



SMU

DEDMAN SCHOOL OF LAW

Office of Admissions

June 12, 2018

Welcome!

The countdown has begun. Soon, you and your fellow first-years will begin the journey to becoming lawyers. It's an exciting time for all of us as we look forward to meeting and working with you.

In this packet, you will find important information about obtaining a parking permit and student ID card, signing up for SMU health insurance, preparing for the first day of class, and much more. Pay special attention to the Summer Checklist, as it provides a summary of the things you need to do before school starts. The registrar will enroll you in your fall classes in mid-July. There are certain tasks that can only be completed after that is done. Once you are enrolled in classes, you will be able to see your class schedule by logging into my.SMU.edu.

New student orientation will be held **Tuesday, August 14, Wednesday, August 15, and Thursday, August 16**. Attendance is mandatory. There will be a variety of sessions that will help prepare you for your first-year classes so you can begin your law school career with confidence. At orientation, you will also be introduced to members of our faculty, upperclassmen, and law school staff.

Congratulations again on your admission to SMU Dedman School of Law. You are now a part of an association of close-knit students, successful alumni, and talented faculty. We look forward to seeing you soon.

Sincerely,

Heather Stovall '14
Associate Director of Admissions

World Changers Shaped Here

Southern Methodist University PO Box 750110 Dallas TX 75275-0110

214-768-2550 Fax 214-768-2549 smu.edu/law

Summer Checklist

Join the Admitted Students Facebook page

If you haven't already done so, ask to join the ["SMU Dedman School of Law 2018-2019 Admitted Students"](#) Facebook page.

Check the Admitted Students Website

Keep an eye on the [Admitted Students Website](#) for important information and reminders.

Find a place to live

Consult the documents on the [Admitted Students Website](#) (under "Ready, Set, Law School") for housing ideas and possible roommates.

Send your transcript

The American Bar Association (ABA) requires that your official transcript from your degree-granting undergraduate institution be included in your law school file. This must be an official transcript stating that your undergraduate degree was conferred and the date of graduation. The copy sent to LSAC does not suffice. You will not be registered for classes if we do not receive your transcript by **June 30, 2018**.

Your official transcript may be sent directly to SMU Dedman School of Law, Admissions Office, P.O. Box 750110, Dallas, Texas 75275.

Send character and fitness updates

You are under a continuing obligation to notify the school in writing of any criminal or disciplinary matters that occur before or after admission and during your enrollment. This includes any citations or charges other than Class C misdemeanor traffic violations. If you have been cited or charged with any violation of the law (regardless of disposition) or you have received any scholastic disciplinary action, you must email the Admissions Office at lawadmit@smu.edu to amend your application. Please include your LSAC number in the email. Failure to amend your application as required could result in the revocation of your admission.

Prepare for orientation

In preparation for orientation activities, please purchase and read *What Every Law Student Really Needs to Know: An Introduction to the Study of Law* (2nd ed.) by Tracey E. George and Suzanna Sherry. Note: be sure to get the second edition, NOT the first edition. Several orientation sessions will be based upon this book, AKA your “Orientation Book,” so it is very important that you read it before you arrive for orientation and bring it with you every day.

View the orientation videos

Later this summer, a set of videos will be posted under “Ready, Set, Law School” on the [Admitted Students Website](#). Viewing these videos is mandatory, and you will be putting yourself at a disadvantage if you do not watch them before orientation begins. We will alert you via email and on the Facebook page when the videos are added to the website and ready to view.

Save the dates for orientation

Mandatory orientation for all incoming JD students will be held **all day on Tuesday, August 14, Wednesday, August 15, and Thursday, August 16**. The first day of classes is **Monday, August 20**. Please check the [Admitted Students Website](#) throughout the summer for updates about orientation. We will also send you more information about orientation this summer, but here are the main things you need to know.

Tuesday, August 14: On Tuesday, you will meet your new classmates, hear from local bar association representatives, meet your student mentors and some professors, and attend sessions aimed at helping you prepare for class. Lunch will be provided. Dress is casual. Your Student Bar Association (SBA) mentors will be hosting a casual get-together for you after formal orientation activities end for the day. You should bring your Orientation Book, a notepad, and a pen.

Wednesday, August 15: On Wednesday, you will attend a variety of breakout sessions and attend a luncheon with some alumni. Dress is business or business casual. Because our alumni guests will be coming from work, suits are appropriate for everyone. If you do not have a suit, pants and a dress shirt are acceptable for men, and women may wear either a skirt or pants with a blouse, or a dress. You should bring your Orientation Book, a notepad, and a pen.

Thursday, August 16: On Thursday, we will have a very busy day. You will hear from your legal writing professors, and attend another session to help you prepare for class. Dress is casual. We will give you a t-shirt on Tuesday for you to wear on Thursday, and please wear cool, comfortable clothes with your t-shirt as lunch and the social event will be outside. Lunch will be provided. The SBA is planning a social event to begin around 4:30 p.m. after orientation ends. You should bring your Orientation Book, a notepad, and a pen. We recommend bringing your materials in a backpack and leaving computers at home.

Tell us your t-shirt size

Please click on this link to submit your size preference for a t-shirt that we will give you at orientation:

[SMU Law Inns of Court T-Shirt Sign-Up](#)

Your t-shirt size is due July 16!

Get a meningitis immunization if you are under 22

Texas state law requires any student entering a Texas college or university under the age of 22 to be immunized for bacterial meningitis before attending classes. The university will place a hold on your account and you will not be registered for classes if you are under 22 years old and have not provided proof of a meningitis vaccine.

Complete your Health History form

Form and directions are available here:

<https://www.smu.edu/StudentAffairs/HealthCenter/FrontDesk/HealthHistory>

Submit via:

- mail (Dr. Bob Smith Health Center, P.O. Box 750195, Dallas, Texas 75275),
- email (healthcenter@smu.edu) or
- fax (214-768-2151).

The earlier you submit this form, the better. You may check your account to verify receipt by going to: [my.SMU.edu](#), Student Self-Service, Student Center, Medical Health History.

Elect or waive health insurance

After the registrar has enrolled you in your classes (mid-July), you must either enroll in or waive the Student Health Insurance Plan (SHIP) at: [my.SMU.edu](#), Student Self-Service, Student Center, Other Links, Health Insurance. The deadline to waive out of SHIP for the fall of 2018 is **September 7, 2018**. The sooner you do this, though, the better, so that it is one less thing to think about after the semester begins. More information is attached as a handout, or available at:

<http://www.smu.edu/StudentAffairs/HealthCenter/Insurance>.

Order a parking permit or DART pass

Approximately 48 hours after the registrar has put you into your classes (mid-July), you may order your parking permit or DART pass online at <http://smu.edu/parkingservices>. Please see the attached instructions for more information.

All parking permits will be mailed. You will be able to print a temporary permit when you place your order. *If you do not receive your permanent parking permit before your temporary permit expires, you must go to the Parking and ID Card Services office (in the Hughes-Trigg Student Center). Order your permanent parking permit ASAP in order to avoid having to do this!*

The Admissions Office will email you a separate, printable parking permit for orientation.

Interested in a Student DART Pass? Please see the attached handout for more information.

Your TollTag can be used to provide quick access into certain parking areas such as the Airline Parking Center. For more information and to link your TollTag to your SMU, visit <http://www.smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices/parkingservices/TollTag>, or please see the attached handout.

Overflow parking: Please be aware that during the first couple of weeks of school, the Daniel Parking Center garage can be very crowded. Overflow parking is located in the Airline Parking Center garage which is just a short walk from the Law Quad.

Note your tuition due date

Dedman School of Law tuition and fees are due **August 27, 2018**. Please refer to the Guide to Financial Assistance for help with applying for student loans. The Graduate Financial Aid Checklist will help you understand what to expect during the process. Remember, you can check your financial aid status in Pony Tracks in my.SMU.edu and you can always get assistance from our financial aid counselor, Charmissa Edmun-Haynes (ajakaiye@smu.edu or 214-768-3348). Charmissa is fantastic, and she's here to help!

Get a student ID card

After the registrar has put you into your classes (mid-July), go to <http://IDcard.smu.edu> and log-in using your SMU student ID number and the password you created when you activated your SMU email account. Upload a color photo that conforms to the requirements set out on the upload page. You also have the option of having your photo taken at the student ID office instead of uploading a picture yourself.

If you upload a photo that meets the requirements by **July 27**, you will be able to pick up your ID card at orientation. If you submit your photo after July 27, you must go in person to the SMU Parking and ID Card Services Office located in the Hughes-Trigg Student Center, Suite 216 to have your card printed before the first day of class. Cards will be printed while you wait and take approximately 5-10 minutes to print on a first-come, first-served basis. Please

arrive before 4:15 p.m.

Get your textbooks

After the registrar has enrolled you in your classes, go to: my.SMU.edu, and click on “Student Homepage.” Once you click that link, you will see a bar on the left-side of the screen that includes “SMU Bookstore.” That link will direct you to the SMU bookstore. The SMU bookstore is located in Barnes and Noble on the south end of campus, 3060 Mockingbird Lane, Dallas, Texas 75205, 214-768-2435. The link to the SMU bookstore website is [here](#).

