### IMPORTANT DATES

- **February 25/26** - May Graduation Fair
- **March 6-14** - Spring Break
- **April 2** - Good Friday Holiday
- **April 8** - Last day to drop
- **April 20** - Honors Convocation - 5:30 p.m.
- **April 26** - Last day to withdraw from the University
- **May 4** - Last day of instruction
- **May 5—11** - Final Examinations (Grades due 48 hours after final exam.)
- **May 14** - Baccalaureate - 8:00 p.m.
- **May 15** - Commencement - 9:30 a.m.
- **May 21** - Transfer Open Advising Day

### Veteran Update

Total VA students enrolled - 101
UG-34  GR/Prof-67
Chapter 33 (New Post 9/11 GI Bill) - 58
Non-Chapter 33 - 43
VA website is located at [smu.edu/registrar/veterans.asp](http://smu.edu/registrar/veterans.asp).
Contact Veronica Decena for information.

### Student Financial Services

- [www.smu.edu/bursar](http://www.smu.edu/bursar)
- [www.tuition.salliemae.com](http://www.tuition.salliemae.com)

Payment due date for undergraduates:
- **May 20** - Summer
- **August 2** - Fall

If you are interested in payment plans, please visit our website [www.smu.edu](http://www.smu.edu). Payment plan information will be posted here as it becomes available.

### OIT—Project Updates

Major projects completed in the past 3 months
- 4th quarter tax updates and application fixes applied
- Diplomatic – diploma ordering system
- Self-Service FERPA restriction

Major projects coming up
- 1st quarter tax updates and application fixes
- Account Maintenance Automation
- Bookstore interface
- NSC electronic transcript delivery
- Park N’ Pony Interface
- Schedule.smu
- Time and Labor - automates payroll processes

### Enrollment Appointments

Enrollment appointments for continuing undergraduate students will begin Monday April 5 through Friday, April 23. Please remind students to verify current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information. Failure to do so will prevent initial enrollment. For detailed information regarding Fall 2010, please go to [smu.edu/registrar/index_enrollment.asp](http://smu.edu/registrar/index_enrollment.asp) and click the appropriate section under Fall 2010.

The Fall 2010 class schedule will be available on Tuesday, March 2. The summer schedule is now available -- [smu.edu/registrar/socl/summer2010_CSI.asp](http://smu.edu/registrar/socl/summer2010_CSI.asp)

Students will be able to begin enrolling for Summer 2010 on April 5 through the last day to add/drop/enroll for the specific summer session. [smu.edu/registrar/index_enrollment.asp](http://smu.edu/registrar/index_enrollment.asp) click Summer 2010.

### Academic Records—Grading and Diploma Processing

#### Early Intervention Grading
- Monday, February 15 - Early Intervention grade rosters generated
- Monday, February 22 - Early Intervention grades due at 11:59 p.m.
- Tuesday, February 23 - Deficiency Reports sent to A-LEC & Advising Center
- Deficiency Letters sent to students

#### Mid-Term Grading
- Thursday, March 11 - Mid-Term grade rosters generated
- Thursday, March 25 - Mid-Term grades due at 11:59 p.m.
- Friday, March 26 - Deficiency Reports sent to A-LEC, Advising Center and School Records offices
- Deficiency Letters sent to students

#### Final Grading
- Monday, May 3 - Final grade rosters generated
- Final grades are due 48 hours after the exam is given
- Encourage your faculty to grade graduating seniors FIRST and partially post their rosters.

#### May 2010 Diploma Processing
- Tuesday, May 4 - Schools come to Blanton to proof program (by appt.)
- Monday, May 10 - Schools come to Blanton to pick up diplomas (by appt.)
- Wednesday, May 19 - Final Signed Lists and undistributed diplomas due in RO (by appt.)
- Thursday, May 20 - Degrees posted in Access.SMU
- (Complete calendar was previously sent to all school contacts.)

