

DES NEWSLETTER

The Division of Enrollment Services Newsletter
Southern Methodist University
An Electronic Newsletter of
Undergraduate Admission, Financial Aid, Student Financial Services, and the University Registrar

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Staff News from DES

NEW STAFF

Frances Wardell - Production Processing Specialist in SFS

STAFF LEAVING

Birthdays

Darrah Rippy - Jan 5

Brittany Joyce - Jan 15

Peggy Boykin - Jan 23

Anniversaries

Lorinda Lamb - 15 years!

Monica Cordero - 12 years

Marc Peterson - 8 years in DES

Shannon Grandberry - 6 years

Jenny DeMasi - 6 years

Cristina Coronado - 2 years

Lacey Hotchkiss - 1 year

If you are not on the list and should be, let Kathy know.

December 2006 Graduation Candidates

Acad Group	Career	Total
Arts	GR	11
	UG	73
Arts Total		84
Business	GR	98

VIPs - Very Important Ponies



Some of our **VIPs** this month are:

Jean Porter - an MBA student showed up at 5pm unable to enroll because of a service indicator related to his personal profile. He had tried everything he could think of but could not get the hold released. Jean dropped what she was doing to come to his aid and successfully assisted him so that he could enroll.



BUSINESS ETIQUETTE

This is the next in a series of articles by etiquette and protocol consultant Linda Tyler Rollins. Ms. Rollins is a graduate of The Protocol School of Washington and founder of Rollins Rules Etiquette and Protocol Consulting. Ms. Rollins was associated with the University of North Texas Athletic Department for twenty years before moving into consulting full time.

Ms. Rollins is available to present workshops and can be contacted through her website at www.rollinsrules.com.

A huge thank you to Linda for her insights and advise.



Pony Protocol
by Linda Tyler Rollins

Linda is on Christmas Break but will be back in the spring.

Remember. you can't play the game if you don't know the rules.

Readmission Deadlines of Students

DON'T FORGET
NO Division Meeting
in January

Important Dates

Dec 25-29 - Winter Break

Jan 1 - New Years Holiday

Jan 8 - Residence Halls Open

Jan 15 - MLK Holiday

Jan 16 - Classes begin for spring term

Quotation of the Month

We've got this gift of love, but love is like a precious tree. You can't just accept it and leave it in the cupboard or just think it's going to get on by itself. You've got to keep watering it. You've got to really look after it and nurture it.

John Lennon



SMU Trivia

Question

What SMU President had the first earned PhD?

Answer

Humphrey Lee. He was a minister and a church historian with his PhD from Columbia.

Leading from the Front
by Angie Morgan and Courtney Lynch

From their experience as Marine Officers, authors Angie Morgan and Courtney Lynch share valuable lessons for ones work life (and personal life).

Changed (effective 12/01/06)

	UG	96
Business Total		194
Dedman	GR	26
	UG	166
Dedman Total		192
Edu/Hum Dev Total		46
LAW Total		16
Engineering	GR	192
	UG	23
Engineering Total		215
Theology Total		18

The deadline for undergraduate readmission applications has been changed effective immediately to the last business day prior to the first day of classes of the term of reentry. The previous deadlines had been April 1 for Summer, July 1 for Fall and December 1 for Spring.

In addition to the change of the deadline, the second readmission application fee was eliminated. There now is no fee for any readmission application.

Although the extension of the application deadline up to the start of the term will make it easier for students to return to SMU, returning students are strongly advised to apply for readmission at least 60 days prior to the start of the term of re-entry, and are warned that separate application deadlines exist for financial aid and residence halls and that they should contact these offices as early as possible, and that the availability of academic advising and courses may be limited immediately prior to and at the beginning of the term.

Revised Policy

If a student in good standing withdraws from SMU for one semester, the student's file remains active and the student is able to register as though in continuous enrollment at the University (Re-entry). Students who left on probation will return on probation. All holds must be cleared prior to enrollment. Re-entry students are responsible for meeting all financial aid, housing, and advising deadlines.

