

STUDENT HANDBOOK

MASTER OF SCIENCE IN COUNSELING
SOUTHERN METHODIST UNIVERSITY
ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

Welcome to the Program in Counseling at Southern Methodist University. We intend your graduate education at SMU to be academically stimulating and professionally rewarding.

The SMU Program in Counseling offers students an opportunity to complete course work toward a Master of Science in Counseling degree that meets or exceeds the academic requirements for obtaining licensure as a Licensed Professional Counselor or Licensed Marriage and Family Therapist, or for securing certification as a School Counselor in the state of Texas.

Additionally, counseling students receive both on-site and off-site supervised training with clients (Practicum and Internships I/II) allowing for the application of course content. Direct client interaction enables students to maximize their learning as well as establish professional contacts through post-Practicum, off-site internships.

This handbook provides a reference for general information, answers to frequently asked questions, and guidelines for academic policies and procedures.

Introduction	1
Faculty and Staff	1
Adjunct Faculty	1
GENERAL INFORMATION	2
The Department of Dispute Resolution and Counseling	2
Mission Statement and Departmental Philosophy	2
Terms of Graduate Student and Program Compliance.....	2
THE PROGRAM IN COUNSELING	3
Program Structure and Overview	3
Admission Requirements	3
Admission Status.....	3
Academic Instruction	3
Core Curriculum	4
Elective Courses	4
Courses of Independent Study.....	4
Transfer Hours	5
Non-Major Academic Plan	5
LICENSURE AND CERTIFICATION TRACKS OF STUDY.....	6
Marriage and Family Therapy (LMFT)	6
Licensed Professional Counselor (LPC)	7
School Counselor Certification.....	8
Licensed Chemical Dependency Counselor (LCDC).....	9
Degree Planning and Course Sequence	9
Advising.....	10
Assignment	10
Progress Assessment	10
Changing Advisors.....	10

Counseling Experience	10
Counseling Practicum and Internships	10
Instructional Policies	12
Children and Guests in Class	12
Audio-visual and Electronic Recording in Class	12
POLICIES AND PROCEDURES	13
General Policies.....	13
Payment	13
Financial Aid.....	13
Refunds	13
Ethical/Legal Awareness	14
Statement of Liability Awareness	14
Insurance Requirement	14
Non-Discriminatory Statement.....	14
Disability Accommodations	14
Endorsement Policy	14
Academic Policies.....	15
Enrollment	15
Dropping/Withdrawing.....	15
Student Evaluations	15
Student Competence	15
Probation, Suspension, and Dismissal	16
Course Evaluations.....	16
Grading.....	17
Honor Code	17
Incompletes	18
Changes of Grades	18
Grades for Repeated Courses	18

Grievance and Grade Appeals.....	19
GRADUATION	19
Applying for Graduation	19
LICENSURE AND CERTIFICATION	20
Statement Regarding Requirements.....	20
STUDENT RESOURCES	20
SMU Identification Card.....	20
Textbooks.....	20
Bookstore.....	20
Recommended Books	20
Apa style	20
Main Campus Services	21
Fondren Science Library.....	21
WEB RESOURCES.....	21
Blackboard	21
Forms	21
Access	21
SMU Email.....	21

INTRODUCTION

The Program in Counseling at SMU offers a structured curriculum of course work, practicum, and internship, allowing students to earn a Master of Science in Counseling degree at a full or part-time pace. Successful graduates may pursue state qualification as Licensed Marriage and Family Therapists (LMFT), Licensed Professional Counselors (LPC), and Certified School Counselors, or a combination upon completion of the 60-hour degree program. Also, students may pursue state qualifications as a Licensed Chemical Dependency Counselor (LCDC) within or in addition to their degree program.

FACULTY AND STAFF

Chair, Department of Dispute Resolution and Program in Counseling – Tony Picchioni, Ph.D.

Director of Program in Counseling – Hal Barkley, Ph.D.

Director of the Center for Family Counseling and the Resource Center of Dallas – Misty Solt, Ph.D.

Assistant Director of the Center for Family Counseling and the Resource Center of Dallas – Sabine Rakos

Associate Director of Supervision – Gay McAlister, Ph.D.

Full-Time Lecturers – Heather M. McMinn, Ph.D., Margaret L. Keeling, Ph.D., and Tom Hartsell, JD

Adjunct Instructors – see www.smu.edu/education/counseling for a current listing

Program Specialists – Jackie Field and Cindy McIntyre

ADJUNCT FACULTY

The Program in Counseling utilizes scholars and professionals who offer specialized perspectives on counseling, including medical doctors, educational specialists, therapists, psychologist, social workers, and legal counselors. Additionally, nationally and internationally recognized experts offer classes during each academic year.

View current staff and instructors online at www.smu.edu/education/counseling/faculty/

GENERAL INFORMATION

THE DEPARTMENT OF DISPUTE RESOLUTION AND COUNSELING

The Department of Dispute Resolution and Counseling offers Master's degrees in Dispute Resolution and Counseling, as well as a Graduate Certificate in Dispute Resolution. Collectively, the school aims to provide optimal lifelong learning experiences. For the Program in Counseling, this involves providing students the necessary skills to assist others with psychological growth and social adjustment.

MISSION STATEMENT AND DEPARTMENTAL PHILOSOPHY

The mission of the SMU Program in Counseling is to educate and train quality future counselors in order to enhance and strengthen the profession of counseling.

The Master of Science in Counseling degree program prepares students for the counseling profession, which involves the application of the developmental and social sciences in assisting clients of all ages with psychological growth and social adjustment problems. Counselors typically work in schools, community agencies, churches, industry, and private practice.

The Program in Counseling provides the educational elements necessary for certification, licensure, and actual counseling practice. Students acquire knowledge in the disciplines that underlie counseling—including education, psychology, human development, sociology, learning theory, and social change. They develop the basic skills in therapy and assessment and become familiar with the legal and clinical considerations confronting practitioners. Repeated practice and role playing with feedback and strategic modification are critical to mastery of the skills and are, consequently, an essential part of the program. Successful graduates are able to pursue state licensure as Marriage and Family Therapists (LMFT) and Licensed Professional Counselors (LPC), or Certification as School Counselors. Also, an additional license option of Licensed Chemical Dependency Counselor (LCDC) is available.

