## In Case of Emergency
SMU Police (24 hours a day) 214-768-3333 or 911

### Campus Emergency (Inclement Weather or Campus Crisis)
smu.edu  smu.edu/parents  Twitter.com/SMU  facebook.com/smudallas

214-768-7273; 1-888-768-7273

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>SMU General Information</td>
<td>214-768-2000</td>
</tr>
<tr>
<td>Advising Center</td>
<td>214-768-2291</td>
</tr>
<tr>
<td>Alshuler Learning Enhancement Center (LEC)</td>
<td></td>
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<tr>
<td>Student Appointments</td>
<td>214-768-3648</td>
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<tr>
<td>Disability Accommodations and Success Strategies (DASS)</td>
<td>214-768-1470</td>
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<tr>
<td>ASK DEANIE</td>
<td>214-768-4797</td>
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<tr>
<td>Bookstore</td>
<td>214-768-2435</td>
</tr>
<tr>
<td>Chaplain</td>
<td>214-768-4502</td>
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<tr>
<td>Computer HELP Desk</td>
<td>214-768-4357</td>
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<tr>
<td>Conduct &amp; Community Standards</td>
<td>214-768-4563</td>
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<tr>
<td>Counseling Services</td>
<td>214-768-2277</td>
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<tr>
<td>Dean of Student Life</td>
<td>214-768-4564</td>
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<tr>
<td>Dining Services</td>
<td>214-768-2367</td>
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<tr>
<td>Enrollment Services</td>
<td>214-768-3417</td>
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<tr>
<td>Financial Aid</td>
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<td>Registrar</td>
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<tr>
<td>Student Financial Services (University Bursar)</td>
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<td>Health Center</td>
<td>214-768-2141</td>
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<tr>
<td>Hegi Family Career Development Center</td>
<td>214-768-2266</td>
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<tr>
<td>Hughes-Trigg Student Center Main Desk</td>
<td>214-768-4444</td>
</tr>
<tr>
<td>Institutional Access and Equity/Title IX Coordinator</td>
<td>214-768-3601</td>
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<tr>
<td>Multicultural Student Affairs</td>
<td>214-768-4580</td>
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<tr>
<td>Parent and Family Programs</td>
<td>214-768-4797</td>
</tr>
<tr>
<td>Parking and ID Card Services</td>
<td>214-768-7669</td>
</tr>
<tr>
<td>Residence Life and Student Housing (RLSH)</td>
<td>214-768-2407</td>
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<tr>
<td>SMU Police Department</td>
<td></td>
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<tr>
<td>Emergency</td>
<td>214-768-3333</td>
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<tr>
<td>Nonemergency</td>
<td>214-768-3388</td>
</tr>
<tr>
<td>SMU Education Abroad</td>
<td>214-768-2338</td>
</tr>
<tr>
<td>Sorority and Fraternity Information</td>
<td>214-768-4400</td>
</tr>
<tr>
<td>Student Activities</td>
<td>214-768-4400</td>
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<tr>
<td>Transportation Issues</td>
<td></td>
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<tr>
<td>Car Trouble (flat tire, empty gas tank, dead battery)</td>
<td>214-768-3388</td>
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<tr>
<td>SMU Giddy-Up (Campus Security Escort 9PM-3AM)</td>
<td>214-768-1111</td>
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<tr>
<td>SMU Rides (24/7 charged to student account)</td>
<td>214-768-7433</td>
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<tr>
<td>Women &amp; LGBT Center</td>
<td>214-768-4792</td>
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</tbody>
</table>
Welcome to SMU! We’re so pleased that you and your student are part of our community, particularly during this exciting time in SMU history. The University is observing its Second Century Celebration, which commemorates the centennial of SMU’s founding in 1911 and opening in 1915. It’s especially fitting in 2015 that we’re celebrating the Year of the Student, 100 years after SMU welcomed its inaugural class.

We already have reason to celebrate the members of the incoming Class of 2019. They were selected from the largest and most competitive applicant pool in SMU’s history. They have the highest academic credentials of any entering class we’ve ever welcomed to campus.

At SMU, we prepare students to be “world changers” who make a meaningful impact in their communities. Students benefit from an educational environment of the highest quality, with opportunities for experiential learning, real-world research, community engagement and leadership and professional development. Their experience is further enriched by the diversity of our campus community, where students represent all 50 states, nearly 100 countries and a broad range of ethnic, religious and economic backgrounds.

In this handbook, you’ll find campus resources that help students achieve their personal, academic and professional goals. These include the University Advising Center, Office of the Dean of Student Life, Altshuler Learning Enhancement Center, Hegi Family Career Development Center, Chaplain’s Office and Residence Life and Student Housing.

Two handbook sections I urge you to discuss with your son or daughter address the topics of substance abuse and sexual misconduct. These are serious issues of concern at universities nationwide. Please encourage your student to become familiar with the resources SMU offers. More information is available on the SMU Health and Safety website, smu.edu/LiveResponsibly.

We’re glad to have the opportunity to partner with you in support of your student. Feel free to contact the director of parent and family programs, Deanie Kepler, with questions. She can be reached at 214-768-4797 or gkepler@smu.edu.

I look forward to seeing you on campus at events throughout the year. A historic Homecoming Weekend, coinciding with the 100th anniversary of SMU’s opening ceremonies, will include a parade, football game and fireworks on Sept. 26. Please also save the date for Family Weekend, Oct. 30-31. Welcome to the Hilltop!
JOIN THE SMU MOTHERS’ AND DADS’ CLUBS

Sign-up is available during AARO at the Resource Expo – look for the SMU Mothers’ and Dads’ Clubs table. Sign-up is also available through Club representatives during the Family Welcome or online at www.smumomsanddads.com.

What do the Clubs do to support students and parents?

• Family Handbook
• Move-In Weekend: Thirst-Aid Stations and Mustang Cookout
• Mustang Corral Funding
• Family Weekend: Mothers’ Club Luncheon, Dads’ Club BBQ and Boulevard Tailgating
• Financial support for student campus events: Sing Song, Relay for Life, Dedman Center for Lifetime Sports, Pigskin Review, University Worship luncheons, Peruna Handlers and many more
• Outstanding Senior Man and Senior Woman Recognition
• First Generation Information Video
• Special Gifts to SMU including Intramural field electronic scoreboards, Hegi Career Center Waiting Room, Caswell Leadership Endowment, Peruna Plaza, Library Patio, and furniture for the Veterans Center
• Endowed Scholarship Funds
• Email blasts and Facebook posts about important events

BOARD MEMBERS WANTED for both the Mothers’ Club and Dads’ Club. Please contact one of the Presidents or email momsanddads@smu.edu.

Cost Per Parent: Lifetime ..................... $150
Annual................................. $50

This represents a tax deductible membership. A percentage of Lifetime memberships goes to our endowed scholarship funds.

For more information, turn to the Parent Program tab, visit the club website or talk to a representative during AARO.
Dear Parents and Families:

We are proud to welcome you to Southern Methodist University! For 89 years the SMU Mothers’ and Dads’ Clubs have served as a link between parents, families and the University. We provide support for students, promote parent and family involvement, distribute relevant information, and help create a strong sense of community on the Hilltop. SMU has declared 2015 the “Year of the Student”. For the Mothers’ and Dads’ Clubs, every year is the “Year of the Student”!

This handbook is a quick resource that will answer many of your questions about SMU. We hope, if you do not find the answer you seek, you will inquire with the appropriate office or department using the information provided. It is our goal to be your advocates, and we will assist in any way we can. Feel free to drop us a line at momsanddads@smu.edu.

We urge you to join the SMU Mothers’ and Dads’ Clubs. Your membership enables us to provide ongoing communication between parents, to support our endowed scholarship funds, and to sponsor important activities benefitting students and their families throughout the year.

Parents and families from across the United States and around the world are members of our clubs. Find more information about the SMU Mothers’ and Dads’ Clubs’ at smu.edu/momsanddads. Pony Up and join us!

Sincerely,

Julie Edwards
President, SMU Mothers’ Club
(469) 209-0331

Ken Davis
President, SMU Dads’ Club
(214) 243-3554
The mission of the Division of Student Affairs is to develop, with others in the University, opportunities for students to become productive citizens through the creation of challenging environments that contribute to students’ intellectual, spiritual, physical, social, cultural, moral and emotional growth, and, in so doing, engage them with the widest range of persons within the University and beyond.

Throughout the Division of Student Affairs, your students will encounter caring professionals who are trained and skilled in their own specialties and are professional educators dedicated to assisting students in developing to their full potential. The focus of student affairs is one of education and guidance, not merely problem solving. The role of the staff is, along with the faculty, to assist the student in reaching true maturity and to prepare the student to take a useful place in society.

Concern for and realization of the full development of each student in and out of the classroom constitutes one of the major goals of the University. Consequently, SMU’s student affairs programs are designed to support and supplement SMU’s formal academic work. The Division of Student Affairs encompasses a broad range of programs and services including:

- Dean of Student Life Office
- Student Transitions & Orientation
- Residence Life and Student Housing (RLSH)
- Health Center
- Counseling Services
- Hegi Family Career Center
- Dedman Center for Lifetime Sports
- Religious Life/Chaplain’s Office
- Multicultural Student Affairs
- Mustang Band and Spirit
- Veterans Support and Services
- Women & LGBT Center
- Community Engagement and Leadership
- Student Conduct & Community Standards
- Fraternity and Sorority Life
- Parent and Family Programs
- Student Senate
- Student Activities

The entire division welcomes you and your family to SMU, and we look forward to your student’s years on the Hilltop!
Welcome to Southern Methodist University and welcome to the SMU family. SMU is small enough to give students personalized attention and large enough to offer them in-depth resources. Through the Dean of Student Life Office, you and your student can discover much of what SMU offers outside the classroom, and we act as a resource and referral to the academic support services available on campus.

Throughout this Family Handbook, the Dean will answer some of the most commonly asked questions. Please look for the gray boxes as you read through the Guide.

An Interview With the Dean of Student Life

Helping Students Learn Independence and Responsibility

Q. What is SMU’s philosophy on working with students?

A. A hallmark of SMU is the way in which administration and faculty work together for a student’s best interest. I’ve received calls from faculty and academic advisors concerned about a student’s nonacademic life because the student was having academic difficulty. In turn, I’ve referred many students to various campus resources. SMU administrators, faculty, and staff have chosen to work in higher education because we enjoy young people and care about them; we think our work with them has meaning, value, and purpose. We also want to prepare them for the leadership roles to which they aspire. SMU also provides programs, services, and activities that promote students’ development.

Q. What is our role as parents and family members in our student’s college education?

A. The University’s challenge is getting students to use the services, to participate in the programs and activities, and to take proactive measures on their own behalf. Parents and family members can help by being informed about the programs, services, and activities SMU offers and encouraging your student to use them. It’s a student’s responsibility to seek out services he or she needs and take advantage of all the opportunities here. We need parents to help in this regard.

Q. What can parents and families do to help their student if he or she is having difficulty?

A. One of the best things families can do for their students, whether it’s homesickness, academic problems or roommate difficulties, is to ask them, “What are you doing to resolve the situation?,” and to encourage them to try to handle it. Learning to do this builds self-confidence and is an important part of learning the skills one needs to be an adult.

Another way parents and families can support students is to contact the Dean of Student Life Office for assistance. We understand that college can be a challenging time for students and that they may not always know who or where to turn for help. Caring Community Connections, a program that operates through the office, addresses concerns by identifying and linking students to appropriate resources. Parents can utilize this program and support the University’s efforts in helping students take responsibility for resolving any concerns. We know that parents want to support students in their growth and development, and this is the goal of the University as well. We look forward to this partnership on behalf of our students. Read more about the Caring Community Connections program on page 8.
Dean of Student Life and Well-Being Departments educate students and the larger SMU community by providing purposeful opportunities for learning, growth, values clarification and skill development that promote responsible citizenship and well-being.

The Office of the Dean of Student Life carries out this mission by:

- Working to provide a welcoming environment that includes support, advice, and assistance.
- Acting as a resource and referral when students are unsure about which SMU office to contact or how to handle a specific problem.
- Assisting parents and families with their questions and concerns.
- Advocating for students and parents within the University-at-large.
- Serving the University through the operation of the Crisis Management Team.

**Caring Community Connections Program**

The SMU experience is a time of growth, challenge and excitement. Some facets of college life can be stressful for students, and students may find that they require assistance to navigate these challenges. The Caring Community Connections (CCC) program serves as a resource for any member of the SMU community, including parents, to refer students who are experiencing challenges to the Office of the Dean of Student Life. Office staff will then reach out to students and help find appropriate resources to address concerns.

Student concerns are normally submitted via an online submission form at smu.edu/deanofstudentsCCC. The link is also found on the Dean of Student Life homepage, as well as the Student Affairs home page. When completing the form, give as much information about the concern as possible to assist staff in identifying next steps. Staff frequently work with various members of the SMU community through the CCC program, and any information provided is useful in helping the student. Additionally, in the event that you are unsure about completing the form and want to consult about your student’s concern, you are welcome to contact the Dean of Student Life Office directly.

### A Quick Resource Guide for Parents and Families

<table>
<thead>
<tr>
<th>Problem</th>
<th>Suggested Parent/Family Response</th>
<th>Student’s Contact at SMU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absenteeism</td>
<td>Have a clear understanding before school starts about class attendance and try to determine the reason and extent of the problem (one class or several).</td>
<td>Professor of class(es), Academic Advisor, Altshuler Learning Enhancement Center (LEC), Counseling Services and Health Center (if health-related)</td>
</tr>
<tr>
<td>Academic Problems</td>
<td>Find out if student is attending class regularly and if he/she has had a conference with the professor. Encourage student to see his/her academic advisor. A tutor or an appointment with a Learning Skills Specialist may be secured by</td>
<td>Professor of the class, Altshuler Learning Enhancement Center (LEC), Academic Advisor, Chair of Department (preferably after the student has first had a conference with professor and tried to deal with the problem), Peer Academic</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>SUGGESTED PARENT RESPONSE</td>
<td>STUDENT'S CONTACT AT SMU</td>
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<tr>
<td>Alcohol (excessive)</td>
<td>Try to determine the extent of use and/or abuse. Encourage student to secure help from a substance abuse counselor in Counseling Services, located in the Health Center.</td>
<td>Counseling Services, Residential Community Director, Peer Health Educator (PHE)</td>
</tr>
<tr>
<td>Billing Questions</td>
<td>If confirmation is needed on billing charges, call Enrollment Services at 214-768-3417.</td>
<td>Enrollment Services and Bursar’s Office</td>
</tr>
<tr>
<td>Conduct Issues</td>
<td>Provide support to student as he/she goes through the conduct review process, keeping in mind that the greatest lessons learned in life often occur when we are forced to confront the results of our own decisions.</td>
<td>Assistant Dean and Director of Student Conduct &amp; Community Standards</td>
</tr>
<tr>
<td>Conflict With a Professor</td>
<td>Encourage student to talk first with the professor; if no resolution, follow the chain of command.</td>
<td>Professor, Academic Advisor, the department chair, the Dean of the College, and Dean of Student Life</td>
</tr>
<tr>
<td>Death in the Family</td>
<td>Keep student informed of serious illness within the family and make sure student is not alone when notice is given.</td>
<td>Professors can be contacted through the Dean of Student Life Office; if grief support or counseling is needed, seek assistance from Counseling Services or Office of the Chaplain</td>
</tr>
<tr>
<td>Disabilities</td>
<td>Ensure that your student receives all of the resources available on campus. Documentation should be sent to the Office of Disability Accommodations and Success Strategies (DASS) a minimum of 30 days before the start of a new term to ensure that the student receives all available accommodations throughout the term.</td>
<td>Office of Disability Accommodations and Success Strategies (DASS); names of professionals doing testing in the Dallas area are available through DASS or Counseling Services and online at smu.edu/healthcenter</td>
</tr>
<tr>
<td>Dropping a Class</td>
<td>Check drop deadline in the schedule of classes; discourage until every other possibility – faculty, tutoring, auditing classes, etc. – is exhausted.</td>
<td>Professor, Academic Advisor, and University Registrar</td>
</tr>
<tr>
<td>PROBLEM</td>
<td>SUGGESTED PARENT RESPONSE</td>
<td>STUDENT’S CONTACT AT SMU</td>
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<tr>
<td>Homesickness</td>
<td>Prepare student before school starts; schedule time when student will visit home or when you will visit campus (i.e., Family Weekend); encourage out-of-class activities; reassure student that homesickness is to be expected and encourage the student to seek out the Residence Life and Student Housing staff or Counseling Services; and limit home visits to facilitate college transition.</td>
<td>Residential Community Director, Dean of Student Life, Chaplain’s Office, and Counseling Services</td>
</tr>
<tr>
<td>Illness of Student</td>
<td>Insist that the student go to the Health Center or local medical providers for treatment.</td>
<td>Health Center, Residence Life and Student Housing staff, and the Dean of Student Life</td>
</tr>
<tr>
<td>Lost ID Card</td>
<td>Students who lose their ID must notify the Parking and ID Card Services Office immediately. Because the ID card provides building access, meals, and Pony Account, this is imperative. Notify the SMU Police Department if the card may have been stolen.</td>
<td>Parking and ID Card Services and the SMU Police Department</td>
</tr>
<tr>
<td>Parking Tickets</td>
<td>Set clear expectations before school begins about all aspects of operating a motor vehicle and who is going to pay for tickets. Check parking map online through SMU Parking and ID Card Services.</td>
<td>Parking and ID Card Services</td>
</tr>
<tr>
<td>Roommate Conflicts</td>
<td>Encourage student to take time to work through conflicts; discuss the educational value of learning to get along with someone who is different; and encourage communication and assertive behavior, not aggression; consider mediation.</td>
<td>Resident Assistant (RA), Residential Community Director or Area Coordinator, Dean of Residence Life, Dean of Student Life, Counseling Services, Peer Dialogue Leader (PDL) if applicable</td>
</tr>
<tr>
<td>Safety</td>
<td>SMU is located in a metropolitan area – no college can ensure the safety of all persons. Students need to be reminded to be proactive about their own safety and take precautions such as locking their doors, walking in groups and contacting Giddy Up for a ride. Follow tips issued by the SMU Police Department and the Residence Life staff.</td>
<td>Residential Community Director, SMU Police Department, and the Dean of Student Life</td>
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<tr>
<td>PROBLEM</td>
<td>SUGGESTED PARENT RESPONSE</td>
<td>STUDENT’S CONTACT AT SMU</td>
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<td>Sexual Misconduct, including Sexual Assault</td>
<td>Please inform your student that SMU Police and trained confidential counselors at SMU Counseling Services are available 24 hours a day. They can accompany students to a local hospital to obtain medical care and a sexual assault exam. SMU Police can help students with criminal reporting, and SMU’s Title IX Coordinator can help students with internal grievance reporting (more information at smu.edu/LiveResponsibly)</td>
<td>SMU Police, SMU Counseling Services, SMU Title IX Coordinator, Office of the Dean of Student Life, Women &amp; LGBT Center, Chaplain’s Office, Director of Violence Prevention and Victim Advocate</td>
</tr>
<tr>
<td>Student Wants to Transfer</td>
<td>Be patient; listen to student’s reasons for wanting to transfer and help evaluate his/her options.</td>
<td>Residential Community Director, University Advising Center, Counseling Services, Dean of Student Life, Office of Strategic Initiatives and Student Success</td>
</tr>
<tr>
<td>Uncertainty About the College Experience</td>
<td>Some new students have trouble finding where they fit in at first. Please help your student understand that we care about her or him and want each student to have a good experience. Students need to learn to ask for assistance. Encourage joining activities, Residential Commons programs, and student or community organizations.</td>
<td>Residential Community Director, Dean of Student Life, Student Activities and Office of Strategic Initiatives and Student Success</td>
</tr>
<tr>
<td>Unsatisfactory Grades at Midterm</td>
<td>Encourage meeting with the faculty member. Remind student that he or she has time to improve grades but to do so quickly; seek tutoring through the Altshuler Learning Enhancement Center (LEC); encourage taking a study skills or time management seminar offered by LEC.</td>
<td>Professor of the course, Altshuler Learning Enhancement Center (LEC), the University Advising Center, Peer Academic Leaders (PALs), Peers for Academic enhancement (PATs)</td>
</tr>
</tbody>
</table>
Q. Is SMU a relatively secure campus for my student?

A. Students need to realize that SMU is in a large metropolitan area. We look at security as a partnership between your student and the University. Students should exercise good crime prevention habits at all times including, but not limited to, adhering to all Residential Commons and campus security procedures, not leaving valuables unattended in rooms or campus buildings, locking their car, always walking with a group after dark and when off campus, and being ever aware of their surroundings.

SMU Police Department (SMU PD)

Emergency number when calling long distance: 214-768-3333
Emergency number on campus: 911, Non-emergency number on campus: 214-768-3388
Physical Address: 3128 Dyer Street, Patterson Hall, 2nd floor
Mailing Address: PO Box 750334, Dallas TX 75275-0334
www.smu.edu/pd or www.smu.edu/police

Mission

The mission of the SMU Police Department is to maintain a working partnership with all members of the Campus Community to preserve life, maintain human rights, protect property, and promote the educational objectives of Southern Methodist University. The men and women of the SMU Police Department believe in a shared responsibility with our community to create a secure and inclusive environment that promotes and supports the educational process. We are dedicated to reducing crime and providing a secure environment by targeting quality of life issues in our community through aggressive enforcement of the law, respect for human rights and protection of the SMU community. We will carry out this mission with professionalism, fairness and absolute integrity.

Staffing

Law Enforcement. The SMU Police Department employs state-certified uniformed and plain-clothes law enforcement officers who patrol the campus 24 hours a day. These officers are armed and have full powers of arrest. SMU police officers are responsible for enforcement of all state and local ordinances as well as the university’s policies and regulations.

Non-Police Staff. State certified communications officers are on duty 24 hours a day and monitor fire and intrusion alarms, security cameras, answer 911 calls, assist customers at the police department service window, and dispatch police when services are requested.

Safety Programs

Residential Commons Security. All Residential Commons are equipped with electronic access control systems which require student residents to swipe their ID cards through a card reader to enter. Only students assigned to a particular Residential Commons may enter that facility unescorted. Police officers and Residence Life and Student Housing (RLSH) staff patrol the Residential Commons at unscheduled times throughout the day and night. Students are required to lock their room doors and take their keys when they are out. Room doors found unlocked or open with no occupants inside will be closed and locked. Students are instructed that their own security practices are the best deterrent against crime inside the Residential Commons.

Anonymous Reporting System. The SILENT WITNESS program allows the SMU Community two ways to anonymously report criminal activity or other police-related information. The Anonymous Tips Line (214-SMU-2TIP) is an unmonitored, voice-
recorded phone line. This phone line is checked daily for new information. Alternately, community members may provide information anonymously through our online SILENT WITNESS reporting form at www.smu.edu/tip.

**EMERGENCY CALL BOX SYSTEM.** Emergency call boxes are strategically located throughout the campus. Most are easily recognizable by a familiar blue light on top. Once activated, the call box sends a signal to the police department via the campus 911 system. The location of the call box is identified automatically, and the caller can speak directly to the police communications officer. Call boxes are also in all elevators.

**SECURITY ESCORTS.** The police department offers security escorts to anyone on the campus to and from on-campus building and parking facilities. However, police officers are not taxi drivers, and students who request rides during inclement weather or simply for convenience should be reminded not to abuse this important security service.

**WEB SITE.** The SMU police website (www.smu.edu/pd or www.smu.edu/police) provides information about the department’s services, security on and off the campus, crime statistics, campus alerts and a police report log of incidents reported to the department. A copy of the current annual security report is available on-line and upon request.

**Parking and ID Card Services**

214-768-PONY (7669), 214-768-PARK (7275)
Suite 101 Expressway Tower
Mailing Address: PO Box 750412, Dallas TX 75275-0412
www.smu.edu/parkingID  IDcard@smu.edu  parking@smu.edu

**Mission**

- To offer students and parents a convenient payment method for numerous campus purchases.
- To provide students with an alternative to paying in cash or writing personal checks and managing a checkbook.
- To provide a one-stop shop for parking and ID card services.

**University ID Card.** The SMU ID card is the student’s passport to an extensive array of on and off campus services and discounts. It is an essential part of campus life at SMU and should be carried at all times. For security reasons, the card should NEVER be loaned to another person! Students will use it for everything from checking out books in the libraries to accessing the Dedman Center for Lifetime Sports, their Residential Commons and parking facilities. They’ll use it for entrance to campus dining facilities and athletic events. As a stored value card, the SMU ID is used for making purchases in the SMU bookstore, select copy machines, Mane Desk tickets, the Health Center, as well as at participating off-campus merchants. The SMU ID also makes students eligible for discounts at various museums, theatres, and other cultural attractions in Dallas. Some neighborhood businesses also offer discounts if students show their card when making a purchase.

**Replacing a Card.** It is critical that students notify the Parking and ID Card Services Office promptly if their ID is lost or stolen. Students may also cancel their card after office hours by going to the web site www.smu.edu/parkingID and going to “My Pony Account”. Holes, stickers, tape and other alterations will render the card unusable. A $30.00 fee is charged for each replacement card.

**Pony Cash.** PONY is a stored value account that can be activated on the SMU ID Card. Whether a student needs textbooks or to make a copy, a PONY account makes on-campus purchases simple and convenient. Students can use their PONY accounts at numerous locations around campus, including all dining facilities; The Market; the Mane Course, which includes Chick-fil-A, Campisi’s, and Subway; the SMU Bookstore, ticket offices; Student Media Services; the Health Center; Meadows Art Studio; and Library Copy Machines. PONY can also be used at numerous off-campus locations.
OPENING AN ACCOUNT. During the registration process, students may select one of five preset amounts ($200, $400, $600, $800 or $1000) to be billed directly to their student account. Parents should discuss these various levels with their student prior to registration.

MAKING DEPOSITS TO AN ACCOUNT. Deposits in the form of a check can be mailed to the Parking and ID Card Services Office, SMU PO Box 750412 Dallas, TX 75275. The check should be made to SMU and include the student’s ID number on the memo line of the check. Web deposits may also be made on-line by visiting www.parknpony.smu.edu. Any remaining balance left over at the end of the semester can be used for purchases the following semester.

PARKING & VEHICLE REGISTRATION. The Parking and ID Card Services Office provides a comprehensive array of parking services. The office issues parking permits and provides coordination for guest and special event parking. Permits must be ordered on our website www.smu.edu/parknpony. Students can select “My Parking Account”, log on with their SMU ID and password and select “Purchase Permit”. Payments for parking are made at the Student Financial Services Office in the Blanton Building, or online at www.smu.edu/bursar/SMUpay.asp.

OPT-OUT OF A PARKING PERMIT. To “opt-out” of a parking permit, you need to log on to your parking account as though you are ordering a parking permit. Select “Purchase Permit” when you get to the permit selection screen. You will need to select the “opt-out” of permit option at the bottom of the list. You must agree to the parking rules of the University and then complete the process just as if you were ordering a permit. The very last screen is the “Order Confirmation” page. We recommend that you print and save this page for your records.

WHERE TO PARK. There are specifically designated areas on campus for Faculty/Staff, Residents, Commuters and Visitors to park. Some Faculty/Staff areas are available after 5 p.m. for students to use, but a valid SMU parking permit is still required. Students will be given a campus parking map when they receive their parking permit. Visitors may park in any metered space on the campus. Park & Pay stations are available in the Moody and Binkley Parking Centers. While metered spaces are for “short term” parking, the pay stations will allow for more extended stays while on campus. Fees for parking are posted at the pay stations and meters. For additional information on parking, please visit: www.smu.edu/parkingID.

PARKING CITATIONS AND APPEALS. From the day a citation is written, students have 15 days to appeal. Students must appeal citations online on the Parking and ID Card Services website www.smu.edu/parkingID. All decisions made as a result of an Administrative Review are final. Payments for parking citations are made at the Student Financial Services Office in the Blanton Building, or online at www.smu.edu/bursar/SMUpay.asp.

DRIVER ASSISTANCE PROGRAM (DAP). Services are available on main and east campuses only. Please note that we do not serve residential streets or commercial areas surrounding campus. The following services are available to students, faculty/staff and guests at no charge:

- Gas: We will provide you with a 1 gallon container of gas
- Tire Inflation: We will provide you with compressed air to inflate your tire but we cannot change flats
- Locked Out Service: SMU police officers will attempt to assist you if you have locked your keys in your car
- Stranded Vehicles: We will help you contact the provider of your choosing to obtain the roadside assistance or tow service you might need. We will also escort you to a secure place while you wait for assistance

SMU EXPRESS. No car - no problem! The SMU Express awaits! The SMU Express runs every 15 minutes Monday through Friday from 7:00 a.m. to 6:30 p.m. then every 40 minutes until 9:30 p.m. The bus departs the center of campus on Bishop Boulevard for shopping at places like Kroger, Old Town Shopping Center and Mockingbird Station, with all its shops and restaurants. Some students use the SMU Express for their commute to campus everyday. It’s fast, it’s reliable and it’s easy...and best of all it’s free!
**GIDDY UP.** SMU’s campus security escort service offers free rides throughout the main campus between 7 PM and 3 AM daily when classes are in session. For a ride call (214) 768-1111 or flag us down if you see us. During severe weather, Giddy Up service may be suspended until conditions allow the service to resume operations.

