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

Kathleen Hayden - Admission

Kimberly Wratislaw - Admission

Rocky Rubalcava - Admission

Kerry Schneidewind - Admission

Katie Barney - Registrar

Veronica Decena - Registrar

Laura Reis - Registrar

Claudia Favela - SFS

Nicole Cotton - Enrollment Resources

Anthony Tillman - Director of Retention

Birthdays

Rod Del Rio - Sept. 1

Nancy Peterson - Sept. 5

June Hagler - Sept. 12

Monica Cordero - Sept. 26

Anniversaries

Barbara Waters - 23 years!

Jackie Wilborn - 17 years

Cruz Lopez - 9 years

Stan Eddy - 7 years

VIPs - Very Important Ponies

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

Josh Ruiz and Francis Wardell - I would like to thank Josh and Francis for the 8.9 ACCESS.SMU training they provided to the SF staff on June 12. It was very beneficial in preparation for the upgrade at the end of June.

Registrar group - We in ER thank you for your response in resolving a problem area that over several months had generated many calls. Even before the addition to the registrar's website redirecting concerns to specific people in your area, we know that folks like Epi, Jean and Monica were "fixing" things as quickly as possible. I am sure there were others involved; thank them for us as well. The number of calls to us has dropped to a handful a week compared to the many we were getting on a daily basis. Our loss (of calls) may be your gain; we know that your area is now getting many of these calls directly. It just really helps us to know that anyone who calls now; will get what we promise them. Thank you for all your hard work. *Irma and all the ER team*

5 Steps
To Guarding Your Privacy

Privacy matters. But in this digital age, personal information is being displayed online like never before, usually without the consent or knowledge of the person. Even if you've never written a blog, posted a comment in a Web forum, or participated in an online chat, odds are someone can learn something personal about you simply by going online. If you or your students are looking for more Web anonymity, here are some simple steps to follow.

DON'T FORGET
Division Meeting
October 3
Dr. Lori White - Speaker

Important Dates
Sept. 28-29 - Family Weekend
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

What is life? It is the flash of a firefly in the night. It is the breath of a buffalo in the wintertime. It is the little shadow which runs across the grass and loses itself in the sunset.
Crowfoot - Blackfoot leader

SMU Trivia

Question
Who served as Chaplain to the University from 1957 to 1982?

Answer
Rev. J. Claude Evans who passed away at 90 on Sept. 7, 2007
Chaplain Evans was a wonderful university citizen who through 25 years of caring and compassionate ministering touched the lives of many thousands of SMU students, faculty and staff. Rev. Evan also has the distinction of performing the wedding ceremony for John

Darrah Rippy - 7 years

Bill Chandler - 4 years

Daniel Herrera - 4 years

Shereetta Robertson - 3 years

Felicia Davis - 1 year

Faye Retires to a New Adventure

Faye Gough, now McDaniel, retired after 24 and a half years, 5 Admission Directors, and thousands of new students. Faye began in the Admission Office when it was a stand alone department and has seen Admission join the Division of Enrollment Services requiring her to work for four Executive Directors. Faye is been a big part of the evolution to seamless service from the time of recruitment through graduation. She also has witnessed the first year class strengthening its academic profile to rival many of our aspirant schools.

As much as Enrollment Services is sorry to see Faye retire, we can't be more thrilled with the future for her. On June 1, 2007, Faye married Marian McDaniel. He encouraged Faye to retire so that they could travel and he is a man of his word. Soon after her retirement party, Faye and Marian where on the road to New Mexico.

Figure out how much anonymity you want. Some people like to maintain a highly visible presence on the Web while others don't want their names mentioned at all. While erasing all information about yourself on the Web is probably impossible, the degree that you want to keep your information "Net" free will determine the aggressiveness of your tactics. Do you mind having your address and phone number online? Does it bother you that people can find pictures of you and maybe your family online? Do you want people to know your political views, your religious thoughts, or any other opinions you have? Answering these questions should shape your Web behavior.

Use the Web accordingly. Signing up for online loyalty or coupon programs or online sweepstakes are good ways to have your information broadcast online according to a January 2007 Wall Street Journal article. Often those lists are sold to online and direct-to-consumer marketers. Once your information is out there, it will be impossible to rein it in according to experts.

Become a moving target. "This is probably one of the most effective methods of warding off the spammers," according to an About.com article. Instead of using your own email address, sign up for a free email account with any free email carriers and simply use that address for signing up for Web freebies.

Analyze your Web profile. While it may feel a little egotistical, experts advise conducting periodic Web searches on yourself. That means using Google, Yahoo!, and other popular sites to search for your name to see what information already exists. When you find your information on a site that you want removed, contact the source directly and ask them to remove it.

Opt out. Attempting to opt out of Web services that broadcast your information can be tedious and difficult, but it can be worth it if you're trying to regain control over how your personal information is being broadcast on the Web. Some sites like Google and Yahoo! simply crawl the Web looking for references of your information, meaning you'll have to clean up information on the source Web sites. But others purposefully try to gather information on you to display to others.

Posted 08/23/07 to www.NASFAA.org.

December Graduation Moves to Moody

and Cheryl Hall.

