

# 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 XI, Issue IV April 2012

## Staff News from DES

### NEW STAFF

### STAFF LEAVING

#### Birthdays

Byron Lewis - April 1  
Abbi Pfister - April 1  
Anna Gomez - April 2  
Meredith (Dawson) Turner - April 2  
Cindy Castro - April 3  
Myriah Garcia - April 13  
Paola Sotomayor - April 15  
Claudia Favela - April 27  
Lorinda Lamb - April 29

#### Work Anniversaries

Sylvia Wiseman - 14 years  
Rod Del Rio - 12 years  
Stephanie Nonnemacher - 11 years  
Stephen Forrest - 10 years  
Abbi Pfister - 5 years  
Melissa Guerra - 3 years  
Mini Chihuahua - 2 years

### Enrollment Services Assists in Recognition

Since moving from Perkins Administration Building (PAB) in 2003, the Division of Enrollment Services has worked to limit the storage needed in PAB. Over time, Financial Aid eliminated its need for storage in the Perkins Attic. The Bursar's Office each year reduce its footprint by imaging financial documents that must be retained. For the past 18 months to two years, the Registrar's Office also has imaged, destroyed, and condensed its storage space.

The final push came this spring when all of the remaining Registrar storage was combined with the Bursar storage into one small space. The Bursar staff, including University Bursar Pat Woods, spent a number of hours going through all of the financial document in the Perkins Attic. The final outcome was the destruction on 152 boxes.

What remains are artifacts and original financial documents that may not be destroyed. All are in fireproof filing cabinets.

Thank you to all over the past 9 years who have moved Enrollment Services to this point. It is a job well done.

### Veteran Staff Member Welcomed

Claire Brooks will bring her years of experience with

## VIPs - Very Important Ponies



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

**Sylvia Wiseman** - I just wanted to send a note to complement Sylvia on her good customer service at the front counter regarding a student who was worried about her AP credit. Sylvia was kind and professional and assured [the student] it would be taken care of and the student left with a smile and thank you to Sylvia.

**Transfer staff** - I found the transfer program awesome. Back in the day, many centuries ago, I was a transfer student from a small college to a big university. Talk about lost at sea! *Advisor from UAC*

**Damon Wilkins** - Thank you for your help with the urgent E-Lert on such short notice.

**Veronica Decena** - I am graduating and won't need benefits, but I want to say thank you for your help over the past two years. You have been very helpful and always promptly answered questions. You have made this experience for me very positive. Thank you for what you do. *A Veteran Student*

**Stanley Stubblefield** - Thank you for all your work creating secure and adequate storage for the new Trustee Regalia. This is a great job.

**Enrollment Resources and Academic Records** - Thank you and your team for all of the work you did in calling many faculty members, reminding them to please check their Mid-Term grade rosters by the deadline date to report any students with deficient grades. The personal calls help significantly in drawing attention to the importance of the progress reports in improving the response rate.

**UG Admission Staff** - I was able to talk with a mother whose son was attending Destination SMU. She was very happy about the organization of the event. In particular, her son is a BBA scholar candidate and she loved that SMU recognizes that first year students arrive with a significant number of college hours and that we help them get into focus much quicker than other schools. Importantly, she stated that while both she and her husband were alumni of another university, their son would be attending SMU if all works out. *Enrollment Services staff member*

**Jean Porter** - I want to thank you for your urgent assistance concerning my DPR request. I am very grateful. I hope I will have the opportunity to meet with you whenever I am back at SMU after graduate school.

### Making It Easy to Pay Deposit

This spring, newly admitted first year students can pay their admission deposit online. A joint project between UG Admission and the

## Honors Day



Mark your calendar  
April 16

### Important Dates

April 16 - Honors Day  
April 23 - Last day to withdraw from the university  
May 1 - Last day of instruction  
May 1 - May Term UG, GR, Taos payment due date  
May 2-8 - Final Examinations  
May 9 - Residence Halls close  
May 9 - May Term Taos begins  
May 11 - Baccalaureate  
May 12 - Commencement  
May 14 - May Term IEP payment due date  
May 21 - Summer payment due date (expt Theo)  
May 29 - Summer Theology payment due date  
May 31 - Summer I & Full main campus begins  
May 31 - June Term Taos begins  
June 14 - Summer EHD payment due date  
July 2 - Summer IEP payment due date  
July 2 - Summer II main campus begins  
July 31 - August Term Taos begins

### Quotation of the Month

When you remember me, it means that you have carried something of who I am with you, that I have left some mark of who I am on who you are.

*Frederick Buechner*

### Remembrance

As many know, Gretchen Voight, Associate Registrar, passed away suddenly on March 23. Thank you for all who shared their caring and respect for Gretchen during this sad time.

She will be missed but not forgotten.



non-degree studies to the Division of Enrollment Services. With the goal of increasing the number of students attending SMU through the non-degree studies program, this move will provide Claire with the staff resources of the Division to assist with the management and marketing of this program.

Claire Brooks has had a close relationship with Enrollment Services since 2007, working with visiting students wishing to attend SMU during the summer. The Visiting Student program targets students enrolled at other U.S. colleges and universities who either live or will be in Dallas during the summer. Students from the Dallas/Fort Worth Metroplex who were accepted to SMU but did not matriculate are sent information about the Visiting Student program. For the past several summers, approximately 100 students from other institutions have taken advantage of this program.

Claire will report to Nancy Skochdopole in the Registrar's Office beginning May 1 and will office in 101 Blanton. Claire's other contact information will remain the same.

Please joining Enrollment Service in welcoming Claire to our staff.

University Bursar's Office with the assistance of the Office of Information Technology has made this a reality.

Originally envisioned by Stephanie Dupaul, Associate Vice President of Enrollment Management and Pat Woods, University Bursar, the goal is to create a process that will allow admitted students to pay their admission deposit easily by clicking a button rather than putting a check in the mail. The online process will support the current culture of electronic payments as well as expediting the deposit process. As soon as the deposit is posted to the student's account, he or she may register for AARO and Mustang Corral.

The project team included Samantha Tellone and Francine Simpson from OIT, Patricia May from the University Bursar's Office, and Cruz Lopez from UG Admission. Other staff in both Admission and the Bursar's office provided valuable input into the development of online admission deposits.

Currently, only first year admits may use the online system. The project continues in order to allow transfer students to pay deposits online as well.



## SMU Trivia

### Question

How old are the oak trees on Bishop Blvd?

### Answer

Some almost 85 years old.  
The first oak trees were planted on Bishop Blvd to lead from Mockingbird Lane to SMU in 1938.

## Sierra Shred

**GO GREEN**

Conservation Certificate

This certificate acknowledges

SMU - Perkins Administration Bldg

Helped conserve our natural resources by shredding and recycling 29,050 lbs of paper in the 2011 calendar year. This is the equivalent of

**247 trees**

**47.93 cubic yards of landfill space**

**gallons of water**

**gallons of oil**

**59,553 kilowatt hours of energy**

**872 pounds of air pollution.**

Thank you for partnering with Sierra Shred.

Date: February 20, 2012

J.C. Lopez, Operations Manager