TERMS OF GRADUATE STUDENT AND PROGRAM COMPLIANCE

Counseling graduate students will adhere to the guidelines within the Master of Science in Counseling Student Handbook, the SMU Student Code of Conduct (within the SMU Student Handbook), and those outlined in the annual Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin with policies and procedures. Failure to comply with these collective policies may result in dismissal from the Program in Counseling and SMU.

Admitted Counseling students complete and turn-in the following contract as described below to be retained in each student's academic file: SMU Program in Counseling Statement of Informed Consent.

Prior to initial registration: As outlined in the SMU Student Code of Conduct, graduate students in the Program in Counseling, "having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community" are thereby, "presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in this Student Code of Conduct, both on and off campus" (SMU Student Handbook, 2010– 2011 online at <http://smu.edu/studentlife/studenthandbook/default.asp>). Additionally, a student's signed offer of acceptance to the Program in Counseling asserts an agreement to follow the policies and procedures outline in the Annette Caldwell Simmons Graduate Programs Bulletin (online at <http://www.smu.edu/education/aboutus/policiesprocedures.asp>).

Within the first term: Counseling students must submit a signed SMU Program in Counseling Statement of Informed Consent (available in the Counseling office or online by logging onto the Blackboard Program in Counseling site) confirming that they have read, understood, and will adhere to the policies set forth within the Master of Science in Counseling Graduate Student Handbook.

THE PROGRAM IN COUNSELING

PROGRAM STRUCTURE AND OVERVIEW

ADMISSION REQUIREMENTS

- A baccalaureate degree from an accredited institution of higher education
- Official undergraduate and graduate transcripts from all institutions of higher education previously attended
- A completed application form and non-refundable application fee
- Three completed and signed recommendation forms
- An essay (no longer than two pages double spaced) explaining why the applicant wants to study counseling, including career aspirations
- A minimum undergraduate 3.0 GPA (on a 4.0 scale)
A GPA lower than 3.0, requires the applicant to submit combined GRE math and verbal scores of 1100 or greater for further consideration
- Students applying to the Master's program who pass the initial committee review of all application materials must attend a short personal interview
- See admission link for related forms and additional admission information, including guidelines for international applicants www.smu.edu/education/counseling/admission.asp

ADMISSION STATUS

- Students having a sufficient background in the behavioral sciences (12 credit hours on an official academic transcript as determined by the Program in Counseling admission team) enter the program immediately without additional foundation coursework.
- Students having less than twelve credit hours in the behavioral sciences are admitted into the program after successful completion of Advanced General Psychology I (HDCN 6385). Once admitted, these students are required to complete a second foundation course, Selected Topics: Foundations of Behavioral Science (HDCN 6391).*
- Immediately admitted students are not required to take Advanced General Psychology I or Selected Topics: Foundations of Behavioral Science.
- Note: Advanced General Psychology I and Selected Topics: Foundations of Behavioral Science each count as 3 credit hours of elective course work.

*Students having a statistical sciences background can appeal to have the Foundations of Behavioral Science course waived by the admission committee on a case-by-case basis.

ACADEMIC INSTRUCTION

Course instruction varies by topic, but typically includes lecture, discussion, and applied components such as mock-counseling, role-playing, self-exploration, assessment administration, and intake interviewing. All courses integrate online learning materials in some capacity (i.e. syllabus posting, announcements, and discussion boards). Faculty members outline textbook requirements, ancillary materials for instruction, grading standards, grading rubrics, and classroom student conduct for each course.

The 10-week daytime and evening course selections rotate through four terms to accommodate scheduling and degree requirements. Weekend seminars and courses during the five-week summer term allow students additional flexibility.

CORE CURRICULUM

The Master of Science in Counseling degree requires the completion of 60 credit hours. Students must complete all course requirements within six years to earn their degree. Before completing three classes (9 credit hours) of the curriculum, students declare a primary track of study: Licensed Marriage and Family Therapist (LMFT), Licensed Professional Counselor (LPC), or Certified School Counselor. Students may declare a dual or triple-track.

Ten courses (30 credit hours) comprise the core curriculum for the Master of Science in Counseling. These courses represent a basic skills foundation in providing therapy, interpreting assessments, understanding legal scope, and considering clinical issues confronting practitioners.

All entering students must complete Introduction to Counseling (HDCN 6300) during their first term. Students having fewer than 12 credit hours in behavioral science must take Advanced General Psychology I (and HDCN 6300) within the first two terms and before taking most non-core classes. Additionally, these students must take Special Topics: Foundations of Behavioral Science (HDCN 6391) before enrolling in Research Design and Statistics (HDCN 6349). All entering students are strongly advised to take Life Span Development within the first two terms as well.

Note: HDCN 6395 Supervised Clinical Practicum I cannot be started during the Summer term; students may enroll in HDCN 6395 Supervised Clinical Practicum I in Fall, Winter, Spring, and May terms. Any student with unfinished Practicum hours from May term enrollment (or other applicable terms) may carry-over and complete these hours in the Summer term.

Core Courses
HDCN 6300 Introduction to Counseling
HDCN 6320 Life Span Development
HDCN 6330 Psychopathology
HDCN 6349 Research Design and Statistics
HDCN 6340 Assessment
HDCN 6304 Counseling Diverse Communities
HDCN 6381 Ethics and Mental Health
HDCN 6395 Supervised Clinical Practicum I
HDCN 6398 Internship I
HDCN 6399 Internship II

ELECTIVE COURSES

Each track allows a variable number of electives. Academic Advisors encourage dual-track students to use courses available from one track as elective credit in another. Elective courses are offered based on instructor availability.

COURSES OF INDEPENDENT STUDY

When faculty availability and research projects permit, students may submit to the Program Director a formal request to complete up to two non-core courses (6 credit hours) as independent study. Only submissions outlining a specific study plan, formal assessments, and guided research/instruction with a designated/agreed instructor will be considered. Students must submit their written request to the Program Director with the signature of their supervising instructor at least one term in advance of the requested start date.