Prepare for your Legal Research, Writing and Advocacy course

You are required to read two books this summer to prepare for your Legal Research, Writing and Advocacy Course. Before school begins, please read *Plain English for Lawyers* (5th ed.) by Richard C. Wydick and *Grammar, Punctuation & Style: A Quick Guide for Lawyers and Other Writers* by Deborah Cupples and Margaret Temple-Smith.

These books are in addition to the book *What Every Law Student Really Needs to Know* that you must read and bring to orientation.

Prepare for the first day of class

Your assignments will be posted on the [Course Schedules and Information](#) page on the law school registrar’s website. The [Course Schedules and Information](#) page will have a link to the First Day of Class Assignments page where your assignments will be posted.

Also, be sure to check your SMU email regularly, as many professors will send out assignments via email. Some of your assignments may refer to the TWEN site. You will receive instructions for accessing TWEN during orientation.

Extra note for international students

All new international students are required to attend a mandatory [Government Document Check-in Session](#) and complete an online International Student Compliance Course with the SMU International Student and Scholar Services Office (ISSS).

Please plan to attend one Immigration Document Check-In from the dates listed on the handout and bring the following documents:

1. Proof of completion of the International Student Compliance course, which can be found on your **SMU Canvas page: [SMU Canvas Page](#)**. Please log-in using your **SMU ID Number and password**.
2. Original signed I-20/DS-2019

3. Original Passport and F/J Visa
4. I-94 Arrival Record - [I-94](#)

Note: If you do not complete the mandatory Government Document Check-in, a hold will be placed on your student record which will affect your ability to enroll in classes, eligibility to receive services from the ISSS office and University resources. *Failure to timely complete your check-in requirement will also result in severe consequences for your visa status within the U.S.*

You may also find the [New Student Information](#) helpful.



SMUSM

SOUTHERN METHODIST UNIVERSITY

The Underwood Law Library

June 5, 2018

Re: Information Technology at the Dedman School of Law

Dear Incoming SMU Law Student:

Welcome to Southern Methodist University's Dedman School of Law. The Law School provides access to Information Technology resources that will enhance your ability to practice law in today's technologically advanced legal profession. The IT matters below are frequently of particular interest to our new students.

- **New Computer?** If you are considering the purchase of a new notebook computer, virtually all notebook computers produced in the last three years will suffice.
- **Computer Operating Systems.** National surveys indicate that law firms overwhelmingly use Windows-based computers, so using Windows-based computers now will increase your familiarity with software prevalent in the legal profession. However, students may use Macs at the Law School.
- **SMU ID.** Once you receive your SMU ID number, use that number, and the associated password you create, to access many of the resources described below.
- **"Free" Microsoft Software and Services.** SMU provides to its students the Microsoft products below and others as well. Your access becomes effective after the Registrar officially enrolls you in classes. For more information concerning SMU's Microsoft offering, visit www.smu.edu/OIT/Services/o365.

Office Online. These browser-based versions of Word, PowerPoint, Excel, and OneNote allow you to create, view, and edit files within a web browser on any device.

Office ProPlus. This component of SMU's license allows students to download the full Office suite onto a maximum of five devices—iOS or Windows. When you complete the installation, you must login with your SMU account credentials used for Office 365 access. This license is valid for as long as you are an enrolled student at SMU. After graduation you will have approximately 60 days to purchase an individual license. If you do not purchase the license, your files will continue to reside on the Office ProPlus servers, but the applications change to "read only" mode.

Office 365 Email. SMU student email accounts are on Office 365.

OneDrive. This cloud-based file storage and sharing solution is integrated with the Office suite.

6550 Hillcrest Avenue

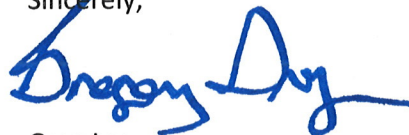
PO Box 750354 Dallas TX 75275-0354

214-768-3216 Fax 214-768-4330

- **Computer-based Exams.** Most of our students choose to take the majority of their exams using their own notebook computers and the Exemplify (formerly "ExamSoft") exam software. Exemplify locks down your computer during exams to prevent access to unauthorized information and automatically backs up your exam answers. Exemplify is currently compatible with Windows 7, 8, and 10, and Mac OS X 10.9 through 10.13. You will receive detailed information about Exemplify during the fall semester. In the meantime, you can obtain general information about Exemplify at examsoft.force.com/etcommunity/s/.
- **Wireless Network.** All student-utilized areas of the Law School have wireless network access. For details visit library.law.smu.edu/Tech/wireless.
- **Computer Lab.** The Law Library's computer lab contains 29 Windows-based computers and 11 iMacs as well as high-speed printers. Notebook computers are available at the Library's circulation desk for use inside the Library.
- **Westlaw and Lexis.** These databases supplement the Library's print collection and can enhance your ability to conduct legal research. You will receive your own passwords during orientation in August.
- **TWEN.** Many Law School courses utilize TWEN, which is a web-based course management system similar to Blackboard and Canvas. Access to TWEN requires the Westlaw password you will receive during the August orientation.
- **Mobile Devices.** Instructions for configuring mobile phones and other devices for SMU email access are at www.smu.edu/OIT/Services/Email/StudentConfiguration.
- **SMU Virtual Private Network (VPN).** Some SMU computer systems, such as many of the library's research databases, are accessible off-campus only if you use SMU's VPN. Instructions are available at library.law.smu.edu/IT-Support/vpn. VPN access requires your SMU ID number and password.
- **IT Questions?** SMU's IT help desk is available to answer your questions. Call 214-768-HELP or send an email message to help@smu.edu.

We hope you will take advantage of the Information Technology resources available to you at SMU, and that your Dedman School of Law experience is a rewarding one.

Sincerely,



Greg Ivy
Associate Dean for Library & Technology
and Senior Lecturer

Dear Domestic SMU Students,

On behalf of the Student Health Center, welcome to SMU!

For the 2018-2019 Academic Year, SMU has partnered with Academic HealthPlans, Inc. and Blue Cross and Blue Shield of Texas to provide high-quality health insurance coverage for our students and their dependents. The University's Student Health Insurance Plan (SHIP) provides coverage for accidents and sicknesses, hospitalizations, emergency room, wellness and other services. Your deductible will be waived for treatment at the Student Health Center. The plan also provides travel assistance services for medical evacuations and repatriation. To learn more, please visit <http://smu.myahpcare.com/> and select "Benefits".

SMU requires all Domestic students, both undergraduate and graduate, taking nine (9) or more credit hours to have health insurance through either an individual/family plan or the University offered plan. SMU's mandatory policy requires those students with the enrollment status mentioned to provide documentation of current insurance coverage or to enroll in the Student Health Insurance Plan (SHIP) by the deadline date each term. Students will do so, after they have enrolled for classes, by selecting the 'Health Center' button in the 'Student Center' component of My.SMU.edu. Select "Mandatory Health Insurance" and enter your Date of Birth and Social Security Number. Select the Green button to enroll in the plan, or the Red button to complete a waiver form (Documentation **must be done** in My.SMU.edu to be considered for a waiver. Any other documentation will not be accepted. (i.e. providing documentation on a Health History form, by fax, etc.)) You should enroll in the Plan after you have selected your classes and before the waiver deadline.

For domestic students maintaining their own private coverage the student must waive SHIP coverage in order to avoid automatic enrollment into SHIP.

- Semi-annual premium charge of \$1,402 applied to the student's University account
- The deadline for fall 2018 is September 07, 2018.

No reversals of premiums or changes to insurance can be made after the deadline each semester.

For more information and instructions on how to WAIVE or ELECT coverage please visit smu.edu/healthinsurance.

The Student Health Center files claims for the Student Health Insurance Plan only. Students who have other insurance will be provided an itemized receipt upon request at the time of service so that they may file the visit with their insurance company on their own. This receipt is adequate to file with insurance companies for reimbursement.

Health insurance is separate from the student health center fees and is paid for independently.

If you have any questions, please contact the Insurance Office at the Student Health Center at studenthealthinsurance@smu.edu or (214) 768-3408 or AHP at 1-855-357-0242.

We are pleased to bring you the 2018-2019 Southern Methodist University (SMU) Student Health Insurance Plan for Domestic Students

Underwritten by Blue Cross and Blue Shield of Texas (BCBSTX)

This plan meets or exceeds a Gold metal level of coverage.

- Affordable, quality coverage compatible with the Affordable Care Act
- Academic Emergency Services (AES)*
- Covers you at school, at home and while traveling abroad
- Access to a broad Participating Provider Option (PPO) Network from BCBSTX
- Access to multilingual 24/7 Nurseline
- Discounts on vision, fitness and much more

Who can enroll?