**SMU RIDES.** Call Cowboy Cab at 214-768-RIDE or 214-768-7433. SMU Rides is a program designed to offer students a convenient and responsible mode of transportation when one is needed. When classes are in session, SMU Rides is available to students 24 hours a day and can be used for any reason with “no questions asked.” It is especially designed for situations when a student might lack cash but needs a safe way to get back to campus. SMU Rides can be used anywhere at any time but the student’s SMU account will be charged for the full cost of the ride. Students must provide their SMU ID number when calling and show their SMU ID card when entering the cab.

**DALLAS AREA RAPID TRANSIT (DART)/SMU TRANSIT PASS/ZIPCAR**

Students ride free on DART with their SMU DART Transit Pass! The SMU DART Transit Pass allows unlimited access to buses and trains throughout DART’s service area. Students may purchase an SMU DART Transit Pass and ride DART for free! Passes can be purchased online for a one-time fee of $5.00. Visit DART online at www.dart.org for more information, route schedules and trip planning assistance.

**ZIPCAR.** Students, faculty, and staff can join for only $25 and get $35 in free driving! (save $10 thanks to Ford!) Get 24/7 access to Zipcar’s parked all over the city! Simply reserve online, let yourself in with your Zipcard and drive. The low hourly and daily rates always include gas and insurance. You only need to be 18+ to join. Members age 18-20 can use a dedicated group of Zipcars that live on campus. Members age 21+ also have access to thousands of Zipcars all around the world.
Important Conversations to Have with Your Student Before They Come to SMU

SMU provides a reasonably secure environment to live, learn and work. However, a person’s safety can be enhanced by taking certain precautions. Police can’t be everywhere all the time.

■ Lock your room doors at all times, especially when you leave your room. Most thefts occur when a room is left unsecured for only a short time. Don’t give someone the opportunity to steal your property.

■ Leave expensive jewelry at home or buy a small safe or lockbox to store valuables.

■ Never give strangers access to your residential commons. Report anyone you don’t recognize to Residence Life and Student Housing staff or the Police Department.

■ Students should never leave cellphones or laptops unattended anywhere on campus.

■ Underage drinking is a big problem on our nation’s college campuses. Texas is a zero-tolerance state when it comes to alcohol. If your student is not 21 years old, you must make sure he or she knows they may not drink alcoholic beverages unless he or she is in your presence. Police officers may arrest students for possessing alcohol, having the odor of an alcoholic beverage on their breath, driving with any detectable amount of alcohol on their breath, and possessing or using a counterfeit drivers license or ID card. Students are reminded many times in crime prevention and Residential Commons briefings of the laws and sanctions. Help us reduce the problems associated with underage drinking by ensuring your student understands this clearly.

■ If your student has a prescription for any controlled medication such as Adderall, Ritalin or Hydrocodone, remind him or her that selling or giving medication to another person is a crime. Tell your student NEVER to take, purchase, or use prescription medication belonging to another individual. It is illegal to use Adderall, Ritalin or any other controlled drug without a doctor’s prescription or in a manner that is contrary to the drug’s prescribed use. Persons illegally using or abusing these drugs will be subject to severe University sanctions and possibly prosecuted under state and/or federal law.

■ Substances like marijuana, cocaine, and GHB are illegal in Texas and not tolerated at SMU. Anyone found in possession of an illegal drug or associated paraphernalia may be arrested and could face suspension or expulsion from the University.

■ Hazing is illegal in Texas and prohibited at SMU. If your student wants to join a fraternity or sorority, sports team or other activity and is required to do things like drink or eat anything to excess, perform acts of servitude, undergo sleep deprivation, endure beatings, or engage in criminal activity as a condition of membership, he or she is being hazed. Any suspected incidents of hazing should be reported immediately to the police or the office of the Dean of Student Life.

■ Tell your student to call the police immediately should he or she become a victim of crime or witness a crime in progress. Delaying the call will make it easier for the perpetrator to get away and harder for the police to solve the crime.

If you have any questions about security at SMU, please call the SMU Police Department at (214) 768-3333 or email police@smu.edu.
Academic Programs and Policies

Curricular Goals and Requirements

The undergraduate curriculum at SMU seeks to accomplish two interrelated goals:

■ To provide a thoughtfully constructed educational experience to be shared and valued by all undergraduates.

■ To offer students an opportunity to explore intellectual frontiers that will engage and challenge them, encouraging inquiry and investigation during their college years and beyond.

These goals are accomplished by two sets of requirements (university-wide requirements and major requirements) that all students must fulfill in order to graduate from the University with a Bachelor’s degree.

The term “university-wide requirements” refers to a program of study required of all students regardless of major that emphasizes what has historically been known as a liberal arts education: namely, learning to read, write, and think critically, while acquiring a basic understanding of human society in all its dimensions. These university-wide requirements provide a solid and broad education that will equip students to compete and adapt in a rapidly changing world, while complementing more focused study in the major.

Students entering as first-time, first-year students in the summer or fall of 2015 and spring of 2016 fulfill their university-wide requirements through the UNIVERSITY CURRICULUM (UC).

UNIVERSITY CURRICULUM (UC)

The UC consists of two main course work components: Foundations and Pillars combined with Proficiencies and Experiences. The UC can be met throughout the student’s undergraduate career, including work in the major or minor, elective courses and approved activities. The number of courses and/or credit hours required to complete the University Curriculum will vary according to the individual student’s academic background, preparation, major, curricular and co-curricular choices.

UC FOUNDATIONS: All students will take two or three courses in the Discernment and Discourse sequence. These seminar-style writing courses encourage students to develop critical reading, expository and analytical writing, oral communication and research skills. All students will take one, three-credit Quantitative Foundations course designed to ensure that they have the ability to understand, evaluate, and use quantitative information. All students will complete two, one-credit Personal Responsibility and Wellness courses designed to ensure students’ transition to the university and their development of lifelong habits of wellness, responsibility, and fitness. All students will be required to take one Ways of Knowing course. Taught collaboratively by faculty from different academic disciplines and organized around a major topic or “big question,” Ways of Knowing courses develop...
students’ understanding of the multiple approaches whereby different disciplines define, acquire and create knowledge, including the ethical considerations involved.

**UC Pillars:** The UC Pillars component is a constellation of five two-course sequences that introduce students to the primary ways in which intellectual traditions have organized and constructed knowledge. The requirement for each Pillar includes both an introductory course that covers origins, critical analysis and important issues and a second course that, typically, will be of a more applied or advanced nature. The five Pillars are Creativity and Aesthetics; Historical Contexts; Individuals, Institutions, and Cultures; Philosophical and Religious Inquiry and Ethics; and Pure and Applied Sciences. Individual courses may satisfy two different Pillars requirements.

**UC Proficiencies and Experiences:** To equip SMU graduates for the many opportunities and challenges that await them, the UC requires all undergraduates to develop and refine writing, quantitative reasoning, oral communication, and information literacy skills beyond the introductory level. The UC also encourages all undergraduates to apply curricular knowledge to the diverse, global communities in which they will live and work. The following UC Proficiencies and Experiences, required of all undergraduate students, may be met through credit-bearing course work or approved, non-credit activities that have been identified as meeting that requirement: Writing; Quantitative Reasoning; Information Literacy; Oral Communication; Community Engagement; Human Diversity; Global Engagement; and Second Language (students must improve by the equivalent of two semesters’ study).

**Partial Listing of Academic Majors and/or Minors**

Note: Italics indicates those disciplines that are offered solely as minors. Please consult individual school websites for most current listings of majors and minors.


Additional opportunities available for pre-law, pre-health professions, pre-physical therapy and biomedical research.


*Includes premedical or biomedical options.

ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT. Teacher Education (levels EC-4, Grades 4-8, Grades 6-12 or 8-12). Applied Physiology and Sports Management.

Transfer of Credits Earned Before Enrolling at SMU

Acceptable transfer credits apply toward degree requirements at SMU. Credit is awarded for work passed with a grade of C- or better at an accredited college or university. Each department determines applicability of transferred credit for the requirements for its majors and minors.

Credit for college-level courses taken concurrently with high school work is granted if each of the following conditions are met:

■ The course must be completed at an accredited school.
■ The course was passed with a grade of C- or better and is comparable in content with a course offered at SMU.
■ The course must be submitted on an official college transcript.

Transfer of Credits Earned After Enrolling at SMU

After enrollment at SMU, students wishing to fulfill degree requirements through transfer work should obtain prior approval from their advisor and the chair of the appropriate academic department. Students who fail to get prior approval for transfer work can petition later for transfer credit, but they have no assurance that it will be awarded. In certain cases, such as Foundations (UC) and Ways of Knowing (UC), permission is not granted. A maximum of 30 transfer hours following matriculation may apply to an SMU degree.

Academic Progress and Reports

Normal progress toward a degree requires the successful completion of a minimum of 15 credit hours each term, plus two terms of PRW (UC) credit. Satisfactory academic performance also requires achievement of a cumulative grade point average (GPA) of at least 2.00 (in a 4.00-point system). Academic progress is monitored by both the academic advisor and the Records Office of the Dean.

Academic progress is communicated to students by means of several periodic reports.

GRADE REPORTS are available online via my.SMU at the end of each term.

ACADEMIC WARNING REPORTS may be issued at mid-term in the fall and spring of the first and second year. They indicate courses in which the student’s progress is less than satisfactory (C-, D, or F) and are sent to the student’s local address.

DEGREE PROGRESS REPORTS are available to each student online via my.SMU. This report summarizes completed academic work and relates it to degree requirements for the student’s program of study.
If a pre-major student’s cumulative grade point average (GPA) falls below 2.000 after any term of study (fall, spring, or summer), the student will be placed on academic probation at the beginning of the next enrolled term (fall, spring or summer). The student has the next two enrolled regular terms (fall, spring) and the first summer session following the probation start date to raise his or her cumulative GPA to at least a 2.000. A student has the opportunity to enroll for only one summer term while on academic probation. The summer term must be at SMU. If the student does achieve a cumulative GPA of at least 2.000 within the one-year probationary period, the student will be removed from probationary status and restored to good academic standing at the end of the term in which the cumulative GPA of at least 2.000 is achieved.

Suspended students are notified via SMU email. Suspension is for a minimum of one regular term. A summer does not count as a suspension period, nor can a student be reinstated after suspension for a summer term. Credits earned at another college or university during a term of suspension will not be applied toward an SMU degree.

A student who has been suspended may apply for reinstatement after one term, but reinstatement is not guaranteed.
University Advising Center for Pre-Majors

University Advising Center
214-768-2291  Fax: 214-768-3056
408 Blanton Building
Mailing Address: PO Box 750272, Dallas TX 75275-0272
smu.edu/UACParents  smu.edu/advising

Advising Partnership

- Productive advising is built on a true partnership between the student and the advisor.
- The advisors in the UAC strive to educate their advisees to be fully self-sufficient and responsible for their own academic decisions.

NOTE: All undergraduate students must meet with their academic advisor in order to enroll, and all students should meet with their advisor in order to add or drop a course. Failure to do so may delay progress toward their degree.

Academic Advising

The UAC is SMU’s primary resource center for undergraduate pre-major advising. Embracing a student-centered, collaborative advising approach, the UAC advisors work together with pre-major students to create a comprehensive and meaningful academic plan while guiding students through the transition into a declared major.

All entering SMU students are assigned an advisor in the UAC whom they will work with until they declare a major. Upon declaring a major, students will be assigned a new academic advisor in their major department.

Academic Advising in Undergraduate Schools

Each of the five undergraduate schools has appointed faculty and staff members to advise students within their particular majors.

Because of SMU’s low faculty-to-student ratio, department heads and faculty members are easily accessible to students. Faculty members serve as informal mentors, as well as official advisors. In many cases, SMU students and faculty members form friendships that can last a lifetime.

Q. Whom should I talk to if I have an academic concern about my student?
A. The initial contact you should make is with your student to discuss the concern fully. Next, encourage your student to meet with his/her professor and/or academic advisor. Finally, if you or your student have additional concerns or questions, you can set up a conference with your student and the advisor. Please be aware that the advisor will only discuss student issues (in person or on the phone) with the student present. In addition, federal law prohibits us from discussing specific academic information unless we have obtained explicit permission from the student in the form of a signed FERPA release. This can be done on my.SMU. Without this document, advisors may only provide general information.
Academic Support Programs

Altshuler Learning Enhancement Center (LEC)

Student Appointments: 214-768-3648
Business Office: 214-768-6725
Director: 214-768-1047
Associate Director for DASS: 214-768-1918
202 Paul B. Loyd, Jr. All-Sports Center
Mailing Address: PO Box 75201, Dallas TX 75275-0201
www.smu.edu/alec

Mission

- To help students become more independent, self-confident, and efficient learners.
- To help students respond effectively to specific academic challenges, to articulate and attain their own educational goals, and to succeed at any level of the undergraduate curriculum.

Staff

Fourteen full-time professional staff members, three administrative assistants, and more than 100 paid, trained student tutors.

Overview of Services

Each year, approximately 75 percent of our first-year students take advantage of LEC programs, courses, and services. All LEC offerings are available at no cost to undergraduate students. Some services are available by appointment; others are available on a drop-in basis. Students may be referred to the LEC by their advisors, faculty, or Resident Assistant (RA), but most students simply choose to come on their own.

Tutoring Services. Available to undergraduates, the LEC offers subject-specific tutoring in most first- and second-year courses, as well as many upper-division courses. Tutorials are offered in individual, small group, and review session formats. The tutor schedule changes regularly, and updates can be found at the LEC website, www.smu.edu/Provost/ALEC/Tutoring/TutorSchedule.

Writing Center. English department faculty members assist students at any stage of the writing process – from planning a draft to learning from previously graded papers. Writing Center hours can be found at www.smu.edu/Provost/ALEC/WritingCenter.

Workshops. Each term, the LEC offers approximately 40 learning strategy workshops. Among the topics covered are Note Taking, Time Management, Test-Taking Strategies, and Textbook Study-Reading. www.smu.edu/Provost/ALEC/Workshops

HDEV1110. Reading and Learning Strategies. Each academic year, hundreds of SMU students take this graded, one-credit course to develop advanced reading and learning techniques. Students can register for HDEV 1110 at the same time they register for their other courses. One section every fall is reserved for pre-med students.

Academic Counseling. Six full-time Learning and Study Skills Specialists are available to meet with students to work individually on study strategies. Three of these six are specialists in working with students with learning differences.

Disability Accommodations & Success Strategies (DASS). The mission of the LEC’s DASS team is to provide individual attention and support to students with disabilities. A staff of five assesses the unique needs of students with disabilities and assists them in identifying and taking advantage of all appropriate campus resources. Team members review requests for academic accommodations and provide support to students with disabilities who may need assistance with various aspects of their campus experience, including accessibility, testing, and academics.

Students can qualify for classroom accommodations when there is evidence that their disability significantly impacts their learning. Please note that it is the student’s responsibility to
establish eligibility for services and accommodations through DASS. Students must (1) request services themselves by submitting an online form (Request for Accommodation Eligibility) or request an interview, and (2) submit appropriate, current documentation. Guidelines for documentation and request forms are found at our website, www.smu.edu/Provost/ALEC/DASS.

Because it takes time to review documentation of a disability, it is essential that students submit their request form and documentation early. Please allow two to three weeks for review of documentation. Outcome of the review will be sent directly to the student’s SMU email address.

Students entering SMU in the Fall of 2015 are strongly encouraged to submit their documentation in July to best ensure the process is complete before the start of classes. NOTE: Documentation submitted to Admissions is not considered a request for services and is not forwarded to this office. Students should submit documentation directly to the DASS office to request services.

In addition to formal accommodations, **individual academic support** is provided for students with documented learning disabilities and AD/HD. Assistance is available in the areas of transitioning, learning strategies instruction, coaching, educational planning, and self-advocacy. Students with LD and AD/HD also may participate in a student-led support/networking group (Students for New Learning), obtain individual, course-specific tutoring, and enroll in a section of HDEV 1110 tailored to meet their unique needs.

For more information regarding academic support services available for students with disabilities, please contact DASS at 214-768-1470 or view our website at www.smu.edu/Provost/ALEC/DASS.

**Academic Enrichment Programs**

**University Honors Program**
214-768-2813
G02B Clements Hall
Mailing Address: PO Box 750283, Dallas TX 75275-0283
www.smu.edu/univhonors
www.smu.edu/honors (portal for all honors-related programming at SMU)

Entrance to the University Honors Program is by invitation. Students may also apply for Honors consideration directly to the University Honors Director after one semester of course work at SMU. Opportunities include:

- Smaller discussion based classes
- Creative classroom activities
- The Honors Written English sequence of two courses - taken first and second semester
- Honors courses in Pillars or Ways of Knowing categories of the University Curriculum - for a total of six
- Special events designed specifically for Honors students throughout the year
- The Gartner Honors Lecture Series providing interaction between Honors students and distinguished visitors to campus
- Opportunities for international study through Honors Program Study Abroad Scholarships and Richter International Fellowships
- Participation in a lively intellectual community both inside the classroom and out
- Use of the “Scholars’ Den”- a meeting and study space for honors students across campus

**School/Departmental Honors Programs**

Admission is based on superior academic performance. Some programs require specific sequences of course work; others involve an Honors thesis or independent research.
SMU-in-Taos at Fort Burgwin is a 423-acre campus steeped in history and located in the beautiful Sangre de Cristo Range of the Rocky Mountains near Taos, New Mexico. SMU-in-Taos encourages a philosophy of a “classroom without walls” that utilizes the locale’s inspiring natural setting, rich cultural history and vibrant artistic community to create a truly unique academic experience. Visitors have the opportunity to live and learn in the enchanting American Southwest. The SMU-in-Taos staff look forward to speaking with students and their families either by phone, email or in-person at the Dallas office (Blanton Building, Suite 338).

**COURSE OFFERINGS.** SMU-in-Taos presently offers summer and winter course opportunities. Students on the SMU-in-Taos campus enjoy small classroom sizes, hands-on instruction, unique field trips, easily-accessible SMU faculty and staff along with an abundance of academic and cultural stimulation. A wide range of courses are offered that allow students to fulfill requirements towards their major or minor interests or SMU’s University Curriculum. Previously offered subjects include the humanities, natural and social sciences, the fine and performing arts, business, engineering, wellness and more.

**CAMPUS FEATURES.** The SMU-in-Taos campus features student and faculty housing, classroom facilities, the brand-new Miller Campus Center, a dining hall, computer center, exercise room, auditorium, chapel and laundry facility. Recreational opportunities on campus include tennis and basketball courts, a sand volleyball court, disc golf course and bountiful area hiking and biking trails. Students may participate in nearby outdoor activities such as fly-fishing, horseback riding, rock climbing, whitewater rafting and skiing/snowboarding.

**PROGRAM ADMISSIONS.** Each year, students may enroll in short, intensive terms in January, May, June and/or August. Admissions operate on a rolling basis until courses are filled. Early enrollment is recommended as certain terms and courses may be in high demand. All students must be in good standing with the University in order to attend. Summer and winter semester course listings and application information are posted online (smu.edu/taos) and in the Dallas office.

**TUITION AND AID.** All students attending the SMU-in-Taos winter and summer terms are required to pay tuition, room and board and provide their own transportation to the SMU-in-Taos campus. The SMU-in-Taos program offers reduced undergraduate tuition along with room and board rates that are competitive with those on the main campus in Dallas. Students attending the SMU-in-Taos program may be eligible to receive pro-rated amounts of their SMU merit scholarships and need-based aid. Students may also apply to the Friends of Taos scholarship fund, which may award a one-time, partial-tuition scholarship.

**CULTURAL INSTITUTE.** Adult education courses are also an integral part of the SMU-in-Taos educational offerings. Each July the SMU-in-Taos Cultural Institute offers short, intermittent non-credit courses for adults. Explore the deep past through the archaeology of the southwest, the unique botany of the Taos area or the thrill of fly-fishing over the course of a long weekend in Taos. All courses are taught by SMU faculty or local specialists in their fields of study. Courses include social as well as educational opportunities.

**CONFERENCES AND RETREATS.** The SMU-in-Taos campus is also the perfect space for business meetings, conferences and youth groups. For more information and availability, please contact the Fort Burgwin office (575-758-8322) or visit the groups webpage online (www.smu.edu/taos/groups).

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**SMU Abroad**

214-768-2338

216 Blanton Student Services Building

Mailing Address: PO Box 750391, Dallas TX 75275-0391

www.smu.edu/abroad

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**MISSION**

- To provide SMU undergraduates with a diverse portfolio of study abroad programs for all majors. To develop programs offering research, service, and travel abroad connected to SMU departments and schools.
To facilitate overseas learning experiences that enhance student achievement in the classroom, across the disciplines, and in every facet of undergraduate life.

To support the development of young adults as globally-aware students, citizens, and members of the global SMU community.

**STUDY ABROAD PROGRAMS.** Experienced leadership and solid academic content characterize the over 150 SMU Abroad programs, which include summer programs organized by SMU faculty and semester programs offered through reputable providers at foreign universities. Approximately five hundred undergraduates earn credit each year through study abroad towards graduation requirements, with over 70% participating in SMU faculty-led and internship summer programs and 80% studying in Europe. Courses can meet major, minor, and University Curriculum requirements, and students may also meet the Global Engagement Proficiency requirement through study abroad. With the diversity and depth of SMU program offerings, “study abroad for all” is more than just a philosophy at SMU.

**ENROLLMENT AND ACADEMICS.** SMU programs are open to all undergraduates in good standing at SMU, and even freshmen and transfer students may apply for study abroad. Deadlines for summer programs open February 1st, closing on March 1st. Students are advised to start planning early, attending fairs and information sessions offered through SMU Abroad. Requirements vary by program. Students should meet with an academic advisor as early as possible in the freshman year in order to plan for a summer or semester abroad. Courses taken on SMU Abroad programs count as SMU courses, and foreign grades count in the SMU GPA.

**COST AND SCHOLARSHIPS.** SMU tuition, international travel insurance, and miscellaneous fees are charged for all SMU Abroad programs. Students will be responsible for airfare and, on semester programs, may have additional costs for housing and incidentals. Program costs are published on the SMU Abroad website. Students on merit-based scholarships should consult with their programs for information on whether summer and semester study abroad expenses are covered by their scholarships. Students on financial aid should consult with their financial aid advisor about summer scholarships and loans.

**HEALTH AND SAFETY.** All students studying abroad through SMU Abroad are automatically registered in the university’s travel assistance program, managed by I-SOS, and with ACE Insurance for international health care. All undergraduates attend a mandatory pre-departure training on health and safety and receive advice and counsel to assist them with travel preparations and safe conduct during their time abroad.

### Summer Studies at SMU

214-768-3417 or 1-800-323-0672

www.smu.edu/summer

Mailing Address: PO Box 75018, Dallas, TX 75275-0145

**Mission**

In addition to the regular fall and spring semesters, SMU offers several summer terms that enable students to keep their education moving forward and to graduate in four years or less. While Dallas can be hot in the summer, there are several ‘hot’ reasons to stay on campus and either catch-up on course work or get ahead! Summer terms offer smaller classes with accessible faculty, discounted tuition and financial aid, and plenty of summer fun, both on and off campus.

**SUMMER TERM OPTIONS.** On the Dallas Campus, SMU offers several options which enable students to earn up to 14 credit hours. Summer I is held during the month of June, Summer II is held during the month of July, and a Full Summer Term lasts for 10 weeks, from early June through early August. In addition, MayTerm is held during the last two weeks of May on the Dallas Campus (see “InterTerms”) and at SMU-in-Taos, which also offers June and August terms in the cool mountains of New Mexico (see “SMU-in-Taos”).

**COURSE OFFERINGS AND ENROLLMENT.** Summer School courses are taught by SMU faculty and adjunct professors. A wide variety of subjects are offered during the summer terms, which are announced several months in advance. Enrollment takes place during the spring, on the same timetable and process for enrollment for the fall semester. Some courses may be used to fulfill University Curriculum (UC) requirements while others count toward a major, minor, elective, or prerequisite.
TUITION, AID AND HOUSING. Any SMU student in good standing is eligible to enroll in Summer School, which is offered at a discounted tuition rate. It may also be possible for non-SMU students to be admitted as a visiting or non-degree student. Students should consult with their financial aid advisor for assistance regarding financial/merit aid that may be available during the summer. They should also consult with SMU Residence Life and Student Housing regarding summer housing and meal plan options.

ACADEMIC SUPPORT. For students taking summer courses, the Altshuler Learning Enhancement Center (LEC) offers special workshops that focus on basic study skills as well as coping with the shorter timeframe of summer terms.

INTERTerms at SMU
214-768-1009
Mailing Address: PO Box 750275, Dallas, TX 75275-0275
www.smu.edu/interterms
JanTerm: janterm@smu.edu 2016 Dates: January 4-13 (8 class days)
MayTerm: mayterm@smu.edu smu.edu/mayterm 2016 Dates: May 12-27 (11 class days)

InterTerms are intensive mini-semesters that allow motivated students to take one 3-credit-hour course in a compressed timeframe, while enjoying a smaller class size and reduced tuition. JanTerm is held just prior to the start of spring term, and courses are offered on the Dallas Campus and at SMU-in-Taos. MayTerm is scheduled immediately following the spring term on the Dallas Campus and also in Taos. InterTerms enable students to catch-up, make-up, or get ahead, and help them bring their degree home on time and on budget.

COURSE OFFERINGS. JanTerm and MayTerm courses are separate and in addition to the course load carried during the fall and spring semesters. Some 40 to 50 courses are offered in each InterTerm in a broad range of subject areas including Social Sciences and Humanities, Business, Engineering, Science and the Arts. Some courses fulfill University Curriculum (UC) requirements and contribute to majors, minors, electives and prerequisites. Dedicated SMU full-time and adjunct faculty give up a portion of their breaks to teach InterTerm courses.

PROGRAM ADMISSIONS. SMU students in good standing are eligible to enroll in JanTerm and MayTerm. Non-SMU students may apply for admission as visiting or non-degree students. Students should be aware that these are rigorous programs and should not enroll unless they are prepared to attend every class session and commit the time and energy necessary for this intensive class format. Some courses may require substantial reading and assignments due in advance of the first class meeting, throughout the two-week term, and could have projects or papers due following the last class meeting.

TUITION AND AID. InterTerms are offered at discounted tuition (using the previous summer’s per credit-hour tuition rate); no other fees are assessed with the exception of travel costs, housing, and special fees for courses offered in Taos or elsewhere (i.e. New York or California). Most SMU merit scholarships (such as the President’s, Hunt, Provost, Rotunda, etc.) are available in pro-rated amounts for 3-credit-hour InterTerm courses. Students receiving Opportunity Grant awards may also be eligible for a modest amount of grant funding; Federal and State funds may be available during MayTerm IF the student is also attending another SMU summer term but are not available for JanTerm. SMU students should consult with their financial aid advisor regarding merit and financial aid.

HOUSING. JanTerm in Dallas: Students living in the Residential Commons for both Fall and Spring may stay in their rooms for JanTerm. Students must register with Residence Life and Student Housing if they intend to stay on campus for any part of the Winter Break. MayTerm in Dallas: Students living in the Residential Commons for Spring may apply to the SMU Residence Life and Student Housing Office for limited on-campus housing. Payment of an additional room fee and purchase of a “flexible” meal plan are required. Students attending JanTerm or MayTerm in Taos, New Mexico, are required to live on the SMU-in-Taos campus and pay room and board fees.
**Engaged Learning**

214-768-3223

G13 Clements Hall

Mailing Address: PO Box 750283, Dallas TX 75275-0283

[www.smu.edu/engagedlearning](http://www.smu.edu/engagedlearning)

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**Mission**

To provide an institutional framework for undergraduates to heighten their SMU education through capstone-level research, service, internships, creative and entrepreneurial projects, on-campus and in local and global communities.

**Vision.** All SMU undergraduates complete at least one signature work as part of their SMU education. Students do this by turning a personal passion into a capstone-level project or by participating in any of the engaged learning opportunities offered through various University departments, offices and programs.

**Engaged Learning Programs.** Engaged Learning offers three funded programs: Engaged Learning Fellowships— independent research, service, internships and creative work recognized as SMU’s most prestigious student engagement program; Clinton Global Initiative University Network - call to action at annual meeting with thought leaders and students from around the world focused on solutions to challenges in education, environment, health and human rights; Big Ideas - innovative ideas that bring big value to society, pitched and put into practice as student-developed and run businesses.

**How it Works.** Students apply to the program of choice during the published application cycle. Expert panels select proposals that meet program requirements. Students work on projects, assisted by mentors, speak about their findings at annual public presentations, and turn in final projects for publication by SMU.

**James E. Caswell Undergraduate Fellows Program**

[smu.edu/studentaffairs/caswell](http://smu.edu/studentaffairs/caswell)

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**Mission**

In 2007, SMU established an endowment for student leadership in special recognition of Dr. James E. Caswell, a beloved SMU administrator and educator. The endowment supports the James E. Caswell Undergraduate Fellows Program, fostering the passion for learning, leadership skills and high ethical standards that Dr. Caswell instilled in all his students.

