

REGISTRATION INSTRUCTIONS FOR JAN TERM AND SPRING 2017

As a continuing student you may enroll for the January and Spring 2017 terms November 1-11. Seniors who will be taking their last academic hours during the 2017 calendar year will have preference for class space **November 1-2 only**. Other students may begin on **November 3**. The registration system opens at 7:00 am on November 1. Although the system may not prevent you from registering ahead of schedule on November 3, if you do so and you are not a senior, the Theology Registrar will cancel your registration.

Remove All Holds: Be sure to log on to my.SMU prior to November 1 to remove all holds you may have on your SMU account. This includes the hold for Student Rights and Responsibilities.

Schedules for Jan and Spring terms: Schedules are posted online at the [Academic Services](#) page.

Degree Progress Sheets for Registration: Perkins students utilize the Degree Progress Sheet for registration. These forms are on the Academic Services web. These PDF forms are fillable and allow for a digital signature by students and their faculty advisors. Next to each course students should indicate in which semester the course will be completed. We ask that students be prepared to attend their advising meetings with a laptop to complete the form, digitally sign it, and email it to your advisor. Your advisor will digitally sign the document and email it back to you. Students should email the document to the registrar at jmonroy@smu.edu after both signatures have been secured. We hope this process will help students and advisors more effectively plan for course selections. The Degree Progress Sheets are available for students enrolled in the following degree plans: MAM, MTS, MSM, MDiv (both 85 hour and 73 hour plans), and ThM. Only the students enrolled as non-degree seeking students should use the Course Request Form, which is available on the Academic Services page.

Advising: Please make an appointment to see your advisor as soon as possible. Advisor approval is necessary in order to enroll. Advisees of Baker-Fletcher, Cardoza-Orlandi, Marandiu, Miller, and Wan will need to see the Registrar for advising. If you need to do a degree progress review, send me an email at jmonroy@smu.edu or come by 206 Kirby to make an appointment. **If you are graduating in the fall of 2017 or in May of 2018, or you think you are a senior, you must schedule an appointment for a degree progress review with the Registrar.** Houston Program students may call for a review.

Enrollment Limits and Prerequisites: Enrollment for course sections with posted limits will be in the system in the order in which they are completed in my.SMU. You will be notified immediately if a course section is filled when you try to post your enrollment. Most courses have online wait listing. Please take advantage of that if you find a course you want filled. Do not approach a professor privately to ask about exceeding limits. Prerequisites for individual courses are listed as notes when you attempt to register for any course and are also in the catalog. You will need to pay attention to these notes. Any waiver of prerequisites must come from Associate Dean Evelyn Parker, not the instructor.

Cancellation: Read carefully the Perkins enrollment policies in the Perkins catalog. If you fail to notify this office **before** the day the spring term begins on **January 26**, that you will not be attending, you will be responsible for at least 10% of any tuition and fees incurred by your enrollment. Cancelling or withdrawing after the term starts will result in a percentage refund not to exceed 90%, depending on the date of withdrawal. There is no refund if you withdraw from the January term after that term begins on January 3.

Spring Course Changes: Classes are held in Prothro Hall unless otherwise noted. Any changes in classroom location, professor, or time will be posted on the day classes start, or, if early enough, you will be notified by email. If you need to change your schedule, please do so online before the term begins. Notify the Registrar if you have already turned in your degree progress sheet. Wednesday, February 1, 2017, is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your spring courses. Courses dropped after this date will NOT be deleted from your bill. Any changes to your Jan Term registration must be done before January 3.

PAYMENT DUE DATE FOR JAN TERM IS DECEMBER 16
PAYMENT DUE DATE FOR SPRING IS FEBRUARY 20