All domestic students taking nine (9) or more credit hours are required to maintain health insurance as a condition of enrollment. A domestic student may waive out of the policy by documenting current, comparable U.S. insurance coverage in the Student Center component of MY.SMU.EDU before the deadline each semester. Domestic students not waiving are required to enroll in the Student Health Insurance Plan. To complete the waiver or elect coverage, go to the Student Center component of MY.SMU.EDU. If you choose not to elect coverage, or do not waive coverage, by the waiver deadline, the premium will be charged to your SMU student account. No changes will be made to a student's SMU account after September 7, for Fall 2018 or February 7, for Spring 2019. For more detailed information, please visit smu.edu/healthinsurance.

All domestic students taking between one (1) and eight (8) credit hours are eligible to enroll on a voluntary basis during the open enrollment period each semester and have their premiums billed to their SMU Student Accounts. Students taking eight (8) hours or less will not be automatically enrolled.

Dependent coverage is available. Payment for dependent coverage must be paid directly to Academic HealthPlans and may not be billed to the student's Southern Methodist account. **To view rates and enrollment information, go to smu.myahpcare.com, or call 855-357-0242.**

You get online access to:

- View and download complete plan description
- Find provider and pharmacy information
- Download eligibility/enrollment information
- Download a temporary ID card
- Customer service, claims and benefit information



* Academic Emergency Services (AES) is a global emergency services product. These services are provided by a separate and independent company from AES or Academic HealthPlans. AES provides medical, security and natural disaster evacuation services, repatriation of remains, emergency medical and travel assistance, travel information and other services for Academic HealthPlans.

AcademicBlue is offered by Blue Cross and Blue Shield of Texas, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association.

Academic HealthPlans, Inc. (AHP) is an independent company that provides program management and administrative services for the student health plans of Blue Cross and Blue Shield of Texas.

SMU 2018-2019 Domestic Plan Highlights ^{1,2}

Benefit Maximum & Deductibles

	Network Provider	Out-of-Network Provider
Benefit Maximum	Unlimited	Unlimited
Deductible (Individual/Family)	\$400/\$1,200	\$1,200/\$3,600
Out-of-Pocket Maximum (Individual/Family)	\$5,000/\$12,700	\$10,000/\$37,500
Student Health Center (SHC)	There is no copayment for routine office visits. The Deductible is waived, covered expenses will be payable at 80% for insured students who have paid the SMU SHC fee. Adult immunizations covered at the SHC include TB skin test, MMR#1, MMR#2, Tdap, Td and meningitis.	

Benefit Coverage

<i>Deductible applies unless noted below:</i>	Network Provider	Out-of-Network Provider
Hospital Expenses	80%	60%
Surgical Expenses	80%	60%
Doctor's Visits	100% after: \$30 primary care copayment per visit; \$50 specialist copayment per visit (deductible waived)	60%
Emergency Care and Accidental Injury Facility Services – Copayment is waived if the insured is admitted, inpatient hospital expenses will apply	80% after \$100 copayment (deductible waived)	
Physician Services	80%	
Diagnostic X-Rays & Laboratory Procedures	80%	60%
Prescription Drugs <i>Per 30-day Retail Supply (deductible waived)</i> <i>**Copayment plus the cost difference between the brand-name drug or supplies per prescription for which there is a generic drug or supply available.</i>	At SMU SHC, 100% after: <ul style="list-style-type: none"> \$15 copayment for each generic drug \$40 copayment for each brand-name drug At pharmacies contracting with Prime Therapeutics ³ , 100% after: <ul style="list-style-type: none"> \$25 copayment for each generic drug \$50 copayment for each brand-name drug** \$75 copayment for each non-preferred brand-name drug** 	60% after: <ul style="list-style-type: none"> \$25 copayment for each generic drug \$50 copayment for each brand-name drug** \$75 copayment for each non-preferred brand-name drug** Please Note: You are required to pay the full amount charged at the time of service for all prescriptions dispensed at an out-of-network provider and must file a claim for reimbursement.
Preventative Care Services	100% (deductible waived)	60%

Deadlines, Coverage Periods and Premium Costs***

	Fall	Spring	Summer
Open Enrollment	05/10/2018 - 09/07/2018	11/01/2018 - 02/07/2019	03/29/2019 - 07/02/2019
Waiver Deadline	09/07/2018	02/07/2019	N/A
Dates Covered	08/01/2018 - 12/31/2018	01/01/2019 - 07/31/2019	05/01/2019 - 07/31/2019
Each Insured	\$1,402	\$1,402	\$707

***A \$12 AES fee and \$76 University Administrative fee is included.

Students who are enrolled in health insurance for the fall semester will automatically be re-enrolled in the spring semester. It is the student's responsibility to notify the SMU Student Insurance Office BEFORE the waiver deadline if there is a reason he or she should not be re-enrolled.

¹ This document is for informational purposes only and is neither an offer of coverage nor medical advice. It contains only a partial, general description of plan benefits and programs and does not constitute a contract. Covered expenses are subject to plan maximums, limitations and exclusions as described in the Policy. The PPO network is BCBSTX Participating Provider Option (PPO) Network.

² Covered charges at in-network and out-of-network providers are based on the allowable amount. For more information, please see your Brochure Booklet or Policy.

³ The relationship between Blue Cross and Blue Shield of Texas (BCBSTX) and contracting pharmacies is that of independent contractors, contracted through a related company, Prime Therapeutics LLC. Prime Therapeutics LLC is a separate company that also administers the pharmacy benefit program. BCBSTX, as well as several other independent Blue Cross and Blue Shield Plans, has an ownership interest in Prime Therapeutics.

This document contains a summary of your school's proposed student health insurance policy benefits, restrictions, and exclusions as of the date of its publication. The final policy is pending approval by applicable federal and state regulatory authorities, which may result in differences between this summary and the actual policy of insurance issued to you. For specific details about your plan, please refer to your policy of insurance.

Blue Cross and Blue Shield of Texas complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, or gender identity. ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-855-710-6984 (TTY: 711).

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-855-710-6984 (TTY: 711). For the full list of languages, see your specific school brochure.

Southern Methodist University has policy as it relates to health insurance coverage and submitting a waiver request. **All Students are required to have health insurance. You will automatically be enrolled and charged for the SMU Student Health plan unless a waiver is submitted and approved each semester. The waiver deadline for fall 2018 is September 7, 2018. The waiver deadline for Spring 2019 is February 7, 2019.**

Enrollment Option: Students may elect to enroll in the SMU Student Health Plan.

To ENROLL (you wish to be enrolled in the SMU Student Health Plan):

1. Go to My.SMU.edu
2. Select the Health Center Tile
3. Select the Mandatory Health Insurance button on the upper left hand side of the screen (this component will only be available once you are enrolled in classes for the current or upcoming term).
4. This will take you to the Waive/Elect waiver system.
5. Once on the waiver system you will be asked to provide:
 - Your date of birth in MMDDYYYY format (i.e. 01011990)
 - Your social security number (if available)
6. You will click on the green 'Enroll – Click Here' button.
7. You will be prompted to confirm your selection and agree to the Terms and Conditions by entering your initials.
8. Once submitted, you will receive an on-screen confirmation advising you of your enrollment. The premium will be charged to your student account.
9. If you want to add dependents to your health coverage, or add dental coverage for the semester, you must go to the AHP website <https://smu.myahpcare.com/enrollment>.

Waiver Option: Students holding comparable coverage may be eligible to waive enrollment in the SMU Student Health Plan. The new online waiver request form must be completed each semester by the waiver deadline date. **Late submissions will not be accepted.** If you do not submit a waiver or if your waiver submission is not approved, you will be automatically enrolled in the SMU Student Health Plan and the cost of the coverage will be included on your student account.

To WAIVE (you DO NOT want the SMU Student Health Plan):

1. Have an electronic copy of your medical ID card ready.
2. Go to My.SMU.edu
3. Select the Health Center Tile
4. Select the Mandatory Health Insurance button on the upper left hand side of the screen (this component will only be available once you are enrolled in classes for the term)
5. This will take you to the Waive/Elect waiver system.
6. Once on the waiver system you will be asked to provide:
 - Your date of birth in MMDDYYYY format (i.e. 01011990)
 - Your social security number (if available)
7. You will click on the red 'WAIVE – Fall 18-19' button from the "NO, I do not want the insurance" section.
8. Complete the waiver form and attach an electronic copy of the front and back of your medical insurance card.
9. Select the 'Submit Waiver' button at the bottom of the waiver form.
10. You will receive a waiver status email within 5-7 business days.

Once you have successfully submitted your waiver request you will receive an on-screen confirmation and an automated email confirming receipt of your request. **Please make sure you receive this submission confirmation email, and print it for your records.** Should there be any problems with your

waiver, you will need this confirmation email which contains your waiver request ID number. This automated email does not constitute granting of a waiver; a separate email as to whether your waiver request has been approved or denied will be sent from Academic HealthPlans within seven business days. For additional information or assistance, SMU Student Health Insurance at 214-768-3408 or email studenthealthinsurance@smu.edu. For specific plan questions, please contact Academic HealthPlans at 855-357-0242.

