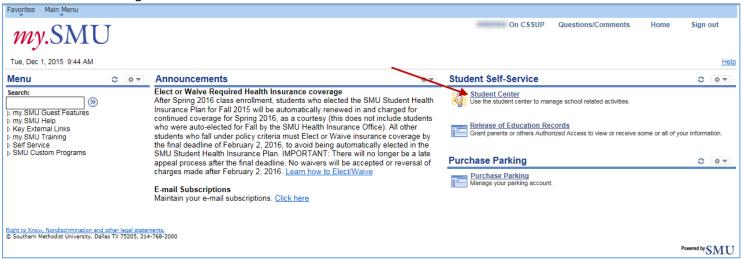
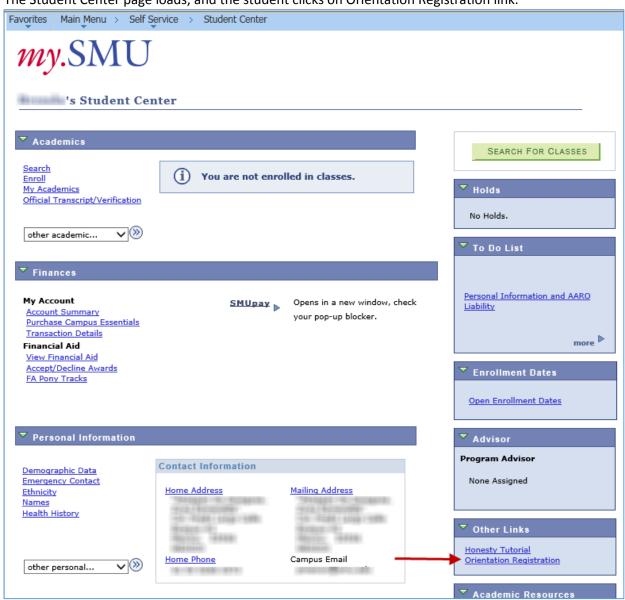
ORIENTATION REGISTRATION THROUGH STUDENT SELF-SERVICE (STUDENT CENTER)

1. The student logs in and clicks on the Student Center link in Student Self-Service.



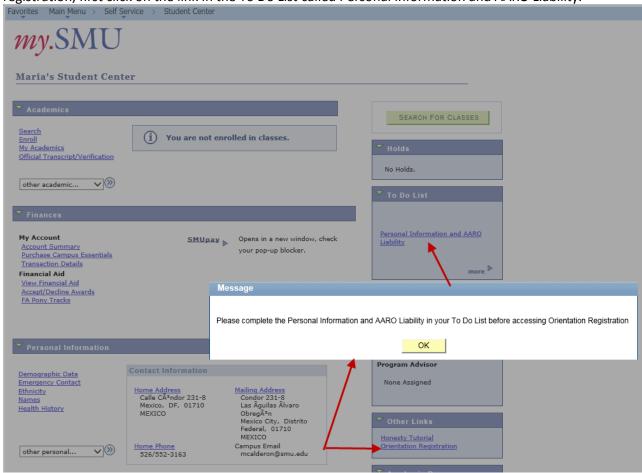
2. The Student Center page loads, and the student clicks on Orientation Registration link.



- 3. When the student clicks on Orientation Registration, there are three possible outcomes:
 - a. If the student is a first-year and not yet matriculated, or a first-year transfer or transfer student who has not yet paid the admission deposit, a new page will display with this message. Once the criteria has been met, the message will no longer display when clicking on the Orientation Registration link.



b. If the student has not yet verified that his/her bio/demo records are current (and has updated as needed), the following message will pop up. To meet this requirement and proceed on with AARO registration, first click on the link in the To Do List called Personal Information and AARO Liability.

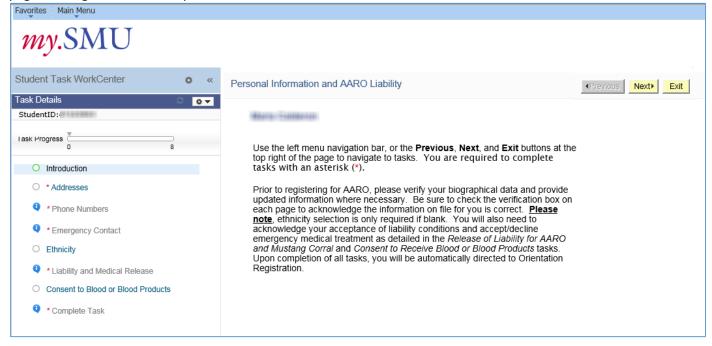


c. If there are no outstanding requirements or criteria to meet, the student can immediately begin registration when first clicking on the Orientation Registration link.

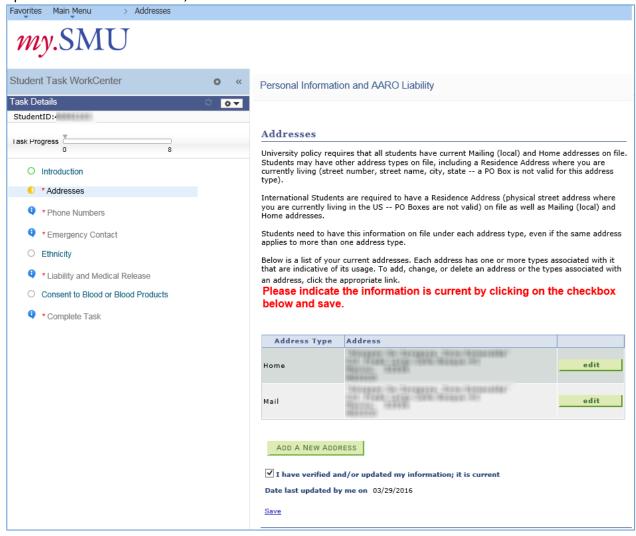
4. If message 3b above displays to student upon clicking on the Orientation Registration link, the student must then click on the Personal Information and AARO Liability link in the To Do List.



