**Academic Records, Diplomas, and Transcript Area**

Adrienne Montgomery  
Associate Registrar  
214.768.2052  
montgomery@smu.edu

**Academic Records Services Team**

Processes and supports: academic standing-probation, suspension, dismissal; disciplinary standings-probation, suspension, dismissal; early/mid-term grading; end-of-term grading; grade changes; honors violations; repeat flags; Incomplete Agreements; Pass/Fail Agreements; honors and awards; test credits-AP & IB; transcript notations.

Sylvia Wiseman  
Manager, Academic Records  
214.768.3516  
swiseman@smu.edu

Mary Compián  
Academic Records Counselor  
214.768.4116  
mcompián@smu.edu

Claudia Castillo  
Academic Records Counselor  
214.768.3619  
ccastillo@smu.edu

Caty Rambo  
Academic Records Counselor  
214.768.1957  
ramboc@smu.edu

**Diploma Services Team**

Processes and supports: application for candidacy to graduate; diploma ordering; prepare degree candidate/recipient section of the graduation brochures; awarding of degrees; Honor Roll (fall and spring); Latin Honors calculations (annual).

Jackie Wilborn  
Manager, Diploma Services  
214.768.2048  
jwilborn@smu.edu

**FERPA & Release of Education Records**


Adrienne Montgomery  
Associate Registrar  
214.768.2052  
montgomery@smu.edu

**Front Counter Services Team**

Responsible for oversight and daily operation of the Division of Enrollment Services counter, serving as liaison with other areas within the Division and other departments within the University. Assists students and guests in Blanton Services Building (i.e., transcript pickup, enrollment/degree certifications & biographical updates).

Jean Porter  
Manager/All Staff  
214.768.4059  
jeanp@smu.edu

Meghan Budig  
Manager, Certification, Ceremonies and Special Projects  
214.768.4348  
mabudig@smu.edu

**Transcript Services Team**

Processes and supports: NSC Degree Verify submission; NSC Enrollment submission; NSC Transcript Ordering.

Jean Porter  
Manager, Enrollment Services Counter  
214.768.4059  
jeanp@smu.edu

Melissa Stanford  
Assistant Registrar for Academic Records  
214.768.7268  
mstanfor@smu.edu

**Academic Scheduling and Enrollment Area**

Mitzie Goff  
Associate Registrar  
214.768.3509  
mgoffi@smu.edu

**Academic Scheduling Services**

Manages academic scheduling and provides scheduling support for departments within the University. Also supports and maintains course catalog updates, the final exam schedule, and the academic calendar.

Darrah Rippy  
Assistant Registrar, Academic Scheduling  
214.768.1156  
drippv@smu.edu

Jonathan Ferris  
Manager, Curriculum Offerings Support  
214.768.7699  
jtferris@smu.edu

**Biographical Updates Team**

Elizabeth Neel  
Academic Records Counselor  
214.768.2039  
enel@smu.edu

Jean Porter  
Manager, Front Counter Services  
214.768.4059  
jeanp@smu.edu

Sylvia Wiseman  
Manager, Academic Records Services  
214.768.3516  
swiseman@smu.edu

**Enrollment Services**

Manages and plans procedures for establishing and maintaining enrollment; adds/drops, cancelations and withdrawals; handles enrollment petitions.

Valerie Little  
Manager, Enrollment  
214.768.2442  
vlittle@smu.edu

**Room Scheduling Team**

Manages room reservations for buildings within Dedman College. Reservations are only made online; room request e-mail:

Darrah Rippy  
Assistant Registrar, Academic Scheduling  
214.768.1156  
drippv@smu.edu

Elizabeth Neel  
Academic Records Counselor  
214.768.2039  
enel@smu.edu

Jonathan Ferris  
Manager, Curriculum Offerings Support  
214.768.7699  
jtferris@smu.edu

**Transfer Credit, Academic Ceremonies, Veteran Services, Non-degree Credit Studies, Certification Services and Catalog Team**

Nancy Skochdopole  
Director  
214.768.7427  
nskoch@smu.edu

**Academic Ceremonies Team**

Responsible for planning and executing Opening Convocation, Honors Convocation, Baccalaureate, May and December Commencements, December Rotunda Recessional and Spring Rotunda Processional.

Todd Chiscano  
Assistant Registrar for Academic Ceremonies  
214.768.1690  
chiscano@smu.edu

Meghan Budig  
Manager, Certification, Ceremonies and Special Projects  
214.768.4348  
mabudig@smu.edu

Kimberly Scott  
Coordinator of Administration and Nondegree - Invoices, Budgets  
214.768.4712  
kimscott@smu.edu
Who's Who Directory for Office of University Registrar (Continued)

Catalog
Facilitates, edits and produces 9 academic catalogs for the University including the Undergraduate Catalog and catalogs for each of the 8 schools at SMU.

Meg Scott  Catalog Editor  214.768.3094  mscott@smu.edu

Certification Services Team
Processes and supports certification services including course description, degree and enrollment certifications.

