### Academic Records, Diplomas, and Transcript Area

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Montgomery</td>
<td>Associate Registrar</td>
<td>214.768.2052</td>
<td><a href="mailto:montgomery@smu.edu">montgomery@smu.edu</a></td>
</tr>
</tbody>
</table>

#### 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 Compian**  
  Academic Records Counselor  
  214.768.4116  
  mcompian@smu.edu
- **Claudia Castillo**  
  Academic Records Counselor  
  214.768.3619  
  ccastillo@smu.edu
- **Caty Rambo**  
  Academic Records Counselor  
  214.768.1957  
  rambo@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


- **Sylvia Wiseman**  
  Manager, Academic Records Services Team  
  214.768.3516  
  swiseman@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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mitzie Goff</td>
<td>Associate Registrar</td>
<td>214.768.3509</td>
<td><a href="mailto:mgoft@smu.edu">mgoft@smu.edu</a></td>
</tr>
</tbody>
</table>

#### 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  
  drippy@smu.edu
- **Jonathan Ferris**  
  Manager, Curriculum Offerings Support  
  214.768.7699  
  jtferris@smu.edu

#### Biographical Updates Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Neel</td>
<td>Academic Records Counselor</td>
<td>214.768.2039</td>
<td><a href="mailto:eneel@smu.edu">eneel@smu.edu</a></td>
</tr>
</tbody>
</table>
- **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  
  drippy@smu.edu
- **Elizabeth Neel**  
  Academic Records Counselor  
  214.768.2039  
  eneel@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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Skochdopole</td>
<td>Director</td>
<td>214.768.7427</td>
<td><a href="mailto:nskoch@smu.edu">nskoch@smu.edu</a></td>
</tr>
</tbody>
</table>

### 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 Chicano**  
  Assistant Registrar for Academic Ceremonies  
  214.768.1690  
  chiccano@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  
  kscott@smu.edu

---

Who’s Who Directory for Office of University Registrar (see sites.smu.edu/des/registrar/staff)
Catalogs
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  mbscott@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 Compian  Academic Records Counselor  214.768.4116  mcompian@smu.edu
Claudia Castillo  Academic Records Counselor  214.768.3619  cycastillo@smu.edu
Caty Rambo  Academic Records Counselor  214.768.1957  rambo@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  kscott@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  cycastillo@smu.edu
Caseload: D, E, F, G, N, S, T
Caty Rambo  Academic Records Counselor  214.768.1957  rambo@smu.edu
Mary Compian  Academic Records Counselor  214.768.4116  mcompian@smu.edu

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 David Bell, 214.768.1477, e-mail: desathl@smu.edu. Certifies student athletes’ academic eligibility for competition, produces team eligibility reports and the Academic Program Performance reports 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: desroor@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/dessr_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: desol@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: dessevis@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  desroor@smu.edu
Melissa Stanford  Assistant Registrar for Academic Records  214.768.7268  desroor@smu.edu
Monica Gomez  Assistant Registrar for Transfer Services  214.768.2703  desroor@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  jpa@smu.edu
Nancy Skochdopole  Director, Transfer and Transition Services  214.768.7427  ns@smu.edu
Mitzie Goff  Associate Registrar of Enrollment  214.768.3509  mgoff@smu.edu
Adrienne Montgomery  Associate Registrar for Academic Records  214.768.2052  mmontgomery@smu.edu

05/17