

Records & Registration Updates

Undergraduate—Spring 2011



SM

IMPORTANT DATES

February 24/25 - May Graduation Fair

March 12-20 - Spring Break

April 22 - Good Friday Holiday

April 6 - Last day to drop

April 18 - Honors Day Convocation

April 25 - Last day to withdraw from the University

May 3 - Last day of instruction (follows a Friday schedule)

May 6 – 10 - Final Examinations (Grades due 48 hours after final exam.)

May 13 - Baccalaureate - 8:00pm

May 14 - Graduation - 10:00 a.m.

Office of the University Bursar

Payment due date for undergraduates:

May 20, 2011 - Summer

August 4, 2011 – Fall

If you are interested in payment plans, please visit our website at

<http://tuitionpay.salliemae.com/smu>

Information on other payment options at

www.smu.edu/bursar

Veteran's Update

Total VA students enrolled - 150

UG-53 GR/Prof-97

Chapter 33 (New Post 9/11 GI Bill) - 112

Non-Chapter 33 - 38

VA website is located at <http://smu.edu/registrar/veterans.asp>.

Contact Veronica Decena for more information.

May Graduation Fair

May Commencement will be held at 9:30 a.m. on Saturday, May 14 in Moody Coliseum. The Graduation Fair will be held in the Laura Lee Blanton Building Room 110 on Thursday, February 24 from 10:00am – 6:00pm and Friday, February 25 from 10:00am - 4:00 pm. Students may order academic regalia and graduation announcements at the fair. Students who do not order their regalia at the Grad Fair **must** place an online order at <http://www.herffjones.com/college/smu/>. For more information about Commencement Weekend, please visit <http://smu.edu/registrar/commencement/>.

Enrollment Appointments

Enrollment appointments for continuing undergraduate students will begin Monday, April 4 through Friday, April 22. Please remind students to verify current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information. Failure to do so may prevent initial enrollment. For detailed information, please go to http://smu.edu/registrar/index_enrollment.asp.

The Fall 2011 class schedule will be available Wednesday, March 2. The summer schedule is now available -- smu.edu/registrar/soc1/summer2011_CSI.asp. Students will be able to begin enrolling for summer 2011 on April 4 through the last day of add/drop/enroll for the specific summer session at smu.edu/registrar/index_enrollment.asp and click Summer 2011.

Academic Records—Grading and Diploma Processing

Early Intervention Grading

Friday, February 11 - Early Intervention grade rosters generated

Monday, February 21 - Early Intervention grades due at 11:59pm

Tuesday, February 22 - Deficiency Reports sent to L.E.C. & Advising Center
Deficiency Letters sent to students

Mid-Term Grading

Wednesday, March 2 - Mid-Term grade rosters generated

Wednesday, March 23 - Mid-Term grades due at 11:59pm

Thursday, March 24 - Deficiency Reports sent to L.E.C., Advising Center & Academic Schools
Deficiency Letters sent to students

Final Grading

Monday, May 2 - Final grade rosters generated

Final grades are due 48 hours after the exam is given

(Encourage your faculty to grade graduating seniors FIRST and partially post their rosters.)

May 2011 Diploma Processing

Tuesday, May 3 - RO emails electronic program to schools to proof

Monday, May 9 - Schools come to Blanton to pick up diplomas (by appt.)

Wednesday, May 18 - Final signed lists & undistributed diplomas due in RO (by close of business)

Thursday, May 19 - Degrees posted in ACCESS.SMU

(complete calendar was previously sent to all school contacts)

OIT Project Updates

9.0 Upgrade

No enhancements are being made to Access.SMU system as a result of the 9.0 upgrade which is on schedule. Fit/Gap analysis is completed and BPDs (business process design documents) are written. Custom processes and pages needed for first round of testing are being reapplied through March 25th. Round 1 testing begins March 28th; Round 2 testing begins April 25th (reapplies completed by April 22nd); Round 3 testing begins May 23rd (round 3 reapplies completed by May 20th). User Acceptance Testing (UAT) is scheduled June 16 – 19th with pre-tasks conducted June 13 – 16th. During this one-week period, special guidelines apply; namely, self-service transactions are closed down (i.e., no enrollment transactions by students or grading transactions by faculty). Administrative transactions are done on emergency basis only (i.e., a grade change for official transcript request; outstanding account payment for official transcript request) since these transactions will have to be done a second time when Access.SMU 9.0 comes up on the 19th. June 20 – 26th are contingency dates.

More Information

Academic Advisement We are currently working on the Fall 2011 DPR plan changes. The DPR has significantly changed in 9.0 and now we have interactive DPR as well as a PDF version. We are having to do course list cleanup in 8.9 in preparation for 9.0 because of a new feature we will be using called Display Select. We will start testing the 9.0 DPR in late March.

ACG Late Fee Beginning June 1, 2011, there will be a \$70 late fee assessed to students when they submit a late Application for Candidacy to Graduate (ACG). The Registrar's Office is working on specific details including the date the fee will be assessed.

