SMU-IN-TAOS, FALL SEMESTER 2013

APPLICATION REQUIREMENTS & PROCEDURES

TERM INFORMATION:

The SMU-in-Taos Fall Semester 2013 offers students the opportunity to study and live in an engaging natural environment unlike anything found on the Main Campus. SMU-in-Taos embraces a hands-on approach to learning. Small class sizes and exceptional faculty allow you to develop a deeper understanding in your field of study through a highly personalized learning experience. Our fall courses offer regular class excursions which will expose you to real-life experiences outside the classroom. Costs for tuition and room and board are the same for the Taos Fall program as on the Dallas campus, and all of your regular financial aid applies.
*See the "**Financial Aid**" section for more information.*

Admission to the SMU-in-Taos Fall Semester 2013 is open to all students. Students should discuss the Taos Fall Semester with their academic advisers as early as possible to review their four-year plan. After receiving advisor approval, students should review their academic plan with the SMU-in-Taos staff. SMU-in-Taos is committed to working with all students on an individual basis to ensure fall courses meet specific academic requirements.

DEADLINES FOR FALL SEMESTER, 2013

For best consideration and scholarship availability, Fall Applications need to be completed and turned into the SMU-In-Taos Office before May 1, 2013. Enrollment course request forms should be completed by student's advisor and returned to the Taos Office. Students will be given access to enroll after enrollment requests are turned into the SMU-In-Taos Office. *See "**Registration Procedure**".*

Enrollment course Request Forms to Advisors	***April 2-28, 2013 (Enrollment Advising)***
Applications due to Taos Office	***May 1, 2013***
Enrollment Course Request Forms signed by Advisors	***May 1, 2013 (Return to Taos Office)***

FALL SEMESTER DATES

The Fall Semester begins on **August 26, 2013** and ends **December 15, 2013.** Arrival check-in is at **2pm** on Sunday, **August 25th** and the first class meetings will be held that evening. Students will participate in a total of four course blocks over the Fall Semester. Each block is comprised of 22-23 days with a 3-4 day break between blocks. Students can take 12-18 credit hours of coursework over the course of the semester. Block IV Final exams will take place from **9am-12pm** on Friday, **December 13th** and final grades from all four blocks will be posted at the end of the semester along with those on the Main Campus in Dallas.
*See our "**Course Offerings and Course Calendar**" for the most recent course information.*

FORMS AND ATTACHMENTS

Application documents should be completely filled out and returned to our physical location, SMU-in-Taos, Blanton Building Suite 338, 6185 Airline, Dallas, TX 75205; alternatively, applications may be delivered via mail to SMU-in-Taos, PO Box 750145, Dallas, TX 75275-0145. Additional forms are available online, smu.edu/taos.

A Student Data Form, Emergency Medical Treatment Consent Form, Release of Liability Waiver and an unofficial University Transcript are required. All forms must be filled out completely, signed and received by the SMU-in-Taos Office by the announced deadline for an application to be considered. Incomplete applications will be held until the term admission deadline. If incomplete at that time, the application will be void and not considered.

Southern Methodist University will not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity include nondiscrimination on the basis of sexual orientation. The Director of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination policies and may be contact at Southern Methodist University, Dallas, TX 75275; 214-768-3601.

FORM CHECK-LIST

□ **Student Data Form:** contains all relevant biographic and demographic data as well as course requests. All questions must be answered fully; please give local address, local and/or cell telephone numbers and a current SMU e-mail address.

□ **Emergency Medical Treatment Consent Form:** this form provides all necessary medical information needed by the Program. The form requires a Notary Public signature and stamp to verify your identity and signature. Notary services are available at the SMU-in-Taos Office with valid picture identification.

□ **Release of Liability Form:** please read carefully and sign where noted.

□ **Transcript:** a complete transcript of your academic record must be included with your application. The transcript does not have to be official – a printout of your access.smu records will be satisfactory.

□ **Interview:** Students will be scheduled for an interview with a selection committee in April 2013.

