

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 VIII, Issue I January 2009



Staff News from DES

NEW STAFF

Meredith Dawson - Financial Aid

STAFF LEAVING

Cathy Smith - Financial Aid

Cristina Coronado - Registrar

STAFF PROMOTIONS

Birthdays

Darrah Rippey - Jan 5

Jaynell Dalby - Jan 28

Anniversaries

Lorinda Lamb - 17 years!

Monica Cordero - 14 years

Marc Peterson - 10 years in DES

Shannon Grandberry - 8 years

Nada El-Sayed - 1 year

Cristina Coronado - 1 year

Myriah Garcia - 1 year

Melissa Stanford - 1 year

Orientation Registration on Access.SMU

Last year an O&M sub-committee chaired by Barbara Mohrle proposed using Access.SMU to automate AARO and Mustang Corral registration in an effort to enable departments involved to operate more efficiently. Utilizing Access.SMU is particularly important for AARO since it is the starting point for the advising and enrollment experience for SMU's new

VIPs - Very Important Ponies



Some of our VIPs this month are:

Student Accounts - I just had a parent to call me in tears. She just wanted to thank SMU for offering the various payment plan options. She has three kids in college and she just wanted to thank us for making things a little easier for her.

Cheryl Swift - Thank you sooooo much for your help. I know my mom explained the situation to you and it had become a source of stress for both of us. Your assistance is greatly appreciated and I can't thank you enough for going above and beyond the call of duty. It really helped me out and it was the final piece of my MSA application, so its nice to know I can relax and go about my internship. Thanks so much, Adam

Paley Wu - On behalf of the Student Records team I would like to thank Paley for being such a remarkable co-worker. We are in the process of updating our policies and procedures documentation and needed to get several up on the web as quickly as possible. Paley responded to all of my requests immediately and in no time had all of our updated material on the web. He is reliable, organized, and a pleasure to work with. Thank you Paley for being such an asset to our team Thank you, **Melissa Stanford**

Student Financial Operations - On January 5, 2009, SFO processed 547 refunds for a total amount of \$3,318,524.68!!!! This was our highest total ever! A big THANK YOU to the SFO team for all of their hard work and dedication! Thanks.

Diploma Team - Sylvia Wiseman, Mary Compian, Myriah Garcia, Kim Scott, under the direction of Jackie Wilborn - thanks for the extra effort in getting the diplomas mailed for December Graduation. Your effort is greatly appreciated not only by SMU but by our graduates.

Student Financial Services - As we completed payment due date for the new term, I wanted to take this opportunity to thank you for all of your extra work on collecting accounts for fall. Implementing a

DON'T FORGET February 4th Division Meeting

Important Dates

Jan. 19 - Martin Luther King, Jr. Holiday

Jan. 20 - First day of class

Jan. 26 - Last Day to Enroll

Jan 29 - Follows Monday class schedule

Feb. 16 - Mustang Monday

Mar 9-14 - Spring Break

Mar 21 - Spring Fest

Mar 26-27 - Mustang Days

Apr 3-4 - Mustang Days

April 10 - Good Friday Holiday

Apr 8 - Last day to drop

May 4 - Last day of instruction

May 5 - Reading Day

May 6-12 - Final Examinations

May 15 - Baccalaureate

May 16 - Commencement

May 25 - Memorial Day Holiday

Quotation of the Month

The function of freedom is to free somebody else.

Toni Morrison



SMU Trivia

Question

What three institutions represented the medieval concept of authority.

Answer

The State, based upon Law; the Church, founded on Revelations; and the University, upheld by Reason.

*Brubaker and Rudy
in Higher Education in Transition*

Peterson takes on important role

I am pleased to share with you a very important development in the Enrollment Services' Office of Undergraduate

undergraduates.

The proposal was endorsed by Dr. Tunks and Dr. White in August 2008. The implementation team was formed to immediately begin the project. The implementation team, lead by Joe Papari, includes Monica Cordero, Missy Bryant, Barbara Mohrle, Carol Porter, Ginger Oravsky, Pam Fincher, Stephen Forrest, and Anel Reyna. The team began its work by defining requirements and designing the system.

The newly developed system will allow new students to use the Student Self-Service component of Access.SMU to register for AARO and Mustang Coral starting mid-March. The system will take the students through all the required steps to complete the registration process. Through these steps, students must 1) provide updates to their biographical, demographic, and emergency contact information; 2) sign the AARO/MC waiver; 3) select an AARO session and select an Academic Advising Preference; 4) register guests and request additional housing for AARO; and 5) select a placement test to take and request any accommodations needed. Student may also make changes to their selections up to 7 days prior to their AARO session begin date.

The system's administrative process allows New Student Orientation and Student Support to do everything the student can do and make any changes necessary including overriding the advising assignments. The system has a process to check transfer students' current academic program plan prior to their advisor assignments, optimizing the transfer students' folder assignments to the schools.

The Mustang Coral processes will import StrengthsQuest Survey

results, assign camp, cabins, buses, and Spirit groups, and print name tag information. The system will allow Faculty and Staff to self register to be Mustang Coral leaders with the New Student Orientation and Student Support office making the final Mustang Coral leader selections.

The system also provides an audit log of students' AARO registration history and provides a roster for advisor assignments per AARO session.

Enrollment Services Highlights

Spring Enrollment Continues to Look Good

SMU welcomed over 90 new first year and transfer students to the university at January AARO.

