

HART ECENTER
SMU GUILDHALL

GRADUATE PROGRAMS
SOUTHERN METHODIST UNIVERSITY
2016-2017

Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Executive Director for Access and Equity/Title IX* Coordinator is designated to handle inquiries regarding the nondiscrimination policies, including the prohibition of sex discrimination under Title IX. The Executive Director/Title IX Coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

* Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681–1688.

BULLETIN OF SOUTHERN METHODIST UNIVERSITY

2016-

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SMU GUILDHALL ACADEMIC CALENDAR

First day of classes.
Labor Day. University closed.
Guildhall final exams.

First day of classes.
Thanksgiving holiday. University closed.
Guildhall final exams.
Guildhall Exhibition.
Guildhall Graduation (with University).
University closed.

University closed for New Year's Day.
First day of classes.
Martin Luther King, Jr. Day. University closed.
Guildhall final exams.

Spring Break.
First day of classes.
Good Friday. University closed.
Guildhall final exams.
Guildhall Exhibition.
Guildhall graduation (with the University)

GENERAL INFORMATION

To create and impart knowledge that will shape citizens who contribute to their communities and lead their professions in a global society.

Southern Methodist University will create, expand and impart knowledge through teaching, research and service, shaping world changers who contribute to their communities and excel in their professions in a global society. Among its faculty, students and staff, the University will cultivate principled thought, develop intellectual skills and promote an environment emphasizing individual dignity and worth. SMU affirms its historical commitment to academic freedom and open inquiry, to moral and ethical values, and to its United Methodist heritage.

As a private, comprehensive university enriched by its United Methodist heritage and its partnership with the Dallas Metroplex, Southern Methodist University seeks to enhance the intellectual, cultural, technical, ethical and social development of a diverse student bo

Nearly all the students in SMU's first class came from Dallas County, but now more than 50 percent of the University's undergraduate student body comes from outside Texas. In a typical school year, students come to SMU from every state; from more than 100 foreign countries; and from all races, religions and economic levels.

Undergraduate enrollment is 50 percent female. Graduate and professional enrollment is 46 percent female.

A majority of SMU undergraduates receive some form of financial aid. In 2015–2016, 73 percent of first-year students received some form of financial aid, and 25 percent of first-year students received need-based financial aid.

Management of the University is vested in a board of trustees of civic, business and religious leaders – Methodist and non-Methodist. The founders' first charge to SMU was that it become not necessarily a great *Methodist* university, but a great

Accredited programs in the Simmons School of Education and Human Development include the teacher education undergraduate and graduate programs, which are accredited by the State Board of Educator Certification and the Texas Education Agency. The SBEC and the TEA also accredits the M.Ed. in Accelerated School Leadership and the M.Ed. Urban Leadership. The M.S. in Counseling meets the licensure standards of the Texas State Board of Examiners of Professional Counselors and the Texas State Board of Examiners of Marriage and Family Therapists and the State Board for Educator Certification (TEA) School Counselor All Levels K-12.

The Learning Therapist Certificate Program is accredited by the International Multisensory Structured Language Education Council.

The Linda and Mitch Hart eCenter at SMU was founded in 2000 to provide leadership in the development and use of interactive network technologies. The eCenter promotes the creation and dissemination of knowledge about these technologies and their effects on global society through research, education and innovation. The vision for the eCenter stemmed from the recognition that interactive networks have changed the way



The SMU Guildhall opened its doors July 7, 2003, when 32 students comprising cohort 1 started their studies. Since that time, the program has graduated more than 600 students, and alumni have worked at more than 200 studios around the world.

The Linda and Mitch Hart eCenter, located at the SMU-in-Plano campus, has created a dedicated space for SMU Guildhall. With approximately 48,000 square feet divided between two floors, SMU Guildhall includes 12 classrooms, four project studios, labs, 10 group project rooms, and separate faculty and staff offices. The project studios have been designed to simulate an industry studio environment where teams work together to complete projects. A dedicated sound recording and video editing studio is also located at the Guildhall. Students use the sound studio to record music and dialog for their game projects. The video editing equipment, with the industry standard high-definition Avid media video editing suite, is used to edit movies and game trailers. Every student at SMU Guildhall receives a laptop optimized for game development, supplemented by dedicated computers and servers throughout the building and connected via a gigabit network.