After nonattendance for two or more regular (Fall, Spring) terms, students who formerly attended SMU, including those who have completed a degree, are required to submit a readmission application through the Division of Enrollment Services/Undergraduate Admission (The application is online at www.smu.edu/admission/forms.asp). Any student who has been suspended is also required to apply for readmission. Students who have been suspended are required to attach a statement to their readmission application, indicating the reasons why they now feel ready to return to SMU. Although the Division of Enrollment Services facilitates the application process, an academic dean determines readmission.

A student who has already earned one undergraduate degree at SMU and is seeking a second undergraduate degree must apply for readmission if the student has not attended SMU for two or more regular (Fall, Spring) terms.

The readmission application and transcripts are due no later than the last business day prior to the first day of classes of the term of reentry. Returning students are strongly advised to apply for readmission at least 60 days prior to the start of the term of re-entry. Returning students should note that separate application deadlines exist for financial aid and residence halls and that they should contact these offices as early as

Meet and Exceed the Standards You Ask of Others - Lead from the Front

You never know when you will be asked to set an example or be caught unaware that you are an example. Define the kind of leader you want to be and strive to be that leader everyday. And look for opportunities to set an example.

- Take the initiative to ask for new assignments
- Offer to assist when you see a need
- Volunteer to mentor new employees
- Meet your deadlines
- Stay above the fray of office gossip
- Don't just dress the part, live the part of being a leader

Make Timely Decisions - Find the 80 Percent Solution

The goal of making perfect decisions is unrealistic. You will never have all the information and a good decision today is better than a great decision tomorrow (or never). Indecision or procrastination prolongs problems and inaction may even make matters worse.

- There is more than one right answer and one wrong answer - chose the best answer you can given the information you have at the moment.
- Make decisions as soon as you can. If you take several days to make a decision then you are procrastinating.
- Very few decisions are irreversible and even a decision that turns out to be wrong will help you make a better decision later.

Seek to Take Responsibility Before You Begin to Place Blame

Accept responsibility for your actions and decisions and those of the people and functions you supervise. Blaming others impedes progress. Taking responsibility allows you to focus on the problem and search for solutions.

- Brainstorm options to address a weakness or problem
- Seek the guidance of an expert or someone who has overcome the challenge
- Focus on solutions that are within your control
- Take ownership and influence the outcome

True Leaders Dedicate Themselves to Service - Take Care of Those You Lead

possible, and that the availability of academic advising and courses may be limited immediately prior to and at the beginning of the term.

There is no readmission fee. All students who return to SMU after any period of non-enrollment must forward official transcripts from each college or university attended since last enrolled at SMU. If five years have elapsed since the last term of enrollment at SMU, official transcripts from each college or university attended prior to SMU also must be forwarded to the Division of Enrollment Services.

Students should be aware of specific policies regarding transfer courses taken after matriculation to SMU (see Transfer Courses From Other Institutions in the University Enrollment and Academic Records Standards section of this catalog). In addition, each college within SMU has specific policies regarding readmission, transfer credit, and statute of limitations so students should refer to their school's section of this catalog for that information.

Leaders look for ways to help others be successful and are caretakers. Like a parent the leader puts the needs of other ahead of him/herself by teaching, nurturing, and sacrificing. But caretaking should not be confused with coddling. Coddling involves pampering and indulging. Caretaking is understanding what someone's goals are and assisting with their efforts to succeed and must be done in person.

- Recognize the work of those around you
- Anticipate other's needs
- Provide encouragement, guidance, and mentoring
- Put yourself in the other's shoes to help you understand what would help them
- Be careful not to lose yourself in other's problems. Find a balance of their needs and yours.

Think Before You Act - Especially Before You Overreact

Leaders are good role models who respond to new information unemotionally and rationally. The leader who can remain calm, cool, and collected engenders confidence in those around him/er. Staying calm allows you to think more clearly and facilitates getting a complete picture of the situation.

- Emotional outbursts can destroy credibility - for both women and men
- Controlling your emotions allows you to have the professional distance to find a reasonable solution
- Overreacting puts others into a defensive posture and limits effective problem solving
- Humor can be a valuable tool in defusing a potentially volatile situation

***Lead like you are at the front -
because you are!***
