

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 XII December 2002



STAR ACHIEVEMENTS

704 graduate in December

CONGRATULATIONS

Jennifer Lopez, on the arrival of baby Isabella Maria

STAFF LEAVING

Joe Muro, Registrar's Office

Dewayne Espinosa, Student Financial Services

Brandon Green, Records

NEW STAFF

Greg Pulte, Document Processing Specialist

Sharla-Rhea Powell - Financial Aid Counselor

PROMOTIONS

Delaine Ringel, Senior Student Account Specialist

MOVING

Refund Process - relocated to the SFS

VIPs - Very Important Ponies



Some of our **VIPs** this month are:

Norman Lieber - As you are well aware, room scheduling at SMU is often complex and a difficult task. I would like for you to be aware of the wonderful work that Norm Lieber has done this semester in assisting Continuing Studies with it's room requests. We schedule approximately 300 courses each semester, our schedules change frequently, and our requests are not typical semester long assignments. Norm has handled all of these challenges with ease. He is communicative, thorough and friendly. Norm makes our satisfaction a personal priority. We truly appreciate it.

Lillie Rose - I needed a transcript for an interview and asked for it in 24 hours. Lillie offered to do it right away. Thank you.

James Swenson - Very friendly, approachable and service oriented. - Great Job!

Catherine Hadnot - very pleasant and helpful.

Barrie Glasscock - interrupted her day to help me troubleshoot a problem. Although it was not related to transfer admission at all, she helped me out since she had access to the Admission panels and I did not.

Chris, Marilyn P., Stephanie, and Damon - when the spring invoices were printed, a problem was discovered. Chris Salone, Marilyn Prokup, Stephanie Nonnemacker, and Damon Wilkins came to my aid. Many thanks to those who helped re-do invoices.

Kelly McMillan - I wanted to let you know that Ms. Kelly McMillan went out of her way to help me yesterday and today. About 10 minutes after the student records office closed yesterday, I

DON'T FORGET

NO DES Meeting in January

Division Highlights

Important Dates and Things:

UG Payment Due Date - Dec. 16
Grad DELL, DC, Arts, SEAS, FTMBA Payment Due Date - Jan. 9
Law Payment Due Date - Jan. 16
EMBA, PMBA Pmt Due Date - Jan. 24

Admission Tour Schedule

Jan. 14-20 - 11am Tour, 1pm Information Session, 2pm tour of Residence Halls
Jan. 21 - resume regular schedule, 11am Tour, 1pm Information Session, 2pm tour of Residence Halls, 3pm alternate tour of campus.

Holiday Moments



(click on photo for more of the fun.)

Blanton Building

Student Loan/Recovery Team - Deveron Ellison Team Lead

ANNIVERSARIES

Charles Harper - 44 Yrs!

Joe Papari - 22 yrs

Catherine Hadnot - 14 yrs

Jennifer Russell - 5 yrs

Anna Gomez - 5 yrs

Mark Gomez - 1 year

BIRTHDAYS

Monica Gomez - Nov. 28

Kathy Rowe - Dec. 3

Catherine Hdnnot - Dec. 8

Kelly McMillan - Dec. 18

Laura Del Rio - Dec. 19

Cheryl Moore - Dec. 20

Shannon Grandberry - Dec. 26

Sondra Pena - Dec. 27

Rod Jackson - Dec. 31

If you are not on the list and should be, this is produced from the Employee Roster on the V drive. Let Kathy know if there is an error.

ran into Perkins and really needed a transcript by mid-day today. By chance, Ms. McMillan was walking out of the office and I told her my situation. She was more than willing to help me out. Today, when I went by to pick up my transcript, she had my transcript ready. I really appreciate the personal attention she showed me.



Holiday activities BIG success!

Thank you to everyone who participated in the clothing and food drive for Dallas Life Foundations. Kelly McMillan sent this note - "You will be happy to know that the Dallas Life Foundation picked up our donations today and they were ecstatic!! Mark Brandon was the DLF representative and he was close to tears as we loaded his van. We also had \$120 to give to them. He said that we are all welcome to come by and visit.

I want to say a very sincere thank you to everyone who donated stuff and to the folks who were nice enough to help us load the van. It felt really good to be able to help folks out."

After the DES Luncheon, Ron Moss suggested that the leftover turkey and dressing be donated. Kelly and Kathy took it downtown to the Dallas Life Foundation just in time for their graduation ceremony for some of the folks in their Educational Program.

The DES Luncheon was the product of the work of many people.

First to Dr. Tom Tunks for the turkey and "fixin's" and to the Executive Directors for giving us the opportunity to come together for lunch. To Martha Starke for ordering the food and to everyone who brought a dish. To Arlene Manthey and Jim Caswell, our friends from Student Affairs, who shared their talents with us. To our guests -- Provost Ross Murfin, Associate Provost Ellen Jackofsky, Arlene Zalkovsky, Carolyn Jeter, Linda May, and Deidra Rucker, Chief Aaron Graves.

To the "Crew" -- Marilyn Roubal, Kelly McMillan, Chris Salone, and Stephanie Nonnemacher who came up with ideas and rolled up their sleeves to put it all together.

Thank you, y'all!

A roof over our heads and steps to our door.



Blanton Cam

Quotation of the Month

When you do common things in life in an uncommon way, you will command the attention of the world.
George Washington Carver



SMU Trivia

Who was Dorothy Amman?
Why is she significance to SMU?
What is done each year in her honor?

Answer:

Dorothy Amman was secretary to Robert Stuart Hyer, first President of Southern Methodist University.

Ms. Amman was credited with

Have a wonderful holiday!

suggesting the name "Mustangs" for our mascot. She reportedly remarked while watching the football team practice in the Main Quad, "They look like a herd of wild Mustangs."

The day before commencement in May, the Division of Student Affairs presents the Dorothy Amman Awards to students who have given significant service to the University and contributed to student life during their tenure at SMU.



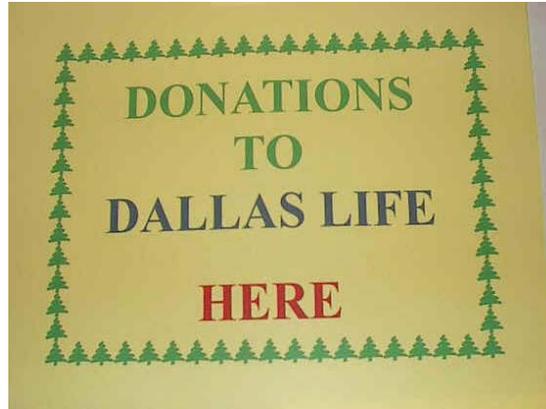
STAFF DEVELOPMENT

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.

Electronic Mail Manners

Article by Lesley Alderman

Donations to Dallas Life



And you DID!



Thank You, EVERYONE. And especially to Kelly Mac!