SMU Guildhall houses the Usability Lab, which opened in the summer of 2010. This lab provides students and faculty valuable hands-on access to professional video game usability equipment. Students also have access to a lab with equipment donated by Intel Corp. used for research into multiprocessing and advanced computers graphics used in games.

SMU Guildhall offers the following graduate programs:

Interactive Technology	M.I.T.
Digital Game Development	Certificate

ADMISSION

interest in pursuing a career as a game producer and the ways the applicant



Game Design I
Game Studies I, II
Mathematical Methods for Game Physics I, II
Team Game Production I
Software Development I, II

Game Design I	Game Design I
Game Studies I, II	Game Studies I, II
Drawing I, II	Art and Scripting I, II
Team Game Production I	Team Game Production I
Art Creation I, II	Level Design I, II

Students who have already earned a Certificate in Digital Game Development from the Guildhall may apply for admission with advanced standing into the master's degree program if they meet all the academic requirements for admission to the degree program. Requirements for consideration with advanced standing are

A four-year baccalaureate or equivalent degree from a regionally accredited college or university.

A minimum cumulative GPA of 3.000 out of 4.000 (*B* average) in undergraduate work.

A minimum cumulative GPA of 3.000 out of 4.000 in graduate work at the Guildhall.

A portfolio consisting of examples that showcase the applicant's aptitude and preparation in his/her intended field, as well as satisfactory completion of an assignment specific to the applicant's chosen area of specialization.

An essay describing the applicant's motivation in obtaining an M.I.T. degree, areas of interest and the ways the he or she will contribute to the M.I.T. program.

A résumé.

At least two letters of recommendation from Guildhall professors.

Applicants who do not meet the minimum requirement in their undergraduate work may be considered on the basis of other factors, including GRE graduate school entry exam scores, strong employment history, publications and other academic experience. In particular, transcripts indicating successful completion of graduate-level courses in other areas of study may be taken into consideration if the applicant's undergraduate GPA is below 3.000.

Students with a Guildhall certificate are considered to have satisfied residency requirements and may therefore complete their master's degree work away from the campus. However, students should expect to be physically present on campus whenever it is deemed important by the student's supervisory committee, including during the initial meeting to approve the student's proposal and the final defense. Thesis requirements must be completed within three years of the date that certificate requirements are completed.

The specialized cohort nature of the Guildhall program pr3n.5pf



PROGRAMS OF STUDY

SMU Guildhall, through the Linda and Mitch Hart eCenter, offers a Master of Interactive Technology degree with specializations in art creation, level design, production and software development. Additionally, a professional Certificate in Digital Game Development with specializations in art creation, level design and software development is offered.

The curriculum is divided into three distinct components emphasizing coursework, team game production and directed focus study/thesis work. The coursework includes game studies, game design, major courses, minor courses and special topics. A minimum of three team game production projects provide students with the

Game Design I	2
Game Studies I	2
Drawing I	



Professional Development I	1
Master's Thesis II	1
Special Topics in Software Development	2
Team Game Production V	2

Professional Development II	1
Master's Thesis III	2
Directed Focus Study II	3

Professional Development II	1
Master's Thesis III	2
Directed Focus Study II	

Students in the professional certificate program must complete 58 credit hours in nine consecutive modules. Two modules are offered in the fall and spring terms; only one module is offered in the summer terms.

