 19-26, 2011
Shavuot	June 8-9, 2011

MUSLIM

Ramadan	August 11, 2010
Eid al Fitr	September 10, 2010
Eid al Adha	November 16, 2010
Islamic New Year	December 7, 2010
Ashura	December 16, 2010
Mawlid an Nabi	February 15, 2011

VISITING SMU

LOCATION

Southern Methodist University is located in the city of University Park, between North Central Expressway and Hillcrest Avenue, and Mockingbird Lane and Daniel Avenue.

VISITOR PARKING

The parking garages and most public parking lots are on Airline Road between Daniel Avenue and Mockingbird Lane. Park & Pay stations are available in the Moody and Binkley Garages.

NEARBY HOTELS

SMU typically makes special arrangements for discounted rates at area hotels during special events such as Family Weekend, Homecoming, and Commencement Weekend. Parents and families need to identify themselves as SMU visitors when they make reservations. Hotels near campus include:

HILTON - DALLAS PARK CITIES

5954 Luther Lane
214-368-0400

PALOMAR HOTEL

Mockingbird & Highway 75
214-560-2739

HOTEL LUMEN

6101 Hillcrest
214-219-2400

DOUBLETREE AT CAMPBELL CENTER

8250 Central Expressway
214-691-8700

RADISSON HOTEL

6060 North Central Expressway
(Mockingbird exit)
1-800-333-3333 or 214-750-6060

COURTYARD BY MARRIOTT/NORTH PARK (ASK FOR NORTH PARK COURTYARD)

10325 North Central Expressway
(Meadow Road exit)
1-800-321-2211 or 214-739-2500

EMBASSY SUITES DALLAS LOVE FIELD

3880 West Northwest Hwy.
1-800-EMBASSY or 214-357-4500

MARRIOTT RESIDENCE INN

10325 North Central Expressway
(Meadow Road exit)
214-750-8220

SHUTTLE SERVICE

SHUTTLE SERVICE TO AND FROM LOVE FIELD AIRPORT AND DALLAS-FORT WORTH INTERNATIONAL AIRPORT AND AREA HOTELS

Some area hotels provide complimentary shuttle service to and from both airports. Taxicabs also provide direct service from either airport, or you can choose to use a shuttle service, which is more economical but not necessarily direct. If you're not familiar with the Dallas-Fort Worth Metroplex, Love Field Airport is closer to the SMU campus than DFW International Airport. Shuttle service companies include:

SUPER SHUTTLE

1-800-258-3826

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Director of Affirmative Action has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275; 214-768-3601.

KEY:

- | | | |
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| 73. Airline Parking Garage | 32. Fondren Science Building | 8. Perkins Administration Building |
| 71. Alpha Chi Omega | 62. Ford Stadium | 22. Perkins Chapel |
| 105. Altshuler Learning Enhancement Center (LEC) | 70. Gamma Phi Beta | 20. Perkins Hall |
| 69. Alumni Relations Office | 16. Greer Garson Theatre | 51. Perkins Natatorium |
| 78. Annette Caldwell Simmons Hall | 18. Hamon Arts Library | 14. Peyton Hall |
| 52. Barr Pool | 25. Hawk Hall | 88. Phi Delta Theta |
| 90. Beta Theta Pi | 31. Heroy Science Hall | 89. Phi Gamma Delta |
| 53. Binkley Parking Garage | 104. Highland Park United Methodist Church | 75. Pi Beta Phi |
| 47. Blanton Student Services Building | 3. Hillcrest Manor | 85. Pi Kappa Alpha |
| 48. Boaz Hall | 40. Hughes-Trigg Student Center | 27. Prothro Hall |
| 99. SMU Bookstore | 34. Hyer Hall | 64. RLSH Greek and Apartment Maintenance |
| 21. Bridwell Library | 46. Junkins Engineering Building | 35. Science Information Center |
| 6. Carr Collins Hall | 76. Kappa Alpha Theta | 26. Selecman Hall |
| 44. Caruth Hall (future site) | 67. Kappa Kappa Gamma | 12. Shuttles Hall |
| 72. Chi Omega | 92. Kappa Sigma | 87. Sigma Alpha Epsilon |
| 39. Clements Hall | 24. Kirby Hall | 50. Sigma Chi |
| 55. Cockrell-McIntosh Hall | 83. Lambda Chi Alpha | 91. Sigma Phi Epsilon |
| 49. Collins Executive Education Center | 2. Law Parking Garage | 19. Smith Hall |
| 43. Crow Building | 61. Loyd All-Sports Center | 29. SMU Apartments |
| 96. Crum Basketball Center | 41. Maguire Building | 30. SMU Apartments |
| 1. Dallas Hall | 23. Martin Hall | 65. SMU (Daniel House) Apartments |
| 63. Daniel II | 15. Mary Hay Hall | 84. SMU Service House |
| 82. Dawson Service Center | 86. Material Accumulation Center | 4. Storey Hall |
| 97. Dedman Center for Lifetime Sports | 56. McElvaney Hall | 79. Tower Apartments |
| 33. Dedman Life Sciences Building | 9. McFarlin Auditorium | 98. Turpin Tennis Stadium |
| 77. Delta Delta Delta | 59. Meadows Museum | 10. Umphrey Lee Center |
| 66. Delta Gamma | 60. Meadows Museum Parking Garage | 5. Underwood Law Library |
| 45. Embrey Engineering Building | 13. Memorial Health Center | 11. Virginia-Snyder Hall |
| 102. Expressway Tower | 95. Moody Coliseum | 58. Westcott Field |
| 69. Faculty Club | 94. Moody Parking Garage | 93. 3004 SMU Boulevard |
| 42. Fincher Building | 28. Moore Hall | 103. 6060 N. Central Expressway |
| 7. Florence Hall | 57. Morrison-Bell Track | 101. 6200 N. Central Expressway |
| 36. Fondren Library Center | 54. Morrison-McGinnis Hall | 100. 6210 N. Central Expressway |
| 38. Fondren Library East (Fondren Library) | 80. Multicultural House | |
| 37. Fondren Library West (DeGolyer Library) | 17. Owen Arts Center | |
| | 74. Panhellenic House #1 | |
| | 68. Panhellenic House #2 | |
| | 81. Patterson Hall/SMU Police | |