### May Commencement and Graduation Fair

May Commencement will be held at 9:30 a.m. on Saturday, May 15 in Moody Coliseum. The Graduation Fair will be held at the SMU Bookstore on February 25 from 10:00 a.m. – 6:00 p.m., and February 26 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 [herffjones.com/college/smu](http://herffjones.com/college/smu) by 11:59 p.m. on Wednesday, March 31. For more information about May Graduation, please visit [smu.edu/commencement](http://smu.edu/commencement).
The SMU Leave of Absence (LOA) Policy provides students with a formal process to “Stop out” of SMU for either voluntary or involuntary reasons. Typically, a leave of absence is generally for a temporary departure from the institution. However, with this new policy, intended permanent withdrawals from SMU will also be processed under the Leave of Absence Policy. In addition, those students who are participating in study-away programs that do not fall under the auspices of SMU should also complete the Leave of Absence Form. The completion of this process will assist all respective offices at SMU monitor and have a formal centralized record of the status for all students who are not enrolled.

A leave of absence is a temporary leave from the university – a kind of “time out” which may be necessary during your undergraduate career. Students may elect to take leaves of absences for a variety of reasons, including: Medical reasons due to accident or illness; Family crises or some other personal situation that requires you to be away from school for some period of time; Financial issues which may take time to resolve; and Academic difficulties which may best be handled by taking some time to refocus on your college work.

Typically, a leave of absence is for one semester or one academic year. A leave may be extended by contacting your academic advisor. And, the process to return to SMU after a leave of absence period can be an easy one especially if you have gone through the steps to file for a leave of absence and you plan ahead for your return. Following these guidelines will help assure that the degree requirements per the catalog of record when you initially matriculated at SMU still apply on your return; assist with financial aid processing; and provide you with the support you need to successfully return to SMU and finish your undergraduate degree.

The first step to effect a leave of absence is to arrange an appointment to meet with your academic advisor. They will then assist you with the process. The Leave of Absence Form, policy and manual are also located for review on the website of the Office of the University Registrar.
Financial Aid

New Policies for Awarding Departmental Funds beginning in the Fall 2010

Departments will now be required to award stipends, assistantships and fellowships for the entire year instead of on a per term basis. If a department is unable to determine eligibility for a future term, then they will need to submit an estimated amount for each upcoming term (not including Summer) within the respective academic year. The estimated amount will be used as a placeholder as we award each student Federal Financial Aid funds. The estimate item-type will be provided to each department upon request.

If no award or estimated award is submitted, the Office of Financial Aid will award an estimate for each future term in an amount equal to the prior term or the amount of full time tuition and fees. Whichever amount is greater.

Due to financial constraints all files must be completed by July 1st in order to receive SMU Need-Based Aid.

Satisfactory Academic Progress-
- Checked after each Spring term once the student has completed 2 years if a Freshman and the 1st Spring if a Transfer student.
- All classes dropped with a W are counted in number of hours taken.
- Students must have greater than a 2.0 and pass 75% of all classes attempted to meet SAP.
- E-mails/letters will be going out this Fall to inform students that are in danger of not having federal aid available to complete their degrees.
- Students cannot be awarded aid at the point when an advisor can determine they will not complete their degree in 12 semesters or 150% of their degree requirements.
- Once on probation, students can be awarded aid for only one term at a time.
- Any denials of SAP will be reviewed by the Appeals Committee.
- This spring e-mails will be sent to students who have exceeded 130 hours at the undergraduate level. Warning them of the 150% limit for Financial Aid.
- Academic Advisors—we would like your assistance with completing a doable plan of action for our struggling students. Please have them submit a plan of action. We would like for you to sign this plan and the student will submit it with the appeal document to the Financial Aid office. This will benefit both SMU and the student.

Scholarships-
- Must have a 3.000 or above to retain the scholarship
- 2010-11 students will be penalized for losing their scholarships – no longer getting SMU need-based grant to replace them. Penalty is $4500.00.

5th Year Appeals-
- Must be approved by the Appeals Committee
- Must have an e-mail/letter from Academic Advisor
- Take at least two weeks for approval
- Will be notified in the Spring if enrolled for a 5th semester, or a 6th semester for a transfer, that they must appeal.
- Exception Faculty/Staff Benefits

Graduation term and less than half-time enrollment-
- Please send an e-mail to awd_ltr@smu.edu and we will forward the information on to the student’s advisor
- These students will get an e-mail also.

Scholarship Entry Reports- For UG

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.

Please award students on an annual basis. If a student is awarded a one term scholarship and is not graduating an estimate will be added. This will allow the student’s loans to be awarded correctly in the fall.

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 report 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.