Meghan Budig  Manager, Certification, Ceremonies and Special Projects  214.768.4348  mabudig@smu.edu
Mary Compani  Academic Records Counselor  214.768.4116  mcompani@smu.edu
Claudia Castillo  Academic Records Counselor  214.768.3619  ccastillo@smu.edu
Caty Rambo  Academic Records Counselor  214.768.1957  ramboc@smu.edu

Non-degree Credit Studies Team
Responsible for the admission, application processing, enrollment and orientation of non-degree and visiting students.

Kimberly Scott  Coordinator of Administration and Nondegree  214.768.4712  kimsccott@smu.edu

Transfer Credit Services Team
Responsible for facilitating the evaluation of transfer credit for new, continuing and readmitted students by working with various offices on campus to ensure that all transferable courses that meet the academic standards and policies set forth for transfer credit at SMU are applied to a student’s academic record.

Monica Gomez  Assistant Registrar  214.768.2703  mgomez@smu.edu
Claudia Castillo  Academic Records Counselor  214.768.3619  ccastillo@smu.edu
Case load: D, E, F, G, N, S, T
Caty Rambo  Academic Records Counselor  214.768.1957  ramboc@smu.edu
Case load: H, J-M, O, P, U, V, Y
Mary Compani  Academic Records Counselor  214.768.4116  mcompani@smu.edu
Case load: A-C, I, Q, R, W, X, Z

Veterans Affairs (VA) Services Team
Responsible for certifying students using VA benefits including the Post 9/11 GI Bill and Yellow Ribbon.

Meghan Budig  Manager, Certification, Ceremonies and Special Projects  214.768.4348  mabudig@smu.edu
Mitzie Goff  Associate Registrar  214.768.3509  mgoff@smu.edu

Information Systems
Joe Papari  Director  214.768.2056  jpapari@smu.edu

Academic Advisement & Curriculum Support
The team is led by Monica Cordero, 214.768.4483, e-mail: desaa@smu.edu. Provides setup and technology support for the Degree Progress Report (DPR). Also maintains the Inventory of Approved Academic Programs and the Academic Plans code list.

Access.SMU Security
The team is led by Stephen Forrest, 214.768.4015, e-mail: dessecurity@smu.edu. Administers user security within Access.SMU, maintains security objects and structure on behalf of functional leads and provides support for development and update cycles.

Athletic Certification and Student Organization & Travel
The team is led by Paley Wu, 214.768.1270, e-mail: despahl@smu.edu. Certifies student athletes’ academic eligibility for competition, produces team eligibility reports and the Athletic Program Performance Report for the NCAA. Provides setup and technology support for the Student Organization & Travel system.

Data Quality & Reporting
The team is led by Stephen Forrest, 214.768.4015, e-mail: desroot@smu.edu. Produces enrollment reports based on census data, ad hoc query reports based on student data and other statistical reports. Provides technical support to monitor data relationships and accuracy: http://smu.edu/intranet/des/enrollment_reporting.asp. Provides advanced query writing support to power users and maintains the Query Power User informational website (including a data dictionary) and listserv: http://smu.edu/intranet/des/sr_OP/default.asp (requires ID &PW)

Imaging System
The team is led by Andy Frye, 214.768.7833, e-mail desimages@smu.edu. Provides setup and technical support for AdminImages.SMU for Enrollment Services and the Provost area. Assists with implementing imaging systems for academic Dean Offices. http://smu.edu/intranet/des/imaging/

Orientation Registration
The team is led by Monica Cordero, 214.768.4483, e-mail dessl@smu.edu. Provides setup and technology support for AARO and Mustang Corral, which are orientation events for new and transfer students.

SEVIS (Student and Exchange Visitor Information System)
The team is led by Cho Kim, 214.768.4393, e-mail: dessvis@smu.edu. Provides setup and technology support for SEVIS which tracks and monitors the international students and exchange visitors at SMU.

Web and Office Technology Support
The team is led by Paley Wu, 214.768.1270, e-mail: deswebtech@smu.edu. Designs and maintains websites, oversees technology equipment for Enrollment Services and provides technology support for Enrollment Services staff http://smu.edu/enrollment_services/webtech/

Student Records Systems Team
Provides setup and technology support for these functions in the Registrar’s office: academic calendar, academic structures, scheduling and enrollment, academic records, grading, diplomas, transcripts, certifications, and transfer credits. Tests quarterly updates and fixes cycles as well as upgrades. Designs and implements new student records functionality with assistance from OIT developers. Also, provides users with policy/procedure documentation.

Pam Fincher  Assistant Registrar for Enrollment Support  214.768.4214  desroot@smu.edu
Melissa Stanford  Assistant Registrar for Academic Records  214.768.7268  desroot@smu.edu
Monica Gomez  Assistant Registrar for Transfer Services  214.768.2703  desroot@smu.edu

Registrar’s Office Leadership Team:
John Hall,  University Registrar & Executive Director, Enrollment Services  214.768.3518  jhall@smu.edu
Joe Papari  Director, Information Systems  214.768.2056  jpapari@smu.edu
Nancy Skochdopole  Director, Transfer and Transition Services  214.768.7427  nscoeh@smu.edu
Mitzie Goff  Associate Registrar of Enrollment  214.768.3509  mgoff@smu.edu
Adrienne Montgomery  Associate Registrar for Academic Records  214.768.2052  montgomery@smu.edu