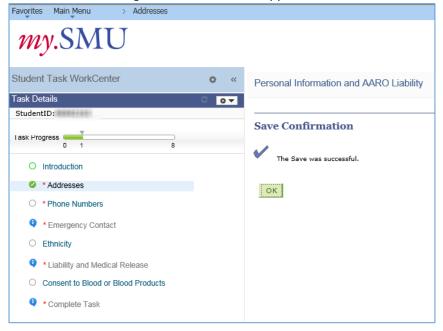
5. The Personal Information and AARO Liability activity guide will load at the Introduction page. Students must navigate through 8 tasks. All but Ethnicity are required to proceed to Orientation Registration. (Ethnicity must be entered if no selections have been made but updates are not required.) When all required tasks have a green checkmark, this activity guide is complete and the student will be taken to the Orientation Registration page. To begin, click Next to proceed to the first task: Addresses.



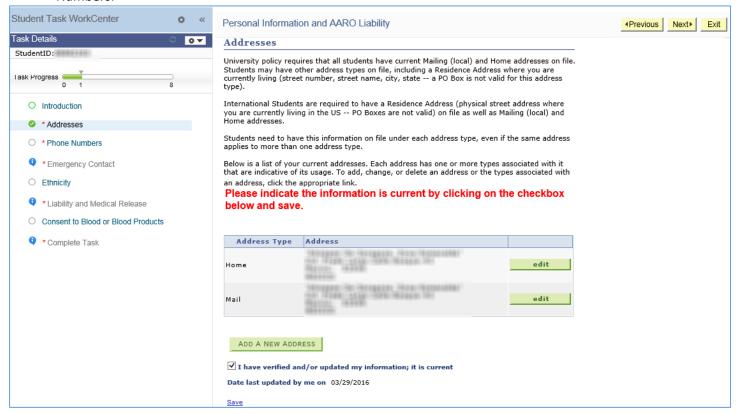
6. The Addresses page will load. The student will verify that the Home and Mailing addresses are correct, or update the records as needed, and click Save.



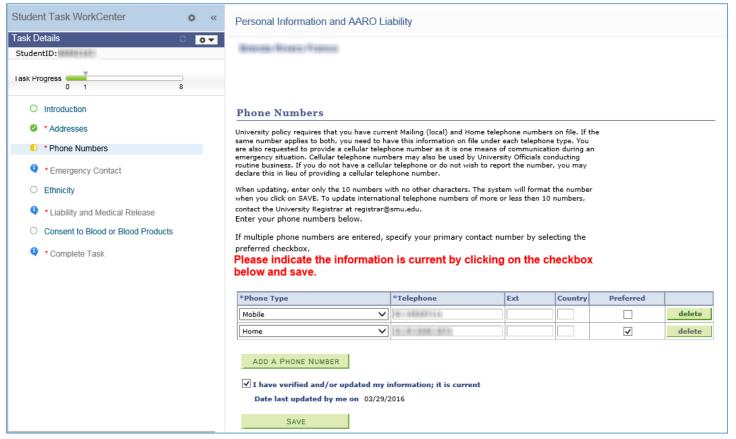
7. A new page will load that confirms Address updates/verification have been saved. The Task Progress bar will advance to "1" and a green checkmark will appear next to the Addresses task. Click OK to confirm.



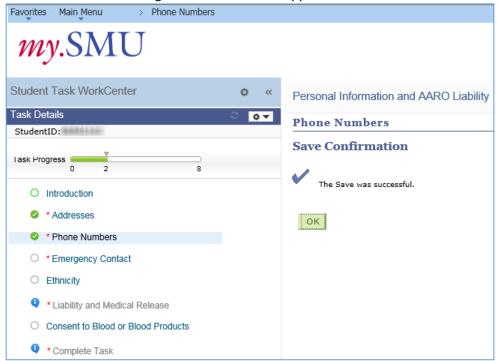
8. The Addresses page will reload with the current information. Click Next to proceed to the next task: Phone Numbers.



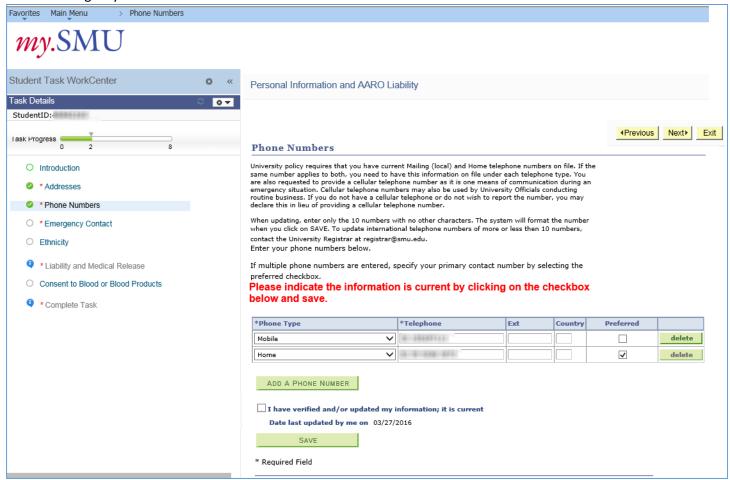
9. The Phone Numbers page will load. The student will verify that the phone numbers are correct, or update the records as needed, and click Save.



