

Records & Registration Updates

Undergraduate—Fall 2011



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.

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>.

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 for continuing undergraduate students will begin Monday, October 31 through Friday, November 18. Students will be 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 students the importance of current home and mailing addresses, phone numbers, emergency contacts, demographic summary information and ethnicity. For detailed information, please go to http://smu.edu/registrar/index_enrollment.asp.

The spring 2012 class schedule will be available on both the Registrar's Web site and ACCESS.SMU on October 3.

Academic Records—Grading and Diploma Processing

Early Intervention Grading

Friday, September 16 - Early Intervention grade rosters generated
Monday, September 26 - Early Intervention grades due at 11:59pm
Tuesday, September 27 - Deficiency Reports sent to L.E.C. & Advising Center
Deficiency Letters sent to students

Mid-Term Grading

Wednesday, October 5 - Mid-Term grade rosters generated
Sunday, October 23 - Mid-Term grades due at 11:59pm
Monday, October 24 - Deficiency Reports sent to L.E.C. & Advising Center
Deficiency Letters sent to students

Final Grading

Monday, December 5 - Final grade rosters generated
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 - RO emails electronic program to schools to proof
Wednesday, January 4 - Final signed lists due in RO (by close of business)
Thursday, January 5 - Degrees posted in ACCESS.SMU
On or after Wednesday, January 18 - Diplomas mailed to students

Veteran's Update

Total VA students enrolled - 171 UG-59 GR/Prof-112
Chapter 33 (New Post 9/11 GI Bill) - 114
Non-Chapter 33 - 57
UG Yellow Ribbon Recipients—11
VA website is located at <http://smu.edu/registrar/veterans.asp>.
Contact Veronica Decena for more information.

Student Financial Services

www.smu.edu/bursar
www.tuition.salliemae.com

Payment due date for undergraduates for spring 2012: December 19, 2010

If you are interested in payment plans, please visit our website www.smu.edu.
Payment plan information will be posted here as it becomes available.

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.

Online Petition Process for Appealing Transfer Credits

An online petition process is available for admitted transfer students appealing transfer credit evaluations. Students may go to <http://smu.edu/transfer/creditappeal.asp> where they complete a short online form. Once the form is electronically submitted, an email confirmation is automatically generated to the students. Students reply to this email by attaching a copy of syllabi and other supporting documentation helpful to the review of the transfer evaluation. Registrar’s Office staff will then forward the email with attachments to the various schools for their review. Please contact Nancy Skochdopole at nskoch@smu.edu with any questions.

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

Due to financial constraints all files must be completed by July 1st in order to receive SMU Need-Based Aid.

NOTE: Need based funds are very limited for the fall. Transfer students will be awarded by filing date. Please remind your students to file the FAFSA and Profile early as we expect funds to be limited again next year.

Satisfactory Academic Progress-

- Satisfactory Academic Progress (SAP) will be checked after each term for all students. No longer will first year students have two years to get on track.
- All classes dropped with a W are counted in number of hours taken.
- Students must have greater than a 2.0 and pass 75% of all classes attempted to meet SAP.
- The first time a student fails to meet the SAP criteria, they will be given a warning. E-mails will be sent to inform students. A list will be sent to the University Advising Center.
- If after the next term the student is failing to meet the 2.0 gpa and 75% of total classes passed criteria, then the student will be put on probation and will have to appeal to receive aid for the summer or fall terms. If it is determined the student cannot meet these requirements in the next term, the student will have to submit an academic plan. If the student fails to follow and complete the plan for the next term, then the student will be denied SMU and Federal Aid until the students meets the agreed to terms.
- Emails/letters will be going out this fall to inform students that are in danger of not having federal aid available to complete their degrees.
- Students cannot be awarded aid at the point when an advisor can determine they will not complete their degree in 12 semesters or 150% of their degree requirements.
- Once on probation, students can be awarded aid for only one term at a time.
- Any denials of SAP will be reviewed by the Appeals Committee.
- All terms count in the 12 semester or 150% limit regardless of whether the student received any federal aid.
- Please be reasonable in the expectations of these students.

Scholarships-

- Must have a 3.000 or above to retain the scholarship. Scholarships are for only 8 terms or 5 terms for transfer students.

5th Year Appeals-

- Must be approved by the Appeals Committee
- Must have an e-mail /letter from Academic Advisor
- Take at least two weeks for approval
- Will be notified in the Spring if enrolled for a 9th semester, or a 6th semester for a transfer, that they must appeal.
- Exception Faculty/Staff Benefits

Graduation term and less than half-time enrollment-

- Please send an e-mail to awd_ltr@smu.edu and we will forward the information on to the student's advisor
- These students will get an e-mail also.

Scholarship Entry Reports- For UG

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