FINANCIAL ASSISTANCE

SMU-in-Taos is now offering Financial Aid for a full Fall Semester. This fall, students may take 12-18 credit hours and receive all current Need-Based Aid and Merit-Based Scholarships. In addition to any current financial aid, all students will also be offered exclusive Financial Aid through the SMU-in-Taos Program, upon enrolling in a full Fall Semester in Taos.

Financial Aid for the Fall Semester is available in several forms:

- All students to enroll in the Taos Fall Semester will automatically be offered a $2,000 Friends-of-Taos Scholarship.
- Students may also be eligible for scholarships for some GEOL courses.
- Students may apply to work as an SMU-in-Taos RA. All RA's receive free room and board.
- Work-Study eligible students may apply for a Fall Work-Study position with SMU-in-Taos.

Please consult your financial adviser as soon as possible to ensure that your eligibility requirements are met.

REGISTRATION PROCEDURE

Upon acceptance to the Fall Semester in Taos, a Student Course Request Form must be picked up from the SMU-in-Taos Office and signed by your academic adviser. Student information packets with additional information will be distributed when Course Request Forms are picked up. The packet will provide travel suggestions, packing guidelines, and campus rules and regulations. Signed Course Request Forms should be returned to the SMU-in-Taos Office by the above noted deadline. All students will be given class permissions by the SMU-in-Taos Office; self-registration using access.smu will be possible once students have been granted class permissions. Students will be billed in July and payments are due by **August 13, 2013**. ****Please make sure your spring/summer account has been paid to avoid any difficulties with your fall registration! Be sure to meet all listed deadlines to retain your spot in the SMU-in-Taos Program.**

ADDITIONAL INFORMATION

Please feel free to contact us should you have additional questions about the SMU-in-Taos Fall Semester. We look forward to meeting you!

SMU-in-Taos
PO Box 750145
Dallas, TX 75275-0145
214-768-3657 or 214-768-1298

SMU-in-Taos
Blanton Building, Suite 338
6185 Airline
Dallas, TX 75205

Mike Adler, Ph.D.
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SMU-in-Taos
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Anna Bland Aston
Director of Operations and Finance
SMU-in-Taos
aaston@smu.edu

SMU-IN-TAOS

POLICY ACKNOWLEDGEMENT, FALL 2013

Withdrawal Procedures: The last day to withdraw from the University is November 2, 2013.

Students desiring to withdraw from the University must initiate a Student Petition for Withdrawal/Cancellation form, secure approval from their academic dean, obtain authorization from Student Account Services within the Division of Enrollment Services, and submit the form to the University Registrar. The effective date of the withdrawal is the date the Student Petition for Withdrawal is processed in the Office of the Registrar. No refunds are made without an official withdrawal. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal.

Medical withdrawals allow a daily pro rata refund of tuition and fees. However, a medical withdrawal includes requirements that must be met prior to re-enrollment at SMU. The medical director, psychiatric director, counseling and testing director, or vice president for student affairs must authorize medical withdrawals. Authorization must be obtained no later than the University's withdrawal deadline for the term.

A student who officially cancels his/her enrollment or withdraws from the University is charged only a portion of tuition and fees based on the effective date of the cancellation/withdrawal. Please refer below for the percentage of tuition refund.

Tuition & Fee Refund Policy

A student who withdraws **from the University** (not the Program) is allowed a refund of tuition and fees, per the following schedule:

100% on or prior to payment due date
95% between the day following payment due date through the day before the first day of class
50% the 1st and 2nd day of classes
0% from the 3rd day of classes onward

A student who drops an SMU-in-Taos course **but remains enrolled in the University** is allowed a refund of tuition and fees as follows:

95% on or prior to two weeks before the schedule arrival date
0% less than two weeks before scheduled arrival date

Community Life Policy – Please read and sign

By living in an SMU-in-Taos residence hall, I am residing in a living and learning community. As a member of this community, I have certain rights as a resident and a student. I recognize that other members of the community have the same rights. For this reason, it is important to compromise to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience.

