IMPORTANT DATES

October 15/16 - December Graduation Grad Fair

November 10 - Last day to drop

December 1 - Last day to withdraw from the University

December 9 - Last day of instruction

December 10 - Reading Day

December 11-17 - Final Examinations (Grades due 48 hours after final exam.)

December 19 - Graduation - 10:00 a.m.

Enrollment Appointments

Enrollment appointments for continuing undergraduate students will begin Monday, November 2 through Friday, November 20. Students have been sent e-mail notifications to be sure their Personal Information on Access.SMU is updated and verified with an effective date of March 12, 2009 or after. If this is not completed, HOLDS will be placed on their accounts. Once the information is updated and verified properly, the HOLDS will be removed automatically. Please remember to stress to the students the importance of current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information. For detailed information regarding Spring 2010, please go to the http://smu.edu/registrar/index_enrollment.asp and click the appropriate section under Spring 2010.

The Spring 2010 class schedule is now available on both the Registrar's Web site and on Access.SMU. Please see the following link to view Spring 2010 term information: http://smu.edu/registrar/index_enrollment.asp.

Academic Records—Grading and Diploma Processing

Mid-Term Grading

- Friday, October 9 – Mid-Term grade rosters generated
- Friday, October 30 – Mid-Term grades due 11:59 p.m
- Monday, November 2 – Deficiency Reports sent to A-LEC & Advising Center
  Deficiency Letters sent to students

Final Grading

- Thursday, December 3 – Final grade rosters generated
  Final grades are due 48 hours after the exam is given
  (Encourage your faculty to grade graduating seniors FIRST **and** partially post their rosters.)

December 2009 Diploma Processing

- Tuesday, December 8 – Schools come to Blanton to proof program (by appt.)
- Tuesday, January 5 – Final Signed Lists due in RO
- Thursday, January 7 – Degrees posted in Access.SMU

Veteran's Update

- Total VA students enrolled—95   UG—27   GR/Pro—68
- Chapter 33 (New Post 9/11GI Bill) - 45
- Non-Chapter 33—50

Check out our VA Web site: http://smu.edu/registrar/veterans.asp
Contact Veronica Decena or Mitzie Goff for more information

Student Financial Services

www.smu.edu/bursar
www.tuition.salliemae.com
Payment due date for Spring 2010: December 17, 2009

Payments for Spring payment plans, start December 1, 2009

- 6 Month plan: Dec 1st- May 1st/ $50.00
- 5 Month plan: Dec 1st- April 1st / $65.00
- 4 Month plan: Jan 25th- April 1st / $75.00

Information System

Mandatory Health Insurance (MHI) – We are testing the MHI enhancement to Access.SMU which will allow students to elect Student Health Insurance, or waive the insurance if they have private insurance. The system will allow the Memorial Health Center to monitor the MHI requirement, elect insurance or waive insurance for the student. The insurance cost will be charged to the student's account through SF in Access.SMU. The system will be in production mid-October and students will be able to use the system after they enroll for Spring 2010 classes in November.

Astra Room scheduling – We are implementing a new room scheduling software called Astra room scheduling. Astra will eventually be used to schedule classrooms and other facilities. We are in testing stages of Astra and plan to have it in production mid-October. We will use it in production mode for Summer/Fall 2010 scheduling. More information and training will follow.

Academic Advising - We are currently working on Fall 2009 DPR plan changes. We are in the process of adding the SMU cumulative GPA per term to the UG Degree Progress Report.

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

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

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

Enrollment Reports—Fall 2009 Enrollment Reports are located at http://smu.edu/intranet/des/enrollment_reporting.asp

Ethnic Reporting Changes—New requirements for collecting and reporting ethnicity data will be in place by Fall 2010. Applicants for Summer/Fall 2010 are following the new collection standards. For questions or further information contact Stephen Forrest (sforrest@smu.edu).

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OIT—Project Updates

Major projects we have completed in the past 3 months
- 3rd quarter tax updates and application fixes applied
- Mustang Corral automated processes
- Elect Health Insurance for students
- Self-Service FERPA restriction
- President's Task List - Generate Early Grade Rosters
- Benefits Administration – automates benefit plan changes and provides online benefits enrollment

Major projects coming up
- 4th quarter federal regulations updates and application fixes applied
- Time and Labor – automates processes for payroll and rules for process clock punches
- Account Maintenance Automation – automates the generation of system accounts and their retirement.
- Diplomatic – diploma ordering system
- NSC electronic transcript delivery
- Astra Room Scheduling software

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December Graduation and Grad Fair

December Graduation will be held at 10:00 a.m. on Saturday, December 19 in Moody Coliseum. The Grad Fair will be held at the SMU Bookstore on October 15 from 10:00 a.m. – 6:00 p.m., and October 16 from 10:00 a.m. – 4:00 p.m. Students may order academic regalia and graduation announcements at the fair. Students who do not order their regalia at the Grad Fair **must** place an online order at http://www.herffjones.com/college/smu/ by 11:59 p.m. on Friday, November 6. For more information about December Graduation, please visit http://smu.edu/registrar/December_Graduation/.

Financial Aid

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

Satisfactory Academic Progress-

- Checked after each Spring term once the student has completed 2 years if a Freshman and the 1st Spring if a Transfer student.
- All classes dropped with a W are counted in number of hours taken.
- Students must have greater than a 2.0 and pass 80% of all classes attempted to meet SAP.
- E-mails/letters will be going out this Fall to inform students that are in danger of not having federal aid available to complete their degrees.
- Students cannot be awarded aid at the point when an advisor can determine they will not complete their degree in 12 semesters or 150% of their degree requirements.
- Once on probation, students can be awarded aid for only one term at a time.
- Any denials of SAP will be reviewed by the Appeals Committee.
- All terms count in the 12 semester or 150% limit regardless of whether the student received any federal aid.
- Please be reasonable in the expectations of these students.

Scholarships-

- Must have a 3.000 or above to retain the scholarship
- 2010-11 students will be penalized for losing their scholarships – no longer getting SMU need-based grant 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
- Will be notified in the Spring if enrolled for a 9th semester, or a 6th semester for a transfer, that they must appeal.
- Exception Faculty/Staff Benefits

Graduation term and less than half-time enrollment-

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

Scholarship Entry Reports- For UG

Each department that awards scholarships has access to the Scholarship award pages:

SMU Custom Programs>>SMU Administer Financial Aid>> Awards>> SMU Scholarship Summary by Department Report

You must have a Run Control set up to access this page:

You can specify the begin and end dates.

Report Choices are:

Scholarship Summary by Department – If you are awarding for more than one department, this report gives you a list of the who, what and when of your scholarship entry activity. Also shows all aid awarded for each student.

Summary by Department Hrs Enrolled – Needs to be run right after the add/drop period for each term. This reports shows who is awarded a scholarship from your department and how many hours they are enrolled for the term. If you are giving them a % of their tuition, you can check to see if the amount is correct according to their enrollment. Also, you can see who might need to be cancelled if the award requires full time enrollment.

Award Scholarship Report- Lists by student all the awards made by your department. Does not show when or who awarded it but the amounts for the entire year.