



Important Messages to Students

from the University Registrar

www.smu.edu/registrar

Spring 2015

IMPORTANT DATES

- January 16** - First day of classes
January 19 - Martin Luther King Holiday
January 23 - **Last day to enroll/add/drop without grade record**
February 3 - Last day to declare pass/fail/no credit
February 23 - Early Intervention Deficiency Reports available to undergraduate students
March 9-15 - Spring Break
March 25 - Mid-Term Deficiency Reports available to undergraduate students
April 8 - Last day to drop
April 13 - Honors Convocation - 5:30 pm
April 24 - Last day to withdraw from the University
May 4 - Last day of instruction
May 5 - Reading Day
May 6-12 - Final Examinations (Grades due 48 hours after final exam. Go to Grades, my.SMU.edu)
May 15 & 16 - Baccalaureate and May Commencement

EXCUSED ABSENCES

Refer to the following link
smu.edu/healthcenter/policy/absenceclass.asp

OFFICIAL UNIVERSITY CALENDAR

Please see the Official University Calendar for 2014 - 2015 on the University Registrar Home Page for important dates and deadlines at:

<http://www.smu.edu/EnrollmentServices/Registrar/AcademicCalendarsCourseCatalogs/AcademicCalendars/Calendar14-15>



ENROLLMENT & STUDENT FINANCIAL INFORMATION

Classes begin on Friday, January 16. If you have not enrolled, you have through Friday, January 23. Payment due date is upon enrollment. Select link for information on how to pay. smu.edu/bursar/webpay.asp

The last day to make changes to your schedule without grade record is Friday, January 23 until 11:59 p.m. Last day to declare pass/fail is Tuesday, February 3. For further information concerning spring 2015 and other important deadlines, please go to the University Registrar Home Page smu.edu/registrar and click "Class Schedule & Enrollment Information."

Remember that it is YOUR RESPONSIBILITY to ensure that 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 the 12th class day that they wish to do so. 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 the 12th class day. Forms are available in the Office of the Academic Dean. More information can be found in the online Undergraduate Catalog at smu.edu/catalogs.

PERSONAL INFORMATION VERIFICATION

If you have not completed this process recently, it is important that you **immediately** log into my.SMU.edu 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 this information is not verified in a timely manner, a HOLD may be placed on your account for any future enrollment terms at SMU.

EARLY INTERVENTION AND MID-TERM GRADING

Select undergraduate students may receive early and/or mid-term grades. See smu.edu/registrar/Enrollment_Info/rules.asp and click on "Early Intervention and Mid-Term Grading" 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! Go to smu.edu/LegalDisclosures/FERPA for more information regarding FERPA. Step-by-step instructions to authorize access are located at smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release. Feel free to contact Enrollment Services at enrol_serv@smu.edu or 214.768.3417 if you have any questions. Find out more about directory information at smu.edu/registrar/ferpa/dir_info.asp