**History.** James E. Caswell spent nearly five decades at SMU as an administrator, teacher and student. He inspired generations of students and colleagues with his charisma and mentoring leadership. Serving as both an educator and an ordained Methodist minister, Caswell demonstrated an unwavering commitment to the Methodist ideals of “preparing men and women to be humane persons, good citizens and productive members of their professions and of society.” Caswell believed in developing leaders who are reflective, authentic and dedicated to improving their local communities. Above all else, he believed in the principle “leadership in service to others.”

**Supporting Future Leaders – The Program.** The program provides support for the leadership development of a select group of undergraduate students chosen annually through a competitive grant process. Two or more grant recipients will receive $2,500 each to develop an impactful leadership project or become engaged in focused study in one of five areas:

**Educational Leadership.** Designing leadership initiatives focused on developing critical analysis skills and understanding the social and individual goals of education.

**Non-Profit Leadership.** Exploring the application of leadership within a social, cultural or community-based organization.

**Faith-Based Leadership.** Applying theologically influenced leadership principles in a real world professional setting.
**SUSTAINABILITY LEADERSHIP.** Upholding and advocating the tenets of environmental responsibility while serving in a leadership role.

**INTERNATIONAL AND CROSS-CULTURAL LEADERSHIP.** Developing diplomacy skills and promoting democratic governance and equal opportunity principles at home and abroad.

**Undergraduate Research Assistantship Program (URA)**

**smu.edu/ugradresearch/ura.asp**

**Mission**

- The Undergraduate Research Assistantship Program provides paid opportunities for full-time undergraduate students in any school or major to work closely with a professor at SMU on a research project.
- In this program, students acquire important research skills, deepen knowledge of a particular field of study, contribute to the generation of new and cutting-edge knowledge, and gain an important relationship with a faculty mentor.

**History of the Program**

Current and former URA students have been involved in projects related to geothermal energy and paleoclimates in the Geology department; GPS technology in the Physics department; domestic violence in the Psychology department; and consumer behavior and current immigration to the United States in the Anthropology department. Some of these students have been able to present the results of their research at professional meetings and have published their work.

**Office Of National Fellowships And Awards**

**smu.edu/nationalfellowships**

**Mission**

- SMU’s Office of National Fellowships helps SMU students and faculty to apply for external, nationally-competitive fellowships, scholarships and awards such as the Rhodes, Marshall, Fulbright, Mitchell, Truman, Goldwater, Udall, Guggenheim, and many others.

**The Center for the Academic Development of Student-Athletes (ADSA)**

**General Information: 214-768-7602**

**300 Paul B. Loyd, Jr. All-Sports Center**

**Mission**

- To promote skill development and self-assessment through mentoring, tutoring, and literacy enhancement. In collaboration with the Altshuler Learning Enhancement Center (LEC), the ADSA empowers student-athletes to meet all eligibility and graduation requirements.

**Services.** Coordinators serve as academic mentors. In this role, coordinators work with student-athletes on the basic skills needed to have a successful college career such as organization, time management, and prioritization. A strong focus is placed on learning to balance their roles as both a student and an athlete.
Division of Enrollment Services

Enrollment Services
General Information: 214-768-3417
212 Blanton Building
Mailing Address: PO Box 750181, Dallas TX 75275-0181
enrol_serv@mail.smu.edu
www.smu.edu/enrollment_services/

Mission
- To provide seamless, holistic service to students – both matriculated and prospective – and the people who assist them in their pursuit of higher education.

Undergraduate Admission
General Information: 214-768-3417
200 Blanton Building
Mailing Address: PO Box 750181, Dallas TX 75275-0181
www.smu.edu/admission

Mission
- To serve as primary contact for prospective students.
- To process and evaluate undergraduate admission applications.
- To determine admissibility and eligibility for SMU scholarships.

Deadline for Health Form. All new students must have a completed medical history form on file with the Student Health Center before they are eligible to register. Proof of meningitis immunization is required a minimum of 10 days prior to moving into on-campus housing.

Financial Aid
General Information: 214-768-3417
119 Blanton Building
Mailing Address: PO Box 750181, Dallas TX 75275-0181
www.smu.edu/financial_aid

Mission
- To counsel students and parents on the financial aid process and programs (federal, state, SMU).
- To determine financial aid eligibility by considering factors such as documented financial need and state residency.
- To award financial aid in accordance with program requirements.

Applying for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and the CSS Financial Aid/PROFILE at http://student.collegeboard.org/css-financial-aid-profile. For priority consideration of institutional aid, both the FAFSA and PROFILE must be filed by April 15th (February 15th for First Year students).

Confirmation of Completed Application. The federal processor will email the student confirmation that the FAFSA was processed. If SMU was listed on the FAFSA and PROFILE, then SMU will receive your FAFSA information electronically.

Types of Financial Aid Available. Students will be considered for all federal, state (Texas residents only), and SMU need-based funding. These programs are awarded on the basis of documented financial need and funding availability.

Notification of Aid. Generally, award notifications begin going out via SMU email for continuing students beginning in June. SMU must receive and review your electronic FAFSA, PROFILE and documents prior to completing an award notification.
COMPLETING THE PROCESS. The award notification lists financial aid as well as online links to instructions on how to accept/decline awards. Please read and review this information and instructions carefully. If you have questions, contact your student’s Financial Aid Advisor.

Before each term begins, scholarships and grants are applied to a student’s account. If you have applied for and completed necessary loan processing, federal, state and loan aid funds will be applied to your student’s account when received from the Department of Education 10 days prior to the start of classes.

GRANTS VS. LOANS. Grants are gift aid and do not have to be repaid. Loans must be repaid.

SPECIAL CIRCUMSTANCES. Contact your student’s Financial Aid Advisor to discuss any special or unusual circumstances as well as any changes in your financial status once aid is awarded.

ON-CAMPUS EMPLOYMENT. There are many jobs for which your student can apply by checking the Student Employment website: www.smu.edu/financial_aid/StEmploy.asp. Students will be paid bi-weekly for the hours they work. Federal Work Study earnings will not be applied to your student’s account.

Q. We have filed our FAFSA and PROFILE and viewed the student’s Financial Aid Awards, is there anything else I need to do to make sure that the money is there in the Fall?

A. The only other thing you will need to complete is the loan application if your student is receiving any kind of loan as part of the financial aid package. The information for this is found on the Financial Aid website under “How Do I...?”. Once you find the information, you can complete the loan process online through www.studentloans.gov.
AUTHORIZED PAYER. Students set up an Authorized Payer who will receive an email providing a link to SMUpay. The student must provide the Authorized Payer with a temporary password and login. After the Authorized Payer has created a new password, he or she will be allowed to view charges, receive e-mail invoices, print a bill and pay online.

COMPREHENSIVE FINANCIAL INFORMATION. We highly recommend students and parents review SMU’s Financial Information Bulletin on the Bursar’s website under “Policies and Forms” at http://www.smu.edu/EnrollmentServices/Bursar/Policies

PAYMENT DEADLINES. Payment for tuition, general student fees, on-campus room and board, and any optional fees is due before the beginning of each term. Payment due date for Fall 2015 is August 17 (if enrollment is after August 17, payment is due upon enrollment). Payment due date for Spring 2016 is January 6. You may also call Enrollment Resources at 214-768-3417, for information. A detailed listing of tuition, fees, due dates and deadlines are posted on the SMU Bursar website: www.smu.edu/bursar.

ENROLLMENT, STUDENT RECORDS AND ACADEMIC CEREMONIES

UNIVERSITY REGISTRAR

University Registrar  E-mail: registrar@smu.edu
General Information: 214-768-3417
101 Blanton Student Services Building
PO Box 750181, Dallas TX 75275-0181
smu.edu/registrar  smu.edu/catalogs

PRIMARY DUTIES

- Publish the Schedule of Classes each term
- Conduct student enrollment, schedule changes and withdrawals
- Evaluate transfer courses
- Maintain official student records - biographical and address information, academic records with grades and degrees earned
- Issue official certifications of enrollments, degrees and other academic records information
- Issue official transcripts and diplomas
- Serve as the Veterans Affairs liaison and certify claiming veterans
- Issue Diploma Certifications and Apostilles
- Publish the Honor Roll each term
- Sponsor the Tau Sigma Honor Society for transfer students
- Conduct Academic Ceremonies - Opening Convocation, December Graduation, Honors Convocation, the Baccalaureate Service and May Commencement

SELECTED PROCEDURES AND POLICIES

RELEASE OF ACADEMIC INFORMATION TO PARENTS/CONFIDENTIALITY OF EDUCATION RECORDS. The Family Educational Rights and Privacy Act of 1974 is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason, SMU has issued its own FERPA-based guidelines that are available at the University Registrar’s Office FERPA website. Policy 1.18 of the University Policy Manual also discusses this law.

In general, no personally identifiable information from a student’s education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: 1) information defined by SMU as directory information may be released unless the student requests through my.SMU Self Service that it be withheld, 2) information authorized by the student through my.SMU Self Service may be released to those individuals designated by the student and 3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code. Additional information is available at www.smu.edu/LegalDisclosures/FERPA.
STUDENT FILE NUMBER. The University assigns each student an eight-digit SMU identification number. The student should furnish the SMU ID number on all forms when requested, as this number is the primary means the University has to identify the student’s academic records and transactions related to the records.

NAME CHANGE. A student who has a change in name must provide to the University Registrar’s Office his or her Social Security card or the form issued by the Social Security Administration. A valid passport may also be used to complete a name change. Enrollment or records services for the student under a name different from the last enrollment cannot be accomplished without one of the above documents. All grade reports, transcripts and diplomas are issued only under a person’s legal name as recorded by the University Registrar’s Office.

MAILING ADDRESSES, TELEPHONE, E-MAIL ADDRESS AND EMERGENCY CONTACT. Each student must provide the University Registrar’s Office with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation. Students are expected to keep current all their addresses and telephone numbers, including emergency contact details, through my.SMU, the University’s Web-based self-service system. Students may be prevented from enrolling if their information is insufficient or outdated. Changes to parent information should be reported by contacting records@smu.edu, and the email should include the student’s full name and SMU student ID number.

The University issues all students an email address. Students may have other email addresses, but the University-assigned email address is the official address for University electronic correspondence, including related communications with faculty members and academic units (except for distance education students).

Official University correspondence may be sent to students’ mailing addresses or SMU email addresses on file. It is the responsibility of students to keep all their addresses current and to regularly check communications sent to them since they are responsible for complying with requests, deadlines and other requirements sent to any of their mailing addresses on file or to their SMU email.

CELL PHONES. The University requests that students provide cellular telephone numbers, as they are one means of communicating with students during an emergency. Cellular telephone numbers may also be used by University officials conducting routine business. Students who do not have cellular telephones or do not wish to report the numbers should provide this information to the University through my.SMU Self-Service. Students may be prevented from enrolling if their cellular telephone numbers are not on file or if they have not declared “no cell” or “prefer not to report” in my.SMU.

CLASSIFICATION OF STUDENTS. A student’s classification is determined by the number of hours earned or the degree-seeking status of the student:

- First Year: 0-29 term hours earned
- Sophomore: 30-59 term hours earned
- Junior: 60-89 term hours earned
- Senior: 90 or more term hours earned
- Nondegree: Not a candidate for a degree

TERM-HOUR LOADS. The unit of measure for the valuation of courses is the term hour, i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations). Usually, each lecture requires a minimum of two hours of preparation on the part of students. Most courses are valued for three term credit hours, i.e., three lecture hours per week and at least six hours of preparation. A full-time load in the fall, spring and summer terms is 12 hours for undergraduates. Students who enroll for fewer than these minimum hours are designated part-time students. The normal undergraduate...
enrollment for each of the regular terms is 15 term hours. An undergraduate student enrolled in an engineering co-op course or enrolled for six hours of student teaching is considered a full-time student.

Cautionary note: Federal financial aid agencies and some other agencies require a minimum number of hours of enrollment for full-time status and do not make exceptions for internship, co-op or student-teaching enrollments. Students on financial aid should consult a Financial Aid Advisor regarding minimum enrollment requirements for their situation.

STOP ENROLLMENT/ADMINISTRATIVE WITHDRAWAL. Insufficient or improper information given by the student on any admission or enrollment form – or academic deficiencies, disciplinary actions and financial obligations to the University – can constitute cause for the student to be determined ineligible to enroll or to be administratively withdrawn.

COURSE SCHEDULING AND ENROLLMENT CYCLES. When students enter their school of record and into a specific degree program, they are assigned an academic advisor. Students should consult with the advisor for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisors normally will have established office hours. The academic dean’s office or the school’s records office monitors progress and maintains official degree plans for all students in a school. Students should schedule conferences with staff in the dean’s office or the school’s records office upon admission to a school and prior to their final term to ensure that they are meeting all University and graduation requirements.

Each fall, spring and summer term has an enrollment period during which the formal process of enrollment in the University is completed. Prior to each enrollment period, the University Registrar’s Office will publish enrollment instructions.

Each student is personally responsible for complying with enrollment procedures and for ensuring the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete an Enrollment Discrepancy Petition. Petitions are to be submitted to the appropriate academic dean’s office or records office within six months of the term in which the discrepancy appeared; contact information for submission of an Enrollment Discrepancy Petition can be viewed on the University Registrar’s Office website at www.smu.edu/EnrollmentServices/Registrar/Enrollment/DiscrepancyPetition. Petitions submitted later than six months after the discrepancy may not be considered.

SCHEDULE CHANGES. The deadline for adding courses, dropping courses without grade record and changing sections for each enrollment period is listed on the Official University Calendar (www.smu.edu/registrar). Students are encouraged to seek assistance from their advisors when considering whether to add or drop a course. A student may drop a course with a grade of W (Withdrew) through approximately midterm by using the student my.SMU Self Service. The specific deadline is listed on the Official University Calendar.

WITHDRAWAL FROM THE UNIVERSITY. Note: Policies on refunds for withdrawal from the University are found in the Financial Information section of the University catalog and in the Financial Information Bulletin, which can be accessed online at www.smu.edu/bursar (“Financial Bulletin” link). No refunds are made without an official withdrawal.

Students should be aware of the difference between a drop and a withdrawal and remember that they have different deadlines and separate financial policies. The deadlines for each are posted each term on the Official University Calendar at www.smu.edu/registrar. A drop occurs when a student removes one or more courses from his or her schedule and remains enrolled in at least one credit hour for the term. A withdrawal occurs when removing the course or courses will result in the student being enrolled in zero hours for the term.

If a student removes all courses from his or her schedule prior to the first day of the term, the transaction is considered a cancellation and does not result in financial penalty or impact the student’s transcript. A student who wishes to withdraw (resign) from the University
before the end of a term or session must initiate a Student Petition for Withdrawal form and secure approval from his/her academic dean. The academic dean’s office will then submit the form to the Office of the University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the University Registrar’s Office. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal.

The enrollment of students who withdraw on or before the fifth day of regular classes as listed in the Official University Calendar will be canceled. Courses and grades are not recorded for canceled enrollments; however, the student will owe a portion of his/her tuition and fees. Additional information is available in the Financial Information Bulletin, which can be accessed online at www.smu.edu/bursar (“Financial Bulletin” link). A student who withdraws after the fifth class day will receive the grade of W in each course in which he or she enrolled.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed healthcare provider in the SMU Health Center. Mandatory administrative withdrawals can be authorized only by the vice president for student affairs. As a matter of University policy, and in compliance with federal regulations, retroactive medical withdrawals cannot be granted. The last day for a medical withdrawal is the last day of class instruction for the term from which the student is withdrawing. Withdrawing students living in SMU housing must check out of the Residential Commons with the Department of Residence Life and Student Housing per established procedures.

**CLASS ATTENDANCE.** Regular class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student’s standing in the course. These policies may include dropping a student from the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

The satisfactory explanation of absence may release a student from disciplinary action but does not relieve a student from responsibility for the work of the course during his or her absence. A student who misses an announced test, examination or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor’s convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student’s grade.

Students may be dropped by a course instructor or academic dean for nonattendance or tardiness with a grade of W until the calendar deadline to drop. After the deadline, students must remain enrolled in the course. Students may also be dropped by a course instructor for inappropriate classroom behavior. The instructor must submit the request by the University deadline to drop. After the deadline, the student must remain enrolled in the class and receive a final grade of F. Students who miss two successive class meetings during the official add-drop period at the beginning of each term are subject to being dropped from the class. To avoid this possibility, students should contact the instructor or the department concerned immediately following such a series of absences.

**PASS/FAIL OPTION.** Students may take one course per term on a pass/fail basis. The maximum total credit with a grade of Pass that may count toward a degree is 12 hours. In addition to these courses, students may take up to four additional PRWII courses beyond the courses required for their degree requirements. Only one additional PRWII course may be taken per term. These additional PRWII courses are graded on a pass/fail basis only and do not count toward the minimum hours for a student’s degree requirements or toward the one pass/fail course per term limitation.

A student must indicate intention to take a course pass/fail no later than the 12th day of classes (the fourth day of classes in summer sessions; the second day of classes in intersession
terms) by filing a form available in the academic dean’s office. Students participating in SMU Study Abroad should review the deadlines under Grade Options for Courses Taken on SMU Abroad Programs. After the declaration of intent, students may not change their pass/fail declaration back to a letter grade. If a department grades a course pass/fail for all students by departmental policy, a declaration by the student is not required. A failed course cannot be repeated on a pass/fail basis, except for those courses designated as pass/fail-only courses.

Students should consult with their advisors before declaring the pass/fail option for any course, as some courses may not be taken pass/fail. In general, elective courses may be taken on a pass/fail basis. With the exception of courses only offered on a pass/fail basis, courses required to fulfill the University Curriculum may not be taken pass/fail. Courses in the academic majors and minors also are excluded; however, in some programs, courses may be taken pass/fail after the minimum program requirements have been met. SMU schools may have different pass/fail policies for major and minor courses; students should see the academic requirements in each school’s section of the Course Catalog for information on pass/fail grading. There may also be other courses required to meet certain professional accreditation standards or entrance requirements, such as teacher preparation and pre-professional studies, which may not be taken pass/fail by a particular student. The departments or advisors concerned with these requirements will make these exclusions known to the students.

Under the pass/fail option, pass (P) grades are A, B and C (including C-); failing (F) grades are D+, D, D- and F. A student who declares pass/fail is not entitled to know the regular letter grade, and a pass/fail grade cannot be changed to a regular letter grade (or vice versa) after the pass/fail grade has been assigned. The grade of P is not calculated in the GPA, although the credit hours are included in the total number of hours earned. The grade of F is calculated in the GPA.

MANDATORY DECLARATION OF MAJOR. Students officially declare their major when they have made a firm choice and when they have met the specific program entrance requirements for their intended school and department. For most students, the declaration of the major occurs in the sophomore year. Students are expected to qualify for and to declare a major no later than upon completion of 75 term hours, including credits by examination and transfer credits, in order to continue their studies at SMU.

CHANGE OF ACADEMIC PROGRAM. Undergraduate students who desire to change their academic program – that is, transfer from one school to another within the University, change their degree objective, change their major or change their minor – should first notify the academic dean’s office or records office of the school in which they are currently enrolled. Students can change their academic program at any time during a term. The program change is effective on the date received, approved and processed. However, changes should be made at least three weeks prior to enrollment for a term for the change to be effective for that enrollment.

A non-degree visiting student who wishes to be admitted to an undergraduate program offered by a school of the University must meet all standard University admission requirements.

CONCURRENT DEGREE PROGRAMS. Students can simultaneously earn two degrees from two schools of the University with approval of the academic dean of each school. The requirements for each degree must be met. Students should meet with advisors in both schools at an early date to prepare a proposed plan of study and to complete the processing of all necessary forms.

LEAVE OF ABSENCE. A leave of absence is a temporary leave from the University – a kind of “time out” – that may be necessary during an academic career. Students may elect to take leaves of absence for a variety of reasons, including 1) medical reasons due to accident or illness, 2) family crisis or other personal situation that requires an extended absence from school, 3) financial issues that may take time to resolve, and 4) academic difficulties that may best be handled by taking time to refocus on college work.
Typically, a leave of absence is for one term or one academic year. A student may extend a leave of absence by contacting his or her academic department representative. The process to return to SMU after a leave-of-absence period can be an easy one, especially if the student has gone through the steps to file for a leave of absence and planned ahead for the return. Following SMU’s leave-of-absence guidelines helps 1) assure that the degree requirements per the catalog of record when the student initially matriculated at SMU still apply upon return, 2) assist with financial aid processing, and 3) provide the support needed to successfully return to SMU and finish the degree.

The SMU Leave of Absence Policy provides students with a formal process to “stop out” of SMU for either voluntary or involuntary reasons. Typically, a leave of absence is for a temporary departure from the institution; however, intended permanent withdrawals from SMU will also be processed under the Leave of Absence Policy.

In addition, students who are participating in study-away programs that do not fall under the auspices of SMU should complete the Leave of Absence Form. The completion of this process will assist all respective offices at SMU to create and monitor a formal, centralized record of the status for all students who are not enrolled. The Leave of Absence Form and Leave of Absence Policy are available at www.smu.edu/registrar (“Current Students” link). The University Policy Manual is available at www.smu.edu/policy.

The first step to effect a leave of absence is for the student to arrange an appointment to meet with his or her academic advisor, who will then assist the student with the process.

**TRANSCRIPT SERVICE.** A transcript is an official document of the permanent academic record maintained by the University Registrar’s Office. The permanent academic record includes all SMU courses attempted, all grades assigned, degrees received and a summary of transfer hours accepted. Official transcripts and certifications of student academic records are issued by the University Registrar’s Office for all students. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the coursework was taken.

Transcripts are $12.25 per copy. Additional copies in the same request mailed to the same address are $3.50. Additional copies mailed to different addresses are $12.25 a copy. PDF transcripts are $16.00 per email address and are available only for students who attended after summer 1996. Note: No incomplete or partial transcripts, including only certain courses or grades, are issued. Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University. Instructions for requesting a transcript to be mailed or picked up on campus are available at www.smu.edu/registrar (“Transcript Requests” link). A student may request his or her official transcript through the online my.SMU Student Center. Requests are processed through the National Student Clearinghouse. Telephone, mail or email requests are not accepted. Students or their specified third party can pick up their transcripts at the University Registrar’s Office, 101 Blanton Building. Transcripts may be delayed pending a change of grade, degree awarded or term grades.

SMU is permitted, but not required, to disclose to parents of a student information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code.

Transcripts may be released to a third party as specified by the student on the Student’s Consent for SMU to Release Information to Student’s Specified Third Party form accessible at www.smu.edu/LegalDisclosures/FERPA/Forms (“Forms” link).

Note: Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides as follows: Section I. No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document. Section II. A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than $1,000 and/or
confinement in the county jail for a period not to exceed one year.

**GRADE SCALE.** The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student’s official undergraduate academic record maintained by the University Registrar’s Office.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Term Hour</th>
<th>Grade</th>
<th>Points per Term Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>D-</td>
<td>0.700</td>
</tr>
<tr>
<td>A-</td>
<td>3.700</td>
<td>F</td>
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<tr>
<td>B+</td>
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<tr>
<td>B</td>
<td>3.000</td>
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<td>B-</td>
<td>2.700</td>
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<td>C+</td>
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<td>C-</td>
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<td>D+</td>
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<td>D</td>
<td>1.000</td>
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</tbody>
</table>

* Denotes grades not included in a student’s GPA

**GRADE OF INCOMPLETE.** A student may temporarily receive a grade of Incomplete (I) if at least 50 percent of the course requirements have been completed with passing grades, but for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course.

At the time a grade of I is given, the instructor must stipulate in writing to the student and to the University Registrar’s Office the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date.

The maximum period of time allowed to clear the Incomplete is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month deadline, the grade of I will be changed to the grade provided by the instructor at the time the Incomplete was assigned or to a grade of F if no alternate grade was provided.

The grade of I is not given in lieu of a grade of F or W, or other grade, each of which is prescribed for other specific circumstances.

The grade of I in a course does not authorize a student to attend or enroll in the course during a later term. Graduation candidates must clear all Incompletes prior to the deadline on the Official University Calendar, which may allow less time than 12 months. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of I to the grade indicated by the instructor at the time the grade of I was given.

**GRADE OF F, D OR W.** Failing is graded F. If the student’s work is incomplete, poor quality and not acceptable, a grade of F will be given. After such a grade, credit may be obtained only by repeating the course.

The grade of D represents performance below average expectations. Students receiving a D in a course that is a prerequisite to another course should consult with their advisors about repeating the course so that they will be adequately prepared for work in the following course.

The grade of W cannot be recorded unless completion of the official drop or withdrawal process has occurred by the applicable deadline during the term of enrollment. Only the grade of W may be recorded if the student has officially dropped courses from the schedule or withdrawn (resigned) from the University. The grade of W may not be revoked or changed to another grade because the act of officially dropping/withdrawing is irrevocable.

**GRADERS FOR REPEATED COURSES.** Students who enter the University directly from high school may repeat up to three courses for which grades of D+ or lower were received, provided these courses were completed before or during a student’s first two consecutive regular terms following matriculation (regardless of the student’s enrollment or withdrawal).

The grade from the repeated course, even if lower, will be the grade used to calculate the student’s GPA. A course may be repeated only once under this policy, and it must be
repeated within the next two regular terms (regardless of the student’s terms of enrollment or withdrawal, but not counting a term of academic suspension) following the term in which the course was initially taken. Exceptions to the two-term restriction may be requested from the University Registrar’s Office if the course is not taught again within that period.

**Note:** Students must repeat the exact same course originally taken to be considered a repeat; however, not every course is offered again, and thus may not be available to be repeated.

Students who are disciplinarily suspended may petition for an extension. The student must declare to his or her academic dean by the 12th day of classes which courses he or she will repeat under this policy. Only the repeated course and not the initial credit hours count toward the number needed for graduation. Both the initial and the second grades are shown on the student’s permanent academic record. Academic standing, as determined by the initial grade, stands. Students are cautioned that for some purposes, such as admission into an academic program, both grades or only the initial grade may be used.

In all other cases, students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be recorded on the student’s permanent academic record. Both grades will be included in the calculation of the GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

The courses a student can repeat are determined by the school of record:

**DEDMAN COLLEGE OF HUMANITIES AND SCIENCES.** Students can repeat courses in which the original grade was D+ or below. Other requests to repeat courses can be made by petition in consultation with the academic advisor/department through the Dedman Office of Records and Academic Services.

**COX SCHOOL OF BUSINESS.** Students can repeat only those courses in which the original grade was a D+ or below.

**LYLE SCHOOL OF ENGINEERING.** Students can repeat courses in which the original grade was a C- or below. Such courses can be repeated only once.

**MEADOWS SCHOOL OF THE ARTS.** Students can repeat courses in which the original grade was a C- or below. Such courses can be repeated only once.

**SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT.** Students majoring in applied physiology and sport management can repeat a course once in which the original grade was a D+ or below. Students in the Department of Teaching and Learning must repeat a required teacher education course if they earn below a grade of C. All other undergraduate students in the Simmons School may repeat a course once if the original grade was a C- or below.

**GRADE APPEALS.** A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor’s decision on a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chair of the department in which the course was offered (or, in the case of a nondepartmental course, to a faculty agent designated by the dean of the school offering the course). After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean’s decision to the provost. In their actions, the dean and the provost must respect the principle that the determination of a grade rests with the course instructor.

**ACADEMIC ADVISING.** Academic advising is an important process for each undergraduate student at SMU. Each student must meet with his or her assigned academic advisor prior to enrolling for an academic term. At this meeting, the advisor will assist the student in planning majors and
minors, a program of study, understanding the Degree Progress Report, and scheduling courses that will count toward graduation requirements. After the initial required advising session, the student is encouraged to seek assistance from the advisor when considering whether to add or drop courses.

For an effective advising relationship, the student must be prepared when meeting with the advisor. The student must initiate the advising appointment. Prior to the meeting, the student should obtain through my.SMU a Degree Progress Report that provides detailed information concerning completion of degree requirements. The student should also be familiar with different academic programs of interest. The advisor will give assistance to the student, but the student has the final responsibility for the accuracy of the enrollment, the applicability of courses toward the degree requirements, and his or her academic performance.

Students are assigned an academic advisor by their academic dean’s office or records office. A student who enrolls without first meeting with his or her assigned academic advisor may be subject to sanctions including, but not limited to, cancellation of the term enrollment and restriction from the self-service enrollment functions.

**ACADEMIC PROGRESS.** The University sets the goal and expects that all undergraduate students will make regular and satisfactory progress toward their degrees. There are three categories that may apply when an undergraduate student is not making satisfactory academic progress: 1) academic probation, 2) academic suspension or 3) academic dismissal. This policy sets out the standards and procedures for each of these categories. In addition, a student who has been suspended may seek academic reinstatement under the standards set out in this policy.

**ACADEMIC PROBATION.** Academic probation is a serious warning that the student is not making satisfactory academic progress. A student on academic probation is still eligible to enroll and is considered in good standing for enrolling in classes and for certification purposes. Academic probation is not noted on the permanent academic record; however, a student on academic probation may be subject to certain conditions during the period of probation and will be subject to academic suspension if he or she does not clear academic probation. For academic probation periods and guidelines, students should see the Academic Probation sections below under the appropriate school of record.