HELPFUL WEB SITES

SMU Home page

smu.edu

Academic advising

smu.edu/dedman/advice

Altshuler Learning Enhancement Center

smu.edu/alec

Alumni Association

smu.edu/alumni

Athletics

smumustangs.com

Bookstore

smu.bkstore.com

Calendar

calendar.smu.edu

Campus maps and directions

smu.edu/maps

Center for Alcohol and Drug Abuse Prevention

smu.edu/healthcenter/alcholeducation

Chaplain's Office

smu.edu/chaplain

Counseling and Psychiatric Services

smu.edu/healthcenter/counseling

Dean of Student Life

smu.edu/studentlife

Dining Services

smudining.com

Education Abroad

smu.edu/abroad

Education records

smu.edu/registrar/FERPA

Emergency preparedness

Parent Info Line: 214-768-PARENTS

smu.edu/emergency

Financial Aid

smu.edu/financial_aid

Fraternity and Sorority Life

smu.edu/fsl

Health Center

smu.edu/healthcenter

Hegi Family Career Development Center

smu.edu/career

Honor Code

smu.edu/studentlife/PCL_05_HC.asp

International Center

smu.edu/international

Libraries

smu.edu/cul

Mothers' and Dads' Clubs

smu.edu/momsanddads

New Student Orientation/Student Support

smu.edu/newstudent

Parents News

smu.edu/parents

Parking

smu.edu/parknpony

Registrar

smu.edu/registrar

Residence Life and Student Housing

smu.edu/housing

SMU Police

smu.edu/pd

Student Affairs

smu.edu/studentaffairs

Student Financials

smu.edu/bursar

Student Handbook

smu.edu/studentlife/studenthandbook

Substance abuse prevention

smu.edu/liveresponsibly

NOTES

A series of 20 horizontal gray bars, stacked vertically, intended for writing notes. The bars are evenly spaced and cover most of the page's width.

2010

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A large, faint watermark of the SMU logo is centered in the background. It features a classical building with a pediment and columns, all enclosed within a circular border. A horizontal line with small circular end caps is positioned across the middle of the building.

SMU Parenting 101

*A guide to
navigating the
first year
of college*

Developmental Tasks That College Students Experience

There are a number of theory-based models that student affairs professionals at Southern Methodist University use to explain developmental issues faced by undergraduates coming into colleges and universities today. Arthur Chickering's and Linda Reisser's 1993 work entitled *Education and Identity* is the most widely used book on developmental tasks, or vectors as they call them, and has been widely used and applied by theorists for the past sixteen years. Their theory proposes that college students experience seven levels of development and growth during their college years and beyond. The vectors are experienced at different times and at different levels, but are all part of the growth process that takes place on the college campus through the classroom and out-of-classroom activities in which students participate. Chickering's and Reisser's vectors are as follows:

Developing Confidence:

Through certain skills attained, the student learns to cope effectively to meet intellectual and personal challenges.

