

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 II, Issue V May 2003



Happy Memorial Day



STAR ACHIEVEMENTS

**May Graduation
largest ever
1825 graduates receiving
1907 degrees.**

CONGRATULATIONS

Stan Eddy, the Loan team, Graduate FA Advisors, and all of Financial Aid on being selected for "The Best Performance by a Collaborative Ensemble" for 2003 with the NT Higher Education Authority for their work on the SMU as Lender Program.

Eartha Walls' son Bryce graduated from Cedar Valley College in May 2003. Bryce continues to be recruited across the country for basketball scholarships to 4 year institutions. Also, Eartha's grandmother celebrated her 104th birthday on May 4th.

NEW STAFF

Priya Kongara - RO - Technology Team

PROMOTIONS

Cindy Detgen and Thomas Frazier - Assistant Directors in Financial Aid area

Anna Gomez - Assistant Director over new Student Financial Services

VIPs - Very Important Ponies



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

Alison Odom - thanks for taking over coordination of the Division Birthday Celebration!

Stephanie Nonnemacher - was such a help. She was very pleasant and I enjoyed meeting her and speaking with her. Everyone should know about Stephanie's kind and warm demeanor!

Division of Enrollment Services - [Administrative Systems Training Team] - First, we want to send a overwhelming thanks to the Division of Enrollment Services for catering all 10 sessions that introduced PeopleSoft Higher Ed 8.0 (ACCESS.SMU) to our end user community. Additionally, the Training Team would like to personally thank **Kathy Rowe and Erin O'Neil** for helping us out in a pinch with our sessions.

Susan Earp - I have taken several different 8.0 security issues to Susan Earp today and have been meeting with nothing less than total enthusiasm, a smile and great amount of knowledge. I personally told her how much we appreciated her today. I feel we sometimes forget to tell those in higher power how lucky they are to have a team player like Susan.

Sylvia Wiseman - early in finals week a student came to Perkins at 8am in a panic to find a copy of the examination schedule. Sylvia came to the student's rescue as she walked in the office. Sylvia printed the schedule for the student even though we were not open. Thank you, Sylvia!

DON'T FORGET



Staff Assoc. Picnic
Wed, May 21st
11:30am - 1:30pm
Main Quad

**May
Division Meeting**
June 4 - 8.0 Presentation
8:30am H-T Forum

Division Highlights

Important Dates and Things:

Commencement - May 17
Statement Due Date - May 20
Summer Pymt due date - May 20
Begin Running Summer Cancellations - May 20
Staff Picnic - May 21
Month End - May 30
Transcript Fee raised to \$9 - June 1
Mustang Monday - June 23

Recruitment Summer Saturdays - July 12, 19, 26, Aug. 2, 16

team

REORGANIZATION

Kelly's Team - (yet to be named) - is expanding to include the front desk. Donna Rodriguez and Norm Lieber will staff a more comprehensive operation leading to the full service Enrollment Services desk in the Blanton Building.



Anna's Team - is taking over supervision of a new team combining the Student Account Specialists and the Student Financial Specialists. Until a new Assistant Director can be hired, Anna also will continue to supervise the Enrollment Resources staff.

Financial Aid - Thomas Frazier and Cindy Detgen will be taking on new responsibilities in the Financial Aid Advising area. Thomas will be in charge of Advising Operations and Cindy will be in charge of UG Advising.

NEW SCHOLARSHIP

Rotunda Scholarship - beginning with the entering class in fall 2003, students may be offered a \$2,500 annual merit scholarship. The Scholarship is renewable if the student maintains a 3.0 GPA at the end of each fall semester.

ANNIVERSARIES

Joe Papari - 23 years!

Darrah Rippy - [Bill Byerly-UG Cox] I wanted to share my appreciation of the dedication that Darrah Rippy has for her duties here at SMU. Each time I call Darrah for assistance, she is very prompt on resolving the issue. I admire her professionalism! Darrah is truly a valuable part of your team!

Darrah Rippy and Sunsharae Smith - Kudos to Darrah Rippy and Sunsharae Smith and their co-workers for implementing automated pre/co-requisite checking. Requisite checking is delivered PS functionality that was deferred when SR went live. It had not been part of the legacy system and also, the academic departments were not prepared to use it. About a year ago, a pilot project was implemented for a hand full of undergraduate Cox courses. The pilot project went very well and this Spring the program was expanded to include Engineering. Again, seeing excellent results, the use of automated requisite checking has been opened up to all departments. Automated requisite checking is an important enhancement to the enrollment process, helping assure that students have the necessary preparation before being allowed to enroll in course -- creating a better classroom situation and providing the departments with overall better management of their course enrollments. In the case of Engineering, implementation of automated requisite checking helps them comply with suggestions made during a recent accreditation visit.

