

Records & Registration Updates

Graduate/Professional—Spring 2010



SM

IMPORTANT DATES

February 25/26 - May Graduation Fair

March 6-14 - Spring Break

April 2 - Good Friday Holiday

April 8 - Last day to drop

April 26 - Last day to withdraw from the University

May 4 - Last day of instruction

May 5—11 - Final Examinations (Grades due 48 hours after final exam.)

May 15 - Commencement - 9:30 a.m.

Student Financial Services

www.smu.edu/bursar

Go to the Bursar website for information on payment due dates for
Summer 2010
Fall 2010

Veteran Update

Total VA students enrolled - 101
UG-34 GR/Prof-67
Chapter 33 (New Post 9/11 GI Bill) - 58
Non-Chapter 33 - 43
VA website is located at
smu.edu/registrar/veterans.asp.
Contact Veronica Decena for information.

OIT—Project Updates

Major projects completed in the past 3 months

- 4th quarter tax updates and application fixes applied
- Diplomatic – diploma ordering system
- Self-Service FERPA restriction

Major projects coming up

- 1st quarter tax updates and application fixes
- Account Maintenance Automation
- Bookstore interface
- NSC electronic transcript delivery
- Park N' Pony Interface
- Schedule.smu
- Time and Labor – automates payroll processes

Enrollment Appointments

Enrollment appointments will be set up for the graduate and/or professional career per your request during the period of Monday, April 5 through Friday, April 23. Please remember to remind students to verify current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information. Failure to do so will prevent initial enrollment.

The Fall 2010 class schedule will be available on Tuesday, March 2. The Summer 2010 is now available— smu.edu/registrar/soc1/summer2010_CSI.asp

Please see the following link to view Fall 2010 and Summer 2010 term information by clicking the appropriate term-- smu.edu/registrar/index_enrollment.asp

Academic Records—Grading and Diploma Processing

Final Grading

- Monday, May 3 - Final grade rosters generated for courses following the regular Spring 2010 calendar
- 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 2010 Diploma Processing

- Tuesday, May 4 - Schools come to Blanton to proof program (by appt.)
- Wednesday, May 19 - Final Signed Lists and undistributed diplomas due in RO (by appt.)
- Thursday, May 20 - Degrees posted in Access.SMU (Complete calendar was previously sent to all school contacts.)

Veteran—Yellow Ribbon Program

Although eleven graduate students were eligible to participate in the Yellow Ribbon Program (Cox-9; Law-2), only six needed to take advantage of this program (all Cox). For more information about Yellow Ribbon please visit our VA website at smu.edu/registrar/vet_yellow_ribbon.asp.

May Commencement and Graduation Fair

May Commencement will be held at 9:30 a.m. on Saturday, May 15 in Moody Coliseum. The Graduation Fair will be held at the SMU Bookstore on February 25 from 10:00 a.m. – 6:00 p.m., and February 26 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 herffjones.com/college/smu/ by 11:59 p.m. on Wednesday, March 31. For more information about May Graduation, please visit smu.edu/commencement.

Information System

Access.SMU—Bookstore: Effective July 1st 2010, the Higher Education Opportunity Act (HEOA) requires SMU, to make available for students the International Standard Book Number (ISBN), identifying information and retail price for all required and recommended books and supplemental materials for each course offered. The bookstore project aims to build an interface between Access.SMU and the Barnes & Noble Registration Integration system which allows students to view and/or purchase textbooks as a seamless transaction integrated with students' online course registration process. The student's course registration information will be transmitted from Access.SMU to the Barnes & Noble College Bookstore website and the resulting page will be a complete list of all the textbook information for all the courses that the student is taking for that term. This project goes to production Mid June.

Access.SMU—Mandatory Health (Meningitis): A new law, Texas House Bill 4189 (HB4189), effective January 1, 2010, requires that all first-time students attending an institution of higher education in the state of Texas, including transfer students, who reside in on-campus housing, show evidence of having received the Meningococcal Meningitis Vaccination. Students must have received the vaccination at least 10 days prior to moving into on-campus housing. Additionally, SMU policy requires that all new students must receive the vaccination before being permitted to continue enrollment for the following term.

