### Academic Records, Diplomas, and Transcript Area
Adrienne Montgomery  
Associate Registrar  
214.768.2052  
[mailto:montgomery@smu.edu](mailto: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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Castillo</td>
<td>Manager, Academic Record Services</td>
<td>214.768.3516</td>
<td><a href="mailto:cycastillo@smu.edu">mailto:cycastillo@smu.edu</a></td>
</tr>
<tr>
<td>Mary Compan</td>
<td>Academic Records Counselor</td>
<td>214.768.4116</td>
<td><a href="mailto:mcompian@smu.edu">mailto:mcompian@smu.edu</a></td>
</tr>
<tr>
<td>Alyssa Parrish</td>
<td>Academic Records Counselor</td>
<td>214.768.3619</td>
<td><a href="mailto:amparrish@smu.edu">mailto:amparrish@smu.edu</a></td>
</tr>
<tr>
<td>Caty Rambo</td>
<td>Academic Records Counselor</td>
<td>214.768.1957</td>
<td><a href="mailto:ramboc@smu.edu">mailto:ramboc@smu.edu</a></td>
</tr>
</tbody>
</table>

### 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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Wilborn</td>
<td>Manager, Diploma Services</td>
<td>214.768.2048</td>
<td><a href="mailto:jwilborn@smu.edu">mailto:jwilborn@smu.edu</a></td>
</tr>
<tr>
<td>Schools: Lyle, UG and GR; DC, GR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Compan</td>
<td>Academic Records Counselor</td>
<td>214.768.4116</td>
<td><a href="mailto:mcompian@smu.edu">mailto:mcompian@smu.edu</a></td>
</tr>
<tr>
<td>Schools: Cox, UG and GR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caty Rambo</td>
<td>Academic Records Counselor</td>
<td>214.768.1957</td>
<td><a href="mailto:ramboc@smu.edu">mailto:ramboc@smu.edu</a></td>
</tr>
<tr>
<td>Schools: Meadows, UG and GR; Dedman School of Law</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alyssa Parrish</td>
<td>Academic Records Counselor</td>
<td>214.768.3619</td>
<td><a href="mailto:amparrish@smu.edu">mailto:amparrish@smu.edu</a></td>
</tr>
<tr>
<td>Schools: DC, UG; Perkins School of Theology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claudia Castillo</td>
<td>Manager Academic Records Services</td>
<td>214.768.3516</td>
<td><a href="mailto:cycastillo@smu.edu">mailto:cycastillo@smu.edu</a></td>
</tr>
<tr>
<td>Schools: The Guilhull; Simmons, UG and GR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FERPA & Release of Education Records

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrienne Montgomery</td>
<td>Associate Registrar</td>
<td>214.768.2052</td>
<td><a href="mailto:montgomery@smu.edu">mailto:montgomery@smu.edu</a></td>
</tr>
</tbody>
</table>

### 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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Porter</td>
<td>Manager, Enrollment Services Counter</td>
<td>214.768.4059</td>
<td><a href="mailto:jeanp@smu.edu">mailto:jeanp@smu.edu</a></td>
</tr>
<tr>
<td>Meghan Budig</td>
<td>Manager, Certification, Ceremonies and Special Projects</td>
<td>214.768.4348</td>
<td><a href="mailto:mabudig@smu.edu">mailto:mabudig@smu.edu</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Porter</td>
<td>Manager, Enrollment Services Counter</td>
<td>214.768.4059</td>
<td><a href="mailto:jeanp@smu.edu">mailto:jeanp@smu.edu</a></td>
</tr>
<tr>
<td>Melissa Stanford</td>
<td>Assistant Registrar for Academic Records</td>
<td>214.768.7268</td>
<td><a href="mailto:mstanfor@smu.edu">mailto:mstanfor@smu.edu</a></td>
</tr>
</tbody>
</table>