ORDER YOUR NEW 2018-19 DANIEL PARKING CENTER PERMIT ONLINE NOW



Parking on campus requires a permit. Once you are registered for fall classes you may order your new Daniel Parking Center permit valid for use from August 1st 2018 through August 1st 2019. To order your Daniel Parking Center permit and register your vehicle, simply visit <http://smu.edu/parkingservices> and follow the steps below:

Click on the “My Parking Account” link on the Parking and ID Card Services Office homepage. Enter your SMU ID and password and click on the “Get Permit” link.

- To aid in the vehicle registration process, be sure to have your license plate number and vehicle information including make, model, color, and year readily available.
- Next, complete each step following the instructions on each page carefully. The cost of the Daniel Parking Center permit is included and ***no separate charge will be applied*** to your SMU account for the permit.
- On the “Payment Information” screen in the description of the permit selected there is a hyperlink entitled “print permit”. This is your temporary permit. Please print this permit to place on the dash of your vehicle. Please follow instructions on the temporary permit until you receive your decal parking permit. Please print before you leave the system you cannot go back for it later.
- The temporary permit is valid in the Daniel Parking Center (#2) N indicated on the campus parking map in green for 10 days. Garage access to the other Parking Centers located on campus is not active on your SMU ID card until you receive your parking permit through the mail.
- Allow 10 business days for delivery via USPS mail to the address you select. *If you do not received the permit in that time. **Please visit our office to report it lost in the mail and be issued a replacement.***

ALL SMU parking permits must be ordered online. If you have already pre-ordered your permit, thank you very much! Please contact the Parking and ID Card Services at parking@smu.edu or (214)768-7275 or (214) SMU-PARK for additional information or assistance.

HOW TO USE YOUR STUDENT PARKING PERMIT

PARKING ENFORCEMENT

Monday – Thursday 7 a.m. – 7 p.m.

Friday 7 a.m. – 5 p.m.

Permit and metered parking are not enforced during University-observed holidays, when University offices are closed. However, they are enforced during student breaks.

The following are enforced at all times:

No parking in fire lanes

No parking zones

No parking on grass

No parking on sidewalks

No blocking driveways

Handicap-designated spaces

Meadows Parking Center

Reserved spaces

PERMIT PLACEMENT

Your parking permit must be displayed at all times. Make sure the entire permit face is clearly visible by sticking it to the inside of the front windshield, in the lower right corner of the passenger side.



PARKING TIPS

- Parking is available on a first come, first served basis with a permit. Purchase of a permit does not guarantee a space. Our peak demand time is 10 a.m. to 2 p.m. Please allow additional time or arrive early.
- Parking is controlled by signage. Pay attention to the many different signs because there is more than one type of parking space in a lot. For example, lots can restrict parking throughout the entire day. They might have signs indicating spaces reserved until 5 p.m., 24-hour reserved parking and handicap-designated spaces.
- Park only in a space that corresponds with the permit decal you have been issued. If you are visiting the campus, please park in the indicated visitor lots (and pay to park where necessary).
- Students are expected to be familiar with and abide by SMU parking policies. Negligence and unawareness do not warrant parking in unauthorized areas or requesting citation waivers. Vehicle regulations are available in the student handbook.

- To access parking centers, use your SMU ID card at the card reader located at the entry or exit of the facility. Please contact us if you have difficulty with your parking access or use the Commuter Lot U.

COMMUTER/STUDENT PERMITS

- Individuals with Commuter/Student permits may park in any All University Permit (AUP) parking area.
- Commuter/Student permits are not valid past midnight in the Meadows Parking Center.
- Commuter/Student permits are not valid at any time in the Daniel Parking Center, as well as in Resident and Faculty/Staff parking areas. They also are not valid in visitor parking on the second level of the Binkley Parking Center. Binkley requires a permit to park. No self-pay visitor parking is available for students. Student parking permits do not excuse payment for parking in a metered space. If you park in a metered space, regardless of permit, you must pay the meter. Student parking on the East Campus is available only in the W lots. No parking in Expressway Tower parking lot.

RESIDENT PERMITS

Individuals with Resident permits may park in Resident areas and in any AUP parking area.

- Students with Resident permits must be prepared to provide proof of residency.
- Resident permits are not valid in: Meadows Parking Center or Daniel Parking Center Level 1 or 2 of the Binkley Parking Center Faculty/Staff areas
- Student parking permits do not excuse payment for parking in a metered space. If you park in a metered space, regardless of permit, you must pay the meter.

LAW SCHOOL PERMITS

- Individuals with Law School permits may park in the Daniel Parking Center or any AUP parking area.
- Law permits are not valid in resident parking areas or in visitor parking on the second level of the Binkley Parking Center.

FREQUENTLY ASKED QUESTIONS

How are parking rates and prices determined?

Rates for full- and part-time students are based on hours of enrollment.

How do I access gated parking areas?

Your SMU ID card will provide access to the Airline, Moody and Binkley parking centers. Only those with specific parking permits are granted access to gated parking areas. A TollTag can be added for parking access. Visit our website for details.

My car is in the shop. May I park on campus with a loaner or rental car?

- An SMU parking permit is mandatory for any vehicle on campus unless the vehicle is parked in a paid meter space.
- SMU permits are repositionable and can be moved to any rental or loaner car. However, if you forget to transfer your SMU parking permit, it is your responsibility as a permit holder to obtain a temporary parking permit for an additional fee from the SMU Parking and ID Card Services Office.

May I get an additional permit?

The limit is one permit per person. However, your SMU parking permit is repositionable and can be moved easily between vehicles. Only one type of permit is allowed.

I need to return my permit. May I get a refund?

Fees are refunded upon request within the first 30 calendar days at the beginning of a term. To receive your refund, return your parking permit to the SMU Parking and ID Card Services Office.

May I loan my permit or use someone else's?

Under no circumstances should you use a permit that was not assigned to you.

May I use my permit for SMU games or special events?

No. Permit holders will be required to move their vehicles and park in locations not reserved for scheduled events the evening prior to or the morning of the event.

What if my parking permit is stolen or lost?

- Report the theft or loss of your SMU permit immediately to the SMU Parking and ID Card Services Office. Failure to report the theft or loss of your SMU permit in a timely manner may result in charges applied to your account. You are responsible for all parking citations issued to any registered or unregistered vehicle displaying the permit issued to you.
- You may purchase a replacement permit for a \$30 fee. To order one, please visit the SMU Parking and ID Card Services Office.
- Vehicles displaying stolen or lost permits will be subject to immediate towing and impoundment; owners will be subject to disciplinary or criminal actions.

How do I appeal a citation?

Individuals who receive SMU parking or moving citations may appeal the citation within 15 calendar days in writing or via the "My Parking Account" tab under Parking Services on smu.edu/parkingID. Citation appeals submitted after 15 calendar days of issuance will not be accepted for review.

- An appeal decision of "granted," "denied" or "reduced" is final and irreversible.
- Payment can be made through the Office of the Bursar (smu.edu/bursar) or online at my.smu.edu. Once logged in to my.smu.edu, click on Self Service > Campus Finances >

Account Summary. Payment also can be mailed to the address provided on the reverse side of the citation.

Who is a habitual violator?

- Individuals with 6 or more citations in the same academic year, regardless of the payment status of previous citations, are considered habitual violators and are subject to immobilization on the 6th citation.
- Habitual violators will remain on the University's habitual violator list for the current academic year and will have their records reset at the beginning of the new academic year.
- Habitual violators are subject to vehicle immobilization ("booted") each time they violate parking policy.
- Additional immobilization and impoundment fees will be applied for boot removal.

Who is a chronic violator?

- Chronic violators are individuals with 10 or more citations in the current academic year.
- Chronic violators will remain on the University's chronic violator list for the current academic year and will have their records reset at the beginning of the new academic year.
- Consistent violation of parking policy might result in the removal of parking privileges.
- A vehicle receiving 10 or more citations will be towed and impounded off campus at the owner's expense on the 10th citation.

A SPECIAL NOTE ABOUT STREET PARKING

The City of University Park (UP) has established residential-only parking districts throughout the neighborhoods adjacent to the SMU campus.

- Street parking within established residential parking districts is restricted Monday through Friday from 8 a.m. to 5 p.m.
- Only UP residents are allowed to park on city streets within the established residential parking districts with a displayed resident parking or guest permit issued by the City of University Park.
- Park your car in the appropriate on-campus locations.
- Do not park on residential streets or at commercial establishments in areas surrounding the SMU campus. Your vehicle is at risk for citation or tow by the city in those locations.



SMU | PARKING AND
ID CARD SERVICES

SMU Parking and ID Card Services
Hughes-Trigg Student Center
3140 Dyer Street, Suite 216
Dallas, TX 75205
Open Monday – Friday 8:30 a.m. to 5 p.m.
214-768-PARK
parking@smu.edu
smu.edu/parkingID

TollTag Enrollment for Parking

TollTag entry for parking gates is a quick alternative to the entrance with an SMU ID Card. TollTag entry is provided as a courtesy and does not replace the need for keeping your SMU ID Card on hand.



