

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

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Staff News from DES

NEW STAFF

Alan Ramirez - Admission

STAFF LEAVING

Josh Ruiz - Student Financial Services is moving to the SMU Controller's Office

PROMOTIONS

Cindy Castro - Assistant Director of SF Technology

Stephany Coleman - Assistant Director of Perkins and Institutional Loans

Birthdays

Hilary McIlvan - Oct. 7th

Lori Atkinson - Oct. 9th

Barbara Waters - Oct. 10th

Stan Eddy - Oct. 15th

Nicole Cotton - Oct. 24th

Sharla Corsey - Oct. 26th

Joe Davis - Oct. 30th

Colleen Franklin - Oct. 30th

Marc Peterson - Oct. 31st

Anniversaries

Laura Del Rio - 15 years!

VIPs - Very Important Ponies



Some of our VIPs this month are:

Irma Herrera and the ER Team - many, many thanks to the ER team for their help in contacting the faculty who had not submitted their Mid-term grades. The ER team is an incredible resource to have available. E-mails are fine. E-Blasts are good. Post cards work okay. But there is nothing as effective as a phone call from a real person. Please tell the team THANKS. *John Hall*

Laura Del Rio - Thanks Laura that will really help [to enable us to go on retreat]. Looking at the call reports over the last several months, Thursday seems to be our slowest day so we are hoping this will hold true. Thanks again for your support of ER. *Irma Herrera*

E-mail disclaimer doesn't do the job

Do you protect your e-mails with a disclaimer at the bottom stating that your messages contain confidential information meant only for the intended recipient? Those disclaimers usually threaten - nicely, of course - that to spread any of the information is "prohibited" and "may be unlawful." Well, think again, warns Peter Vogel, a partner with Gardere Wynne Sewell LLP who teaches Internet law. Slapping disclaimers on every e-mail may dilute their legal effectiveness." The prophylactic view of the world is that if you put a disclaimer on everything, then when you actually need it, it's there," says Mr. Vogel, who teaches law of electronic commerce at Southern Methodist University's Dedman School of Law. "Actually, the opposite is true. If you put it on everything, what you're really saying is nothing is important or protected."

DON'T FORGET Division Meeting November 7

Important Dates

Oct. 29 - Enrollment begins Spring 2008

Nov. 5 - Last day to drop a class

Nov. 9-10 - Homecoming

Nov. 19-20 - Fall Break

Nov. 21 - No classes

Nov. 22-23 - Thanksgiving Holiday

Nov. 28 - Last day to withdraw

Dec. 6 - Last day of instruction

Dec. 7-8 - Reading Days

Dec. 10-15 - Examinations

Dec. 15 - Graduation

Dec. 24-28 - Winter Break

Quotation of the Month

If at first you don't succeed, destroy all evidence that you tried.

Author Unknown



SMU Trivia

Question

What event begun in 2000 is holding its 7th presentation on Tuesday, October 23, 2007

Answer

The Seventh Annual Staff Recognition Ceremony is being held in the Hughes-Trigg Theatre on October 23rd. A reception will be at 10am and the ceremony will begin promptly at 10:30am. Staff who have served SMU for 25 years will be inducted into the 25+ Club. In addition recipients of the Loretta Hawkins and Presidential Awards will be announced.

President Gerald Turner will recognize

Cara Hendricks - 5 years

Penny Griffin - 4 years

Walter Jimenez - 2 years

Yaw Bonsu - 2 years



Peggy Boykin Retires after 22 years

Brad Carter, the chief Marshal for the University, calls her "the Den Mother of Ceremonies." New staff are amazed that everyone knows Peggy -- from Dr. Turner to Shorty in CPPO. During these 22 years, Peggy Boykin has touched almost every aspect of the Registrar's Office but her heart has been with Ceremonies and Academic Records. For several years, it was Peggy Boykin who decided who "dressed out" in SMU's athletic teams. Peggy has done the academic certification of athletic teams for a number of years.

Peggy came to SMU in 1984 with little idea what was ahead. The football scandal was breaking, enrollment was growing, and the Decade Ahead was unveiled to move SMU towards academic prominence. The Registrar's office was implementing more computer based systems and preparing for PeopleSoft. These changes were not always smooth, but Peggy would persist until the system provided the support it was designed to provide.

Peggy has a university family. Her husband Hubert has taught Real Estate at the University of Texas at Arlington for a number of years. Her son Steve works at SMU. Peggy and Hubert regularly travel I-35 south to Austin to visit their daughter and family including their granddaughter. School activities, horse shows, and family gatherings are always on the agenda.

We wish Peggy well in her retirement and thank her for her 22 years of services to Southern Methodist University. The shoes on her tiny feet will be hard to fill.

University Registrar launches comprehensive search

Faculty think nothing of moving across the

I get e-mails all the time warning me that if I was supposed to get the message, I shouldn't share the information. And if I got it by accident, I should forget I ever saw it. That's quite an assumption, given that I'm a newspaper columnist. My most ludicrous experience was when one of the world's largest corporations attached a for-your-eyes-only warning to an official statement that it knew I was going to publish. That got me to thinking about what legal ramifications these disclaimers actually have.