### Academic Scheduling, Veterans Services and Enrollment Area
Mitzi Goff  
Associate Registrar  
214.768.3509  
[mailto:mgoff@smu.edu](mailto: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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darrah Rippy</td>
<td>Assistant Registrar, Academic Scheduling</td>
<td>214.768.1156</td>
<td><a href="mailto:dripp@smu.edu">mailto:dripp@smu.edu</a></td>
</tr>
<tr>
<td>Jonathan Ferris</td>
<td>Manager, Curriculum Offerings Support</td>
<td>214.768.7699</td>
<td><a href="mailto:jtferris@smu.edu">mailto:jtferris@smu.edu</a></td>
</tr>
</tbody>
</table>

### Biographical Updates Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Neel</td>
<td>Academic Records Counselor</td>
<td>214.768.2039</td>
<td><a href="mailto:eneel@smu.edu">mailto:eneel@smu.edu</a></td>
</tr>
<tr>
<td>Jean Porter</td>
<td>Manager, Front Counter Services</td>
<td>214.768.4059</td>
<td><a href="mailto:jeanp@smu.edu">mailto:jeanp@smu.edu</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Little</td>
<td>Manager, Enrollment</td>
<td>214.768.2442</td>
<td><a href="mailto:vlittle@smu.edu">mailto:vlittle@smu.edu</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darrah Rippy</td>
<td>Assistant Registrar, Academic Scheduling</td>
<td>214.768.1156</td>
<td><a href="mailto:dripp@smu.edu">mailto:dripp@smu.edu</a></td>
</tr>
<tr>
<td>Elizabeth Neel</td>
<td>Academic Records Counselor</td>
<td>214.768.2039</td>
<td><a href="mailto:eneel@smu.edu">mailto:eneel@smu.edu</a></td>
</tr>
<tr>
<td>Jonathan Ferris</td>
<td>Manager, Curriculum Offerings Support</td>
<td>214.768.7699</td>
<td><a href="mailto:jtferris@smu.edu">mailto:jtferris@smu.edu</a></td>
</tr>
</tbody>
</table>

### Transfer Services, Academic Ceremonies, Visiting Student Services, Certification Services and Catalog Team
Nancy Skochdopole  
Director  
214.768.7427  
[mailto:nskoch@smu.edu](mailto: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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Chiscano</td>
<td>Assistant Registrar for Academic Ceremonies</td>
<td>214.768.1690</td>
<td><a href="mailto:chiscano@smu.edu">mailto:chiscano@smu.edu</a></td>
</tr>
<tr>
<td>Meghan Budig</td>
<td>Manager, Certification, Ceremonies and Special Projects</td>
<td>214.768.4348</td>
<td><a href="mailto:mabudig@smu.edu">mailto:mabudig@smu.edu</a></td>
</tr>
</tbody>
</table>
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
mgscott@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 Compani
Academic Records Counselor
214.768.4116
mcompian@smu.edu

Alyssa Parrish
Academic Records Counselor
214.768.3619
amparrish@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 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

Mary Compani
Academic Records Counselor
214.768.4116
mcompian@smu.edu


Caty Rambo
Academic Records Counselor
214.768.1957
ramboc@smu.edu

Caseload: H, K, L, O, P, V, Y

Alyssa Parrish
Academic Records Counselor
214.768.3619
amparrish@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
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.

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: desra@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: desoi@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 Vacant position currently, 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 Palle Yu, 214.768.1270, e-mail: deswebtech@smu.edu, Develop and maintain department sites and custom web applications for Division of Enrollment Services, also serve as IT Liaison.

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:

Bobby Lothringer
University Registrar & Executive Director Enrollment Services
214.768.3531
rlothringer@smu.edu

Joe Papari
Director, Information Systems
214.768.2056
jpapari@smu.edu

Nancy Skochdopole
Associate Registrar of Enrollment
214.768.7427
nskoch@smu.edu

Mitzie Goff
Associate Registrar for Academic Records
214.768.3509
mgoff@smu.edu

Adrienne Montgomery
Director, Information Systems
214.768.2052
montgomery@smu.edu

07/18