

ACADEMIC PROGRAMS AND SERVICES

UNIVERSITY ADVISING CENTER
214-768-2291 Fax: 214-768-3056
408 Blanton Building
Mailing Address: PO Box 750272, Dallas TX 75275-0272
smu.edu/UACParents smu.edu/advising

ADVISING PARTNERSHIP

- Productive advising is built on a true partnership between the student and the advisor.
 - The advisors in the UAC strive to educate their advisees to be fully self-sufficient and responsible for their own academic decisions.
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NOTE: All undergraduate students must meet with their academic advisor in order to enroll, and all students should meet with their advisor in order to add or drop a course. Failure to do so may delay progress toward their degree.

ACADEMI ADVISING

The UAC is SMU's primary resource center for undergraduate pre-major advising. Embracing a student-centered, collaborative advising approach, the UAC advisors work together with pre-major students to create a comprehensive and meaningful academic plan while guiding students through the transition into a declared major.

All entering SMU students are assigned an advisor in the UAC whom they will work with until they declare a major. Upon declaring a major, students will be assigned a new academic advisor in their major department.

ACADEMIC ADVISING IN UNDERGRADUATE SCHOOLS

Schools Each of the five undergraduate schools has appointed faculty and staff members to advise students within their particular majors.

Because of SMU's low faculty-to-student ratio, department heads and faculty members are easily accessible to students. Faculty members serve as informal mentors, as well as official advisors. In many cases, SMU students and faculty members form friendships that can last a lifetime.

ACADEMIC SUPPORT PROGRAMS

ALTSHULER LEARNING ENHANCEMENT CENTER (LEC)

Student Appointments: 214-768-3648

Business Office: 214-768-6725

Director: 214-768-1047

Associate Director for DASS: 214-768-1918

202 Paul B. Loyd, Jr. All-Sports Center

Mailing Address: PO Box 75201, Dallas TX 75275-0201

www.smu.edu/alec

MISSION

- To help students become more independent, self-confident, and efficient learners.

- To help students respond effectively to specific academic challenges, to articulate and attain their own educational goals, and to succeed at any level of the undergraduate curriculum.

STAFF

Fourteen full-time professional staff members, three administrative assistants, and more than 100 paid, trained student tutors.

OVERVIEW OF SERVICES

Each year, approximately 70 percent of our first-year students take advantage of A-LEC programs, courses, and services. All A-LEC offerings are available at no cost to undergraduate students. Some services are available by appointment; others are available on a drop-in basis. Students may be referred to the A-LEC by their advisors, faculty, or Resident Assistant (RA), but most students simply choose to come on their own.

TUTORING SERVICES. Available to undergraduates, the A-LEC offers subject-specific tutoring in most first- and second-year courses, as well as many upper-division courses. Tutorials are offered in individual, small group, and review session formats. The tutor schedule changes regularly, and updates can be found at the A-LEC website, www.smu.edu/Provost/ALEC/Tutoring/TutorSchedule.

WRITING CENTER. English department faculty members assist students at any stage of the writing process – from planning a draft to learning from previously graded papers. Writing Center hours can be found at www.smu.edu/Provost/ALEC/WritingCenter.

WORKSHOPS. Each term, the A-LEC offers approximately 40 learning strategy workshops. Among the topics covered are Note Taking, Time Management, Test-Taking Strategies, and Textbook Study-Reading. www.smu.edu/Provost/ALEC/Workshops HDEV1110.

READING AND LEARNING STRATEGIES. Each academic year, hundreds of SMU students take this graded, one-credit course to develop advanced reading and learning techniques. Students can register for HDEV 1110 at the same time they register for their other courses. One section every fall is reserved for pre-med students.

ACADEMIC COUNSELING. Six full-time Learning and Study Skills Specialists are available to meet with students to work individually on study strategies. Three of these six are specialists in working with students with learning differences.

DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES (DASS). The mission of the A-LEC's DASS team is to provide individual attention and support to students with disabilities. A staff of five assesses the unique needs of students with disabilities and assists them in identifying and taking advantage of all appropriate campus resources. Team members review requests for academic accommodations and provide support to students with disabilities who may need assistance with various aspects of their campus experience, including accessibility, testing, and academics.