Moving Through Autonomy Toward Independence:

The capacity to carry on life activities and solve problems without constant reassurance, assistance, and external approval.

Managing Emotions:

Awareness of and appropriate control of diverse emotional responses.

Establishing Identity:

Realizing an accurate understanding of self as well as a positive, stable self-image.

Developing Mature Interpersonal Relationships:

The ability to develop safe, healthy, and long-lasting relationships.

Developing Purpose:

Clarifying and developing plans to reach educational, career, and life goals.

Developing Integrity:

Articulating personal values and creating a consistent belief system.

As Chickering and Reisser say in the book, "It should be recognized that students are entering college at different levels of competence in addressing the tasks associated with these vectors. In addition to one's competency level, the priorities attached to these tasks by students and their parents may be influenced by the immediacy of challenges and opportunities presented to the student as well as the interests of the student. Finally, it is important to recognize that students may be simultaneously expending energy on a variety of vectors but at different levels of intensity."

Transitions Students Make From High School to College

Role as a Student:

Having a learning environment provided for them by teachers in high school versus being responsible for their own learning in the university setting.

Guiding Principle: College is a learning environment in which students must take responsibility for thinking through and applying what they have learned.

Time and Structure:

Coming from high school with a highly structured schedule with marked activities and expectations to be on time versus the college setting where one is responsible for their own time with considerable freedom, no reminders to attend class and often no attendance taken.

Guiding Principle: Students are expected to take responsibility for what they do and don't do, as well as for the consequences of those decisions.

Instructor Contact:

Meeting five times a week in a class of 20-30 where the instructor is aware of individual student progress versus meeting one to three times a week in a class ranging from 20-100 where instructors often are not aware of the student's progress and only see students after class when the student seeks assistance.

Guiding Principle: Students should make an appointment with each of their professors within the first six weeks of class and they should do this every semester.

In addition, first year students should make an appointment with their academic advisor within the first six-weeks of the first and second semester at SMU.

Academic Pace:

Having daily assignments monitored by teachers with minimal out-of-class work in high school versus college with comprehensive assignments with little or no monitoring that require extensive work outside of class and have material or reading assigned on the syllabus that are not always covered in class.

Guiding Principle: It's up to students to read and understand the assigned material; lectures and assignments proceed from the assumption that they've already done so.

Grading:

Competing with all levels of academic ability and having improvement and effort (even extra credit) considered in grading versus competing with high achievers with good grades and having grades based on mastery of content and application of material.

Guiding Principle: "Results count!" Although "good-faith effort" is important in regard to the professor's willingness to help students achieve good results, it will not substitute for results in the grading process.

Personal Environment and Health:

Having a private bathroom with a routine sleeping and eating schedule versus at college in a communal living environment with a continually changing eating and sleeping routine and limited exercise.

Guiding Principle: Students should get enough sleep; remember the important food groups (they are as important in college as ever before); set regular study hours; build in some time to get involved in at least one out-of-classroom activity; and exercise regularly (there is no place better than the Dedman Center).

Network:

Having the daily support system of family, friends, and teachers versus going “away to college” thus beginning the development of adult independence and learning to seek out support as needed.

Guiding Principle: Students should select their friends carefully and reach out for help if needed (SMU has a myriad of resources available to support students in their academic, social, emotional, and psychological growth and development).

Difference Between High School and College, Altshuler Learning Enhancement Center, Southern Methodist University

Helping Your Student Make a Healthy Transition from High School to College

As your student prepares to come to SMU, we know that you are probably going through some adjustments and transitions yourself. With that in mind, the following suggestions have been compiled to help make your student’s adjustments smooth and healthy.

LISTEN

Allow your student to share his or her feelings and expectations about all the new experiences college will bring. Encourage your student to share both concerns and excitement openly with you by reserving judgment and simply allowing him or her to talk.

INQUIRE

Your student may be hesitant to share pre-college fears or certain experiences during their first year of college. It is important to ask your student about those subjects that may be uncomfortable to discuss. You may easily ask about academics, but you shouldn’t be afraid to ask about other aspects of college life. Inquire about the relationships your student is developing, including those with friends, roommates, and romantic interests. Ask your student about weekend activities and the choices he or she is making concerning alcohol and other drugs. Your student may not share everything with you, but it will help to know that you are willing to discuss these and other topics if the need arises.

