

REGISTRATION INSTRUCTIONS FOR FALL 2013

Welcome to Perkins! As a new student, you will be able to enroll for the fall term beginning at 10:00 a.m. on July 1st.

Schedule for fall: If you don't have a fall schedule, go to the Theology website <http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices>. Among the items on that page is the schedule for fall 2013. It is a pdf document, so you will need Acrobat Reader to see it. Click on "Fall 2013" and the schedule will appear. Do your normal procedure to print the document.

Course Request Form: Also on that page, are the general Course Request Form and the Houston course request form. You should be able to open and print the ones you need. Complete the top half of the form. These forms will need to be turned in to the Perkins Registrar after you register yourself online. You should bring it to Orientation. As you complete the rest of the form after registering online, be sure to copy the course code # from the schedule. This is the four digit number you actually used to register for each course.

Advising: You don't need an advisor this first registration, but will be assigned an adviser when you come to Orientation. Advisor approval is necessary in order to enroll for future terms. We will sign your fall form at Orientation.

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 Access.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 I or OT I. If you will register for 6 hours, register for NT I or OT I plus Christian Heritage I. If you will take 9 hours in the fall, register for NT I or OT I, plus Christian Heritage I, plus either Introduction to Theology or Social Context. If you will take 12 hours, register for NT I or OT I, plus Christian Heritage I, plus Introduction to Theology, plus Social Context. In addition, for the CMM, MSM, and MDIV programs, you will also need to enroll in Spiritual Formation.

Cancellation: Read carefully the Perkins Course Request form. You are signing a contract with the University. If you fail to notify this office on or **before August 25th** (the day before classes begin for the fall term), that you will not be attending, you will be responsible for at least 10% of any tuition and fees incurred by this contract. Canceling or withdrawing after classes start will result in a percentage refund not to exceed 90%, depending on the date of withdrawal.

Fall Schedule Changes: All classes will be held in the Prothro Hall on the southern end of our campus. Those locations are listed on the schedule. Any changes in classroom location, professor, or time will be posted on the day classes start. If you need to change your schedule for fall, please do so online before classes begin and notify me if you have already turned in your course request form. Friday, August 30th, is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your fall courses. Courses dropped after these dates will NOT be deleted from your bill.

PAYMENT DUE DATE FOR FALL IS SEPTEMBER 20th, 2013.