Your TollTag is used to provide quick access for SMU Parking Permit holders to your parking area. Your TollTag account will not be charged for entry. The TollTag is only used to identify your vehicle and provide entry to only the gates you currently have access using your SMU ID card. TollTags from Austin, Dallas or Houston are supported.

Your TollTag is not charged for parking. Parking access on your ID card or TollTag is determined by your SMU parking permit.

Don't have a TollTag? Please visit the Parking and ID Card Services Office for a [SMU NTTA TollTag](#).

Need a SMU parking permit to park? We can help you with a permit too.

SMU Parking and ID Card Services Office

Hughes-Trigg Student Center Suite 216

parking@smu.edu 214-768-7275



SMU Parking and ID Card Services

Hughes-Trigg Student Center
3140 Dyer Street, Suite 216
Dallas, TX 75205
214-768-7275 (PARK)
parking@smu.edu

Visit smu.edu/parkingID for vehicle regulations, enforcement hours and days and general parking information.

Please note that some lots may not be available for use on game days. Please see game day parking maps/notices.



S Airline Parking Center (36)

- Level 1 F/S and H/C
- Level 2 AUP
- Level 3 AUP
- Level 4 AUP
- Level 5 AUP

C Binkley Parking Center (61)

- Level 1 F/S C permit required
- Level 2 Visitor
- Level 3 AUP
- Level 4 AUP
- Level 5 AUP

N Daniel Parking Center (2)

- All Levels N permit required

F Meadows Parking Center (68)

- Level 1 (P1) F/S F permit required and Museum visitors (street level)
 - Level 2 (P2) F/S, AUP
- Meadows has one entrance located on the south end of the garage and one exit located on the north:
Left entrance Faculty/Staff and Non-Resident
Right entrance Museum visitors

B Moody Parking Center (96)

- Level 1 F/S and H/C
- Level 2 AUP
- Level 3 AUP
- Level 4 AUP
- Level 5 AUP

A Mustang Parking Center (102)

- All Levels Resident or RLSH permit required

- Assigned Faculty/Staff (F/S)** Lettered lots are restricted by assignment only. Lettered permit required.

- Unassigned Faculty/Staff (F/S)**

- SMU Permit Required (AUP)** All Permits. No parking in visitor spaces.
No resident or overnight parking (midnight – 7 a.m.) in the Meadows Parking Center. No parking in Meadows Museum visitor spaces. (Parking allowed in areas B, C, F, U and W.)

- Resident/RLSH Staff** Students not allowed to park in designated RLSH F/S spaces. (Parking allowed in areas A, D, G, L, T and V.)

- Daniel Parking Center** N permit required.

- Highland Park United Methodist Church** Parking by permit only.

- Customer Parking only**

- Metered/Pay Station Parking**
Please display parking receipt or visitor entry ticket on front dash.

- SMU Parking and ID Card Services Office**

- SMU Express 768 / Museum Express 743**
Free of charge.

- DART Bus Stop**
DART Pass or fare required.

- Disabled Parking**

ALPHABETICAL ORDER

- 36 **Airline Parking Center**
6506 Airline Court
- 41 **Annette Caldwell Simmons Hall**
3101 University Boulevard
- 106 **Armstrong Commons**
5809 Bush Avenue
- 105 **Arnold Dining Commons**
5905 Bush Avenue
- 61 **Binkley Parking Center**
3105 Binkley Avenue
- 55 **Blanton Student Services Building**
6185 Airline Road
- 57 **Boaz Commons**
3200 Binkley Avenue
- 23 **Bridwell Library**
6005 Bishop Boulevard
- 114 **George W. Bush Presidential Center**
2943 SMU Boulevard
- 39 **Laura Bush Promenade**
- 6 **Carr Collins Hall**
3300 University Boulevard
- 51 **Caruth Hall**
3145 Dyer Street
- 44 **Clements Hall**
3100 Dyer Street
- 64 **Cockrell-McIntosh Commons**
5904 Bishop Boulevard
- 58 **Collins Center** (Crum Auditorium)
3150 Binkley Avenue
- 50 **Crain Family Centennial Promenade**
- 56 **Crain Fountain**
- 48 **Crow Building**
6210 Bishop Boulevard
- 100 **Crum Basketball Center**
3005 Binkley Avenue
- 109 **Crum Commons**
5805 Bush Avenue
- 121 **Crum Lacrosse and Sports Field**
5900 Bush Avenue
- 1 **Dallas Hall**
3225 University Boulevard
- 73 **Daniel House**
3130 Daniel Avenue
- 2 **Daniel Parking Center**
3330 Daniel Avenue
- 71 **Daniel II**
6610 Airline Road
- 113 **Data Center**
5555 N. Central Expressway
- 85 **Dawson Service Center**
3050 Dyer Court
- 101 **Dedman Center for Lifetime Sports**
6005 Bush Avenue
- 35 **Dedman Life Sciences Building**
6501 Airline Court
- 103 **Doak Walker Plaza**
- 52 **Embrey Engineering Building**
3101 Dyer Street
- 119 **Expressway Tower**
6116 N. Central Expressway
- 49 **Fincher Building**
6212 Bishop Boulevard
- 7 **Florence Hall**
3330 University Boulevard
- 40 **Fondren Library Center** (DeGolyer Library)
6414 Robert S. Hyer Lane
- 34 **Fondren Science Building**
3215 Daniel Avenue
- 43 **Ford Research & Innovation Building**
(Future Site)
- 70 **Ford Stadium**
5801 Bush Avenue
- 18 **Greer Garson Theatre**
6110 Hillcrest Avenue
- 19 **Hamon Arts Library**
6100 Hillcrest Avenue
- 42 **Harold Clark Simmons Hall**
6401 Airline Road
- 33 **Heroy Science Hall**
3225 Daniel Avenue
- 122 **Highland Park United Methodist Church**
3300 Mockingbird Lane
- 3 **Hillcrest Manor**
3304/3300 Daniel Avenue, 6601 Athens Avenue
- 27 **Hillcrest Parking Center** (future site)
5906 Hillcrest Avenue
- 45 **Hughes-Trigg Student Center**
(Centennial Hall)
3140 Dyer Street
- 38 **Hyer Hall**
6424 Robert S. Hyer Lane
- 60 **Indoor Performance Center**
(Future Site)
6024 Bishop Boulevard
- 53 **Junkins Engineering Building**
6251 Airline Road
- 107 **Kathy Crow Commons**
5811 Bush Avenue
- 11 **Kennemer Fountain**
- 26 **Kirby Hall**
5915 Bishop Boulevard
- 37 **Late Fountain**
- 69 **Loyd All-Sports Center**
5801 Airline Road
- 108 **Loyd Commons**
5901 Bush Avenue
- 47 **Maguire Building**
6214 Bishop Boulevard
- 25 **Martin Hall**
5912 Hillcrest Avenue
- 17 **Mary Hay Hall**
6201 Bishop Boulevard
- 63 **McElvaney Commons**
6000 Bishop Boulevard
- 9 **McFarlin Auditorium**
6405 Boaz Lane
- 67 **Meadows Museum**
5900 Bishop Boulevard
- 68 **Meadows Parking Center**
5900 Bishop Boulevard

- 98 **Miller Event Center**
3009 Binkley Avenue
- 99 **Moody Coliseum**
3009 Binkley Avenue
- 96 **Moody Parking Center**
3063 SMU Boulevard
- 30 **Moore Hall**
5808 Hillcrest Avenue
- 65 **Morrison-Bell Track**
6000 Ownby Drive
- 62 **Morrison-McGinnis Commons**
6004 Bishop Boulevard
- 72 **Multicultural Greek Council House**
3160 Daniel Avenue
- 104 **Mustang Band Hall**
6005 Bush Avenue
- 102 **Mustang Parking Center**
6001 Bush Avenue
- 97 **Mustang Plaza and Mall**
- 20 **Owen Arts Center**
6100 Hillcrest Avenue
- 81 **Panhellenic House #1**
3109 Daniel Avenue
- 76 **Panhellenic House #2**
3100 Daniel Avenue
- 46 **Patterson Hall** (SMU Police)
3128 Dyer Street
- 8 **Perkins Administration Building**
6425 Boaz Lane
- 24 **Perkins Chapel**
6001 Bishop Boulevard
- 22 **Perkins Hall**
6004 Hillcrest Avenue
- 16 **Peyton Hall**
6200 Hillcrest Avenue
- 29 **Prothro Hall**
5901 Bishop Boulevard
- 120 **Robson & Lindley Aquatics Center**
5550 SMU Boulevard
- 28 **Selecman Hall**
5905 Bishop Boulevard
- 14 **Shuttles Hall**
6210 Hillcrest Avenue
- 21 **Smith Hall**
6020 Hillcrest Avenue
- 15 **Smith Health Center**
6211 Bishop Boulevard
- 31 **SMU Apartments #5**
3216 Daniel Avenue
- 32 **SMU Apartments #4**
3200 Daniel Avenue
- 111 **SMU Bookstore**
3060 Mockingbird Lane
- 80 **SMU Childcare Center**
3000 Daniel Avenue
- 12 **SMU Flagpole**
- 87 **SMU Service House**
3041 Dyer Court
- 4 **Storey Hall**
3315 Daniel Avenue
- 112 **Tennis Complex**
5669 N. Central Expressway
- 54 **Turner Centennial Quadrangle**
- 10 **Umphrey Lee Center**
3300 Dyer Street
- 5 **Underwood Law Library**
6550 Hillcrest Avenue
- 13 **Virginia-Snider Commons**
3301 Dyer Street
- 110 **Ware Commons**
5807 Bush Avenue
- 66 **Westcott Field**
6000 Ownby Drive
- 118 **5538 Dyer Street**
- 117 **5539 SMU Boulevard**
- 116 **6200 N. Central Expressway**
- 115 **6210 N. Central Expressway**