**ACADEMIC SUSPENSION.** Academic suspension is an involuntary separation of the student from SMU. Academic suspension is for at least one regular term. The term of suspension might be for a longer period depending on the policy of the school of record or the terms of the individual student’s suspension.

The status of academic suspension is recorded on a student’s permanent academic record. While on academic suspension, a student is not in good academic standing for certification purposes and is not eligible to enroll at SMU. Students who have served their suspension and who are eligible to return may not enroll for any intersession terms.

Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

**ACADEMIC REINSTATEMENT.** A student who has been on academic suspension once may apply for reinstatement to SMU. If reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until the conditions of academic probation are satisfied.

**ACADEMIC DISMISSAL.** A second suspension that is final results in an academic dismissal from the University. Academic dismissal is final, with no possibility of reinstatement or readmission. Academic dismissal is recorded on the student’s permanent academic record.

**COMMENCEMENT PARTICIPATION.** An All-University Commencement Convocation is held in May for students on schedule and enrolled to complete degree requirements during the spring term. Students on schedule and enrolled to complete all degree requirements during the following summer session may also participate in the University Commencement Convocation, although their degrees will not be conferred until August. Students may also participate in departmental or school ceremonies following the University commencement according to the policies of the departments or schools.
An All-University December Commencement Convocation is held each December for students completing degree requirements during the fall term. Students who completed degree requirements during the previous summer session may also participate. Students on schedule and enrolled to complete all degree requirements during the following J Term (January) intersession may also participate in this ceremony, although their degrees will not be conferred until May.

A student may participate once in either the All-University Commencement Convocation in May or the All-University December Commencement Convocation for a given degree, but not both. To participate in a ceremony, a student must file with their academic dean’s office or records office an Application for Candidacy to Graduate or Intent to Participate Form.

**Strategic Initiatives and Student Success**

**General Information:** 214-768-1719

108 Heroy Hall

Mailing Address: PO Box 750338, Dallas TX 75275-0338

Strategic Initiatives and Student Success is a function of the Office of the Provost. Working in partnership with students, faculty, Student Affairs, and several administrative offices to assist in the promotion of student retention and academic success at SMU and to address conditions that may hinder this outcome. Individually and collectively, the office works with students and serves as one of many resources available to them as they endeavor to navigate the SMU terrain.

SMU has a vested interest in the overall success of its students and does care about student learning, learning outcomes and the well-being of all students. SMU believes that every student who matriculates here has the potential to succeed in the earning of his or her college degree. It is our obligation as a university to facilitate this potential into the realization of an SMU degree.

Strategic Initiatives and Student Success works closely with the Director of SMU’s Parent and Family Programs to assist with the transition of first-year students from high school to college and with other transitions that occur during their college journey.

**Office of Transfer and Transition Services**

**General Information:** 214-768-7427

100E Blanton Student Services Building

www.smu.edu/transfer

SMU welcomes transfer students each year from colleges and universities around the world. The diverse educational experiences of transfer students enhance our entire University community. New transfer students are invited to stop by the Office of Transfer and Transition Services with questions. Our goal is for every new transfer student to have a seamless move to the University. We want students to feel connected to their new school and know the many resources on campus available to make their transitions easier.

**HONORARY.** This office also serves as the primary sponsor for Tau Sigma National Honor Society for transfer students.

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**Q. What is my.SMU?**

A. my.SMU is an online self-service site that allows your student to access various types of information in real time. Your student will use my.SMU to enroll for classes each term and to drop and add courses. Your student will be able to view his or her grades as they are posted by the faculty at the end of the term. Students can also view current charges and see payments to their student account. Students also use my.SMU to update address information for themselves and their parents.

**Q. Will my student have an SMU e-mail account?**

A. Yes, your student has received his or her SMU e-mail address and password. This e-mail account is the official address for SMU communication. Students will be sent their invoice of charges each semester to this SMU e-mail address as well as other essential information from the University.
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar’s FERPA website (http://smu.edu/ferpa). Policy 1.18 of the University Policy Manual, accessible at http://smu.edu/policy also discusses this law.

In general, no personally identifiable information from a student’s education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as directory information may be released unless the student requests through my.SMU Self Service that it be withheld; (2) Information authorized by student through my.SMU Self-Service may be released to those individuals designated by the student; and (3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as defined by the Internal Revenue Code. For more information, visit www.smu.edu/LegalDisclosures/FERPA.

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that no personally identifiable information from a student’s education records will be disclosed to any third party, including parents, without written consent from the student. SMU understands that many undergraduate students want to allow their parents access to all or some of their education records. Students have the ability to provide their consent for this access to their records by using the Release of Education Records feature in the self-service component of my.SMU. Once release authorization is granted, some records are available on-line through a designee’s own confidential access to my.SMU. Other records are available by contacting the office holding the records. Parents are encouraged to discuss with their student this feature to establish the authorization for them to view and receive information from the student’s education records.

FERPA also permits, but does not require, SMU to disclose to parents information contained in the education records of their student if the student is a dependent as defined in the Internal Revenue Code. The parent must complete a declaration of student dependency form along with a written request for the records. The dependency form can be found at http://www.smu.edu/registrar/forms.asp.

More information on FERPA is available at www.smu.edu/LegalDisclosures/FERPA.
Tips for Parents

Refer to the following tips to help you partner with your student to ensure a successful SMU experience:

■ Deadlines are strictly enforced. It will be useful for you and your student to know the deadlines to 1) enroll for a term, 2) add courses without financial penalty, 3) drop courses with a full refund, 4) take a course as Pass/Fail or Credit/No credit, 5) drop a course with a non-punitive W, 6) withdraw from the University with W’s, and 7) file for graduation.

■ Ask your student to update his/her Emergency Contact information in my.SMU and provide a cell phone number. SMU has a state of the art emergency notification system that can be effective only if the necessary and most current information is on file.

■ Parents of new students, ask your student if he/she received an Early Term Deficiency Report (sent out about the 4th week of classes) or a Mid-Term Deficiency Report (sent out about the 10th week of classes). If so, encourage a visit to his/her advisor to learn about resources on campus offering strategies to improve the deficiencies.

■ Encourage your student to use the Altshuler Learning Enhancement Center (LEC) at the first sign of difficulties or struggles in a course. It can become too late very quickly if he/she hesitates.

■ Pay close attention to the deadline to drop a course with a non-punitive W. Once this deadline passes, a student who is doing failing work may end up with a punitive grade of F. An F can severely damage your student’s GPA.

■ SMU uses a 4.000 Grade Point Scale. GPA’s are truncated at three decimal places; example: a 3.4997687 becomes a 3.499.

■ The Official Degree Honors cutoffs are announced each year in October. Cutoffs are determined by pooling all graduates from the previous three academic years and determining the GPAs that represent the top 5 percent, 10 percent, and 15 percent. First-year students can check this year’s cutoffs and have a good indication of the minimum GPA needed to graduate with honors.

■ A minimum of 12 credit hours of enrollment per term is required for full-time status. Exceptions are made for students participating in Engineering Co-op and Student Teaching. For enrollment certifications, status is typically determined on the day of the certification. An undergraduate student who drops below 12 hours is no longer considered a full-time student.

■ Be sure your student takes advantage of his/her academic advisor! Advisors are seasoned professionals who know policies and procedures, degree plans, resources on campus, etc.

■ SMU makes great efforts to protect the confidentiality of your student’s information. Although we collect your student’s Social Security Number, its use is highly restricted. It is not used as the student ID. All students are issued an SMU ID number and password that they will use to access their information and to make transactions. The ID number is not confidential but like any account number it should be handled carefully. The SMU Password should be kept strictly confidential and never disclosed to anyone, not even a parent.

■ At SMU, it is comparatively easy to earn additional majors, minors and degrees. Often, just a few summer courses are all that are needed. Have your student check with his/her advisor.
Department of Residence Life and Student Housing
214-768-2407 Fax: 214-768-4005
101 Boaz Hall
Mailing Address: PO Box 750215, Dallas TX 75275-0215
housing@smu.edu
www.smu.edu/housing

Mission

■ To advance the goals and objectives of the University by creating residential communities which empower students to value learning, citizenship, and leadership in comfortable, well-maintained facilities.

■ To develop and maintain, in collaboration with student residents and the University community, environments that:
  ■ intentionally provide opportunities for students to grow and develop, especially as they wrestle with issues of identity, autonomy, and responsibility;
  ■ promote opportunities for students to connect with others and develop a strong and enduring sense of belonging; and
  ■ support classroom learning, in which students are moved to seek learning opportunities in the world around them.

The following is an overview of topics that are frequently of interest to parents:

Housing License Agreement

SMU urges families to read and discuss the University housing license agreement because it outlines students’ rights and responsibilities. The housing contract is binding for the full academic year (fall and spring terms).

Housing Requirements for First and Second Year Students

Q. Why do students have to live on campus for their first two years?

A. Because the University considers the Residential Commons component a vital part of the academic experience, students are required to live on campus as first-years and sophomores. Living on campus connects students to the campus, providing easy access to the faculty and other resources.

All incoming first-year students are required to live on campus for their first two years at SMU in order to satisfy University residency requirements. Incoming transfer students who are ages 17-19 are required to live on campus for their first year at SMU. Students who are required to live on campus are guaranteed a space. A request to live at home must be made prior to the beginning of the student’s first semester at SMU and prior to check-in. Requests for exceptions must be made in writing and are granted at the discretion of the Dean of Residence Life and Student Housing.

Housing Assignments

If two first-year students wish to be roommates, they must request to do so before June 1. Residential Commons assignments are communicated prior to the start of orientation. Students enter their roommate request using the on-line housing application or submit the request in writing to housing@smu.edu. An SMU ID number is required, and the request must be mutual to be valid. Otherwise, roommates are randomly assigned. Incoming students are assigned amongst 11 Residential Commons in order to create a microcosm of the incoming first year class so that each commons is representative of the class. Preference for a particular Residential Commons, building location or bathroom style is not taken into account when
assigning students in the Residential Commons model. The assignments process only allows students to preference a desired roommate or single occupancy room where the student(s) have the possibility of being assigned to any Residential Commons community that has the space to accommodate the request. According to University policy, roommates are not assigned or reassigned on the basis of race, religion, creed, national origin, or sexual orientation.

Rising sophomores will participate in room selection in the Spring semester, typically in March, for the following academic year. Rising sophomores are guaranteed housing for that year. Rising juniors and seniors will participate in housing reapplication in the Spring on a space available basis.

A student’s Residential Commons assignment is an affiliation for life. Changes to a Residential Commons assignment only occurs within the following parameters: Consolidating preferred roommate requests, single room requests and transfer to Upper Class housing. Upper Class housing is not available for first-year students and gives priority based on seniority through a lottery process for all vacancies.

**Residential Commons Check-in**

Residential Commons officially open Saturday, August 22, 2015, between 9:00 a.m. - 4:00 p.m. Students attending Mustang Corral may check in on Wednesday, August 19 between 9:00 a.m. - 4:00 p.m.

**Mail Services/Shipping Boxes**

Mail is not delivered directly to the Residential Commons. If students live on campus during the academic year, they are required to have a post office box. Their PO Box address and mailing information will be sent to their SMU email address in mid-July. During the academic year, mail may be picked up at Mail and Copy Central located on the main floor of the Hughes-Trigg Student Center from 8:00 a.m. - 7:00 p.m. M-F and 10:00 a.m. - 2:00 p.m. on Saturday. This PO Box number will be entered into their records at the time of registration and will be their official campus mailing address. The non-refundable $85 annual mailbox fee is charged to the student account along with the fall term Residential Commons rent charge. Non-resident (commuter) students may rent a mailbox for an $85 fee. Payment will be accepted in the form of SMU Expre$$ Cash, Visa/MasterCard, or a personal check payable to Ricoh Mail and Copy Central.

If you plan to have items shipped to campus during the school year, you may send them to the addresses listed below. Mail and Copy Central will notify a student when packages are received.

Mail should be addressed to:

Student Name
# _ _ _ _
Southern Methodist University
3140 Dyer Street
Dallas, TX 75275

If shipping packages or boxes for the fall term, please ship after August 5th.

For additional questions call 214-768-4450.

**Rental Items**

**Bicycle Lockers and Other Security Precautions.** Bicycles are not allowed inside Residential Commons. Enclosed bicycle locker storage is available. At the Armstrong Area Desk, students may arrange access to the Bike Locker located behind McElvaney Commons. Students are required to register bikes with SMU PD.
**REFRIGERATORS.** These may be rented from an SMU authorized dealer, Mustang Refrigerator, for about $75 a year and are available during fall check-in. Rental cost includes delivery to and pick up from the room, plus guaranteed exchange service. Most roommates share this cost. Refrigerators, whether rental or purchased, are limited to 3.1 cubic feet. Only one refrigerator per room is permitted, so roommates should discuss this prior to purchasing a refrigerator.

**Computer Access in Residential Commons**

All Residential Commons are equipped to provide network connectivity for personal computers. Each bedroom is equipped with a wired network port for each resident of the room. Wireless is also available in the Residential Commons. Students are allowed to connect any number of devices to the network (with one device connected to one port). However, the following devices are NOT permitted: routers, switches, hubs and wireless access points. For wireless, devices must support the WPA Enterprise security configuration. Devices with WPA-PSK will not work on the SMU wireless network.

Students may obtain more information on network connections, costs, procedures, and guidelines from Information Technology Services at 214-768-HELP (4357) or www.smu.edu/help.

**Other Residential Commons Amenities**

- Televisions with cable service in the lobby (Cable service is provided in individual student rooms in most buildings and all Residential Commons. Cable is not available in student rooms in buildings yet to be renovated.)
- Free laundry for residents in the laundry rooms (low-sudsing “HE” liquid laundry detergent is required)
- Microwave ovens
- Vending machines

**Residential Commons Security**

**CONTROLLED ACCESS.** The exterior doors of each building are locked 24 hours a day. Residents gain access with a valid SMU ID card at the designated main entrance of the hall. When a card is reported lost or stolen, the card is canceled. Temporary IDs are available at the Area Desk for lost IDs and temporary lock outs. Friends, families, and fast-food delivery people must contact a resident to gain access and be escorted by the host resident at all times.

**AREA DESKS.** The desks at Armstrong Commons and Virginia-Snider Commons are open daily from 8:00 a.m. - 8:00 p.m.

**ON-CALL STAFF.** A Residential Commons staff member is on duty between 8 p.m. and 8 a.m. daily. This on-call staff member makes rounds through the floors several times each evening.

**ROOM KEYS.** Room keys are part of the Residential Commons security system. Because key blanks are not available for commercial duplication, it is illegal to attempt to make a copy of an SMU key. Room keys are issued for the student’s exclusive personal use and may not be loaned to others. Students in the Southeast Area (Armstrong, Ware, Kathy Crow, Crum and Loyd) will use their SMU ID to gain access to their student rooms. Students must carry their SMU ID at all times for hall/room access, dining plan access and parking access.

**ESCORT SERVICES.** SMU PD officers in patrol cars will serve as escorts for anyone who requests this service. In addition, emergency call boxes located throughout the campus are automatically activated when the receiver is lifted, and a patrol car is immediately dispatched to that location.

**Dates and Rates**

All important dates and rates are subject to change each year. For more information, visit www.smu.edu/housing or call the Department of Residence Life and Student Housing at 214-768-2407.
Selected Policies

Residential Commons policies and the SMU Student Handbook explain the standards of behavior expected at SMU. All residents are expected to abide by Residential Commons policies as well as the SMU Student Code of Conduct and the Honor Code. These important documents are available on the SMU website and are updated annually prior to the beginning of Fall semester. Residents will be given more information regarding the policies at check-in and at the first floor meetings.

The following are some topics that are frequently of interest to parents:

**ROOM DECORATING.** Within limits, students may personalize their rooms. However, no SMU furniture may be removed, and all changes must be pre-approved by the Department of Residential Commons and Student Housing staff. Guidelines on hanging pictures and fire safety are available on the housing website.

**APPLIANCES.** For safety reasons, the only student-owned cooking appliances allowed in Residential Commons are hot pots and coffee pots with enclosed heating elements. Power strips must have a surge protector with an on/off switch. Halogen lamps, extension cords, and “multi plugs” are prohibited in Residential Commons.

**PETS.** Students are not allowed to have pets in the Residential Commons except for fish in one aquarium of 10 gallons or less. Guide or assist animals are allowed for students with documented disabilities.

**QUIET HOURS.** All Residential Commons are required to have a nightly 10-hour quiet period, although courtesy hours are in effect at all times. A resident who repeatedly violates quiet hours may be removed from the Residential Commons.

**VISITATION.** Residents are responsible for the behavior of their guests at all times, including any behavior that violates Residential Commons or University policy. Residents may have guests visit and stay overnight in their rooms for no more than three nights per week and only with the advance approval of roommates and suite mates. Guests must always be accompanied by their host.

**FIRE.** Fire in the Residential Commons endangers the entire residential community. No open flames, candles, incense, or appliances with exposed heating coils are allowed. Anyone who starts a fire – intentionally or negligently – is dealt with swiftly and sternly. Violations of fire safety guidelines are subject to disciplinary action, including possible fines, hall transfer and/or removal from the Residential Commons system. Any student found responsible for deliberately setting a fire will be removed from the Residential Commons and will face suspension from the University and possible prosecution. As a fire safety precaution, the following are prohibited in Residential Commons: halogen lamps, lamps with paper or plastic shades and incandescent bulb (use compact fluorescents), candles, reed diffusers, plug-in air fresheners, extension cords, “multiplug” adapters and any appliance with an outlet on it such as vanity mirrors. Complete information can be found on the website www.smu.edu/housing

**FIRE EXITS.** In all Residential Commons, specific exterior doors have been designated as fire exits and may be used only in case of fire or another emergency. Unsanctioned use of the doors results in a fine and disciplinary action.

**DAMAGE TO THE RESIDENTIAL COMMONS.** In the interest of maintaining Residential Commons in the best possible condition, residents who cause damage to facilities will be held accountable by staff, billed for the repair costs, and may be subject to disciplinary action. The cost for any damages occurring in common areas for which no one accepts responsibility will be divided among hall or floor members as common damage.

**DRUGS.** The possession and/or use of any illegal substance is strictly prohibited and results in disciplinary action. Consequences include possible suspension from the University.
SMOKING. Smoking is strictly prohibited in all SMU buildings, including Residential Commons. Smoking is not permitted within 25 feet of entrances.

ALCOHOL. In compliance with Texas law and University policy, it is illegal for students under the age of 21 to possess and/or consume alcohol. No alcohol is ever allowed in common areas, and students 21 years of age or older may only possess and/or consume alcoholic beverages in their room. Underage students consuming or possessing alcohol will be subject to fines and disciplinary action.

HAZING. The University does not condone or tolerate hazing activities. Any reported incidents will be dealt with seriously. The University’s efforts to curb and control hazing, however, are made more effective with student assistance. We urge parents, faculty, staff and students to report hazing incidents to the Dean of Student Life, the Department of Residence Life and Student Housing, Athletics, Student Conduct & Community Standards, Student Activities, or SMU Police.

LOCKOUTS. In the event of a lockout, misplaced or lost key, a loaner key is available at the Area Desk for 30 minutes without charge. If a loaned key is not returned within 30 minutes, $25 is charged to the student’s account. If the key is not returned within 24 hours, the original key is assumed as lost, the lock will be changed and the cost of the change charged to the student’s account.

Security Tips for Students

■ Never leave belongings unattended, even in a library or other public place.
■ Never drink from an open container that has been out of your possession.
■ If you must walk alone on campus at night, ask for an escort by calling the police at 214-768-3388. Otherwise, go with friends and stay in well-lighted areas.
■ Do not give strangers access to a building. Legitimate visitors can call their host to let them in.
■ Always be aware of your surroundings, especially in parking lots and garages. Have your keys ready as you approach your car and lock your doors after entering.
■ Lock the windows and doors of your residence whenever you leave, shower, or retire for the night.
■ Do not jog while wearing headphones. It’s important to hear and see what is happening around you.
■ After big tests, papers or exams, get some rest before heading out. A few hours of sleep can make the difference in getting to your destination safely.
■ If you are a victim of a crime or see something suspicious, call the police immediately at 911. Time is of the essence in such situations.
Q. Should my student get involved on campus right away or wait until he or she gets into an academic routine?

A. Of course, all students are different, but research has shown that students who are engaged in campus life do better academically. The involvement can take many different forms – membership in a campus organization, becoming active in the Residential Commons, working a campus job, or doing research with a faculty member. One of the hallmarks of an SMU education is the combination of classroom and out of classroom experiences. We pride ourselves in preparing students not only with the tools to perform specific functions in a company or organization, but also the ability to work effectively with other people.

Please note the following offices on campus which provide some of the opportunities for involvement by your student.

Office of Student Transitions & Orientation
214-768-4560
Hughes-Trigg Student Center
Mailing Address: PO Box 750355, Dallas TX 75275-0355
www.smu.edu/newstudent
orientation@smu.edu

Mission

The Office of Student Transitions & Orientation provides on-going programs and services that support new students and their families in transition to Southern Methodist University.

Our goal is to Connect all students to the SMU:

- Community - The city of Dallas
- People - Students, staff and faculty
- Campus - Available resources and opportunities
- Spirit - Values, history, and traditions of SMU
- Learning Environment - Learning happens everywhere!

Services, Programs, and Student Organization Sponsorships

- Academic Advising, Registration, and Orientation (AARO)
- Mustang Corral
- Orientation programs for Transfer and International Students
- Transition programs & initiatives that support new & continuing students
- Support for First Generation College Students
- Orientation Leadership Institute: HDEV 2101
- Alpha Lambda Delta, First-Year Honor Society
- Nineteen 11 and the Mustang 11 Program
The Office of Multicultural Student Affairs works in collaboration with the campus community to provide support for students of color. We focus specifically on holistic development, advocacy and comprehensive student success. The Office works to create an environment that fosters inclusivity and a deeper understanding of diversity.

As SMU strives to foster a diverse and inclusive environment, the Office of Multicultural Student Affairs develops and implements programs that create student learning through personal identity development and intercultural dialogue.

The office promotes student engagement and involvement through academic and social support programs that offer mentorship opportunities, connections to campus resources and community building.

The office is also home to over 17 culturally based student organizations that engage students’ personal, professional and academic interests. These organizations also celebrate and educate the campus community regarding cultures and communities that are represented at SMU. Together with the Office of Multicultural Student Affairs, these organizations organize programs that foster community, education and cultural values.

Organizational and Student Resources

- Professional staff advising for student organizations
- Diversity training and development programs
- Intercultural dialogue and education programs
- Mentoring and engagement programs for first-year students

Student Program Highlights

- Leadership Retreats, Cultural Heritage Month Celebrations, Intergroup and Peer Dialogue Programs, Diversity Education Workshops, Mentoring Programs

Multicultural Organizations

African Students Association, Asian American Leadership & Educational Conference Committee, Asian Council, Association of Black Students, Black Men Emerging, College Hispanic American Students, East Asian Student Association, Indian Student Association, Korean Students Association, League of United Latin American Citizens (LULAC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Persian Student Society, Si Puedes!, Sisters Supporting Sisters, Turkish Student Association, Vietnamese Student Association and Voices of Inspiration Gospel Choir.

Student Activities

To advise and support student organizations and to encourage student development through involvement
Student Organizations

Involvement outside the classroom is a tradition at Southern Methodist University. Students involved outside the classroom will have a more successful and exciting college experience, meet new people, develop leadership skills, and create a lasting connection with SMU. Student Activities provides over 200 extra-curricular opportunities for SMU students through clubs and organizations. Our professional staff members advise and support specific areas of involvement, including student organizations, programming, and student governance. Visit our office and meet a great team of dynamic individuals ready to get students plugged into a wealth of out of the classroom experiences at SMU. Our department is located on the 3rd Floor of the Hughes-Trigg Student Center.

Organizational and Student Resources

- Professional staff advising for student organizations
- Individual involvement coaching for students
- Training, retreats, conferences and team building
- Forms to facilitate travel, finances, event publicity, etc.
- Copy and fax machines, coolers, lamination and button maker machines
- Organization mail, meeting space, sign room with markers and butcher paper
- Student organization Comptroller services

Student Program Highlights

- **SMU Traditions:** Family Weekend, Homecoming, Celebration of Lights, Sing Song and Perunapalooza
- **Big Events:** Concerts, Block Party on the Boulevard, Film Screenings, Comedians, Relay for Life
- **Involvement Events:** A Night at the Club (August) & Join the Club (January)

The Importance of Getting Involved at SMU!

Involvement outside the classroom has been a popular tradition at Southern Methodist University, and research has shown that it enhances a student’s success in the classroom as well. If students do not see a group that interests them, Student Activities will help them form a new organization!

**Academic** - Advertising Club, Alpha Epsilon Delta/Health Prof. Society, Alpha Kappa Psi, American Society of Civil Engineers, American Society of Mechanical Engineers, Anthropology Club, ASCEND, Association of Computing Machinery, ALPFA (Assoc. of Latino Professionals in Finance & Accounting), Chemistry Society, Classical Studies Club, Delta Sigma Pi, Economics Club, French Club, Geology Club, Graduate Economics Club, Graduate Women’s Organization, Institute for Electrical and Electronic Engineers, International Relations Club, MAPS (Minority Association of Pre-Health Students), Medieval Club, Mock Trial, NABA (National Assoc. of Black Accountants), National Society of Black Engineers, Phi Alpha Delta Pre-Law, Political Science Symposium, Pre-Dental Society, Public Relations Student Society of America, Religious Studies Club, Retail Club, Russian Club, Society of Hispanic Professional Engineers, Speech and Debate, Society of Women Engineers, Speech and Debate, Student Art Association, Student Association of Music Therapy, Theta Tau, Women in Business

**Campus Programming** - Program Council, Student Foundation, Nineteen 11, Women’s Interest Network

**Governing Boards** - Honor Council, Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Panhellenic Council, The Assembly, Sports Club (SMU), Student Senate

**Honoraries** - Alpha Lambda Delta, Mortar Board, National Society of Collegiate Scholars, Pi Tau Sigma, SALUTE (Veterans), Tau Beta Pi, Upsilon Pi Epsilon
MULTICULTURAL - African Students Association, Asian American Leadership & Educational Conference, Asian Council, Association of Black Students, Black Men Emerging, Chinese Student Union, College Hispanic American Students, East Asian Student Association, Indian Student Association, Korean Students Association, League of United Latin American Citizens (LULAC), Middle Eastern Student Association, Must Raas, Persian Student Society, Saudi Students Association, Sisters Supporting Sisters, Turkish Student Association, Vietnamese Student Association

POLITICAL - College Republicans, College Democrats

RELIGIOUS - Asian Christian Fellowship, Catholic Campus Ministry, Chi Alpha Christian Fellowship, CHYK West, Fellowship of Christian Athletes, Hillel (SMU), International Student Fellowship, Muslim Student Association, Reformed University Fellowship (RUF), Victory Campus Ministry (PULSE), Watermark College, Wesley Foundation, Young Life

SERVICE - Alpha Phi Omega, Alternative Breaks, Best Buddies, Circle K International, Engineers Without Borders, Habitat for Humanity, (HOSA) Health Occupations Students of America, Mustang Heroes, Philosophy Club, Si Puedes at SMU, WISE (Women in Science & Engineering)

SPECIAL INTERESTS - Amnesty International, Ballroom Dance Club (SMU), Environmental Society, E-Sports, Hilltopics, Italian Club – Circolo Italiano, Mustang Fitness, Mustang Mavericks, Mustang Transfers, Relay for Life, Radio TV Digital News Director Association (RTDNA), Robotics Club, Secular Humanists, SPECTRUM, Student Filmmakers Association, Students for a Better Society, Students for New Learning, Talent Recruitment And Entertainment Agency Team (TREAT), Tunes for Texas, US MilVets, Voices of Inspiration Gospel Choir

SPORTS - Club Baseball, Club Tennis, Cycling Club, Golf, Ice Hockey Club, Intramurals, Lacrosse Club (Men’s & Women’s), Men’s Soccer, Mustang Cricket Club, Polo Team, Rugby Football Club, Triathlon Club, Ultimate Frisbee Club, Volleyball (Men’s & Women’s), Wakeboarding, Water Polo

Fraternity and Sorority Community

smu.edu/studentactivities and smu.edu/multicultural

The Southern Methodist University Fraternity and Sorority Community is committed to a well-rounded fraternity and sorority experience, grounded in shared goals and values. Fraternity and Sorority Life at SMU began in 1915. One hundred years later we support four governing councils and 32 chapters: 11 Interfraternity Council (IFC), 6 Multicultural Greek Council (MGC), 7 National Pan-Hellenic Council (NPHC), and 8 Panhellenic Council (NPC).

INTERFRATERNITY COUNCIL – Alpha Epsilon Pi, Beta Theta Pi, Kappa Alpha Order, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, Sigma Phi Epsilon

MULTICULTURAL GREEK COUNCIL – Alpha Psi Lambda, Kappa Delta Chi, Omega Delta Phi, Sigma Lambda Beta, Sigma Lambda Gamma, Sigma Phi Omega

NATIONAL PAN-HELLENIC COUNCIL – Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Zeta Phi Beta

NATIONAL PANHELLENIC COUNCIL – Alpha Chi Omega, Chi Omega, Delta Delta Delta, Delta Gamma, Gamma Phi Beta, Kappa Alpha Theta, Kappa Kappa Gamma, Pi Beta Phi

Hughes-Trigg Student Center

Mane Desk: 214-768-4444
Administrative Office: 214-768-4500
www.smu.edu/htrigg

The Hughes-Trigg Student Center is the place to be for students. Students can find out how to become involved on campus, participate in activities, grab a bite to eat, or just hang out with friends.

