

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 VII September 2003



STAR ACHIEVEMENTS

**11,171 Students
Enrolled for Fall
2003**

**100th application
received for the
Guildhall!**

CONGRATULATIONS

Mary Eddison on the birth of her daughter **Lauren Faith Eddison-Koegel** on Sept. 5th.

June Hagler on her election to the TASFAA Board of Directors for 2003-2004.

NEW STAFF

Tali Koerner - Admission
- In House Admission
Counselor

Melissa Ferrell - SFS -
Enrollment Resources
Specialist

Maggy Lemmel -
Admission -
Administrative
Coordinator

Lauren Hanson - SFS -
Student Accounts

MIKE NOVAK

TO JOIN COLLEGE BOARD STAFF

On October 1, 2003 Mike Novak will join the staff of the College Board Loan Program as a representative of their lending program. Mike Novak has been the chief administrative officer for SMU Financial Aid since joining the staff in 1989.

Mike came to SMU with over 20 years of experience in Financial Aid. He began his lifelong relationship with Financial Aid as a paraprofessional while an undergraduate student at Kansas State University and served as a member of the Financial Aid staff while working on his master's degree at K State.

Mike left K State to be the Aid Director at University of Missouri - Kansas City. He briefly returned to K State before coming to Texas in 1980. Moving from a staff of 18 to a staff of 55 as the Associate Director of Financial Aid at UT, Mike was soon promoted to Director. Nine years later, Mike was lured to SMU to assist with the implementation of a new computerized Financial Aid Management system (the forerunner to the PeopleSoft system.)

During his 14 years at SMU, Mike has seen many changes in the University and in Financial Aid. In 1989 SMU was just emerging from the Football scandal. About 60% of the students received financial aid. Since that time, the Financial Aid staff has grown, has moved (several times), the FAFSAA was federally mandated, the Division of Enrollment Services was born, and PeopleSoft was installed. In 2003, between 85-90% of SMU students receive aid. Mike received an M Award for his service to the University and has served as an officer of the Texas Associate of Student Aid Administrators. Mike has served on many University committees, most notable as a member of the Core Team in the Pegasus

DON'T FORGET

**October
Division Meeting
October 1
8:30am H-T Forum**

Division Highlights

Important Dates

Mnthly Statements Due - Sept 19
Theo Pymt Due Date - Sept 19
PMBA/EMBA Pymt Due Date - Sept 19

Month End - Sept 30

DES Meeting - Oct 1

Blanton Move - Oct 23-27

Blanton Dedication - Oct 31

Thanksgiving - Nov 27, 28

End of Term - Dec 3

Final Exams - Dec 6-12

UG Pymt Due Date - Dec 15

Winter Break - Dec. 22-26

Football Schedule - Go Ponies

Okla State - Sept 20

at Nevada - Sept 27

UTEP (Family Wkend) - Oct 4

at San Jose St. - Oct 11

Boise St. - Oct 18

at Tulsa - Oct 25

Fresno St. - Nov 1

at Louisiana Tech - Nov 8

Rice - Nov 15

TCU - Nov 29

Movin' on Up!

**Blanton Move Scheduled for
Oct 23-27**

Specialist

Mindy Lethcoe - Admission - Admission Counselor

Regina James - Admission - Admission Counselor

Bill Chandler - SFS - Student Account Specialist

Barry Brummund - ITS/DES - Senior Business Systems Analyst

NEW ASSIGNMENTS

Laura Harrington - Admission - Transfer Admission Staff

Winn Perdue - FA - Federal/State Grant Specialist

STAFF LEAVING

Mike Novak - FA - Executive Director

Connie Bucynski - SFS - Enrollment Resources Specialist

Cristin O'Neil - SFS - Enrollment Resources Specialist

ANNIVERSARIES

Kathy Rowe - 21 yrs!

Barbara Waters - 18 yrs!

Lillie Rose - 14 years

Jackie Wilborn - 13 years

Cruz Lopez - 5 years

Bimpe Ayanwola - 4 years

Cathy Smith - 4 years

Darrah Rippy - 3 years

Stan Eddy - 3 years

Project.

Mike said that it is the people that make any job worthwhile. He will miss all of the people with which he has worked over these past 14 years, but is excited to move into a new phase in his life.

Mike goes with our best wishes. Good luck and keep in touch.

VIPs - Very Important Ponies



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

Mary Beard - graciously help me with a person who asked if anyone could speak Spanish. Mary was on her way out at the end of the day, but took time to talk with this person. I appreciate her assistance.

James Swenson - has always been helpful and very good about meeting any needs or concerns I might have - *Great customer service skills - very nice - was a great help* - has been extremely helpful and is a great representative of the school - *He's really friendly and professional, very helpful. Thanks.*

Sondra Pena Wright - was very helpful and answered all questions to the best of her knowledge - *was pretty helpful and did her best to help me out with the financial aid queries. I most appreciate her efforts.*

Stephanie Nonnemacher - I want to thank you for your patience in handling my registration yesterday afternoon. (I was the guy who is auditing a computer science class with confusion about the cost) Between having a severe headache from the ozone, contemplating a career change and remembering my undergraduate days -- what an experience those days were -- I know I walked into your with an attitude. My apologies. Take care.

