

Who's Who Directory for Office of University Registrar (see sites.smu.edu/des/registrar/staff)

Academic Records, Diplomas, and Transcript Area

Adrienne Montgomery Associate Registrar 214.768.2052 montgomery@smu.edu

Academic Records Services Team

Processes and supports: academic standing-probation, suspension, dismissal; disciplinary standings-probation, suspension, dismissal; early/mid-term grading; end-of-term grading; grade changes; honors violations; repeat flags; Incomplete Agreements; Pass/Fail Agreements; honors and awards; test credits-AP & IB; transcript notations.

Sylvia Wiseman Manager, Academic Records 214.768.3516 swiseman@smu.edu
Mary Compian Academic Records Counselor 214.768.4116 mcompian@smu.edu
Claudia Castillo Academic Records Counselor 214.768.3619 cycastillo@smu.edu
Caty Rambo Academic Records Counselor 214.768.1957 ramboc@smu.edu

Diploma Services Team

Processes and supports: application for candidacy to graduate; diploma ordering; prepare degree candidate/recipient section of the graduation brochures; awarding of degrees; Honor Roll (fall and spring); Latin Honors calculations (annual).

Jackie Wilborn Manager, Diploma Services 214.768.2048 jwilborn@smu.edu
Schools: Lyle, UG and GR; DC, GR
Mary Compian Academic Records Counselor 214.768.4116 mcompian@smu.edu
Schools: Cox, UG and GR
Caty Rambo Academic Records Counselor 214.768.1957 ramboc@smu.edu
Schools: Meadows, UG and GR; Dedman School of Law
Claudia Castillo Academic Records Counselor 214.768.1957 cycastillo@smu.edu
Schools: DC, UG; Perkins School of Theology
Sylvia Wiseman Manager Academic Records Services Team 214.768.3516 swiseman@smu.edu
Schools: The Guildhall; Simmons, GR

FERPA & Release of Education Records

Responsible for oversight of the Family Educational Rights and Privacy Act of 1974 and related questions.

Adrienne Montgomery Associate Registrar 214.768.2052 desferpa@smu.edu
montgomery@smu.edu

Front Counter Services Team

Responsible for oversight and daily operation of the Division of Enrollment Services counter; serving as liaison with other areas within the Division and other departments within the University. Assists students and guests in Blanton Services Building (i.e., transcript pickup, enrollment/degree certifications & biographical updates).

Jean Porter Manager/All Staff 214.768.4059 jeanp@smu.edu
Meghan Budig Manager, Certification, Ceremonies and Special Projects 214.768.4348 mabudig@smu.edu

Transcript Services Team

Processes and supports: NSC Degree Verify submission; NSC Enrollment submission; NSC Transcript Ordering.

Jean Porter Manager, Enrollment Services Counter 214.768.4059 jeanp@smu.edu
Melissa Stanford Assistant Registrar for Academic Records 214.768.7268 mstanfor@smu.edu

Academic Scheduling and Enrollment Area

Mitzie Goff Associate Registrar 214.768.3509 mgoff@smu.edu

Academic Scheduling Services

Manages academic scheduling and provides scheduling support for departments within the University. Also supports and maintains course catalog updates, the final exam schedule, and the academic calendar.

Darrah Rippy Assistant Registrar, Academic Scheduling 214.768.1156 drippy@smu.edu
Jonathan Ferris Manager, Curriculum Offerings Support 214.768.7699 jtferris@smu.edu

Biographical Updates Team

Elizabeth Neel Academic Records Counselor 214.768.2039 eneel@smu.edu
Jean Porter Manager, Front Counter Services 214.768.4059 jeanp@smu.edu
Sylvia Wiseman Manager, Academic Records Services 214.768.3516 swiseman@smu.edu

Enrollment Services

Manages and plans procedures for establishing and maintaining enrollment; adds/drops, cancelations and withdrawals; handles enrollment petitions.

Valerie Little Manager, Enrollment 214.768.2442 vlittle@smu.edu

Room Scheduling Team

Manages room reservations for buildings within Dedman College. Reservations are only made online; room request e-mail:

Darrah Rippy Assistant Registrar, Academic Scheduling 214.768.1156 drippy@smu.edu
Elizabeth Neel Academic Records Counselor 214.768.2039 eneel@smu.edu
Jonathan Ferris Manager, Curriculum Offerings Support 214.768.7699 jtferris@smu.edu

Transfer Credit, Academic Ceremonies, Veteran Services, Non-degree Credit Studies, Certification Services and Catalog Team

Nancy Skochdopole Director 214.768.7427 nskoch@smu.edu

Academic Ceremonies Team

Responsible for planning and executing Opening Convocation, Honors Convocation, Baccalaureate, May and December Commencements, December Rotunda Recessional and Spring Rotunda Processional.

Todd Chiscano Assistant Registrar for Academic Ceremonies 214.768.1690 chiscano@smu.edu
Meghan Budig Manager, Certification, Ceremonies and Special Projects 214.768.4348 mabudig@smu.edu
Kimberly Scott Coordinator of Administration and Nondegree - Invoices, Budgets 214.768.4712 kimscott@smu.edu

Who's Who Directory for Office of University Registrar (Continued)

Catalogs

Facilitates, edits and produces 9 academic catalogs for the University including the Undergraduate Catalog and catalogs for each of the 8 schools at SMU.

