**DES NEWSLETTER**

The Division of Enrollment Services Newsletter
Southern Methodist University
An Electronic Newsletter of Undergraduate Admission, Financial Aid, Student Financial Services, and the University Registrar

Volume I, Issue VI April 2002

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**Star Staff for April**

**Teresa Torres**
Loan Administrator, Financial Aid

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**DIVISION MEETINGS**

Next Division Staff Meeting
- May 1 - 8:30am H-T Forum
  the meeting will have a Division focus.

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**STAR ACHIEVEMENTS**

Financial Aid
Award Letters for First Year student are flying out the door.
Over 3500 sent by April 5th.

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**CONGRATULATIONS**

Mary Beard and June Hagler - Kudos for your efforts to eliminate the bi-weekly reporting of student employment data to the Department of Ed. As of December 31, 2001 institutions are allowed to collect electronic signatures on time records.

Adrienne and Sarah Hawa - SMU Kitty Kat Assistance Patrol. They have

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**VIPS - Very Important Ponies**

Some of our VIPS this month are:
Laura Phelps - a customer write, "My diploma just got to my desk -- without one crease! Many thanks, Laura, for your help, and for your wonderful customer-focus! I can’t tell you how much I appreciate all the extra effort you put into this. It means a lot to me. You are a real credit to SMU!"

Donna Rodriguez/Anna Gomez - On Friday, March 22 - Scholar Day, Donna and Anna took it upon themselves to cleanup the women’s restroom on the first floor of Perkins Administration Building so that it would look nice for our families visiting on that day.

Kelly McMillan - walked a student from her area to the literature rack and handed him a transfer application.

Ernie Calderon - assisted a student in retrieving a refund for an internal error. He made sure the student received what he was entitled to. Thank you Ernie for giving good customer service.

Mike Holt - took responsibility for a large project and completed it well before deadline.

Laura Del Rio - In the middle of a busy day, (and we all have many things to do) Laura offered to stop and help me with some issues and problems. She also offered to work on a Saturday, if I needed, to help me catch-up! This attitude is a very important start to great customer service and DES cross area team work.

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**Innovation in Registrar’s Area**

**Grade Lapsing** - Student Records is pleased

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**Division Highlights**

**OnLine Registration**
Click below for the photo show.

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**Important Dates and Things:**

Financial Aid Awarding -
- New First Years - March 15
- Summer 2002 - April 1
- Continuing UG - April 15
- Graduate Students - May 1
- Transfer Students - May 15

Mustang Days - April 11 & 12, April 19 & 20

Last Day for Regular Admission Tour - April 25

Deposit Deadline - May 1

May Commencement
Time is running out -- mark your calendars for May Commencement 2002 which will be held Saturday, May 18 at 9:30 a.m. in Moody

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strategically place small dishes of food and water on campus for our SMU cat population. In the hot months Adrienne uses her lunch hour to check and fill the bowls. Give them a great big MEOW!

Bimpe Ayanwola, Eartha Walls, Connie Buczynski, Josh Ruiz, Tiffany Hawkins, and Delaine Ringel - attended the General Revenue Corporation workshop on March 15 at which they obtained valuable information on collecting past due accounts.

Eartha Walls - grandmother, Mary Armstrong will be 103 on March 4. Go Mrs. Armstrong!

Marilyn Prokup's son John was named to Alpha Lambda Delta First Year Honor Society and the National Society of Collegiate Scholars. YEA! John.

NEW STAFF
Betiel Hailemichael, Student Financial Specialist

Stephen Forrester, Information Systems Specialist, Registrar's Office

STAFF MOVING
Barbara Waters, May 1 - moving to Business School to be South Quad Senior Financial Aid Counselor serving MBA, Graduate Arts, Graduate Engineering, and Theology

Winn Perdue, May 1 moving to the Law School to be the North Quad Senior Financial Aid Counselor serving Law, Graduate Dedman, and MLA

ANNIVERSARIES
Peggy Boykin - 18 Years!

to announce the implementation of Grade Lapsing for undergraduate students beginning with the Spring 2002 grades. This automatic process replaces Records' manual tracking of Incomplete Agreements and Records' manual changes of grades of Incomplete to grades of F or an alternate grade specified by the instructor on the Incomplete Agreement required by University policy. At predetermined dates, specified by the setup on the Academic Program table, the Grade Lapse process is run and "lapses" all grades of Incomplete to grades of F or the specified alternate grades by term. (The alternate grade specified by the instructor on the Incomplete Agreement is entered manually into the Student Incomplete panel by Records - takes only seconds to enter!) The Incomplete Agreements are imaged on a daily basis versus the old system of filing and tracking. According to University policy, the maximum period of time to clear the grade of Incomplete for an undergraduate course is 12 months. Grade Lapsing is sure to be a hit with the Student Records team.