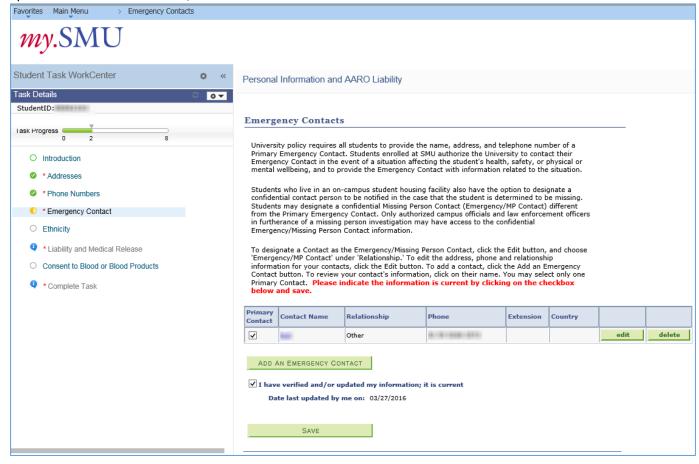
10. A new page will load that confirms Phone Number updates/verification have been saved. The Task Progress bar will advance to "2" and a green checkmark will appear next to the Phone Numbers task. Click OK to confirm.



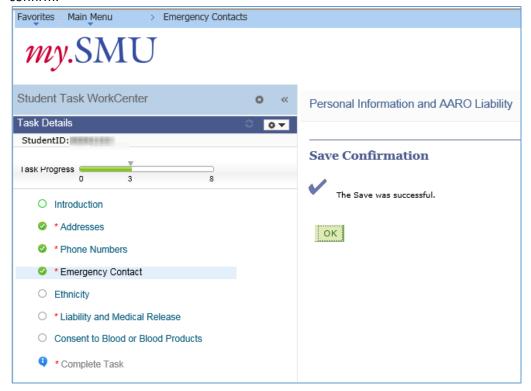
11. The Phone Numbers page will reload with the current information. Click Next to proceed to the next task: Emergency Contact.



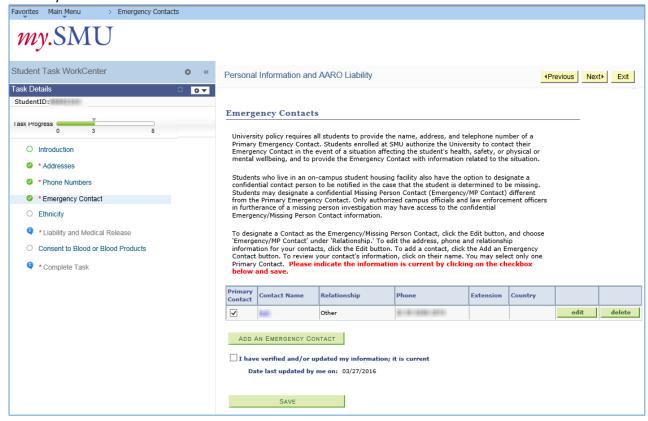
12. The Emergency Contact page will load. The student will verify that the emergency contacts are correct, or update the records as needed, and click Save.



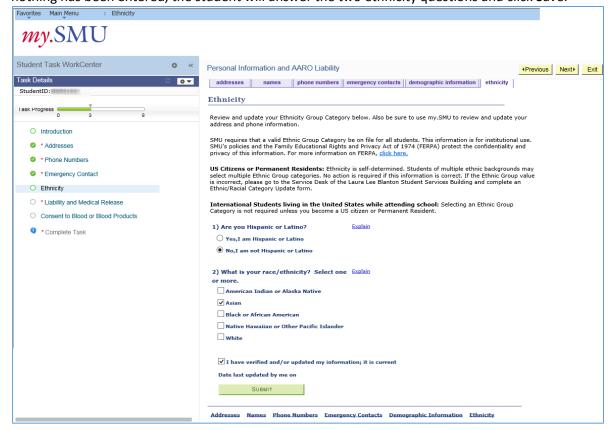
13. A new page will load that confirms Emergency Contact updates/verification have been saved. The Task Progress bar will advance to "3" and a green checkmark will appear next to the Emergency Contact task. Click OK to confirm.



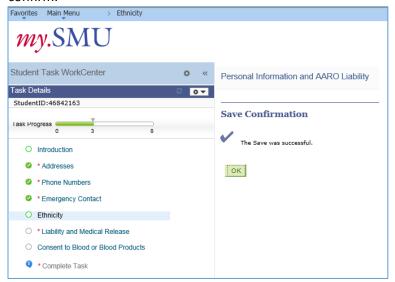
14. The Emergency Contact page will reload with the current information. Click Next to proceed to the next task: Ethnicity.



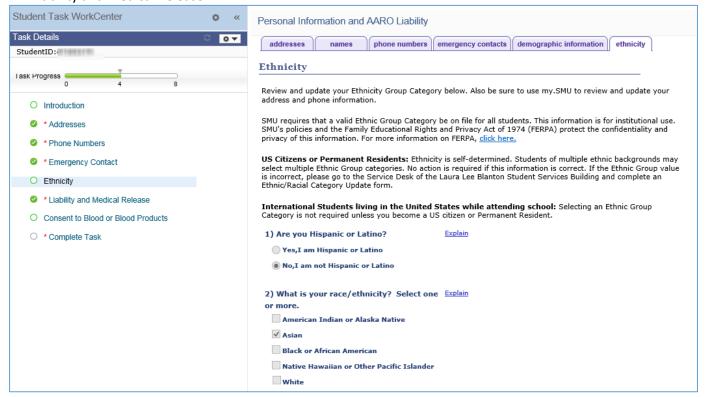
15. The Ethnicity page will load. The student will verify that ethnicity has been entered and must contact the SMU Help Desk if it is not correct. If it has been entered, the student will click Next to proceed to the next task. If nothing has been entered, the student will answer the two ethnicity questions and click Save.