As a member of the SMU-in-Taos community, I agree to uphold the SMU Student Code of Conduct, SMU Residence Life and Student Housing Community Standards, the SMU Honor Code, and all University Policies, as well as Local, State, and Federal laws. I understand that if I am found responsible for a violation of any codes, standards, or policies, I will be subject to sanction or disciplinary action.

Housing assignments are based upon many factors. Students may request housing and, if possible, will be assigned per request.

I have read and agree to abide by the above stated policies and all policies in effect on the SMU-in-Taos, Fort Burgwin campus. I agree to keep the SMU-in-Taos Office informed of any changes that might affect my attendance at Fort Burgwin for the Fall 2013 semester.

Signature of Applicant _____ Date _____

RIGHT TO PRIVACY: Please indicate your approval below for the SMU-in-Taos office to post you name and course admittance (this information ONLY) on our website and office doors.

□ **YES** □ **NO**

Signature of Applicant _____ Date _____

SMU-IN-TAOS

____/____/_____ ☐ T ☐ N ☐ FOT ☐ T-Shirt ☐ Advisor

STUDENT DATA 2013 (Please print clearly)

Name: _____

SMU ID#: _____ Date of Birth: ____/____/_____ Sex: ☐ Male ☐ Female

Local Tel: (_____) _____ - _____ Email: _____

Local Address: _____

City/State/ZIP: _____

Parent/Legal Guardian Name: _____ Tel: (_____) _____ - _____

Parent/Legal Guardian Address: _____

City/State, ZIP: _____

Current Academic Classification (circle one): 1ST Year 2ND Year Junior Senior Graduate

Anticipated Graduation Date: Month _____ Year _____

How do the courses listed below fit into your degree program? ☐ GEC (Gen. Ed.) ☐ UC (new University Curriculum)

Major(s): _____ GPA: _____

Minor(s): _____ Advisor: _____

Total Credit Hrs. Desired: 3HRS 4HRS 6HRS 7HRS 9HRS Other_____ HRS

I wish to apply for the following courses (you may list more than 1 choice per block, in order of preference):

Block 1 _____ Block 2 _____

Block 3 _____ Block 4 _____

I wish to enroll in the following semester-long course(s): ☐ WELLNESS II: Mountain Sports ☐ CF 3374: Taos Experience

Are you currently on academic probation? ☐ YES ☐ NO

List any Honor Code Violations/Judicial Code Violations below; give dates and specifics: _____

_____

List any academic honors you have received: _____

How did you learn of SMU-IN-TAOS? _____

Would you be interested in a position as an RA? ☐ **Yes** ☐ **No**

I certify that the information provided on this application form is correct to the best of my knowledge. I am aware that if I become a student in the SMU-in-Taos program that I will comply with all rules, regulations and instructions for student behavior. I have read and agree to comply with all financial policies, requirements, and procedures necessitated by the program. I also understand that SMU-in-Taos has the right to require my withdrawal from the program for unsatisfactory academic work or behavior between the time of application and conclusion of the program. I also permit SMU-in-Taos to use photographs, in whole or part, for the purpose of publication and/or advertisement.

Signature of Applicant _____ Date _____

Southern Methodist University will not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity include nondiscrimination on the basis of sexual orientation. The Director of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination policies and may be contact at Southern Methodist University, Dallas, TX 75275; 214-768-3601.

Blanton Building Suite 338 ☼ Dallas, TX 75205 ☼ Tel 214-768-3657 or 214-768-3771 ☼ smutaos@smu.edu ☼ smu.edu/taos

EMERGENCY MEDICAL TREATMENT CONSENT FORM, FALL 2013

PRINTED NAME: _____ DOB: ____/____/_____

Health Insurance Provider: _____ Policy#: _____ Group#: _____

Identify all allergies (foods, drugs, insect bites, dust, etc.) and the nature of allergic reaction:

_____

_____

List all medications currently being taken and the reason for its use:

