

TO REGISTER ONLINE:

Online Registration opens at
6:00am June 2nd

Tuition Payments Due by: June 11th

Dispute Resolution Registration Form

SUMMER TERM (1144) June 16 – July 18th

Registration Period: June 2 - 13th

Course syllabi, descriptions and instructor bios are available on our website: smu.edu/resolution, click on "Course and Seminar Schedule"

Last Name: _____, First Name: _____ SMU ID#: _____ E-Mail: _____

Use the CLASS NUMBER (not the HDDR Catalog #) to register online-----

Regular classes meet twice per week for 5 weeks

(√) Class No. ← **USE THIS NUMBER TO REGISTER!**



___	2578	Research Methods (HDDR 6310 Sec. 775)	Monday and Wednesday	6:00-10:15 pm	John Potter
___	2579	Navigating Congregational Disputes (HDDR 6320 Sec. 775)	Monday and Wednesday	6:00-10:15 pm	Lisa Hancock

Seminars below: **IMPORTANT: Drops must be received no later than two weeks prior to start date to receive refund, this does not apply to Study Abroad.**

___	2589	<i>Study Abroad</i> – Madrid Spain – Collective Memory, History and Conflict (HDDR 6367 Sec. 775) One Week Intensive June 15 – 20 in Madrid			Betty Gilmore
___	2590	<i>Study Abroad</i> – Geneva, Switzerland International Conflict Engagement (HDDR 6352 Sec. 775) One Week Intensive + 2 days in Plano, June 7-8 and June 22 – 29 in Geneva			Dan Rainey
___	2591	Generational Conflict (HDDR 6353 Sec. 775) June 20-22, Jun 27-29 Two Weekends	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Steve Joiner
___	2594	Performance Coaching (HDDR 6372 Sec. 775) Required for Executive Coaching Certificate June 20-22, Jun 27-29 Two Weekends	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Bob Barner
___	2595	Decision Theory (HDDR 6316 Sec. 775) July 11-13, Jul 18-20 Two Weekends	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Don Philbin
___	2596	Family Mediation and Law (HDDR 6331 Sec. 775) Course fulfills the TX. Statutory Requirement for Domestic (Family) Mediation July 11-13, Jul 18-20 Two Weekends	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Tom Hartsell

To register, use the online system during the stipulated registration period or fax this sheet and a SMUPay receipt to **972-473-3441**.

STEP ONE – Register for class(s)

You will not be able to register online until 6:00am June 2nd when the University opens the function.

- 1) Log on to <http://access.smu.edu> using your student ID and password. (If you are a brand new student, and do not yet have a password, you will not be able to register online and must email your course selections to kbarclay@smu.edu. Please include your student ID number if known.)
- 2) Select “Student Self Service” and click on ‘Student Center’
- 3) Under “Enrollment,” select “Add a class”
- 4) Select the appropriate term and click “Change” if you need to, to make sure you are in the correct term.
- 5) Enter Class number located in the first field of the registration form (ie: 1078, NOT the catalog number ‘HDDR 63XX’.)
- 6) Please make sure your selections do not have conflicting dates. Students may only register for three classes online; no more than 3 classes can be taken in a single term. If a class is full, please call or email Kay Barclay to be put on a wait list. Classes are filled on a first-come-first-served basis.
- 7) Click Submit
- 8) To verify that your classes were added successfully, it should say ‘Success’ under Add Status for each course. If you get a message of “errors found”, click on that text to get the exact problem. If you are unable to resolve, please email kbarclay@smu.edu to help you with the process. Always include your student ID number with your query.
- 9) To view your complete schedule, click on View My Schedule at the bottom of the screen. Payment is due by the end of registration; please follow the procedure below using either ACCESS or the BURSAR site.

STEP TWO – Pay for class(s) Tuition is due by the end of the registration period

If this is your first class, or Using the Bursar Website to Pay

1. Go to <http://www.smu.edu/bursar/webpay.asp>
2. Scroll down to **Guest Payer** and click on either “Check” or “Credit Card”
3. Type in your SMU ID number, no dashes or spaces, and input the dollar amount, **no dollar signs, decimals or cents needed**. Input your own name in as the Guest Payer. Money to be applied to “**Student Account**”. Click ‘**Submit**’. Each class is \$2436.00.
4. At this screen you will choose to pay either by MasterCard, American Express or Discover (a 2.75% service fee will be assessed) or you may have the payment deducted directly from your checking account by selecting ‘eCheck’. There is no additional fee for echeck payments. The eCheck system will only accept personal checks; **No Business or Money Market accounts can be used**.
5. You may pay for all your classes at once by multiplying \$2436 times the number of classes. Follow the directions carefully and print out your receipt.
6. Problems? Call 972-473-3435.

Returning Students:

1. You can use the Bursar site as noted above, or log in to <http://Access.SMU.edu> and sign in using your SMU ID # and Password.
2. Go to your **Account Summary** and click link for “**My SF E Space**.” Please note that My SF Espace updates only once a month, your new tuition charges may not be reflected, but you can still pay.
3. Enter payment information using either eCheck or MasterCard, American Express or Discover. (see note below regarding service charge when using your credit card. eCheck does not assess any additional charge.) The eCheck system will only accept personal checks – **No Business or Money Market Accounts can be used**.
4. You may pay for all your classes at once by multiplying \$2436 times the number of classes.
5. Problems? Email kbarclay@smu.edu **OR use the Bursar website as outlined in the section above.** (<http://www.smu.edu/bursar/webpay.asp>) No password is needed on the Bursar website.

A Note About Credit Card Transactions: You have the option to pay by credit card (MasterCard, American Express and Discover Only). SMU has contracted with an outside vendor to process all credit card transactions. If you choose this option, a “service charge fee” will be added for each transaction. The “service charge fee” is 2.75% and is subject to change with a 14 day notice. The amount of the Service Charge is added to your payment and is combined with your payment as one amount that appears on your credit card statement. The Service Charge is not a fee or charge assessed by SMU. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back. This program is an important measure in containing costs at the University, helping us to reduce future tuition and fee increases.