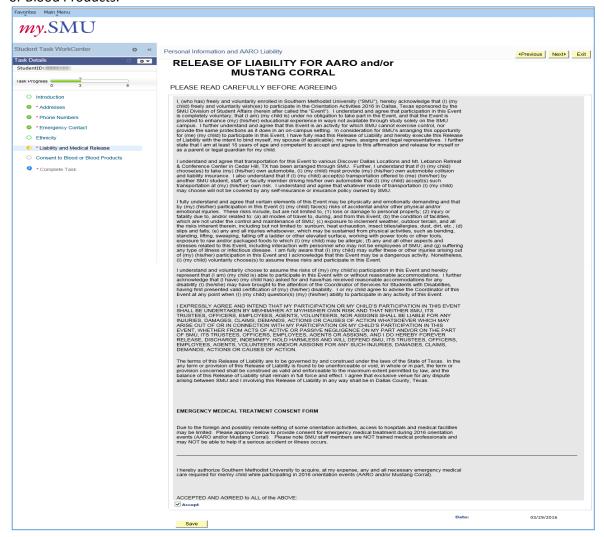
16. A new page will load that confirms Ethnicity updates/verification have been saved. The Task Progress bar will remain at "3" since Ethnicity updates are not required; you only have to enter ethnicity if no selections have been made. For the same reason, no green checkmark will appear next to the Ethnicity task. Click OK to confirm.



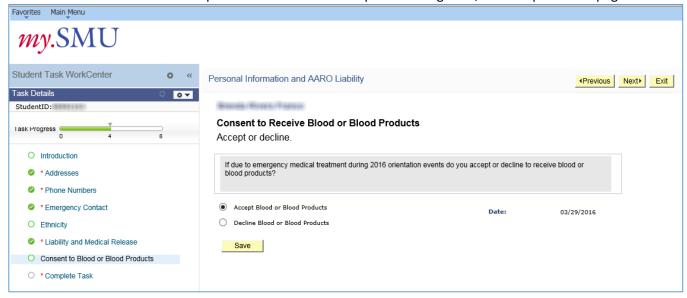
17. The Ethnicity page will reload with the current information grayed out. To make corrections to Ethnicity from this point forward, the student must contact the SMU Help Desk. Click Next to proceed to the next task: Liability and Medical Release.



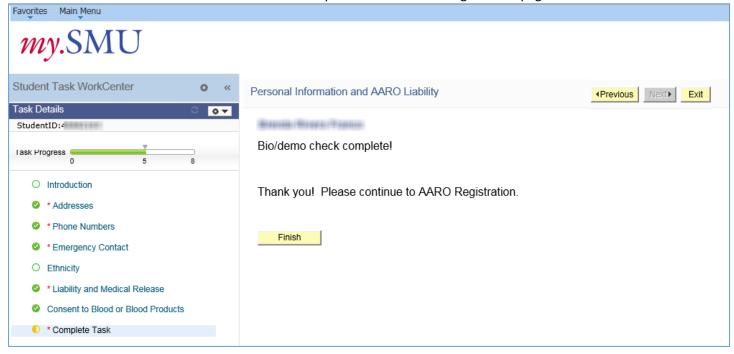
18. The Liability and Medical Release page will load. The student will read and agree to the conditions of the form by checking the Accept box and clicking Save. Click Next to proceed to the final task: Consent to Receive Blood or Blood Products.



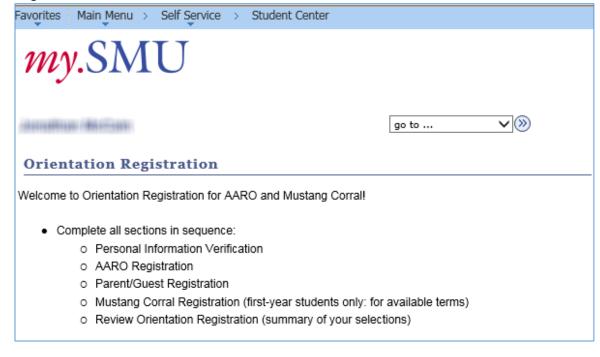
19. The Consent to Receive Blood or Blood Products page will load. The Task Progress bar will advance to "4" and a green checkmark will appear next to the Liability and Medical Release task. The student will accept or decline the use of blood or blood products and click Save. Upon selecting Next, the Complete Task page will load.



20. A confirmation page will load to verify that the student has completed all tasks. The Task Progress bar will advance to "5" and a green checkmark will appear next to the Consent to Blood or Blood Products task. Clicking the Finish button will take the student directly to the Orientation Registration page.



21. The Orientation Registration home page will load. Instructions are listed first and then 4 sections with blue bar headers: AARO Registration (link will be active), Parent/Guest Registration (link will initially be inactive), Mustang Corral (link will be initially inactive), and Orientation Registration Summary (link will be initially inactive). (JANUARY AARO only: Only 3 blue bar headers are available during January AARO since there is no Mustang Corral. The Mustang Corral section is unavailable to transfer and first-year transfer students (link will be inactive). The instructions indicate that students must first complete Personal Information Verification. This represents the Personal Information and AARO Liability activity guide that the student must complete before accessing the Orientation Registration page. If the student has reached the Orientation Registration page, Personal Information has already been verified and the student will proceed by clicking on the AARO Registration link.