_____

_____

Emergency Contact: _____ Relationship: _____

Daytime Telephone: _____ Evening Telephone: _____

Cell Phone: _____

NOTE: If religious or other considerations prevent your authorization for necessary emergency medical treatment, you must provide a signed statement, sworn before a person authorized by law to give oaths or affirmations, releasing Southern Methodist University and its alternate campus, Fort Burgwin, Taos County, New Mexico (SMU-in-Taos), its Trustees, officers, employees, agents, assigns and legal representatives from any liability resulting from your refusal to allow emergency medical treatment for any injury which may occur as a result of your participation in SMU-in-Taos. If you are under 18 years of age, the sworn statement must be signed by your parent or guardian.

Your signature below indicates your consent for emergency medical treatment. Please note that some SMU-in-Taos staff are not trained medical professionals and may not be able to render aid if a serious accident or illness occurs.

☼ **STUDENT SIGNATURE (IF STUDENT IS 18 YEARS OF AGE OR OLDER)**

I hereby authorize Mike Adler or faculty/staff advisers to provide, at my expense, any and all necessary emergency medical care required for me while in the SMU-in-Taos Fall Semester 2013 program.

This authorization ☐ does ☐ does not authorize blood or blood products to be provided.

Signature: _____ Printed Name: _____

Sign in the presence of a notary public

☼ **PARENT/LEGAL GUARDIAN SIGNATURE (IF STUDENT IS UNDER 18 YEARS OF AGE)**

This authorization ☐ does ☐ does not authorize blood or blood products to be provided.

Signature: _____ Printed Name: _____

Sign in the presence of a notary public

☼ **NOTARY PUBLIC AFFIRMATION (Notary Public services available in the Taos office with photo ID)**

The State of _____ County _____

Before me (name and title of affirming officer) _____

on this day personally appeared _____ known to me through _____

(description of identify card) to be t he person whose name is subscribed to the foregoing instrument and acknowledged

that he/she executed the same for the purposes and consideration therein expressed. Given under my hand

