

TO REGISTER ONLINE:

Online Registration opens at
6:00am, June 3rd
Go to Access.SMU

Dispute Resolution Registration Form
SUMMER TERM (1134) June 17 – July 19th
Registration Period: June 3 - 14th

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: _____

Use the **CLASS NUMBER** (not the HDDR Catalog #) to register online-----

Regular classes meet **twice per week** for 5 weeks

(√) **Class No.** ← **USE THIS NUMBER TO REGISTER!**



___	2753	Research Methods (HDDR 6310 Sec. 775)	Monday and Wednesday	6:00-10:15 pm	John Potter
___	2754	Negotiation and Dispute Resolution (HDDR 6302 Sec. 775)	Tuesday and Thursday	6:00-10:15 pm	Michelle Shughart
___	2755	Human Resource Management (HDDR 6342 Sec. 775)	Tuesday and Thursday	6:00-10:15 pm	LaShon Ross

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

___	2756	<i>Study Abroad</i> – International Organizational Consulting in Dublin, Ireland (HDDR 6352 Sec. 775) June 8 & 9th in Plano and One Week Intensive June 16 – 23 in Dublin			Robert Barner
___	2757	<i>Study Abroad</i> – Religion and Dispute Resolution in Florence, Italy HDDR 6366 Sec. 775 June 23 - 30 One Week Intensive. Students seeking Mediation Certificate will add one day training in Plano, Date TBD.			Richard Blackburn
___	2758	Generational Conflict (HDDR 6367 Sec. 775) June 21-23, Jun 28-30 Two Weekends	Fri. 4:00-9:00 pm Sat/Sun 8:30-5:30		Steve Joiner
___	2760	International Conflict Issues: Israel and Palestine (HDDR 6364 Sec. 776) June 21-23, Jun 28-30 Two Weekends	Fri. 4:00-9:00 pm Sat/Sun 8:30-5:30		Dan Rainey
___	2761	Communication and Dispute Resolution (HDDR 6315 Sec. 775) Jul 12-14, Jul 19-21 Two Weekends	Fri. 4:00-9:00 pm Sat/Sun 8:30-5:30		Betty Gilmore
___	2762	Decision Theory (HDDR 6316 Sec. 775) Jul 12-14, Jul 19-21 Two Weekends	Fri. 4:00-9:00 pm Sat/Sun 8:30-5:30		Don Philbin

Tuition Payment required by the end of registration. Tuition charges are **\$2352.00** for each 3 credit hour course, or \$784 per credit hour. 5/29/13

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 June 3rd 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 immediately 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. All seminars will show dates and times of “TBD” online, please refer to your registration form for the actual class dates. 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 I (SMU Bursar)

<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, then select “Credit Card” or “echeck.” Each class is \$2352.00.
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 \$2352 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 \$2352 times the number of classes.
5. 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 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.