REGISTRATION INSTRUCTIONS FOR JAN TERM AND SPRING 2014

As a continuing student you may enroll for the **JAN TERM AND SPRING** terms, 2014, November 5-20. Seniors who will be taking their last academic hours during the 2014 calendar year will have preference for class space **November 5-6 only**. Other students may begin on **November 7th**. The registration system opens at 7:00 am on November 5th and 7th . Although the system may not prevent you from registering ahead of schedule on the 7th , if you do so and you are not a senior, the Theology Registrar will cancel your registration.

University Hold for Address Update: Everyone has a University hold for address confirmation in Access. Please go to Campus Personal Information to confirm four areas to remove that hold: address, phone, emergency contact, demographics. Doing this will allow you to register, if you have no other holds.

Schedules for JAN TERM AND SPRING: Schedules are posted at http://www.smu.edu/Perkins/FacultyAcademics/AcademicServices. Among the items on that page will be schedules for **JAN TERM AND SPRING 2014**. Each is a pdf document. Click on "January Interterm" or "Spring 2014" and the schedule will appear. Do your normal procedure to print the document.

Course Request Form: Also on the Registrar page is the general Course Request Form. It is also a pdf file you can open and print. Complete the top half of the form. You will need the Jan Term Course Request form to register for the Jan Term. It will be on the website also, as is a special course request form for Houston. All forms will need to be turned in to the Perkins Registrar after you register yourself online for spring, either mailed or brought to 206 Kirby. You will **not** register yourself online for Jan Term. If you have not submitted the fall 2013 course request form, a **hold** will be placed on your registration.

Advising: Please make an appointment to see your advisor as soon as possible. Advisor approval is necessary in order to enroll. Advisees of William Abraham, Ted Campbell, and Mark Stamm will need to see the Registrar for advising. Richard Nelson's advisees will need to see the Associate Dean, Dr. Evelyn Parker. If you need a copy of your degree progress sheet, come by 206 Kirby or email me to request a review. You and your advisor will complete the Course Request form. Your advisor will sign the form. University policy requires a student to meet with his/her advisor prior to enrolling for a given term. Failure to do so can result in disciplinary administrative action and /or result in enrollment transactions being voided.

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 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 Parker.

Cancellation: Read carefully the Perkins Course Request form. You are signing a contract with the University. If you fail to notify this office **before** the day classes begin on **January 23rd** for the spring 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. Please be aware that if you register for the Jan Term and cancel at **any time after you enroll**, you will owe the University at least 5% of tuition charges. There is no refund if you withdraw after Jan Term classes begin.

Spring Course Changes: Any changes in classroom location, professor, or time will be posted on the day classes start. If you need to change your schedule for Spring, please do so online before classes begin and notify me if you have already turned in your course request form. Thursday, January 30, 2014, is the last day to ADD courses and the last day to DROP courses without grade record or tuition billing for your spring courses. Courses dropped after this date will NOT be deleted from your bill. Any changes to your Jan Term registration must be done in 206 Kirby.

PAYMENT DUE DATE FOR JANTERM IS DECEMBER 19
PAYMENT DUE DATE FOR SPRING IS FEBRUARY 20