Enrollment Reports Enrollment Reports are located at <http://smu.edu/registrar/reporting/>.

Enrollment Verifications in Student Self Service In November 2010, the Registrar's Office rolled out a new feature within the Student Center. Students can now obtain an Enrollment Verification online at the touch of a few clicks. Students may request this anytime Access.SMU is available. Students were informed about this new feature via email last semester. Enrollment Verifications for each term are available on the first day of classes. Enrollment Verifications for summer terms must still be obtained through the Registrar's Office either in person or by emailing registrar@smu.edu.

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

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

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

Gradebook We continue to receive positive feedback from faculty about how easy it is to set up and use Access.SMU Gradebook, an electronic grade book that offers faculty the option to record grades online per assignment for their courses. Gradebook is an integral part of the Access.SMU Faculty Center and Student Center making it easy for faculty to communicate grades and averages to their students. Further, Gradebook grade entries can be uploaded to the Grade Roster with a click of a button making the need for double entry in a word...needless. Faculty who want to use Gradebook should contact Mitzie Goff for a one-on-one session. More information as well as tutorials can be found at http://smu.edu/registrar/gradebook_tutorials.asp.

Schedule.SMU (Astra Room Scheduling) Schedule.SMU is available for users to view room usage calendars and to request space in all academic buildings across campus. In addition, facility managers can use Schedule.SMU to manage their spaces and to track all events and classes held in their spaces. Schedule.SMU currently is accessible online using Internet Explorer 7 or 8 and Firefox, and can be viewed by going to schedule.smu.edu. Schedule.SMU has been upgraded to version 7.3.9.

Veteran's Benefits

The Post 9/11 Veterans Education Assistance Improvements Act of 2010 was signed into law by President Obama. There are several changes, however, the most significant change being that the law creates a national maximum for veterans enrolled in a private or international institution. Private and international institution costs (tuition and fees) will be capped at \$17,500 annually, beginning August 1, 2011. This may impact the number of veterans who are currently attending SMU. University officials will be meeting soon to discuss this new legislation.

Leave of Absence The SMU Leave of Absence (LOA) Policy provides students with a formal process to "stop out" of SMU for either voluntary or involuntary reasons. Typically, a leave of absence is generally for a temporary departure from the institution. However, with this policy, intended permanent withdrawals from SMU will also be processed under the Leave of Absence Policy. In addition, those students who are participating in study-away programs that do not fall under the auspices of SMU should also complete the Leave of Absence Form. The completion of this process will assist all respective offices at SMU with monitoring a student's LOA and allows for a formal centralized record of the status for all students who are not 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 the student to be away from school for some period of time; financial issues which may take time to resolve; and academic difficulties which may best be handled by taking some time to refocus on college work.

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

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

Financial Aid

Reminders about Financial Aid:

- Please award aid for the entire year (excluding Summer and J term).
- If no award or estimated award is submitted, the Office of Financial Aid will award an estimate for each future term in an amount equal to the prior term or the amount of full-time tuition and fees., whichever amount is greater.
- Remember it takes about 3 weeks for a student to go from admitted to awarded status. If you need a rush award, please contact Cindy Luetzow at 8-2925 or Marcia Miller at 8-2509.

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

Students can now track the progress of Financial Aid on Access.SMU via Pony Tracks, which shows:

- Status of FAFSA filing
- Status of CSS/Profile filing
- Aid awarded
- Loan status
- Links to any required forms
- A "How much do I owe?" page
- Where the student is in the process

Satisfactory Academic Progress continues to be a concern for the Department of Education:

- SAP will be changing slightly as of August 2011.
- Advisors will have to provide general academic plans for students – Students must enroll in Y hours and complete X hours for the semester and all classes must count toward the degree.
- Students who fail to adhere to the plan will be denied aid for the next term.
- All hours students are enrolled in as of the 12th class day will count toward attempted hours.
- GPA min. remains at 2.0 cumulative GPA and students must successfully complete 75% of classes taken.
- Emails went out to students in January whose GPAs or completion rates fall below the minimum.
- Students that cannot complete their degrees within 12 semesters will be denied aid. Advisors will be asked to voice their opinions on students' progress.
- Any denials of SAP will be reviewed by the Appeals Committee.

Academic Advisors:

We would like your assistance with completing a doable plan of action for our struggling students. Please have them submit plans of action. We would like for you to sign these plans and the students will submit them with the appeal document to the Financial Aid office. This will benefit both SMU and the students.

Scholarships:

- Must have a 3.000 or above to retain the scholarship
- 2011-12 students will be penalized for losing their scholarships – no longer getting SMU need-based grants to replace them. Penalty is \$4500.00.

5th Year Appeals:

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

Graduation term and less than half-time enrollment:

- Please send an e-mail to awd_ltr@smu.edu and we will forward the information on to the student's advisor
- These students will get an e-mail also