EAT AND SHOP. For a full meal or just a snack, students can stop by the Hughes-Trigg Student Center for Chick-fil-A, Campisi’s or a freshly made sub from Subway at the Mane Course
Eatery. The newly redesigned Market offers fresh sushi from Sushic, fresh salads from The Wedge, as well as convenience store items. Café 100 offers a full service espresso bar with hot and cold drinks prepared while you wait. Fresh pastries and sandwiches are available that will have you coming back for more. Students also will find a variety of drink and vending machines throughout the Student Center. All areas accept Pony/Express Cash as well as Flex Dollars.

**MEET AND RELAX.** For students looking for a place to hang out with friends or study in a quiet spot, Hughes-Trigg is a great place to meet and relax. Students can spend time in The Pollock Gallery visiting exhibitions or hear a nationally known speaker. Students can relax in one of the many lounges throughout the Center or attend an organization meeting in one of the meeting rooms. Whether students come to meet friends or just need a place for themselves, they can find it in Hughes-Trigg.

**ACTIVITIES AND SERVICES.** If students want to get involved in student organizations or need assistance, they can find what they are looking for at Hughes-Trigg. The Dean of Student Life, Student Media, Community Engagement and Leadership, Parent and Family Programs, the University Chaplain and Campus Ministries, Student Transitions and Orientation, the Hegi Family Career Development Center, Student Activities, and Multicultural Student Affairs are all located in Hughes-Trigg.

**CONVENIENT AND PERSONAL.** One of the best things about Hughes-Trigg is that students can find many conveniences under one roof. Students will find wireless internet access, an ATM machine, copier and fax machines, on-campus phones, and computer/printer access. Students can also stop at the MANE Desk for information and directions or to buy tickets for campus events or local attractions. Students can check their mail and make copies at the Mail and Copy Central by Ricoh, use Café 100 with its 24-hour computer lab, or get their hair cut at Willy’s Barber Shop.

**EMPLOYMENT.** If students are interested in working on campus, there are many jobs available within Hughes-Trigg that are fun and rewarding. Encourage your student to take advantage of all that the Hughes-Trigg Student Center has to offer, which will enhance his or her experience at SMU. Applications are available at the Mane Desk.

**FOR PARENTS AND FAMILIES.** We want to invite you to use our space at Hughes-Trigg. Whether you are organizing a corporate event or a family wedding reception, we can make your event at Hughes-Trigg memorable and enjoyable. Let us be your host for your next meeting, conference, banquet, or reception. Please contact us at 214-768-4500 for more details.

**Women & LGBT Center**

214-768-4792
313 Hughes-Trigg Student Center
Mailing Address: PO Box 750172, Dallas TX 75275-0172
www.smu.edu/womenandlgbtcenter
www.smu.edu/womenscenter/allies
www.smu.edu/womsym

**Mission**

The Women & LGBT Center of Southern Methodist University empowers students to increase awareness and understanding of gender equality issues. The Women & LGBT Center gives voice for women and the lesbian, gay, bisexual, and transgender community, with purpose to eliminate barriers, diminish prejudices, and create a supportive climate and space for all.

**Programs**

**ALLIES** are a group of SMU students, staff and faculty who act as advocates and activists for lesbian, gay, bisexual, transgender, and questioning students. The Allies placard displays their visible support for LGBT students at SMU. Each Ally attends an initial training
session and is invited to continuing education programs.

**FOOD CHAIN** is a networking group for women of color at SMU that meets monthly for lunch and discussion about racism, sexism, and the unique issues which affect women of color.

**VIOLENCE PREVENTION PROGRAM** is presented at the start of school each year by the Women & LGBT Center and other community and campus partners to raise awareness and provide resources for all new students on the topics of relationships, violence and sexual assault prevention.

**WOMEN’S SYMPOSIUM** was created in 1966 as part of the University’s 50th Anniversary celebration. It is one of the longest running programs of its kind in the nation. This annual forum brings together a multigenerational, multicultural audience to examine and discuss topics of national interest in an academic setting.

### Student Organizations

**CORE** is the student advisory committee coordinating Women’s Symposium. This group is aptly named, as students are at the very core of our Women’s Symposium, choosing speakers, preparing workshops, and coordinating marketing campaigns.

**SPECTRUM** seeks to create a forum in which gay, lesbian, bisexual, transgender students and their allies can come together to build community, speak openly about their concerns, and have a lot of fun. Every Fall, Spectrum hosts their annual Drag Bingo, which is one of SMU’s most colorful events of the year.

**WOMEN'S INTEREST NETWORK (WIN)** provides a voice for women’s interests and concerns on campus by sponsoring programs designed to stimulate conversation and action. Each February WIN coordinates a benefit performance of *The Vagina Monologues* that raises money for a local domestic violence shelter. WIN consists of several sub-committees such as Take Back the Night and a Men’s subgroup.

**WOMEN IN SCIENCE AND ENGINEERING (WISE)** through its middle-school mentoring program provides positive role models and hands-on learning opportunities for girls in the fields of science, mathematics, and engineering. WISE offers its members leadership opportunities and helps to connect Women in Science and Engineering students at SMU.

**YWCA** works towards the goal of empowering women and eliminating racism everywhere. They do this both by providing a space to talk about this intersection and also by looking at ways to encourage bystanders to intervene as a way of eliminating racism and sexism through theater.

### Office of Student Conduct & Community Standards

214-768-4563  
214-768-4572 Fax  
318 Hughes-Trigg Student Center  
Mailing Address: PO Box 750355, Dallas TX 75275-0355  
[www.smu.edu/studentlife/studentconduct](http://www.smu.edu/studentlife/studentconduct)

### Mission

The Office of Student Conduct & Community Standards seeks to promote community, scholarship and civility by holding students accountable to the *Student Code of Conduct* and the *Honor Code*. We assist students in understanding the importance of ethical and intentional decision making within the SMU community and beyond. In doing so, we recognize when students make mistakes and assist them in bringing their actions into congruence with the expectations set forth by the University.

Policies that govern student behavior on and off campus can be found in the *Student Handbook* which is available on the Student Life web page at [www.smu.edu/studentlife/studenthandbook](http://www.smu.edu/studentlife/studenthandbook).
**Student Involvement**

There are opportunities for students to assist in the *Conduct Review Process* through participation on the University Conduct Board and/or as a member of the SMU Honor Council or being appointed to the University Conduct Council.

**Hegi Family Career Development Center**

214-768-2266  
200 Hughes-Trigg Student Center  
Mailing Address: PO Box 750256, Dallas TX 75275-0256  
www.careers.smu.edu

**Mission**

At SMU, we understand that the college experience - while an endeavor in itself - is a step toward a larger goal. The Hegi Family Career Development Center cultivates excellence in career development, employment preparation, and professional opportunities for undergraduate and graduate students and alumni by providing career decision making, experiential learning and networking services and programs. The Career Center develops resources and opportunities by promoting fruitful partnerships with employers, academic departments, and the university community so students can define fulfilling careers. It is our hope that the students will begin the career planning process when they first arrive on campus. However, we work with first-year through senior students on a variety of career planning and preparation issues.

**Services Provided**

**Career Counseling.** The Center provides counseling services utilizing a variety of assessment and exploration activities. Individual appointments with a counselor may include interpreting career instruments, exploring majors, focusing career goals, developing effective résumé and cover letters, and learning job search strategies. Counselors assist students in developing an action plan - a guided program of discovery, exploration, and preparation.

**Job Search and Preparation.** The staff provides individual guidance for the development of an effective job search campaign, also providing encouragement and assistance in the preparation of application materials and interview preparation. The Center offers CAREER EXPRESS DROP-IN HOURS, 15 minute sessions for students to discuss one of the following: determine next steps; have their resume, LinkedIn profile and/or cover letter reviewed; learn about Center resources; or just ask general questions. Students are encouraged to make follow-up appointments with a career counselor for topics that may require more time.

**Employer Relations.** The Employer Relations Team develops partnerships with employers to provide resources to connect students to internships, part-time jobs and full-time opportunities.

**Events.** The Center hosts multiple events including two campus-wide Career Fairs, alumni and industry specific panels, on-campus recruiting and information sessions to assist students with career exploration and networking.

**Experiential Learning.** Students may apply to participate in SMU CONNECTION, a one-day shadowing opportunity with an SMU alumnus in the Dallas/Ft. Worth area or their hometown over winter break. Students have the opportunity to explore a career field of interest and build their network in an industry of their choice.

**Student Organizations.** Career Development Ambassadors (CDA) program is a student run organization established to aid the Center in its mission to engage students in career development. CDAs make an impact by providing peer mentorship, managing campus and business connections, and educating students about the resources available for their career success. CDA panels, events, and services engage the SMU community with Hegi, strengthening communication and interaction between The Hegi Family Career Development Center and the student body.
Q. How can families assist students in their choice of major(s) and a potential career path?
A. Encourage your student to take courses that will apply to a variety of majors, with an emphasis on academic achievement. Have students talk with people in various career fields as well as local professionals and leaders you may know. Students should also seek out a wide range of experiences - campus organizations, internships and volunteer positions.

Q. What are the most important things parents can do related to their student’s job search strategies?
A. Encourage students to use the Hegi Family Career Development Center - early and often! Reinforce the importance of career planning by asking about career action plans. Ask questions that encourage career information seeking behavior. Encourage students to pursue internships related to various career interests.

Community Engagement and Leadership (CEL) aims to cultivate student leaders through education and transformational experiences that equip them to impact positive social change.

Services, Programs, and Student Organization Sponsorships
CEL provides resources to students, student organizations, faculty, and staff at SMU in order to engage in leadership development and meaningful community service in the Dallas area and abroad. The office maintains mutually beneficial relationships with local community agencies in order to co-educate SMU students on the dynamics of leadership and service. A variety of CEL programs and activities support the Community Engagement (CE) Proficiency within the University Curriculum.

Students can participate in service trips throughout the United States and internationally through the Alternative Breaks program, or they can participate in ongoing service opportunities in Dallas through Mustang Heroes. Community Engagement and Leadership also hosts one-day service projects throughout the year to bring together students, faculty, staff and alumni in the spirit of service, including Stampede of Service and the MLK Day of Service.

Leadership Programs. CEL organizes and coordinates the first-year leadership program Emerging Leaders, as well as the Crain All-University Leadership Conference that is open to all SMU students. CEL is also home to the James E. Caswell Undergraduate Leadership Fellows program, which provides students a grant to engage in a focused leadership project in one of five areas.

Mustang Heroes. is a student organization that strives to amass a coalition of people that confront the major issues within communities in an original effort to bring about a positive and enduring change, enriching lives through the facilitated advancement of hope, inspiration of confidence, and the inimitable development of leaders. Students can get involved in weekly service projects that make a difference in the Dallas area and surrounding community. Mustang Heroes creates networking opportunities, sustainable projects, and opportunities to deepen knowledge of how students change the world around them. To find out more about how to make an impact, go to www.smu.edu/mustangheroes.

Alternative Breaks. is a student organization offering direct service opportunities during every academic break, including Fall, Winter, and Spring. Alternative Breaks takes groups
of students, student leaders, and faculty/staff to communities in need across the country and world to perform vital service with amazing organizations. Participants will have the opportunity to do quality service, gain education about important social issues, and reflect on how we can create positive social change. For questions, please visit www.smu.edu/ab.

SMU SERVICE HOUSE (SMUSH) is a co-ed residential community for students who are committed to service. Residents of the SMUSH complete 30 hours a semester serving the community and participate in educational programs focusing on positive social change. Additionally, residents participate in HDEV 2170 - Choices II: Volunteer Activities as a means to become more active with the Dallas community. Visit www.smu.edu/housing/smush.

Embrey Human Rights Program

214-768-8347
109 Clements Hall
Mailing Address: PO Box 750176, Dallas TX 75275-0176
www.smu.edu/humanrights

Mission

To educate students and other members of the global community to understand, promote, and defend human rights as responsible citizens of the world.

Student Programming Highlights:

Human Rights Major and Minor. SMU is one of only seven institutions in the United States, and the only one south and west of St. Louis, to offer an undergraduate degree in human rights. The program mentors 140 majors and minors, who can choose among 101 human rights courses in 18 different academic disciplines.

Travel Opportunities. Several human rights trips throughout the globe are facilitated each year. The trips are open to anyone who wishes to join, including students, alumni, families, and community members. In 2015-2016, the program will travel to Poland in December; Austria and the Czech Republic in January; Italy in March; Costa Rica in May; Rwanda in August.

Upcoming Events. Events for the Fall semester will include a conference on the death penalty, a film screening and panel discussion on human trafficking, and a celebration of the first African American students to integrate universities across the South. In the Spring semester, the program will organize a symposium on sports and human rights, as well as a human rights careers convention.

Student Involvement. All students can apply for human rights research grants and the prestigious Community Outreach Fellowship. Organizations like the Student Leadership Initiative, SMU Amnesty International, Human Rights Coffee House and Human Rights Hangouts provide opportunities for students to learn, serve and socialize.
Alcohol and Substance Use Policies, Prevention And Resources

SMU Policy

The University enforces state law and prohibits the possession and consumption of alcohol by those younger than 21 as well as the use, sale, possession or manufacturing of any controlled substance.

When this policy is violated, SMU will impose sanctions including but not limited to parent notification, a fine, a referral to substance abuse counselors in SMU Counseling Services, educational sanctions and a status sanction that may or may not affect the student’s standing with the University. Sanctions can include suspension or expulsion from the University.

Q. What actions is SMU taking to prevent substance abuse and encourage responsible choices?

A. Alcohol and other drug abuse is a serious issue at colleges and universities throughout the nation. This issue calls for a partnership involving the University through our programs to educate, assist and enforce; parents who remain a tremendous influence on their students; and students who must be responsible for obeying laws and regulations.

SMU is committed to providing its students with an educational environment in which healthy lifestyle choices can be made. Toward this end, for many years the University has had in place numerous programs, policies and resources aimed at substance abuse education, prevention, intervention, and treatment.

SMU’s programs are monitored by the University Commission on Substance Abuse Prevention. The Commission’s initiatives address health and medical services, enforcement, academic life, social life, partnerships with parents and communications with the University community.
Learn more online at smu.edu/LiveResponsibly.

Q. What resources are available for my student?

A. SMU offers extensive programs and resources to new and continuing students aimed at substance abuse prevention. As outlined on the next page, these include education, counseling, assessments, support for recovering students, peer support and special training for leaders in Residential Commons and Greek houses, as well as faculty and staff.

In addition, SMU offers resources such as educational programs and counseling for students coping with eating disorders, sexual assault and depression.

Q. What is my role as a parent or family member if my student gets “in trouble” with the University?

A. The Office of Student Conduct & Community Standards wants the same things parents do - to help students develop intellectually, emotionally, socially, physically, spiritually, and morally. We serve our students by holding them accountable and responsible for their actions. Remember, college is a place where students can make mistakes, have an opportunity to learn from them, and move on in a positive manner with their lives. It is a place where students can learn independence, responsibility and accountability. The University has an opportunity to intervene and enhance the course of a student’s life and change it for the better.
RESOURCES

Counseling Services: Substance Abuse Counseling And Resources
214-768-2277 Mailing Address: PO Box 750195, Dallas TX 75275-0195
smu.edu/healthcenter
smu.edu/liveresponsibly

MISSION

SMU has licensed, full-time counselors available to SMU students, their families and the campus community.

Counseling, referrals and support:

■ Confidential counseling, with referrals for outside support and treatment when necessary.
■ Self-help groups on campus and in the community, including Alcoholics Anonymous and twelve-step programs for a student-age group and a student-only recovery group.
■ Support for recovering students, relapse prevention and assistance with re-entry to college after treatment.

Assessment and intervention:

■ Coordination with family, friends, faculty and staff to reach out to students in distress and provide them with help.
■ Educational and screening programs.

Health Education
214-768-2393
Mailing Address: PO Box 750195, Dallas TX 75275-0195
healthed@smu.edu

SMU has a full-time health educator who promotes activities and programs with student support to educate the campus community about various health issues including alcohol and drug abuse prevention.
Health Education at SMU includes:

Education and campus awareness:

■ Orientation programs for incoming students and their parents during July and August.
■ An online, science-based education program, required for all incoming students, that addresses substance abuse prevention, as well as sexual misconduct.
■ “TIPS” (Training for Intervention Procedures) for Student Affairs staff, Greek leadership and the student body to assist students in preventing alcohol misuse.
■ Peer Health Educators, students trained to provide education and outreach to fellow students on wellness issues.
■ Mustangs Who Care - a student-led group focused on holistic health, including preventing alcohol poisoning and overdoses.
Consequences of High-Risk College Drinking

Data published by the National Institute on Alcoholism and Alcohol Abuse (NIAAA) illustrate the extent and impact of alcohol abuse on college campuses.

- **Death:** 1,825 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries, including motor vehicle crashes.
- **Injury:** 599,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol.
- **Assault:** More than 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- **Sexual Assault:** More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault.
- **Unsafe Sex:** 400,000 students between the ages of 18 and 24 have unprotected sex, and more than 100,000 students in this age group reported having been too intoxicated to know if they gave consent to have sex.
- **Academic Problems:** About 25 percent of college students report academic consequences of their drinking, including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.
- **Health Problems/Suicide Attempts:** More than 150,000 students develop an alcohol-related health problem, and between 1.2 and 1.5 percent indicate that they tried to commit suicide within the past year due to drinking or drug use.

It is important to remember that these consequences may affect students whether or not they drink.

Drugs Reported on College Campuses

In addition to engaging in high-risk drinking, some college students report using illicit drugs. According to the 2013 CORE Alcohol and Drug Survey, 31.1 percent of college students nationwide reported marijuana use in the previous year, 4.1 percent reported cocaine use, and 3.7 percent reported using sedatives.
Important Conversations About Alcohol and Drug Use

Communication between parents/families and students about alcohol and other drugs is an important, ongoing conversation. Ultimately, it is up to students to make responsible choices, but studies show that parents continue to influence college students. The opinions and guidance of parents and families do make a difference.

Here are some tips that might help families begin the conversation...

**PREPARE FOR THE CONVERSATION.** Plan for the conversation and exchange information face-to-face rather than over the phone. Have these discussions before your student leaves for school. Look for and create “teachable moments” around television, news, books, newspapers, etc. that deal with substance abuse in college settings. Talk with other parents (the SMU Mothers’ and Dads’ Clubs are excellent resources to learn from the experiences of other parents).

**LISTEN.** Ask your student to talk about alcohol and other drugs. Communicate calmly and clearly. Find out what concerns and fears they have.

**HAVE CLEAR EXPECTATIONS.** College is a huge investment of time and money. Students and their families should set clear expectations about the student’s focus on academic work and personal development. Underage alcohol consumption, use of illicit drugs and alcohol-impaired driving are illegal. It is the University’s expectation that students will uphold both the law and the Student Code of Conduct.

**OFFER INFORMATION.** Alcohol is toxic and far too many students die from alcohol poisoning and related accidents nationwide each year. Discourage high-risk drinking behaviors such as drinking games and/or drinking “shots.”

**HELP YOUR STUDENT TAKE A STAND.** Every student has a right to a safe academic and living environment. Discuss ways to handle situations ranging from interrupted study time to assault or unwanted sexual advances. Help your student identify when to confront a situation directly and when to notify Residential Commons staff or law enforcement officials.

**BE A GOOD ROLE MODEL.** Be consistent in your words and actions. Assess and review your own feelings about alcohol and other drug use. Consider how your attitudes and actions may influence your son’s or daughter’s choices.

Parents and Families Need to Stay Involved

- Pay attention to your college student’s experiences and activities during the crucial first 6 weeks on campus. Call your student frequently during this time period. With a great deal of free time, some students initiate heavy drinking during these early days of college, and the potential exists for excessive alcohol consumption to interfere with successful adaptation to campus life.
- Inquire about their roommates, the roommates’ behavior and how disagreements are settled or disruptive behavior is dealt with.
- Make sure that your son or daughter understands the penalties for underage drinking, public intoxication, using a fake ID, driving under the influence, assault, and other alcohol-related offenses.
- Make certain that they understand how alcohol use can increase risk, including for violence, academic failure and other negative consequences.
- Call SMU’s Counseling Services at 214-768-2277 to schedule an appointment with substance abuse counselors, or learn more at www.smu.edu/healthcenter.
- Pay your student an unexpected visit. Ask to meet their friends. Attend Family Weekend and other campus events open to parents and families.
- Continue to stay actively involved in the life of your son or daughter. Even though they may be away at college, they continue to be an extension of your family and its values.
Special Note:
While it is legal in the State of Texas for minors to consume alcohol in the presence of their parents, should you choose to allow your minor student to consume alcohol, please note that they must remain in your physical presence the entire time they possess or consume the alcohol. Minor students with a detectable amount of alcohol in their systems, outside of the visible presence of their parents, legal guardian, or of-age spouse may be cited for a violation of the law and/or the SMU Student Code of Conduct. While it is illegal for adults over 21 to drive while intoxicated, it is illegal for a minor to drive while having ANY detectable amount of alcohol in the minor’s system. Also note that SMU restricts where alcohol may be consumed on campus.

What are Some Substance Use Risk Factors?
- Family history of alcohol/drug dependency
- An initial high tolerance: minimal effects are felt at the onset of alcohol use
- An acquired high tolerance: due to repeated exposure, more alcohol is needed to achieve the same effect
- High-risk drinking behaviors: drinking to get drunk, any drinking that causes tolerance to increase, drinking games and contests, doing shots of alcohol
- Heavy episodic drinking
- Use of drugs that are illegal or not prescribed to the student.

What are Signs and Symptoms of Substance Abuse?
Depending on the type of substance being used, a person may exhibit one or more of the following behaviors:
- Loss of inhibition, poor judgment, slow reactions, loss of coordination
- Sudden changes in attitude, work, or behavior
- Sudden deterioration of friendships
- “Explosive” arguments over small matters
- Frequent hangover symptoms
- Secretive behaviors, paranoia
- Erratic behavior, forgetfulness, indecision, mood swings
- Deterioration in personal appearance, poor hygiene
- Hyperactivity, easy excitability, restlessness
- Financial problems, frequent borrowing of money
- Stealing or lying
- Changes in sleeping patterns
- Deteriorating work quality, missed deadlines, missed class, falling grades
- Easily fatigued or constantly tired
- Physical changes like blood spots or bruises on skin, bloodshot or watery eyes, runny or irritated nose, persistent cough, sore throat
- Changes in weight
- Changes in speech – slurred, faster or slower
- Tremors or jitters
- Constricted or dilated pupils
- Unusual odors (odor of marijuana, solvents, etc.)
The presence of one or more of these behavioral cues does not necessarily mean that someone is using substances, but these cues usually indicate that something is wrong. If these behaviors are observed in someone, talk to them and offer to connect them to campus resources if there are issues that need professional attention.

**What is Considered High-Risk and Low-Risk Behavior?**

**Low-Risk Behavior:**
- Abstaining (the lowest risk choice)
- Drinking alcoholic beverages only if you are 21 or older
- Thinking about whether you will drink before the party
- Eating a meal before drinking
- Drinking no more than one drink per hour; no more than three drinks per day
- Knowing exactly what you are drinking
- Alternating alcohol-free drinks throughout the evening
- Knowing how you will get home safely before you go out

**High-Risk Behavior:**
- Chugging, drinking games, shots (drinking anything out of a punch bowl, trough, hose, or funnel)
- Drinking to get drunk
- Driving after drinking or riding with someone under the influence
- Drinking alcoholic beverages if you are younger than 21
- Drinking too much or too fast or on an empty stomach
- Having little or no clue what is in your glass or leaving it unattended
- Mixing alcohol with any medications or illegal drugs
- Going to parties where people drink too much

**What Are Other Risks of Substance Abuse?**

Substance abuse can present immediate health risks such as alcohol poisoning and death from overdose. Substance abuse also presents immediate safety risks that are not so obvious.
- A decrease in the ability to make safe and healthy decisions
- The increase in violence associated with alcohol and other drugs
- The increased likelihood of sexual assault

**What Does the SMU Student Code of Conduct Say About Alcohol and Drugs?**

The University enforces state law and prohibits the possession and consumption of alcohol by those younger than 21 as well as the use, sale, possession or manufacturing of any controlled substance. The SMU Student Code of Conduct applies to behavior that occurs both on and off campus. A complete copy of the SMU Student Handbook can be found on the SMU Student Life web page www.smu.edu/studentlife/studenthandbook.

Information about the University alcohol and/or drug use policies for students living in on-campus housing (Residential Commons and apartments) can be found on the SMU Residence Life and Student Housing web page www.smu.edu/StudentAffairs/Housing/eHandbook/CommunityStandards.
Does SMU Notify Parents if Students Get “Into Trouble”?

SMU looks to parents as partners in the fight against the use and abuse of alcohol and other drugs. Except in unusual circumstances, parents are informed by the Office of Student Conduct & Community Standards of issues involving their students as follows:

- If a student is found responsible for a violation of the alcohol or drug policies.
- In emergency situations, such as a student hospitalization for a serious health matter, the Office of the Dean of Student Life may call the parents. (*Students should maintain current contact information on file with the Registrar’s Office and in my.SMU so that we can contact you, if necessary*)

What If A Student Violates the SMU Code of Conduct by Using or Possessing Alcohol and/or Drugs?

When the Office of Student Conduct & Community Standards is made aware of a potential violation of the Student Code of Conduct, whether on or off campus, the office will contact the student and schedule a hearing with a conduct officer. During the hearing, the student will have the opportunity to discuss the alleged violation.

If it is determined that the student is responsible for the violation, the appropriate sanctions will be assigned. Sanctions for alcohol or other drug violations may include but are not limited to: parent notification, a fine, a referral to substance abuse counselors in Counseling Services, educational sanctions and a status sanction that may or may not affect the student’s standing with the University. We are available to answer questions at 214-768-4563.

Special Note:

SMU enforces the state law which prohibits the possession and consumption of alcohol by those students under the age of 21 and the misuse of alcohol for those students over the age of 21. SMU also requires compliance with all local, state and federal laws regarding controlled substances to include, but not limited to, their use, sale, possession or manufacture.
In addition to violating the Student Code of Conduct, a student’s behavior may also be a violation of the law. In these cases, action by law enforcement authorities may also occur. Thus, students may be adjudicated through the Office of Student Conduct & Community Standards as well as through the court system.

**ALCOHOL.** Minors convicted in the criminal court system of possession or consumption of alcoholic beverages may be subject to fines, suspension of driver’s license, community service and a mandatory alcohol education class. Convictions for providing alcohol to minors may subject individuals to fines and a jail term of up to one year. Convictions for driving while intoxicated may subject individuals to fines totaling as much as $2,000 and a jail term of up to six months for a first offense. Fines and jail terms escalate after the first conviction.

**CONTROLLED SUBSTANCE (DRUGS).** Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Amount of fines, terms of probation, or years of imprisonment generally are contingent upon the circumstances and amounts of drugs in possession, sale, distribution, or manufacture.

**FICTITIOUS LICENSE OR CERTIFICATE.** Students under the age of 21 may not possess documentation which represents them as being 21 years of age or older. Texas law states, “A person under the age of 21 years commits an offense if the person possesses, with the intent to represent that the person is 21 years of age or older, a document that is deceptively similar to a driver’s license or a personal identification certificate unless the document displays the statement ‘NOT A GOVERNMENT DOCUMENT’ diagonally printed clearly and indelibly on both the front and back of the document in solid red capital letters at least one-fourth inch in height.” This type of offense is a Class C misdemeanor.
GOOD SAMARITAN POLICY / MEDICAL AMNESTY POLICY

Student welfare is a primary concern at SMU. Everyone is responsible for creating a healthy community whose members care for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or other drug intoxication. To seek medical assistance, please call 911.

Students who seek medical assistance for themselves (Medical Amnesty) or another student (Good Samaritan) due to intoxication of alcohol and/or other drugs will not normally be subject to the SMU conduct review process, except when it has been determined that another violation of University policy has occurred (for example: destruction of University property; fire safety violation; physical harm to another person, etc.).

Any exemption from the SMU conduct review process which is granted under this policy may only apply to disciplinary action and/or sanctions under the SMU alcohol and/or drug policies in the SMU Student Code of Conduct (www.smu.edu/studentlife/studenthandbook) and, therefore, does not prevent the SMU Police or another police agency from detaining a student, issuing a citation, or making an arrest if they deem that action necessary.

In order for this policy to apply, the student must meet with their assigned Conduct Officer, complete an application and, once referred, complete any and all recommendations made by a substance abuse counselor in SMU Counseling Services. (These recommendations will include at minimum an individual appointment with a counselor and a follow-up appointment.)

