Important Messages to Students
from the University Registrar

Spring 2011

IMPORTANT DATES

January 17 - Martin Luther King Holiday

January 18 - First day of classes

January 24 - Last day to enroll/add/drop without grade record or tuition billing

February 2 - Last day to declare pass/fail/no credit

February 22 - Early Intervention Deficiency letters sent to undergraduate students

March 12-20 - Spring Break

April 6 - Last day to drop

April 18 - Honors Convocation—5:30pm

April 25 - Last day to withdraw from the University

May 3 - Last day of instruction - follows Friday Schedule

May 4-10 - Final Examinations (Grades due 48 hours after final exam. Go to Grades, Access.SMU.edu)

May 13 & 14 - Baccalaureate/Commencement

EXCUSED ABSENCES
Refer to the following link
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

Note that Tuesday, May 3 follows a Friday Class Schedule!

ENROLLMENT & STUDENT FINANCIAL INFORMATION

Classes begin on Tuesday, January 18. If you have not enrolled, you have through Monday, January 24. Payment due date is upon enrollment. Select link for information on how to pay. smu.edu/bursar/webpay.asp

The last day to make changes to your schedule without grade record or tuition billing is Monday, January 24 until 11:59 p.m. Last day to declare pass/fail is Wednesday, February 2. For further information concerning spring 2011 and other important deadlines, please go to the Registrar's Home Page 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 12th 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 12th 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.

PERSONAL INFORMATION VERIFICATION

If you have not completed this process, it is important that you *immediately* log into **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 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/ for more information regarding FERPA. Step-by-step instructions to authorize access are located at smu.edu/ferpa/students. Feel free to contact Enrollment Services at enrol_serv@smu.edu or 214.768.3417 if you have any questions. Find out more about restricting directory information at http://smu.edu/registrar/ferpa/dir_info.asp.