Students can qualify for classroom accommodations when there is evidence that their disability significantly impacts their learning. Please note that it is the student's responsibility to establish eligibility for services and accommodations through DASS. Students must (1) request services themselves by submitting an online form (Request for Accommodation Eligibility) or request an interview, and (2) submit appropriate, current documentation. Guidelines for documentation and request forms are found at our website, www.smu.edu/Provost/ALEC/DASS.

Because it takes time to review documentation of a disability, it is essential that students submit their request form and documentation early. Please allow two to three weeks for review of documentation. Outcome of the review will be sent directly to the student's SMU email address. Students entering SMU in the Fall are strongly encouraged to submit their documentation in July to best ensure the process is complete before the start of classes. NOTE: Documentation submitted to Admissions is not considered a

request for services and is not forwarded to this office. Students should submit documentation directly to the DASS office to request services.

In addition to formal accommodations, individual academic support is provided for students with documented learning disabilities and AD/HD. Assistance is available in the areas of transitioning, learning strategies instruction, coaching, educational planning, and self-advocacy. Students with LD and AD/HD also may participate in a student-led support/ networking group (Students for New Learning), obtain individual, course-specific tutoring, and enroll in a section of HDEV 1110 tailored to meet their unique needs.

For more information regarding academic support services available for students with disabilities, please contact DASS at 214-768-1470 or view our website at www.smu.edu/Provost/ALEC/DASS.

ACADEMIC ENRICHMENT PROGRAMS

SMU-in-TAOS AT FORT BURGWIN

214-768-3657 (Dallas Office) • 575-758-8322 (Fort Burgwin Office)

338 Blanton Student Services Building

Mailing Address: PO Box 750145, Dallas TX 75275-0145

www.smu.edu/taos • smutaos@smu.edu

SMU-in-Taos at Fort Burgwin is a 423-acre campus steeped in history and located in the beautiful Sangre de Cristo Range of the Rocky Mountains near Taos, New Mexico. SMU-in-Taos encourages a philosophy of a “classroom without walls” that utilizes the locale’s inspiring natural setting, rich cultural history and vibrant artistic community to create a truly unique academic experience. Visitors have the opportunity to live and learn in the enchanting American Southwest. The SMU-in-Taos staff look forward to speaking with students and their families either by phone, email or in-person at the Dallas office (Blanton Building, Suite 338).

COURSE OFFERINGS. SMU-in-Taos presently offers summer and winter course opportunities. Students on the SMU-in-Taos campus enjoy small classroom sizes, hands-on instruction, unique field trips, easily-accessible SMU faculty and staff along with an abundance of academic and cultural stimulation. A wide range of courses is offered that allow students to fulfill requirements towards their major or minor interests or SMU’s University Curriculum. Previously offered subjects include the humanities, natural and social sciences, the fine and performing arts, business, engineering, wellness and more.

CAMPUS FEATURES. The SMU-in-Taos campus features student and faculty housing, classroom facilities, the new Miller Campus Center, a dining hall, computer center, exercise room, auditorium, chapel and laundry facility. Recreational opportunities on campus include a sand volleyball court, disc golf course and bountiful area hiking and biking trails. Students may participate in nearby outdoor activities such as fly-fishing, horseback riding, rock climbing, whitewater rafting and skiing/snowboarding.

PROGRAM ADMISSIONS. Each year, students may enroll in short, intensive terms in January, May, June and/or August. Admissions operate on a rolling basis until courses are filled. Early enrollment is recommended as certain terms and courses may be in high demand. All students must be in good standing with the University in order to attend. Summer and winter semester course listings and application information are posted online (smu.edu/taos) and in the Dallas office.

TUITION AND AID. All students attending the SMU-in-Taos winter and summer terms are required to pay tuition, room and board and provide their own transportation to the SMU-in-Taos campus. The SMU-in-Taos program offers reduced undergraduate tuition along with room and board rates that are competitive with those on the main campus in Dallas. Students attending the SMU-in-Taos program may

be eligible to receive additional pro-rated amounts of their SMU merit scholarships and need-based aid. Students may also apply to the Friends of Taos scholarship fund, which may award a one-time, partial-tuition scholarship.

