



Important Messages to Students

from the University Registrar

www.smu.edu/registrar

Fall 2016

IMPORTANT DATES

- August 21** - Opening Convocation 5:30 pm
August 22 - First day of classes
August 26 - **Last day to enroll/add/drop without grade record** (see Bursar's website for financial implications)
September 5 - Labor Day Holiday
September 7 - Last day to declare pass/fail/no credit
September 28 - Early Intervention Deficiency Reports available to undergraduate students
October 10-11 - Fall Break
October 14 - December Graduation Fair
October 24 - Mid-Term Deficiency Reports available to undergraduate students
November 4 - Last day to drop course 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 am

EXCUSED ABSENCE POLICY

OFFICIAL UNIVERSITY CALENDAR

Please see the [Official University Calendar for 2016 - 2017](#) for important dates and deadlines.



ENROLLMENT AND STUDENT FINANCIAL INFORMATION

You should NOT attend a class in which you are not officially enrolled! Classes begin on Monday, August 22. If you have not enrolled, you have through **Friday, August 26**. Payment due date is upon enrollment. The Bursar's Office has information on [how to make a payment](#).

The last day to make changes to your schedule without grade record is Friday, August 26 until 11:59 p.m. Last day to declare pass/fail is ***Wednesday, September 7***. For further information concerning fall 2016 and other important deadlines, please click "Class Schedule & Enrollment Information" on the [Registrar's Home Page](#).

Remember it is YOUR RESPONSIBILITY to ensure your enrollment is accurate and all University deadlines are met.

"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 take a class for "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 [Undergraduate Catalog](#).

PERSONAL INFORMATION VERIFICATION

If you have not verified your personal information, **immediately** log into my.SMU to check the accuracy of your information. Under Personal Information you must verify and update your address, phone number (including cell number, if available), emergency contact, and demographic data. Check the box and click "save" after you complete each section. If personal information is not verified in a timely manner, a HOLD may be placed on your account for any future enrollment terms.

EARLY INTERVENTION AND MID-TERM GRADING

Select undergraduate students may receive early and/or mid-term grades. Click on "Early Intervention and Mid-Term Grading" found under the [Registrar's Office Enrollment Rules](#) for specific information.

RELEASE OF EDUCATION RECORDS

FERPA — The Family Educational Rights and Privacy Act of 1974

The process of authorizing your parents and others access to your education records, such as Financial Aid, Student Financials, Holds, and Academic Records is easy! Review the [FERPA website](#) for more information including [step-by-step instructions](#) to authorize access and information on the [release of directory information](#). Contact [Enrollment Services](#) or 214.768.3417 if you have any questions.