TRANSFER HOURS

Accepted students may transfer up to six credit hours of graduate course work into the program. For consideration, students will supply a syllabus to the Counseling office for course content comparison. Additionally, the Director of the Program in Counseling will evaluate competence of course content based on submitted transcripts. The Director will make a recommendation to the Dean of the School of Education and Human Development for final approval. If transfer hours are denied, the Counseling office will notify students.

NON-MAJOR ACADEMIC PLAN

Program in Counseling courses may be taken for non-major credit. Non-major students may take coursework toward the completion of state licensure requirements but not toward a degree. This academic plan is available to SMU Master of Science in Counseling graduates in order to complete coursework toward an additional license or certification. Returning graduates have six years from their initial matriculation at SMU to complete any non-major work. Graduates from other programs may take a limited number of courses as non-major students on a case-by-case basis. Students in non-degree earning programs (the Non-major Academic Plan) do not qualify for financial aid.

LICENSURE AND CERTIFICATION TRACKS OF STUDY

MARRIAGE AND FAMILY THERAPY (LMFT)

In addition to the ten core courses (30 credit hours), five additional required courses (15 credit hours), and five elective courses (15 credit hours) complete the LMFT curriculum.

Suggested electives – Students desiring to work with children in supervised training must take a minimum of one child-focused counseling class, depending on age-range of interest: Play Therapy (HDCN 6343) (~ 2 – 8 years), Child Counseling (HDCN 6324) (~ 9+ years).

Core Courses	
HDCN 6300 Introduction to Counseling	HDCN 6304 Counseling Diverse Communities**
HDCN 6320 Life Span Development	HDCN 6381 Ethics and Mental Health
HDCN 6330 Psychopathology	HDCN 6395 Supervised Clinical Practicum I***
HDCN 6349 Research Design and Statistics*	HDCN 6398 Internship in Counseling I***
HDCN 6340 Assessment	HDCN 6399 Internship in Counseling II***
Additional Required LMFT Courses	Required Elective Courses
HDCN 6312 Family Therapy*	HDCN Open Elective
HDCN 6311 Foundations of Marriage and Family Therapy	HDCN Open Elective
HDCN 6310 Family Systems	HDCN Open Elective
HDCN 6313 Family of Origin	HDCN Open Elective
HDCN 6314 Sexual Counseling/Therapy	HDCN Open Elective

* Prerequisite classes:

HDCN 6312 required before taking HDCN 6310

HDCN 6349 required before taking HDCN 6340

** This Core Course may be taken with HDCN 6395, HDCN 6398, and HDCN 6399:

HDCN 6304 Counseling Diverse Communities

*** Special Instructions:

HDCN 6395, HDCN 6398, and HDCN 6399 must be taken in this order across three terms and may be paired with an elective course or a designated core class.

NOTE: The elective courses, Play Therapy (HDCN 6343) and Child Counseling (HDCN 6324) may be taken with Practicum and Internships I/II (HDCN 6395, HDCN 6398, and HDCN 6399). However, to work with children during Practicum and Internship I/II training, Play Therapy (HDCN 6343) must be taken before beginning these three courses. Students who take Child Counseling (HDCN 6324) as a seminar class paired with Practicum (HDCN 6395) may be approved to work with specific aged child/pre-adolescent clients during Practicum and Internships I/II (per Supervisor approval).

Students should meet regularly with their Academic Advisor to plan an academic schedule in compliance with these requirements.

View a list of courses and course descriptions online at: www.smu.edu/education/counseling/coursedescriptions.asp.

LICENSED PROFESSIONAL COUNSELOR (LPC)

In addition to the ten core courses (30 credit hours), five required courses (15 credit hours) and five elective courses (15 credit hours) complete the LPC curriculum.

Suggested electives – Students desiring to work with children in supervised training must take a minimum of one child-focused counseling class, depending on age-range of interest: Play Therapy (HDCN 6343) (≈ 2 – 8 years), Child Counseling (HDCN 6324) (≈ 9+ years).

Core Courses	
HDCN 6300 Introduction to Counseling	HDCN 6304 Counseling Diverse Communities**
HDCN 6320 Life Span Development	HDCN 6381 Ethics and Mental Health
HDCN 6330 Psychopathology	HDCN 6395 Supervised Clinical Practicum I***
HDCN 6349 Research Design and Statistics*	HDCN 6398 Internship in Counseling I***
HDCN 6340 Assessment	HDCN 6399 Internship in Counseling II***
Additional Required LPC Courses	Required Elective Courses
HDCN 6301 Counseling Theory*	HDCN Open Elective
HDCN 6302 Counseling Methods: Individual*	HDCN Open Elective
HDCN 6303 Counseling Methods: Group	HDCN Open Elective
HDCN 6321 Lifestyle and Career Development**	HDCN Open Elective
HDCN 6305 Counseling Methods: Advanced Individual	HDCN Open Elective

* Prerequisite classes:

HDCN 6349 required before taking HDCN 6340

HDCN 6301 required before taking HDCN 6302, HDCN 6303, and HDCN 6305

HDCN 6302 required before taking HDCN 6306

** This Core Course or Additional Required LPC Course may be taken with HDCN 6395, HDCN 6398, and HDCN 6399:

HDCN 6304 Counseling Diverse Communities

HDCN 6321 Lifestyle and Career Counseling

*** Special Instructions:

HDCN 6395, HDCN 6398, and HDCN 6399 must be taken in this order across three terms and may be paired with an elective course or a designated core class.

NOTE: The elective courses, Play Therapy (HDCN 6343) and Child Counseling (HDCN 6324) may be taken with Practicum and Internships I/II (HDCN 6395, HDCN 6398, and HDCN 6399). However, to work with children during Practicum and Internship I/II training, Play Therapy (HDCN 6343) must be taken before beginning these three courses. Students who take Child Counseling (HDCN 6324) as a seminar class paired with Practicum (HDCN 6395) may be approved to work with specific aged child/pre-adolescent clients during Practicum and Internships I/II (per Supervisor approval).

Students should meet regularly with their Academic Advisor to plan an academic schedule in compliance with these requirements.

View a list of courses and course descriptions online at: www.smu.edu/education/counseling/coursedescriptions.asp.