FRATERNITIES

- 92 **Alpha Epsilon Pi**
3058 SMU Boulevard
- 95 **Kappa Alpha Order**
3004 SMU Boulevard
- 94 **Kappa Sigma**
3022 SMU Boulevard
- 86 **Beta Theta Pi**
3004 Dyer Court
- 90 **Phi Delta Theta**
3072 SMU Boulevard
- 91 **Phi Gamma Delta**
3064 SMU Boulevard
- 88 **Pi Kappa Alpha**
3035 Dyer Street
- 89 **Sigma Alpha Epsilon**
3005 Dyer Court
- 59 **Sigma Chi**
3100 Binkley Avenue
- 93 **Sigma Phi Epsilon**
3050 SMU Boulevard

SORORITIES

- 79 **Alpha Chi Omega**
3020 Daniel Avenue
- 77 **Chi Omega**
3034 Daniel Avenue
- 84 **Delta Delta Delta**
3100 University Boulevard
- 74 **Delta Gamma**
3120 Daniel Avenue
- 78 **Gamma Phi Beta**
3030 Daniel Avenue
- 83 **Kappa Alpha Theta**
3108 University Boulevard
- 75 **Kappa Kappa Gamma**
3110 Daniel Avenue
- 82 **Pi Beta Phi**
3101 Daniel Avenue

NUMERICAL ORDER

- 1 **Dallas Hall**
3225 University Boulevard
- 2 **Daniel Parking Center**
3330 Daniel Avenue
- 3 **Hillcrest Manor**
3304/3300 Daniel Avenue, 6601 Athens Avenue
- 4 **Storey Hall**
3315 Daniel Avenue
- 5 **Underwood Law Library**
6550 Hillcrest Avenue
- 6 **Carr Collins Hall**
3300 University Boulevard
- 7 **Florence Hall**
3330 University Boulevard
- 8 **Perkins Administration Building**
6425 Boaz Lane
- 9 **McFarlin Auditorium**
6405 Boaz Lane
- 10 **Umphrey Lee Center**
3300 Dyer Street
- 11 **Kennemer Fountain**
- 12 **SMU Flagpole**
- 13 **Virginia-Snider Commons**
3301 Dyer Street
- 14 **Shuttles Hall**
6210 Hillcrest Avenue
- 15 **Smith Health Center**
6211 Bishop Boulevard
- 16 **Peyton Hall**
6200 Hillcrest Avenue
- 17 **Mary Hay Hall**
6201 Bishop Boulevard
- 18 **Greer Garson Theatre**
6110 Hillcrest Avenue
- 19 **Hamon Arts Library**
6100 Hillcrest Avenue
- 20 **Owen Arts Center**
6100 Hillcrest Avenue
- 21 **Smith Hall**
6020 Hillcrest Avenue
- 22 **Perkins Hall**
6004 Hillcrest Avenue
- 23 **Bridwell Library**
6005 Bishop Boulevard
- 24 **Perkins Chapel**
6001 Bishop Boulevard
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- 26 **Kirby Hall**
5915 Bishop Boulevard
- 27 **Hillcrest Parking Center** (future site)
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- 28 **Selecman Hall**
5905 Bishop Boulevard
- 29 **Prothro Hall**
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- 30 **Moore Hall**
5808 Hillcrest Avenue
- 31 **SMU Apartments #5**
3216 Daniel Avenue
- 32 **SMU Apartments #4**
3200 Daniel Avenue
- 33 **Heroy Science Hall**
3225 Daniel Avenue
- 34 **Fondren Science Building**
3215 Daniel Avenue
- 35 **Dedman Life Sciences Building**
6501 Airline Court
- 36 **Airline Parking Center**
6506 Airline Court
- 37 **Late Fountain**
- 38 **Hyer Hall**
6424 Robert S. Hyer Lane
- 39 **Laura Bush Promenade**
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3101 University Boulevard
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(Future Site)
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3128 Dyer Street
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6214 Bishop Boulevard
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6210 Bishop Boulevard
- 49 **Fincher Building**
6212 Bishop Boulevard
- 50 **Crain Family Centennial Promenade**
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- 52 **Embrey Engineering Building**
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- 53 **Junkins Engineering Building**
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3150 Binkley Avenue
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(Future Site)
6024 Bishop Boulevard
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- 63 **McElvaney Commons**
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- 65 **Morrison-Bell Track**
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- 69 **Loyd All-Sports Center**
5801 Airline Road
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5801 Bush Avenue
- 71 **Daniel II**
6610 Airline Road
- 72 **Multicultural Greek Council House**
3160 Daniel Avenue
- 73 **Daniel House**
3130 Daniel Avenue
- 74 **Delta Gamma**
3120 Daniel Avenue
- 75 **Kappa Kappa Gamma**
3110 Daniel Avenue
- 76 **Panhellenic House #2**
3100 Daniel Avenue
- 77 **Chi Omega**
3034 Daniel Avenue
- 78 **Gamma Phi Beta**
3030 Daniel Avenue
- 79 **Alpha Chi Omega**
3020 Daniel Avenue
- 80 **SMU Childcare Center**
3000 Daniel Avenue
- 81 **Panhellenic House #1**
3109 Daniel Avenue
- 82 **Pi Beta Phi**
3101 Daniel Avenue
- 83 **Kappa Alpha Theta**
3108 University Boulevard
- 84 **Delta Delta Delta**
3100 University Boulevard
- 85 **Dawson Service Center**
3050 Dyer Court
- 86 **Beta Theta Pi**
3004 Dyer Court
- 87 **SMU Service House**
3041 Dyer Court
- 88 **Pi Kappa Alpha**
3035 Dyer Street
- 89 **Sigma Alpha Epsilon**
3005 Dyer Court
- 90 **Phi Delta Theta**
3072 SMU Boulevard
- 91 **Phi Gamma Delta**
3064 SMU Boulevard
- 92 **Alpha Epsilon Pi**
3058 SMU Boulevard
- 93 **Sigma Phi Epsilon**
3050 SMU Boulevard
- 94 **Kappa Sigma**
3022 SMU Boulevard
- 95 **Kappa Alpha Order**
3004 SMU Boulevard
- 96 **Moody Parking Center**
3063 SMU Boulevard
- 97 **Mustang Plaza and Mall**
- 98 **Miller Event Center**
3009 Binkley Avenue
- 99 **Moody Coliseum**
3009 Binkley Avenue
- 100 **Crum Basketball Center**
3005 Binkley Avenue
- 101 **Dedman Center for Lifetime Sports**
6005 Bush Avenue
- 102 **Mustang Parking Center**
6001 Bush Avenue
- 103 **Doak Walker Plaza**
- 104 **Mustang Band Hall**
6005 Bush Avenue
- 105 **Arnold Dining Commons**
5905 Bush Avenue
- 106 **Armstrong Commons**
5809 Bush Avenue
- 107 **Kathy Crow Commons**
5811 Bush Avenue
- 108 **Loyd Commons**
5901 Bush Avenue
- 109 **Crum Commons**
5805 Bush Avenue
- 110 **Ware Commons**
5807 Bush Avenue
- 111 **SMU Bookstore**
3060 Mockingbird Lane
- 112 **Tennis Complex**
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5555 N. Central Expressway
- 114 **George W. Bush Presidential Center**
2943 SMU Boulevard
- 115 **6210 N. Central Expressway**
- 116 **6200 N. Central Expressway**
- 117 **5539 SMU Boulevard**
- 118 **5538 Dyer Street**
- 119 **Expressway Tower**
6116 N. Central Expressway
- 120 **Robson & Lindley Aquatics Center**
5550 SMU Boulevard
- 121 **Crum Lacrosse and Sports Field**
5900 Bush Avenue
- 122 **Highland Park United Methodist Church**
3300 Mockingbird Lane



Student DART Pass Information

Students registered for Spring 2018 are automatically enrolled for the DART Go Pass provided that:

- You are enrolled for classes for more than 24 hours
- You have a current photo on your ID Card account
- You show a Release of "FERPA Directory Information and Restriction" form on your MY.SMU.EDU account. *Check your account if you are not sure*
- The phone number is the cellphone number on your MY.SMU.EDU account
- The confirmation email with activation instructions will be sent to your SMU email account.