SUPPORT

Although they may not always say it, first-year students need parental support, and studies show that parents continue to have influence on their college-aged students. Let your student know that you have confidence in his or her abilities. If your student knows that you believe he or she will be academically and socially successful in college, it will greatly enhance your student's self-confidence. Email, cards, phone calls, and care packages are great ways to stay connected.

SUGGEST

Learn about the resources available at SMU. Regardless of the problem your student may be facing, there is someone on campus that can help. It is important for first-year students to begin to solve problems for themselves, but sometimes they need a little nudge in the right direction.

SHARE

Share your thoughts and feelings about the experiences your student will have in college. Share expectations you may have about your student's behavior and academic performance. This is best done before he or she leaves for college because it can help prevent problems in the future.

ACCEPT

College is a time of change for many students. Your student will continue to develop opinions and thoughts on a variety of topics. Accept your student's emerging independence. Your student may choose a major different from the one you recommended or may adopt political views that differ from your own. Engaging in constructive conversations about areas where your opinions may differ will strengthen your relationship, rather than weaken it.

UNDERSTAND

Understand that everyone makes mistakes. Your student may certainly make a few wrong steps during the first year of college. Over-reacting to these situations may push your student away and discourage him or her from sharing with you in the future. By reacting calmly to any adverse situations and supporting your student through any early pitfalls as they are held responsible for the choices they make, you will set a good precedent for communication throughout his or her college career.

Used with permission from the Center for the Advancement of Public Health, School of Recreation, Health, and Tourism, George Mason University "Healthy Expectations Project."

WORDS OF WISDOM....From the Faculty

Encourage your student to take control of his/her own education and to think of himself or herself as a scholar.

Encourage your student to get to know his/her professors – they are your student’s single greatest resource! Take advantage of faculty office hours.

Encourage your student to be assertive, to take responsibility for the choices they make, to create their own support systems, and to seek help when they need it.

Encourage your student to take advantage of the LEC by attending a workshop, enrolling in ORACLE (EDU 1110), seeking out the free tutors, making an appointment with an English Department faculty member in the Writing Center, and making an appointment with a Learning and Study Skills Strategist.

Encourage your student to take control of their time by planning ahead to satisfy academic obligations while making time for everything else (sleeping, eating, participating in student organizations, exercising, playing intramurals, handling a work-study job on campus, socializing, etc.). A student’s ability to prioritize along with time management are critical skills for college success.

Encourage your student to stretch themselves by enrolling in at least one course that will really challenge them, or by joining an interesting club or activity they may not be familiar with, or by seeking out individuals from different cultures and/or backgrounds, or by attending a Tate Lecture on campus, or a concert or production at the Meadows School.

Encourage your student to be thoughtful in their approach to academics. They should take courses that interest them, not ones that merely justify a requirement, and they should be cautioned about dropping a course too quickly.

Encourage your student to think “beyond the moment” and to set goals for the semester, the year, and for their college career.

Students should read and understand the class syllabus. They should put dates of quizzes, tests, papers and projects on a Semester at a Glance Calendar obtained from the LEC. Prepare ahead for busy weeks.

Students should read all of their assignments. Persistence and hard work do pay off!

Go to class! Go to class! Go to class!

Advice From One Parent to Another

Here are my tips, in no particular order, for you to enjoy:

- Attend **Family Weekend** (September 24-25)
- Make sure that your address and contact information is updated and correct with the university by sending an e-mail to smu.edu/giving/address_updates.asp
- Make sure that your son or daughter gets a flu shot that will be offered in the Fall through the SMU Health Center.
- Encourage your student to **really** get to know his/her Resident Assistant (RA) – that individual will be able to provide a wealth of resources and information.
- Even though it may seem as though your student has tuned you out, continue to emphasize the importance of **GOING TO CLASS**.
- Getting involved is a key element to students' overall success at SMU. Encourage them to find something in addition to their academic work. The students who get involved have shown that they do better academically and are happier and more content.
- SMU faculty members are incredible. Encourage your student to get to know his or her faculty members. If a faculty member offers to meet them after class for a cup of coffee, they should **JUMP** on that opportunity. Our son did and that was one of my proudest moments – that is what this place is all about!
- The LEC (Altshuler Learning Enhancement Center) is one of SMU's greatest academic resources . . . but only if it is utilized!
- Your son or daughter will totally miss out on some of the greatest opportunities at SMU if they fail to **READ** . . . their SMU e-mails, the Daily Campus, flyers on bulletin boards, banners in Hughes-Trigg, stake signs in the Main Quad, etc.
- If it is a possibility for your family, students should consider one of SMU's Education Abroad programs or SMU-in-Taos. Our son did and it was a life-changing experience for him.
- What is put on Facebook, My Space, or online should be something that students would want their grandmother to read.
- Eat . . . sleep . . . exercise. When our son does these things, the world is a much better place and he definitely understands how much more he benefits from all that SMU has to offer.
- Students should live on campus for as long as they can. Our son lived in the residence halls his first two years, and that was one of his best decisions.