SCHOOL COUNSELOR CERTIFICATION

In addition to the ten core courses (30 credit hours), six required courses (18 credit hours), and four elective courses (12 credit hours), complete the School Counseling curriculum.

Suggested electives – Students desiring to work with children in supervised training must take a minimum of one child-focused counseling class, depending on age-range of interest: Play Therapy (HDCN 6343) (≈ 2 – 8 years), Child Counseling (HDCN 6324) (≈ 9+ years).

Core Courses	
HDCN 6300 Introduction to Counseling	HDCN 6304 Counseling Diverse Communities**
HDCN 6320 Life Span Development	HDCN 6381 Ethics and Mental Health
HDCN 6330 Psychopathology	HDCN 6395 Supervised Clinical Practicum I***
HDCN 6349 Research Design and Statistics*	HDCN 6398 Internship in Counseling I***
HDCN 6340 Assessment*	HDCN 6399 Internship in Counseling II***
Additional Required School Counselor Courses	Required Elective Courses
HDCN 6301 Counseling Theory*	HDCN Open Elective
HDCN 6302 Counseling Methods: Individual*	HDCN Open Elective
HDCN 6303 Counseling Methods: Group	HDCN Open Elective
HDCN 6321 Lifestyle and Career Development**	HDCN Open Elective
HDCN 6342 Cognitive, Career, & Educational Assessment	
HDCN 6308 Counseling: Elementary School or HDCN 6309 Counseling: Secondary School	

* Prerequisite classes:

HDCN 6349 required before taking HDCN 6340
HDCN 6301 required before taking HDCN 6302 and HDCN 6303
HDCN 6340 required before taking HDCN 6342, or HDCN 6308

** This Core Course or Additional Required LPC Course may be taken with HDCN 6395, HDCN 6398, and HDCN 6399:

HDCN 6304 Counseling Diverse Communities
HDCN 6321 Lifestyle and Career Counseling

*** Special Instructions:

HDCN 6395, HDCN 6398, and HDCN 6399 must be taken in this order across three terms and may be paired with an elective course or a designated core class.

NOTE: The elective courses, Play Therapy (HDCN 6343) and Child Counseling (HDCN 6324) may be taken with Practicum and Internships I/II (HDCN 6395, HDCN 6398, and HDCN 6399). However, to work with children during Practicum and Internship I/II training, Play Therapy (HDCN 6343) must be taken before beginning these three courses. Students who take Child Counseling (HDCN 6324) as a seminar class paired with Practicum (HDCN 6395) may be approved to work with specific aged child/pre-adolescent clients during Practicum and Internships I/II (per Supervisor approval).

ADDITIONAL SCHOOL COUNSELOR NOTE: School Counselor certification in the state of Texas requires two years of teaching in an accredited private or public school. Students provide documentation for approval of teaching years to the Director of the Program in Counseling.

Students should meet regularly with their Academic Advisor to plan an academic schedule in compliance with these requirements.

View a list of courses and course descriptions online at: www.smu.edu/education/counseling/courseDescriptions.asp.

LICENSED CHEMICAL DEPENDENCY COUNSELOR (LCDC)

Students in any track of study within the Master of Science in Counseling degree program may take three additional courses (elective credit hours or extra credit hours) for partial completion of the state of Texas LCDC requirements. Students must earn internship hours within a drug treatment program and pass the written LCDC examination as well. Interested students can speak with an Academic Advisor for more information on LCDC course work or visit http://www.dshs.state.tx.us/lcdc/lcdc_exam.shtm for specific licensure guidelines.

LCDC Courses	
HDCN 6351 Psychopharmacology: Drugs and Alcohol	It is recommended that LCDC courses be taken in the listed order. However, Psychology of Addiction and Treatment Management may be taken in reverse order with advisor permission.
HDCN 6352 Psychology of Addiction	
HDCN 6353 Treatment Management	

DEGREE PLANNING AND COURSE SEQUENCE

In order to build on essential concepts for counseling, students must complete certain courses in a specific order and other course in a recommended sequence.

Note: Advanced General Psychology (for those students admitted without a psychology background) should be paired with Life Span Development in the first term. Introduction to Counseling should be taken in the second term paired with another course. Special Topics: Foundations of Behavioral Science must be taken before Research Design and Statistics. Students having a psychology background should follow the recommendations listed below.

Required first course for all tracks:

HDCN 6300 Introduction to Counseling

Recommended early course for all tracks:

HDCN 6320 Life Span Development

Next course for LPC and School Counselor tracks:

HDCN 6301 Counseling Theory

**strongly recommend taking within first few terms*

Next course for LMFT track:

HDCN 6311 Family Therapy

**strongly recommend taking within first few terms*

Since all three tracks (and dual-tracks) include prerequisite courses, and certain classes are designated to be taken before or with the training sequence (Practicum and Internships I/II), Academic Advisors urge students to seek regular advising assistance – **early and often**.

ADVISING

An academic advisor provides guidance to SMU Counseling graduate students throughout their academic program. Students are encouraged to utilize their advisor as a resource for academic assistance and self-monitoring. Academic advisors may help students address problems or concerns regarding their progress in the program, negotiate student conflict, or any other program-related issue.

ASSIGNMENT

Admitted students are appointed an academic advisor. Students initiate contact with their advisor for registration information and help organizing course selections. By the completion of three courses (9 credit hours), students meet with their academic advisor to declare a curriculum track. Upon completing ten courses (30 credit hours), students meet with an academic advisor for a formal *Progress Assessment*.

PROGRESS ASSESSMENT

Academic performance, integrity, and growth across courses comprise the *Progress Assessment*. Additionally, the student presents a plan and timetable for the completion of track study, including practicum and internship interests (*Progress Assessment* forms are available in the Counseling office or online by logging onto the Blackboard Counseling site).

CHANGING ADVISORS

Students are encouraged to remain with their assigned Academic Advisor throughout their program. Occasionally, a student may wish to change advisors. To change academic advisors, students complete and return a *Change of Advisor Request* form to the Program Specialist (the form is available in the Counseling office or online by logging onto the Blackboard Counseling site).

For more advising information and forms, log onto the Blackboard Counseling site.

