

DES NEWSLETTER

The Division of Enrollment Services Newsletter
Southern Methodist University
An Electronic Newsletter of
Undergraduate Admission, Financial Aid, University Bursar, and the University Registrar

Volume X, Issue 9 December 2011

Staff News from DES

NEW STAFF

Sue Brunz - University Bursar's Office

STAFF MOVING

Myriah Garcia - Business Systems in Registrar's Office

Birthdays

Kathy Rowe - Dec. 3
Charmissa Ajakaije - Dec. 10
Stephanie Dupaul - Dec. 14
Joseph Knight - Dec. 15
Mitzie Goff - Dec. 16
Kelly Milazzo - Dec. 18
Cheryl Moore - Dec. 20
Pam Fincher - Dec. 22
Anna Lee - Dec. 24
Stanley Stubblefield - Dec. 25
Shannon Grandberry - Dec. 26
Rod Jackson - Dec. 31

Anniversaries

Charles Harper - 53 years
Anna Gomez - 14 years
Walker Self - 5 years
Cate Hamilton - 4 years
Braunshay Pertile - 3 years

Enhanced Imaging Documentation on the Web

Thanks to the efforts of the DES Imaging Team over many months, users on campus now have quick and easy access to a greatly enhanced array of documentation available for



Including the new [DES Imaging Home Page](#), a total of twenty-two separate documents have been created, many with step-by-step instructions (and lots of illustrations!) on how to prep, scan, QA and Index/Link documents. Included, too, are several documents designed to assist in searching and viewing previously scanned documents as well as creating search filters, which - much like queries - can be executed at any time to retrieve stored document images.

Have questions about the FAX Agent, the Mail Agent or Workflow? The DES Imaging Web Site is your place. You can also find information on how to view student images via Access.SMU.

Along with an FAQ section and a Glossary to assist in demystifying some of the imaging technology terms, the newly enhanced web-site includes important documentation about your off-campus connectivity options and, too, how to "remote-in" in the ImageNow system to access critical imaging functionality when a

VIPs - Very Important Ponies



Some of our VIPs this month are:

Enrollment Resources - hats off to Adrienne, Daniel, Jerrod, Kelly, and Irma for the assistance with admission mailings. They prepared letters to send to High School Counselor and stapled, sorted, alphabetized, double checked, and more to assist with the Early Action Admission process. All of this without missing a beat on the phones. You folks are the BEST!!!!

Graduation Staff - Thanks for your expected great work on December Graduation! I get to run around telling anyone who will listen what a fantastic set of ceremonies SMU has - and my bragging is only possible due to your great work. Thank you! Graduation is SMU's final salute to our students and is very critical in their life time connection to SMU. *John Hall* I would like to wholeheartedly second John's appreciation for all that you do to make our December graduations such wonderful and meaningful ceremonies. *Tom Fomby - Chief Marshal* [the Graduation Staff includes all of the Registrar's staff and many others from Enrollment Services]

Colleagues in the Bursar's Office and Financial Aid - I just wanted to share some observations [from the Enrollment Resources team]. Initially as families noticed the change of [payment due] date on the website they called just to confirm that we had indeed changed the spring due date from December to January. Because J term and study abroad due date is Dec. 19th some would second guess themselves and call just to be assured of the change. Families are reacting in a very positive manner. We've gotten "thank you Lord" and some "whoopie's", many families count the extra time as an early Christmas present. I also find the Pony Tracks is a great tool, we are able to direct students to the site or confirm for parents what their exact balance will be after federal funds disburse. Moving the due date after funds disburse and Pony Tracks should relieve some of the "exact balance" confusion we have experienced in past years.

Irma Herrera and Sylvia Wiseman - Thanks Irma and Sylvia for the great teamwork [on contacting faculty to turn in grades]. We get the grades in better than any school I know, and your good work is the reason! Irma, yes, please let the ER team know how very important their good work is to the overall end of term cycle.

Kelly Milazzo and Marcia Miller - I wanted to make sure to thank you for going out of your way to make sure that my financial situation was worked out! When I phoned you last week, I was half-frantic lol but you blessed me with the proper steps to take and connected me with

December Graduation



Mark your calendar
December 17th

Important Dates

Dec. 15 - residence halls officially close
Dec. 17 - December graduation
Dec. 26-Jan. 2 - Winter Break
Jan. 3-12 - J Term
Jan. 10 - payment due date for spring
Jan. 11 - January AARO
Jan. 16 - Martin Luther King, Jr. Holiday
Jan. 17 - First Day of Class
Jan. 23 - Last day to Enroll/Drop/Add

Quotation of the Month

Philosophy is the product of wonder.
Alfred North Whitehead



SMU Trivia

Question

How long have SMU students pursued multiple majors?

Answer

Since 1932.
Reportedly, Karl Erik Elmquist earned his BA with 4 majors in 1932.

We go to great lengths!

Our story begins with an email to Alumni Relations, "I was hoping that perhaps you could help us identify the owner of a found SMU Centennial Class ring that was found [by RO staff member Mary Compian] in Blanton." Cate Hamilton, Coordinator of Administration for the Registrar's office went on to describe the ring in detail that included the school of record and the initials of the owner. After a quick search of the graduation records for the year displayed on the ring, Cate was able to narrow the search to two possible graduates. The Alumni Relations staff, working as a team, identified the owner and followed up with a call to the graduate.

That afternoon, graduate and ring were reunited. John Hall, in thanking Cate, said "Thank you "Miss Marples". Great detective work, with a very happy ending for a student. Being an alum whose ring was lost for about 20 years and then returned, I am particularly touched by your efforts.

scanner is not connected to your computer system.

Other helpful documents cover subjects like importing and exporting documents, how to use "content search" and usage performance tips.

To locate the new DES Imaging Home Page and access the many quick links to this veritable mother-lode of imaging documentation, visit the University Registrar's Home page and simply click the [Imaging \(Intranet\)](#) link in the section "Quick Links for Faculty/Staff".

We would like to express our utmost gratitude to DES staff members Joe Papari, Andy Frye and Paley Wu, and student worker, Pundalik Sutar, for their efforts in bringing this long-term imaging documentation enhancement project to fruition. The team did a fantastic job.

Marcia Miller. And you know what? Everything is going to be okay and I'm going to be able to continue my doctoral work at SMU! Thanks Kelly for actually caring enough to take the time to go the extra mile. Gosh, what a difference it makes! Keep up the awesome work. You, too, Marcia!

Damon Wilkins and Julio Lopez - graduating this December. Damon with a Bachelor's degree from Dedman College and Julio with a Master's degree from Dedman College. Congratulations!

Enrollment Services/Blanton support Children's Medical Center Project

Enrollment Services and the Blanton Building joined the SMU Staff Association in giving to the Children's Medical Center Project. The staff donated toys for all ages and over \$200 to purchase gift cards for patients and their siblings in Children's Medical Center this holiday season.

Darrah Rippy continues to accept donations through Friday, Dec. 16th in the Blanton 100D.