The Medical Health History page (linked from the Student Center page in Student Self-Service) will be modified to reflect the new Meningitis requirements whereby students will be able to view their compliance.

Access.SMU—Park N' Pony: A collaborative effort between Park N' Pony, Office of Information Technology, Student Financials, and Student Records is underway whereby students will select and purchase parking permits. The modifications are to be in place by late March in time for summer and fall 2010 continuing enrollment which begins on April 1st. The self-service Campus Essentials page is being modified so that students are redirected to the T2 system (Park N' Pony) where they will select and purchase parking permits. The Student Center entry page is being modified by adding a Park N' Pony button, similar to Honesty Tutorial and Health Insurance buttons. Park N' Pony will send out notifications to students before continuing enrollment begins. Registrar enrollment instructions referencing Campus Essentials – Parking will be updated to reflect these changes.

Enrollment Reports: Spring 2010 Enrollment Reports are located at smu.edu/intranet/des/enrollment_reporting.asp

Ethnicity 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).

Schedule.SMU: Schedule.SMU, SMU's new room scheduling system is live. It has an inventory of all academic spaces with basic characteristics and it has Spring 2010 class sections. It doesn't have one time events held in academic spaces, and it doesn't have a complete inventory of non-academic spaces. We have the academic facilities defined in Schedule.SMU and have extended an offer to facility managers to use Schedule.SMU to manage all facilities not regularly used as academic space. Schedule.SMU became available to administrative users in mid February. The intent is that they can enter their currently scheduled non-events into Schedule.SMU prior to March 15, when the system is available to general users. Administrative users will use User Name and Password to log-in to Schedule.SMU to create events, approve room requests, schedule rooms, produce utilization and management reports.

Astra is a complex, comprehensive, powerful piece of software, and as a result, Schedule.SMU is complex, comprehensive and powerful. This makes it essential that administrative users receive training prior to being granted security to perform tasks in. There are several planned training sessions in late February and in March.

The work continues on implementation of other modules for Schedule.SMU though spring and summer.

Financial Aid

Two New Policies for Awarding Departmental Funds beginning in the Fall 2010

- Departments will now be required to award stipends, assistantships and fellowships for the entire year instead of on a per term basis. If a department is unable to determine eligibility for a future term, then they will need to submit an estimated amount for each upcoming term (not including Summer) within the respective academic year. The estimated amount will be used as a placeholder as we award each student Federal Financial Aid funds. The estimate item-type will be provided to each department upon request.
- 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.
- The total amount of departmental funds awarded to a Grad/Professional student cannot exceed the Official Cost Of Attendance established by the Office of Financial Aid for Graduate/Professional students
- Cost of Attendance figures will be provided to each department upon request to be used when determining award amounts for their students. The FAO is currently reviewing the Cost of Attendance budgets for potential increases and will continue to review on a regular basis.

Financial Aid (continued)

Students enrolled in the Full-Time Status Course (6049 or 8049)

Each year we have numerous students who are caught between the need for timely receipt of financial aid funds and the Federal Awarding policies that prevent that very thing from happening. In an effort to reduce the amount of stress to the student while minimizing the workload for staff, we are asking for your suggestions on how to better manage the financial woes of the Full-time status student.

Here's a brief summary of the problem. The FAO is required to award students on an annual basis and begins the awarding process long before many of our student have enrolled in any classes. When no enrollment data is available, students are awarded based on FT hours, FT tuition, and Fees. However, if a student enrolls in fewer hours than what the financial aid award was based on, then aid must be reduced. For students enrolled in 0 hours, but retain a Full-time status, the reduction often results in a sizable open balance. Most of the time, this reduction occurs AFTER the student has received a refund off Federal Aid funds which creates problems for everyone involved.

The FAO asks for your suggestions and ideas on how we can work together to better serve these students in a unique situation. If you would like more information or details on this issue, please contact Stan Eddy or Marcia Miller.