Advice to Students from Students

- Take responsibility for your education – it is in your hands!
- Take responsibility for the decisions you make because you will be held accountable for your behavior...and don't let anyone talk you into doing something you know is wrong!
- If you didn't wear it last year – don't bring it!
- If you didn't use it last year – don't bring it!
- Write down your expectations for college and send them in a letter home...these goals shared with others will help you stay on the straight and narrow when temptations arise!
- Take time to stop and “smell the roses...” or at least find time to sit by the fountain, or on the steps of Dallas Hall, or under the trees by your residence hall and enjoy this beautiful campus.
- Get to know your roommate and your RA.
- Lock your car. Lock your room when you're gone. Don't leave valuables unattended.
- Go to Mustang Corral – it will make all the difference in feeling a part of this place.
- Get out of your comfort zone – meet new people! Join a club that sounds interesting; go to events sponsored on campus that you wouldn't normally go to (the Tate Lecture Series, a Meadows concert or play or dance presentation, a program on Human Rights); challenge yourself to try new things (try the Climbing Wall at the Dedman Center); volunteer in the community; apply for a leadership position in a student organization; join an intramurals team; consider a semester or term at SMU-in-Taos or an Education Abroad experience.
- Take classes that sound interesting, not ones that just fulfill a requirement.
- Take care of each other – you are part of a community now!
- Get to know your professors – their office hours are there for a reason!
- Seek help if you need it – Health Center, Counseling and Psychological Services (CAPS), Dean of Student Life, any of the offices on the 3rd floor of Hughes-Trigg, the Residence Hall Staff
- Read your university e-mails – also the Daily campus, event ads in the Daily Campus, flyers, stake signs, banners, the Student Handbook
- Take advantage of the LEC before you really need it...free tutors, a Writing Center, Learning and Study Skills Specialists, ORACLE (EDU 1110)
- Don't be afraid to ask an upperclassman if you don't know something.
- Visit the Hegi Family Career Development Center – it is never too early to start thinking about internships, job opportunities, and possible careers.
- Education happens in the classroom and outside the classroom – both are important!
- Support Mustang athletics! Go Ponies!
- Respect others. Respect Yourself. Respect this campus and its traditions. Respect the law.
- There is no “do-over” on your first semester GPA – all future GPA's are averaged with these grades.
- Less than 1% of the world's population has the opportunity to go to college – appreciate and take full advantage of this opportunity.
- Go to Class! Go to Class! Go to Class!

SAMPLE - You may want to write your own

Crossroads and Connections – A Letter to My Student

(The following letter was sent to an SMU graduate, Class of 2009, by his Mother, an SMU staffer of twenty-five years, on the eve of his freshman year.)

“Tell me and I forget,
Teach me and I remember,
INVOLVE me and I *LEARN*.”
~Benjamin Franklin

“To create and impart *knowledge* that will shape *citizens* who *contribute* to their *communities* and *lead* their professions in a *global society*.”

~Southern Methodist University Vision Statement

Welcome to SMU . . . where a world of learning awaits you both inside and outside the classroom. I would like to share a quote with you from Dr. Richard Light, a professor at Harvard University, in his book *Making the Most of College*:

“First, I assumed that most important and memorable academic learning goes on inside the classroom, while outside activities provide a useful but modest supplement. The evidence shows that the opposite is true: Learning outside of classes, especially in residential settings and extracurricular activities such as the arts, is vital. When we asked students to think of a specific, critical incident or moment that had changed them profoundly, four-fifths of them chose a situation or event outside of the classroom.”

So at this Crossroads on your life’s journey, I would like to share with you my Top Ten List on why you should get connected and involved with SMU.

