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.
Claudia Castillo  Manager, Academic Record Services  214.768.3516  cvcastillo@smu.edu
Mary Complain  Academic Records Counselor  214.768.4116  mcomplain@smu.edu
Sarah White  Academic Records Counselor  214.768.3619  slwhite@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 Complain  Academic Records Counselor  214.768.4116  mcomplain@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
Sarah White  Academic Records Counselor  214.768.3619  slwhite@smu.edu
  Schools: DC, UG; Perkins School of Theology
Claudia Castillo  Manager Academic Records Services  214.768.3516  cvcastillo@smu.edu
  Schools: The Guildhall; Simmons, UG and GR

FERPA & Release of Education Records
Adrienne Montgomery  Associate Registrar  214.768.2052  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/Enrollment Services Counter  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, Veterans Services 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

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: enrlschd@smu.edu.
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 Services, Academic Ceremonies, Visiting Student Services, 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 Passage.
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
John Meyers  Coordinator Administration, Visiting Students,Invoices, and Budgets  214.768.4712  jmeyers@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  mbscott@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
Sarah White  Academic Records Counselor  214.768.3619  swhite@smu.edu
Caty Rambo  Academic Records Counselor  214.768.1957  ramboc@smu.edu

Visiting Student Services
Responsible for the admission, application processing, enrollment and orientation of visiting students.

John Meyers  Coordinator of Administration and Visiting Students  214.768.4712  jmeyers@smu.edu

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

Monica Gomez  Assistant Registrar  214.768.2703  mgomez@smu.edu
Mary Compian  Academic Records Counselor  214.768.4116  mcompian@smu.edu
Caty Rambo  Academic Records Counselor  214.768.1957  ramboc@smu.edu

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  jppapari@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.

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 David Bell, 214.768.1477, e-mail:  desroor@smu.edu. Produces ad hoc query reports based on student data. Provides technical support to monitor data relationships and accuracy.

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.

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

SEVIS (Student and Exchange Visitor Information System)
The team is led by Paley Wu, 214.768.1270, e-mail:  dessevis@smu.edu. Provides setup and technology support for SEVIS which tracks and monitors the international students and exchange visitors at SMU.

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

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.

Cho Kim  Assistant Registrar for Enrollment Support  214.768.4393  desrot@smu.edu
Melissa Stanford  Assistant Registrar for Academic Records  214.768.7268  desrot@smu.edu
Monica Gomez  Assistant Registrar for Transfer Services  214.768.3703  desrot@smu.edu

Registrar’s Office Leadership Team:

John Hall  University Registrar & Executive Director Enrollment Services  214.768.3518  ihall@smu.edu
Joe Papari  Director, Information Systems  214.768.2056  jppapari@smu.edu
Nancy Skochdopole  Director  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