Transfer Admission Area - a transfer student admitted to SMU returned the Transfer Survey Card. The student noted on the card that they would not be attending SMU, but instead chose another institution in the area. However, he checked "very positive" for Admission Counseling, Telephone contact, General Admission contact, and SMU Admission website. He added, "Very friendly and helpful people in the office of undergraduate admission." Then added in comments, "It may not be much to SMU, but to show my appreciation for a great experience, I went ahead and made my \$400 deposit. Thank you very much."

Stairway to Blanton!

Blanton Building Update

The furniture contract has been put out for bid. Once the vendor is selected there will be more information about the interiors of the building.



Blanton Cam

Quotation of the Month

" There are only two ways to live your life. One is as though nothing is a miracle. The other is as though everything is a miracle."

Albert Einstein



SMU Trivia

Peggy Boykin - 19 years!

Paula Anderson - 5 years

Erin O'Neil - 3 years

Cary Shumate - 2 years

BIRTHDAYS

Stephen Forrest - May 7

Norm Lieber - May 14

Sarah Parsons - May 19

Patricia May - May 20

Irma Herrera - May 21

Jean Porter - May 27

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.

10 Tips for Getting It Done When You NEVER have Time

Do you never seem to have enough time -- just can't find enough hours in the day to get it all done?

You're not alone! Most professionals occasionally feel overwhelmed with the hectic lives they lead. But if you find yourself continually stressed out because you're swamped at work and snowed under at home, its time to take stock of what's going wrong.

Typical reasons things don't get done:

1. We procrastinate
2. We get distracted
3. We can't say no
4. We don't delegate
5. We're perfectionists
6. We take on too many commitments at once

Regardless of why you aren't getting things done, don't let circumstances dictate what happens to your precious time. Here are 10 proven ways to regain control of your time and get things done, both at work and at home.

Just Say No

The word "no" is a powerful time saver! Saying "yes" all the time doesn't guarantee career advancement or popularity.

Learn to Delegate

When you delegate, you instantly increase time you have available -- and you help others learn new skills.

Schedule Major Projects

If you have a number of major projects gathering dust because you're going to do them when you find time, stop waiting and start scheduling.

Do first the thing you like least

This is an excellent time saving habit to get into.

Avoid procrastination

Procrastination is Enemy No. 1 if you're serious about getting things done.

What were the degrees offered when SMU opened its doors?

Answer:

Theology, Music, and Art

From what institution of higher education did President Hyer receive his schooling?

Answer:

Emory College

SMU's 1st off sit graduation Oakridge, TN will be the site of SMU's first off site graduation ceremony! Women's Rowing Coach, Doug Wright will be the presiding SMU official. The Women's Rowing Team will be in Oakridge competing in the Central Region Championship when seniors Lindsay Bundrick, Emily Childers, and Jessi Huber would be receiving their diploma's Saturday. Trying to ease their disappointment over missing their college graduation, Coach Wright is taking their diplomas and academic regalia with him to Oakridge and will hold "graduation" on Saturday morning before the day's competition begins.

Lindsay, who rows in the Starboard position, will receive a degree from the School of Engineering. Emily, who rows in the Starboard position, and Jessi, who rows in the Post position, are receiving degrees from Cox School of Business.

Congratulations Lindsay, Emily, and Jessi.

(Although further expansion of graduation sites is not planned at this time. University Registrar John Hall reports that he will personally deliver diplomas should Hawaii be

picked as our next off-campus graduation site.)

Maintain a master calendar

Keep track of plans for the entire family on a master calendar, and be sure to include any overtime or business travel you're scheduled for.

Use lists

Most people who manage their time effectively rely on lists as organizational tools.

Recognize distractions and eliminate them

Distractions come in a zillion forms -- from chatty co-workers to a TV at home that's never turned off. Identify major distractions and eliminate them.

Don't over-commit yourself

Getting over-committed is a huge time trap. Learn to say "no" and learn to accurately estimate how long a task will take to complete.

Avoid perfectionism

Perfectionism saps your energy and wastes your time. Many tasks we do are non-critical, so let "good enough" be good enough and move on.

From National Seminar Group - Enews.



STAFF DEVELOPMENT

Click on the title of the item in which you are interested. Material is formatted so that you may print a copy.