Students have until January 26 to complete their enrollment for the spring term. With more than a week left to register,

policy change dispensing with release of enrollment for non-payment of tuition and fees at the beginning of the collection process challenged all of us to find new ways to get students to resolve their accounts. I know that you have worked extra hours to expand your efforts to contact students and work with them to pay. We have been able to improve so many of our processes because of the Tech Team's sensitivity to our growing needs and the extraordinary work of the Student Financial Operations Team. *Pat Woods* Thank you, Pat. And congratulations and thanks to all who worked to make this happen. *Tom Tunks*

Information Processing Team and all involved in EA - *Ginger*, a special thank you to you and our Information Processing staff for a superb job. My thanks as well to all my admission, school based recruitment, and enrollment resources colleagues for an equally fine effort in making Early Action processing and decision making such a success. Our new niche in the marketplace has gotten so competitive, so complex, and so challenging that it quite simply takes us all. We are done and thank you to everyone. *Ron Moss* Please add my thanks to all for a job well done (and timely, too!) *Tom Tunks*

Information Systems Team - Thanks to you and the team for getting Comments up and started within Academic Records. This has been something we've wanted to do since before we went live in 2000. *John Hall*

All Who Helped with December Graduation - A huge toast of Christmas cheer to each of you for the outstanding effort Saturday. We had a huge crowd of graduates and guests, and because of you, they were provided with a lasting memory that proudly represents SMU. The evening was top notch. *John Hall* Please add my thanks for a job well done! *Tom Tunks*

SMU Committee to Address Identity Theft - Red Flag Rule

The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transactions (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft.

The Federal Trade Commission will suspend enforcement of the new "Red Flags Rule" until May 1, 2009, to give creditors and financial institutions additional time in which to develop and implement written identity theft prevention programs. Today's announcement and the release of an [Enforcement Policy Statement](#) do not affect other federal agencies' enforcement of the original November 1, 2008 deadline for institutions subject to their oversight to be

Admission as we begin the New Year. Effective January 1, Nancy Peterson assumed the position of Associate Dean of Undergraduate Admission. As you are aware, Nancy progressively held numerous positions during her 12 years in undergraduate admission which allowed her to make critical contributions in a variety of ways to our enrollment successes.

Student recruiting is a far more competitive place than the one we occupied even five years ago. Continuing our success requires even greater new thinking and strategic planning in response to that which increasing numbers of better and brighter students now considering SMU expect in their recruitment and ultimately, in their undergraduate experiences.

As the Associate Dean, Nancy will focus intensely on the strategic and creative challenges associated with further understanding the demographics, marketplace dynamics, communication tools, and application/enrollment tendencies necessary to keep us ahead of the curve. She will continue her important oversight of our data management/information processing areas, athletic admissions, publications, and the application and scholarship review/committee processes.

Direct oversight and management of daily operations are in the capable hands of Byron Lewis and Ginger Oravsky, Associate Directors, and Lori Atkinson, Courtney Barrett, Hilary McIlvain, and Sarah Spooner, Assistant Directors. This restructuring of the undergraduate admission staff is in order to best ensure realization of this critical university initiative.

I appreciate the way Dr. Tunks simply, yet so accurately characterizes SMU's new, highly competitive niche. Simply, he says, "we are fishing in deeper waters." It is our belief that the focus of this position along with the excellence and continuing dedication of so many in the greater university community, including my Enrollment Services colleagues and both the central admission staff and the school based undergraduate recruitment officers, will enable us to increasingly stay ahead of the curve and successfully fish in deeper waters.

Ron Moss, Dean of Admission

For information on the Academic Calendar, Course Catalogs, Confidentiality of Education Records/FERPA, Forms Library and tutorials for Faculty & Staff consult the Registrar's Home page at <http://www.smu.edu/registrar>.

enrollment is over 9800 - 5594 undergraduates and 4121 graduate/professional students.

The payment plans offered for students this spring continue to provide options for students. To date 1891 students and families have selected one of the payment plans to assist with payment of tuition and fees for the spring term.

Please check the website below for reports on enrollment.

Enrollment Reports Website:
http://smu.edu/intranet/des/enrollment_reporting.asp

First preliminary release: Jan. 20
Second preliminary release: Jan. 27
Census Date: Feb. 4
Release #1: Feb. 9
Release #2: Feb. 12



Blanton Holiday Luncheon

in compliance.

SMU has charged the FTC Red Flags Committee with addressing compliance. The committee is composed of:

Chris Casey, Anita Ingram, Bill Detwiler, Basil Thomson, Martha Fleisher, John O'Connor, Pat Woods, Lorinda Lamb, Julie Wiksten, Mark Petersen, Susan Howe, George Finney

FTC Red Flags Subcommittee

George Finney (ITS), Martha Fleisher (OLA), Lorinda Lamb (DES), Laura Johnson (HR), Keith Fowler (Controller)



Charles Harper Recognized for 50 years of service to SMU w/ Judy Harper and Dr. Tom Tunks

Look before you speak

Student may release their education records to specific people outside of the university through ACCESS.SMU. Before you give any information on a student to a third party, be sure you are familiar with the FERPA regulations for release of education records and check if the student has authorized the third party to have the information released to them. Go to the FERPA Home page for more information. <http://smu.edu/registrar/ferpa/> .

Thursday is Monday

Note that Thursday, January 29 follows the Monday Class Schedule.



Pat Woods presenting Charles with his University Service Award and acknowledging his many contributions to SMU.