Requirements for the Certificate

Credit Hours

	24
Special Topics: Social Sciences (Ethics)	
Game Studies I- III	
Professional Development I, II	
Game Design I- III	

Game Studies II	2
Drawing II	2
Team Game Production I	2
Art Creation II	3
Game Studies II	2
Art and Scripting II	2
Team Game Production I	2
Level Design II	3
Game Studies II	2
Mathematical Methods for Game Physics II	2
Team Game Production I	2
Software Development II	3

Game Design II	2
Drawing III	2
Team Game Production II	2
Art Creation III	3
Game Design II	2
Art and Scripting III	2
Team Game Production II	2
Level Design III	3
Game Design II	2
Mathematical Methods for Game Physics III	2
Team Game Production II	2
Software Development III	3

Game Studies III	1
Mathematical Methods for Game Physics IV	2
Team Game Production III	2
Software Development IV	3

Game Design III	2
Art Creation V	2
Directed Focus Study I	2

Game Design III	2
Level Design V	2
Directed Focus Study I	2

Game Design III	2
Software Development V	2
Directed Focus Study I	2

Art Creation VI	2
Team Game Production IV	2

Level Design VI	2
Team Game Production IV	2

Software Development VI	2
Team Game Production IV	2

Professional Development I	1
Special Topics in Art Creation	2
Team Game Production V	2

Professional Development I	1
Special Topics in Level Design	2
Team Game Production V	2

Professional Development I	1
Special Topics in Software Development	2
Team Game Production V	2

develop a basic 2D game engine within this course. *Prerequisite:* Admission to SMU Guildhall/Permission to enroll in courses at SMU Guildhall.

Introduces concepts related to 3D game development, including 3D game engine design, data structures for 3D game development, and 3D graphics. *Prerequisite:* HGAM 6311 or 5311.

Provides a foundation in the tools, techniques, and production methods for creating 3-D game art, including modeling, texturing, and basic game engine integration. *Prerequisite:* Permission to enroll in Guildhall courses.

Applies the 3-D art production principles learned in HGAM 5331 to the process of creating intermediate-level 3-D game art. Emphasis is placed on modeling, texturing, unwrapping, and preparing models for games. *Prerequisite:* HGAM 5331.

Students learn foundational aspects of level design, through discussion, game deconstruction, and practical application, using a digital game creation tool. *Prerequisite:* Permission to enroll in courses at SMU Guildhall.

Students build upon the foundation provided in Level Design 1, focusing on more advanced design techniques and applying their skills to more complex projects using a digital game creation tool. *Prerequisite:* HGAM 5351.

Full-time course which allows student to integrate classroom study with on-the-job experience either in an external or internal environment.

Introduces the study of ethics in its application to game developers. Students seek to integrate the business, technical, and artistic aspects of game development with the broader ethical implications for life and

This course introduces the theory and practice of game development, with emphasis on digital games. The course includes a historical perspective and evaluative methods.

Provides students in all areas of specialization additional depth on the theory and practice of game analysis and design, with an emphasis on story development, community development and social dynamics in games, multiplayer issues, game balance, games as systems and cultural rhetoric, and academic research in games. Students participate in lecture/discussion, case study, and individual/small group assignments.

Builds on the fundamentals learned in HGAM 6200. Topics may include in-depth game and systems design, interactivity, and the search for fun. *Prerequisite:* HGAM 6200.

Explores more advanced game design topics and rapid prototyping, expanding students' creativity, knowledge, and understanding of gameplay and design while working in larger teams. *Prerequisite:* HGAM 6203.

This seminar series provides additional depth in the tools, techniques, and development methods used in professional game development. Additional topics are defined by experts in game software development based on advances in the field.

Exposes students in the software development specialization to advanced topics in game programming, including technical issues such as hardware and software precision and performance, architecture and pipeline design, platforms and portability, streaming and memory management, floating point arithmetic, advanced debugging techniques, and concurrency. *Prerequisite:* HGAM 6314.

Exposes students in the software development specialization to network programming and related challenges in game development. Students write a fully networked game using client-server architecture. *Prerequisite:* HGAM 6215.

Introduces the fundamental concepts of linear algebra with application to real-

Students work under the direction of the faculty to develop a series of projects focusing on professional practice. *Prerequisite:* HGAM 6235.

Focuses on the development of fundamental drawing and texturing skills, emphasizing conceptual development through the final multi-layer material creation. The primary goal is to develop technical ability for digital drawing, painting, and image manipulation that encompasses composition, perspective, proportions, and 2-D animation.

