

TO REGISTER ONLINE:

Online Registration opens at
6:00am September 30

Dispute Resolution Registration Form
JAN TERM (1141) October 21, 2013 – January 11, 2014
Registration Period: September 30 - October 11

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

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

Regular classes meet once a week for 10 weeks unless otherwise noted. USE THE CLASS NUMBER TO REGISTER.

(√)	Class No.	Catalog # (Do not use this number to register)			
___	1031	Research Methods (HDDR 6310)	Monday	6:00-10:15 pm	John Potter
___	1032	Elder Mediation (HDDR 6336)	Monday	6:00-10:15 pm	Delila Bergan
___	1033	Family Mediation and Law (HDDR 6331) Pre-Requisite: Mediation and Negotiation (Fulfills Texas Statutory requirement for Family Mediation training)	Tuesday	6:00- 10:15pm	Tom Hartsell
___	1034	Communication and Dispute Resolution (HDDR 6315)	Wednesday	6:00-10:15 pm	Betty Gilmore
___	1035	Health Care and Dispute Resolution (HDDR 6363)	Thursday	6:00-10:15 pm	John Potter
___	1069	International Negotiation (HDDR 6352)	Thursday	6:00-10:15 pm	Steve Denson

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

___	1070	Corporate Internships (HDDR 6322) Pre-Requisite: 21 credit hours completed and pre-approval	Varies		Robert Barner
___	1071	Integrating Conflict Theory and Practice (HDDR 6345) Pre-requisite: Minimum of 21 credit hours complete Oct 25-27 & Nov 8-10 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Dan Rainey
___	1073	Negotiation and DR (HDDR 6302) Oct 25-27 & Nov 8-10 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Gary Robinson
___	1074	Organizational Consulting (HDDR 6346) Nov 1-3 & Nov 15-17 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Robert Barner
___	1075	Mediation and Dispute Resolution (HDDR 6303) (Pre-requisite: Strongly recommend Negotiation) Course fulfills Texas Statutory Requirement Nov 1-3 & Nov 15-17 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Betty Gilmore
___	1076	Conflict Coaching (HDDR 6320) Nov 8-10 & Nov 22-24 Two Weekend Class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Pattie Porter
___	1077	From Chaos to Collaboration: Managing Public Disputes (HDDR 6365) Dec 6-8 & Dec 20-22 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Larry Schooler
___	1078	Assessment and Interviewing (HDDR 6370) Required for Executive Coaching Certificate Dec 6-8 & Dec 13-15 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Robert Barner

To register, use the online system during the stipulated registration period or fax this sheet and a SMUPay receipt to 972-473-3441. You may send a check or money order with this registration form to: Dispute Resolution, 5228 Tennyson Parkway, Suite 118, Plano, TX 75024, your check will be electronically processed.

STEP ONE – Register for class(s)

You will not be able to register online until 6:00am September 30th 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: 1078, 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 call or 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

If this is your first class, or Using the Bursar Website to Pay

1. Go to <http://www.smu.edu/bursar/webpay.asp>
2. Scroll down to **Guest Payer** and click on either “Check” or “Credit Card”
3. Type in your SMU ID number, no dashes or spaces, and input the dollar amount, **no dollar signs, decimals or cents needed**. Input your own name in as the Guest Payer. Money to be applied to “**Student Account**”. Click ‘**Submit**’. Each class is \$2436.00.
4. At this screen you will 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’. 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**.
5. 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.
6. Problems? Call 972-473-3435.

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.
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.
5. Problems? Email kbarclay@smu.edu **OR use the Bursar website as outlined in the section above.** (<http://www.smu.edu/bursar/webpay.asp>) No password is needed on the Bursar website.

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.