Meg Scott Catalog Editor 214.768.3094 mhscott@smu.edu

Certification Services Team

Processes and supports certification services including course description, degree and enrollment certifications.

Meghan Budig Manager, Certification, Ceremonies and Special Projects 214.768.4348 mabudig@smu.edu
Mary Compian Academic Records Counselor 214.768.4116 mcompian@smu.edu
Claudia Castillo Academic Records Counselor 214.768.3619 cycastillo@smu.edu
Caty Rambo Academic Records Counselor 214.768.1957 ramboc@smu.edu

Non-degree Credit Studies Team

Responsible for the admission, application processing, enrollment and orientation of non-degree and visiting students.

Kimberly Scott Coordinator of Administration and Nondegree 214.768.4712 kimscott@smu.edu

Transfer Credit Services Team

Responsible for facilitating the evaluation of transfer credit for new, continuing and readmitted students by working with various offices on campus to ensure that all transferable courses that meet the academic standards and policies set forth for transfer credit at SMU are applied to a student's academic record.

Monica Gomez Assistant Registrar 214.768.2703 mgomez@smu.edu
Claudia Castillo Academic Records Counselor 214.768.3619 cycastillo@smu.edu

Caseload: D, E, F, G, N, S, T

Caty Rambo Academic Records Counselor 214.768.1957 ramboc@smu.edu

Caseload: H, J-M, O, P, U, V, Y

Mary Compian Academic Records Counselor 214.768.4116 mcompian@smu.edu

Caseload: A-C, I, Q, R, W, X, Z

Veterans Affairs (VA) Services Team

Responsible for certifying students using VA benefits including the Post 9/11 GI Bill and Yellow Ribbon.

Meghan Budig Manager, Certification, Ceremonies and Special Projects 214.768.4348 mabudig@smu.edu
Mitzie Goff Associate Registrar 214.768.3509 mgoff@smu.edu

Information Systems

Joe Papari Director 214.768.2056 jpapari@smu.edu

Academic Advisement & Curriculum Support

The team is led by Monica Cordero, 214.768.4483, e-mail: desaa@smu.edu. Provides setup and technology support for the Degree Progress Report (DPR). Also maintains the Inventory of Approved Academic Programs and the Academic Plans code list.

Access.SMU Security

The team is led by Stephen Forrest, 214.768.4015, e-mail: dessecurity@smu.edu. Administers user security within Access.SMU, maintains security objects and structure on behalf of functional leads and provides support for development and update cycles.

Athletic Certification and Student Organization & Travel

The team is led by David Bell, 214.768.1477, e-mail: desathl@smu.edu. Certifies student athletes' academic eligibility for competition, produces team eligibility reports and the Academic Performance Program reports for the NCAA. Provides setup and technology support for the Student Organization & Travel system.

Data Quality & Reporting

The team is led by Stephen Forrest, 214.768.4015, e-mail: desroor@smu.edu. Produces enrollment reports based on census data, ad hoc query reports based on student data and other statistical reports. Provides technical support to monitor data relationships and accuracy: http://smu.edu/intranet/des/enrollment_reporting.asp. Provides advanced query writing support to power users and maintains the Query Power User informational website (including a data dictionary) and listserv: http://smu.edu/intranet/des/sr_OP/default.asp (requires ID & PW)

Imaging System

The team is led by Andy Frye, 214.768.7833, e-mail: desimages@smu.edu. Provides setup and technical support for AdminImages.SMU for Enrollment Services and the Provost area. Assists with implementing imaging systems for Academic Dean Offices. <http://smu.edu/intranet/des/imaging/>

Orientation Registration

The team is led by Monica Cordero, 214.768.4483, e-mail: desl@smu.edu. Provides setup and technology support for AARO and Mustang Corral, which are orientation events for new and transfer students.

SEVIS (Student and Exchange Visitor Information System)

The team is led by Cho Kim, 214.768.4393, e-mail: dessevis@smu.edu. Provides setup and technology support for SEVIS which tracks and monitors the international students and exchange visitors at SMU.

Web and Office Technology Support

The team is led by Paley Wu, 214.768.1270, e-mail: deswebtech@smu.edu. Designs and maintains websites, oversees technology equipment for Enrollment Services and provides technology support for Enrollment Services staff http://smu.edu/enrollment_services/webtech/

Student Records Systems Team

Provides setup and technology support for these functions in the Registrar's office: academic calendar, academic structures, scheduling and enrollment, academic records, grading, diplomas, transcripts, certifications, and transfer credits. Tests quarterly updates and fixes cycles as well as upgrades. Designs and implements new student records functionality with assistance from OIT developers. Also, provides users with policy/procedure documentation.

Pam Fincher Assistant Registrar for Enrollment Support 214.768.4214 desrot@smu.edu
Melissa Stanford Assistant Registrar for Academic Records 214.768.7268 desrot@smu.edu
Monica Gomez Assistant Registrar for Transfer Services 214.768.2703 desrot@smu.edu

Registrar's Office Leadership Team:

John Hall, University Registrar & Executive Director, Enrollment Services 214.768.3518 jhall@smu.edu
Joe Papari Director, Information Systems 214.768.2056 jpapari@smu.edu
Nancy Skochdopole Director, Transfer and Transition Services 214.768.7427 nskoch@smu.edu
Mitzie Goff Associate Registrar of Enrollment 214.768.3509 mgoff@smu.edu
Adrienne Montgomery Associate Registrar for Academic Records 214.768.2052 montgomery@smu.edu