Eartha Walls - I just wanted to quickly thank you for your prompt replies and assistance. Of all the emails that I sent, you were the only one to respond. I imagine you are no less busy than anyone else at this active time of year. So, it is even more impressive that you responded to each and every one of my emails. Thank you.



Blanton Cam

Quotation of the Month

"Only a life lived for others is a life worth while."
Albert Einstein



SMU Trivia

How many Permanent Academic Record Cards does SMU have?

Answer:
over 130.000

Where are they kept?

Answer:
The Record Cards are kept in the vault in Perkins Administration Building and have been scanned and indexed onto optical computer discs.

Norm Lieber - 3 years

Gil Becerra - 2 years

Luz Roque - 1 year

BIRTHDAYS

Rod Del Rio - Sept 1

Lindsay Jackson - Sept 4

Nancy Peterson - Sept 5

Donna Rodriguez - Sept 6

June Hagler - Sept 12

Jennifer Russell - Sept 14

Monica Cordero - Sept 26

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.



The Registrar's Office Completes Imaging of all Academic Records

Modern technology has afforded many opportunities, the ability to communicate globally in a matter of milliseconds; to send, receive, and provide information; and to store and process massive amounts of information on a single computer chip. Taking advantage of the wonders of technology are SMU employees Epi Ramirez and Gregory Pulte, with the Office of the University Registrar, who have successfully completed the momentous task of imaging and indexing SMU's old permanent record cards.

The pressure was on for Registrar Staff members Epi Ramirez and Greg Pulte to complete the original project by utilizing current scanning technology prior to the projected move to the Blanton Student Services Building. The project to preserve these older records began last summer. Instrumental in the completion of the project were Anuj Duta and Baharan Behabhani. The project ran smoothly and on time, mainly because Greg and Epi worked autonomously and diligently. They handled problems as they arose with little or no outside help. Because of their excellent time management skills and attention to detail, the project finished well ahead of schedule.

We wish to commend Epi Ramirez, Greg Pulte, Anuj Duta, and Baharan Behabhani for their commitment to seeing this project complete.

For more on the Imaging Project -- [History of Student Records Project](#).

New Approach to Services Awards

As has become apparent, the Division is falling behind in presenting staff service awards. To recognize staff for their years of service to SMU and the Division of Enrollment Services and to insure that the presentation of the these awards is done in a timely fashion, DES will has three service recognition luncheons each year -- fall, spring, and summer. All DES staff will be invited to the luncheons at which the staff receiving service awards will be recognized by the Executive Directors. All staff work anniversaries will continue to be announced and staff will be taken to lunch by his or her supervisor on (or near) the work anniversary date..

The date of the fall luncheon will be announced in the October Newsletter. This is one of many things that has become possible because of the meeting space available in the Blanton Building.



STAFF DEVELOPMENT

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



[- No, It's Not a Candy Bar!](#) - from the Division of Student Affairs and Human Resources

Stress Test - from National Seminar Group

History of the Academic Records Project

The permanent record cards are the University's official student record containing the coursework, grades, and degree information of all students. The number of Permanent Record Cards total over 130,000 and date back to the first days of the University. The Office of the University Registrar is charged with maintaining these records for the lifetime of the University. To this point, the permanent record cards have been maintained in a large bank-type vault and were individually pulled when a request for a record was made. These records have been imaged and indexed and are now stored on a University computer server. This has cut down on the turn around time considerably for processing a transcript request from one of these records. We now have the ability to process the request while a student waits, if need be.

How we take modern day technology for granted! Back when SMU opened in the early 1910's, record-keeping technology was little more than writing with pen and paper and filing that paper alphabetically. Keep in mind that the Social Security Administration had yet opened its doors and filing numerically wasn't available. SMU records were kept safe and secure in the vault in Perkins Administration Building (after it was built in 1926). Producing transcripts for students in the early 20th century involved a laborious task of pulling the record by a registrar's office staff member and transcribing the record. After the advent of negative photo coping technology, the staff member simply made a photostat of the record. As you can imagine this made for a rather crude impression of the original record.

Over the years new forms of technology arrived which offered a variety of ways to care for these older records. It was 1950 when the first attempt to microfilm these records began. Yet, these first attempts were abandoned. It was not until the 1990's that the project was taken up again at the urging of then Provost Ruth Morgan. The vision was to begin a method of preserving records and this new attempt to microfilm older records began with records beginning the year 1967 to 1981. Once complete the project was to turn to all permanent records prior to 1967. Luckily, computer technology has continued to evolve making the electronic record a much more feasible solution to record keeping.