

REGISTRATION INSTRUCTIONS FOR JANUARY AND SPRING 2020

Registration for January and Spring 2020 will begin in two phases. Phase 1 allows for Houston/Galveston students to register for the January and Spring 2019 terms beginning November 4. Phase 2 allows for all other Perkins students to register beginning November 9. Houston/Galveston students are those students who affirmed with the Perkins registrar that their primary program is the newly revised Houston/Galveston program. **NOTE: Students must enroll in Houston courses not later than December 16, 2019.**

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

Remove All Holds: Be sure to log on to [my.SMU](http://my.smu.edu) prior to November 4 to remove all holds on your SMU account.

Degree Progress Sheets for Registration: Perkins students utilize the Degree Progress Sheet for registration. These forms are on the [Academic Services](http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices.aspx) 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 after both signatures have been secured. 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, and ThM. Only the students enrolled as non-degree seeking students should use the Course Request Form, which is available on the Academic Services page.

Advising: Please make an appointment to see your advisor as soon as possible. Advisor approval is necessary in order to enroll. Advisees of Ruben Habito and Evelyn Parker will see the Registrar for advising. MSM students should meet with Christopher Anderson or Marcell Silva Steuernagel for advising. If you need to do a degree progress review, send me an email or come by my office in 206 Kirby Hall to make an appointment. Appointments with the Registrar begin Wednesday, October 23. **If you are graduating in the fall of 2020 or in May of 2021, or you just think you are in your final year of course work, you must schedule an appointment for a degree progress review with the Registrar if you have not already done so.** 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](http://my.smu.edu). 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 the Spring term begins on **January 16** (the day before classes begin for the Spring term), that you will not be attending during the Spring 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. There is no refund if you withdraw from the January term after that term begins on January 2.

Spring Schedule Changes: Classes are held in Prothro Hall unless otherwise noted. 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. Thursday, January 23 is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your fall courses. Thursday, January 30 is the last day to drop a course with no academic record, although tuition charges will be incurred for drops after January 23. Any changes to your January Term registration must be done before January 2.

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