**Fall 2022 Enrollment Checklist**

Congratulations! We are thrilled to welcome you to SMU|Perkins! Please read the following instructions so that you can ensure a smooth transition before you begin your studies. 

**STEP 1: ACTIVATE SMU ACCOUNT & EMAIL**   
Shortly after you were admitted, you received an email with the subject line: “SMU Account Information.” In this email you were given an SMU ID number and email address. Use your SMU ID number to activate your [student account](https://www.smu.edu/OIT/Services/mySMU) and [email](https://www.smu.edu/OIT/Services/Email/StudentConfiguration). If you have not received your SMU ID number, please call SMU IT Help Desk at 214.768.4357.

**STEP 2: CLEAR ALL HOLDS**

-Go to [my.smu.edu](https://my.smu.edu/)  
-Log in as “Student”

-Go to Dashboard

-Clear Holds (on right)

**STEP 3: ENROLL IN CLASSES**(two ways)

-Select “Enrollment” (on left menu)

-Staying on left dropdown menu, select “Shopping Cart”

-Add class (class # in my.smu = registration # in Perkins schedule)

**or**

-Select “Enrollment” (on left menu)

-Staying on left dropdown menu, select “Schedule Builder”   
-Build class schedule (class # in my.smu = registration # in Perkins schedule)

For additional **important steps** in your transition into the SMU|Perkins community please check the [**Admit Portal**](https://www.smu.edu/Perkins/Admission/Admit-Portal).

**Fall 2022 Orientation**

**Two parts:**

**1) Canvas videos and 2) In-person**

**Dallas students**: Orientation videos will go live in Canvas on July 11th

In-Person Orientation will be on August 19th from 1 – 5pm (CST)

**Houston-Galveston students**: Orientation videos will go live in Canvas on July 11th and

In-Person Orientation will be on August 29th from 1 – 4pm (CST)

**CANVAS—SMU’s Learning Management System**

Once you have registered for classes you will need to wait approximately 48 hours to be able to log into Canvas. [Access Canvas here](https://www.smu.edu/OIT/Services/Canvas) to find your courses, syllabi, assignments, videos, and professor contact information. Please check Canvas regularly as professors upload course syllabi at various times leading up to each new semester. **Houston-Galveston students**: please be aware that some class assignments are ***due before the first day of class***. If you encounter any difficulty logging in or navigating Canvas, you can contact the [SMU IT Help Desk](https://www.smu.edu/oit/help) or watch this [Canvas tutorial](https://www.youtube.com/watch?v=x3j8V-uLkNw). Or, you may contact Stephen Bagby, [sbagby@smu.edu](mailto:sbagby@smu.edu).

Once again, welcome to SMU|Perkins! Let us know how else we might assist you.   
  
Sincerely, 

Rev. Dr. Margot Perez-Greene   
**Associate Dean of Enrollment Management**