

Record & Registration Updates

Graduate/Professional—Fall 2011



SM

IMPORTANT DATES

October 13/14 - December Graduation - Graduation Fair

November 4 - Last day to drop

November 22 - Last day to withdraw from the University

December 5 - Last day of instruction

December 6 - Reading Day

December 7-14 - Final Examinations (Grades due 48 hours after final exam.)

December 17 - Graduation - 10:00 a.m.

University Bursar

For payment due dates go to:

smu.edu/bursar

www.tuition.salliemae.com

Spring payment plans, begin Dec. 1, 2011

- 6 Month plan: Dec 1st - May 1st / \$50.00
- 5 Month plan: Dec 1st - April 1st / \$65.00
- 4 Month plan: Jan 25th - April 1st / \$75.00

Veteran's Update

Total VA students enrolled - 171

UG - 59 GR/Pro - 112

Chapter 33 (New Post 9/11GI Bill) - 114

Non-Chapter 33 - 57

Check out our VA Web site

<http://smu.edu/registrar/veterans.asp>

OIT Project Updates

Major projects we have completed in the past 3 months:

- 2011-Q3 updates and fixes
- Self-Service, Advisor Center, Assigned Advisee Photos
- Self-Service Faculty/Advisor Project

Major projects coming up:

- 2011-Q4 (4th bundle) quarter federal regulations updates and application fixes
- New University Curriculum
- Dedman College renaming
- Dashboard/Profile
- Self-Service, Apply to Graduate
- Self-Service, SMU-in-Taos and SMU-in-Plano Apply and Enroll
- Grade Roster Enhancements

Enrollment Appointments

Enrollment appointments will be set up for each graduate and/or professional career per your request from Monday, October 31 through Friday, November 18.

Students have been sent e-mail notifications to be sure their Personal Information on Access.SMU is updated and verified with an effective date of March 21, 2011 or after. If this is not completed, HOLDS will be placed on their accounts. Once the information is updated and verified properly, the HOLDS will be removed automatically. Please remember to stress to the students the importance of current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information, and ethnicity.

The Spring 2012 class schedule is now available on both the Registrar's Web site and on Access.SMU. Please see the following link to view Spring 2012 term information:

http://smu.edu/registrar/index_enrollment.asp

Academic Records—Grading and Diploma Processing

Final Grading

- Monday, December 5 – Final grade rosters generated for courses following the regular fall 2011 calendar
- Final grades are due 48 hours after the exam is given
- Encourage your faculty to grade graduating seniors FIRST **and** partially post their rosters

December 2011 Diploma Processing

- Tuesday, December 6 – Schools come to Blanton to proof program (by appt.)
- Wednesday, January 4 – Final signed lists due in RO
- Thursday, January 5 – Degrees posted in Access.SMU
- On or after Wednesday, January 18 – Diplomas mailed to students

Yellow Ribbon Program

The following are graduate students who needed to utilize the Yellow Ribbon program for fall 2011.

- Cox 14
- Law 1
- Guildhall 1

For more information about Yellow Ribbon please visit our VA Web site at <http://smu.edu/registrar/veterans.asp>

December Graduation and Graduation Fair

December Graduation will be held at 10:00 a.m. on Saturday, December 17 in Moody Coliseum. The Graduation Fair will be held in the Laura Lee Blanton Building Room 110 on October 13 from 10:00 a.m. – 6:00 p.m., and October 14 from 10:00 a.m. – 4:00 p.m. Students may order academic regalia and graduation announcements at the fair. Students who do not order their regalia at the Grad Fair **must** place an online order at <http://www.herffjones.com/college/smu/> by 11:59 p.m. on Friday, November 11. For more information about December Graduation, please visit <http://smu.edu/decgrad>.

More Information

Astra Room Scheduling

We currently have templates to request space in Schedule.SMU for Dedman, Law, Lyle, Perkins and Meadows. We are currently on Astra Schedule version 7.3.9. We will begin testing Astra Schedule 7.4.11 in the next few weeks. We hope that this version of Astra Schedule will help to address some of our outstanding issues, one in particular being the scheduling of Final Exams. If we are able to successfully test the product without any “showstopper” bugs, we hope to upgrade our production environment by the end of the year. Since version 7.4.11 does include some significant changes, this upgrade will require some additional training for schedulers as well as updates to all of our current training documents.

Academic Advisement

We have been focusing on enhancing the new DPR and UG Summary Report and making them as user friendly as possible. We are currently working on the Fall 2011 DPR plan changes. A reported problem on courses that are now inactive were being dropped from the requirements, has now been fixed.

ACG Late Fee

Students will be assessed a \$70 late fee when the Registrar’s Office receives their ACG after the conferral date. This is effective for the fall 2011 term. Late fees will be assessed to students after December 17.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the rights of students and ensures the privacy and accuracy of their student education records. SMU has a historical commitment to the principles of FERPA through its policies and practices. For information on FERPA at SMU including “Essentials for Staff” page, visit <http://smu.edu/ferpa>.

