TO REGISTER ONLINE:

Online Registration opens at 6:00am July 15th

Dispute Resolution Registration Form

FALL TERM (1137) August 5 – October 11, 2013

Registration Period: July 15 – 26

Course syllabi, descriptions and instructor bios are available on our website: smu.edu/resolution, click on "Course and Seminar Schedule"

Last Name:_____ First Name:_____ SMU ID#: _____ E-Mail:_____

To register, input the Class Number below into Access.SMU for your selected classes. PLEASE NOTE NEW TUITION AMOUNT: $2436 per class

Regular classes meet once a week for 10 weeks

(√)	**Class No.**	Course			
___	**7006**	Mediation and Dispute Resolution (HDDR 6303 Sec. 775) (Pre-requisite: Strongly recommend Negotiation)	Monday	6:00-10:15 pm	John Potter
___	**7007**	Psychology of Conflict (HDDR 6319 Sec. 775)	Tuesday	6:00-10:15 pm	Betty Gilmore
___	**7008**	Organizational Change Management (HDDR 6344 Sec. 775)	Tuesday	6:00-10:15 pm	Bob Barner
___	**7009**	Employment Law (HDDR 6341 Sec. 775)	Wednesday	6:00-10:15 pm	Caryn Carson
___	**7010**	Transformative Power of Narratives (HDDR 6336 Sec 775)	Wednesday	6:00-10:15pm	Charlotte Barner
___	**7011**	**ADVANCED** Engaging in Conflict: **Studies Using Current Events** (HDDR 6324 Sec. 776) (Pre-requisites: Psychology of Conflict, Negotiation, Mediation) (Recommended but not required: Engaging in Conflict)	Thursday	6:00-10:15 pm	John Potter
___	**7012**	Practicum 1 (HDDR 6307) (3 credits) (Pre-requisites: Psychology of Conflict, Negotiation, Mediation, Foundations and Research Methods (15 credits)	TBD	6:00-10:15 pm	Tom Hartsell

Seminars below: IMPORTANT: Drops must be received no later than two weeks prior to start date of seminar to receive refund.

___	**7013**	Corporate Internships (HDDR 6322 Sec. 775) Pre-Requisite: 21 credit hours completed and pre-approval	Varies		Robert Barner
___	**7014**	Designing Dispute Resolution Systems (HDDR 6347 Sec. 775) Aug 9-11 & Aug 16-18 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Judy Mares-Dixon
___	**7015**	Performance Coaching (HDDR 6372 Sec. 775) (Required for executive coaching certificate) Aug 23-25 & Sept. 6-8 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Bob Barner
___	**7016**	Negotiation and Dispute Resolution (HDDR 6302 Sec. 775) Aug 23-25 & Sept. 6-8 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Gary Robinson
___	**7017**	The Role of the Ombudsman in Organizational Conflict (HDDR 6320 Sec. 775) Aug 23-25 & Sept. 6-8 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Belinda Newman
___	**7018**	ADVANCED Negotiation (HDDR 6312 Sec. 775) Sept.13-15 & Sept. 27-29 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Nina Meierding
___	**7019**	Using Online Dispute Resolution (HDDR 6317 Sec. 775) Sept.13-15 & Sept. 27-29 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Dan Rainey
____	**7020**	***Special Study Abroad Opportunity!*** Gender, Mediation and Intl. Peacebuilding	Sept. 25 – October 1 in **Istanbul, Turkey**		Ken Cloke

Tuition Payment required by the end of registration. Tuition charges are **$2436.00** for each 3 credit hour course, or $812 per credit hour. 7/11/13
To register, use the online system during the stipulated registration period **or** fax this sheet and a SMUPay receipt to **972-473-3441**.

STEP ONE – Register for class(s)

You will not be able to register online until 6:00am July 15th when the University opens the function.

1) **Log on to http://access.smu.edu using your student ID and password. (If you are a brand new student, and do not yet have a password, you will not be able to register online and must email your course selections to kbarclay@smu.edu. Please include your student ID number if known.)**
2) **Select "Student Self Service" and click on** 'Student Center'
3) **Under "Enrollment," select "Add a class"**
4) **Select the appropriate term and click "Change" if you need to, to make sure you are in the correct term.**
5) **Enter** Class number **located in the first field of the registration form (ie: 4577, 6825, NOT** the catalog number 'HDDR 63XX'**.)**
6) **Please make sure your selections do not have conflicting dates. Students may only register for three classes online; no more than 3 classes can be taken in a single term. If a class is full, please email Kay Barclay to be put on a wait list. Classes are filled on a first-come-first-served basis.**
7) **Click** Submit
8) **To verify that your classes were added successfully, it should say** 'Success' **under** Add Status **for each course**. **If you get a message of** "errors found", **click on that text to get the exact problem. If you are unable to resolve, please email kbarclay@smu.edu to help you with the process.** Always include your student ID number with your query.
9) **To view your complete schedule, click on** *View My Schedule* **at the bottom of the screen.** Payment is due by the end of registration**; please follow the procedure below using either ACCESS or the BURSAR site.**

STEP TWO – Pay for class(s) Tuition is due by the end of the registration period

Option 1

http://smu.edu/bursar/smupay.asp

1. Select **"Guest Payers"**
2. Enter your 8-digit student ID number, in the **"Pay Toward"** drop-down box **select "Student Account"**
3. **Click "Verify"** You will see a message telling you that your student ID is 8-digits etc.
4. **Click "Submit"**
1. Your name and ID will be pre-loaded in the next screen, input the dollar amount, **no dollar signs, decimals or cents needed, t**hen select "Credit Card" or "echeck." Each class is $2436.00.
2. You can choose to pay either by MasterCard, American Express or Discover (a 2.75% service fee will be assessed) or you may have the payment deducted directly from your checking account by selecting 'eCheck' and inputting your bank routing and account number. There is no additional fee for echeck payments. The eCheck system will only accept personal checks; **No Business or Money Market accounts can be used.**
3. You may pay for all your classes at once by multiplying $2436 times the number of classes. Follow the directions carefully and print out your receipt.
4. Problems? Email kbarclay@smu.edu or go to the detailed step by step instructions with graphics here: http://smu.edu/bursar/PDF/Guest%20Payer%20Payments.pdf

Returning Students:

1. You can use the Bursar site as noted above, or log in to http://Access.SMU.edu and sign in using your SMU ID # and Password; there is a student tutorial to help with this.
2. Go to your Account Summary and click link for "My SF E Space." Please note that My SF Espace updates only once a month, your new tuition charges may not be reflected, **but you can still pay**.
3. Enter payment information using either eCheck or MasterCard, American Express or Discover. (see note below regarding service charge when using your credit card. eCheck does not assess any additional charge.) The eCheck system will only accept personal checks – **No Business or Money Market Accounts can be used.**
4. You may pay for all your classes at once by multiplying $2436 times the number of classes.

Problems? **Use the Bursar website as outlined in the first section above** http://smu.edu/bursar/smupay.asp No password is needed on the Bursar site.

A Note About Credit Card Transactions: You have the option to pay by credit card (MasterCard, American Express and Discover Only). SMU has contracted with an outside vendor to process all credit card transactions. If you choose this option, a "service charge fee" will be added for each transaction. The "service charge fee" is 2.75% and is subject to change with a 14 day notice. The amount of the Service Charge is added to your payment and is combined with your payment as one amount that appears on your credit card statement. The Service Charge is not a fee or charge assessed by SMU. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back. This program is an important measure in containing costs at the University, helping us to reduce future tuition and fee increases.
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