New Document Imaging System

One of the exciting changes that SMU implemented this Spring/summer is the new Document Imaging and management system for campus wide use. The imaging system software is ImageNow/WebNow and we have named our imaging system **AdminImages.SMU.edu**.

ImageNow interfaces with Access.SMU very nicely. You have seen its icon on some of Access.SMU pages. From Access.SMU click on the imaging icon, if the user has access to view images, the system will retrieve images for that SMU ID.

The new imaging system has much great functionality such as multiple imaging capture methods, the ability to include numerous file types, web accessible, workflow and data capture are some of the features. Another new function is annotations which allow a user to make electronic highlights, notations or put post-it notes on the document. Of Course, the security is very flexible and will allow us to provide access to users based on document types.

We are the largest imaging user on campus and the implementation team decided to convert the DES Imaging Server first. We have successfully converted all of our ≈ 4.5 million images to ImageNow. Along with us, the Provost Office and the Law School who were also using our imaging server were converted to ImageNow.

The conversion team was lead by Joe Papari, but the tireless dedication of the DES & ITS team leads June Hagler, Epi Ramirez, Laura Delrio, Ginger Oravsky, Laura Ries, Gary Torborg, Curt Herridge and Teena Joshi made it possible to make this move with minimal interruption of production access.

The ITS imaging implementation team has been working on converting EC-image to ImageNow for the rest of the campus and will complete the conversion by end of September.

We have created a few documents to assist you with scanning, QA, linking and viewing images and will continue to improve these documents. We are working with ITS to create a few more server level queries to make your searches even easier and will provide more information once the queries are ready for use. We also have been working with ITS Help Desk to change the Account Request Forms to allow requesting access to AdminImages.SMU. Of Course, within the Division of Enrollment Service Laura Ries and I will provide you with any imaging assistance you may require. You've been using the AdminImages.SMU for a few weeks now, but

Good luck, Faye and Marian.
All the happiness and best wishes!

Summer School 2007 great beginning!

Even with a late start, Summer School 2007 was a great beginning for things to come at SMU in the summer. With the support of the schools, SMU in Taos, Study Abroad, Enrollment Services with a special effort from Financial Aid and Student Financial Services, and Residence Life and Student Housing, the number of students enrolled in summer programs has stabilized and the number of credit hours taken has increased. Some courses were added for the summer, limited financial aid was available, and an aggressive marketing campaign was implemented. From the success of 2007, 2008 can even be better.

Plans for the summer 2008 are beginning. Summer School will have a presence at Family Weekend. SMU in Taos and Study Abroad will introduce their programs to the families and Summer School in Dallas will encourage families to explore the options on the Dallas campus. Information will be distributed at the Mother's Club Luncheon and the Dad's Club Barbeque.

It is never to early to begin thinking about Summer School!

December graduation will be held on Saturday, December 15, 2007 in Moody Coliseum. December Graduation began in the mid-1990s to accommodate a growing number of students who completed their degree at the end of the fall term. It was a rather small ceremony held in McFarlin Auditorium targeting mainly undergraduate students. In more recent years the number of students graduating in December has grown to the point that SMU held three ceremonies in 2006 and was not able to seat all of the guest in McFarlin. Two of the ceremonies were dedicated to graduate and professional programs.

With the addition of the Crum Center at Moody Coliseum, it becomes possible to hold December Graduation in Moody. There will be one ceremony that can accommodate all schools - graduate/professional and undergraduate as well as guests. Faculty also will be able to participate because of additional seating. Most significantly, moving to Moody will take the burden from those who participated in all three ceremonies in McFarlin last year.

The ceremony will more closely resemble May Commencement. This December graduates and their guest will be treated to a speech by new Provost Paul Ludden. Each graduate will be recognized individually; however, because of the timing of final examinations, graduates will receive their diplomas through the mail.

Those working with Academic Ceremonies feel this will be a change that will make this event even more memorable for our students and their families.

should you have any questions or need a refresher please let Laura Ries or I know.

Within a few weeks we will start implementing the Data Capture function to capture data as we image transfer transcripts into AdminImages.SMU. The captured data will be imported into Access.SMU. There are many other processes that we could use the data capture functionality to save time.

Workflow is another very nice feature that allows us to route an image through the system and allow the user to take actions on the image and route it to the next person. We will implement this feature in the near future as well.

Provided by Joe Papari

10,892 Enroll for Fall Term

SMU has reported an enrollment of 10,892 for fall 2007. Total enrollment is composed of 6,176 undergraduate students, 3,367 graduate students, and 1,286 professional students. The over 1300 first year students entering in fall 2007 continue the trend to bring stronger academic profiles to SMU.

Enrollment has increased in three schools. Dedman College has seen an increase of 0.4%. The School of Education and Human Development increased enrollment by 9.3%. And Dedman School of Law had an increase in headcount of 8.4%. The university as a whole saw a 1.0% decrease in enrollment for fall 2007.

Enrollment statistics for the current year and past years can be found on the Registrar's website at http://www.smu.edu/intranet/des/enrollment_reporting.asp. The release dates for various reports also is available at this URL