This intermediate-level drawing course is designed to increase the student's command of drawing and texture creation technique. Emphasis is placed on analysis of form and realistic representation of material attributes. *Prerequisite:* HGAM 6241.

This advanced-level course focuses on further development of art skills, primarily through concept art, but also through advanced texture and material techniques. *Prerequisite:* HGAM 6242.

This seminar advances the digital media as it applies to the game industry and develops the skills that encompass digital art creation and advanced techniques. *Prerequisite:* HGAM 6243.

Students work under the direction of the faculty to develop an individual area of specialization and produce content for their professional portfolio. *Prerequisite:* HGAM 6333.

This course exposes students in the level design specialization to advanced topics important for their professional development.

Students explore advanced topics and techniques in Level Design. Students demonstrate their skills in complex design projects that may include game deconstructions, paper level designs, and/or using a digital game creation tool to demonstrate refined level design skills. *Prerequisite:* HGAM 6354.

Students explore advanced topics and techniques in Level Design. Students demonstrate their aptitude in complex design projects that may include game deconstructions, paper level designs, and/or using a digital game creation tool to demonstrate refined level design skills.

Students admitted with advanced standing into the master's degree program continue research on their thesis topic under the oversight of the faculty adviser. Graded credit/no credit. *Prerequisite:* HGAM 6179.

Extends the theory and practice of game development, with an emphasis on the capstone 3D engine game project. Students in all areas of specialization work on breadth and depth of game development in assigned teams and participate in class presentations, demonstrations, reflections, and discussions related to their game concept in order to employ professional practices of game development.

Provides a foundation in game programming for basic 2D game development, including game programming, game engine architecture, data structures, input, working with graphics and sound assets, and basic AI. Students w

FINANCIAL INFORMATION

A catalog supplement, the *Financial Information Bulletin*, is issued each academic year. It provides the general authority and reference for SMU financial regulations and obligations, as well as detailed information concerning tuition, fees and living expenses. The supplement can be accessed at www.smu.edu/bursar ("Policies and Forms" link).

Any outstanding debts to the University that do not include Title IV funds will be deducted from the credit balance prior to issuing a refund. All other debts should be paid directly by the student.



The SMU TuitionPay Payment Plan administered by Higher One allows term charges to be paid in monthly installments. Students can enroll in a payment plan at www.tuitionpaymentplan.com/smu. Higher One consultants are available at 877-279-6092 to answer questions or help with the online enrollment process.

Annual payment plans are available in 12-month, 10-month and eight-month formats. Term payment plans are available in four-month, five-month and six-month formats. The summer payment plan is three months. Payment plan options are not available for intersession terms including JanTerm, MayTerm and August terms.

The SMU Prepayment Plan (a single payment up front for all terms) allows families to avoid the effects of tuition and fee increases by paying for two, three or four years in one single payment at the current rate of tuition and fees. Questions should be addressed to the Division of Enrollment Services, Southern Methodist University, PO Box 750181, Dallas TX 75275-0181; phone 214-768-2799.

RESIDENCE ACCOMMODATIONS

The University prides itself on offering a full living and learning experience for its resident students.

ACADEMIC RECORDS AND GENERAL AND ENROLLMENT STANDARDS

The standards herein are applicable to all students at the University and constitute the basic authority and reference for matters pertaining to University academic regulations and records management. Enrollment in the University is a declaration of acceptance of all University rules and regulations. A complete *University Policy Manual* is available at www.smu.edu/policy. Additional information regarding rules and regulations of the University can be found in this catalog. Undergraduate students must follow the University-wide

Selecting an ethnic group category is not required unless the student becomes a U.S. citizen or permanent resident.

A transcript is an official document of the permanent academic record maintained by the University Registrar's Office. The permanent academic record includes all SMU courses attempted, all grades assigned, degrees received and a summary of transfer hours accepted. Official transcripts and certifications of student academic records are issued by the University Registrar's Office for all students. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the coursework was taken.

Transcripts are \$12.25 per copy. Additional copies in the same request mailed to

Final course examinations shall be given in all courses where they are appropriate,



enrolled for at least one course and is recognized by the academic dean or director as a full-time or part-time student, and if such recognition is approved by the provost.