COUNSELING EXPERIENCE

Counseling students participate in role playing and various other mock counseling exercises as part of the embedded curriculum within multiple courses. Additionally, students take part in self-evaluative processes designed to encourage discovery and growth. To maintain a more safe and supportive learning environment, student discussions regarding sensitive course material must occur only in class or privately with other current class members.

Respect and integrity for all persons frame course endeavors, particularly regarding issues of a delicate and/or controversial nature. All Counseling students will demonstrate behavior consistent with the Ethical Standards forwarded by the ACA (online at www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx), the AAMFT (online at http://www.aamft.org/resources/LRM_Plan/Ethics/index_nm.asp), and the TCA (online at <http://www.txca.org/tca/Ethics1.asp?SnID=1>, follows the Ethical Code forwarded by the ACA); failure to do so may result in termination from the Program in Counseling.

COUNSELING PRACTICUM AND INTERSHIPS

All Program in Counseling students enroll in one course of Practicum and two courses of Supervised Internship. Any required direct or indirect hours not completed in one term of Practicum or Internship I/II carry over to the next term. Students are required to complete any term in full for which they begin hours of client contact (including carry over hours) and assist with the transition of clients to new student counselees if necessary.

Note: HDCN 6395 Supervised Clinical Practicum I cannot be started during the Summer term; students may enroll in HDCN 6395 Supervised Clinical Practicum I in Fall, Winter, Spring, and May terms. Any student with unfinished Practicum hours from May term enrollment (or other applicable terms) may carry-over and complete these hours in the Summer term.

Prior to beginning practicum and internship hours, a Criminal History Background Check, through the Program in Counseling's designated vendor, must be completed and paid for by each student. Additionally, the curriculum requirements for licensure and certification are mandated by the state of Texas and can change at any time. Program requirements will adjust as dictated by state legislation and policy. *Note: Decisions regarding criminal history standing and licensure are determined by the State of Texas licensing boards.*

Students will receive a Practicum Handbook prior to beginning their training courses (Practicum and Internships I/II) at a mandatory Practicum meeting. Within this document, students will find policies and procedures related to working with clients in the Family Center, the Resource Center of Dallas, and at off-site internships. Also, students will be required to complete and pass a competency examination as part of their Practicum and Internship I/II curriculum. No student will be permitted to graduate without passing this proficiency exam in its entirety. Each track of study requires Supervisor approval before students may take licensure or certification examinations.

Practicum and Internship I & II take approximately one year to complete with Practicum taking a minimum of two terms. During all three courses, student progress is determined by the assigned supervisor and/or the Family Center Director on a case-by-case basis in conjunction with faculty feedback. A grade of Incomplete (I) will be assigned at the conclusion of each term with a final grade assigned upon completion of all coursework and requirements.

LMFT	LPC	School Counselor
HDCN 6395	HDCN 6395	HDCN 6395
Practicum (Family Center)	Practicum (Family Center)	Practicum (Family Center)
<i>100hrs, with a minimum 30hrs direct client contact</i>	<i>100hrs, with a minimum 30hrs direct client contact</i>	<i>100hrs, with a minimum 30hrs direct client contact</i>
HDCN 6398	HDCN 6398	HDCN 6398
Supervised Internship	Supervised Internship	Supervised Internship
<i>300hrs, with 120hrs direct client contact</i>	<i>300hrs, with 120hrs direct client contact</i>	<i>300hrs, with 120hrs direct client contact</i>
HDCN 6399	HDCN 6399	HDCN 6399
Supervised Internship	Supervised Internship	Supervised Internship
<i>300hrs, with 120hrs direct client contact</i>	<i>300hrs, with 120hrs direct client contact</i>	<i>300hrs, with 120hrs direct client contact</i>
<i>Courses that may be paired with each of the Practicum and Internship I/II courses listed by track:</i>		
HDCN 6304 Counseling Diverse Comm.	HDCN 6304 Counseling Diverse Comm.	HDCN 6304 Counseling Diverse Comm.
HDCN 6321 Lifestyle and Career	HDCN 6321 Lifestyle and Career	HDCN 6321 Lifestyle and Career
HDCN 6301 Counseling Theory	HDCN 6312 Family Therapy	HDCN 6312 Family Therapy
HDCN 6302 Counsel. Methods: Individ.	HDCN 6310 Family Systems	HDCN 6310 Family Systems
HDCN 6303 Counsel. Methods: Group	HDCN 6311 Marriage/Family Therapy	HDCN 6311 Marriage/Family Therapy
HDCN 6305 Counsel. Methods: Adv. Ind.	HDCN 6314 Sexual Counseling/Therapy	HDCN 6314 Sexual Counseling/Therapy
HDCN 6372 Gender Issues	HDCN 6313 Family of Origin	HDCN 6313 Family of Origin
HDCN 6351 Psychopharmacology	HDCN 6372 Gender Issues	HDCN 6372 Gender Issues
HDCN 6352 Psychology of Addiction	HDCN6351 Psychopharmacology	HDCN 6351 Psychopharmacology
HDCN 6353 Treatment Management	HDCN 6352 Psychology of Addiction	HDCN 6352 Psychology of Addiction
HDCN 6331 Child Psychopathology	HDCN 6353 Treatment Management	HDCN 6353 Treatment Management
	HDCN 6331 Child Psychopathology	HDCN 6331 Child Psychopathology
HDCN 6343 Play Therapy*	HDCN 6343 Play Therapy*	HDCN 6343 Play Therapy*
HDCN 6324 Child Counseling*	HDCN 6324 Child Counseling*	HDCN 6324 Child Counseling*
Other electives – see Academic Advisor	Other electives – see Academic Advisor	Other electives – see Academic Advisor
*with restriction, see Tracks pp. 6 – 8	*with restriction, see Tracks pp. 6 – 8	*with restriction, see Tracks pp. 6 – 8
NOTE: All prerequisite rules apply	NOTE: All prerequisite rules apply	NOTE: All prerequisite rules apply

CHILDREN AND GUESTS IN CLASS

For the benefit of all Program in Counseling students, no children are allowed to accompany counseling students to class. Course content is geared for adult learners and may not be suitable for children. Additionally, students may not have unattended children in the building while in class.

