

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

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Staff News from DES

NEW STAFF

Anna Lee - Undergraduate Admission
Elizabeth Neel - Registrar's Office

STAFF LEAVING

Birthdays

Nancy Skochdopole - March 8
Andrew Galloway - March 27

Anniversaries

Deveron Ellison - 9 years
Gordon Brannon - 5 years
Paley Wu - 4 years
Fernando Del Rio - 4 years
Joann Martinez - 3 years
Chante Chatman - 3 years

Destination SMU

Destination SMU is the message to admitted students. Replacing Mustang Days, Destination SMU invites admitted students to campus for one more look. The first event held on March 3 and 4th welcomed over 200 prospective students to SMU for a two day program. These students could visit classes, tour the campus and the residence halls, attend a faculty panel and presentations from the academic areas. The March 3rd event also offered overnight hosting so that SMU students could share their experiences with prospective students staying in the residence halls.

Two more Destination SMU programs are scheduled for March 31-April 1 and April 7-8. In addition, admitted students competing for the President's Scholarship and the Hunt Leadership Scholarship will be on campus March 25 participating in the interview process. March 26 is Springfest, a recruiting program targeting sophomore and junior high school students as they begin the process of selecting a college or university.

Between now and May 1, SMU will host many prospective students and their families. Let's show our SMU pride by wearing our colors and expressing our SMU spirit through extending a helping hand to anyone on campus.

SMU is wonderful DESTINATION.

Staff pursue Advanced Degrees

Federico Munoz was accepted into Dedman School of

VIPs - Very Important Ponies



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

Undergraduate Admission - Hey Steph! I'm sure you guys have heard this a lot already, but I was at the Phoenix Cox reception on Tuesday night and I can't tell you how impressed and moved these parents were with the personalization of the acceptance letter. I know it was a pain at times to get that together, but it really had an impact.

Graduation Fair staff - Thank you so much for taking the time out of your day to help Academic Ceremonies with the Graduation Fair this week! By all accounts it was a great success! We had roughly 650-675 students visit us in Blanton over the two days. Our vendors were very impressed with the venue and our hospitality. Many thanks to Fair Coordinator Cate Hamilton. She did a fine job executing the plan for the event and kept everything running smoothly. It was fun to watch the candidates. It was like they were seeing tangible proof that they were going to graduate.

Use of ImageNow Features Continues to Expand

With development of a new Reports Drawer and rolling out the Fax Agent and Workflow to new areas, it has been a busy and exciting time for imaging during the past several months.

On February 17, the Registrar's Office (RO) implemented "Fax Agent" - a helpful feature that allows inbound faxes to be input directly into a Workflow queue in the imaging system. From there, documents can be indexed and linked to a student (then forwarded to other Workflow queues for further processing), or they can be printed and manually processed. RO's fax number for this feature is (214) 768-2507 (214) 768-2507. The Financial Aid Office has been using Fax Agent since October, 2010 with three fax lines available: (214) 768-3997, 4119 and 3878.

In 2010 the undergrad schools began using Workflow to send Grade Changes, Incomplete Agreements and various other documents to RO Records. The use of Workflow was later expanded to include documents sent to RO Enrollment (Bio Demo changes, Add Drops, etc.). By the end of last quarter, three grad schools (Lyle, Dedman and Meadows) were also using Workflow to send documents to RO. By the end of this calendar year, Cox, Law and Simmons grad schools should also be utilizing the benefits of Workflow.

Staff Recognition Ceremony



Mark your calendar
March 17, 2011

Important Dates

SMU - Spring Break - March 12-20
FA - 60% date for Financial Aid - March 30
RO - last day to drop a course - April 6
RO - first day of continuing enrollment for Summer and Fall 2011 - April 4
SMU - Good Friday Holiday - Apr 22
SMU - Last day to withdraw - Apr 25
RO - last day of instruction - May 3
RO - Final Examinations - May 4-10
SMU - Residence Halls officially close
RO - Baccalaureate - May 13
RO - Commencement - May 14
USA - Memorial Day Holiday - May 30

Quotation of the Month

Enthusiasm is the greatest asset in the world. It beats money and power and influence.

Henry Chester



SMU Trivia

Question

What did President Hyer use as the foundation for SMU's motto: *Veritas liberabit vos* - the truth will make you free.

Answer

According to Marsh Terry's, *From the Hilltop, a Brief History of SMU*, "a Biblical quote that was echoed by Methodist leader Charles Wesley in his saying, 'Let us unite those two so long divided, truth and vital piety.'"

Texas BUC\$ Regional - UNT, Denton Texas

Each Spring Texas BUC\$ offers Regional Conferences (2 day workshops) for Texas Universities and Community Colleges Bursar/Business Office. Four staff from the Bursar's Office had the opportunity to attend in Denton; Federico Munoz, Jeremy Parrish, Paola Sotomayor and Cheryl Swift. This conference offers a great opportunity for us to network with other schools that have similar responsibilities as the SMU Bursar's Office. It allows us to compare the way they do things

Law and will begin classes Fall 2011.

Jeremy Parrish was accepted into the MBA program in Cox, he started class this Spring.

Congratulations and good luck.

AdminImages.SMU is sporting a new drawer called "DES Reports" containing many different types of administrative documents going back as early as 1916. The drawer includes Graduation reports, Cancellation Reports, Add Drop Analyses, Headcounts, and Retention Reports, just to mention a few. Plans are to make many of these reports available through links on the DES Reporting (archive) page. As of last month, the task of linking Headcount reports (dating back to 1995) was completed.

Please email the imaging team (Laura Ries and Andy Frye) at DESImages@smu.edu, if you have questions or need assistance. Also, more information is available at the following link: <http://smu.edu/intranet/des/imaging/> .

and give an idea on where SMU stands. Although many schools responsibilities are the same as SMU's, we are all in agreement that in regards to all other schools, we come above and beyond in regards to technology, environment, and staff.

Topics of discussion at the conference included upcoming changes for VA students, new ways to contact students (texting and Facebook), Third Party information on the school website, and orientation. The first day of the conference we also enjoyed a great dinner at "El Matador" in Denton.