Federal financial aid agencies and some other agencies require a minimum number of hours of enrollment for full-time status and do not make exceptions for internship, co-op or student-teaching enrollments. Students on financial aid should consult a Financial Aid Office adviser regarding minimum enrollment requirements for their situation.

Minimum and maximum course loads allowed are based on the school of record.

Insufficient or improper information given by the student on any admission or enrollment form – or academic deficiencies, disciplinary actions and financial obligations to the University – can constitute cause for the student to be determined ineligible to enroll or to be administratively withdrawn.

Official college transcripts are required for all college-level work attempted, regardless of transferability. Military transcripts are also required for students receiving VA benefits; more information is available at www.smu.edu/registrar (*Veterans Affairs* link). Students are responsible for making sure a transcript of all transfer work attempted is sent to the University Registrar's Office immediately following completion of the work. Due to the specialized cohort nature of SMU Guildhall programs, all credit hours must be earned at the Guildhall. Additional information is found in the Hart eCenter Graduate Program Policies and Procedures section of this catalog.

Students in Guildhall programs apply for admission into one of four areas of specialization. Additional information about required specialization courses can be found in the Hart eCenter Graduate Programs Policies and Procedures section of this catalog.

Each fall, spring and summer term has an enrollment period during which the formal process of enrollment in the University is completed. Prior to each enrollment period, the Student Services Office will publish enrollment instructions.

Each student is personally responsible for complying with enrollment procedures and for ensuring the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete an Enrollment Discrepancy Petition. Petitions are to

Students at SMU



Individuals desiring to audit (visit) a class, including those concurrently enrolled for regular coursework, are required to process an Audit Permit form. Audit Permit forms must be completed, approved and received in the University Registrar's Office no later than the last day to enroll for the term. Forms are available at www.smu.edu/registrar ("Forms Library" link). Space must be available in the class. The following regulations are applicable:

1. Classroom recitation and participation are restricted; availability of course handouts, tests and other materials is restricted; no grade is assigned and no credit is recorded; no laboratory privileges are included.
 2. The individual's name does not appear on class rosters or grade rosters.
 3. Regular admission and enrollment procedures are not conducted for auditors.
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<i>Grades</i>	<i>Description</i>	<i>Grade Points per Term Hour</i>
A	Excellent Scholarship	4.000
A-	Excellent Scholarship	3.700
B+	Good Scholarship	3.300
B	Good Scholarship	3.000
B-	Good Scholarship	2.700
C+	Fair Scholarship	2.300
C	Fair Scholarship	2.000
C-	Fair Scholarship	1.700
D+	Poor Scholarship	1.300
D	Poor Scholarship	1.000
D-	Poor Scholarship	0.700
F	Fail	0.000
P, CR	Pass, Credit	*
I	Incomplete	*
NC	No Credit Received	*
X	No Grade Received in Registrar's Office	*
WP/W	Withdrawal Passing/Withdrew	*

Asterisks denote grades not included in a student's GPA.

Any work graded lower than a C- is not passing and earns a grade of *F* or *D*.
Failing is graded *F*. If the student'

At the time a grade of I is given, the instructor must stipulate in my.SMU the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date.

The instructor and student sign the written agreement, and a copy is given to the Office of the Director.

The maximum period of time allowed to clear the Incomplete is until the end of the next term or module

Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

A student who has been on academic suspension once may petition the director of the program for reinstatement to SMU. If the petition and subsequent review by the Admissions Committee is approved and the student is reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until the conditions of academic probation are satisfied.

A second suspension results in an academic dismissal from

although their degrees will not be conferred until August. Students may also participate in departmental or school ceremonies following the University commencement



be making satisfactory progress toward completion of the program provided that the student receives a passing grade (*A* to *C-*) in each course for the term.

Additionally, students at SMU Guildhall are required to achieve and maintain a minimum cumulative GPA in their specialization major courses and directed focus study courses by the completion of the fifth module of the program. This minimum GPA requirement is a 3.000 for students in the master's program and a 2.700 for students in the graduate certificate program.