The confidential nature of classroom instructions necessitates that adult guests not attend classroom instruction hours without advanced consent from the professor. Additionally, any guests of Program in Counseling students should check-in with the facilities offices of the SMU-in-Plano campus and wait quietly in public seating areas while unattended.

AUDIO-VISUAL AND ELECTRONIC RECORDING IN CLASS

Audiovisual and electronic recording of classroom lecture is strictly prohibited without the written consent of the course professor.

GENERAL POLICIES

The policies and procedures described herein serve as a quick-reference guide for Program in Counseling graduate students and do not represent a complete list. All Counseling graduate students remain responsible for understanding and upholding the policies and procedures outlined, in full, within the Annette Caldwell Simmons School of Education and Human Development Graduate Student Graduate Programs Bulletin (online at <http://www.smu.edu/education/aboutus/policiesprocedures.asp>).

PAYMENT

Students are responsible for adhering to the payment schedules set by the University and published online at <http://smu.edu/bursar/paymentduedates.asp>. Accordingly, students bear the responsibility for understanding and following Program in Counseling refund schedules for full length courses and short seminars, as well as loan dispersal deadlines.

FINANCIAL AID

Master of Science in Counseling students may qualify for Federal Financial Aid assistance (student loans). To apply for Federal Financial Aid, students complete (at no charge) the FAFSA form online at www.fafsa.ed.gov/. The SMU Office of Financial Services recommends completing this form three months prior to your expected start date. However, students may complete the form closer to registration and pay for courses out-of-pocket until the disbursement of funds. Qualifying students receive financial disbursements to their Access account through SMU to pay for classes. Any extra funds are disbursed directly to students by check.

In order to receive Federal funds, students must enroll and remain in two courses per term (a minimum of 6 credit hours) for every term requesting funds (including Summer term). If students drop below the minimum required credit hours per term, they may jeopardize their financial award. Since Summer term moves quickly (5 weeks), the Program in Counseling recommends that students utilize extra funds disbursed for other terms to cover Summer tuition. In this case, students are not bound to take two courses in 5 weeks.

Once students begin the Practicum phase of their curriculum, the HDCN 6049 Graduate Full-time Status course may be used to designate full-time enrollment while completing carry-over Practicum or Internship I & II supervision hours. It is the responsibility of the student to understand and utilize this course designation appropriately and under the guidance of their academic advisor.

For more information, visit the Financial Aid link at http://smu.edu/financial_aid/Grad.asp.

REFUNDS

Students must adhere to the academic calendar for each term course and seminar with regard to withdrawal and dropping policies. Students may obtain an academic calendar from the Counseling office that includes a list of holidays, drop-dates, and refund rates. Students who utilize SMU employee tuition benefits do not receive funds to retake a previously withdrawn course.

STATEMENT OF LIABILITY AWARENESS

Counseling students who role play as counselors or clients, or provide counseling services as part of their training, must uphold ethical and legal standards established in a therapeutic relationship. This responsibility demands that Counseling students familiarize themselves with the ethical standards of such organizations as the American Counseling Association, Texas State Board of Examiners of Professional Counselors, Texas Education Agency, American School Counselors Association, and Texas State Board of Examiners of Marriage and Family Therapists.

INSURANCE REQUIREMENT

Every student admitted and enrolled in the Program in Counseling must carry student liability insurance (also called Professional Liability Insurance) with minimum \$1,000,000 incident/\$1,000,000 aggregate covering on and off-campus training. Students bear responsibility for securing, paying, and maintaining liability coverage throughout the degree program. Southern Methodist University, the SMU Program in Counseling, and the State of Texas do NOT provide legal protection to students in training.

Students provide the Counseling office with documentation indicating proof of coverage, including dates of coverage, within the first term to be retained in their academic file. Additionally, students must present proof of coverage to every instructor/course in which counseling practice occurs and keep this coverage current.

NON-DISCRIMINATORY STATEMENT

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

The above represents the officially drafted statement of nondiscrimination for Southern Methodist University. For more information, students may contact the Office of Institutional Access and Equity at 214-768-3601 or online at <http://smu.edu/aa/>.

Right to know and other legal disclosures found online at <http://www.smu.edu/legal/>.

DISABILITY ACCOMMODATIONS

Counseling students with learning disabilities, medical, psychiatric, or physical conditions requiring special accommodations may seek guidance and assistance through the Office of Services for Students with Disabilities at 214-768-4557 or online at http://smu.edu/studentlife/OSSD_Facts.asp#Eligibility.

ENDORSEMENT POLICY

Students should make application for employment or internships related to the track of study that reflects their proficiency. The Program in Counseling faculty and staff endorse students verbally, orally, or in writing only to the extent that the student proves prepared and trained. Verification of course performance, academic standing, supervisor feedback, and graduation date will be checked thoroughly prior to endorsement.

ENROLLMENT

The Program in Counseling offers five terms of academic instruction from Fall through Summer. The terms; Fall, Winter, Spring, and May run ten weeks, while the Summer term lasts five weeks. Approximately twelve to fifteen full length courses and two to four short seminars comprise each term (Summer term course offerings are usually fewer). Students may enroll in a maximum two courses per term through the online registration system, Access at <https://access.smu.edu/>.

Course offerings are posted online at least a term before each enrollment period. Students enrolled in a course that is cancelled due to low enrollment or instructor conflict will be notified by the Program in Counseling staff before the enrollment period closes.

DROPPING/WITHDRAWING

Counseling students must observe drop and withdraw deadlines regarding grades and refunds. Students may view the drop/withdrawal/refund schedule for each term online at the Counseling website. Students must notify the Counseling office and process withdrawal paperwork for all courses in the term. Medical withdrawals are allowed.

Note: Seminar drop dates differ from ten week courses. There are no refunds granted for seminar enrollees who drop the course within two weeks prior to the start date of an enrolled seminar.

STUDENT EVALUATIONS

Instructors complete an end-of-course student evaluation form for any student exhibiting deficient academic and/or behavioral performance. The student evaluation form assesses displayed academic and interpersonal skills during a given course and term. Student evaluations become a part of the academic record used to monitor student progress, including the ten-course formal Progress Assessment, and documented concerns may lead to student competency remediation.

