

Record & Registration Updates

Graduate/Professional—Fall 2009



SV

IMPORTANT DATES

October 15/16 - December Graduation Grad Fair

November 10 - Last day to drop

December 1 - Last day to withdraw from the University

December 9 - Last day of instruction

December 10 - Reading Day

December 11-17 - Final Examinations (Grades due 48 hours after final exam.)

December 19 - Graduation - 10:00 a.m.

Student Financial Services

www.smu.edu/bursar

www.tuition.salliemae.com

Payment due date for Spring 2010: Dec. 17, 09
Spring payment plans, begin Dec. 1, 09

- 6 Month plan: Dec 1st - May 1st / \$50.00
- 5 Month plan: Dec 1st - April 1st / \$65.00
- 4 Month plan: Jan 25th - April 1st / \$75.00

Veteran's Update

Total VA students enrolled—95

UG—27 GR/Pro—68

Chapter 33 (New Post 9/11 GI Bill) - 45

Non-Chapter 33—50

Check out our VA Web site

<http://smu.edu/registrar/veterans.asp>

Enrollment Appointments

Enrollment appointments will be set up for each graduate and/or professional career per your request during the period of Monday, November 2 through Friday, November 20.

Students have been sent e-mail notification to be sure their Personal Information on Access.SMU is updated and verified with an effective date of March 12, 2009 or after. If this is not completed, HOLDS will be placed on their accounts. Once the information is updated and verified properly, the HOLDS will be removed automatically. Please remember to stress to the students the importance of current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information.

The Spring 2010 class schedule is now available on both the Registrar's Web site and on Access.SMU. Please see the following link to view Spring 2010 term information: http://smu.edu/registrar/index_enrollment.asp

Academic Records—Grading and Diploma Processing

Final Grading

- Thursday, December 3 – Final grade rosters generated for courses following the regular fall 2009 calendar
- Final grades are due 48 hours after the exam is given
- Encourage your faculty to grade graduating seniors FIRST **and** partially post their rosters

December 2009 Diploma Processing

- Tuesday, December 8 – Schools come to Blanton to proof program (by appt.)
- Tuesday, January 5 – Final Signed Lists due in RO
- Thursday, January 7 – Degrees posted in Access.SMU
- Tuesday, January 19 – Diplomas mailed to students

Yellow Ribbon Program

Currently, there are eight VA students enrolled during fall 2009 who were *eligible* for the Yellow Ribbon Program (Law – 2; Cox – 6). Five of these eight students (all Cox students) needed to take advantage of these benefits. We are still awaiting eligibility information from VA regarding some of our new VA students. More students may need to use Yellow Ribbon program benefits for fall 2009.

For more information about Yellow Ribbon please visit our VA Web site at <http://smu.edu/registrar/veterans.asp>

OIT—Project Updates

Major projects we have completed in the past 3 months

- 3rd quarter tax updates and application fixes applied
- Elect Health Insurance for students
- Self-Service FERPA restriction
- Benefits Administration – automates benefit plan changes and provides online benefits enrollment

Major projects coming up

- 4th quarter federal regulations updates and application fixes applied
- Time and Labor – automates processes for payroll and rules for process clock punches
- Account Maintenance Automation – automates the generation of system accounts and their retirement.
- Diplomatic – diploma ordering system
- NSC electronic transcript delivery
- Astra Room Scheduling software

Financial Aid

Scholarship Entry Reports- For Graduate/Professional Students.

Each department that awards scholarships has access to the Scholarship award pages:

SMU Custom Programs>>SMU Administer Financial Aid>> Awards>> SMU Scholarship Summary by Department Report

You must have a Run Control set up to access this page:

You can specify the begin and end dates.

Report Choices are:

Scholarship Summary by Department – If you are awarding for more than one department, this report gives you a list of the who, what and when of your scholarship entry activity. Also shows all aid awarded for each student.

Summary by Department Hrs Enrolled – Needs to be run right after the add/drop period for each term. This reports shows who is awarded a scholarship from your department and how many hours they are enrolled for the term. If you are giving them a % of their tuition, you can check to see if the amount is correct according to their enrollment. Also, you can see who might need to be cancelled if the award requires full-time enrollment.

Award Scholarship Report- Lists by student all the awards made by your department. Does not show when or who awarded it but the amounts for the entire year.

Information System

Mandatory Health Insurance (MHI) – We are testing the MHI enhancement to Access.SMU which will allow students to elect Student Health Insurance, or waive the insurance if they have private insurance. The system will allow the Memorial Health Center to monitor the MHI requirement, elect insurance or waive insurance for the student. The insurance cost will be charged to the student's account through SF in Access.SMU. The system will be in production mid-October and students will be able to use the system after they enroll for Spring 2010 classes in November.

Astra Room scheduling – We are implementing a new room scheduling software called Astra room scheduling. Astra will eventually be used to schedule classrooms and other facilities. We are in testing stages of Astra and plan to have it in production mid October. We will use it in production mode for Summer/Fall 2010 scheduling. More information and training will follow.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the rights of students and ensures the privacy and accuracy of their student education records. SMU has a historical commitment to the principles of FERPA through its policies and practices. For information on FERPA at SMU including “Essentials for Staff” page, visit <http://smu.edu/ferpa>.

Before you release any education records information on a student, remember to check for student consent in Access.SMU. See Faculty/Staff Instructions under the “Release of Education Records” at <http://smu.edu/registrar/ferpa/release.asp> for more detailed information.

Students can now use the Student Self Service component of Access.SMU to apply their own FERPA control on their “Directory Information” items. In addition, students will now have the option to decide which directory items to restrict as opposed to the previous “All or None” options. For example, students can now choose to restrict the release of their home address but not their mailing address. For more information regarding what SMU defines as “Directory Information,” please visit http://smu.edu/registrar/ferpa/dir_info.asp

Enrollment Reports—Fall 2009 Enrollment Reports are located at http://smu.edu/intranet/des/enrollment_reporting.asp

Ethnic Reporting Changes—New requirements for collecting and reporting ethnicity data will be in place by Fall 2010. Applicants for Summer/Fall 2010 are following the new collection standards. For questions or further information contact Stephen Forrest (sforrest@smu.edu).

December Graduation and Grad Fair

December Graduation will be held at 10:00 a.m. on Saturday, December 19 in Moody Coliseum. The Grad Fair will be held at the SMU Bookstore on October 15 from 10:00 a.m. – 6:00 p.m., and October 16 from 10:00 a.m. – 4:00 p.m. Students may order academic regalia and graduation announcements at the fair. Students who do not order their regalia at the Grad Fair **must** place an online order at <http://www.herffjones.com/college/smu/> by 11:59 p.m. on Friday, November 6. For more information about December Graduation, please visit http://smu.edu/registrar/December_Graduation/.

http://smu.edu/enrollment_services/index.asp

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