Do not use the browser back arrow/button during Orientation Registration.

- If you cannot finish all sections the first time you log in, complete the section you are in and your selections will be saved. Then you can proceed to the next section when you log in again.
- Once you have completed Orientation Registration, you can make changes online up to seven days before your AARO session start date, except for Academic Advising Preference and Discover Dallas excursion.
 - To change your selections, click on the section in which you want to make changes.
 - To change your Academic Advising Preference or Discover Dallas, contact Student Transitions & Orientation by <u>clicking here</u>.
- To make any changes after the seven-day deadline or to cancel AARO and/or Mustang Corral, contact Student Transitions & Orientation by clicking here.

Student Transitions & Orientation

214-768-4560

orientation@smu.edu

http://smu.edu/newstudent/

AARO Registration

AARO Registration

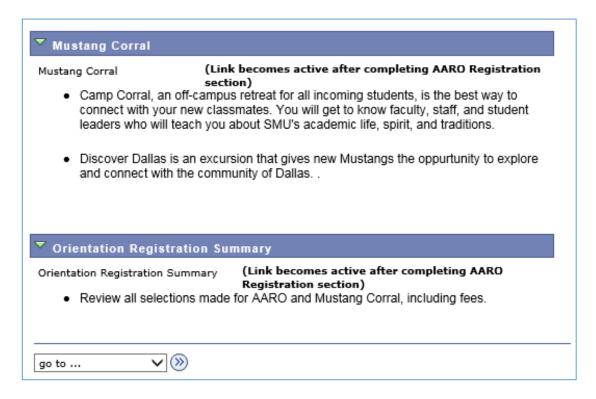


- Academic Advising, Registration and Orientation (AARO) is the first part of the process that will help you make a smooth transition to life at SMU. What will you do at AARO?
 - You will attend information sessions to help you plan your academic career.
 - You will learn about campus resources and ways to get involved in campus life
 - o You will get to know current students and other new first year students.
 - You will meet individually with your academic advisor.
 - You will register for classes.

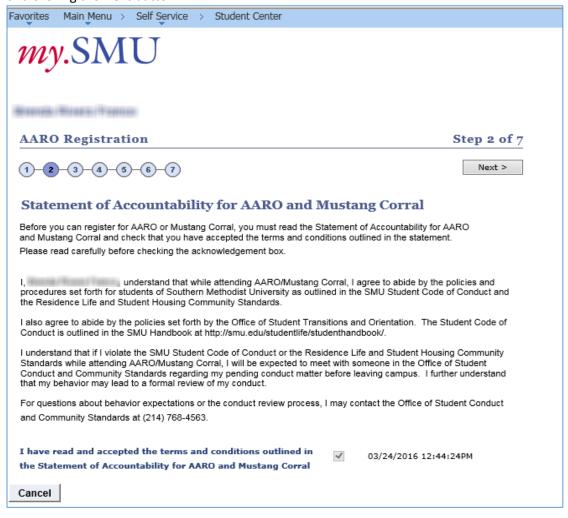
Parent/Guest Registration

Parent/Guest Registration (Link becomes active after completing prior step)

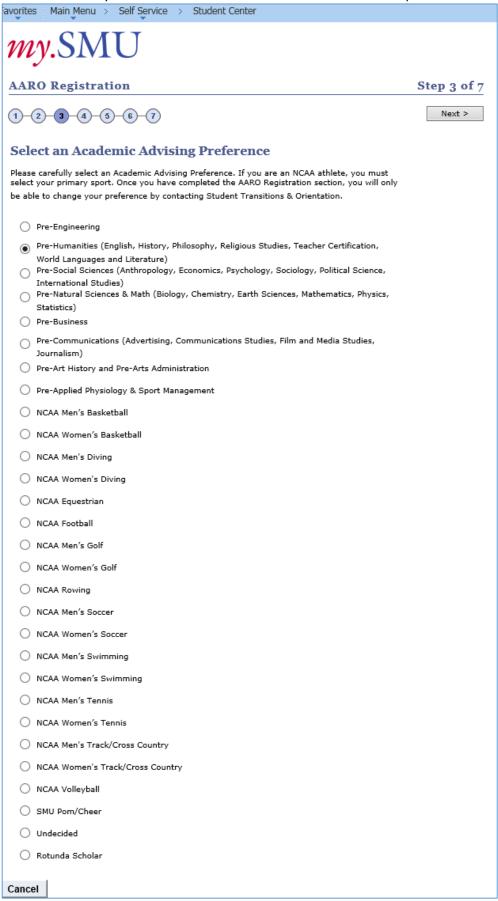
- SMU encourages parents and family members to attend AARO.
- Parents/Guests attend information sessions with their student and also have activities planned specifically for them.
- All parents/guests must be registered in advance. There is a registration fee per person which covers meals and program materials.
- Families are encouraged to make reservations at one of our host hotels; for more information, click here.



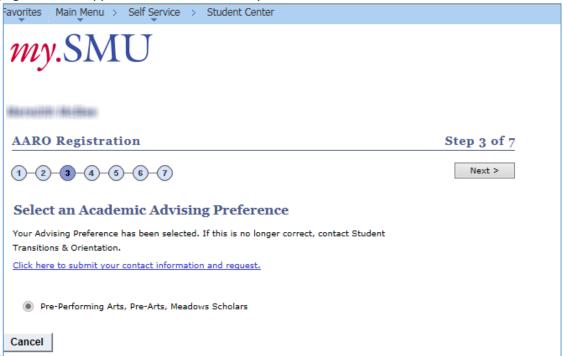
22. When the student clicks on the AARO Registration link, the Statement of Accountability for AARO and/or Mustang Corral loads. The student must read and agree to the conditions of the statement by checking the box and clicking the Next button.