A master's student must also receive a grade of *B-* or higher in HGAM 6175 Thesis I in order to remain in the master's program.

The cumulative nature of the material and the integrity of the cohort system require that students who fail any course, i.e., receive a grade of *D* or *F*, will be suspended or dismissed from the program.

A student who fails to maintain a cumulative GPA of 3.000 in the master's degree program or a cumulative GPA of 2.700 in the professional certificate program is placed on academic probation and is not considered in good standing.

To graduate from the master's degree program, students must earn a cumulative GPA of 3.000 or higher wi30(9.55 Tm[w]5()14(s)-4(id)-5(e)4(re)6(d)-2(in 5(,)603d)-2(in g170

The course instructor has the option of revising a team score that has been arrived at in violation of the SMU code of conduct. The complete SMU Student Code of Conduct is available in the online *Student Handbook* at www.smu.edu/studentlife.

Students who earn a grade of *D* or *F* in any course in SMU Guildhall are suspended or dismissed from the program. Suspended students who are readmitted to the program and who therefore must repeat courses will have both the original grade and the repeated grade (and course) on his or her transcript. Also, both grades will be calculated in the student's cumulative GPA. Additional information is found in the Grade Policies section of this catalog.

Suspension and dismissal are involuntary separations of the student from SMU Guildhall. Suspension is for a set period of time. A student who has been suspended may one time and only one time petition the director of the program for readmission to the Guildhall. Dismissal is a permanent and involuntary separation of the student from the Guildhall as a result of failure to meet established minimum acceptable standards of academic or disciplinary performance. The dismissed student is not eligible for readmission to SMU Guildhall.

The student must contact the director of SMU Guildhall and the SMU Registrar's Office in writing to withdraw from the Guildhall. Additional information is found under Withdrawal From the University in the Enrollment Policies section of this catalog.

Students who wish to re-enter the program after a withdrawal or suspension must submit a petition for consideration for readmission. This petition should be sent to the Office of the Director, and it should address the circumstances for withdrawal or suspension and actions taken during the time away from the program. The petition will be reviewed by the Admissions Committee for a determination of re-entry or whether additional information is necessary to determine the outcome of the petition and, if readmission is possible, the appropriate module of re-entry if approved. Students may re-enter only with another cohort in the appropriate term of study. This deadline for re-entry is extended by any time spent after withdrawal in active U.S. military service.

Due to the cohort nature of SMU Guildhall programs, students who are dismissed for failure (earning a grade below *C-*) in a course may only be readmitted to join a later cohort group.

Candidates must complete all courses in their program of study and earn all credit hours of credit with a cumulative GPA of 3.000 or higher in the master's degree program, or 2.700 in the certificate program. Due to the specialized cohort nature of SMU Guildhall programs, all credit hours must be earned at the Guildhall. Additionally, students at SMU Guildhall are required to achieve and maintain a minimum cumulative GPA in their specialization major courses and directed focus study courses by the completion of the fifth module of the program. This minimum GPA

requirement is 3.000 for students in the master's program and a 2.700 for students in the graduate certificate program.

The maximum length of time for thesis completion in SMU Guildhall graduate degree program is three calendar years from the date of completion of the requirements for the certificate program. All thesis requirements must be completed in this time period. In computing the period, any time during which the candidate was in active U.S. military service shall be excluded. Appeals will be considered for other extenuating circumstances.

Students who are admitted to SMU Guildhall's Professional Certificate in Digital Game Development program and meet all the criteria for the Master in Interactive Technology degree program may apply to transfer to the master's degree program if they meet all the requirements for admission to the master's degree and have made good progress within the program with a minimum cumulative GPA of 3.000. Graduate courses successfully completed in the certificate series may be applied toward the master's degree as applicable. In addition, students who are admitted into the master'

EDUCATIONAL FACILITIES

SMU libraries are one of the greatest assets of the University. The SMU libraries comprise the largest private research library in Texas and rank third in the state with over four million volumes. Service to Southern Methodist University students, faculty and staff is the primary goal of all libraries at SMU. The University's library system is divided into a number of different units:

1. Central University Libraries: www.smu.edu/cul.
 2. Underwood Law Library: www.library.law.smu.edu.
 3. Bridwell Library: www.smu.edu/bridwell.
 4. Business Library: www.cox.smu.edu/bic.
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OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology is responsible for providing computing and

UNIVERSITY ACADEMIC PROGRAMS

Students whose first language is not English may encounter special challenges as they strive to function efficiently in the unfamiliar culture of an American university setting. Dedman College offers the following ESL resources to students from all schools and departments of SMU. Students may apply on the ESL website.

