



Important Messages to Students

from the University Registrar

www.smu.edu/registrar

Spring 2017

IMPORTANT DATES

- January 16** - Martin Luther King Holiday
January 18 - January Rotunda Passage for NEW spring First-Year and Transfer students (4:45 p.m., at flagpole)
January 23 - First day of classes
January 27 - Last day to enroll/add/drop without grade record
February 7 - Last day to declare pass/fail/no credit
February 16 & 17 - May Grad Fair (Blanton Building)
February 28 - Early Intervention Deficiency Reports available to undergraduate students
March 13-19 - Spring Break
March 28 - Mid-Term Deficiency Reports available to undergraduate students
April 11 - Last day to drop course with a W
April 17 - Honors Convocation - 5:30 pm
April 28 - Last day to withdraw from the University
May 8 - Last day of instruction (follows a Friday schedule)
May 9 - Reading Day
May 10-16 - Final Examinations (Grades due 72 hours after final exam)

EARLY INTERVENTION AND MID-TERM GRADING

Select undergraduate students may receive early and/or mid-term grades. Click [here](#) and then click on "Early Intervention and Mid-Term Grading" for specific information.

OFFICIAL UNIVERSITY CALENDAR

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

ENROLLMENT & STUDENT FINANCIAL INFORMATION

Classes begin on Monday, January 23. If you have not enrolled, you have through Friday, January 27. 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 27 until 11:59 p.m. Last day to declare pass/fail is Tuesday, February 7. For further information concerning spring 2017 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.

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. For the policy regarding religious holidays, click [here](#). For medical absence information, click [here](#).

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