23. The Academic Advising Preference page will load for first-year students only. This page does not appear for transfer and first-year transfer students. The student will select one preference and click Next.

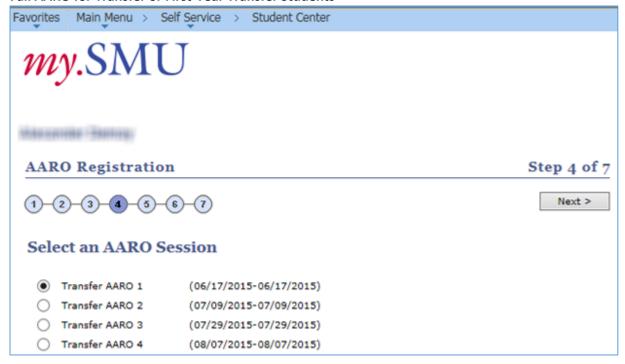


24. A student who is a first-year and has an academic advising preference of either Pre-Engineering, Meadows Scholars, Meadows Pre-Arts, or University Honors Program, will only see the pre-selected option for their special preference, as shown below in the Meadows Scholar/Pre-Arts example. The student can click on the link to email the Student Transitions & Orientation office to change the preference but is unable to do so online. This page does not appear for transfer and first-year transfer students.

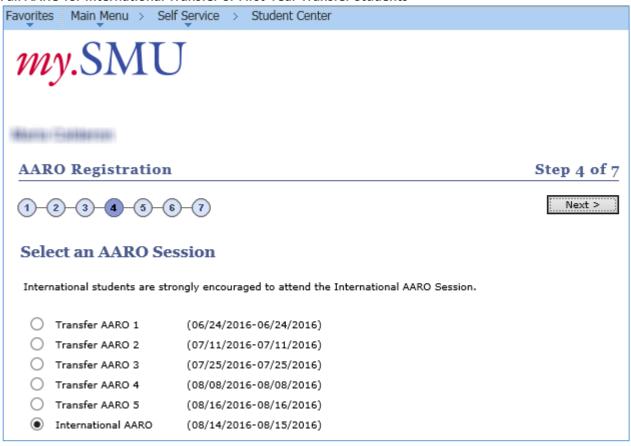


25. After clicking Next on the prior page, students must select a session (only one session exists for January AARO) and click Next, whereupon the student is automatically assigned to an advisor based on various criteria. If this is a Fall AARO, a first-year student will see a list of sessions specifically geared to first-year students. Likewise, transfer and first-year transfer students will see a list of sessions specifically geared to them. For all students, there will also be an International session option. (For January AARO, there is one session for all students.) Transfer and first-year transfer students are assigned to a generic advisor based on their academic program. First-year students are assigned to a real advisor based either on the advising preference they choose, or the one pre-selected for them. Some preferences are automatically pre-selected based on a student's primary academic interest (Pre-Engineering, Pre-Arts, Pre-Med) or whether they are in the University Honors Program or a Meadows Scholar. The trumping order is Pre-Engineering, Meadows Scholars, Pre-Arts, UHP, Pre-Med, then all others. Following are examples of session options for the different types of students.

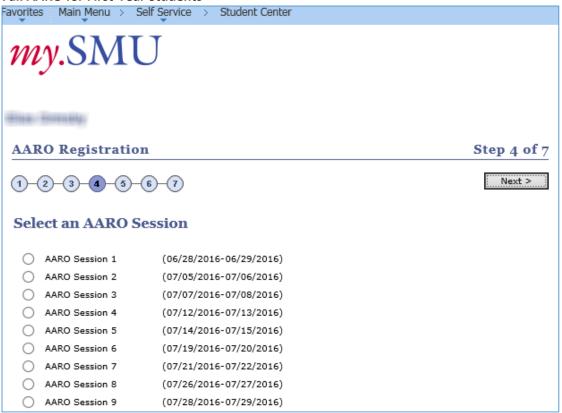
Fall AARO for Transfer or First-Year Transfer Students



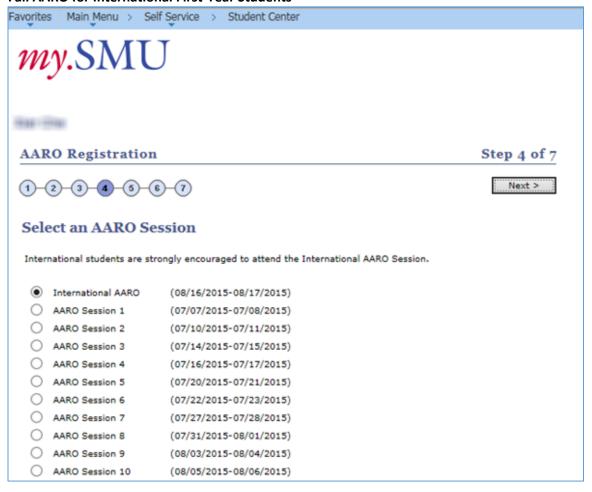
Fall AARO for International Transfer or First-Year Transfer Students



Fall AARO for First-Year Students



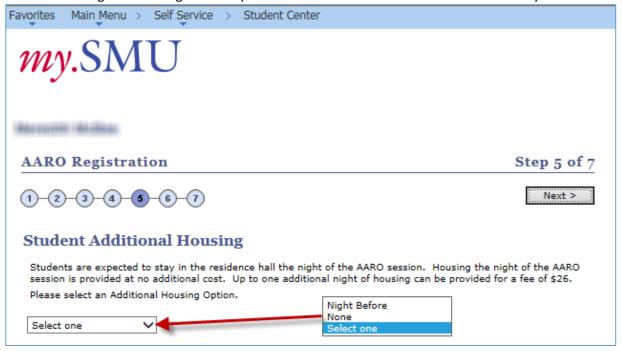
Fall AARO for International First-Year Students



January AARO for All Students



26. For Fall AARO only, after clicking Next on the prior step, if the student is first-year, this page will display to select an additional night of housing. This is optional for Fall AARO and not available for January AARO.

