Important Messages to Faculty
from the University Registrar

www.smu.edu/registrar

Fall 2016

IMPORTANT DATES FOR ALL FACULTY

For the complete calendar click here.

August 21 - Opening Convocation 5:30 p.m.

August 22 - First day of classes

August 26 - **Last day to enroll/add/drop without grade record**

September 5 - Labor Day Holiday

September 7 - Last day to declare pass/ fail/no credit

October 10-11 - Fall Break

November 4 - Last day to drop with a W

November 22- Last day to withdraw from the University

December 5 - Last day of instruction

December 6-7 - Reading Days

December 8-14 - Final Examinations (Grades due 72 hours after final exam)

December 17 - December Commencement Convocation 10:00 a.m.

PROGRESS REPORTING DATES FOR UNDERGRADUATE COURSES

EARLY INTERVENTION

September 20 - Early Intervention Grade Rosters generated

September 27 - Early Intervention grades due at 11:59 p.m.

September 28 - Early Intervention Deficiency Reports available to students in my.SMU Student Center

MID-TERM

October 13 - Mid-Term Limited Grade Rosters generated

October 23 - Mid-Term grades due at 11:59 p.m.

October 24 - Mid-Term Deficiency Reports available to students in my.SMU Student Center

Instructions for completing Early and Mid-Term Grade Rosters will be sent to you after the rosters are generated.

Contact Sylvia Wiseman at swiseman@smu.edu or #8-3516 with any questions.

CLASS ROSTER

Do NOT let students attend your class if they are not officially enrolled!
If you have a **student** who is <u>not</u> on the roster, please have the student see his/her advisor immediately! To ensure that all students are properly enrolled in your class, please check your Class Roster periodically during the term.

Checking your Class Roster daily during the first week of classes is an excellent tool to confirm class enrollment.

A student who drops prior to the 5th class day will be deleted from the roster. A student who drops after the 5th class day will show an Admin Grd Grading Basis and automatically will be assigned a W on the end of term grade roster.

The following feature buttons are located at the bottom of the Class Roster:

- **"Import Class Roster":** Sends a comma delimited file of your roster which can be imported into an Excel spreadsheet to your SMU e-mail address. If you do not receive it, please check your Junk Mail.

- **"Import Photo Roster":** Sends a PDF format Photo Class Roster to your SMU e-mail address. The SMU logo will print when a photo is not on file.

- **"Notify Selected/All Students":** Use these buttons to send an e-mail to some students or all students on the roster. If more than 99 students are in the class, the Notify All Students button will not work. Instead, you will need to click on the Select All link, then uncheck students to bring the number to 99 students. Then click on the Notify Selected Students button which sends an email to the 99 students selected. Then click Return in order to select the remaining students. Click on the Notify Selected Students button which sends an email to the remaining students. Contact the Help Desk for a listserv for your class.

- If a student does not attend or respond to email and if that student does not drop the class, do not simply drop the student. Report the absence to the Dean of Student Life's Caring Community Connections so that the student's welfare can be ascertained.

"NO CREDIT" OR "PASS/FAIL" OPTION

Students may take some undergraduate courses for "No Credit" or "Pass/Fail." **"No Credit" Option** - Students should indicate in writing no later than *September 7* that they wish to declare "No Credit." Permission of the instructor or department is required. **"Pass/Fail" Option** – 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Pass/Fail Option Declaration form is *September 7*. Forms are available online and in the academic school records offices. More information can be found in the online 2016-2017 Undergraduate Catalog.

EXCUSED ABSENCES

Students who participate in officially sanctioned scheduled extracurricular activities should be given an opportunity to make up class examinations or other graded assignments missed as a result of this activity. Students should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor's makeup policy. A list of religious holidays for use in requesting excused absences is available on the University Calendar. Refer to the policy regarding religious holidays and medical absence information.

FERPA

Before you release any education records information on a student, remember to check your roster in my.SMU. Click on the "View Releases" link for the student. See "Release Records" under Faculty Instructions for detailed information. Advisers can find the same information under Advisor Center, General Information tab. Look for more information on FERPA including the "Essentials for Faculty."

PLEASE UPDATE YOUR SYLLABUS FOR FALL 2016 COURSES