

# 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 IV, Issue VIII      October 2005



Happy Halloween



## STAR ACHIEVEMENTS

**Over \$21million in past due accounts!**

## NEW STAFF

**Yaw Bonsu** - Information Processing Specialist

**Walter Jimenez** - Student Financial Specialist

## SWITCHED

**June Hagler** - Associate Director for Loans and Grants

**Stan Eddy** - Associate Director for Graduate Programs

## STAFF LEAVING

**Karen Sammons** - Academic Records Counselor

## ANNIVERSARIES

**Cathy Smith** - 18 years

**Brad Long** - 14 years

**Steve Boykin** - 6 years

**Jean Porter** - 6 years

**Greg Pulte** - 3 years

## VIPs - Very Important Ponies



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

**Marcia Miller** - I would like to recognize the professionalism of Marcia Miller in the financial aid office. As an SMU parent, it has been a true pleasure to work with her. She should be acknowledged for her tremendous efforts to represent SMU in such a positive way.

**Athletic Reporting Team** - I wanted to let you know that SMU submitted our annual Academic Progress Report to the NCAA ahead of schedule. Congratulations and thanks goes to the athletic reporting team -- Ed Wisneski, Joe Papari, Koni Overstreet, Broadus Whiteside, Peggy Boykin, and David Bell. Led by Ed and Joe, the team has done a tremendous job at making improvements to the reporting process and the tools we use, and the results can easily be seen in this year's APR report submission. A note of thanks also goes to Stephen Forrest and Rose Johnson for their contribution to this project. *John Hall*

**DES** - Just a quick note to say how much we enjoyed the muffin baskets delivered to our division as a "thank you" from Enrollment Services. You were all so kind to do that! Needless to say, we have emptied our basket (YUM). *Joy Lynn Richardson, Art History*

**Student Financial Services** - We would like to extend out genuine appreciation for all the hard work and thoughtfulness that was put into planning such a wonderful get together. We all felt honored to be there and taken aback by the generosity that was exhibited. We are all looking forward to partnering up with our buddies and fellow colleagues in the near future. *Financial Aid*

**Kelly McMillan** - President Turner has forwarded his copy of the annual supervisory visit letter from the Texas Workforce Commission -- aka the VA audit results. Congratulations on another A+. I know you take a lot of pride in your work with the Veterans, and also know how tedious this work can

## DON'T FORGET

**November 2 Division Meeting**  
8:30am Blanton Meeting Rooms  
Come early -- there will be food!



## Important Dates

**Oct 31** - Enrollment Begins for Jan Term/Spring

**Nov 2** - Last day to drop course

**Nov 4-6** - Homecoming

**Nov 18** - Last day to withdraw

**Nov 23** - no classes

**Nov 24-25** - University Holiday

**Dec 1** - Last day of instruction

**Dec 2-3** - Reading Days

**Dec 5-10** - Exams

**Dec 10** - December Graduation

**Dec 11** - Halls Close

**Dec. 26-30** - University Holiday

## Quotation of the Month

It marks a big step in a man's development when he comes to realize that other men can be called in to help him do a better job than he can do alone.

*Andrew Carnegie*

Paulette Caraway - 1 year

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## BIRTHDAYS

Summer Kocic - Nov 1

Angie Flores - Nov 3

Epi Ramirez - Nov 5

Steve Boykin - Nov 20

Alan Bordelon - Nov 21

Angela Mejia - Nov 22

Cathy Smith - Nov 22

Jackie Wilborn - Nov 26

Monica Gomez - Nov 28

Cristina Coronado - Nov 29

If you are not on the list and should be, let Kathy know..

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be. Thank you for a great job.

**Sunsharae Thierry and Peggy Boykin** - As a result of misunderstandings between me and the Athletic Department, a student who was in the SMU-in-Britain program last year was almost declared ineligible to participate in competition last weekend. When I realized what had transpired, I spoke with Peggy Boykin who mobilized her office, particularly Sunsharae Thierry and they were able to input the courses and grades in a matter of a few hours. Ordinarily this process can take much longer. As a result, the student did compete. The student expressed gratitude to me but the compliment should go to Peggy and Sunsharae who demonstrated again our commitment to our students.

