

## REGISTRATION INSTRUCTIONS FOR JANUARY AND SPRING 2024

Registration for January and Spring will begin in two phases. Phase 1 allows for Houston/Galveston students to register for the January and Spring 2024 terms beginning October 30 at 7:00am. Phase 2 allows for all other Perkins students to register beginning November 4 at 7:00am. Houston/Galveston students are those students who affirmed with the Perkins Registrar that their primary program is the Houston/Galveston program. **Students must enroll in Houston courses not later than December 15 for both the January and Spring terms. Students must also enroll by December 15 for the Dallas course EV 8310-001. The deadline for all other January term courses is January 2. Students must enroll in Dallas Spring term courses not later than January 12.**

**Schedules for January and Spring terms:** Schedules are available [here](#).

**Remove All Holds:** Be sure to log on to [my.SMU](#) prior to October 30 to remove all holds on your SMU account. All students must clear the hold for Student Rights and Responsibilities for every semester enrolled.

**Degree Progress Sheets for Registration:** Perkins students 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. 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 document to the registrar at [jmonroy@smu.edu](mailto:jmonroy@smu.edu) after both signatures have been secured. We hope this process will help students and advisors effectively plan for course selections. The Degree Progress Sheets are available for students enrolled in the following degree plans: MAM, MTS, MSM, MDiv, and ThM. Only the students enrolled as non-degree seeking students should use the Course Request Form, which is also available on the Academic Services page.

**Advising:** Please make an appointment to see your advisor as soon as possible. Appointments can be conducted via Zoom or in person. Advisor approval is necessary in order to enroll. Advisees of Dr. Jaime Clark-Soles and Dr. Mark Stamm will see the Registrar for advising. If you need to do a degree progress review, send me an email to make a Zoom appointment (again, we can communicate by email if necessary). Appointments with the Registrar begin Thursday, October 12. **If you are graduating in the Fall of 2024 or in May of 2025, or you just think you are a senior going into your final year, you must schedule an appointment by email for a degree progress review with the Registrar if you have not already done so.**

**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 Hugo Magallanes, not the instructor.

**Cancellation:** Read carefully the Perkins enrollment policies in the [Perkins catalog](#). If you fail to notify this office **before** the day a term begins (January term begins January 2; Spring begins January 16), that you will not be attending during that term, you will be responsible for a percentage of tuition and fees incurred. Cancelling or withdrawing after classes start will result in a percentage refund, depending on the date of withdrawal.

**Schedule Changes:** Classes are held in Prothro Hall unless otherwise noted on the schedule. Any changes in classroom location, professor, or time will be posted on or before the day classes start, or, if early enough, you will be notified by email. If you need to change your schedule for January or Spring, please do so online before classes begin and notify the Registrar if you have already turned in your degree progress sheet. Tuesday, January 2 is the last day to make schedule changes (add/drop) for January courses. Monday, January 22 is the add/drop deadline for all Spring courses. Monday, January 29 is the last day to drop a course with no academic record, although tuition charges will be incurred for drops after January 22.

**PAYMENT DUE DATES ARE DETERMINED BY THE [OFFICE OF THE BURSAR](#)**