

REGISTRATION INSTRUCTIONS FOR SUMMER AND FALL 2013

As a continuing student, you may enroll for the summer and fall terms, 2013, April 9-19. Seniors who will be taking their last academic hours during the next academic year will have preference for class space **April 9-10**. Access opens at 7:00 a.m. on April 3rd. Other students may begin enrolling **April 11** at 7:00 a.m. Although the system may not prevent you from registering ahead of schedule, if you do so, the Theology Registrar will cancel your registration.

Schedules for summer and fall. Go to the Theology website and my page <http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices.aspx> . Among the items on that page are the schedules for summer and Fall 2013. Click on "Summer 2013" or "Fall 2013" and the schedule will appear. Those documents are also attached to this email.

Course Request Form: Also on the website are the general course request form, the Houston course request form, and the summer course request form. You should be able to open and print the ones you need. Complete the top half of the form. You will need the summer course request form to register for the summer term. Use the special course request form for Houston, if you take classes there. These forms will need to be turned in to the Perkins Registrar after you register yourself online, either mailed or brought to 206 Kirby.

Advising: Please make an appointment to see your advisor as soon as possible. Advisor approval is necessary in order to enroll. Advisees of Karen Baker-Fletcher, Roy Heller, and Sze-kar Wan, will see Rich Nelson, the Associate Dean for Academic Affairs. If you need to do a degree progress review, send me an email or come by 206 Kirby to make an appointment. Appointments begin Monday, March 18th. **If you are graduating in the fall of 2013 or in May of 2014, or you just 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. You and your advisor will complete the rest of the Course Request form. Be sure to copy the course code # from the schedule. This is the four-digit number you will actually use to register for each course. Your advisor will sign the form. University policy requires a student to meet with his/her advisor prior to enrolling for a given term. Failure to do so can result in disciplinary administrative action and/or result in enrollment transactions being voided.

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 Access.smu.edu. 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 Nelson, not the instructor.

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 25th** (the day before classes begin on 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. Please be aware that if you register for the summer term and cancel at any time after **you enroll**, you will owe the University at least 5% of tuition charges. There is no refund if you withdraw after summer classes begin on May 28, 2013.

Summer and Fall Schedule Changes: Classes are held in Prothro Hall. Any changes in classroom location, professor, or time will be posted on the day classes start. If you need to change your schedule for summer or fall, please do so online before classes begin and notify me, if you have already turned in your course request form. Monday, September 2nd, is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your fall courses. For the summer term, the last day to change your courses is Thursday, May 30th. Courses dropped after these dates will NOT be deleted from your bill.

PAYMENT DUE DATE FOR SUMMER IS May 28

PAYMENT DUE DATE FOR FALL IS SEPTEMBER 20