- #10. *To meet people, make friends, and have fun.* Making those connections with your fellow Mustangs is one of the most exciting and fulfilling things that you will do while you are here at SMU. You are building a lifelong network of friends that will be with you long after you leave here. Getting involved on campus is one of the very best ways to really get to know other students and for them to get to know you!
- #9. *To fully maximize your tuition dollars.* You have heard this so many times, but it deserves repeating . . . you are going to get out of this college experience what you put into it. Plain and simple. SMU is you and you are SMU. Together something great can occur. Don’t you want to leave your mark at SMU??????
- #8. *To better understand yourself and your passions.* Time in college flies by – spending precious moments in an organization of your interest can bring you closer to understanding yourself and your passions. What will you do? Who will you become? What career will you pursue? Involvement helps you to find answers to these questions.
- #7. *To build your resume.* The page is clean. High school is in the past. You have the power to create an entirely new resume. What are your dreams? What are your aspirations? Have you come here to prepare yourself for a meaningful career? Then get involved. Employers look first to those college graduates who have had meaningful involvement experiences.

- #6. *To explore new opportunities.* There are over 200 student organizations and involvement opportunities to investigate, to try out, to learn about something that you have always had a burning desire to know about. We have groups that range from academic, service, political, multicultural, religious, honoraries, governing boards, campus programming, special interest, sports, intramurals, Greek life, spirit squads, orientation, student publications, diversity education, women's issues, hall councils, and more! And if you do not see something that you want to do, then it can be created and begun!
- #5. *To better understand others.* No matter what your career path may be once you leave SMU, you will be working with people. Remember that SMU wants to prepare you to live in global society. The more you can understand yourself and those around you, the better the world will be. Get out of the box that you may have been living in. Never again will you have the opportunities that you will find while you are here at SMU to truly get to know your fellow Mustangs. Join a group that is comprised of folks that are different than you. Go on an Alternative Spring Break trip. Attend a multicultural event. Go see Brown Bag. Really get to know **everyone** that lives on your residence hall floor.
- #4. *To have more friends on Facebook.* I just had to put a really fun one in here that is not quite as serious but very important!
- #3. *To become a better student in the classroom.* Students who get involved have a closer connection to SMU. You will like it here. You will have friends here. And you will do better academically and you will stay and you will graduate. Involved students know how to manage their time and to prioritize their commitments. You will learn how to be a master multi-tasker. Students who get involved invest themselves in SMU and they want to get the most from their time here. Involvement spurs the positive attitude of wanting to be successful both in and out of the classroom. Ask any of the AARO or Mustang Corral leaders when you get here. They will agree.
- #2. *To develop all of your skills.* Where do I begin? This is where the rubber meets the road. Ask any upperclassman and he/she will begin to tell you of a plethora of skills that they have learned in their involvement activities whether they are the leader or the committee member. Here is a sampling: public speaking, meeting management, conflict resolution, decision making, time management, programming, marketing, public relations, fundraising, delegation, problem solving, goal setting, budgeting, communication, group management, and the list goes on and on!
- #1. *To make SMU not just the education of a lifetime, but the EXPERIENCE of a lifetime.* The choice is yours. SMU has the hallmark tradition of truly empowering its involved students. Just ask our Student Body President or the Student Trustee. You can sit back, go to class, and get a good education at SMU. Or you can choose to make SMU yours and to truly experience all that it has to offer by getting involved from the beginning of your journey. Again the choice is yours.

My hope is that I have convinced you that getting involved and connected is critical to your overall success at SMU.

Love, Mom

Tips for First-Year Students

Compliments of SMU's Altschuler Learning Enhancement Center (LEC)

Tip #1: Go To Class

New students often hear that in college, "you can go to class anytime you want." NOT TRUE. Some classes may seem less interesting than others, but college is not for entertainment. Experienced students often say that the more time they spend in class, the less time they need to study outside of class.

Tip #2: Learn the Campus

One campus tour seldom provides the geographical knowledge necessary to get around a major university. Become an explorer and spend time locating where major academic and service departments are located. Don't become a senior who is still trying to find the library.

Tip #3: Know the University Has Academic Rules

No one memorizes all the rules--but have a copy available. Academic policies are usually found on the web page and almost always in the student handbook or catalog. Do not become one of those who says, "But nobody told me..."

Tip #4: Check Out Rumors

Rumors of all types fly across a campus. While almost all do have a particle of truth, most rumors are largely fiction. Check program or academic rumors with professors or advisors before changing anything related to class preparation or scheduling.