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## Making the Connection with Student Affairs

Presentation by Jim Caswell

Dr. James Caswell, Vice President for Student Affairs, met with the Division of Enrollment Services for their monthly staff meeting. Dr. Caswell explained that the major initiative in Student Affairs this year is to make connections with other parts of the University to better serve our students. He used as an example the work that was done with the Visiting Students from the New Orleans area. Everyone worked with a shared purpose and the University has been praised for its responsiveness.

Dr. Caswell also shared some of the challenges that face those who work with students. Because of the close relationship of parents and their student (known as helicopter parents) Universities are finding that students have a hard time accepting responsibility for their actions. Student Affairs working with parents as partners are trying to help their students become responsible adults.

Dr. Caswell shared five books that he has encourage his staff to read.

*I am Chorlotte Simmons* by Tom Wolfe

*Fish* by Stephen C. Lundin, Ken Blanchard, John Christensen, Harry Paul

*Binge: What Your College Student Won't Tell You* by Barrett Seaman

*The One Thing You Need to Know* by Marcus Buckingham

*Now, Discover Your Strengths: How to Develop Your Talents and Those of the People You Manage* by Marcus Buckingham, Donald O. Clifton

Below are four things that Dr. Caswell encourage staff to embrace. 1) be willing to take risks, 2) make quality enhancements, 3) have attention to details, 4) plan for the future.

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## SMU Trivia

### Question

Who did SMU defeat on Thanksgiving Day 1923 to win the first Southwest Conference Championship?

### Answer

Baylor 16-0



## BUSINESS ETIQUETTE

This is the last in a series of articles by etiquette and protocol consultant Linda Tyler Rollins. Ms. Rollins is a graduate of The Protocol School of Washington and founder of Rollins Rules Etiquette and Protocol Consulting. Ms. Rollins was associated with the University of North Texas Athletic Department for twenty years before moving into consulting full time.

Ms. Rollins is available to present workshops and can be contacted through her website at [www.rollinsrules.com](http://www.rollinsrules.com).

A huge thank you to Linda for her insights and advise.



## Pony Protocol by Linda Tyler Rollins

### Rules for the Road: Attending a Professional Conference

If you have been invited to attend a professional conference for the very first time, there are a few rules you must consider. If you are a grizzled veteran of conference attending, read on to affirm what you already know.

You are being sent to represent SMU and your department to gather information from the workshops and to

## Event Scheduling Online



The Registrar's Office has implemented an online system to request use of rooms in academic buildings. This new process upgrades services and

Eliminates manual process of room scheduling

Changes to rooms are immediately reflected through ACCESS.SMU

Eliminates overbooking for one-time events and other special requests

Provides easy viewing of rooms being used on designated days and times

network with other professionals. You are also being sent to improve yourself and improve your performance. That appears to be pretty simple, but you know how deceptive executing the simple tasks can be.

Here are your responsibilities prior to leaving campus:

Be informed about the travel arrangements. The day before you expect to depart is an unfortunate time to learn that you were to make your own travel arrangements. Big Oops.

Stay in the loop about your travel arrangements if someone else is handling this component. It may be another's task, but it remains your responsibility.

Get advice from the veterans about attending the conference workshops.

While you are at the conference:

If several of your colleagues are in attendance, divide the sessions so that every relevant session has a representative from your department.

Attend the workshops. If you are traveling solo, remember that the test of your character is your behavior when you think nobody is watching. Attend the workshops and general sessions! This is why you are being paid to leave campus.

Network. Network. Network. Workshops are great, but the war stories and information you can gather during social times may be invaluable. *Who you know* is only the beginning. Make sure who you know can add to *what you know*. Mingle and get acquainted.

If the conference does actually take place in Vegas, remember that what happens at the conference **doesn't** stay at the conference. You can commit self-sabotage in a big hurry when you overindulge. Pigs get fat. Hogs get slaughtered.

Attending a conference in the right frame of mind can be extremely valuable for all concerned. Applying a few simple rules will help you to have a positive experience.

*Remember, you can't play the game if you don't know the rules.*