and seal of office this _____ day of _____, AD _____. **(SEAL/STAMP)**

RELEASE OF LIABILITY 2013: READ VERY CAREFULLY BEFORE SIGNING

☼ **STUDENT SIGNATURE (IF STUDENT IS 18 YEARS OF AGE OR OLDER)**

I, _____, a student at the Southern Methodist University ("SMU") Fort Burgwin Campus, Taos County, New Mexico ("SMU-in-Taos"), hereby acknowledge that I have freely and voluntarily enrolled in the courses and activities at SMU-in-Taos during the Fall Semester of 2013. I understand and agree that the SMU-in-Taos (the "Program") structure is designed to enhance my educational experience, and that I participate at my own risk. In consideration for SMU allowing me to enroll in the Program and providing me the opportunity to enhance my educational experience, I hereby execute this release of Liability with the intent to bind myself, my spouse (if applicable), my heirs, assigns, legal representatives, and any other person claiming under or through me. I further represent that I am at least 18 years of age and competent to sign this affirmation and release. ☼ I understand that I must provide my own transportation to and from SMU-in-Taos, or if transportation is arranged for me by a faculty member of SMU-in-Taos, I accept the same voluntarily and completely at my own risk, understanding that I am not required to accept such transportation and that I may arrange alternate transportation without adversely affecting my performance in the Program. I also understand that if I provide my own transportation during my stay at SMU-in-Taos, I must provide automobile collision and liability insurance, at my expense, and that such transportation will not be covered by any insurance policy owned by SMU. ☼ I understand and agree that by participating in the Program I face risks of accidental and/or other physical or emotional injury. These risks may include, but are not limited to, (1) loss or damage to personal property, (2) injury or fatality due to (a) travel to and from SMU-in-Taos and throughout the Program, (b) the condition of the facilities at SMU-in-Taos, and/or (c) the condition of the facilities in which the Program will take place, (3) physical exertion and heat exhaustion, (4) inclement weather, (5) high altitude, (6) animal or insect bites, (7) dehydration, (8) exposure to outdoor terrain and all the risks inherent therein, including slips, falls, and falling objects, and (9) suffering illness or injury in a remote area without easy access to medical facilities, among others. I understand and assume all risks or my participation in SMU-in-Taos and the Program. I further represent that I have made SMU-in-Taos organizers aware of any and all physical or mental disabilities which might limit my participation in the Program activities and have received an offer of reasonable accommodations as needed. I will advise the SMU-in-Taos adviser(s) at any point when I question my ability to participate in SMU-in-Taos and/or the Program. ☼ I EXPRESSLY AGREE AND INTEND THAT MY PARTICIPATION IN ALL PROGRAM ACTIVITIES AND USE OF ALL FACILITIES AT SMU-IN-TAOS SHALL BE UNDERTAKEN BY ME AT MY OWN RISK AND THAT NEITHER SMU, ITS TRUSTEES, OFFICERS, EMPLOYEES, STUDENTS, AGENTS NOR ASSIGNS SHALL BE LIABLE FOR ANY INJURIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION WHATSOEVER WHICH MAY ARISE OUT OF OR IN CONNECTION WITH MY PARTICIPATION IN THE PROGRAM, WHETHER FROM ACTS OF ACTIVE OR PASSIVE NEGLIGENCE ON MY PART, OR THE PART OF SMU-IN-TAOS AND SMU, ITS TRUSTEES, OFFICERS, EMPLOYEES, STUDENTS, AGENTS AND ASSIGNS, AND I DO HEREBY AGREE TO FOREVER RELEASE, DISCHARGE, INDEMNIFY, HOLD HARMLESS AND DEFEND SMU-IN-TAOS, SMU, ITS TRUSTEES, OFFICERS, EMPLOYEES, STUDENTS, AGENTS AND ASSIGNS FOR ANY SUCH INJURIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION, COUNSEL TO BE CHOSEN BY SMU. ☼ The terms of this Release of Liability are to be governed by and construed under the laws of the State of Texas. In the event any term or provision of this Release of Liability is found to be unenforceable or void, in whole or part, the term or provision concerned shall be construed as valid and enforceable to the maximum extent permitted by law, and the balance of this Release of Liability shall remain n full force and effect. I agree that exclusive venue for any dispute arising between SMU and me involving this Release of Liability in any way shall be in Dallas County, Texas.

ACCEPTED AND AGREED:

