Record & Registration Updates
Graduate/Professional—Fall 2010

IMPORTANT DATES

October 14/15 - December Graduation Grad Fair

November 5 - Last day to drop

November 23 - Last day to withdraw from the University

December 6 - Last day of instruction

December 7 - Reading Day

December 8-15 - Final Examinations (Grades due 48 hours after final exam.)

December 18 - Graduation - 10:00 a.m.

Student Financial Services

www.smu.edu/bursar
www.tuition.salliemae.com
Payment due date for Spring 2011: Dec. 16
Spring payment plans, begin Dec. 1, 2010
- 6 Month plan: Dec 1st- May 1st/ $50.00
- 5 Month plan: Dec 1st- April 1st / $65.00
- 4 Month plan: Jan 25th- April 1st / $75.00

Veteran's Update

Total VA students enrolled - 138
     UG - 52   GR/Pro - 86
Chapter 33 (New Post 9/11GI Bill) - 101
Non-Chapter 33 - 37
Check out our VA Web site
http://smu.edu/registrar/veterans.asp

OIT Project Updates

Major projects we have completed in the past 3 months:
- Bookstore Interface
- Gradebook
- NSC Electronic transcript delivery
- Schedule.SMU
- 2010-Q3 (3rd bundle) quarter tax updates and application fixes applied

Major projects coming up:
- 2010-Q4 (4th bundle) quarter federal regulations updates and application fixes
- NSC enrollment verification delivery
- 9.0 Upgrade Fit/Gap analysis underway and BPDs (business process design documents) to be completed by October 22nd
- AdminImages.SMU upgrade mid November
- Schedule.SMU Upgrade later in the fall (production date will be confirmed by late October)

Enrollment Appointments

Enrollment appointments will be set up for each graduate and/or professional career per your request from Monday, November 1 through Friday, November 19.

Students have been sent e-mail notifications to be sure their Personal Information on Access.SMU is updated and verified with an effective date of March 19, 2010 or after.   If this is not completed, HOLDS will be placed on their accounts. Once the information is updated and verified properly, the HOLDS will be removed automatically. Please remember to stress to the students the importance of current home and mailing addresses, phone numbers, emergency contacts, and demographic summary information, and ethnicity.

The Spring 2011 class schedule is now available on both the Registrar's Web site and on Access.SMU. Please see the following link to view Spring 2011 term information: http://smu.edu/registrar/index_enrollment.asp

Academic Records—Grading and Diploma Processing

Final Grading
- Monday, December 6 – Final grade rosters generated for courses following the regular fall 2010 calendar
- Final grades are due 48 hours after the exam is given
- Encourage your faculty to grade graduating seniors FIRST **and** partially post their rosters

December 2010 Diploma Processing
- Monday, December 6 – Schools come to Blanton to proof program (by appt.)
- Tuesday, January 4 – Final signed lists due in RO
- Thursday, January 6 – Degrees posted in Access.SMU
- On or after Tuesday, January 18 – Diplomas mailed to students

Yellow Ribbon Program

Currently, there are 12 VA students enrolled during fall 2010 who were *eligible* for the Yellow Ribbon Program (Law – 2; Cox – 10). Three of these twelve students (all Cox students) needed to take advantage of these benefits. We are still awaiting eligibility information from VA regarding some of our new VA students. More students may need to use Yellow Ribbon program benefits for fall 2010.
For more information about Yellow Ribbon please visit our VA Web site at http://smu.edu/registrar/veterans.asp

December Graduation and Graduation Fair

December Graduation will be held at 10:00 a.m. on Saturday, December 18 in Moody Coliseum. The Graduation Fair will be held at the SMU Bookstore on October 14 from 10:00 a.m. – 6:00 p.m., and October 15 from 10:00 a.m. – 4:00 p.m. Students may order academic regalia and graduation announcements at the fair. Students who do not order their regalia at the Graduation Fair **must** place an online order at http://www.herffjones.com/college/smu/ by 11:59 p.m. on Friday, November 12. For more information about December Graduation, please visit http://smu.edu/registrar/December_Graduation/.