Students not eligible for automatic enrollment with the criteria above. **Please complete the website form only if:**

- You are registered for classes for more than 24 hours
- You have a current photo for your ID Card account
- Allow 2-3 weeks for processing
- Duplicate orders will not be processed. You will receive an email to your SMU email with activation instructions.

Things to remember:

Lost or Stolen Passes: The replacement cost of a lost or stolen DART Transit Pass is the responsibility of the card holder. Contact the Parking and ID Card Services Office for details email idcard@smu.edu

Annual DART Local Passes are good on all DART trains and buses, including FLEX and DART On-Call, Trinity Railway Express between Union Station and CentrePort/DFW Airport Station.

Annual DART Regional Passes are good on all DART trains and buses, including FLEX and DART On-Call, Trinity Railway Express, the T in Ft. Worth and Denton County Transportation Authority trains and buses. DART GoPasses are valid for the calendar year, January 1st through December 31st

ORDER YOUR SMU ID

Incoming students may submit a picture online in order to receive your SMU ID card. You also have the option of having your photo taken at the student ID office instead of uploading a picture yourself. If you upload a photo that meets the system requirements by July 27, your SMU ID card will be given to you at orientation. If you submit your photo after July 27, you must go in person to the SMU Parking and ID Card Services Office to have your card printed before the first day of class. Cards will be printed while you wait and take approximately 5-10 minutes to print on a first-come, first-served basis. Please arrive before 4:15 p.m.

Please visit <http://idcard.smu.edu> and follow the instructions below:

- Log in using your SMU ID number and password
- From the “Home” tab, click on “Submit a Photo”

Photo requirements are listed on the website. You will be notified if your photo does not meet the requirements and asked to submit another photo.

Please contact the SMU Parking and ID Card Services Office at idcard@smu.edu or 214-768-7669 if you need any additional information or assistance.

Guide to Financial Assistance

SMU Dedman School of Law

Application for Financial Assistance

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.
 - Federal school code for SMU is **003613**.
 - File using your legal name as it appears on your Social Security card.
 - Make sure your legal name and birthday match what is submitted in My.SMU
 - **Remember to file the FAFSA/renewal FAFSA each year.**
 - **2018-2019 FAFSA requires the 2016 tax information**
2. Monitor your financial aid award status online by clicking on the **Financial Aid Tab** located on the Student Homepage within my.SMU.edu (SMU ID and password required).
3. Check your [SMU Webmail](#) account often. You will be notified via SMU email when your financial aid award is ready for you to view and accept. **Financial aid award notifications are sent to your SMU Webmail account only!** Awarding cycles are different for each academic program.
4. Enroll in a SMU degree-seeking program or an approved certificate/licensure program.

Awarding Cycle and Timeline

The financial aid awarding cycle varies per academic program. Some programs are developed with a 3 term structure per year while others are set up with 5 terms per year. As a rule, please allow 4-6 weeks from the date you submit the FAFSA to receive your award notification.



Recommended filing dates: A new FAFSA must be submitted for each academic year. SMU recommends filing your FAFSA as soon as possible. However, in order to provide adequate processing times during peak processing periods throughout the year, we have established the following term- based filing deadlines. Filing after the term cutoff will delay processing.

Enrollment Term(s)

Fall/Spring
Fall term only
Spring term only

File FAFSA before:

April 1
May 1
Nov 1



Awarding Schedule: Returning students will not be awarded before July 1st.

Disbursements and Refunds

SMU will begin disbursing federal financial aid no sooner than ten days prior to the first day of class for any given term and will continue on a nightly basis through the remainder of the term. A disbursement notification will be sent to your SMU email address each time funds are credited to your student account. However, you can review your student account at any time through my.SMU.edu.

Disbursement is contingent upon enrollment and completion of any outstanding documents which have been requested. Please refer to your Tasks or To Do notifications for information on outstanding documents or messages which may impact your disbursements.

All financial aid is disbursed on a per term basis through your SMU student account and applied toward any outstanding university billed charges. Once all charges have been paid, any remaining funds will be refunded directly back to the student. All refunds are authorized and approved through the Office of the University Bursar. For more information on student refunds, direct deposit, and payment due dates, please see the [Bursar's Office website](#).

Institutional/Department Funds

Eligibility requirements, award recipients and amounts are determined by each academic department. A list of scholarship recipients is forwarded to the Office of Financial Aid to be combined with the federal and state aid programs in your total financial aid package. **Per SMU policy, the combined total of all SMU funded scholarships, grants, and faculty/staff tuition benefits, may not exceed the amount of tuition and fees.**

Institutional Scholarships: (FAFSA Not Required) Award amounts vary and are disbursed on a per term basis. Eligibility requirements, renewability and final determination of awards are managed by the administrative offices for the Law School. GPA and renewability is reviewed at the end of each term. Students may receive multiple institutional scholarships. However the combined total may not exceed the combined total of tuition and fees. All questions regarding institutional scholarships should be directed to your academic department.



Federal / Alternative Loan Funds

Detailed loan information and application instructions can be found on the [Financial Aid Loans](#) webpage. For additional information, please go to the Federal Student Aid website at <http://studentaid.ed.gov/types/loans>



Federal Direct Stafford:

- **FAFSA Required** www.fafsa.ed.gov
- Maximum amount: \$20,500 per academic year.
- Current Interest rate 6% fixed
- Origination Fee: 1.07% deducted at disbursement.
- Requires half-time enrollment status. (see enrollment section)



Federal Direct Graduate PLUS:

- **FAFSA Required**
- Maximum Amount equals the Cost of Attendance, as determined by SMU, minus all other aid.
- Current interest rate: 7%
- Origination Fee: 4.3% deducted at disbursement
- Credit check and/or credit-worthy cosigner required.
- **Applications must be submitted through** www.studentloans.gov **for credit approval.**
- Detailed [GradPLUS application instructions](#) can be found online through this link.
- Requires half-time enrollment status. (see enrollment section)



Private/ Alternative Loans:

- **FAFSA is NOT required**
- Maximum Amount equals the Cost of Attendance, as determined by SMU, minus all other aid.
- Interest Rate: Varies based on lender and loan selection. The terms of the loan can be found on each lender's application page.
- Credit check and/or credit-worthy cosigner required
- **Applications must be submitted directly to the lender through the lender's website for approval.** A sample list of lenders offering loans specifically designed for education can be found on the SMU Financial Aid [Private Loans](#) webpage.
- **International Students may qualify with a valid U.S. endorser. Contact the lender for specific details.**

SMU Payment Plans: Additional information such as enrollment instructions and fees for each of these plans can be found on the [University Bursar's](#) website under the "Payments" section. enroll_serv@smu.edu



Annual Plans

- **Twelve Month Payment Plan** - This annual plan permits payment of tuition & fees in 12 installments (6 installments per term). Deadline to enroll in this plan is August 10.
- **Ten Month Payment Plan** - This annual plan permits payment of tuition & fees in 10 installments (5 installments per term). Deadline to enroll in this plan is August 10.
- **Eight Month Payment Plan** - This annual plan permits payment of tuition & fees in 8 installments (4 installments per term). Deadline to enroll in this plan is September 30



Term Plans

- **Six Month Payment Plan** - This term plan permits payment of tuition & fees in 6 installments. Deadline to enroll in this plan is August 10 for fall and December 31 for spring.
- **Five Month Payment Plan** - This term plan permits payment of tuition & fees in 5 installments. Deadline to enroll in this plan is August 10 for fall and December 31 for spring.
- **Four Month Payment Plan** - This term plan permits payment of tuition & fees in 4 installments. Deadline to enroll in this plan is September 30 for fall and January 31 for spring.

Veterans Benefits

- **Chapter 30-Montgomery GI Bill – Active Duty (MGIB):** Provides financial support for up to 36 months. This benefit may be used for degree and certificate programs. Generally, benefits are payable for 10 years following your release from active duty.
- **Chapter 33 – Post 9/11 GI Bill:** Provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. Read more about this at https://www.benefits.va.gov/gibill/post911_gibill.asp.
- **Chapter 35-Survivors' and Dependents' Educational Assistance Program (DEA):** Provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service-related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs.
- **Chapter 1606-Montgomery GI Bill – Selected Reserve MGIB-SR):** Available to members of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs.
- **Veterans Educational Assistance Program (VEAP):** Available to those who first entered active duty between January 1, 1977 and June 30, 1985 and elected to make contributions from your military pay to participate in this education benefit program. Your contributions are matched on a \$2 for \$1 basis by the Government. This benefit may be used for degree and certificate programs.
- **Chapter 31-Vocational Rehabilitation:** Available to service-disabled veterans who require further education to attain suitable, stable employment. This program may provide vocational and other training services and assistance including tutorial assistance, tuition, books, fees, supplies, handling charges, licensing fees and equipment and other training materials necessary.