By: (SIGNATURE) _____ Date: _____

☼ **PARENT/LEGAL GUARDIAN SIGNATURE (IF STUDENT IS UNDER 18 YEARS OF AGE)**

I, _____, the parent/guardian of _____ ("my child"), a student of the Southern Methodist University ("SMU") Fort Burgwin Campus, Taos County, New Mexico ("SMU-in-Taos"), hereby acknowledge that my child has freely and voluntarily enrolled in the courses and activities at SMU-in-Taos during the Fall Semester of 2013. I understand and agree that the SMU-in-Taos ("the Program") structure is designed to enhance my child's educational experience, and that my child participates at his/her own risk. In consideration for SMU allowing my child to enroll in the Program and provide my child the opportunity to enhance his/her educational experience, I hereby execute this Release of Liability with the intent to bind myself, my spouse (if applicable), my child, my heirs, assigns, legal representatives, any other person claiming under or through me. I further represent that I am at least 18 years of age and competent to sign this affirmation and release. ☼ My child understands that he/she must provide his/her own transportation to and from SMU-in-Taos, or if transportation is arranged for my child by a faculty member of SMU-in-Taos, my child accepts the same voluntarily and completely at his/her own risk, understanding that my child is not required to accept such transportation and that I may arrange alternate transportation without adversely affecting my child's performance in the Program. My child understands that if he/she provides his/her own transportation during his/her stay at SMU-in-Taos that he/she must provide automobile collision and liability insurance at his/her own expense, and that such transportation will not be covered by any insurance policy owned by SMU. ☼ My child understands and agrees that by participating in the Program, he/she faces risks of accidental and/or other physical or emotional injury. These risks may include, but are not limited to, (1) loss or damage to personal property, (2) injury or fatality due to (a) travel to and from SMU-in-Taos and throughout the Program, (b) the condition of the facilities at SMU-in-Taos, and/or (c) the condition of the facilities in which the Program will take place, (3) physical exertion and heat exhaustion, (4) inclement weather, (5) high altitude, (6) animal or insect bites, (7) dehydration, (8) exposure to outdoor terrain and all the risks inherent therein, including slips, falls, and falling objects, and (9) suffering illness or injury in a remote area without easy access to medical facilities, among others. My child understands and assumes all risks of participation in SMU-in-Taos and the Program. My child further represents that he/she has made SMU-in-Taos organizers aware of any and all physical or mental disabilities which might limit my participation in the Program activities and have received an offer of reasonable accommodations as needed. My child will advise the SMU-in-Taos adviser(s) at any point when he/she questions his/her ability to participate in SMU-in-Taos and/or the Program. ☼ MY CHILD EXPRESSLY AGREES AND INTENDS THAT HIS/HER PARTICIPATION IN ALL PROGRAM ACTIVITIES AND USE OF ALL FACILITIES AT SMU-IN-TAOS SHALL BE UNDERTAKEN BY MY CHILD AT HIS/HER OWN RISK AND THAT NEITHER SMU, ITS TRUSTEES, OFFICERS, EMPLOYEES, STUDENTS, AGENTS NOR ASSIGNS SHALL BE LIABLE FOR ANY INJURIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION WHATSOEVER WHICH MAY ARISE OUT OF OR IN CONNECTION WITH MY CHILD'S PARTICIPATION IN THE PROGRAM, WHETHER FROM ACTS OF ACTIVE OR PASSIVE NEGLIGENCE ON MY CHILD'S PART, OR THE PART OF SMU-IN-TAOS AND SMU, ITS TRUSTEES, OFFICERS, EMPLOYEES, STUDENTS, AGENTS AND ASSIGNS, AND MY CHILD DOES HEREBY AGREE TO FOREVER RELEASE, DISCHARGE, INDEMNIFY, HOLD HARMLESS AND DEFEND SMU-IN-TAOS, SMU, ITS TRUSTEES, OFFICERS, EMPLOYEES, STUDENTS, AGENTS AND ASSIGNS FOR ANY SUCH INJURIES, DAMAGES, CLAIMS, DEMANDS, ACTIONS OR CAUSES OF ACTION, COUNSEL TO BE CHOSEN BY SMU. ☼ The terms of this Release of Liability are to be governed by and construed under the laws of the State of Texas. In the event any term or provision of this Release of Liability is found to be unenforceable or void, in whole or part, the term or provision concerned shall be construed as valid and enforceable to the maximum extent permitted by law, and the balance of this Release of Liability shall remain in full force and effect. I agree that exclusive venue for any dispute arising between SMU and I involving this Release of Liability in any way shall be in Dallas County, Texas.

ACCEPTED AND AGREED:
By: (SIGNATURE) _____ Date: _____

SMU-in-Taos Housing and Dining Request Form

HOUSING INFORMATION

Please complete this roommate request form for SMU in Taos. List each person with whom you'd like to room with and indicate the type of housing unit you prefer: semi-private casita or group casita.

PRINT NAME_____Male_____Female _____

SMU Student ID: _____

TERM: FALL SEMESTER

Course(s) you will be taking in Taos: _____

Please indicate the type of housing you are requesting and list any roommate(s) requested.

Semi-Private Casita Please List Roommate(s) Requested (Maximum of 2 people per room):

_____

_____

** NOTE: We will do our best to honor your request, but be aware that housing is assigned on a first-come, first-served basis. The earlier you get your request and payment in, the better your chance of getting the housing you desire.

DINING INFORMATION

Food Restrictions (allergy or special dietary needs)_____

_____

Name: _____ Date: _____

Please don't hesitate to call, email or stop by the office if you have questions.