

REGISTRATION INSTRUCTIONS FOR FALL 2016

Welcome to Perkins! As a new student, you will be able to enroll for the fall term beginning at 8:30 a.m. on July 5.

Schedule for fall: If you don't have a fall schedule, go to the Theology website

<http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices>. Among the items on that page is the schedule for fall 2016. It is a pdf document, so you will need Acrobat Reader to see it. Click on "Fall 2016" and the schedule will appear. Do your normal procedure to print the document.

Degree Progress Sheets for Registration: Perkins students will utilize the Degree Progress Sheet for registration. These forms are on the Academic Services web page. 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 access the forms with a laptop computer, digitally sign it, and email it to the registrar at jmonroy@smu.edu. 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 (73 hour plan), and ThM. Only the students enrolled as non-degree seeking students should use the old Course Request Form, which is also available on the same web page.

Advising: You don't need an advisor this first registration, but you will be assigned an advisor after the fall term starts. Advisor approval is necessary in order to enroll for future terms.

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.edu. You will be notified immediately if a course section is filled when you try to post your enrollment. Most courses have an online wait list. Please take advantage of that if you find a course you want filled. Do not approach a professor privately to ask about exceeding limits. As a new student, you will enroll in courses that have no prerequisites.

Guidelines for choosing courses: If you are in a degree program and intend to take only 3 hours, choose NT I or OT I. If you will register for 6 hours, register for NT I or OT I plus Christian Heritage I. If you will take 9 hours in the fall, register for NT I or OT I, plus Christian Heritage I, plus either Interpretation of the Christian Message I or The Church in its Social Context. If you will take 12 hours, register for NT I or OT I, plus Christian Heritage I, plus Interpretation of the Christian Message I, plus The Church in its Social Context. In addition, for the MAM, MSM, and MDIV programs, you will also need to enroll in Spiritual Formation. **NOTE: Interpretation of the Christian Message I requires one Bible course and one Christian Heritage course as pre-requisites or co-requisites. Students taking a Bible course and Christian Heritage I as co-requisites cannot drop either of these courses without also dropping Interpretation of the Christian Message I.**

Cancellation: Read carefully the Perkins Course Request form. You are signing a contract with the University. If you fail to notify this office on or **before August 21** (the day before classes begin for the fall term), that you will not be attending, you will be responsible for at least 10% of any tuition and fees incurred by this contract. Canceling or withdrawing after classes start will result in a percentage refund not to exceed 90%, depending on the date of withdrawal.

Fall Schedule Changes: Unless otherwise noted, all classes will be held in Prothro Hall on the southern end of our campus. Those locations are listed on the schedule. Any changes in classroom location, professor, or time will be posted on the day classes start. If you need to change your schedule for fall, please do so online before classes begin and notify me if you have already turned in your degree progress form. Friday, August 26, is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your fall courses. Courses dropped after these dates will NOT be deleted from your bill.

PAYMENT DUE DATE FOR FALL IS SEPTEMBER 20, 2016.