VA Contact: VABenefits@smu.edu

Satisfactory Academic Progress (SAP):

Schools are required to measure the academic progress of all students receiving federal financial aid funds. Students must meet both a qualitative (GPA) and a quantitative (course completion) standard measure of satisfactory academic progress. Those who fail to meet these minimum requirements for SAP will not be eligible to receive federal funds during the subsequent academic year.

SAP is measured at the end of each spring semester for graduate programs. However, the Office of Financial Aid reserves the right to review SAP more frequently as deemed necessary. All terms during the prior year (summer through spring) are reviewed, including terms during which no financial aid was received. The following minimum standard requirements for SAP must be met in order to retain eligibility for federal aid programs.

- **Grade Point Average:** Law students must have a cumulative grade point average of at least a 2.000
- **Completion Rate:** Students must have successfully completed a minimum of 60 percent of the credit hours attempted during the prior summer through spring period.

Hours "completed": defined as receiving a grade of C or better.

Hours "attempted": defined as hours for which a charge was incurred, excluding audited hours.

Please note that these standards are separate from academic standards required by specific graduate programs. Certain degree

Enrollment Requirements:

In order to qualify for any federal and/or state based assistance, you must enroll in and maintain half-time enrollment each term. Some specific financial aid programs, however, have enrollment requirements that exceed this minimum standard. Please see each relative section within this document for program specific enrollment requirements.

Enrollment Status is defined as follows for graduate level programs.

- Full-time status=9 or more credit hours
- Half-time status=5-8 credit hours
- Less than half time=1-4 Credit hours

Clinical hours and Dissertation Research hours: Students who are completing clinical hours or dissertation research hours should contact their academic department for advisement on "Full-Time Status" equivalency or classification. Variances may occur on the program level and will be determined at the time the academic program is submitted for accreditation.



Need more info...

Need more info...

● www.studentloans.gov

Submit your GradPLUS application for credit approval
Sign Promissory note for the Direct Stafford
Sign Promissory note for the Direct GradPLUS loan
Complete GradPLUS loan endorsement for co-signers
Complete Loan Entrance and Loan Exit counseling
Loan deferment and forbearance information

● www.nslds.ed.gov

Borrower loan history
Current loan servicer information
Consolidated listing of all your federal student loans
Enrollment history

● smu.edu/enrollmentservices/bursar

Tuition and fee rates per program
Payment due dates and options for payment
Student account holds and appeals
Payment Plans

● smu.edu/enrollmentservices/financialaid

Financial Aid Forms
Detailed information of all forms of Financial Aid
Withdrawal procedures for students receiving aid
Regulatory requirements for Satisfactory Academic Progress



Academic year 2018-2019 Financial Aid Checklist Graduate & Professional Programs

PREPARE FOR THE 2018-2019 ACADEMIC YEAR

- ☐ File the 2018-2019 Free Application for Federal Student Aid (FAFSA) – www.fafsa.ed.gov. Use your 2016 tax return for this aid year. You will receive an email notification when your FAFSA has been processed and the Student Aid Report (SAR) is ready for you to review. A copy of your record will be sent to SMU. SMU will have access to your SAR once you are an admitted student into the program of study.
- ☐ Review your Student Aid Report (SAR) for errors or items that may need to be updated. Submit any corrections as necessary. All updates will be sent to SMU for review.
- ☐ Check [My.SMU Student Center](#) for messaging, outstanding action items and documentation requests. All requested documents must be submitted immediately to avoid delays in processing.
- ☐ Submit any documentation as requested. Information requests are sent to students via SMU e-mail. You can also check the status of documents and confirm receipt through the [My.SMU Student Center](#).
- ☐ Wait for your Financial Aid Award Notification to arrive in your SMU email account.

WHILE YOU WAIT

- ☐ SMU Faculty/Staff: Submit application for your Tuition Remission to Human Resources
- ☐ Search and apply for third-party scholarships. Recommended scholarship sites: www.finaid.org & www.schoolsoup.com.
- ☐ Contact your academic department regarding academic scholarships/stipends/assistantships or other potential departmental funding options.
- ☐ Continue to check your SMU email (webmail.smu.edu) and your [My.SMU Student Center](#) for information or documentation requests.
- ☐ Your award notice will be sent to your SMU email account only.

AWARD NOTICE HAS ARRIVED. NOW WHAT?

- ☐ Log into my.smu.edu to “accept/decline” your financial aid programs. If you want to reduce a loan amount, you will be able to do so after you accept the loan.
- ☐ Look for additional instructions sent to your SMU email account, typically within 72 hours of acceptance. Do NOT complete the loan documents through www.studentloans.gov until AFTER you have accepted your loans through my.smu.edu and received notice through SMU e-mail that your loans are ready to complete.
- ☐ Continuing students must clear any outstanding Holds or document requests through my.smu.edu. This includes Satisfactory Academic Progress (SAP) appeals for financial aid and all financial/enrollment holds through the Office of Student Accounts.

COMPLETE LOAN DOCUMENTS

(LOANS MUST BE ACCEPTED THROUGH MY.SMU PRIOR TO COMPLETING THE STEPS IN THIS SECTION.)

- ☐ Log in to www.studentloans.gov. The Federal Direct Unsub, Federal Direct GradPLUS and Federal Loan Entrance Counseling are all completed through the studentloans.gov website,
- ☐ Direct Unsubsidized Loan - Sign the Federal Unsub Master Promissory Note. Students who have previously borrowed an Unsub while attending SMU will not need to complete a new promissory note unless otherwise instructed to do so.
- ☐ Direct GradPLUS Loan - Submit the GradPLUS application for credit approval. Approvals will be directed to sign the promissory note at that time. Denials will be given additional instructions at that time. SMU will be notified within 24-48 hours.
- ☐ Complete the Federal Loan Entrance Counseling while logged into www.studentloans.gov
- ☐ Alternative Loans - If you chose to borrow an alternative loan through a private lender or bank, you must submit your application directly through the lenders website.

FINANCIAL AID AND YOUR BILL

Loans will appear on your billing statement as anticipated aid if you have finalized your loans prior to the date you receive your billing statement. If your anticipated loan disbursements do not appear on your billing statement, please check your [My.SMU Student Center](#) for additional information. Personal payments, institutional or departmental aid, or student loans that are finalized after you receive your bill WILL NOT generate a new billing statement.

PLEASE READ CAREFULLY: Financial aid is available and intended for the sole purpose of providing assistance with educational expenses. The processing status of your financial aid will not supersede or eliminate your responsibility to ensure full payment by the published payment due date. SMU STONGLY recommends that students allow a minimum of 4-6 weeks prior to the start of classes in order to complete the financial aid process. To avoid all late fees, please file early, check your SMU e-mail and your [My.SMU Student Center](#) daily, and make sure to complete all of the loan documents well in advance of the start of classes.

For additional information on financial aid, please refer to the "Guide to Financial Assistance" which can be found in the [Financial Aid Forms Library](#).

For additional information on your student account, billing, payment due dates, and refunds please refer to the [University Bursar's website](#).



Mandatory Government Check-In

For New International J-1 and F-1 Students

Welcome to Southern Methodist University!

All new international students are required to attend a government check-in session. The mandatory session is to inform the government that you have arrived in the U.S. and plan to attend SMU. Our office will need to ensure that you are informed of all regulatory information so you can maintain a good immigration status while in the U.S.

You must complete the **International Student Compliance Course**, which can be found on your SMU Canvas page: smu.instructure.com. Please log-in using your SMU ID Number and password.

If you are not able to view the course after logging into your Canvas account, please contact the International Student & Scholar Services Office at iss@smu.edu.

After you have completed the International Student Compliance Course, you will need to come to a check-in session. Bring **all** of your immigration documents with you.

- I-20 or DS-2019 document
- Passport with F1 or J1 Visa
- I-94 arrival card
- Canvas course printout confirmation
- All papers you received at the port of entry
- U.S. Resident Address (address where you are physically living in the U.S.). The Department of Homeland Security will not accept P.O. Box address.
- Emergency Contact Information (Name, email, phone number, full mailing address and relation to visitor)
- Dependent F2 or J2 I-20/DS 2019, Visa, Passport, I-94 (if applicable)
- Copy of Health Insurance Compliance Form (J-Scholars only)

As an international student, you will be asked to sign a compliance form acknowledging you have received this information.

Failure to check-in with our office will jeopardize your F-1 immigration status. Remember that being enrolled in full-time hours is not the only requirement to maintain your visa status. You must attend a document check in to be in compliance with the U.S. Government requirements.

CHECK IN SESSION DATES & TIMES

Location: Blanton Student Services Building, Suite 112

In order for us to process all documents, you must arrive on time.

You only have to attend one session. The check-in process may take up to two hours.

July 23, 9am
July 25, 2pm
July 27, 9am
July 30, 9am
August 1, 2pm
August 3, 9am

August 6, 2pm
August 8, 2pm (**Blanton Suite 110**)
August 10, 2pm
August 13, 2pm
August 17, 2pm