More information about the ESL Program is available on the website or from the director, John E. Wheeler (jwheeler@smu.edu).

students'

The goal of this course is to improve ESL

nesses. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

Graduate students who speak English as a second language prepare for their teaching responsibilities with undergraduate students taking University Curriculum



STUDENT AFFAIRS

The mission of the Division of Student Affairs (www.smu.edu/studentaffairs) is to develop, with others in the University, opportunities for students to become productive citizens through the creation of challenging environments that contribute to students' intellectual, spiritual, physical, social, cultural, moral and emotional growth, and, in so doing, engage them with the widest range of persons within the

Students at SMU will discover that they are encouraged to exercise a great amount of personal freedom as well as accompanying responsibilities. Through their personal capacities for intelligent thought and action, mature students understand that there are situations in which certain behavior must be modified for the benefit of others. The University stands firm in its commitments to the rights and freedoms of students, expecting in return the same respect and concern.

Due respect for the entire University community, faculty, staff and one's fellow students is always expected. The University expects all students to be responsible citizens and to abide by all federal, state and local laws. The Uni

department is responsible for the campus residential community, including all residence halls, SMU-owned apartments and SMU-owned Greek chapter houses.

The Hegi Family Career Development Center at SMU is dedicated to serving the needs of SMU students and alumni and assisting employers in reaching qualified candidates from SMU. The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources. At Hegi, the staff cares about helping students develop into well-rounded individuals, and is dedicated to values of consistency, authenticity and commitment to excellence.

The Career Center offers 15-minute sessions to drop-

with employers and alumni and to learn the skills necessary to be successful in the workplace.

The Office of the Dean of Student Life (www.smu.edu/studentlife) educates students



conjunction with the Student Senate and contains the student code of rights and responsibilities.

The Hughes-Trigg Student Center

Women in



cal history form on file in the SMU Health Center before registration. To comply with SMU policy, all students must also submit to the Health Center immunization records that provide proof of immunization against measles, mumps and rubella. These MMR immunizations must be documented by a physician, public health record, military health record or school health record. Students will not be allowed to register without immunization compliance.

Texas state law requires all new students under the age of 22 to provide proof of immunization for bacterial meningitis. The meningitis vaccine or booster dose must have been received during the five years prior to enrollment and at least 10 days before the start of classes. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form. More information is found under Final Matriculation to the University in the Admission to the University section of this catalog.

Students are encouraged to check their my.SMU account for immunization status. Immunizations are available at the Health Center. Health history forms are available on the Health Center's website (www.smu.edu/healthcenter).

The Health Center does not issue excuses from classes for illness. Please refer to the Class Excuse Policy on the Health Center website (www.smu.edu/healthcenter) for more information.

The Health Center staff may not speak to parents without the student's permission. Parents or guardians are notified in cases of life-threatening illnesses.

All student-patient health information is confidential. A copy of medical records may be released to a physician only with a written release by the student. Records are not made available to parents, SMU administrators, faculty or staff without the student's written consent.

This office serves as a resource for health information on campus. It promotes programs and activities that focus attention on health-related issues affecting college students. Students can get involved with health education on campus through the Peer Advising Network. More information is available from the Health Center (telephone: 214-768-2393; website: www.smu.edu/studentaffairs/healthcenter/healtheducation).