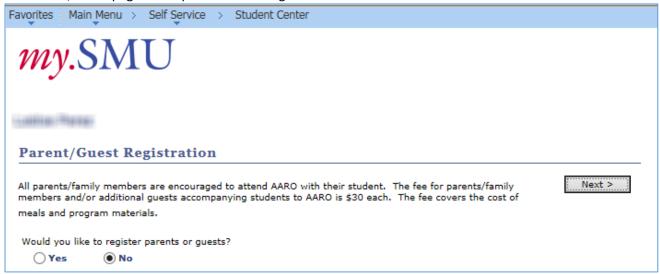


27. This is the last step in AARO Registration before proceeding to Parent/Guest Registration. This page allows students to indicate special accommodations, allergies, medications, and dietary needs. For dietary needs, select all that apply. To enter a dietary need not on the list, select Other, and type the need(s). When the student clicks Submit, an AARO session confirmation email is sent to the student's campus email address.

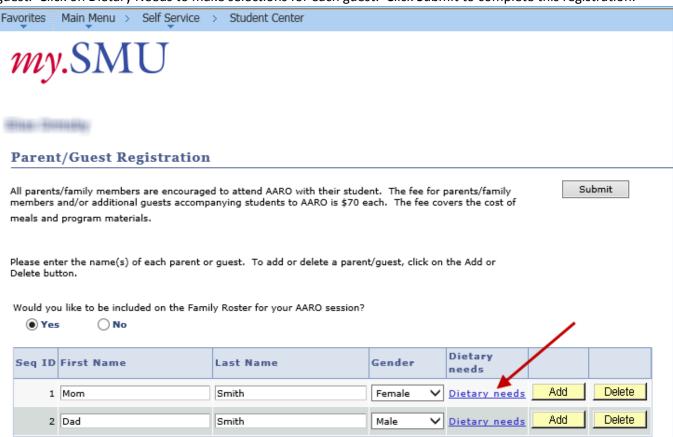
vontes Main Menu > Self Service > Student Center						
my.SMU						
THE THERMS						
AARO Registration Step 7 of 7						
1 - 2 - 3 - 4 - 5 - 6 - 7						
Select your Student Accommodations						
Please indicate your preferred first name for nametag (ex. Sam):						
Please select t-shirt						
○ Small						
O Medium						
○ Large						
• X-Large						
○ XX-Large						
Please indicate any Special Accommodations or Services that may be needed during Orientation (select all that apply):						
None						
Wheelchair						
✓ Other						
Enter any additional information regarding Special Accommodations or Services						
that may be needed.						
This box is provided for students to indicate any Accommodations not listed.						

Bee stin	ngs		
if you ar or its us	re presently taking medication, please identify the medication se;	and the reason	
Insulin			
pl:	include any dietary needs - "check all that apply"		
	one		
	airy/Lactose Free		
	eanuts Allergy		
	reenuts Allergy		
	ggs Allergy		
	heat Allergy		
	oy Allergy		
	sh Allergy		
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	egetarian egetarian		
	egan		
_ 0,,	luten Free		
	airy Allergy		
	ther		
	pox is provided for students to indicate any allergy or food rement not listed.		

28. After the student clicks Submit above, the Parent/Guest Registration page will load. If the student clicks Yes, the Parent/Guest page will expand to allow registration.



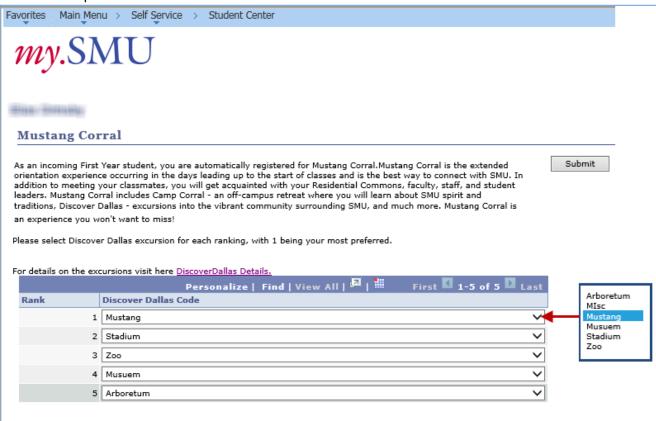
Students can click on the yellow Add button to add more guests or click on the yellow Delete button to remove a guest. Click on Dietary Needs to make selections for each guest. Click Submit to complete this registration.