Tip #5: Budget Time

Have a social life, but plan your study time properly. Do not begin to study for a test or write a paper the night before either is due. Read syllabi early for dates and note them on a calendar. Remember, sleep is also necessary, so budget for that as well.

Tip #6: Accept Constructive Criticism

Keep in mind that when a professor critiques your work, he or she is doing you a favor. This is not personal; any work can be improved. The more "red marks" you see on a paper, the more time the professor took to point out ways for you to improve. It is very frustrating to see a grade assigned to a paper or test and no comments or feedback as to how that grade was determined or how you can do better next time.

Tip #7: Realize That Being a Student Is a Full-Time Job

You can't work hard only one day a week and earn acceptable grades. Look at collegiate life as a full-time career for the present. Focus on good academic habits, social skills, and balancing priorities. Now is the time to develop skills that will be expected after graduation in your selected career.

Tip #8: Develop an Appreciation for the Mastery of Language

No matter what your major or discipline of interest, the single most important skill for life success is communication. Understand what language is acceptable and in what situations. How you communicate your skills and thoughts demonstrates the depth of your education. Even if your grades in technical courses get you that first job, it is your communication skills--usually in writing--that get you that promotion.

Tip #9: Become Part of University Life

Becoming part of the campus community is just as important as going to class, writing papers, and taking exams. Don't join every group, but be selective and participate in activities that will offer balance to your life. Take advantage of the variety of university experiences.

Tip #10: Get To Know Your Professors Before You Graduate

Begin by targeting some faculty that you think are worth knowing before you graduate. Who are you likely to have in more than one course? These are the professors who will evaluate your work, supply references for future career options or graduate school, and help guide your intellectual development. Most faculty are very approachable; don't let titles of "professor" or "doctor" frighten you. Those titles are their achievement, and these are the people who will help you attain the goals you have set for yourself.

Tip #11: Have the Courage of Your Confusions

In high school, a good student is supposed to know all the answers and get everything right. But in college, you take on more difficult challenges and more demanding material. It is no longer possible to have "all the answers." Beyond college, that kind of high school perfection isn't even remotely possible. Learn to be patient with others and with yourself. Learn to function well in situations where 100% success isn't possible; seek out and value the big questions which are more important than answers.

Tip #12: Be Patient with Yourself

You will make errors or mistakes during your collegiate career. Please be assured that you are not DOOMED. When you realize, or even think, you have goofed, set out to correct it.

Tip #13: Make Your Own Decisions

Seeking advice is always nice. Trying to play it safe and avoid making decisions can lead to as many problems as making uninformed or risky choices. Weigh options and gather as much information as possible. Accept responsibility for your decisions.

Tip #14: You Are in School for Your Education, Not Someone Else's

If you enter college just to please everyone else, or even ANYONE else, you will end up pleasing no one. If you let others decide what you are going to study, where you attend college, and what you are going to be, you have ignored your responsibility to yourself.

Tip #15: Know Your Academic Situation Before the Withdraw Period

If you have a question or concern about how you are doing in a class, go to the professor and discuss it. Keep yourself informed and record all grades received for each assignment. Read each syllabus carefully, and pay attention to the weight of all assignments as they determine the final grade in each course. Keep all grades updated.

Tip #16: Learn To Communicate in the Classroom

There are no dumb questions concerning subject matter. If you don't know or don't understand something, chances are several of your classmates don't either. Learning to ask questions is a skill. Develop it!

Tip #17: Safeguard Your Physical and Mental Well-Being

When exhausted, rest. Eat proper food and know when to relax. Plan exercise into your schedule. No one is going to thank you for working yourself into a frazzle or getting ill, let alone for staying up all night. It is amazing how many students demand their independence and simply do not know how to take care of themselves.

Tip #18: Accept Responsibility for Yourself and Your Behavior

If what you say and do is prompted by others, or if nothing is ever your fault because others “pushed” you, you cannot claim to be an adult, just an immature follower.

Tip #19: It Does Not Help To Blame Others for Your Academic Problems

If you are not doing well academically, get help. Very few students get through college without some assistance. If it takes you longer to learn material or even to graduate, so what? Remove distractions when studying. Go to review sessions and use tutoring services. GO TO CLASS and participate. Don’t blame your professors, your roommate, or your teaching assistants. Get their help to eliminate the problems.