CULTURAL INSTITUTE. Adult education courses are also an integral part of the SMU-in-Taos educational offerings. Each July the SMU-in-Taos Cultural Institute offers short, intermittent non-credit courses for adults. Explore the deep past through the archaeology of the southwest, the unique botany of the Taos area or the thrill of fly-fishing over the course of a long weekend in Taos. All courses are taught by SMU faculty or local specialists in their fields of study. Courses include social as well as educational opportunities.

CONFERENCES AND RETREATS. The SMU-in-Taos campus is also the perfect space for business meetings, conferences and youth groups. For more information and availability, please contact the Fort Burgwin office (575-758-8322) or visit the group's webpage online (smu.edu/taos/groups).

SMU ABROAD

214-768-2338

216 Blanton Student Services Building

Mailing Address: PO Box 750391, Dallas TX 75275-0391

www.smu.edu/abroad

MISSION

- To provide SMU undergraduates with a diverse portfolio of study abroad programs for all majors.
- To support international programs offering research, service, and travel abroad connected to SMU departments and schools.
- To facilitate overseas learning experiences that enhance student achievement in the classroom, across the disciplines, and in every facet of undergraduate life.
- To support the development of young adults as globally-aware students, citizens, and members of the global SMU community.

STUDY ABROAD PROGRAMS. Experienced leadership and solid academic content characterize the over 150 SMU Abroad programs, which include summer programs organized by SMU faculty and semester programs offered through reputable providers at foreign universities. Approximately five hundred undergraduates earn credit each year through study abroad toward graduation requirements, with over 70% participating in SMU faculty-led and internship summer programs and 80% studying in Europe. Courses can meet major, minor, and University Curriculum requirements, and students may also meet the Global Engagement Proficiency requirement through study abroad. With the diversity and depth of SMU program offerings, “study abroad for all” is more than just a philosophy at SMU.

ENROLLMENT AND ACADEMICS. SMU programs are open to all undergraduates in good standing at SMU, and even freshmen and transfer students may apply for study abroad. Applications for summer programs open December 1st, closing on February 1st. Students are advised to start planning early, attending fairs and information sessions offered through SMU Abroad. Requirements vary by program. Students should meet with an academic advisor as early as possible in the freshman year in order to plan for a summer or semester abroad. Courses taken on SMU Abroad programs count as SMU courses, and grades count in the SMU GPA.

COST AND SCHOLARSHIPS. SMU tuition, international travel insurance, and miscellaneous fees are charged for all SMU Abroad programs. Students will be responsible for airfare and, on semester programs, may have additional costs for housing and incidentals. Program costs are published on the SMU Abroad website. Students on merit-based scholarships should consult with their programs for

information on whether summer and semester study abroad expenses are covered by their scholarships. Students on financial aid should consult with their financial aid advisor about summer scholarships and loans.

HEALTH AND SAFETY. All students studying abroad through SMU Abroad are automatically registered in the university's travel assistance program, managed by I-SOS, and with ACE Insurance for international health care. All undergraduates attend a mandatory pre-departure training on health and safety and receive advice and counsel to assist them with travel preparations and safe conduct during their time abroad.

SUMMER STUDIES AT SMU

214-768-3417 or 1-800-323-0672

www.smu.edu/summer

Mailing Address: PO Box 750181, Dallas, TX 75275-0181

MISSION

■ In addition to the regular fall and spring semesters, SMU offers several summer terms that enable students to keep their education moving forward and to graduate in four years or less. While Dallas can be hot in the summer, there are several 'hot' reasons to stay on campus and either catch-up on course work or get ahead! Summer terms offer smaller classes with accessible faculty, discounted tuition and financial aid, and plenty of summer fun, both on and off campus.

SUMMER TERM OPTIONS. On the Dallas Campus, SMU offers several options which enable students to earn up to 14 credit hours. Summer I is held during the month of June, Summer II is held during the month of July, and a Full Summer Term lasts for 10 weeks, from early June through early August. In addition, MayTerm is held during the last two weeks of May on the Dallas Campus (see "InterTerms") and at SMU-in-Taos, which also offers June and August terms in the cool mountains of New Mexico (see "SMU-in-Taos").

COURSE OFFERINGS AND ENROLLMENT. Summer School courses are taught by SMU faculty and adjunct professors. A wide variety of subjects are offered during the summer terms, which are announced several months in advance. Enrollment takes place during the spring, on the same timetable and process for enrollment for the fall semester. Some courses may be used to fulfill University Curriculum (UC) requirements while others count toward a major, minor, elective, or prerequisite.