NSC Electronic Transcript Delivery
SMU uses the National Student Clearinghouse for transcript ordering. Students may request that we send their transcripts electronically to third parties. This is a new feature that we implemented in June 2010. The fee to send electronic PDF transcripts is $16 (per email address). Recipients have 14 days in which to print the PDF transcript from the first day it's opened OR 30 days before it expires if it's never opened. PDF transcripts may not be saved to the recipient's computer.   Please be aware that it is the student's responsibility to make sure that the third party will accept an electronic PDF transcript. Please visit our website at http://smu.edu/registrar/transcripts.asp for more detailed information.

<h1 style="text-align:center">Financial Aid</h1>

Scholarship Entry Reports- For Graduate/Professional Students.
Each department that awards scholarships has access to the Scholarship award pages:
    SMU Custom Programs>>SMU Administer Financial Aid>> Awards>> SMU Scholarship Summary by Department Report
You must have a Run Control set up to access this page:
    You can specify the begin and end dates.
Report Choices are:
Scholarship Summary by Department – If you are awarding for more than one department, this report gives you a list of the who, what and when of your scholarship entry activity. Also shows all aid awarded for each student.
Summary by Department Hrs Enrolled – Needs to be run right after the add/drop period for each term. This reports shows who is awarded a scholarship from your department and how many hours they are enrolled for the term. If you are giving them a % of their tuition, you can check to see if the amount is correct according to their enrollment. Also, you can see who might need to be cancelled if the award requires full-time enrollment.

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<h1 style="text-align:center">Other Information</h1>

Astra Room Scheduling
Schedule.SMU is now available for users to view calendars and request space in academic buildings across campus. In addition, facility managers can now use Schedule.SMU to manage their space and to track all events and classes held in their space. A demonstration of Schedule.SMU will be given on September 23rd, 2010 from 9:30am to 10:30am in Blanton 110. Topics covered include viewing academic sections, viewing calendars, and requesting space for events.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the rights of students and ensures the privacy and accuracy of their student education records. SMU has a historical commitment to the principles of FERPA through its policies and practices. For information on FERPA at SMU including "Essentials for Staff" page, visit http://smu.edu/ferpa.

Before you release any education records information on a student, remember to check for student consent in Access.SMU. See Faculty/ Staff Instructions under the "Release of Education Records" at http://smu.edu/registrar/ferpa/release.asp for more detailed information.

Students can now use the Student Self Service component of Access.SMU to apply their own FERPA control on their "Directory Information" items. In addition, students will now have the option to decide which directory items to restrict as opposed to the previous "All or None" options. For example, students can now choose to restrict the release of their home address but not their mailing address. For more information regarding what SMU defines as "Directory Information," please visit http://smu.edu/registrar/ferpa/dir_info.asp

Enrollment Reports
Fall 2010 Enrollment Reports are located at http://smu.edu/intranet/des/enrollment_reporting.asp

Ethnic Reporting Changes
Beginning Fall 2010, ethnic reporting categories have changed. Students may now select more than one ethnicity, and any doing so are reported as "two or more races", except for Hispanic; any student selecting Hispanic, regardless of any additional selections, is reported as "Hispanic".

The category of "other" is no longer in use. Those who previously selected "other" were asked to reselect their ethnicity. Some have failed to reply and will be reported as "unknown".

A student is not required to answer, consequently "unknown" is now a valid reporting category. SMU endeavors to collect ethnicity on all enrolled students, students who have not provided the information are reported as "unknown".

Gradebook
And if we thought Summer 2010 was hot…the introduction of Gradebook made it even hotter! The Access.SMU Gradebook, rolled out to faculty and staff in June, is an electronic grade book that offers faculty the option to record grades online per assignment for their courses. Gradebook is an integral part of the Access.SMU Faculty Center and Student Center making it easy for faculty to communicate grades and averages to their students. Further, Gradebook grade entries can be uploaded to the Grade Roster with a click of a button making the need for double entry in a word…needless.

As of this fall we anticipate 44 faculty/staff members to utilize this new functionality. We have received positive feedback from faculty about how easy it is to set up and use Gradebook. Although the fall sessions have come to an end, faculty who want to use Gradebook should contact Mitzie Goff for a one-on-one session. Check your email for the spring 2011 schedule (TBA). More information as well as tutorials can be found at http://smu.edu/registrar/gradebook_tutorials.asp.