TO REGISTER ONLINE:

Online Registration opens at 6:00am January 2nd

Dispute Resolution Registration Form

SPRING TERM (1132) January 22 – March 28, 2013

Registration Period: January 2 – 11

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.**

Regular classes meet once a week for 10 weeks

(√)	Class No.	Course Catalog #			
___	**6984**	Research Methods (HDDR 6310 Sec. 775)	Monday	6:00- 10:15 pm	John Potter
___	**6985**	Foundations of American Legal Systems (HDDR 6305 Sec. 775)	Tuesday	6:00-10:15 pm	Michelle Shughart
___	**6986**	Team Building: Theory and Practice (HDDR 6319 Sec. 775)	Tuesday	6:00-10:15 pm	Bob Barner
___	**6987**	Mediation and Dispute Resolution (HDDR 6303 Sec. 775) Pre-Requisite: Strongly recommend Negotiation	Wednesday	6:00-10:15 pm	John Potter
___	**7006**	Communication and Dispute Resolution (HDDR 6315 Sec. 775)	Wednesday	6:00-10:15 pm	Betty Gilmore
___	**7007**	Psychology of Conflict (HDDR 6319 Sec. 775)	Thursday	6:00-10:15 pm	Tony Picchioni
___	**7008**	Practicum (3 Credits) (HDDR 6307 Sec. 775) (Pre-Requisites: Psych of Conflict, Mediation, Negotiation, Foundations of American Legal, Research Methods)	Varies		Tom Hartsell

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

___	**7009**	Corporate Internships Pre-Requisite: 21 credit hours completed and pre-approval	(HDDR 6322 Sec. 775)		Varies	Bob Barner
___	**7032**	Special Education and Dispute Resolution Jan 25-27 & Feb. 8-10	(HDDR 6320) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Robert Otey
___	**7033**	Social Justice in the 21st Century , Feb 1-3 & Mar. 8-10	(HDDR 6352) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Jeff Aresty
___	**7034**	Negotiation and Dispute Resolution, Feb 1-3 & Feb. 22 - 24	(HDDR 6302) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Gary Robinson
___	**7035**	The Art and Science of the Question Feb 8-10 & Feb 22-24	(HDDR 6336) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Jennifer Kresge
___	**7036**	Transitional and Developmental Coaching Feb 15-17 & Mar 1-3	(HDDR 6371) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Bob Barner
___	**7038**	International Conflict Management Feb 15-17 & Mar 1-3	(HDDR 6364) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Dan Rainey
___	**7041**	From Chaos to Collaboration: Managing Public Disputes Mar 15-17 & Mar 22-24	(HDDR 6365) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Larry Schooler
___	**7042**	Managing Conflict in Traditional or Social Media Mar 8-10 & Mar 22-24	(HDDR 6367) Two weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Harry Anderson

Tuition Payment required by the end of registration. Tuition charges are **$2352.00** for each 3 credit hour course, or $784 per credit hour. 12/18/12
To register, use the online system during the stipulated registration period **or** fax this sheet and a SMUPay receipt to **972-473-3441**. (See back of this form for payment instructions) 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 January 2nd 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

If this is your first class:

1. Go to http://www.smu.edu/bursar/webpay.asp
2. Scroll down to **Guest Payer** and click on "***Guest Payer Payment*.**"
3. Type in your SMU ID number, no dashes or spaces, select "Student Account" and click "Verify"
4. Click "Submit" on the next screen and input the dollar amount, **no dollar signs, decimals or cents needed, t**hen select "Credit Card or eCheck. Each class is $2352.00.
5. 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'. 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.**
6. You may pay for all your classes at once by multiplying $2352 times the number of classes. Follow the directions carefully and print out your receipt.
7. Problems? Email Kay Barclay kbarclay@smu.edu

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 $2352 times the number of classes.
5. Problems? Call (972) 473-3435 ***OR* use the Bursar website as outlined in the first 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.
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