Requisite checking - Fall 2002 Continuing

Student Enrollment brings with it many new and exciting changes. One of the less visible ones is requisite checking. Undergraduate Cox School of Business agreed to be our pilot school in implementing this new functionality. Prior to Fall 2002, departments monitored enrollment in their classes by placing restrictions on them. The restriction could be anything from a student's major or minor, minimum required GPA, University Honors, and the list goes on. Departments will now be given the option to control enrollment based on the required courses they define in the Course Catalog. What is a required course? Required courses are those that a student

Coliseum.
If you are interested in volunteering at any of the academic ceremonies please contact Erin O'Neil at 8-2037 or eoneil@mail.smu.edu.

Quotation of the Month
Yes, I am a dreamer. For a dreamer is one who can find his way by moonlight, and see the dawn before the rest of the world.

Oscar Wilde
must have to fulfill degree requirements having earned a grade of C- or better. Completion of a required course usually precludes enrollment in a higher level course or, core courses. For example, a student wishing to enroll in ACCT 2311 is required to have completed and passed, or be currently enrolled in ECO 1311, 1312 and either MATH 1309 or 1337. The requisite checking functionality checks the student’s enrollment record for these courses as completed at SMU, or Test Credit or Transfer Credit, and allows the student to enroll in the course if all requirements are satisfied without any other intervention from the department, such as issuing a stamp, or granting Student Permission. These requirements can range from very complex, to very simple. We work with the department to tailor fit the requisites to what they need. Many thanks goes to Bert Greynolds, Betsy Bayer and the rest of UG Cox for their spirit of volunteerism and working so closely with us in this effort!! We look forward to rolling this out to the other schools and departments for Spring 2003 enrollment!

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**STAFF DEVELOPMENT**

Below are links to material developed or collected at Professional Conference, Workshop, Seminars, Professional Journals, etc. Click on the title of the item in which you are interested. Material is formatted so that you may print a copy.

**The Empowerment Journey**
by Mario Martinez in the Fall 2001 issue of the *Student Aid Transcript*

**Diversity: Is your college campus prepared for the changing face of American?**
by Mary Beard, SMU Coordinator of Student Employment - in the March 2002 *SASEA News*
STAR STAFF PROFILE
Division of Enrollment Services

Teresa Torres

Star Staff for April 2002

SMU History - Teresa began working at Southern Methodist University on July 7, 1999 in the Collections Department. Later she transferred to Financial Aid in the Loan Area. Her co-workers as well as other staff in Enrollment Services nominated Teresa for the Star Staff Award because of her friendly, customer oriented approach to her work.

Personal Stuff - Teresa and her husband have been married for 34 years. They have 3 wonderful sons and 5 beautiful grandchildren. (can you believe that Teresa is a grandmother!)

Teresa has lived in Dallas all of her life -- raised in a neighborhood just north of the Crescent Hotel. She says it has been great seeing all the grand and unbelievable changes that have occurred and are taking place in this great city.

Teresa enjoys walking as exercise and relaxation. Her hobbies include working with ceramics and making beautiful flower arrangements. She plans on pursuing both of her creative pastime activities further.

Since Teresa is a grandparent, she says her free time greatly revolves around her 5 beautiful grandchildren. Saturday mornings are usually spent out at the soccer field watching and cheering her granddaughter as she plays for Hot Shots Soccer Club (see photo). Teresa also enjoys watching her ten-year-old grandson compete in the Special Olympics. At the last games, he won a silver medal in the 50-meter dash (see photo). Teresa says, "My family is the most important aspect of my life and I enjoy spending time and learning from all of them whether young and old."
We are proud to have Teresa as a part of our staff.
Online Registration Unveiled
April 1, 2002

The Announcement - John and Pat

Morgan Olson, the interested observer.

There are always PRIZES!
Online Registration Unveiled April 1

and food.