While this policy applies to individual students, if an organization has been found in violation of the University’s alcohol and/or drug policies, then the organization’s willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.
CAMPUS AND COMMUNITY RESOURCES FOR STUDENTS

OFFICE OF THE DEAN OF STUDENT LIFE
Hughes-Trigg Student Center, Room 302, 214-768-4564
www.smu.edu/studentlife
The Office of the Dean of Student Life serves as a resource for faculty, staff, students and their parents. The dean regularly meets with individual students and takes an active role in supporting student success, both academically and personally.

OFFICE OF STUDENT CONDUCT & COMMUNITY STANDARDS
Hughes-Trigg Student Center, Room 318, 214-768-4563
www.smu.edu/studentlife/studentconduct
Assists students in their personal development by providing a fair conduct review process that issues consistent sanctions for behavior that is incongruent with the University’s expectations for students. The Office addresses academic and non-academic behavior.

COUNSELING SERVICES
214-768-2277 www.smu.edu/healthcenter
Substance abuse counseling provides students with a confidential source of help and information when confronted with alcohol or drug abuse or addiction issues. Counseling Services offers assessments, interventions, referrals, and short-term counseling as well as ongoing support for recovering students.

HEALTH EDUCATION
214-768-2393 www.smu.edu/healthcenter
SMU’s health educator promotes activities and programs with student support to educate the campus community about alcohol and drug abuse prevention. Health education at SMU includes Training for Intervention Procedures (TIPS), online education and programs with Peer Health Educators.

STUDENT RECOVERY AND WELL-BEING SUPPORT GROUP
www.smu.edu/StudentAffairs/HealthCenter/Counseling/AlcoholDrugSupportGroups
Weekly on-campus meeting open to SMU students in recovery or struggling with a substance abuse or related issue.

ALCOHOLICS ANONYMOUS
www.aadallas.org
Highland Park United Methodist Church hosts weekly closed and open AA meetings, including a young adult’s group. More information is at www.hpumc.org/life-resources/support-groups/

PARENT AND FAMILY PROGRAMS OFFICE
Hughes-Trigg Student Center, Room 320B, 214-768-4797
www.smu.edu/parents
The Parent and Family Programs Office is available to answer your questions about the conduct process and recommended responses and to assist in connecting your student to the right resources.

LIVE RESPONSIBLY WEB SITE
www.smu.edu/liveresponsibly
Find campus resources and learn about the President’s Commission on Substance Abuse Prevention.
Sexual misconduct is a violation of SMU policy and of Title IX of the Education Amendments of 1972 - the federal law that prohibits discrimination based on sex. Sexual misconduct encompasses all forms of sexual harassment, including sexual assault and gender-based harassment, and it will not be tolerated in our University community.

In the event that a student experiences sexual misconduct, SMU has resources in place to provide support, including law enforcement officials, a Title IX Coordinator and Deputy Title IX Coordinators, and confidential counselors trained in sexual misconduct issues. These resources are described in more detail on the following pages.

Sexual misconduct is a serious issue at universities and colleges across the country. SMU supports national efforts to eradicate sexual misconduct, including those of the White House task force. The University takes seriously its obligations under Title IX, which requires universities and colleges to investigate allegations of sexual misconduct and to have internal grievance procedures to address Title IX violations. SMU is committed to providing prompt and effective resolution of complaints and to holding violators accountable, while treating all students fairly.

In fall 2012, President R. Gerald Turner appointed a task force to examine SMU policies and procedures related to sexual misconduct in comparison with benchmark practices. The task force made recommendations for revised and new initiatives, including initiatives regarding education, training, policies and procedures. The faculty, staff and students serving on the Task Force Implementation Group have implemented most of the recommendations and are in the process of implementing the remaining ones. New initiatives include expanded education and training for students, faculty and staff; a campus climate survey; a research-based bystander intervention program; and participation in the White House’s “It’s On Us” campaign, as well as a student-led awareness campaign.

SMU is committed to policies and procedures that support students’ well-being and foster a healthy learning environment based on respect and responsible behavior. Parents play an important role in SMU’s efforts to educate students about sexual misconduct and are asked to be partners in encouraging students to live responsibly.

Learn more on SMU’s Health and Safety website, smu.edu/LiveResponsibly.

SMU Policy, The Law and Sexual Assault

SMU’s Title IX Harrassment Policy, Interim Policy 2.5.1, strictly prohibits sexual misconduct. The policy is available online at www.smu.edu/IAE/PoliciesAndProcedures. Students found responsible for sexual misconduct face disciplinary sanctions up to and including expulsion from the University.

Sexual misconduct encompasses all forms of sexual harassment prohibited by SMU and the federal law Title IX. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive working or academic environment.

Sexual harassment also includes sexual assault and other acts of sexual violence, which Title IX and SMU define as a physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
Consent means voluntary, clear, continuous, mutually understandable permission, given by words or actions, regarding one’s willingness to engage in sexual activity.

Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. A person who is asleep or unconscious cannot give consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Consent can be withdrawn at any time. The use of coercion, force or the threat of either invalidates consent.

In addition to violating SMU policy and federal law, sexual assault is a crime punishable under Texas law by imprisonment from two to 20 years plus a fine up to $10,000. A person convicted of sexual assault must register as a sex offender for the remainder of his or her life.

SMU is committed to maintaining a campus where sexual assault does not occur. However, studies have shown that sexual assault is an underreported crime nationwide and that sexual assaults reported on college campuses often involve students who know one another. SMU, therefore, seeks to provide a supportive environment for students to come forward to report any violations and to obtain help.

Students who experience sexual assault are urged to seek medical attention and alert law enforcement officials immediately. Students can choose to pursue criminal charges, an internal grievance process under SMU’s Title IX Harrassment Policy or both of these processes.

Much of the information on the following pages focuses on resources and complaint options available in cases of sexual assault. Please note, however, that the resources are available in all cases of sexual misconduct, including sexual harassment. Contact SMU’s Title IX Coordinator in the Office of Institutional Access and Equity for more information; 214-768-3601 or smu.edu/iae.

GETTING HELP IN CASE OF SEXUAL ASSAULT

It is critical that any student who has experienced sexual assault seek medical attention immediately. Students also are urged to report sexual assault to police as soon as possible. Please see the following section, “Reporting Sexual Assault.”

At Texas Health Presbyterian Hospital Dallas, a certified Sexual Assault Nurse Examiner (SANE) will provide care and a sexual assault exam; 214-345-6203 or texashealth.org/dallassane.

- SMU Police officers who are trained in sexual misconduct issues are available to transport and accompany students to the hospital; 214-768-3333. A student who is transported to the SANE program by SMU Police can choose whether to file a police report, but is not required to do so.
- A representative of SMU Counseling Services who specializes in sexual misconduct issues also can accompany students to the hospital; 214-768-2277. An emergency contact number is provided at all hours.

As part of the exam, the nurse examiner gathers forensic evidence that can aid in prosecution. Evidence should be preserved before the exam. Students should not bathe, shower or douche; they should not eat, drink or use toothpaste or mouthwash. They also should not wash clothing, bed sheets, pillows or other potential evidence.
SMU’s Counseling Services provides confidential counseling and assistance from counselors who specialize in sexual misconduct issues; 214-768-2277. An emergency contact number is provided at all hours. The Dallas Area Rape Crisis Center is a community resource that provides confidential counseling and a 24-hour hotline; 972-641-7273 or www.dallasrapecrisis.org.

SMU also can assist students by providing no contact orders, letters to professors requesting leniency, escort and transportation services, classroom and housing accommodations, assistance filing protective orders through the district attorney’s office and assistance contacting local law enforcement officials if the sexual assault occurred off campus. For more information, please contact SMU’s Title IX Coordinator, 214-768-3601 or email accessequity@smu.edu.

REPORTING SEXUAL ASSAULT

SMU urges anyone who has experienced sexual assault to alert police as soon as possible. **IN THE CASE OF SEXUAL ASSAULT ON CAMPUS**, SMU Police can be reached at 911 from a campus phone; at 214-768-3333 from a cell phone; or by picking up a blue-light phone on campus at any time of day or night. **IN THE CASE OF SEXUAL ASSAULT OFF CAMPUS**, students should call 911 to reach police in that jurisdiction or call 214-768-3333 to reach SMU Police, who can connect callers with police in the appropriate jurisdiction.

Reporting an incident does not automatically lead to criminal charges being filed or criminal prosecution. However, when a student immediately reports an incident, police are better able to collect evidence that may be helpful in building a criminal case, even if the student decides to wait until a later date to file criminal charges. In addition, a student will have input about his or her case after talking with police.

SMU is committed to responding to sexual assault reports in a timely manner. When a case of on-campus sexual assault is reported to SMU Police, police officials conduct an investigation, which may include gathering evidence and witness statements and obtaining search and arrest warrants.

If it is determined that the alleged perpetrator may pose a continuing threat, SMU issues a crime alert by campus email. Crime alerts contain information about how to obtain help if a violation occurs, as well as personal security tips.

SMU Police also notify the Dallas County District Attorney’s Office or other appropriate external law enforcement agency that sexual assault has been reported and is under investigation.

Students who report sexual assault have the right to decide to pursue a criminal process, an SMU grievance process or both processes. Learn more about these options in the following section, “Options Under State Law and Federal Mandates.”

**ANONYMOUS REPORTING.** Those who wish to anonymously report information may call the SMU Police Silent Witness Program at 214-768-2TIP (2847) or submit a report online at smu.edu/pd through the Silent Witness Form. Anonymous reports also may be emailed to accessequity@smu.edu or mailed to the Title IX Coordinator, P.O. Box 750200, Dallas, TX 75275-0200.

**RETIALLATION PROHIBITED.** SMU prohibits threats or acts of retaliation against students who are involved in a report of sexual misconduct or assisting with an investigation. Students who engage in retaliation or harassment by any means – including in person, through others or on social media – will be subject to disciplinary action. Students who observe retaliation or who are threatened in any way should promptly notify the Office of the Dean of Student Life, 214-768-4564, or the SMU Title IX Coordinator, 214-768-3601.
REPORTING AND CONFIDENTIALITY

In addition to SMU Police, students may choose to report sexual assault to the confidential resources or other campus officials listed below. These campus resources are available to all students, including students who have been accused of sexual assault, witnesses in sexual assault cases and friends of students involved in these cases.

CONFIDENTIAL CAMPUS RESOURCES

The following resources must honor confidentiality, except under very limited circumstances such as an imminent threat of danger to self or others.

- **SMU Counseling Services**
  214-768-2277 (an emergency contact number is provided at all hours)
  smu.edu/healthcenter/counseling

- **SMU Chaplain’s Office**
  214-768-4502
  smu.edu/chaplain

CONFIDENTIAL COMMUNITY RESOURCE

- **The Dallas Area Rape Crisis Center**
  972-641-7273 (24-hour hotline)
  www.dallasrapecrisis.org

OTHER CAMPUS RESOURCES

To the extent possible, the following campus officials will protect the privacy of all parties involved in a report of sexual assault, but are required to report sexual assaults to SMU’s Title IX Coordinator for follow-up.

In addition, the following officials are some of the persons at SMU who are required by the federal Crime Awareness and Campus Security Act of 1990, as amended, to notify SMU Police that sexual misconduct has been reported, but they are not required to provide the name of the person reporting the misconduct.

- **SMU Police** (criminal reporting) 214-768-3333
  smu.edu/pd

- **SMU Title IX Coordinator** (internal grievance reporting) 214-768-3601
  smu.edu/IAE

- **Office of the Dean of Student Life** 214-768-4564
  smu.edu/studentlife

- **Women & LGBT Center** 214-768-4792
  smu.edu/womenandlgbtcenter

- **Residence Life and Student Housing** 214-768-2407
  smu.edu/housing

OPTIONS UNDER STATE LAW AND FEDERAL MANDATES

Students who report sexual assault have the right to decide to pursue a criminal process, an SMU internal grievance process or both processes. Students also may choose not to file a grievance or pursue criminal charges. The internal grievance process and the criminal process, which are independent of each other, can be pursued at the same time.

THE CRIMINAL PROCESS. A student may decide immediately or at a later date to pursue criminal charges and prosecution in a criminal court. If a student decides to pursue
criminal charges, the district attorney’s office in the appropriate jurisdiction determines whether to present the case to a grand jury to obtain an indictment and proceed with a trial, after law enforcement officials have presented the findings of their investigation.

SMU Police are available to counsel and accompany students through this process; call 214-768-3333.

THE INTERNAL GRIEVANCE PROCESS. A student who reports sexual assault may file a complaint under the University’s Title IX Harrassment Policy, Interim Policy 2.5.1. The internal grievance process includes an investigation of the allegations, sanctions and an appeal process.

Students reporting sexual assault are encouraged to share as much information as they are comfortable sharing. Limited information provided to SMU officials may impede the actions the University is able to take in investigating an incident.

Pending the outcome of the grievance process and to protect the safety of the SMU community, the University may impose temporary interim measures, such as no contact orders, campus restrictions and temporary suspension.

Students involved in a sexual misconduct case may qualify to receive amnesty for other violations of the Student Code of Conduct, such as alcohol violations, as outlined in the Conduct Review Process. The investigation will focus primarily upon the allegations of sexual misconduct.

For more information, contact the Title IX Coordinator, 214-768-3601 or email accessequity@smu.edu.

TITLE IX AT SMU

As defined by the U.S. Department of Education’s Office for Civil Rights, Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive federal financial assistance, including SMU.

Title IX prohibits all forms of sexual harassment, including sexual assault and other acts of sexual violence. Title IX requires universities and colleges to investigate reports of sexual harassment and to provide internal grievance procedures. These procedures offer students reporting sexual assault an avenue for holding violators accountable for their actions, in addition to the criminal process.

Title IX also requires the University to appoint a Title IX Coordinator. SMU’s Title IX Coordinator resides in the Office of Institutional Access and Equity, which develops and manages University policies, procedures and programs of equal opportunity, diversity and affirmative action. The office serves SMU students, employees, applicants and visitors. SMU’s prohibition against discrimination, including on the basis of sex, includes any employment practice, education program or educational activity.

SMU’s Title IX Coordinator and Deputy Coordinators are available to assist students who have questions or concerns regarding sexual misconduct or who wish to file an internal complaint under the University’s Title IX Harrassment Policy. The Coordinator and Deputies also can provide students with information about SMU and community resources. Please feel free to contact one of the following SMU employees for assistance:

SMU Title IX Coordinator
■ Samantha Thomas, Office of Institutional Access and Equity, 214-768-3601 or email thomassa@smu.edu

SMU Deputy Title IX Coordinators
■ Denise Gauthier, Office of Institutional Access and Equity, 214-768-3601 or email dgauthier@smu.edu
Carolyn Hernandez, Office of Institutional Access and Equity, 214-768-3601 or email hernandez@smu.edu
Marci Armstrong, Cox School of Business, 214-768-4486 or email marci@mail.cox.smu.edu
Martin L. Camp, Dedman School of Law, 214-768-4178 or email mtcamp@smu.edu
Monique Holland, Department of Athletics, 214-768-1650 or email hollandm@smu.edu
Creston Lynch, Student Affairs, 214-768-4434 or email cclynch@smu.edu
Anne Weil, SMU-in-Taos, 575-758-7208 or email weil@smu.edu

Learn more about Title IX and read SMU’s Title IX Harassment Policy at www.smu.edu/IAE.

SEXUAL MISCONDUCT EDUCATION AND PREVENTION

SMU’s educational and prevention programs on sexual misconduct are coordinated and provided by SMU Counseling Services (214-768-2277), the Assistant Director for Health Education (214-768-2393) and the Women & LGBT Center (214-768-4792).

Education for incoming students includes a required online course as well as an informational program during the first week. Wellness courses, which are required for all students, provide information on respectful relationships and sexual misconduct prevention, policies and resources.

Campus-wide programs include Take Back the Night in October, a march and candlelight vigil and programs with the Dallas Area Rape Crisis Center.

Programs also are available to individual classes, Residential Commons and Greek organizations upon request from the Women & LGBT Center.

CAMPUS SECURITY: SMU Police patrol campus 24 hours a day, seven days a week. The department coordinates actions with neighboring agencies and criminal investigations with the Dallas County district attorney’s office. Emergency blue-light phones across campus connect directly to SMU Police.

SMU Police provide crime prevention education and self-defense training to student groups and are available upon request; 214-768-3333.

SMU urges students not to walk alone after dark. Giddy-Up offers free rides on campus from 9 p.m. to 3 a.m. daily; 214-768-1111. SMU Police can provide campus rides when Giddy-Up is not available. SMU Rides provides rides 24 hours a day when classes are in session; the full cost of the ride is charged to the student’s SMU account; 214-768-7433.

CRIME REPORTS: SMU issues crime alerts by campus email if it is determined that an alleged perpetrator may pose a continuing threat. Crime alerts are posted online at smu.edu/pd.

Information about crimes may be reported anonymously through the SMU Police Silent Witness Program by calling 214-SMU-2TIP or online at smu.edu/pd under “Forms”.

SMU’s Annual Security and Fire Safety Report, posted online at smu.edu/cleryreport, includes reported crimes for the previous three years.

Learn more at smu.edu/LiveResponsibly.
The Department of Recreational Sports enhances the lives of the SMU community by offering various alternatives for recreation and education. The Dedman Center for Lifetime Sports offers to those in the SMU community the opportunity to interact with others in recreation, relieve stress, and work toward achieving their physical potential. The opportunities offered through this department include the following:

- Intramural sports activities: Over 4,000 students and faculty/staff participate in 18 different sports and activities throughout the school year.
- Club sports: Approximately 300 participants dedicate themselves to one particular activity in which they compete intercollegiately and/or develop high levels of expertise in their sport.
- Fitness: Over 40 Group X classes per week, personal training sessions, free outdoor ‘Bootcamp’ (for students only), nutritional counseling, group nutritional lectures, grocery store tours, full-body and chair massage.
- Spirit squads: Throughout the year, over 50 students are involved in the pom squad, the cheer squad, and the handling/care of Peruna, SMU’s live mascot.
- Outdoor Adventure: Recreation trips, adventure equipment rental and the indoor climbing walls. Trips and equipment are at discounted cost to students, and the indoor climbing wall is free to students and members.
- Aquatics: A five lane, twenty-five yard pool provides opportunities for fitness, recreation and water skill development.
- Other recreational facilities include:
  - Morrison-Bell Track
  - Red Barr Swimming Pool
- Student Employment: Over 200 student staff positions are available. These jobs provide students the opportunity to gain certifications and to develop teamwork, leadership and employment skills. Students are hired for lifeguards, personal trainers, sport officials, group fitness instructors, adventure leaders, and recreation center staff.

Q. Are there other resources on campus that will help my student while he/she is at SMU?

A. Most of the services your student will need are within easy walking distance on campus. From a recreational sports facility to a fully accredited outpatient medical clinic with counseling services available, to on campus banking, to renowned library resources, a bookstore and a wide variety of dining opportunities, SMU strives to keep our environment one where students can grow and develop without ever having to leave the campus.
The University’s health facility is a fully-accredited outpatient medical clinic and counseling center, including a pharmacy and lab facilities.

**OUTPATIENT MEDICAL SERVICES.** SMU provides a convenient, economical medical clinic for diagnosis and treatment of illness/injury, as well as for immunizations and continuation of treatment, such as allergy injections. The clinic is staffed by physicians, registered nurses, medical assistants and lab technologists. Physicians are available by appointment from 8:30 a.m. to 4 p.m. Monday through Friday. For appointments and health information call 214-768-2141.

**PATIENT OBSERVATION.** When ordered by a staff physician, a student may be held in observation between 8:30 a.m. and 5 p.m., Monday through Friday. Observation is available for most types of non-major medical treatment. When necessary, students are referred to medical or surgical specialists. The patient will be responsible for the costs of these services.

**ACUTE/AFTER-HOURS CARE.** For emergency care after clinic hours, it is recommended that students call 911, go to an urgent care facility or a hospital emergency room. Refer to the Health Center website for urgent care facilities or hospital information and locations.

**COSTS.** All students who pay general student fees, including the health services fee, and are enrolled at the Dallas or Plano campuses have access to the student health center. The fee is mandatory and is separate from any health insurance costs.

- $100 per semester for full time undergraduates
- $50 per semester for part-time undergraduates
- $50 per semester for all graduate students
- $25 per summer term (I or II)

This fee is only assessed to students who do not reside in a Residential Commons. Otherwise, this fee is incorporated in the student’s rent. This fee allows students to receive fully covered primary care physician visits at the health center for that term. Services such as lab, pharmacy, and supplies will be charged at reasonable rates.

**INSURANCE FILING.** The Health Center files claims for the Student Health Insurance Plan (SHIP) only. Covered charges for Health Center treatment rendered to students enrolled in SHIP will be billed directly to the insurance company, after payment of the co-pay. Students who have other insurance will be provided an itemized receipt upon request at the time of service so that they may file the visit charges with their insurance company on their own. This receipt is adequate to file with their private insurance company for reimbursement to the student.

*Health insurance is separate from the student health service fees and is paid for independently.*

**STUDENT HEALTH INSURANCE PLAN (SHIP).** For the 2015-2016 academic year, the University has partnered with Academic Health Plans, Inc. (AHP) and Blue Cross/Blue Shield of Texas to provide high-quality health insurance coverage to our students and their dependents. The Plan provides coverage for accidents and illnesses, hospitalizations, emergency room visits, surgery, maternity, wellness and other services. Students receiving treatment at the Health Center will have their deductible waived. The plan also provides global emergency services for medical evacuations and repatriation. Should you have any questions, please contact the Insurance Office at the Health Center at studenthealthinsurance@smu.edu or (214) 768-3408/3470 or Academic HealthPlans, Inc. at (855) 357-0242.
MANDATORY HEALTH INSURANCE POLICY. SMU is very concerned about the health and well-being of all of our students and in order to ensure that students have appropriate health care coverage, SMU’s President’s Executive Council (PEC) passed a Mandatory Health Insurance policy. This policy requires all:

DOMESTIC STUDENTS, both undergraduate and graduate, taking nine or more credit hours are required to have health insurance through either an individual/family plan or the University-offered Student Health Insurance Plan (SHIP). SMU’s mandatory policy requires those students with the enrollment status mentioned to complete a waiver in my.SMU as documentation of current insurance coverage or to enroll in the SHIP by the deadline date each semester. Students will do so, after they have enrolled for classes, by selecting the ‘Health Insurance’ button in the ‘Student Center’ component of my.SMU. For domestic students already maintaining their own private coverage, the student must waive SHIP coverage every semester in order to avoid automatic enrollment into SHIP and thereby have a semi-annual premium charge of $1,221.00 applied to the student’s University account. Documentation of insurance coverage must be done in my.SMU to be considered for a waiver. Any other documentation will not be accepted (i.e. fax, e-mail, or by phone). No changes or reversal of charges will be made after the deadline dates each semester.

INTERNATIONAL STUDENTS ATTENDING SMU ON A VISA must enroll in the University’s Student Health Insurance Plan (SHIP) as a condition of enrollment, unless they have a special waiver personally granted by the Health Center staff. International students may only apply for a waiver if a) the student is covered by a comparable U.S. health insurance plan provided/purchased by their Embassy or b) the student provides documentation of comparable U.S. health insurance coverage by a U.S. employer, including international medical evacuation and repatriation. Under either waiver circumstance listed above, documentation, including a copy of the health insurance policy or certificate and Insurance ID card, must be presented with the Waiver Application Form to the Student Health Center each semester in order to be considered. International policies or policies from the student’s home country are not accepted. If the student is not provided comparable coverage through their Embassy or by a U.S. employer, as mentioned above, then the student must enroll in SHIP. International students do so, after they have enrolled for classes each term, by selecting the ‘Health Insurance’ button in the ‘Student Center’ component of my.SMU and choosing to ‘elect’ coverage. The semi-annual premium will then be charged to the student’s SMU student account. If an International student does not receive an approved waiver and does not elect the SHIP in My.SMU.edu by the deadline date each semester they will automatically be enrolled in SHIP and the semi-annual premium charge of $1,221.00 will be added to their SMU student account. No changes or reversal of charges will be made after the deadline dates each semester.

To print a waiver form, visit www.smu.edu/healthinsurance and select the ‘International Student Insurance Waiver Form’. Directions on where and how to submit the waiver are located on the waiver form itself. For more information and instructions on how to WAIVE or ELECT coverage, please visit www.smu.edu/healthinsurance.

DEADLINES TO WAIVE:

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ACTION IS REQUIRED EVERY SEMESTER BY ALL STUDENTS WHO FALL UNDER THE POLICY REQUIREMENTS.

PHARMACY. A complete pharmacy with registered pharmacists is open Monday through Friday 8:30 a.m. to 5 p.m. We accept many prescription plans and will transmit pharmacy claims to your insurance company if you provide your pharmacy benefits information.
LABORATORY SERVICES. Laboratory tests are done for nominal fees.

IMMUNIZATIONS. All students (including international and I.E.P./E.S.L. students) are required to have an SMU medical history form, immunization form and meningitis form * (if applicable) on file in the SMU Health Center before registration. To comply with SMU policy, all students must provide proof of immunization against mumps, rubella (red or regular measles), and rubella (German or three day measles). Students may view the receipt and completion status of the above records in my.SMU.edu by going to: Student Self-Services > Student Center > Medical Health History.

*Texas State Law for Meningitis Vaccine Requirement: Any entering student at a Texas college or university who is under 22 years of age must be immunized before attending classes (and must have received the vaccine within the preceding 5 years) or provide exemption information. To ensure no delays in the enrollment process, please send proof of meningitis vaccination at least 2 weeks prior to enrollment. Enrollment holds are placed on all students who fail to comply with the meningitis requirement. For more information, please visit the website at: www.smu.edu/healthcenter.

CLASS ABSENCE DUE TO ILLNESS. Students should schedule appointments with physicians at times when classes will not be missed. The Health Center does not issue excuses from classes for illness. Refer to the Health Center website for Class Absence Policy.

NOTIFICATION OF PARENTS. Students are encouraged to call one or both parents when ill. Parents or guardians will be notified in case of life threatening illnesses. The Health Center staff may not speak to parents without the student’s permission.

HEALTH SERVICE RECORDS. All Health Center records are confidential. A copy of medical records may be released to a physician only with a written release by the student. Records are not made available to parents, SMU administrators, faculty, or staff without the student’s written consent.

Counseling Services
214-768-2277
www.smu.edu/StudentAffairs/HealthCenter/Counseling

ACCREDITATION. The center is fully accredited by the International Association of Counseling Services (IACS).

COUNSELING. Staff psychologists and counselors provide a full range of counseling/clinical services. Personal, couples, group and other types of counseling are available. Both individual and group counseling assist students in resolving personal conflicts, clarifying life goals, and improving communication skills.

PSYCHIATRIC SERVICES. Psychiatric evaluation, crisis intervention and individual therapy are provided. All interviews are conducted on a voluntary and confidential basis at no charge to students who have paid the health services fee. Any laboratory tests or pharmaceuticals ordered will be charged to the student.

SUBSTANCE ABUSE COUNSELING. Students are provided with a confidential source of help and information when confronted with alcohol or drug abuse or addiction issues. Assessments, interventions, referrals, and short-term counseling as well as ongoing support for recovering students are also available.

CRISIS INTERVENTION. Crisis intervention is provided during the work week for all students and after hours by on-call staff. Specialty after hours services are available for women and men dealing with any kind of gender-based harm or abuse, including sexual assault or rape, sexual harassment, domestic or relationship violence, battering and stalking.
Call 214-768-2277.

REFERRALS. If the needs of the student exceed the resources of Counseling Services or if students prefer to seek service off campus, appropriate referrals are made to community professionals.
COST OF SERVICES. While counseling services are provided at no cost to students who have paid their health center fee, a modest fee is charged for educational assessments and summer services for those not enrolled in classes.

APPOINTMENTS. Students may self-schedule a first time triage appointment by signing on to studenthealth.smu.edu and completing the required paperwork. When a student comes for an appointment, a Counseling Services clinician will meet individually with the student to review paperwork and discuss the counseling services offered, as well as options in the community.

Triage hours: Monday-Friday 1:00PM-3:00PM. Additional hours available upon request.

If students are in crisis and need to be seen immediately, they should come to the center during office hours (M-F 8:30 a.m. - 5:00 p.m.) or call after hours 214-768-2277 to reach the clinician on call.

EDUCATION. Counseling Services offers educational programming for classes, residential commons, fraternities and sororities, student groups and departments on issues affecting women’s and men’s lives, including awareness and prevention of eating disorders.

TESTING SERVICES: Testing available to SMU students include:
- On-campus administration of national testing programs such as the SAT, LSAT, and GRE subjects. Other testing offered includes the CLEP test and correspondence examinations for other universities. For additional information call 214-768-2269.

CONFIDENTIALITY OF RECORDS. Confidentiality and privacy of student records are guaranteed to the full extent of the law and by a professional code of ethics. In general, confidentiality is assured, and all disclosures will be made only with the written consent of the individual, except in instances where the person may be a danger to him/herself or others, where child or elder abuse is reported or suspected, in lawsuits affecting a parent-child relationship, or court orders.

Office of the Chaplain and Religious Life
214-768-4502
316 Hughes-Trigg Student Center
Mailing Address: PO Box 750282, Dallas TX 75275-0282
www.smu.edu/chaplain

Mission
- To offer resources of pastoral care and theological reflection that nurture the spiritual maturity, moral and ethical vision and character of students, faculty and staff.

