

REGISTRATION INSTRUCTIONS FOR SUMMER AND FALL 2016

As a continuing student, you may enroll for the 2016 summer and fall terms April 5-15. Seniors who will be taking their last academic hours during the next academic year will have preference for class space **April 5-6**. Registration opens at 7:00 a.m. on April 5. Other students may begin enrolling **April 7** at 7:00 a.m. Although the system may not prevent you from registering ahead of schedule, if you do so, the Theology Registrar will cancel your registration.

Schedules for summer and fall: <http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices.aspx>

Remove All Holds: Be sure to log on to [my.SMU](#) prior to April 5 to remove all holds you may have on your SMU account.

Course Request Form: THE TRADITIONAL COURSE REQUEST FORM WILL NO LONGER BE REQUIRED.

Degree Progress Sheets for Registration: Beginning this registration cycle Perkins students will utilize the Degree Progress Sheet for registration. These forms are on the Academic Services web page and are also included as attachments to this email. These PDF forms are fillable and allow for a digital signature by students and their faculty advisors. Next to each course students should indicate in which semester the course will be completed. We ask that students be prepared to attend their advising meetings with a laptop to complete the form, digitally sign it, and email it to your advisor. Your advisor will digitally sign the document and email it back to you. Students should email the registrar at jmonroy@smu.edu after both signatures have been secured. We hope this new process will help students and advisors more effectively plan for course selections. The Degree Progress Sheets are available for students enrolled in the following degree plans: MAM, MTS, MSM, MDiv (both 85 hour and 73 hour plans), and ThM. Only the students enrolled as non-degree seeking students should continue to use the Course Request Form, which is still available online.

Advising: Please make an appointment to see your advisor as soon as possible. Advisor approval is necessary in order to enroll. Advisees of Jaime Clark-Soles, Ruben Habito, and Roy Heller may see me for advising. MSM students should meet with Christopher Anderson for advising. If you need to do a degree progress review, send me an email or come by 206 Kirby to make an appointment. Appointments with the Registrar begin Monday, March 21. **If you are graduating in the fall of 2016 or in May of 2017, or you just think you are a senior, you must schedule an appointment for a degree progress review with the Registrar.** Houston Program students may call for a review.

Enrollment Limits and Prerequisites: Enrollment for course sections with posted limits will be in the system in the order in which they are completed in [my.SMU](#). You will be notified immediately if a course section is filled when you try to post your enrollment. Most courses have online wait listing. Please take advantage of that if you find a course you want filled. Do not approach a professor privately to ask about exceeding limits. Prerequisites for individual courses are listed as notes when you attempt to register for any course and are also in the catalog. You will need to pay attention to these notes. Any waiver of prerequisites must come from Associate Dean Evelyn Parker, not the instructor.

Cancellation: Read carefully the Perkins enrollment policies in the Perkins catalog. If you fail to notify this office on or **before August 21** (the day before classes begin for the fall term), that you will not be attending during the fall term, you will be responsible for at least 10% of any tuition and fees incurred. Canceling or withdrawing after classes start will result in a percentage refund not to exceed 90%, depending on the date of withdrawal.

Summer and Fall Schedule Changes: Classes are held in Prothro Hall unless otherwise noted. Any changes in classroom location, professor, or time will be posted on the day classes start, or, if early enough, you will be notified by email. If you need to change your schedule for summer or fall, please do so online before classes begin and notify the Registrar, if you have already turned in your degree progress sheet. Friday, August 26 is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your fall courses. For the summer term, the last day to change your courses is Friday, June 3. Courses dropped after these dates will NOT be deleted from your bill.

PAYMENT DUE DATE FOR SUMMER IS May 23

PAYMENT DUE DATE FOR FALL IS TBD