

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

Academic Records, Diplomas, and Transcript Area

Melissa Stanford	Associate Registrar	214.768.7268	mstanfor@smu.edu
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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	Assistant Registrar, Academic Records	214.768.3516	cycastillo@smu.edu
Mary Compian	Academic Records Counselor	214.768.4116	mcompian@smu.edu
Carolyn Maynard	Academic Records Counselor	214.768.6054	cmaynard@smu.edu
Matt Jackson	Academic Records Counselor	214.768.6076	mattjackson@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	Assistant Registrar, Diploma Services	214.768.2048	jwilborn@smu.edu
<i>Schools: Lyle, UG and GR; DC, GR</i>			
Mary Compian	Academic Records Counselor	214.768.4116	mcompian@smu.edu
<i>Schools: Cox, UG and GR</i>			
Matt Jackson	Academic Records Counselor	214.768.6076	mattjackson@smu.edu
<i>Schools: Meadows, UG and GR; Dedman School of Law</i>			
Carolyn Maynard	Academic Records Counselor	214.768.6054	cmaynard@smu.edu
<i>Schools: DC, UG; Perkins School of Theology</i>			
Claudia Castillo	Assistant Registrar, Academic Records Services	214.768.3516	cycastillo@smu.edu
<i>Schools: The Guildhall; Simmons, UG and GR</i>			

FERPA & Release of Education Records

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

Melissa Stanford	Associate Registrar	214.768.7268	desferpa@smu.edu mstanfor@smu.edu
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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
Jonathan Ferris	Assistant Registrar for Academic Records	214.768.7699	jtferris@smu.edu

Academic Scheduling, Veterans Services and Enrollment Area

Mitzie Goff	Associate Registrar	214.768.3509	mgoff@smu.edu
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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
Todd Chiscano	Manager, Curriculum Offerings Support	214.768.1690	chiscano@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.

Amber Howell	Manager, Enrollment	214.768.2442	alhowell@smu.edu
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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	enrlschr@smu.edu drippy@smu.edu
Elizabeth Neel	Academic Records Counselor	214.768.2039	eneel@smu.edu
Todd Chiscano	Manager, Curriculum Offerings Support	214.768.1690	chiscano@smu.edu

Transfer Services, Academic Ceremonies, Visiting Student Services, Certification Services and Catalog Team

Steven Morales	Associate Registrar	214.768.7427	stevenmorales@smu.edu
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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

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
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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
Carolyn Maynard	Academic Records Counselor	214.768.6054	cmaynard@smu.edu
Matt Jackson	Academic Records Counselor	214.768.1957	mattjackson@smu.edu

Visiting Student Services

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

Alyssa Martin	Coordinator of Administration and Visiting Students	214.768.4712	amparrish@smu.edu
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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.

Meghan Budig	Assistant Registrar	214.768.4348	mabudig@smu.edu
Mary Compian	Academic Records Counselor	214.768.4116	mcompian@smu.edu
Caseload: A, B, C, I, J, Q, R, U, W			
Matt Jackson	Academic Records Counselor	214.768.6076	mattjackson@smu.edu
Caseload: H, K, L, M, O, P, V, Y			
Carolyn Maynard	Academic Records Counselor	214.768.3619	cmaynard@smu.edu
Caseload: D, E, F, G, N, S, T, X, Z			

Veterans Affairs (VA) Services Team

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

Cathy Rambo	Manager, Certification, Ceremonies and Special Projects	214.768.4348	ramboc@smu.edu
Mitzie Goff	Associate Registrar	214.768.1957	mgoff@smu.edu

Information Systems

Joe Papari	Director	214.768.2056	jpapari@smu.edu
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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: dessl@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 Paley Wu, 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
Jonathan Ferris	Assistant Registrar for Academic Records	214.768.7699	desrot@smu.edu
Meghan Budig	Assistant Registrar for Transfer Services	214.768.4350	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
Steven Morales	Associate Registrar of Transfer	214.768.7427	stevenmorales@smu.edu
Mitzie Goff	Associate Registrar of Enrollment	214.768.3509	mgoff@smu.edu
Melissa Stanford	Associate Registrar for Academic Records	214.768.7268	mstanfor@smu.edu