CS provides psychiatric evaluation, crisis intervention and group/individual/couples psychotherapy for students. All interviews are conducted on a voluntary and confidential basis. There is no charge to students who have paid the University health fee. Students can seek confidential help for concerns such as anxiety, depression, relationship issues, career/life planning, sexual identity, eating/body image concerns and sexual assault/sexual harassment matters. Alcohol and drug prevention is a free and confidential source of help and information to the SMU community, covering issues related to substance abuse and addiction. Any laboratory tests or pharmaceuticals ordered will be charged to the student. For more information regarding scheduling appointments, students should call 214-768-2277 between 8:30 a.m. and 5 p.m., Monday through Friday, or visit www.smu.edu/counseling.

Testing Services offers fee-based testing to the Dallas-area community. These services include on-campus administration of national testing programs such as the LSAT, MPRE, GRE and others. Other testing offered includes credit by exam (CLEP), and correspondence examinations for local distance learners

enrolled in other universities. For additional information, students should visit www.smu.edu/studentaffairs/healthcenter/academicprofessionaltesting or call the center at 214-768-2269.

SMU provides a licensed child care center for children ages 1 month to 5 years on a space-available basis. More information is available at www.smu.edu/childcare or from the director of the center at SMU Preschool and Child Care Center, Southern Methodist University, PO Box 215, Dallas TX 75275-0215; phone 214-768-2278.

Dedman Center for Lifetime Sports is a 170,000 square foot facility designed for recreational sports and wellness. The center provides racquetball courts, aerobic studios, an indoor running track, basketball courts, volleyball courts (indoor and outdoor), a climbing wall, a bouldering wall, a 25-meter recreational pool with five lanes,

ties, community-



Additionally, the Office of the Chaplain partners with faculty members across campus to direct the Faith and Learning Scholars, an initiative involving a cohort of students who want the experience of integrating their faith with their academic pursuits. Similarly, the Civil Rights Pilgrimage, founded in 2004, is an eight-day spring break journey through the South whereby students encounter shrines of freedom and meet heroes of the civil rights movement. This collaboration with Dedman College offers students a transformative opportunity while earning academic credit.

Chaplains are available for personal counseling and spiritual direction with students, faculty and staff during office hours. The Office of the Chaplain is located in the Hughes-Trigg Student Center, Suite 316. Adjacent to this office is the Quiet Place, a setting for meditation, prayer and reflection for all faiths. The Quiet Place is open daily and available with no prior reservation needed.

The Community Engagement and Leade

- c. Terms and conditions under which students receiving Federal Direct Loan or Federal Direct Perkins Loan assistance may obtain deferral of the repayment of the principal and interest of the loan for
 - (1) Service under the Peace Corps Act;
 - (2) Service under the Domestic Volunteer Service Act of 1973; or
 - (3) Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.
 - (4) The requirements for return of Title IV grant or loan assistance.
 - (5) Enrollment status of students participating in SMU study abroad programs, for the purpose of applying for federal financial aid.

University Bursar, Blanton Student Services Building, Room 212
214-768-3417

- a. Tuition and fees.
- b. Living on campus.
- c. Optional and course fees.
- d. Financial policies.
- e. Administrative fees and deposits.
- f. Payment options.
- g. Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution.

Disability Accommodations and Success Strategies
Altshuler Learning Enhancement Center
214-768-1470

- a. Description of the process for establishing eligibility for services and documentation guidelines.
- b. Listings of the various on- and off-campus resources.
- c. Discussions of transitioning to postsecondary education.
- d. Tips for faculty on teaching and making accommodations.

Associate Athletic Director for Student-Athlete Services, 316 Loyd Center
214-768-1650

- a. Athletic program participation rates and financial aid support.
- b. Graduation or completion rates of student athletes.
- c. Athletic program operating expenses and revenues.
- d. Coaching staffs.

SMU Police Department, Patterson Hall
214-768-1582

Southern Methodist University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by SMU, and on public property within or immediately adjacent to/accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

Gary Brubaker, *Director, SMU Guildhall*

Steve Cole, *Deputy Director, Operations, SMU Guildhall*

Elizabeth Stringer, *Deputy Director, Academics, SMU Guildhall*

Gary Brubaker, *Lecturer in Software Development, M.B.A., SMU*

Corey Clark, *Lecturer in Software Development, Ph.D., Texas (Arlington)*
