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### 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 email 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.

7 KH 6 SULQJ FODVV VFKHG XOH LV QRZ DYDLODE on Access.SMU. Please see the following link to view Spring 2011 term information: [http://smu.edu/registrar/index\\_enrollment.asp](http://smu.edu/registrar/index_enrollment.asp)

- 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 8-5- Final Examinations (Grades due 48 hours after final exam.)
- December 18 Graduation- 10:00 a.m

### Student Financial Services

[www.smu.edu/bursar](http://www.smu.edu/bursar)  
[www.tuition.salliemae.com](http://www.tuition.salliemae.com)

- Payment due date for Spring 2011: Dec. 16  
Spring payment plans, begin Dec. 1, 2010
- 6 Month plan: Dec 1<sup>st</sup>- May 1<sup>st</sup> / \$50.00
  - 5 Month plan: Dec 1<sup>st</sup>- April 1<sup>st</sup> / \$65.00
  - 4 Month plan: Jan 2<sup>nd</sup>- April 1<sup>st</sup> / \$75.00

### 9 H W H U D Q T V 8 S G D W H

Total VA students enrolled 138  
UG - 52 GR/Pro- 86  
Chapter 33 (New Post 9/11 GI 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

- Gradebook
- NSC Electronic transcript delivery
- Schedule.SMU
- 2010-Q3 (3<sup>rd</sup> bundle) quarter tax updates and application fixes applied

Major projects coming up:

- 2010-Q4 (4<sup>th</sup> 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 22
- AdminImages.SMU upgrade mid November
- Schedule.SMU Upgrade later in the fall (production date will be confirmed by late October)

### Academic Records Grading and Diploma Processing

#### Final Grading

- Monday, December 6- Final grade rosters generated for courses following the regular fall 2010 calendar

### 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 <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. to 6:00 p.m., and October 15 from 10:00 a.m. to 4:00 p.m. Students may order academic regalia and graduation announcements at the SMU Bookstore. Students who do not order their regalia at the Graduation Fair must place an online order <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/](http://smu.edu/registrar/December_Graduation/)

### NSC Electronic Transcript Delivery

## Financial Aid

### Scholarship Entry Report 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.

### 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 awarded a scholarship from your department and how many hours they are enrolled for the term. If you are giving them a % of tuition, you can check to see if the amount is correct according to their enrollment. Also, you can see who might need to be if the award requires fulltime enrollment.

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## Other Information

### 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 22, 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 procedures. SUDFWLHV )RU LQIRUPDWLRQ RQ ) (53\$ DW 608 <http://smu.edu/ferpa> (VVHQWLDQV IRU

Before you release any education records information on a student, remember to check for student consent in Access Only/ [http://smu.edu/registrar/ferpa/ferpa\\_dir\\_info.asp](http://smu.edu/registrar/ferpa/ferpa_dir_info.asp) for more detailed information.

6WXGHQWV FDQ QRZ XVH WKH 6WXGHQW 6HOI 6HUylFH FRPSRQH QW RIRFHV WLRQ' LWHPV ,Q DGGLWLRQ VWXGHQWV ZLOO QRZ KDYH WKH RSWLRQ WR 1RQH' RSWLRQV )RU H[DPSOH VWXGHQWV FDQ QRZ FKRRVH WR UHSRVH LQIRUPDWLRQ UHJDUGLQJ ZKDW 608 GHILQHV DV 'LUHFWRU\ ,QIRUPDWLRQ' S [http://smu.edu/registrar/ferpa/dir\\_info.asp](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](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 are doing so by reporting multiple ethnicities. SRUWHG DV 'WZR RU PRUH UDFHV' H[FHSW IRU +LVSDQLF DQ\ VWXGHQWV '3+LVSDQLF'

7KH FDWHJRUL\ RI 'RWKHU' LV QR ORQJHU LQ XVH 7KR VH ZKR SUHMHV V H V H WR UHSO\ DQG ZLOO EH UHSRUWHG DV 'XQNQRZQ'

\$ VWXGHQW LV QRW UHTXLUH G WR DQVZHU FRQVHTXH QWO\ 'XQNQRZQ' Q on la M Q HQUROOHG VWXGHQWV VWXGHQWV ZKR KDYH QRW SURYLGHG WKH LQIRUPDW

### Gradebook