TUITION, AID AND HOUSING. Any SMU student in good standing is eligible to enroll in Summer School, which is offered at a discounted tuition rate. It may also be possible for non-SMU students to be admitted as a visiting or non-degree student. Students should consult with their financial aid advisor for assistance regarding financial/merit aid that may be available during the summer. They should also consult with SMU Residence Life and Student Housing regarding summer housing and meal plan options.

ACADEMIC SUPPORT. For students taking summer courses, the Altshuler Learning Enhancement Center (A-LEC) offers special workshops that focus on basic study skills as well as coping with the shorter timeframe of summer terms.

INTERTERMS AT SMU

214-768-1009

Mailing Address: PO Box 750275, Dallas, TX 75275-0275

www.smu.edu/interterms

JanTerm: janterm@smu.edu 2017 Dates: January 9-19 (8 class days)

MayTerm: mayterm@smu.edu smu.edu/mayterm 2017 Dates: May 18-June 2 (11 class days)

InterTerms are intensive mini-semesters that allow motivated students to take one 3-credit-hour course in a compressed timeframe, while enjoying a smaller class size and reduced tuition. JanTerm is held just prior to the start of spring term, and courses are offered on the Dallas Campus and at SMU-in-Taos. MayTerm is scheduled immediately following the spring term on the Dallas Campus and also in Taos. InterTerms enable students to catchup, make-up, or get ahead, and help them bring their degree home on time and on budget.

COURSE OFFERINGS. JanTerm and MayTerm courses are separate and in addition to the course load carried during the fall and spring semesters. Some 50 to 60 courses are offered in each InterTerm in a broad range of subject areas including Social Sciences and Humanities, Business, Engineering, Science and the Arts. Many courses fulfill University Curriculum (UC) requirements and contribute to majors, minors, electives and prerequisites. Dedicated SMU full-time and adjunct faculty give up a portion of their breaks to teach InterTerm courses.

PROGRAM ADMISSIONS. SMU students in good standing are eligible to enroll in JanTerm and MayTerm. Non-SMU students may apply for admission as visiting or non-degree students. Students should be aware that these are rigorous programs and should not enroll unless they are prepared to attend every class session and commit the time and energy necessary for this intensive class format. Some courses may require substantial reading and assignments due in advance of the first class meeting, throughout the two-week term, and could have projects or papers due following the last class meeting.

TUITION AND AID. InterTerms are offered at discounted tuition (using the previous summer's per credit-hour tuition rate); no other fees are assessed with the exception of travel costs, housing, and special fees for courses offered in Taos or elsewhere (i.e. New York or California). Most SMU merit scholarships (such as the President's, Hunt, Provost, Rotunda, etc.) are available in pro-rated amounts for 3-credit-hour InterTerm courses. Students receiving Opportunity Grant awards may also be eligible for a modest amount of grant funding; Federal and State funds may be available during MayTerm IF the student is also attending another SMU summer term but are not available for JanTerm. SMU students should consult with their financial aid advisor regarding merit and financial aid. **HOUSING.** JanTerm in Dallas: Students living in the Residential Commons for both Fall and Spring may stay in their rooms for JanTerm. Students must register with Residence Life and Student Housing if they intend to stay on campus for any part of the Winter Break. MayTerm in Dallas: Students living in the Residential Commons for Spring may apply to the SMU Residence Life and Student Housing Office for limited on-campus housing. Payment of an additional room fee and purchase of a "flexible" meal plan are required. Students attending JanTerm or MayTerm in Taos, New Mexico, are required to live on the SMU-in-Taos campus and pay room and board fees.

ENGAGED LEARNING

214-768-3223

G13 Clements Hall

Mailing Address: PO Box 750283, Dallas TX 75275-0283

www.smu.edu/engagedlearning

MISSION

■ To provide an institutional framework for undergraduates to heighten their SMU education through capstone-level research, service, internships, creative and entrepreneurial projects, on-campus and in local and global communities.

VISION

All SMU undergraduates complete at least one signature work as part of their SMU education. Students do this by turning a personal passion into a capstone-level project or by participating in any of the engaged learning opportunities offered through various University departments, offices and programs.

