TO: New Perkins Students

FROM: Joe F. Monroy, Registrar and
            Director of Academic Services

SUBJECT: Registration for Spring 2020

DATE: November 5, 2019

Welcome! I'm glad you will be joining the Perkins Community and look forward to meeting you in January. Do not hesitate to call me at 214-768-2152 if you have registration questions. You may begin registering on November 23. Please know that SMU will be closed December 23-January 1.

Advising: You will be assigned a faculty advisor for the time that you are enrolled in Perkins. You will talk to this person each term during the advance registration period (April and November) and at other times as you both determine, either in person, by phone, or by email. You will be given an opportunity for academic advisement during orientation, but it is not essential prior to getting registered for spring 2020 or for starting the spring term.

Degree Progress Sheets for Registration: Perkins students will utilize the Degree Progress Sheet for registration. These forms are on the Academic Services web page. 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 (as best you can at this point). We ask that students be prepared to access the forms with a laptop computer, digitally sign it, and email it to the registrar at jmonroy@smu.edu. We hope this 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 (73 hour plan), and ThM. Only the students enrolled as non-degree seeking students should use the old Course Request Form, which is also available on the same web page.

Registration: The spring schedule is also located on the Academic Services web page. The unique course numbers are listed in the second column. You should register yourself online at my.SMU.edu using the course numbers. For assistance with using the my.SMU system please go to http://www.smu.edu/BusinessFinance/OIT/Services/mySMU or call the help desk at 214-768-4357.

Enrollment Limits: Enrollment for course sections with posted limits will be in the system in the order in which they are completed in my.SMU.edu. You will be notified immediately if a course section is filled when you try to post your enrollment. Most courses have an online wait list. Please take advantage of that if you find a course you want filled. Do not approach a professor privately to ask about exceeding limits. As a new student, you will enroll in courses that have no prerequisites.

Guidelines for choosing courses: If you are in a degree program and intend to take only 3 hours, choose NT II or OT II. If you will register for 6 hours, register for NT II or OT II plus Christian Heritage II. If you will take 9 hours in the spring, register for NT II or OT II, plus Christian Heritage II, plus either The Church in its Social Context (preferred) or World Religions and Christianity. If you will take 12 hours, register for NT II or OT II, plus Christian Heritage II, plus The Church in its Social Context, plus World Religions and Christianity.

Cancellation: If you change your plans and will not be attending the spring term, and you fail to notify us, you may be responsible for all or part of any tuition charges incurred by this contract. You must withdraw on or before January 15, 2020 in order not to owe any tuition charges.

Schedule Changes: Thursday, January 23 is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing. Courses dropped after this date will not be deleted from your bill. Schedule changes should be done online in my.SMU. Please notify me if you change by sending an email to jmonroy@smu.edu. Thursday, January 30 is the last day to drop a course with no academic record, although tuition charges will be incurred for all drops after January 23.

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