Before you release any education records information on a student, remember to check for student consent in Access.SMU. See Faculty/Staff Instructions under the “Release of Education Records” at <http://smu.edu/registrar/ferpa/release.asp> for more detailed information.

Students use the Student Self Service component of Access.SMU to apply their own FERPA control on their “Directory Information” items. Students have the option to decide which directory items to restrict as opposed to “All or None”. For example, students can restrict the release of their home addresses but not their mailing addresses. For more information regarding what SMU defines as “Directory Information,” please visit http://smu.edu/registrar/ferpa/dir_info.asp.

Enrollment Reports

Enrollment Reports are located at <http://smu.edu/registrar/reporting>

Enrollment Verifications in Student Self Service In November 2010, the Registrar’s Office rolled out a new feature within the Student Center. Students can now obtain an Enrollment Verification online at the touch of a few clicks. Students may request this anytime Access.SMU is available. Enrollment Verifications for each term are available on the first day of classes. Enrollment Verifications for summer terms must still be obtained through the Registrar’s Office either in person or by emailing registrar@smu.edu.

Veteran’s Benefits

The Post 9/11 Veterans Education Assistance Improvements Act of 2010 was signed into law by President Obama. There are several changes, however, the most significant change being that the law creates a national maximum for veterans enrolled in a private or international institution. Private and international institution costs (tuition and fees) will be capped at \$17,500 annually, beginning August 1, 2011. However, the Restoring GI Bill Fairness Act of 2011 was signed into law by President Obama on August 3, 2011, which amends the Post 9/11 GI Bill. This new legislation authorizes VA to pay more than \$17,500 in tuition/fees for certain students attending private universities in seven states, Texas being one of the states. Students must have been enrolled in the same private institution since January 4, 2011, and the tuition/fees for full-time enrollment must have exceeded \$17,500 for the 2010-2011 academic year. We have many students who fall under this “grandfather” clause. Thus, VA will pay tuition/fees for these students at the 2010-2011 rate.

University Registrar Staff Directory

Found at <http://smu.edu/registrar/staff/>, the new directory offers a quick way to find a contact in the Registrar office associated with a certain area of expertise. It also provides detailed contact information on the staff and gives a glimpse of the business structure behind the department.

Financial Aid

Scholarship Entry Reports- For Graduate/Professional Students.

Each department that awards scholarships has access to the Scholarship award pages:

SMU Custom Programs>>SMU Administer Financial Aid>> Awards>> SMU Scholarship Summary by Department Report

You must have a Run Control set up to access this page:

You can specify the begin and end dates.

Report Choices are:

- Scholarship Summary by Department
- If you are awarding for more than one department, this report gives you a list of the who, what and when of your scholarship entry activity. Also shows all aid awarded for each student.
- Summary by Department Hrs Enrolled
- Needs to be run right after the add/drop period for each term. This reports shows who is awarded a scholarship from your department and how many hours they are enrolled for the term. If you are giving them a % of their tuition, you can check to see if the amount is correct according to their enrollment. Also, you can see who might need to be cancelled if the award requires full-time enrollment.
- Award Scholarship Report
- Lists by student all the awards made by your department. Does not show when or who awarded it but the amounts for the entire year.

Financial Aid Pony Tracks

FA Pony Tracks is a totally custom built, six step, online financial aid tracking system for students. Financial Aid information such as FAFSA filing and receipt, document requests and completion, student specific notices and program announcements, Financial Aid Award notification and acceptance, loan application tracking and disbursement of funds can all be monitored through FA Pony Tracks.

Over the next few months, we will be heavily promoting FA Pony Tracks across campus and we are asking faculty and staff to help get the word out. If you would like to see FA Pony Tracks in action, or simply want more information, please contact Stan Eddy at 214-768-3348 or Marcia Miller at 214-768-2509.

Anticipated Graduation Term Information

Please encourage your students to periodically update their anticipated Graduation Term in ACCESS.SMU. This information is reported to the U. S. Department of Education, the National Student Loan Database System, and the National Student Loan Clearinghouse each term. It is used to determine loan eligibility and loan repayment terms. Failure to keep this information up to date can result in a loan default, accelerated repayment start date, and a loss of loan grace period. Please remind your students to update this information each term if necessary.

IMPORTANT REMINDER—Regarding Departmental Funds

If you are awarding departmental funds for a single term (stipends, assistantships, scholarships) and you anticipate the student will be receiving departmental funds in the upcoming terms, it is important to remember to always enter the anticipated amounts as estimated awards for each upcoming term (excluding summer) within the same academic year. If there is no estimated amount entered by the department, then the Office of Financial Aid will assume an award amount equal to the current term and will award this amount as an estimate in each placeholder when the FAO awards Federal and State Funds.