TO REGISTER ONLINE:

Online Registration opens at
6:00am January 2nd

Dispute Resolution Registration Form

SPRING TERM (1142) January 21 – March 28, 2014

Registration Period: January 2 – 10, 2014

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)			
___	**6401**	Research Methods (HDDR 6310)	Monday	6:00-10:15 pm	John Potter
___	**6402**	Psychology of Conflict (HDDR 6319)	Tuesday	6:00-10:15 pm	Tony Picchioni
___	**6403**	Mediation and Dispute Resolution (HDDR 6303) (Pre-requisite: Strongly recommend Negotiation) Course fulfills Texas Statutory Requirement	Wednesday	6:00- 10:15pm	John Potter
___	**6404**	Neuroscience: The Role of the Brain in Emotion, Collaboration and Conflict (HDDR 6320)	Wednesday	6:00-10:15 pm	Betty Gilmore
___	**6405**	Foundations of American Legal Systems (HDDR 6305)	Wednesday	6:00-10:15 pm	Tom Hartsell
___	**6406**	Negotiation and Dispute Resolution (HDDR 6302)	Thursday	6:00-10:15 pm	Dan Rainey
___	**6407**	Practicum (HDDR 6307) (3 credits) Pre-requisites: Psychology of Conflict, Negotiation, Mediation, and Research Methods – apx.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.

___	**6408**	Corporate Internships (HDDR 6322) Pre-Requisite: 18 - 21 credit hours completed and pre-approval	Varies		Robert Barner
___	**6409**	Transitional and Developmental Coaching (HDDR 6371) Required for Executive Coaching Certificate Jan 24 – 26 & Jan 31- Feb. 2 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Robert Barner
___	**6430**	Standing in the Fire: Leading High-heat Encounters with Clarity, Calm and Courage Feb 7-9 & Feb 28 – Mar 2 Two Weekend Class (HDDR 6336)	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Larry Dressler
___	**6434**	Facilitating Dynamic Groups (HDDR 6352) Feb 14-16 & Feb 21-23 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Steve Joiner
___	**6444**	International Conflict Management (HDDR 6364) Mar. 7-9 & Mar 21-23 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Dan Rainey
___	**6445**	Managing Conflict in Traditional or Social Media (HDDR 6367) Mar 14-16 & Mar 28-30 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Harry Anderson
___	**6446**	Organizational Consulting (HDDR 6346) Mar 14-16 & Mar 28-30 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 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: 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.