

View Enrollment Appointment

1. Unless a student is new to SMU and is enrolling for the very first time, students must enroll during their designated enrollment appointment time.

2. Click the **Records and Enrollment** link.

▶ Records and Enrollment

3. Click the **Term Processing** link.

Term Processing

4. Click the **Appointments** link.

Appointments

5. Click the **Student Enrollment Appointment** link.

Student Enrollment Appointment

6. Enter the desired information into the **ID** field.

7. Click the **Search** button.

Search

8. Click the desired **Term**.

9. In order to enroll, a student must have a valid appointment time. Only the Registrar's staff in the Enrollment & Scheduling area can override an appointment time.

Note: Though an **End Date** displays, SMU policy allows the student to enroll until the **5th** day of class for Fall and Spring terms and the **3rd** day of class for the Summer term.

10. **End of Procedure**

