

Spring 2021 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 (www.my.smu.edu) and email (www.smu.edu/activate). If you have not received your SMU ID number, please call SMU IT Help Desk at 214.768.4357.

STEP 2: CONFIRM RIGHTS AND RESPONSIBILITIES, HONOR CODE AND CODE OF CONDUCT

Go to my.smu.edu

Select: Student Homepage Tab at top

Select: “Tasks”. Complete any tasks or holds on your account.

STEP 3: ENROLL IN CLASSES

Return to Student Homepage

Select: “Academic Progress”

Select: “Enroll” Tab at top

Select: Enroll for classes

For additional **important steps** in your transition into the SMU|Perkins community (class schedule, photo ID, parking pass, health history form, campus maps, etc.), please check the [Admit Portal](#).

**Spring 2021 Orientation will be in two parts:
1) videos and 2) live Zoom call. Both are required.**

Dallas students: Orientation videos will be uploaded to Canvas on January 11th and the live Zoom call is January 15th at noon (CST)

Houston-Galveston students: Orientation videos will be uploaded to Canvas on January 11th and the live Zoom call is January 19th at noon (CST)

Please be checking your email for more details.

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](#) 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](#) or watch this [Canvas tutorial](#). Or, you may contact Stephen Bagby, sbagby@smu.edu.

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

Sincerely,

Margot Perez-Greene

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