STUDENT COMPETENCE

Counseling potential extends beyond academic performance; it also includes a collection and demonstration of interpersonal skills. For this reason, student behaviors (i.e. open-mindedness, kindness, patience, communicative style, integrity, honesty, respect, classroom demeanor, etc.) are evaluated by faculty during the academic term. Faculty concerns regarding student competence are addressed so that a remediation process may begin. Failure to progress, adhere to sanctions, or refusal to comply with competency expectations may result in student expulsion from the Program in Counseling and SMU.

Procedures for Identifying Student Competency Concerns:

1. Instructor completes a Competency Concern and Remediation Report that details the specific concern(s) regarding student behavior as well as steps/procedures for remediation.
2. Instructor discusses the report with the student and provides a copy to the student. The concern will be shared with the Counseling faculty and Program Director as an informational item during the next faculty meeting.
3. The student may select one of three responses to the expressed faculty concern:
 - a. Follow the counsel for remediation described in the report.
 - b. Exit from the program.
 - c. Refuse to accept the evaluation and remediation, and appeal in writing to the Program Director within three days of the initial Instructor/student meeting. If a student fails to contact the Director within three

days, the instructor specifications stand and the student MUST comply or withdrawal/expulsion procedures begin.

4. In the case of appeal, the Program Director will mediate a decision between the instructor and student regarding the evaluation and remedial report specifications. If no resolution results, a committee composed of one instructor-designated faculty member, one Director-appointed faculty member, and one student-designated faculty member will convene to evaluate the competency issue.
5. Each party, the instructor and student, provide the committee with written statements regarding the unresolved conflict surrounding the student competency evaluation. Additionally, a hearing will be held where each party verbally communicates their concern/grievance.
6. The committee will either waive the remediation stipulations or enforce the remediation stipulations within ten days of the hearing. The terms of the committee's decision will be presented in writing to the Program Director, instructor, and student.
7. Each party has ten days to appeal the decision in writing to the Dean of the Annette Caldwell Simmons School of Education and Human Development.
8. All records in this process are retained in the student's academic file.

PROBATION, SUSPENSION, AND DISMISSAL

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

<http://www.smu.edu/education/aboutus/policiesprocedures.asp>.

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension, or dismissal.

Graduate students must maintain a cumulative GPA of 3.00. If in any term the student falls below this GPA, the student will be placed on probation for two terms. If at the end of the term of probation the cumulative GPA is not up to 3.00, the student may be removed from the program at the discretion of the Program Director and/or Dean.

The status of academic probation is a stern warning to the student that satisfactory progress toward graduation is not being made. A student on probation is considered in "good standing" for certification purposes and is eligible to enroll. No entry is made on the permanent academic record. Students who are notified of probationary status are strongly urged to contact their academic adviser.

Suspension and Dismissal are involuntary separations of the student from his/her program. Suspension is for a set period of time. Dismissal is permanent. A suspended or dismissed student is not in good standing and is not eligible to enroll as a student during the suspension period. "Academic Suspension (or Dismissal)" is recorded on the permanent academic record.

COURSE EVALUATIONS

Students complete a course evaluation at the end of each term. Evaluations are administered in class without the instructor present. Unless revealed by the student, evaluation results remain anonymous and instructors view comments and rankings only after assignment of final term grades.

GRADING

Students view official grades online through the SMU Access system (<https://access.smu.edu/>) after the end of the term (including seminar courses). Students may provide an instructor with a self addressed, stamped envelope, for returning exams (include adequate postage and envelope size). Some instructors leave final exams and papers for pick-up in the student box in the Counseling office.

Students may view grading expectations and grading scales on their course syllabus. All courses use an A, A-, B+, B, B-, C +, etc. scale. Any one course grade below a B- must be retaken, earning a B- or higher, for academic credit. Students who earn two Cs or lower will be dismissed from the program.

The Program in Counseling upholds the following grading standard across all courses:

Grade	Performance Description	Range	GPA	Points
A	Exceptional	93 – 100	4.0	12.0
A-	High Pass	90 – 92	3.7	11.1
B+		87 – 89	3.3	9.9
B	Pass	83 – 86	3.0	9.0
B-		80 – 82	2.7	8.1
C+	Failure, any C or below	77 – 79	2.3	6.9
C		73 – 76	2.0	6.0
C-		70 – 72	1.7	5.1
D+		67 – 69	1.3	3.9
D		63 – 66	1.0	3.0
D-		60 – 62	0.7	2.1
F		59 _≥	0.0	0.0

HONOR CODE

Admission into the Program in Counseling binds students to the SMU Honor Code and subsequent sanctions if violated.

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Academic dishonesty is defined broadly as a student's misrepresentation of his or her academic work or of the circumstances under which that work is done. This includes plagiarism in all papers, projects, take-home exams, or any other assignments in which the student submits another's work as being his or her own. It also includes cheating on examinations, unauthorized access to test materials, and/or assisting another student in gaining any unfair academic advantage. Failure to prevent or report academic dishonesty by another may be considered participation in a dishonest act.

The Honor Council is composed of approximately 27 students selected through an application and interview process by the Honor Council Executive Board and five faculty members nominated by the Faculty Senate. The council's responsibility is to maintain and promote academic honesty.

Suspected cases of academic dishonesty may be handled administratively by the appropriate faculty member in whose class the alleged infraction occurred, in conjunction with the Director, or referred to the Honor Council for resolution. Suspected violations reported to the Honor Council by a student or by an instructor will be investigated and, if the evidence warrants, a hearing will be held by a Board composed of at least five members of the Honor Council.

Any appeal of an action taken by the Honor Council shall be submitted to the University Judicial Council in writing no later than 96 hours after notification of the Honor Council's decision. Any appeal of an action taken by instructors independently of the Honor Council may be made through the traditional academic routes.

INCOMPLETES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

An I (Incomplete) indicates that work is satisfactory but, due to reasons beyond the student's control, some portion of the required work has been left incomplete. The instructor assigning the grade *I* stipulates to the student in writing, at the time the grade is given, the conditions under which the *I* may be removed.