Darn few, says Mr. Vogel. Most of the time, you can dismiss them as meaningless. "You can only be 'prohibited' by contractual agreement, if one exists, or some statute, but you have to be told which statute applies. Otherwise there is no means to enforce."

So how did these things become so prevalent? Mr. Vogel asks me to remember the dawn of the Fax Machine Age - knowing I was around back in the '70s. When lawyers started faxing documents used as courtroom evidence, they added a generic disclaimer to protect attorney-client privilege. E-mail started showing up as trial evidence in the 1980s but became the way of the world in the mid-1990s. The problem of protecting attorney-client privilege resurfaced.

'Magic words'

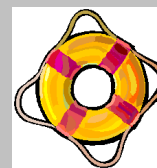
"So the American Bar Association came up with recommendations for lawyers' use to protect privilege and confidentiality," he says. The judge would say the privilege was intact if you had used the magic words. Many lawyers - if not most - add disclaimers at the bottom of every e-mail, he says. But not Mr. Vogel: "I selectively add them only to things that truly have attorney-client privilege."

Why? "If I send an e-mail with a disclaimer to an opponent in a lawsuit, there's obviously no privilege or confidentiality associated with the correspondence," he says. "Doing this pulls into question the privilege protection of every related communication. "If I were representing you and trying to get privileged denied, I'd say, 'This has no meaning because they attach it to everything.'" Then it becomes a judge's call.

"Judges are not trained in this stuff. So they use their best judgment to decide

the inductees and award recipients. Provost Paul Ludden will be the featured speaker.

Summer School 2008 talks to FY Parents



Family Weekend not only "Welcomed Aboard" parents but welcomed the Summer School office to introduce summer school options to families attending Family Weekend.

The Mother's and Dad's Club partnered with the Summer School staff. Punch cups and favors added to the Mother's Club reception and luncheon. Summer School staff think they made contact with 500 people on Friday of Family Weekend. At the Dad's Club barbeque another 500 families were contacted.

Summer School staff explained that SMU sees summer school in three parts -- Study Abroad, SMU in Toas, and SMU in Dallas (including the Legacy Campus). Not all students participate in all three and many plan their summer school at SMU ahead of time in order to manage the cost.

All three of the programs have expanded since 2006. For 2008, Study Abroad is offering a program in India. SMU in Taos is hoping to provide a Fall term option, and SMU in Dallas is working with faculty to expand the course offering for 2008.

Small steps were taken in 2007. We hope to have Peruna up to trot for 2008.



Texas BUC\$ at 200

No, Texas BUC\$ (the Texas Bursar's Association) is not 200 years old. The Texas BUC\$ 2007 state conference reached 200 participants.

Not too many years ago, seven area Bursars, Cashiers, and student account

country to join a department that presents new challenges or is in need of their expertise. In Student Affairs, young professionals know they will move several times in order to gain expertise and promotion. But in the Registrar's area people do not routinely move from campus to campus. So how do you recapture the knowledge and since of history when someone like Peggy Boykin retires? John Hall, University Registrar, is faced with that challenge. He is launching a comprehensive search for an Associate Registrar for Academic Record Services in the hope he can attract someone to SMU.

The position soon will be posted on Careers @ SMU and will be listed on the bulletin boards of the state, regional, and national professional organization for Registrars. In addition advertisements will appear in local as well as national publications.

Person's interested should keep an eye on www.smu.edu/hr/recruit/.



whether someone intended to protect a trade secret or attorney-client privilege - or whether it's public information that might just as well be on the front page of *The Dallas Morning News* as anywhere else."

One sound use of disclaimers is to protect trade secrets, Mr. Vogel says. But make sure that you spell out the statutes you intend to enforce and that you really are protecting intellectual property.

But there's an even more critical point about e-mails that attorneys and businesspeople should consider, he says. Often the wisest protection is not to send your message as an e-mail in the first place. "You have to assume that every e-mail that you send might wind up in litigation,"

Pick up the phone. Mr. Vogel says, using Bill Gates as a classic example. "In the U.S. antitrust case against Microsoft, David Boies took Gates apart because of his e-mail that said the competition needed to be destroyed," Mr. Vogel says. "Gates didn't need to say that in an e-mail. He could have picked up the phone and told that to whomever he wanted." You should assume that anything you put in an e-mail is going to be seen by a jury, Mr. Vogel says. "If a jury hears something once, they may or may not believe it. If they hear it a second time, they start believing it's possible. "But if they see an e-mail that's the size of a wall in a courtroom, they absolutely believe it's true."

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professional gathered at SMU to discuss the value of meeting once a year to share problems and new ideas. With that beginning, Texas BUC\$ has added membership from public and private universities, two year colleges, and has invited industry vendors to display at the annual conference.

A few years ago a Regional Drive In Workshop program was created to allow more staff from smaller school to benefit from interaction with other institutions. Texas was divided into 5 regions in order to offer the two day workshop within driving distance of most schools.

This year's conference is being held in Austin from Oct. 14 to 17, 2007. Two hundred school representatives, vendors, and special guests will participate.