

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



Star Staff for April

Teresa Torres

Loan Administrator,
Financial Aid

DIVISION MEETINGS

Next Division Staff Meeting

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

STAR ACHIEVEMENTS

Financial Aid

Award Letters for First
Year student are flying out
the door.

Over 3500 sent by April
5th.

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

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.

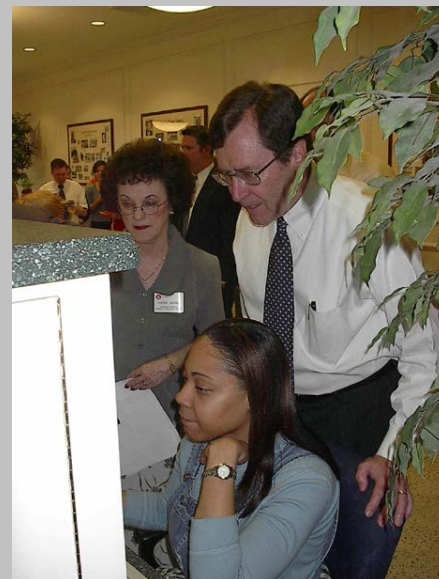
Innovation in Registrar's Area

Grade Lapsing - Student Records is pleased

Division Highlights

OnLine Registration

Click below for the photo show.



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

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 oneil@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

Joe Papari - 12 years
Paula Anderson - 4 years
June Hagler - 3 years
Erin O'Neil - 2 years
Dewayne Espinosa - 1 year
Cary Shumate - 1 yr

BIRTHDAYS

Cruz Lopez - May 3
Stephen Forrest - May 7
Norm Leiber - May 14
Nena Case - May 15
Sarah Parsons - May 19
Patricia May - May 20
Irma Herrera - May 21
Jean Porter - May 27
Laura Harrington - March 28

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!



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!



and food.