



# Important Messages to Students

*from the University Registrar*

[www.smu.edu/](http://www.smu.edu/)

**Fall 2010**

## IMPORTANT DATES

- August 22** - Opening Convocation 5:30 pm  
**August 23** - First day of classes  
**August 27** - Last day to enroll/add/drop without grade record or tuition billing  
**September 6** - Labor Day Holiday  
**September 8** - Last day to declare pass/fail/no credit  
**September 28** - Early Intervention Deficiency letters sent to undergraduate students  
**October 11-12** - Fall Break  
**October 25** - Mid-Term Deficiency letters sent to undergraduate students  
**November 5** - Last day to drop  
**November 23** - Last day to withdraw from the University  
**December 6** - Last day of instruction  
**December 7** - Reading Day  
**December 8-15** - Final Examinations (Grades due 48 hours after final exam. Go to Grades, Access.SMU.edu)  
**December 18** - Graduation 10:00 am

## EXCUSED ABSENCES

Refer to the following link  
[smu.edu/healthcenter/policy/absenceclass.asp](http://smu.edu/healthcenter/policy/absenceclass.asp)

## OFFICIAL UNIVERSITY CALENDAR

Please see the Official University Calendar for 2010 - 2011 on the Registrar's Office Home Page for important dates and deadlines at:

[smu.edu/registrar/pdf/Calendar\\_2010-2011.pdf](http://smu.edu/registrar/pdf/Calendar_2010-2011.pdf)



## ENROLLMENT & STUDENT FINANCIAL INFORMATION

Classes begin on Monday, August 23. If you have not enrolled, you have through Friday, August 27. Payment due date is upon enrollment. Select link for information on how to pay. [smu.edu/bursar/webpay.asp](http://smu.edu/bursar/webpay.asp)

The last day to make changes to your schedule without grade record or tuition billing is Friday, August 27 until 11:59 p.m. Last day to declare pass/fail is Wednesday, September 8. For further information concerning fall 2010 and other important deadlines, please go to the Registrar's Home Page [smu.edu/registrar](http://smu.edu/registrar) and click "Class Schedule & Enrollment Information."

## "NO CREDIT" OR "PASS/FAIL" OPTION

Students may take some undergraduate courses for "No Credit" or "Pass/Fail." "**No Credit" Option** - Students should indicate in writing no later than the 12<sup>th</sup> class day that they wish to do so. Permission of the instructor or department is required. "**Pass/Fail" Option** - 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Pass/Fail Option Declaration form is the 12<sup>th</sup> class day. Forms are available in the Office of the Academic Dean. More information can be found in the online Undergraduate Catalog at [smu.edu/catalogs/2010/policies.asp](http://smu.edu/catalogs/2010/policies.asp).

## PERSONAL INFORMATION VERIFICATION

If you have not completed this process, it is important that you **immediately** log into [Access.SMU.edu](http://Access.SMU.edu) to check the accuracy of your information. Under Personal Information you must verify and update your address, phone number (including cell number if available), emergency contact, and demographic data. Check the box and click "save" after you complete each section. If this information is not verified in a timely manner, a HOLD may be placed on your account for any future enrollment terms at SMU.

***Remember that it is your responsibility to ensure that your enrollment is accurate and all University deadlines are met.***

## EARLY INTERVENTION AND MID-TERM GRADING

Select undergraduate students may receive early and/or mid-term grades. See [smu.edu/registrar/Enrollment\\_Info/rules.asp](http://smu.edu/registrar/Enrollment_Info/rules.asp) and click on "Early Intervention and Mid-Term Grading" for specific information.

## RELEASE OF EDUCATION RECORDS

### FERPA — The Family Educational Rights and Privacy Act of 1974

The process of authorizing your parents and others access to your education records, such as Financial Aid, Student Financials, Holds, and Academic Records is easy! Go to [smu.edu/ferpa/](http://smu.edu/ferpa/) for more information regarding FERPA. Step-by-step instructions to authorize access are located at [smu.edu/ferpa/students](http://smu.edu/ferpa/students). Feel free to contact Enrollment Services at [enrol\\_serv@smu.edu](mailto:enrol_serv@smu.edu) or 214.768.3417 if you have any questions.