For graduate students, a maximum of two (6 hours) concurrently held grades of Incomplete (*I*) in courses other than [Internship or Practicum] is allowed. If this maximum is reached the student will be allowed to take only one three-hour course per term until the Incomplete total is reduced. Students who accumulate a total of three grades of Incomplete (*I*) in courses other than thesis or dissertation, will be put on probation and not allowed to enroll further until the total is reduced.

Note: A student cannot graduate with any grade of Incomplete.

CHANGES OF GRADES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Changes of grades, including change of the grade of *I*, are initiated by the course instructor and authorized by the chair and by the academic dean of the program in which the course was offered. If a student requests a grade change, the instructor may ask the student to provide a written petition requesting the change of grade which may become an official part of any further process at the instructor's discretion. Changes of grades may be made only for the following authorized reasons: to clear a grade of *I*; to correct a processing error; or, to reflect a reevaluation of the student's original work. A change of grade will not be based on additional work options beyond those originally made available to the entire class.

Changes of grades of *I* should be processed within a calendar year of the original grade assignment. Other changes in grade must be processed by the end of the next regular term. No grade will be changed after 12 months or after a student's graduation except a grade successfully appealed, provided that written notice of appeal is given within six months following graduation, and in extenuating circumstances authorized by the academic dean and approved by the Registrar.

GRADES FOR REPEATED COURSES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Both the initial and the second grades will be on the student's permanent academic record. Both grades will be included in the calculation of the grade-point average and in the determination of academic probation, suspension, honors, and graduation. The courses a student can repeat are determined by the school of record.

GRIEVANCE AND GRADE APPEALS

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor's denial of a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chairperson of the department in which the course was offered (or, in the case of a non-departmental course, to a faculty agent designated by the dean for the course). After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the Dean for the course. The Dean will take action as he or she deems appropriate. A student may appeal the Dean's decision to the Provost. In their actions, the Dean and the Provost must respect the principle that the determination of a grade rests with the course.

GRADUATION

APPLYING FOR GRADUATION

Once a student begins Practicum they must meet with their academic advisor to receive instruction for the completion of their degree. It is the responsibility of the student to understand procedures and adhere to the published deadlines for their conferral and graduation. Students missing the conferral deadline for a term must defer their conferral date to a future term.

Students submit a formal Application for Candidacy to Graduate (ACG) to the Counseling office well in advance of completing their final course work for a designated conferral term. If the various deadlines for the conferral term are missed, a new ACG must be filed for the future conferral term.

Graduation ceremonies occur twice per year: May and December. Graduates may confer their degree in each of the five terms.

The ACG form can be found at the Registrar's website, www.smu.edu/registrar.

A fee for regalia (cap, gown, and hood) and diploma must be paid in advance. Filing the form and paying related fees when added to a student's account are the responsibility of the student.

LICENSURE AND CERTIFICATION

STATEMENT REGARDING REQUIREMENTS

The SMU Program in Counseling provides and administrates a curriculum for earning a Master of Science in Counseling degree. Within this degree program, three tracks of study, LPC, LMFT, and School Counseling Certification, meet or exceed the minimum requirements for licensure or certification in the state of Texas.

The SMU Program in Counseling does not guarantee licensure or certification upon degree completion. It is the responsibility of each student to continue post graduate work for the desired licensure or certification.

Students should check the state-maintained online site for each license and certification of interest to stay abreast of relevant updates or changes, including important testing dates.

It is the responsibility of each student interested in potential licensure or certification outside of Texas to understand Texas rules of reciprocity as well as the guidelines for their state(s) of interest.

Prior to graduation, all students must meet with the Associate Director of Supervision **before** taking any of the state certification/licensure exams.

STUDENT RESOURCES

SMU IDENTIFICATION CARD

Every admitted Counseling student receives an SMU ID number and password. This SMU ID number allows students to access information online for enrollment and research, and to utilize other campus resources like the Blackboard online education system. Students are encouraged to secure a photo SMU ID by going to the main campus and visiting the Park N' Pony office (additional online information available at <http://smu.edu/parknpony/>). Students can receive discounts throughout the DFW area using their SMU ID.

TEXTBOOKS

BOOKSTORE

Required course textbooks are available through Barnes & Noble, Stonebriar Center location, (2601 Preston Road, Suite 1204, Frisco, 75034, corner of 121 & Preston Road). Students may purchase textbooks at any book retailer or online. A book list for each course is posted during the enrollment period online through the Program in Counseling site on Blackboard.

RECOMMENDED BOOKS

Students are encouraged to retain their course textbooks for building their professional resource library. Additionally, certain reference materials are recommended to help counseling students throughout their academic program: the current DSM, a pocket version DSM, and a current APA style book.

APA STYLE

Program in Counseling graduate students are expected to understand and adhere to the American Psychological Association Style in all formal writing assignments during their academic tenure at SMU. It is recommended every student purchase an APA style book at the start of their core course work.

MAIN CAMPUS SERVICES

FONDREN SCIENCE LIBRARY

Counseling students may secure materials from the Fondren Library, as well as all other campus libraries, with an SMU ID card. To access online resources at SMU Central University Libraries (<http://www.smu.edu/cul/or/index.html>), students must request a 14-digit barcode at <http://smu.edu/cul/distance/oca/help-no-barcode.html> if they do not have an SMU ID card.

WEB RESOURCES

BLACKBOARD

The Program in Counseling utilizes the SMU online education system Blackboard to communicate with students through Announcements, Discussion Forums, and scheduled Live Chats. Additionally, many Counseling instructors use the Blackboard system as an online teaching tool for course assignments. Students are encouraged to familiarize themselves with the system upon admission and refer to the site weekly to stay connected with the Program in Counseling community of learners and educators.

FORMS

Any form that a student will need during their academic program can be found in the Counseling office, online at the SMU website, or on the Blackboard Program in Counseling page. If at any time a student has difficulty locating a necessary form, their academic advisor is available for assistance.

ACCESS

Every student enrolled at SMU must use the online Access software system for enrollment, financial query, personal record maintenance, and grade viewing, as well as other official University business. Instructions for using the system can be found online at www.access.smu.edu/

SMU EMAIL

Admitted SMU students each receive an official SMU email account. This email account should be used for all school related correspondence. Notifications from the Counseling office and instructors are delivered through the SMU email system. It is the responsibility of the student to view and maintain this email account on a regular basis.