Tip #20: Locate and Use All University Services

The university DOES want you to succeed and will help you by means of all its services. These range from math and writing skills centers to personal counseling. Let the university serve you. After all, it is your school. You are paying for these services anyway, in the form of tuition and fees.

Tip #21: Write Home

It may sound silly, but parents and family can prove to be the best support service. Families honestly want to know how you are doing. They may not be able to do more than listen, but that act alone is essential to your well-being. Siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life. P.S. E-mail works great!



FLU UPDATE

- SMU began pandemic planning in late 2005; and we will continue pandemic preparedness on an ongoing basis.
- We are constantly monitoring flu status on the national and world levels to predict what may be seen at the campus level. As the situation evolves, SMU will notify students of any updates or additional precautions via email, so encourage your student to check their SMU email regularly. We will also post any updates on www.smu.edu/flu.
- We encourage students to visit the health center if they start showing any signs of flu. Antivirals should be started early to be effective.
- Ultimately preventing the spread of flu comes down to personal responsibility: constant hand washing, covering coughs, avoiding folks who appear sick, and social distancing. All of these play a major role in preventing flu transmission, but they depend on your student’s habits.
- Even if it is not normally your practice to do so, we strongly encourage you to tell your student to take advantage of our flu shots during the fall season.

How to grant your parents access to your student education records:

SMU understands that many undergraduate students want to allow their parents and others access to all or some of their education records. Students now have the ability to provide their consent for access to their records by using the “Release of Education Records” feature in the self-service component of [Access.SMU](https://access.smu.edu). Once parents and others have been granted access, some of the student’s education records are available on-line through Access.SMU. Other records are available by contacting the office holding the records.

INSTRUCTIONS FOR STUDENTS

Logging Into the System

- Login to Access.SMU at <https://access.smu.edu>
- Enter your User ID (i.e. SMU ID) and Password and click “Sign In”
- Click on the “Release of Education Records” link in the Student Self-Service box

Authorized Access Tab

- Contains a list of relations with authorized access to some or all of the student’s education records; initially this list will be empty

Add Access Tab

- Select a relation from the provided list
- If the relation does not have an email address, then click on the “Add Email” link and enter a valid email address; **you can’t grant access to a relation without a valid email address**
- Select one or more areas of access (academic records, financial aid, holds, and student financials) to grant this relation access and click “Submit”
- Selecting “Do Not Release” will deny the selected relation any access to your education records; **valid email is not required**
- Review the “Confirmation Account/Release Form” page
- Check the “I Agree” and click “Submit”
- Email notification will be sent to you and your relation with more information

Create New Relationship

- Select the “Add Access” tab
- Click the “Create New Relationship” button
- Enter the required data, and click the “Finish Creating” button
- You will be notified via email when the new relation is setup within Access.SMU; re-do above steps to grant your new relation authorized access

Resources for Parents and Students:

For further detailed Parent and Student Instructions, please select the appropriate link from the FERPA website at <http://smu.edu/registrar/ferpa/release.asp>.

For questions on PIN, passwords, and locked accounts, please contact your student to reset the account. For questions about browser and technology issues on using [Access.SMU](#), please contact the SMU ITS helpdesk at help@smu.edu or 214.768.4357 (8-HELP). For questions about the content of a student's education records, please contact Enrollment Services at enrol_serv@smu.edu or 214.768.3417.

INSTRUCTIONS FOR PARENTS

Activating Your Student Authorized Access

- Click on the activation link provided via email, or type <https://access.smu.edu> in your browser and hit enter
- Click on "Access.SMU Guest Features" link on the right-hand side of page
- In the navigation bar (left of the screen), click on "SMU Set Account Password" link

SMU Account Password Setup

- Enter your SMU ID number (provided via email), click "Next"
- Enter your PIN number (to be provided by your student), click "Next"
- If the account was setup correctly, you will get the message "You have successfully authenticated your SMU ID"; click "Next"

Set Your Password

- Choose a password for your account and click "Next"
- Enroll in the password reset tool by entering your SMU ID, the password you just created, and select three questions to answer; **you will need to answer these questions again to reset your password or unlock your account**

Logging Into Access.SMU

- Login to <https://access.smu.edu> and enter your SMU ID and password
- Click on link "Student Authorized Access"

Access Authorized Student Education Records Data

- For every student listed, click on "Student Center" link

Parents are encouraged to discuss the "Release of Education Records" feature with their student to establish the authorization for them to view and receive information from the student's education records.