

MISSION OF ENROLLMENT SERVICES

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

- Appear seamless to the student/families
- Make the path as short as possible
- Handle everyone with respect
- Value everyone's time
- Always put the student at the



Enrollment Services

www.smu.edu/enrollment_services

**Laura Lee Blanton
Student Services Building**

Division of Enrollment Services
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Dallas, TX 75205
Phone: 214-768-3417
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Every Step of the Way!



SMU
Enrollment Services

Laura Lee Blanton
Student Services Building

SMU Enrollment Services

Here for you every step of the way!

Welcome to the SMU community.

*Your SMU identification number
and confidential password is your
key to all of the services available to
you on ACCESS.SMU right now.*

*Unlock the self-service options
provided for you.*

*This brochure will introduce the
services available to you online by
Enrollment Services. Then when
you arrive on campus, step into our
offices in the new Laura Lee
Blanton Student Services Building.
One stop will cover all of your
enrollment needs.*

We can't wait to see you!

Things to do right now

- **Check and update your addresses and phone numbers** — SMU maintains a number of addresses to facilitate communication with you and your family. Now is a good time for you to check each of these addresses and phone numbers to make sure that they are correct. Making corrections to one address/phone number does not change any other address/phone number even if the information is the same. And be sure to keep this information updated after you get your Dallas (campus) address and phone number.

Your parents may update addresses by going to the University website — www.smu.edu/registrar — and click on Address/Phone change.
- **Explore ACCESS.SMU** — with your admission to SMU, you now may use the self-service functions in ACCESS.SMU. Log on and click “Learner Services.” Review the menu options and look at the information and services available. **NOTE:** University policy requires that you meet with an academic advisor before you enroll for classes each term.

Enrollment Services On Line

Southern Methodist University has made it easy for you to access information and to use services through our website. At www.smu.edu, you can navigate to helpful information from any web enabled PC anywhere in the world.

New First Year and Transfer Undergraduate students can obtain information on SMU's various orientation programs — AARO, Mustang Corral, Week of Welcome, and Encore at www.smu.edu/newstudent.

Graduate and Professional students can find information on programs of study through the websites of the various schools.

Through the Enrollment Services website at www.smu.edu/enrollment_services, you will find information on our four service areas — Undergraduate Admission, Financial Aid, Bursar, and University Registrar including information on grants, scholarships, and loans; tuition, fees, and payment information; schedule of classes, academic requirements, and enrollment.

Many of the forms you will need are online by clicking **Forms** on the Finan-

ACCESS.SMU

Log on to ACCESS.SMU at www.access.smu.edu by clicking "Sign In" button. Enter your SMU ID number as your user ID, enter the confidential password sent to you by SMU (one password for ACCESS.SMU and your electronic mail account).

The following are online services that SMU Enrollment Services offers through ACCESS.SMU.

- View Schedule of classes
- See Enrollment Steps
- Enroll/Drop/Add courses
- Purchase Campus Essentials
- View Grade Reports
- Obtain Unofficial Transcript and Degree Progress Reports
- View Financial Aid Award Letter
- View Student Account Summary
- View Electronic Bill
- Make Electronic Payments
- Request Electronic Refunding
- Designate authorized viewers/payers of student account
- View Service Indicators (holds)
- Update addresses or phone numbers
- Verify major and minor

IMPORTANT

Keep your single sign-in password to

ACCESS.SMU and SMU e-mail confidential. Your Password is your electronic signature and should not be shared with anyone!

SMU Websites

www.smu.edu/enrollment_services

www.smu.edu/admission/

- Campus Visit Information/Scheduling
- Virtual Tour
- Information for new First Year students on New@SMU website --see below

www.smu.edu/financial_aid/

- Loan Entrance and Exit Counseling
- Loans by Web
- Financial Aid Forms
- Lender Information
- Student Employment Information

www.smu.edu/bursar/

- Costs of Tuition, Fees, Essential Services
- Payment deadlines
- Payment options

www.smu.edu/registrar/

- General Education Curriculum
- Final Exam Schedule
- University Calendar
- Degree Requirements
- Transcript Request Form
- Reissue Diploma Request
- Pass/Fail Agreement

- Independent Release Form
- Parental Dependency Form
- Commencement Conv. Information
- Honor Roll
- Parents update address/phone number

Laura Lee Blanton Student Services Building

The Laura Lee Blanton Student Services Building is your one stop for all your enrollment services.

- Personal Counseling on Financial Aid and Student Accounts
- Application Status/Admission Counseling - First Year and Transfer Undergraduate students
- Payment Plan and Third Party billing Counseling
- Financial counseling for students considering withdrawing from the University
- Academic Records, Enrollment, and Graduation Services

Also Located in the Building

- Information Technology Services
- International Office
- SMU-in-Taos

New @ SMU

New undergraduate students have a website that will help them make the transition from their current studies to the academic challenges of the SMU experience.

www.smu.edu/newat-smu