ENGAGED LEARNING PROGRAMS. Engaged Learning offers three funded programs: Engaged Learning Fellowships - independent research, service, internships and creative work recognized as SMU's most prestigious student engagement program; Clinton Global Initiative University Network - call to action at annual meeting with thought leaders and students from around the world focused on solutions to challenges in education, environment, health and human rights; Big Ideas - innovative ideas that bring big value to society, pitched and put into practice as student-developed and run businesses.

HOW IT WORKS. Students apply to the program of choice during the published application cycle. Expert panels select proposals that meet program requirements. Students work on projects, assisted by mentors, speak about their findings at annual public presentations, and turn in final projects for publication by SMU.

JAMES E. CASWELL UNDERGRADUATE FELLOWS PROGRAM

smu.edu/studentaffairs/caswell

MISSION

■ In 2007, SMU established an endowment for student leadership in special recognition of Dr. James E. Caswell, a beloved SMU administrator and educator. The endowment supports the James E. Caswell Undergraduate Fellows Program, fostering the passion for learning, leadership skills and high ethical standards that Dr. Caswell instilled in all his students.

HISTORY. James E. Caswell spent nearly five decades at SMU as an administrator, teacher and student. He inspired generations of students and colleagues with his charisma and mentoring leadership. Serving as both an educator and an ordained Methodist minister, Caswell demonstrated an unwavering commitment to the Methodist ideals of “preparing men and women to be humane persons, good citizens and productive members of their professions and of society.” Caswell believed in developing leaders who are reflective, authentic and dedicated to improving their local communities. Above all else, he believed in the principle “leadership in service to others.”

SUPPORTING FUTURE LEADERS – THE PROGRAM. The program provides support for the leadership development of a select group of undergraduate students chosen annually through a competitive grant process. Two or more grant recipients will receive \$2,500 each to develop an impactful leadership project or become engaged in focused study in one of five areas: ■ **ORGANIZATIONAL LEADERSHIP.** Designing initiatives which promote the application of leadership outside a structured classroom environment.

■ **COMMUNITY BASED LEADERSHIP.** Exploring the application of leadership within a social, cultural or community-based group or non-profit.

■ **FAITH-BASED LEADERSHIP.** Applying theologically influenced leadership principles in a real world setting. 30

■ **ENVIRONMENTAL LEADERSHIP.** Applying leadership principles to a project which promotes specific tenets of environmental responsibility.

■ **CULTURALLY COMPETENT LEADERSHIP.** Equipping oneself and others with knowledge, awareness, and skills to engage in an ever changing and globalized society.

UNDERGRADUATE RESEARCH ASSISTANT PROGRAM (URA)

smu.edu/ugradresearch/ura.asp

MISSION

- The Undergraduate Research Assistantship Program provides paid opportunities for fulltime undergraduate students in any school or major to work closely with a professor at SMU on a research project.
- In this program, students acquire important research skills, deepen knowledge of a particular field of study, contribute to the generation of new and cutting-edge knowledge, and gain an important relationship with a faculty mentor. History of the program Current and former URA students have been involved in projects related to geothermal energy and paleoclimates in the Geology department; GPS technology in the Physics department; domestic violence in the Psychology department; and consumer behavior and current immigration to the United States in the Anthropology department. Some of these students have been able to present the results of their research at professional meetings and have published their work.

OFFICE OF NATIONAL FELLOWSHIPS AND AWARDS

smu.edu/nationalfellowships

MISSION

- SMU's Office of National Fellowships helps SMU students and faculty to apply for external, nationally-competitive fellowships, scholarships and awards such as the Rhodes, Marshall, Fulbright, Mitchell, Truman, Goldwater, Udall, Guggenheim, and many others.

THE CENTER FOR THE ACADEMIC DEVELOPMENT OF STUDENT-ATHLETES (ADSA)

General Information: 214-768-7602

300 Paul B. Loyd, Jr. All-Sports Center

MISSION

- To promote skill development and self-assessment through mentoring, tutoring, and literacy enhancement. In collaboration with the Altshuler Learning Enhancement Center (LEC), the ADSA empowers student-athletes to meet all eligibility and graduation requirements.

SERVICES. Coordinators serve as academic mentors. In this role, coordinators work with student-athletes on the basic skills needed to have a successful college career such as organization, time management, and prioritization. A strong focus is placed on learning to balance their roles as both a student and an athlete.