Staff
Chaplain to the University, Associate Chaplain, Assistant Chaplain, Administrative Assistant, Intern, and multiple Residential Community Chaplains (RCC’s).

What we offer
- “Underground” - A vibrant, weekly gathering of students, faculty and staff for praise, prayer and encouragement in the Christian tradition. Wednesdays at noon in the Hughes-Trigg Theatre.
- Sunday morning worship services on the first Sunday of fall term
- Faith and Learning Scholars - Qualified students of all faith traditions will have the opportunity to integrate their studies and faith through community engagement, reading and reflection and small group interaction with faculty mentors.
- Civil Rights Pilgrimage - Our partnership with Dedman College affords students the opportunity to study the Civil Rights Movement and experience that part of history firsthand on a Spring Break pilgrimage throughout the South.
- Counseling - free and confidential counseling and spiritual guidance.
Residential Community Chaplains - In collaboration with Residence Life and Student Housing, an RCC (a seminary student) is placed in each Residential Commons to provide support, guidance and a compassionate presence to the Residential Commons community.

Religious Life on campus - We advise and coordinate 34 Religious Life groups (listed below) whereby students can connect with others that share their faith or explore different faith traditions.

**Campus Ministry Council-Affiliated and University-Recognized Groups**

- Antioch College Ministry
- Baptist Student Ministry (The Hill)
- Beta Upsilon Chi (BYX) Christian Fraternity
- Bhakti Yoga Club
- Chi Alpha Christian Fellowship (Assemblies of God)
- Christian Students
- Chyk West
- Cru
- The Den - Highland Park Presbyterian Church (ECO)
- Eta Iota Sigma (HIS) Christian Sorority
- Episcopal Campus Ministries (Canterbury)
- Faculty Commons
- Fellowship of Christian Athletes
- Graduate Christian Fellowship
- Interfaith Dialogue
- International Student Fellowship
- InterVarsity Christian Fellowship
- K-Life
- Muslim Students Association
- Orthodox Christian Fellowship
- Preston Road Church of Christ (Mustangs for Christ)
- PULSE
- Ratio Christi
- RUF (Reformed University Fellowship)
- Sigma Phi Lambda (Phi Lamb) Christian Sorority
- Sikh Student Association
- SMU Catholic
- SMU Hillel
- SMU Wesley Foundation
- Storehouse/UArise
- Student Mobilization (StuMo)
- Union Coffee House
- Watermark College Life (ONE28)
- Young Life
SMU Barnes & Noble Bookstore
214-768-2435  Fax 214-768-3350
3060 Mockingbird Lane   Dallas, Texas  75205
smu.bkstore.com

MISSION

■ To provide all essential reading, reference, laboratory, and classroom materials necessary to support learning, teaching, and research at SMU.
■ To provide other convenient and necessary items to support the residence life and culture of the University.

Selected Services

RENT TEXTBOOKS AND SAVE. Rent textbooks and save over 50% of the cost of a new textbook. Select titles are available for rental.

NEW AND USED TEXTBOOKS, ETC. The Bookstore carries a complete line of titles that SMU faculty members require for current term courses.

GENERAL BOOKS. A variety of general reading books, including literature, reference books, foreign language dictionaries, books in all academic disciplines. Special orders can be placed for titles not currently in inventory.

SCHOOL SUPPLIES AND MORE. The Bookstore carries a full line of office and school supplies, many imprinted with the SMU insignia. The Bookstore also stocks Residential Commons supplies.

AUTHOR APPEARANCES. The Bookstore sponsors author signings in the store and participates in special literary events on campus. A book section and signed copies of the SMU faculty’s books are featured in the store.

TEXTBOOK SELECTION AND PRICES. The publisher determines the prices of books, and SMU faculty members decide the required books for a course.

RENTAL RETURNS. You may return rental textbooks with light writing and highlights, but they must be in saleable condition (no water or spine damage). Rental returns are due back to the store on the last day of finals. Failure to return rented books will result in a replacement fee.

Selected Policies

TEXTBOOK BUYBACK. The best time for students to sell their used textbooks is during Finals Week. The bookstore buys books that will be used for the next term.

PAYMENT POLICY. Students may pay for books by cash, credit card (MasterCard, Visa, Discover, and American Express), Pony card and student direct charge.

REFUND POLICY. The bookstore gladly replaces any defective books or merchandise. Textbooks must be returned within the first week after classes begin; the exact date is posted in the bookstore each term. Books must be in the same condition as when purchased. Students must present their cash register receipts and original form of payment to receive a refund.
SMU Dining Services supports the academic mission of the University to build community among the students, faculty and staff by providing high quality food service that is nationally recognized for its innovation, healthy options, and award-winning chefs.

**Meal Plans**

As part of the living-learning experience, all resident students are required to have a dining plan membership. Several options are available, depending on a student’s classification.

- The Works is the required plan for all first and second year residential students.
- Residential students who are third-year and above may choose from plans: The Works or Block 150.
- Residential students who are seniors may choose from all plans: The Works, Block 150, or Senior Block 50.
- Commuter students may purchase any meal plan.

Meal plans automatically renew for the spring semester. In order for a plan to be included in the University billing statement, students must confirm their dining plan selection during the online registration process for Housing application. If students are not living on campus, they may purchase a dining meal plan through the Parking and ID Card Services office.

**Dining Meal Plans**

**First and Second Year Plan**

- **THE WORKS**
  - 7 day access into Arnold Dining Commons and Umphrey Lee
  - Three flex add-on options, available to use at any SMU retail location and convenience store
  - 10 guest passes per semester

**3rd Year Plans**

- **THE WORKS**
  - 7 day access into Arnold Dining Commons and Umphrey Lee
  - Three flex add-on options, available to use at any SMU retail location and convenience store
  - 10 guest passes per semester

- **BLOCK 150**
  - 150 meals per semester at Arnold Dining Commons and Umphrey Lee
  - Three flex add-on options, available to use at any SMU retail location and convenience store
  - 10 guest passes per semester
Senior Plans**

**THE WORKS**
- 7 day access into Arnold Dining Commons and Umphrey Lee
- Three flex add-on options, available to use at any SMU retail location and convenience store
- 10 guest passes per semester

**BLOCK 150**
- 150 meals per semester at Arnold Dining Commons and Umphrey Lee
- Three flex add-on options, available to use at any SMU retail location and convenience store
- 10 guest passes per semester

**SENIOR PLAN**
- 50 meals per semester at Arnold Dining Commons and Umphrey Lee
- Three flex add-on options, available to use at any SMU retail location and convenience store

*Additional Add-On Flex Options*
- Additional 500 Flex for $440 ($60 free flex!)
- Additional 300 Flex for $265 ($35 free flex)
- Additional 200 Flex for $200

**Senior status according to University guidelines**

*Sales tax is included on the residential restaurant access (board portion) of the meal plans.*

*Meal plans are non-transferable and are for the sole use of the student to whom issued.*

**RESIDENTIAL ACCESS.** With just a swipe of an ID card, meal plans with 7-day access and block meals allow a student to eat at either residential restaurant on campus: Lee, located in the Umphrey Lee Center at the center of campus, or Arnold Dining Commons, located near the Dedman Recreation Center.

**FLEX DOLLARS.** Flex Dollars are accepted like cash at all SMU Dining Service locations. Flex Dollars work on the same principle as a debit card. Flex Dollar purchases are taxed at the point of sale, and the total amount is subtracted from your Flex Dollars account. You may purchase Flex Dollars at any time throughout the school year. For the greatest discount, we recommended students take advantage of the add-on Flex Option of 500 Flex Dollars for only $440, getting $60 in free flex!

**ALTERNATIVES TO REGULAR SERVICE HOURS.** If a student has class or work that conflicts with the dining room service hours, sack meal dining options are available. The student must contact the dining room manager (at Umphrey Lee or Mac’s Place) at least 24 hours in advance to make arrangements. All hours of operation are posted in each location or on the web at www.smudining.com.

**NUTRITIONAL COUNSELING.** Students may consult the SMU Dining Services registered dietitian for special dietary needs and concerns. Appointments may be made by calling 214-768-4349 or by e-mailing dietitian@smu.edu.

**CAN STUDENTS CHANGE THEIR DINING MEMBERSHIP?** Students may change their dining membership according to their status between semesters by selecting their desired new plan via online registration. In addition, one change is allowed after the semester begins before the last day of add/drop by contacting the Parking and ID Card Services office located at the SMU Expressway Tower (214-768-7669) or by selecting the “Meal Plan Change Request Form” on their website.
WHAT SHOULD STUDENTS DO IF THEY LOSE THEIR CARD? Immediately notify the Parking and ID Card Services office at 214-768-7669. A stop will be placed on the lost card, and students will need to obtain a new card.

DO DINING ENTRIES OR FLEX DOLLARS CARRY OVER FROM ONE SEMESTER TO THE NEXT? Flex Dollars carry over from summer to fall and then to the spring semester. Dining meals do not carry over.

DINING LOCATIONS. With twelve retail locations around campus, there are plenty of places to use your Flex Dollars including Starbucks, Chick-fil-A, Subway and Einstein Bros. Bagels! The Market has all of your convenience items, from snacks to toiletries. Sushic serves fresh, made-to-order sushi, and The Wedge serves freshly prepared salads. Here is a complete list of campus dining locations:

Lee - Umphrey Lee Center
Arnold - Arnold Dining Commons
Mac’s Place - McElvaney Hall
Café 100 - Hughes-Trigg main floor
The Market - Hughes-Trigg main floor
Sushic - Hughes-Trigg Market
The Wedge - Hughes-Trigg Market
Chick-fil-A - Hughes-Trigg lower level
Subway - Hughes-Trigg lower level
Campisi’s - Hughes-Trigg lower level
Einstein Bros. Bagels - Fincher Building lower level
P.O.D. Express - Meadows School of Arts

For more details on all locations and pricing, please visit www.smudining.com. Stay social with SMU Dining for the most up-to-date information including hours by following us on Facebook, Twitter, and Instagram at @smudining.
Q. What programs does SMU provide specifically for parents and families?

A. This guide is one of many resources available for parents. Through our Parent and Family Programs Office you will find many more opportunities for involvement on a number of levels. Again, parents are very much a part of the SMU family, and we welcome you to the University!

M I S S I O N

The Director of Parent & Family Programs serves as a resource for all parents and families concerning the personal development and academic endeavors of their student and works with the SMU Mothers’ and Dads’ Clubs as well as individual parents in creating, maintaining and promoting parental involvement in appropriate aspects of University life.

P A R E N T  P R O G R A M S

SMU MOTHERS’ CLUB. “Continuing 89 years of tradition...” Activities include Endowed Scholarship Fund supporting undergraduate scholarships, Family Handbook, support for Mustang Corral T-shirts, Thirst Aid Stations on “Move-In” Day, Mustang Cook-Out, Family Weekend Luncheon, Outstanding Senior Woman Awards, and website www.smu.edu/momsanddads. For information or to volunteer, call Julie Edwards at (469) 209-0331.

SMU DADS’ CLUB. Activities include Endowed Scholarship Fund supporting undergraduate scholarships, Family Handbook, Thirst Aid Stations on “Move-In” Day, Mustang Cook-Out, Mustang Corral T-shirts, Family Weekend Barbecue, Outstanding Senior Man Awards, and www.smu.edu/momsanddads, which includes an online secured membership directory. For information and/or to volunteer, call Ken Davis at (214) 243-3554.

MOTHERS’ & DADS’ CLUBS WEBSITE. www.smu.edu/momsanddads

PARENTS NEWS. Parents can find current University news and resources year-round on SMU Parents online at smu.edu/parents and the SMU home page. In the event of a campus emergency, the SMU Parent Info Line will convert to a staffed phone center: 214-SMU-PARENTS or toll free 1-888-768-7273.

MOTHERS’ & DADS’ CLUBS GIFTS CAMPAIGN. Annual Spring drive to fund programs and student support initiatives of the clubs. Included in this campaign is continued funding for the Student Emergency Fund administered through the Dean of Student Life Office.

FAMILY WEEKEND. Every fall term. Start making plans now to attend this action-packed weekend, organized by SMU Student Foundation.

COMPLIMENTARY SUBSCRIPTION TO SMU MAGAZINE. Parents of current undergraduate students automatically receive the magazine, published two times a year.

TARGETED NETWORKS. Multicultural and first-generation networks provide additional opportunities for parent and family involvement and support for students.

PARENT WELCOME CALLS. A volunteer network of SMU parents engaged to contact new SMU parents to welcome them to the University.

PARENT ANNUAL GIVING. Engages parents directly in the fundraising needs of the University. To learn more, contact Christi Contreras, director of Parent Giving, at 214-768-4746 or email cshelton@smu.edu.
FALL TERM 2015
August 19, Wednesday: Residential Commons officially open for students attending Mustang Corral
August 22, Saturday: Residential Commons officially open for all other students at 9:00 a.m.
August 23, Sunday: Opening Convocation, McFarlin Auditorium.
August 24, Monday: First day of classes.
August 28, Friday: Last day to enroll, add courses or drop courses without grade record. Last day to file for graduation in December.

September 9, Wednesday: Last day to declare pass/fail, no credit or first-year repeated course grading options. Last day to request excused absence for observance of a religious holiday.
September 25-26, Friday-Saturday: Homecoming Weekend
September 29, Tuesday: Early intervention grades due for first-year undergraduate students.
October 7, Wednesday: Last day for continuing undergraduates to change majors before November enrollment.
October 12-13, Monday-Tuesday: Fall Break.
October 25, Sunday: Mid-Term grades due for first-year and sophomore students.
October 30-31, Friday-Saturday: Family Weekend.
November 2, Monday: 60% point of the term that federal financial aid has been earned if a student officially withdraws from SMU; prior to this date a partial calculated return to federal programs will be required.
November 2-20, Monday-Friday: Enrollment for Spring 2016 continuing students for all undergraduates and graduates in Dedman, Lyle and Meadows.
November 6, Friday: Last day to drop a course.
November 12, Thursday: Last day for December graduation candidates to change grades of Incomplete.
November 20, Friday: Students should file for May graduation. Last day to file is January 22, 2016.
November 24, Tuesday: Last day to withdraw from the University.
November 25, Wednesday: No classes.
December 2-7, Wednesday-Monday: No final examinations or unscheduled tests and papers.
December 3, Thursday: Last day for oral/written examinations for December graduates.
December 7, Monday: Last day of classes.
December 8-9, Tuesday-Wednesday: Reading Days.
December 10-16, Thursday-Wednesday: Examinations (No examinations scheduled for Saturday and Sunday).

JANUARY INTERTERM 2016
January 1, Friday: New Year’s Day. University offices closed.

JANTERM
January 4, Monday: First day of class.
January 5, Tuesday: Last day to declare pass/fail.
January 12, Tuesday: Last day to drop/withdraw from the University.
January 13, Wednesday: Last class, including exam.

JANTERM AT SMU-IN-TAOS
(Note: The following dates are applicable only for SMU-in-Taos. Permission of the SMU-in-Taos program is required for all enrollments.)
January 1, Friday: Wellness student travel/arrival.
January 3, Sunday: Regular session travel/arrival.
January 4, Monday: First day of classes.
January 13, Wednesday: Last day of classes, including exams.
January 14, Thursday: Departure of Students.

SPRING TERM 2016
November 2-January 22, Monday-Friday: Enrollment for spring 2016 continuing students for all undergraduates.
January 1, Friday: New Year’s Day. University offices closed.
January 12, Tuesday: Residential Commons officially open at 9:00 a.m.
January-TBA: Academic Advising, Registration and Orientation (AARO) conferences for new first-year and transfer undergraduate students. Conference dates to be announced. For more information, students should contact Student Transitions and Orientation, 214-768-4560, www.smu.edu/newstudent.
January 15, Friday: First day of classes.
January 18, Monday: Martin Luther King, Jr. Day. University offices closed.
January 22, Friday: Last day to enroll, add courses or drop courses without grade record. Last day to file for May graduation.
February 2, Tuesday: Last day to declare pass/fail, no credit or first-year repeated course grading options. Also, last day to request an excused absence for observance of a religious holiday.
February 22, Monday: Early Intervention grades due for first-year undergraduate students.
March 7-13, Monday-Sunday: Spring Break.
March 22, Tuesday: Midterm grades due for first-year and sophomore students.
March 25, Friday: Good Friday. University offices closed.
March 27, Sunday: Easter Sunday.
March 29, Tuesday: 60% point of term that federal financial aid has been earned if a student officially withdraws from SMU; prior to this date a partial calculated return to federal programs will be required.
April 4, Monday: Last day for continuing undergraduate students to change their majors before April enrollment.
April 4-22, Monday-Friday: Enrollment for summer 2016 and fall 2016 continuing students for all undergraduates.
April 6, Wednesday: Last day to drop a course.
April 8, Friday: Last Day for May graduation candidates to change grades of Incomplete.
April 14, Thursday: Students should file for August or December graduation. Last day to file for August is June 3. Last day to file for December is the last day to enroll for Fall 2016.
April 18, Monday: Honors Convocation, 5:30 p.m.; Awards Extravaganza, 7:30 p.m.
April 22, Friday: Last day to withdraw from the University.
April 27-May 2, Wednesday-Monday: No final examinations or unscheduled tests and papers.
May 2, Monday: Last day of classes.
May 3, Tuesday: Reading Day.
May 4-10, Wednesday-Tuesday: Examinations (No examinations scheduled for Sunday).
May 11, Wednesday: Residential Commons officially close for non-graduating students.
May 13, Friday: Baccalaureate.
May 14, Saturday: Commencement.
May 15, Sunday: Residential Commons officially close for graduating seniors.
MAY INTERTERM 2016
Some areas of instruction may offer a limited number of selected courses during the May term, May 11-28. Each May term course may have unique start and end dates within the May 11-28 term to accommodate the particular needs of the course.

MAY TERM - SMU IN DALLAS 2016
Classes meet four hours per day, Monday through Friday.
May 12, Thursday: First day of classes.
May 13, Friday: Last day to add/enroll and to declare pass/fail/no credit or first-year repeated course grading options.
May 24, Tuesday: Last day to drop/withdraw from the University.
May 27, Friday: Last day of classes including examinations.

MAY TERM AT SMU-IN-TAOS 2016
NOTE: The following dates are applicable only for SMU-in-Taos. Permission of SMU-in-Taos program required for all enrollments.
May 11, Wednesday: Travel day and arrival of students, 2-6 p.m.
May 12, Thursday: First day of classes.
May 27, Friday: Last day of classes including examinations.
May 28, Saturday: Departure of students.

SUMMER TERM 2016
The Summer Term consists of three primary sessions: first session, second session, and a full summer session. Each primary session has different deadline dates. There are also shorter and longer sessions to accommodate the particular needs of the various instructional units such as SMU-In-Taos, SMU Abroad and Perkins School of Theology.

FULL SUMMER SESSION
Classes will meet 2 hours and 15 minutes twice a week or 1 hour and 30 minutes three times a week.
May 31, Tuesday: First day of classes.
June 3, Friday: Last day to enroll, add or drop courses without grade record. Last day to file for August graduation.
June 9, Thursday: Last day to declare pass/fail, no credit or first-year repeated course options.
July 15, Friday: Last day for August graduation candidates to change grades of Incomplete.
July 22, Friday: Last day to drop a course.
July 28, Thursday: Last day to withdraw from the University.
August 3, Wednesday: Last day of instructions and examinations. Official close of the term and date for conferral of degrees.

FIRST SESSION - SUMMER
Classes meet two hours a day, Monday - Friday.
May 31, Tuesday: First day of classes.
June 1, Wednesday: Last day to enroll, add courses or drop courses without grade record.
June 3, Friday: Last day to declare pass/fail, no credit or first-year repeated course grading options. Last day to file for August Graduation.
June 22, Wednesday: Last day to drop a course.
June 23, Thursday: Last day to withdraw from the University.
June 29, Wednesday: Last day of instruction and examinations.
SUMMER I SESSION at SMU-in-Taos

NOTE: The following dates are applicable only for SMU-in-Taos. Permission of SMU-in-Taos program required for all enrollments.

June 1, Wednesday: Arrival of students.
June 2, Thursday: First day of classes.
June 3, Friday: Last day to enroll, add courses and drop courses without grade record. Permission of Taos Program required for all enrollments.
June 29, Wednesday: Last day of classes including examinations.
June 30, Thursday: Departure of students.

MINI-JUNE TERM at SMU-in-Taos

NOTE: Taos will be having a Mini-June Term within the Taos Summer I Session. For more information, please see the Taos website http://www.smu.edu/taos.

SECOND SESSION - SUMMER

Classes meet two hours a day, Monday - Friday

June 3, Friday: Last day to file for August graduation.
July 5, Tuesday: First day of classes.
July 6, Wednesday: Last day to enroll, add courses or drop without grade record.
July 8, Friday: Last day to declare pass/fail, no credit or first-year repeated course options.
July 14, Thursday: Last day for August graduation candidates to change grades of Incomplete.
July 26, Tuesday: Last day to drop a course.
July 28, Thursday: Last day to withdraw from the University.
August 3, Wednesday: Last day of instruction and examinations. Official close of the term and conferral date.

AUGUST TERM at SMU-in-Taos

NOTE: The following dates are applicable only for SMU-in-Taos. Permission of SMU-in-Taos program required for all enrollments.

August 3, Wednesday: Travel day and arrival of students, 4-6p.m.
August 4, Thursday: First day of classes
August 5, Friday: Last day to enroll, add courses and drop courses without grade record. Permission of Taos program required for all enrollments.
August 19, Friday: Last day of classes including examinations.
August 20, Saturday: Departure of students.

MAJOR RELIGIOUS HOLIDAYS (August 2015-August 2016)

Listing of religious holidays for use in requesting excused absences according to University Policy 1.9. For religious holidays not listed, the instructor or supervisor may contact the Office of the Chaplain.

CHRISTIAN
Christmas: December 25, 2015
Good Friday: March 25, 2016
Easter Sunday: March 27, 2016
Easter Sunday (Orthodox): May 1, 2016

HINDU
Janmashtami: September 5, 2015
Dasera: October 22, 2015
Diwali: November 11, 2015
JEWISH

All holidays begin at sundown before the first day noted and conclude at sundown on the day(s) noted.

Rosh Hashanah: September 14-15, 2015
Yom Kippur: September 23, 2015
Sukkot/Simchat Torah: September 28-29 and October 4-6, 2015
Hanukkah: December 7-14, 2015
Purim: March 24, 2015
Shavuot: June 12-13, 2016

MUSLIM

Eid al Adha: September 23, 2015
Islamic New Year: October 14, 2015
Ashura: October 23, 2015
Mawlid an Nabi: December 24, 2015
Ramadan: June 7 - July 7, 2016
Eid al Fitr: July 7, 2016
Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU’s commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding the nondiscrimination policies, including the prohibition of sex discrimination under Title IX. The Executive Director/Title IX Coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

\(^1\)Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688.
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Airline Parking Center</td>
</tr>
<tr>
<td>42</td>
<td>Annette Caldwell Simmons Hall</td>
</tr>
<tr>
<td>108</td>
<td>Armstrong Commons</td>
</tr>
<tr>
<td>107</td>
<td>Arnold Dining Commons</td>
</tr>
<tr>
<td>63</td>
<td>Binkley Parking Center</td>
</tr>
<tr>
<td>56</td>
<td>Blanton Student Services Building</td>
</tr>
<tr>
<td>58</td>
<td>Boaz Commons</td>
</tr>
<tr>
<td>23</td>
<td>Bridwell Library</td>
</tr>
<tr>
<td>116</td>
<td>George W. Bush</td>
</tr>
<tr>
<td>40</td>
<td>Laura Bush Promenade</td>
</tr>
<tr>
<td>6</td>
<td>Carr Collins Hall</td>
</tr>
<tr>
<td>52</td>
<td>Caruth Hall</td>
</tr>
<tr>
<td>45</td>
<td>Clements Hall</td>
</tr>
<tr>
<td>66</td>
<td>Cockrell-McIntosh Commons</td>
</tr>
<tr>
<td>59</td>
<td>Collins Center (Crum Auditorium)</td>
</tr>
<tr>
<td>51</td>
<td>Crain Family Centennial Promenade (completed 2016)</td>
</tr>
<tr>
<td>57</td>
<td>Crain Fountain</td>
</tr>
<tr>
<td>49</td>
<td>Crow Building</td>
</tr>
<tr>
<td>102</td>
<td>Crum Basketball Center</td>
</tr>
<tr>
<td>111</td>
<td>Crum Commons</td>
</tr>
<tr>
<td>1</td>
<td>Dallas Hall</td>
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<tr>
<td>2</td>
<td>Daniel Parking Center</td>
</tr>
<tr>
<td>73</td>
<td>Daniel II</td>
</tr>
<tr>
<td>115</td>
<td>Data Center</td>
</tr>
<tr>
<td>87</td>
<td>Dawson Service Center</td>
</tr>
<tr>
<td>103</td>
<td>Dedman Center for Lifetime Sports</td>
</tr>
<tr>
<td>36</td>
<td>Dedman Life Sciences Building</td>
</tr>
<tr>
<td>105</td>
<td>Doak Walker Plaza</td>
</tr>
<tr>
<td>53</td>
<td>Embrey Engineering Building</td>
</tr>
<tr>
<td>121</td>
<td>Expressway Tower</td>
</tr>
<tr>
<td>50</td>
<td>Fincher Building</td>
</tr>
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<td>7</td>
<td>Florence Hall</td>
</tr>
<tr>
<td>41</td>
<td>Fondren Library Center (DeGolyer Library)</td>
</tr>
<tr>
<td>35</td>
<td>Fondren Science Building</td>
</tr>
<tr>
<td>44</td>
<td>Ford Research Center (Future Site)</td>
</tr>
<tr>
<td>72</td>
<td>Ford Stadium</td>
</tr>
<tr>
<td>61</td>
<td>Future Development</td>
</tr>
<tr>
<td>18</td>
<td>Greer Garson Theatre</td>
</tr>
<tr>
<td>19</td>
<td>Hamon Arts Library</td>
</tr>
<tr>
<td>91</td>
<td>Hamon Arts Library</td>
</tr>
<tr>
<td>43</td>
<td>Harold Clark Simmons Hall</td>
</tr>
<tr>
<td>27</td>
<td>Hawk Hall</td>
</tr>
<tr>
<td>34</td>
<td>Heroy Science Hall</td>
</tr>
<tr>
<td>122</td>
<td>Highland Park United</td>
</tr>
<tr>
<td>3</td>
<td>Hillcrest Manor</td>
</tr>
<tr>
<td>46</td>
<td>Hughes-Trigg Student Center</td>
</tr>
<tr>
<td>54</td>
<td>Junkins Engineering Building</td>
</tr>
<tr>
<td>109</td>
<td>Kathy Crow Commons</td>
</tr>
<tr>
<td>11</td>
<td>Kennemer Fountain</td>
</tr>
<tr>
<td>26</td>
<td>Kirby Hall</td>
</tr>
<tr>
<td>38</td>
<td>Late Fountain</td>
</tr>
<tr>
<td>71</td>
<td>Loyd All-Sports Center</td>
</tr>
<tr>
<td>110</td>
<td>Loyd Commons</td>
</tr>
<tr>
<td>48</td>
<td>Maguire Building</td>
</tr>
<tr>
<td>25</td>
<td>Martin Hall</td>
</tr>
<tr>
<td>17</td>
<td>Mary Hay Hall</td>
</tr>
<tr>
<td>65</td>
<td>McElvaney Commons</td>
</tr>
<tr>
<td>9</td>
<td>McFarlin Auditorium</td>
</tr>
<tr>
<td>69</td>
<td>Meadows Museum</td>
</tr>
<tr>
<td>70</td>
<td>Meadows Parking Center</td>
</tr>
<tr>
<td>100</td>
<td>Miller Event Center</td>
</tr>
<tr>
<td>101</td>
<td>Moody Coliseum</td>
</tr>
<tr>
<td>98</td>
<td>Moody Parking Center</td>
</tr>
<tr>
<td>30</td>
<td>Moore Hall</td>
</tr>
<tr>
<td>67</td>
<td>Morrison-Bell Track</td>
</tr>
<tr>
<td>64</td>
<td>Morrison-McGinnis Commons</td>
</tr>
<tr>
<td>106</td>
<td>Mustang Band Hall</td>
</tr>
<tr>
<td>104</td>
<td>Mustang Parking Center</td>
</tr>
<tr>
<td>99</td>
<td>Mustang Plaza and Mall</td>
</tr>
<tr>
<td>20</td>
<td>Owen Arts Center</td>
</tr>
<tr>
<td>83</td>
<td>Panhellenic House #1</td>
</tr>
<tr>
<td>78</td>
<td>Panhellenic House #2</td>
</tr>
<tr>
<td>47</td>
<td>Patterson Hall (SMU Police)</td>
</tr>
<tr>
<td>8</td>
<td>Perkins Administration Building</td>
</tr>
<tr>
<td>24</td>
<td>Perkins Chapel</td>
</tr>
<tr>
<td>16</td>
<td>Peyton Hall</td>
</tr>
<tr>
<td>29</td>
<td>Prothro Hall</td>
</tr>
<tr>
<td>74</td>
<td>RLSH Greek and Apartment Maintenance</td>
</tr>
<tr>
<td>28</td>
<td>Seleman Hall</td>
</tr>
<tr>
<td>14</td>
<td>Shuttles Hall</td>
</tr>
<tr>
<td>21</td>
<td>Smith Hall</td>
</tr>
<tr>
<td>15</td>
<td>Smith Health Center (Future Site)</td>
</tr>
<tr>
<td>31</td>
<td>SMU Apartments #6</td>
</tr>
<tr>
<td>32</td>
<td>SMU Apartments #5</td>
</tr>
<tr>
<td>33</td>
<td>SMU Apartments #4</td>
</tr>
<tr>
<td>75</td>
<td>SMU Apartments #2</td>
</tr>
<tr>
<td>113</td>
<td>SMU Bookstore</td>
</tr>
<tr>
<td>12</td>
<td>SMU Flagpole</td>
</tr>
<tr>
<td>89</td>
<td>SMU Service House</td>
</tr>
<tr>
<td>4</td>
<td>Storey Hall</td>
</tr>
<tr>
<td>22</td>
<td>Student Health Center (Temporary Location)</td>
</tr>
<tr>
<td>62</td>
<td>Swimming Pool (Barr Pool)</td>
</tr>
<tr>
<td>114</td>
<td>Tennis Complex</td>
</tr>
<tr>
<td>55</td>
<td>Turner Centennial Quadrangle</td>
</tr>
<tr>
<td>10</td>
<td>Umphrey Lee Center</td>
</tr>
<tr>
<td>5</td>
<td>Underwood Law Library</td>
</tr>
<tr>
<td>13</td>
<td>Virginia-Snider Commons</td>
</tr>
<tr>
<td>112</td>
<td>Ware Commons</td>
</tr>
<tr>
<td>68</td>
<td>Westcott Field</td>
</tr>
<tr>
<td>120</td>
<td>5538 Dyer Street</td>
</tr>
<tr>
<td>119</td>
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</tr>
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<td>118</td>
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</tr>
<tr>
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<td>6210 N. Central Expressway</td>
</tr>
<tr>
<td>94</td>
<td>Beta Theta Pi</td>
</tr>
<tr>
<td>97</td>
<td>Kappa Theta Pi</td>
</tr>
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<td>96</td>
<td>Kappa Sigma</td>
</tr>
<tr>
<td>88</td>
<td>Lambda Alpha Omega</td>
</tr>
<tr>
<td>92</td>
<td>Phi Delta Theta</td>
</tr>
<tr>
<td>93</td>
<td>Phi Gamma Delta</td>
</tr>
<tr>
<td>90</td>
<td>Pi Kappa Alpha</td>
</tr>
<tr>
<td>91</td>
<td>Sigma Alpha Epsilon</td>
</tr>
<tr>
<td>60</td>
<td>Sigma Chi</td>
</tr>
<tr>
<td>95</td>
<td>Sigma Phi Epsilon</td>
</tr>
<tr>
<td>81</td>
<td>Alpha Chi Omega</td>
</tr>
<tr>
<td>79</td>
<td>Chi Omega</td>
</tr>
<tr>
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</tr>
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<td>76</td>
<td>Delta Gamma</td>
</tr>
<tr>
<td>80</td>
<td>Gamma Phi Beta</td>
</tr>
<tr>
<td>85</td>
<td>Kappa Alpha Theta</td>
</tr>
<tr>
<td>77</td>
<td>Kappa Kappa Gamma</td>
</tr>
<tr>
<td>84</td>
<td>Pi Beta Phi</td>
</tr>
<tr>
<td>Helpful Web sites</td>
<td>Health Center</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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</tr>
<tr>
<td>SMU Home page</td>
<td>smu.edu/healthcenter</td>
</tr>
<tr>
<td>Academic Advising</td>
<td></td>
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<tr>
<td>smu.edu/advising</td>
<td></td>
</tr>
<tr>
<td>Altshuler Learning Enhancement Center</td>
<td></td>
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<tr>
<td>smu.edu/alec</td>
<td></td>
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<tr>
<td>Alumni Association</td>
<td></td>
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<td>smu.edu/alumni</td>
<td></td>
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<tr>
<td>Athletics</td>
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<td>smumustangs.com</td>
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<td>Bookstore</td>
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<td>smu.bkstore.com</td>
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<tr>
<td>Calendar</td>
<td></td>
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<tr>
<td>calendar.smu.edu</td>
<td></td>
</tr>
<tr>
<td>Campus Maps and Directions</td>
<td></td>
</tr>
<tr>
<td>smu.edu/maps</td>
<td></td>
</tr>
<tr>
<td>Chaplain’s Office</td>
<td></td>
</tr>
<tr>
<td>smu.edu/chaplain</td>
<td></td>
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<tr>
<td>Counseling Services</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Dean of Student Life</td>
<td></td>
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<tr>
<td>smu.edu/studentlife</td>
<td></td>
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<td>smu.edu/abroad</td>
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<td>Education Records</td>
<td></td>
</tr>
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<td>Emergency Preparedness</td>
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<td>Financial Aid</td>
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<td>smu.edu/financial_aid</td>
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<tr>
<td>Fraternity and Sorority Life</td>
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<td>International Center</td>
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<td>Libraries</td>
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<tr>
<td>Mothers’ and Dads’ Clubs</td>
<td></td>
</tr>
<tr>
<td>smu.edu/momsanddads</td>
<td></td>
</tr>
<tr>
<td>Student Transitions and Orientation</td>
<td></td>
</tr>
<tr>
<td>smu.edu/newstudent</td>
<td></td>
</tr>
<tr>
<td>Parents News</td>
<td></td>
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<td></td>
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<td>Parking</td>
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<tr>
<td>Residence Life and Student Housing</td>
<td></td>
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<td>SMU Police</td>
<td></td>
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<td>Student Affairs</td>
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<tr>
<td>Misconduct</td>
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<td>smu.edu/liveresponsibly</td>
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</table>
SMU Parenting 101
A guide to navigating the first year of college
Helping Your Student Make a Healthy Transition from High School to College

