



# Important Messages to Students

*from the University Registrar*

[www.smu.edu/registrar](http://www.smu.edu/registrar)

**Fall 2018**

## IMPORTANT DATES

- August 19** - Opening Convocation 5:30 pm  
**August 20** - First day of classes  
**August 24** - LAST DAY to enroll, ADD courses, or DROP courses without tuition billing while remaining enrolled for the term  
**August 31** - Last day to drop a course without academic record (tuition charges apply)  
**September 3** - Labor Day Holiday  
**September 5** - Last day to declare pass/fail/no credit  
**September 26** - Early Intervention Deficiency Reports available to undergraduate students  
**October 8-9** - Fall Break  
**October 19** - December Graduation Fair  
**October 22** - Mid-Term Deficiency Reports available to undergraduate students  
**November 2** - Last day to drop course with a W. Last day to declare Grade Replacement Repeat grading option.  
**November 20** - Last day to withdraw from the University  
**December 3** - Last day of instruction (class)  
**December 4-5** - Reading Days  
**December 6-12** - Final Examinations (Grades due 72 hours after final exam)  
**December 15** - December Commencement Convocation 10:00 a.m.

## EARLY INTERVENTION AND MID-TERM GRADING

Select undergraduate students may receive early and/or mid-term grades. Click [here](#) and then click on "Early Intervention and Mid-Term Grading" for specific information.

## OFFICIAL UNIVERSITY CALENDAR

Please see the [Official University Calendar for 2018 - 2019](#) on the University Registrar Home Page for important dates and deadlines.

## ENROLLMENT & BURSAR (PAYMENT) INFORMATION

**You should NOT attend a class in which you are not officially enrolled!** Classes begin on Monday, August 20. If you have not enrolled, you have through Friday, August 24. Payment is due at the time of enrollment. Select link for information on how to pay. [smu.edu/bursar/webpay.asp](http://smu.edu/bursar/webpay.asp)

**The last day to ADD courses or DROP courses without tuition billing (while remaining enrolled for the term) is Friday, August 24 until 11:59 p.m.** The last day to DROP a course without academic record (tuition charges apply) is Friday, August 31. For further information concerning fall 2018 and other important deadlines, please go to the University Registrar Home Page [smu.edu/registrar](http://smu.edu/registrar) and click "Class Schedule & Enrollment Information."

**Remember that it is YOUR RESPONSIBILITY to ensure that your enrollment is accurate and all University deadlines are met.**

## "NO CREDIT" OR "PASS/FAIL" OPTION

Students may take some undergraduate courses for "No Credit" or "Pass/Fail." "No Credit" Option - Students should indicate in writing no later than the 12<sup>th</sup> class day that they wish to do so. Permission of the instructor or department is required. "Pass/Fail" Option - 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Pass/Fail Option Declaration form is the 12<sup>th</sup> class day. Forms are available in the Office of the Academic Dean. More information can be found in the online Undergraduate Catalog at [smu.edu/catalogs](http://smu.edu/catalogs).

## PERSONAL INFORMATION VERIFICATION

If you have not completed this process recently, it is important that you *immediately* log into [my.SMU.edu](http://my.SMU.edu) to check the accuracy of your information. Click on the Profile tile and then Personal Details. You must verify and update your address, phone number (including cell number if available), emergency contact, and demographic data. Check the box and click "save" after you complete each section. If this information is not verified in a timely manner, a HOLD may be placed on your account for any future enrollment terms at SMU.

## EXCUSED ABSENCES

Students who participate in officially sanctioned scheduled extracurricular activities should be given an opportunity to make up class examinations or other graded assignments missed as a result of this activity. Students should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor's makeup policy. A list of religious holidays for use in requesting excused absences is available on the University Calendar. For the policy regarding religious holidays, click [here](#). For medical absence information, click [here](#).

## RELEASE OF EDUCATION RECORDS

### FERPA — The Family Educational Rights and Privacy Act of 1974

The process of authorizing your parents and others access to your education records, such as Financial Aid, Student Financials, Holds, and Academic Records is easy! Go to [smu.edu/LegalDisclosures/FERPA](http://smu.edu/LegalDisclosures/FERPA) for more information regarding FERPA. Step-by-step instructions to authorize access are located at [smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release](http://smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release). Feel free to contact Enrollment Services at [enrol\\_serv@smu.edu](mailto:enrol_serv@smu.edu) or 214.768.3417 if you have any questions. Find out more about directory information at [smu.edu/registrar/ferpa/dir\\_info.asp](http://smu.edu/registrar/ferpa/dir_info.asp)