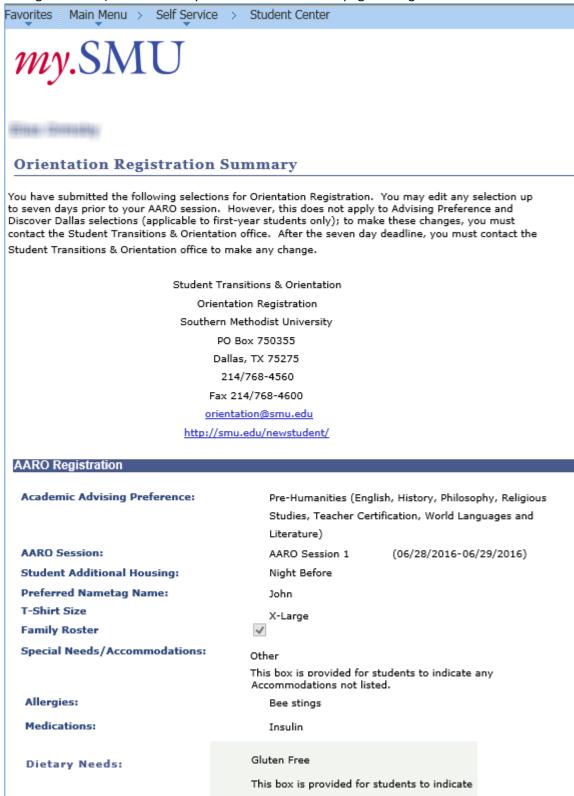
When the student clicks on Dietary Needs for guests, a page loads with a list of selections to choose from. Select all that apply. To enter a dietary need not on the list, select Other, type the need(s), and click OK to return to the Parent/Guest Registration page.

•	Main Menu > Self Service > Student Center						
my.SMU							
Guest Dietary Secondary page							
Dietary Needs							
	□ None						
	Dairy/Lactose Free						
	Peanuts Allergy						
	Treenuts Allergy						
	Eggs Allergy						
	Wheat Allergy						
	Soy Allergy						
	Fish Allergy						
	Shellfish Allergy						
	Vegetarian						
✓	Vegan						
	Gluten Free						
	Dairy Allergy						
✓ Other							
This bo food re	x is provided for parents/guests to provide additional allergies or quirements.						

29. If this is a Fall AARO and the student is a first-year, the Mustang Corral section will display after the student submits parent/guest registration. First-year students are automatically registered for Mustang Corral when they submit the AARO Registration section, but they must select Discover Dallas excursions. This page provides that opportunity. The Mustang Corral section is only available to first-year students attending Fall AARO. It is not available to transfer or first-year transfer students. Click on the dropdown menu on each of the five rows to view all Discover Dallas excursions. Select one for each, ranking them from 1 to 5, where 1 represents your most preferred excursion. When the student clicks Submit, a Mustang Corral email confirmation will be sent to the student's campus email address.



30. Last, the Orientation Registration Summary page will display (after transfers and first-year transfer students submit parent/guest registration, or after first-year students submit Mustang Corral Discover Dallas options during Fall AARO). Students may return to the OR home page through the link at the bottom of the page.



any allergy or food requirement not listed.

Parent/Guest Registration

Parent/Guest Name: Mom Smith
Gender Female

Dietary Needs: This box is provided for parents/guests to provide

additional allergies or food requirements.

Vegan

Parent/Guest Name: Dad Smith

Gender Male

Dietary Needs:

Mustang Corral Registration

Rank	Discover	Description
1	Mustang	
2	Stadium	
3	Zoo	
4	Musuem	
5	Arboretum	

Orientation Registration Additional Fees

Your additional Orientation Registration fees are itemized below and will be billed to your student account after your AARO session. This total does not include the Orientation fee charged to all students that is included in your deposit.

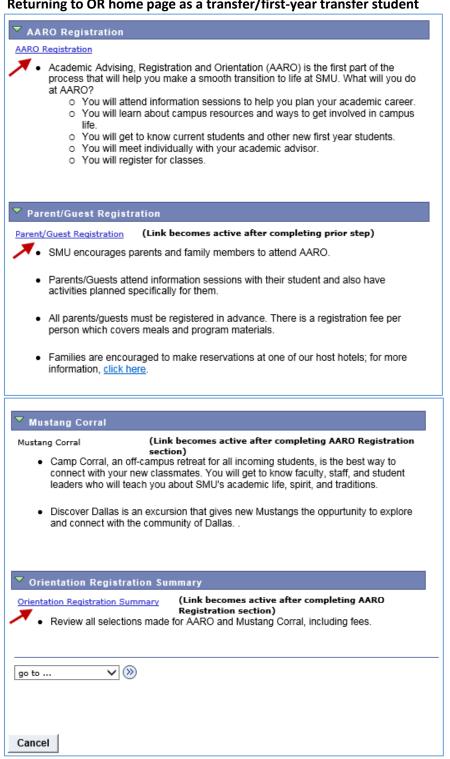
Fee Description	Item Amount
Student Housing	30.00
Guest Registration	70.00
Guest Registration	70.00
TOTAL FEES	170.00

You may return any time to print a copy of your registration summary by clicking on the Orientation Registration Summary link on the Orientation Registration home page.

Click here to return to the Orientation Registration home page.

31. When the student the Orientation Registration home page, the links under each blue bar section will now be active. The exception is Mustang Corral. It is only available during Fall AARO and only for first-year students. Students may return to a section by clicking on the corresponding link. If all sections have been completed (including Mustang Corral), the sections are collapsed. Since transfer and first-year students do not register for Mustang Corral in Student Center, their sections remain open. Students have until 7 days prior to their session begin date to return to the AARO Registration section. Students have until the final AARO deadline to return to the other sections. After the final deadline, the Orientation Registration link disappears from the Student Center page.

Returning to OR home page as a transfer/first-year transfer student



Returning to OR home page as a first-year student. To access a section again, click on the green caret to open the section and then click on the corresponding link.