As your student prepares to come to SMU, we know that you are probably going through some adjustments and transitions yourself. With that in mind, the following suggestions have been compiled to help make your student’s adjustments smooth and healthy.

LISTEN
Allow your student to share feelings and expectations about all the new experiences college will bring. Encourage your student to share both concerns and excitement openly with you by reserving judgment and simply allowing him or her to talk.

INQUIRE
Your student may be hesitant to share pre-college fears or certain experiences during the first year of college. It is important to ask your student about those subjects that may be uncomfortable to discuss. You may easily ask about academics, but you shouldn’t be afraid to ask about other aspects of college life. Inquire about the relationships your student is developing, including those with friends, roommates, and romantic interests. Ask your student about weekend activities and the choices he or she is making concerning alcohol and other drugs. Your student may not share everything with you, but it will help to know that you are willing to discuss these and other topics if the need arises.

SUPPORT
Although they may not always say it, first-year students need parental support, and studies show that parents continue to have influence on their college-aged students. Let your student know that you have confidence in his or her abilities. If your student knows that you believe he or she will be academically and socially successful in college, it will greatly enhance your student’s self-confidence. Email, cards, phone calls, and care packages are great ways to stay connected.

SUGGEST
Learn about the resources available at SMU. Regardless of the problem your student may be facing, there is someone on campus that can help. It is important for first-year students to begin to solve problems for themselves, but sometimes they need a little nudge in the right direction.

SHARE
Share your thoughts and feelings about the experiences your student will have in college. Share expectations you may have about your student’s behavior and academic performance. This is best done before he or she leaves for college because it can help prevent problems in the future.
ACCEPT
College is a time of change for many students. Your student will continue to develop opinions and thoughts on a variety of topics. Accept your student’s emerging independence. Your student may choose a major different from the one you recommended or may adopt political views that differ from your own. Engaging in constructive conversations about areas where your opinions may differ will strengthen your relationship, rather than weaken it.

UNDERSTAND
Understand that everyone makes mistakes. Your student may certainly make a few wrong steps during the first year of college. Over-reacting to these situations may push your student away and discourage him or her from sharing with you in the future. By reacting calmly to any adverse situations and supporting your student through any early pitfalls as they are held responsible for the choices they make, you will set a good precedent for communication throughout his or her college career.

Used with permission from the Center for the Advancement of Public Health, School of Recreation, Health, and Tourism, George Mason University “Healthy Expectations Project.”

FYI: Developmental Tasks College Students Experience

There are a number of theory-based models that student affairs professionals at Southern Methodist University use to explain developmental issues faced by undergraduates coming into colleges and universities today. Arthur Chickering’s and Linda Reisser’s 1993 work entitled Education and Identity is the most widely used book on developmental tasks, or vectors as they call them, and has been widely used and applied by theorists for the past twenty years. Their theory proposes that college students experience seven levels of development and growth during their college years and beyond. The vectors are experienced at different times and at different levels, but are all part of the growth process that takes place on the college campus through the classroom and out-of-classroom activities in which students participate. Chickering’s and Reisser’s vectors are as follows:

Developing Confidence:
Through certain skills attained, the student learns to cope effectively to meet intellectual and personal challenges.

Moving Through Autonomy Toward Independence:
The capacity to carry on life activities and solve problems without constant reassurance, assistance, and external approval.

Managing Emotions:
Awareness of and appropriate control of diverse emotional responses.
Establishing Identity:
Realizing an accurate understanding of self as well as a positive, stable self-image.

Developing Mature Interpersonal Relationships:
The ability to develop safe, healthy, and long-lasting relationships.

Developing Purpose:
Clarifying and developing plans to reach educational, career, and life goals.

Developing Integrity:
Articulating personal values and creating a consistent belief system.

As Chickering and Reisser say in the book, “It should be recognized that students are entering college at different levels of competence in addressing the tasks associated with these vectors. In addition to one’s competency level, the priorities attached to these tasks by students and their parents may be influenced by the immediacy of challenges and opportunities presented to the student as well as the interests of the student. Finally, it is important to recognize that students may be simultaneously expending energy on a variety of vectors but at different levels of intensity.”

FYI: Important Transitions Students Make From High School to College

Role as a Student:
Having a learning environment provided for them by teachers in high school versus being responsible for their own learning in the university setting.

Guiding Principle: College is a learning environment in which students must take responsibility for thinking through and applying what they have learned.

Time and Structure:
Coming from high school with a highly structured schedule with marked activities and expectations to be on time versus the college setting where one is responsible for their own time with considerable freedom, no reminders to attend class and sometimes no attendance taken.

Guiding Principle: Students are expected to take responsibility for what they do and don’t do, as well as for the consequences of those decisions.

Instructor Contact:
Meeting five times a week in a class of 20-30 where the instructor is aware of individual student progress versus meeting one to three times a week in a class ranging from 20-100 where instructors often are not aware of the student’s progress and only see students after class when the student seeks assistance.

Guiding Principle: Students should make an appointment with each of their professors within the first six weeks of class and they should do this every semester. In addition, first-year students should make an appointment with their academic advisor within the first six weeks of the first and second semester at SMU.
Academic Pace:
Having daily assignments monitored by teachers with minimal out-of-class work in high
school versus college with comprehensive assignments with little or no monitoring that
require extensive work outside of class and have material or reading assigned on the
syllabus that are not always covered in class.
Guiding Principle: It’s up to students to read and understand the assigned material;
lectures and assignments proceed from the assumption that they’ve already done so.

Grading:
Competing with all levels of academic ability and having improvement and effort (even
extra credit) considered in grading versus competing with high achievers with good
grades and having grades based on mastery of content and application of material.
Guiding Principle: “Results count!” Although “good-faith effort” is important in regard
to the professor’s willingness to help students achieve good results, it will not substitute
for results in the grading process.

Personal Environment and Health:
Having a private bathroom with a routine sleeping and eating schedule versus at college
in a communal living environment with a continually changing eating and sleeping
routine and limited exercise.
Guiding Principle: Students should get enough sleep; remember the important food
groups (they are as important in college as ever before); set regular study hours; build
in some time to get involved in at least one out-of-classroom activity; and exercise
regularly (there is no place better than the Dedman Center).

Network:
Having the daily support system of family, friends, and teachers versus going “away to
college” thus beginning the development of adult independence and learning to seek
out support as needed.
Guiding Principle: Students should select their friends carefully and reach out for help if
needed (SMU has a myriad of resources available to support students in their academic,
social, emotional, and psychological growth and development).

Taken from Difference Between High School and College, Altshuler Learning
Enhancement Center, Southern Methodist University
Encourage your student to take control of his or her education and to think of himself or herself as a scholar.

Encourage your student to get to know SMU professors – they are your student’s single greatest resource! Take advantage of faculty office hours.

Encourage your student to be assertive, to take responsibility for the choices he or she makes, to create his or her own support systems, and to seek help when needed.

Encourage your student to take advantage of the Altshuler Learning Enhancement Center (LEC) by attending a workshop, enrolling in HDEV 1110, seeking out the free tutors, making an appointment with an English Department faculty member in the Writing Center, and making an appointment with a Learning and Study Skills Strategist.

Encourage your student to take control of his or her time by planning ahead to satisfy academic obligations while making time for everything else (sleeping, eating, participating in student organizations, exercising, playing intramurals, handling a work-study job on campus, socializing, etc.). A student’s ability to prioritize along with time management are critical skills for college success.

Encourage your student to enroll in at least one course that will broaden his or her horizons, join an interesting club or activity that may not be familiar, seek out individuals from different cultures and backgrounds, attend a Tate Lecture on campus, or a concert or production at the Meadows School.

Encourage your student to be thoughtful in his or her approach to academics. Students should take courses that interest them, not ones that merely satisfy a requirement, and they should be cautioned about dropping a course too quickly.

Encourage your student to think “beyond the moment” and to set goals for the semester, the year, and for his or her college career.

Students should read and understand the class syllabus. They should put dates of quizzes, tests, papers and projects on a Semester at a Glance Calendar obtained from the LEC. Prepare ahead for busy weeks.

Students should read all of their assignments. Persistence and hard work do pay off!

Go to Class! Go to Class! Go to Class!
Advice From One Parent to Another

Here are my tips, in no particular order, for you to enjoy:

• Attend **Family Weekend**

• Make sure that your address and contact information are updated and correct with the university by sending an e-mail to records@smu.edu.

• Make sure that your son or daughter gets a flu shot that will be offered in the Fall through the SMU Health Center.

• Encourage your student to **really** get to know his/her Resident Assistant (RA) – that individual will be able to provide a wealth of resources and information.

• Even though it may seem as though your student has tuned you out, continue to emphasize the importance of **GOING TO CLASS**.

• Getting involved is a key element to students’ overall success at SMU. Encourage your student to find something in addition to academic work. The students who get involved have shown that they do better academically and are happier and more content.

• SMU faculty members are incredible. Encourage your student to get to know his or her faculty members. If a faculty member offers to meet after class for a cup of coffee, they should **JUMP** on that opportunity. Our son did and that was one of my proudest moments – that is what this place is all about!

• The **LEC (Altshuler Learning Enhancement Center)** is one of SMU’s greatest academic resources . . . but only if it is utilized!

• Students will miss out on some of the greatest opportunities at SMU if they fail to **READ** . . . their SMU e-mails, the **SMU Campus Weekly**, flyers on bulletin boards, banners in Hughes-Trigg, stake signs in the Main Quad, etc.

• If it is a possibility for your family, students should consider one of SMU’s Education Abroad programs or SMU-in-Taos. Our son did and it was a life-changing experience for him.

• What is put on Facebook, Twitter, Instagram or online should be something that students would want their grandmother to read.

• **Eat . . . sleep . . . exercise.** When our son does these things, the world is a much better place, and he definitely understands how much more he benefits from all that SMU has to offer.

• Students should live on campus for as long as they can. Living on campus makes it easier for students to stay engaged in the life of the university.
What Student Leaders Would Tell Your Student

• Take responsibility for your education – it is in your hands!
• Take responsibility for the decisions you make because you will be held accountable for your behavior...and don’t let anyone talk you into doing something you know is wrong!
• If you didn’t wear it last year – don’t bring it!
• If you didn’t use it last year – don’t bring it!
• Write down your expectations for college and send them in a letter home...these goals shared with others will help you stay on the straight and narrow when temptations arise!
• Take time to stop and “smell the roses...” or at least find time to sit by the fountain, or on the steps of Dallas Hall, or under the trees by your Residential Commons and enjoy this beautiful campus.
• Get to know your roommate and your RA.
• Lock your car. Lock your room when you’re gone. Don’t leave valuables unattended.
• Go to Mustang Corral – it will make all the difference in feeling a part of this place.
• Get out of your comfort zone – meet new people! Join a club that sounds interesting; go to events sponsored on campus that you wouldn’t normally go to (the Tate Lecture Series, a Meadows concert or play or dance presentation, a program on Human Rights); challenge yourself to try new things (try the Climbing Wall at the Dedman Center); volunteer in the community; apply for a leadership position in a student organization; join an intramurals team; consider a semester or term at SMU-in-Taos or an Education Abroad experience.
• Real Mustangs wear red on Fridays.
• Take care of each other – you are part of a community now!
• Get to know your professors – their office hours are there for a reason!
• Seek help if you need it – Health Center, Counseling Services, Altshuler Learning Enhancement Center, Dean of Student Life, any of the offices on the 3rd floor of Hughes-Trigg, the Residential Commons staff.
• Read your university e-mails – also the SMU Campus Weekly, event ads, flyers, stake signs, banners, the online Student Handbook.
• Take advantage of the LEC before you really need it...free tutors, a Writing Center, Learning and Study Skills Specialists, HDEV 1110.
• Don’t be afraid to ask someone if you don’t know something.
• Visit the Hegi Family Career Development Center – it is never too early to start thinking about internships, job opportunities, and possible careers.
• Education happens in the classroom and outside the classroom – both are important!
• Support Mustang athletics! Go Ponies!
• Respect others. Respect yourself. Respect this campus and its traditions. Respect the law.
• There is no “do-over” on your first semester GPA – all future GPA’s are averaged with these grades.
• Less than 1% of the world’s population has the opportunity to go to college – appreciate and take full advantage of this opportunity.
• Go to Class! Go to Class! Go to Class!
SAMPLE LETTER

As part of saying farewell and setting the tone for your student, you may decide to send them off with your wishes and wise words in writing. For this reason, we have provided you with a sample letter.

Crossroads and Connections – A Letter to My Student
(The following letter was sent to an SMU graduate, Class of 2009, by his Mother, an SMU staffer of twenty-five years, on the eve of his freshman year.)

“Tell me and I forget,
Teach me and I remember,
INVOLVE me and I LEARN.”
~Benjamin Franklin

“So create and impart knowledge that will shape citizens who contribute to their communities and lead their professions in a global society.”
~Southern Methodist University Vision Statement

Welcome to SMU . . . where a world of learning awaits you both inside and outside the classroom. I would like to share a quote with you from Dr. Richard Light, a professor at Harvard University, in his book Making the Most of College:

“So, I assumed that most important and memorable academic learning goes on inside the classroom, while outside activities provide a useful but modest supplement. The evidence shows that the opposite is true: Learning outside of classes, especially in residential settings and extracurricular activities such as the arts, is vital. When we asked students to think of a specific, critical incident or moment that had changed them profoundly, four-fifths of them chose a situation or event outside of the classroom.”

So at this Crossroads on your life’s journey, I would like to share with you my Top 10 List on why you should get connected and involved with SMU.

#10. To meet people, make friends, and have fun. Making those connections with your fellow Mustangs is one of the most exciting and fulfilling things that you will do while you are here at SMU. You are building a lifelong network of friends that will be with you long after you leave here. Getting involved on campus is one of the very best ways to really get to know other students and for them to get to know you!

#9. To fully maximize your tuition dollars. You have heard this so many times, but it deserves repeating . . . you are going to get out of this college experience what you put into it. Plain and simple. SMU is you and you are SMU. Together something great can occur. Don’t you want to leave your mark at SMU????

#8. To better understand yourself and your passions. Time in college flies by – spending precious moments in an organization of your interest can bring you closer to understanding yourself and your passions. What will you do? Who will you become? What career will you pursue? Involvement helps you to find answers to these questions.

#7. To build your resume. The page is clean. High school is in the past. You have the power to create an entirely new resume. What are your dreams? What are
your aspirations? Have you come here to prepare yourself for a meaningful career? Then get involved. Employers look first to those college graduates who have had meaningful involvement experiences.

#6. **To explore new opportunities.** There are over 200 student organizations and involvement opportunities to investigate, to try out, to learn about something that you have always had a burning desire to know about. We have groups that range from academic, service, political, multicultural, religious, honoraries, governing boards, campus programming, special interest, sports, intramurals, Greek life, spirit squads, orientation, student publications, diversity education, women’s issues, hall councils, and more! And if you do not see something that you want to do, then it can be created and begun!

#5. **To better understand others.** No matter what your career path may be once you leave SMU, you will be working with people. Remember that SMU wants to prepare you to live in a global society. The more you can understand yourself and those around you, the better the world will be. Get out of the box that you may have been living in. Never again will you have the opportunities that you will find while you are here at SMU to truly get to know your fellow Mustangs. Join a group that is comprised of students who are different than you. Go on an Alternative Spring Break trip. Attend a multicultural event. Go see Brown Bag. Really get to know **everyone** that lives on your residence hall floor.

#4. **Manage your use of social media wisely.** Try and manage your social media use so it does not hinder your academic opportunities and success.

#3. **To become a better student in the classroom.** Students who get involved have a closer connection to SMU. You will like it here. You will have friends here. And you will do better academically and you will stay and you will graduate. Involved students know how to manage their time and to prioritize their commitments. You will learn how to be a master multi-tasker. Students who get involved invest themselves in SMU and they want to get the most from their time here. Involvement spurs the positive attitude of wanting to be successful both in and out of the classroom. Ask any of the AARO or Mustang Corral leaders when you get here. They will agree.

#2. **To develop all of your skills.** Where do I begin? This is where the rubber meets the road. Ask any upperclassman and he or she will begin to tell you of a plethora of skills learned in activities whether as the leader or a committee member. Here is a sampling: public speaking, meeting management, conflict resolution, decision making, time management, programming, marketing, public relations, fundraising, delegation, problem solving, goal setting, budgeting, communication, group management, and the list goes on and on!

#1. **To make SMU not just the education of a lifetime, but the EXPERIENCE of a lifetime.** The choice is yours. SMU has the hallmark tradition of truly empowering its involved students. Just ask our Student Body President or the Student Trustee. You can sit back, go to class, and get a good education at SMU. Or you can choose to make SMU yours and to truly experience all that it has to offer by getting involved from the beginning of your journey. Again the choice is yours.

My hope is that I have convinced you that getting involved and connected is critical to your overall success at SMU.

Love, Mom
Important Conversations to Have With Your Student

Compliments of SMU’s Altshuler Learning Enhancement Center (LEC)

**Tip #1: Go To Class**
New students often hear that in college, “you can go to class anytime you want.” NOT TRUE. Some classes may seem less interesting than others, but college is not for entertainment. Experienced students often say that the more time they spend in class, the less time they need to study outside of class.

**Tip #2: Learn the Campus**
One campus tour seldom provides the geographical knowledge necessary to get around a major university. Become an explorer and spend time locating where major academic and service departments are located. Don’t become a senior who is still trying to find the library.

**Tip #3: Know the University Has Academic Rules**
No one memorizes all the rules--but have a copy available. Academic policies are usually found on the web page and almost always in the student handbook or catalog. Do not become one of those who says, “But nobody told me...”

**Tip #4: Check Out Rumors**
Rumors of all types fly across a campus. While some do have a particle of truth, most rumors are largely fiction. Check program or academic rumors with professors or advisors before changing anything related to class preparation or scheduling.

**Tip #5: Budget Time**
Have a social life, but plan your study time properly. Do not begin to study for a test or write a paper the night before either is due. Read syllabi early for dates and note them on a calendar. Remember, sleep is also necessary, so budget for that as well.

**Tip #6: Accept Constructive Criticism**
Keep in mind that when a professor critiques your work, he or she is doing you a favor. This is not personal; any work can be improved. The more “red marks” you see on a paper, the more time the professor took to point out ways for you to improve. It is very frustrating to see a grade assigned to a paper or test and no comments or feedback as to how that grade was determined or how you can do better next time.

**Tip #7: Realize That Being a Student Is a Full-Time Job**
You can’t work hard only one day a week and earn acceptable grades. Look at collegiate life as a full-time career for the present. Focus on good academic habits, social skills, and balancing priorities. Now is the time to develop skills that will be expected after graduation in your selected career.

**Tip #8: Develop an Appreciation for the Mastery of Language**
No matter what your major or discipline of interest, the single most important skill for life success is communication. Understand what language is acceptable and in what situations. How you communicate your skills and thoughts demonstrates the depth of your education. Even if your grades in technical courses get you that first job, it is your communication skills--usually in writing--that get you that promotion.
Tip #9: Become Part of University Life
Becoming part of the campus community is just as important as going to class, writing papers, and taking exams. Don’t join every group, but be selective and participate in activities that will offer balance to your life. Take advantage of the variety of university experiences.

Tip #10: Get To Know Your Professors Before You Graduate
Begin by targeting some faculty that you think are worth knowing before you graduate. Who are you likely to have in more than one course? These are the professors who will evaluate your work, supply references for future career options or graduate school, and help guide your intellectual development. Most faculty are very approachable; don’t let titles of “professor” or “doctor” frighten you. Those titles are their achievement, and these are the people who will help you attain the goals you have set for yourself.

Tip #11: Have the Courage of Your Confusions
In high school, a good student is supposed to know all the answers and get everything right. But in college, you take on more difficult challenges and more demanding material. It is no longer possible to have “all the answers.” Beyond college, that kind of high school perfection isn’t even remotely possible. Learn to be patient with others and with yourself. Learn to function well in situations where 100% success isn’t possible. Seek out and value the big questions which are more important than answers.

Tip #12: Be Patient with Yourself
You will make errors or mistakes during your collegiate career. Please be assured that you are not DOOMED. When you realize, or even think, you have goofed, set out to correct it.

Tip #13: Make Your Own Decisions
Seeking advice is always nice. Trying to play it safe and avoid making decisions can lead to as many problems as making uninformed or risky choices. Weigh options and gather as much information as possible. Accept responsibility for your decisions.

Tip #14: You Are in School for Your Education, Not Someone Else’s
If you enter college just to please everyone else, or even ANYONE else, you will end up pleasing no one. If you let others decide what you are going to study, where you attend college, and what you are going to be, you have ignored your responsibility to yourself.

Tip #15: Know Your Academic Situation Before the Withdraw Period
If you have a question or concern about how you are doing in a class, go to the professor and discuss it. Keep yourself informed and record all grades received for each assignment. Read each syllabus carefully, and pay attention to the weight of all assignments as they determine the final grade in each course. Keep all grades updated.

Tip #16: Learn To Communicate in the Classroom
There are no dumb questions concerning subject matter. If you don’t know or don’t understand something, chances are several of your classmates don’t either. Learning to ask questions is a skill. Develop it!

Tip #17: Safeguard Your Physical and Mental Well-Being
When exhausted, rest. Eat proper food and know when to relax. Plan exercise into your schedule. No one is going to thank you for working yourself into a frazzle or getting ill, let alone for staying up all night. It is amazing how many students demand their independence and simply do not know how to take care of themselves.
Tip #18: Accept Responsibility for Yourself and Your Behavior
If what you say and do is prompted by others, or if nothing is ever your fault because others “pushed” you, you cannot claim to be an adult, just an immature follower.

Tip #19: It Does Not Help To Blame Others for Your Academic Problems
If you are not doing well academically, get help. Very few students get through college without some assistance. Remove distractions when studying. Go to review sessions and use tutoring services. GO TO CLASS and participate. Don’t blame your professors, your roommate, or your teaching assistants. Get their help to eliminate the problems.

Tip #20: Locate and Use All University Services
The university DOES want you to succeed and will help you by means of all its services. These range from math and writing skills centers to personal counseling. Let the university serve you. After all, it is your school. You are paying for these services in the form of tuition and fees.

Tip #21: Keep in Touch
It may sound silly, but parents and family can prove to be the best support service. Families honestly want to know how you are doing. They may not be able to do more than listen, but that act alone is essential to your well-being. Siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life. P.S. Texts and email work great!

FLU UPDATE
• SMU engages in pandemic planning on an ongoing basis.
• We are constantly monitoring flu status on the national and world levels to predict what may be seen at the campus level. As the situation evolves, SMU will notify students of any updates or additional precautions so encourage your student to check his or her SMU email regularly. Updates for parents and families can be found at smu.edu/parents. We will also post updates on www.smu.edu/flu.
• We encourage students to visit the health center if they start showing any signs of flu. Antivirals should be started early to be effective.
• Ultimately preventing the spread of flu comes down to personal responsibility: constant hand washing, covering coughs, avoiding those who appear sick, and social distancing. All of these play a major role in preventing flu transmission, but they depend on your student’s habits.
• Even if it is not normally your practice to do so, we strongly encourage you to tell your student to take advantage of our flu shots during the fall season.
Your student’s SMU ID number:

Your student’s Academic Adviser name and number:

Your student’s Resident Assistant name and number:

Your student’s Residential Commons Director name and number: