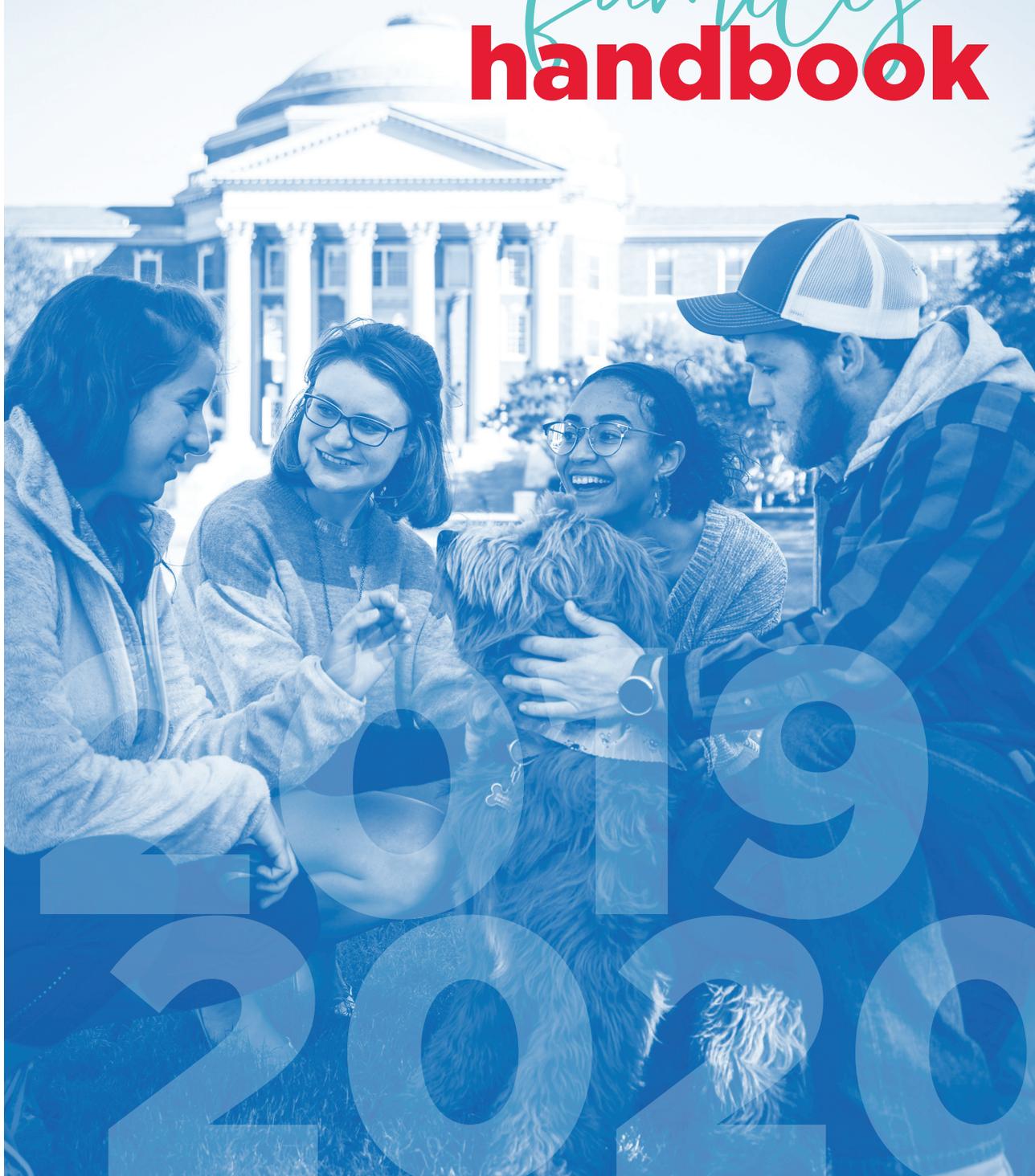




SMU | STUDENT
AFFAIRS

Family handbook



OFFICE OF THE STUDENT EXPERIENCE | Parent and Family Programs

IMPORTANT SMU TELEPHONE NUMBERS

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/families Twitter.com/SMU facebook.com/snudallas

SMU General Information	214-768-2000
Advising Center	214-768-2291
Student Academic Success Programs (SASP)	
Student Appointments	214-768-3648
Disability Accommodations and Success Strategies (DASS)	214-768-1470
ASK DEANIE	214-768-4797
Bookstore	214-768-2435
Caring Community Connections	214-768-4564
Chaplain	214-768-4502
Computer HELP Desk	214-768-4357
Conduct & Community Standards	214-768-4563
Counseling Services	214-768-2277
Dean of Students	214-768-4564
Dining Services	214-768-2367
Enrollment Services	214-768-3417
Financial Aid	
Registrar	
Student Financial Services (University Bursar)	
Health Center	214-768-2141
Hegi Family Career Development Center	214-768-2266
Institutional Access and Equity/Title IX Coordinator	214-768-3601
Parent and Family Programs	214-768-4797
Parking and ID Card Services	214-768-7669
Residence Life and Student Housing (RLSH)	214-768-2407
SMU Police Department	
Emergency	214-768-3333
Nonemergency	214-768-3388
SMU Education Abroad	214-768-2338
Social Change and Intercultural Engagement	214-768-4580
Sorority and Fraternity Information	214-768-4400
Student Experience (Orientation, Leadership, Transitions)	214-768-4560
Student Involvement	214-768-4400
Transportation Issues	
Car Trouble (flat tire, empty gas tank, dead battery)	214-768-3388
SMU Campus Security Escort (7PM-3AM)	TapRide App
Violence Prevention & Support Services	214-768-4512
Women & LGBT Center	214-768-4792



ATTENTION ALL SMU PARENTS

Share and participate in your student's growth while at SMU by joining the SMU Mothers' Club and SMU Dads' Club. Simply complete the back of this card and return it along with your check or credit card information, or join online at www.smumomsanddads.com. Your support will benefit the lives of those you cherish the most – your children!

Marie Arcellana, President, SMU Mothers' Club

Arthur Hamilton, President, SMU Dads' Club

LET US HEAR FROM YOU!

You will find information about the activities of the SMU Mothers' Club and the SMU Dads' Club on our web site: smu.edu/momsanddads.

Please mail form and payment to: **SMU Mothers' and Dads' Clubs**
Membership Vice President
3140 Dyer Street #1248
Dallas, TX 75275

SMU MOTHERS' CLUB MEMBERSHIP

- \$150 Lifetime Membership*
- \$50 Annual Membership for 2019-2020

Mother's Name

Mother's Address

City, State, ZIP

Phone

E-mail

Student's Name

Class of

A portion of this membership goes to support our Endowed Scholarship Funds*SMU DADS' CLUB MEMBERSHIP**

- \$150 Lifetime Membership*
- \$50 Annual Membership for 2019-2020

Father's Name

Father's Address

City, State, ZIP

Phone

E-mail

Student's Name

Class of

**A portion of this membership goes to support our Endowed Scholarship Funds*

JOINT MEMBERSHIP: \$300 Lifetime Membership \$100 Annual Membership

Online payments at www.smumomsanddads.com

or make checks (individual or combined memberships) payable to the SMU Mothers' and Dads' Clubs. Thank you!

Credit Card Number: Visa MasterCard Discover American Express

Expiration Date

Name as it appears on card, please print

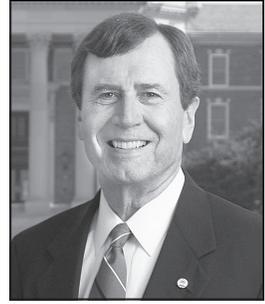
Security Code

Signature

Are you an SMU Alumni? Class of _____



SMU®



DEAR PARENTS AND FAMILY MEMBERS:

Welcome!

We are delighted you have joined our vibrant campus community. No matter what path your student chooses to pursue, this handbook will serve as a valuable resource to help your family navigate the full SMU experience. Every step of the way, our students benefit from access to robust academic opportunities, delivered in a warm, supportive and inclusive environment.

In these pages, you'll find important information about wellness, mental health and safety, including the Dr. Bob Smith Health Center, Counseling Services and the SMU Police. In addition, I encourage you to carefully review and discuss the sections with your student addressing sexual misconduct and substance abuse, which are serious considerations with the potential to impact the wellbeing of every student. At SMU, we are all committed to upholding the highest standards of behavior – always treating one another with care, dignity and respect.

I hope your student will make the most out of every moment spent here – seizing opportunities for real-world research, community engagement, career preparation and advanced study. Throughout this handbook, you'll find helpful connections, such as the Engaged Learning program, the Hegi Family Career Development Center, the Altshuler Learning Enhancement Center and other academic enrichment programs.

There is so much to explore and discover on the Hilltop and beyond – friendly students, accessible faculty and helpful staff. Representing all 50 states and nearly 90 countries, we embody diverse interests, passions, backgrounds, ethnicities, abilities and aspirations, but we have one thing in common – we are *Mustangs*.

This is just the beginning of a transformational journey, and we look forward to partnering with you in support of your student. Feel free to contact the Parent and Family Programs office with any questions you might have at 214-768-4797, or Deanie Kepler at gkepler@smu.edu. Be sure to mark your calendar for Family Weekend, October 4–6, 2019, and Pony Up!

R. Gerald Turner
President

Get involved!



Support your Student!

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
- Stampede Funding for Class T-shirts
- Family Weekend: President's Reception, Boulevard Tailgating and Welcome Tent
- Financial support for student organizations and campus events: Mustang Heroes, Stampede, Call for Help program, Maguire Center for Ethics Veterans Day Event, Society for Automotive Engineers, Peruna Handlers, Connect Mentors, Alternative Breaks and many more
- Outstanding Senior Man and Senior Woman Selection/Recognition
- 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
- Informative email updates, Facebook and Instagram posts

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

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.

momsanddads@smu.edu



SMU



Madeline '19 and Caroline '22 with their father
Dads' Club President Arthur Hamilton

Isabelle '20 with her mother
Mothers' Club President Marie Arcellana

DEAR PARENTS AND FAMILIES:

We are proud to welcome you to Southern Methodist University! For 93 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.

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,

Marie Arcellana
President, SMU Mothers' Club
(214) 385-6144

Arthur Hamilton
President, SMU Dads' Club
(972) 849-0519

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SMU®



DEAR SMU FAMILIES:

On behalf of the Division of Student Affairs, welcome to the Hilltop! It's always exciting to start an academic year, when incoming students begin to explore the many paths and opportunities available to them at SMU.

We look forward to partnering with you and your student on this journey. College is a profound time of development and unmatched growth. It is a time for students to discover who they are as leaders and consider the positive impact they will make on the world. The Division of Student Affairs exists on our campus to help guide students through this time of discovery. In this handbook, you will find information about the many professionals and programs dedicated to providing guidance and education to students.

The first five weeks of the semester mark a time of transition for new college students. We offer a series of exciting transition programs known as, the First Five Program, for students as they acclimate to life in college and on their own. Please encourage your students to participate in these programs as they are designed to help them get to know their classmates, faculty and staff members. Impress upon your student the importance of exploring activities of interest and getting involved beyond the classroom. Beginning with their first week on campus, students will have opportunities to meet a community of peers, get involved on campus, learn about the services available to them, and engage in the Dallas community. Research has shown that students who develop a strong connection to their campus community and meaningfully participate in at least one activity during the first several weeks of college, tend to do better academically.

I invite you to stay up-to-date on campus news by visiting SMU's home page, smu.edu, and the website for parents, smu.edu/Parents, regularly. I encourage you to also visit SMU's Health and Safety websites, smu.edu/counseling, smu.edu/studentconduct, and smu.edu/sexualmisconduct, where you'll find important information about the student code of conduct, substance abuse and sexual misconduct policies, education, prevention and resources. We take substance abuse and sexual misconduct very seriously at SMU, and we encourage you to discuss these issues with your student, and reiterate your expectations for their behavior, prior to the start of classes.

If you have questions throughout the year, feel free to contact our director of Parent and Family Programs, Dr. Deanie Kepler. She can be reached at 214-768-4797 or gkepler@smu.edu. I look forward to meeting you at campus events, including Family Weekend, October 4-6. I wish you and your student a wonderful year!!

Kenechukwu (K.C.) Mmeje, Ed.D.
Vice President for Student Affairs

DIVISION OF STUDENT AFFAIRS

Vice President for Student Affairs: 214-768-2821
Perkins Administration Building, Suite 203
Mailing Address: PO Box 750471, Dallas TX 75275-0471
www.smu.edu/studentaffairs

MISSION

The Division of Student Affairs creates and supports a robust student experience and forges strategic partnerships to best serve the entire SMU community. As educators and scholar-practitioners, we create purposeful learning and leadership opportunities for students to clarify and develop their knowledge, values, skills, and identities - challenging each to become a world changer.

OUR COMMITMENTS

In conjunction with SMU's philosophy of developing world changers through the vital foundation of a liberal arts education, the Division of Student Affairs has established commitments, to direct how our staff approach their work holistically supporting students in the development of meaningful lives. When recruiting prospective staff members, graduate assistants, and seasoned professionals for the Division of Student Affairs, these commitments serve as a guiding foundation for decision making on hiring and choosing to become a part of our Mustang family. These commitments are the overarching expectations for our work in this student-centered environment and are promises from our staff to each other and to the student body at SMU. By embodying these commitments in both words and actions, we strive to move our division forward, together.

BREAKING DOWN BARRIERS

We commit to helping students break down the social, physical, and emotional barriers that may inhibit their success.

MODELING THE WAY

We commit to modeling the way for our students by engaging them with respect and integrity, and by demonstrating congruence in expectation and action.

INNOVATING OUR WORK

We commit to a culture of intellectual curiosity and innovation to develop, with student input, new strategies and implement new programs to more effectively serve our campus community.

ACTING RESPONSIBLY

We commit to being responsible stewards of our resources and influence, and promise to hold ourselves and each other accountable in our daily work.

BEING A POSITIVE AGENT OF CHANGE

We commit to being agents of positive change on our campus and in our communities, excited by what the future holds for SMU and empowered to help shape that future.

DEVELOPING WORLD CHANGERS

We commit to purposefully engaging our students as individuals and leaders, to recognize their unique skills, talents, and identities and to help develop each one as a world changer in their own right.

DEPARTMENTS WITHIN STUDENT AFFAIRS

The Division of Student Affairs encompasses a broad range of programs and services including:

HEGI FAMILY CAREER DEVELOPMENT CENTER

RELIGIOUS LIFE/CHAPLAIN'S OFFICE

RESIDENCE LIFE AND STUDENT HOUSING (RLSH)

STUDENT ENGAGEMENT AND SUCCESS

- Office of Social Change and Intercultural Education (Multicultural Programs, and Community Engagement Initiatives)
- Office of the Student Experience (Transition and Orientation Programs, Parent and Family Programs, Leadership Programs, and student programs – veterans, graduate students, international students, and transfer students)
- Women and LGBT Center
- Student Involvement (Student Senate, Involvement Programs, Hughes-Trigg Student Center, and Fraternity and Sorority Life)

STUDENT WELLBEING AND SUPPORT

- Office of the Associate Vice President/Dean of Students
- Dr. Bob Smith Health Center (Counseling, Medical, and Health Promotion)
- Dedman Center for Lifetime Sports (Recreation, Fitness, Outdoor Adventure, Sport Clubs, Spirit and Mustang Band, and Intramurals)
- Department of Student Support, Advocacy, and Accountability (Student Support/CCC, Violence Prevention and Support Services, and Student Conduct and Community Standards)

The entire division welcomes you and your family to SMU, and we look forward to your student's years on the Hilltop!



A QUICK RESOURCE GUIDE

PROBLEM	SUGGESTED PARENT/FAMILY RESPONSE	STUDENT'S CONTACT AT SMU
<i>Absenteeism</i>	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).	Professor of class(es), Academic Advisor, Student Academic Success Program (in A-LEC or ACE), Counseling Services and Health Center (if health-related)
<i>Academic Problems</i>	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 contacting the Altshuler Learning Enhancement Center (A-LEC)	Professor of the class(es), Student Academic Success Program (in A-LEC or ACE), 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 Leaders (PALs)
<i>Alcohol (excessive)</i>	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.	Counseling Services, Residential Community Director, Student Wellness Champions (SWC)
<i>Billing Questions</i>	If confirmation is needed on billing charges, call Enrollment Services at 214-768-3417.	Enrollment Services and Bursar's Office
<i>Conduct Issues</i>	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.	Associate Dean and Director of Student Support, Advocacy, and Accountability
<i>Conflict With a Professor</i>	Encourage student to talk first with the professor; if no resolution, follow the academic reporting line.	Professor, Academic Advisor, the department chair, the Dean of the College, and Dean of Students
<i>Death in the Family</i>	Keep student informed of serious illness within the family and make sure student is not alone when notice is given.	Professors can be contacted through the Dean of Students Office; if grief support or counseling is needed, seek assistance from Counseling Services or Office of the Chaplain.

PROBLEM	SUGGESTED PARENT RESPONSE	STUDENT'S CONTACT AT SMU
<i>Disabilities</i>	Ensure that your student receives all of the resources available on campus. Documentation must 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.	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
<i>Dropping a Class</i>	Check drop deadline in the schedule of classes; discourage until every other possibility – faculty, tutoring, auditing classes, etc. – is exhausted.	Professor, Academic Advisor, and University Registrar
<i>Homesickness</i>	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.	Residential Community Director (RCD), Dean of Students, Chaplain's Office, Resident Assistant (RA), Academic Center for Excellence (ACE), and Counseling Services
<i>Illness of Student</i>	Insist that the student go to the Health Center or local medical providers for treatment.	Health Center, Residence Life and Student Housing staff, and the Dean of Students
<i>Lost ID Card</i>	Students who lose their ID must notify the Parking and ID Card Services Office immediately. Because the ID card provides building access and meals this is imperative. Notify the SMU Police Department if the card may have been stolen.	Parking and ID Card Services and the SMU Police Department
<i>Parking Tickets</i>	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.	Parking and ID Card Services

PROBLEM	SUGGESTED PARENT RESPONSE	STUDENT'S CONTACT AT SMU
<i>Roommate Conflicts</i>	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.	Resident Assistant (RA), Residential Community Director (RCD) or Assistant Director of Residence Life (ADRL), Dean of Residence Life, Dean of Students, Counseling Services
<i>Safety</i>	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 Campus Safety Escorts for a ride. Follow tips issued by the SMU Police Department and the Residence Life staff.	Residential Community Director (RCD), SMU Police Department, and the Dean of Students
<i>Sexual Misconduct, including Sexual Assault</i>	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 (Office of Institutional Access and Equity) can help students with internal grievance reporting (more information at smu.edu/sexualmisconduct)	SMU Police, SMU Counseling Services, SMU Title IX Coordinator (Office of Institutional Access and Equity), Dean of Students, Women & LGBT Center, Chaplain's Office, Director of Violence Prevention and Support Services
<i>Student First in family to go to college</i>	Ask about classes and experiences. Get a copy of student's Semester at a Glance to offer encouragement during busy times.	Academic Center for Excellence (ACE)
<i>Student Wants to Transfer</i>	Be patient; listen to student's reasons for wanting to transfer and help evaluate his/her options.	Residential Community Director (RCD), University Advising Center, Counseling Services, Dean of Students, Resident Assistant (RA), Academic Center for Excellence (ACE)

PROBLEM	SUGGESTED PARENT RESPONSE	STUDENT'S CONTACT AT SMU
<i>Uncertainty About the College Experience</i>	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.	Residential Community Director (RCD), Dean of Students, Student Involvement, Resident Assistant (RA)
<i>Unsatisfactory Grades at Midterm</i>	Encourage meeting with the faculty member. Remind student that he or she has time to improve grades but to do so quickly; suggest that student seek tutoring at the Altshuler Learning Enhancement Center (A-LEC); encourage taking a study skills or time management seminar offered at A-LEC.	Professor of the course, Student Academic Success Program (in A-LEC or ACE), the University Advising Center, Peer Academic Leaders (PALs)

HAIL TO THE RED AND BLUE...

...we're the Mustangs of SMU! They're not just the words of our fight song, the Pony Battle Cry, but also the colors to which we remain loyal and true. Today's colors are actually variations on those chosen by SMU's first president, Robert S. Hyer: Harvard Crimson and Yale Blue.

A MASCOT WITH A KICK

SMU's mascot is a lively black stallion Shetland pony, named Peruna after a lively Prohibition-era tonic that was said to pack quite a "kick." Since 1932, the SMU Mustangs have been proudly represented by the spirited, feisty Peruna I (the original) through the current Peruna. When not appearing at Mustang events, Peruna runs free in a super top-secret location, even unknown to his loyal, energetic Peruna Handlers.

SAFETY AND SECURITY AT SMU

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: 214-768-3333

Emergency number on campus: 911, Non-emergency number: 214-768-3388

Physical Address: 3128 Dyer Street, Patterson Hall, 2nd floor

Mailing Address: PO Box 750334, Dallas TX 75275-0334

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.

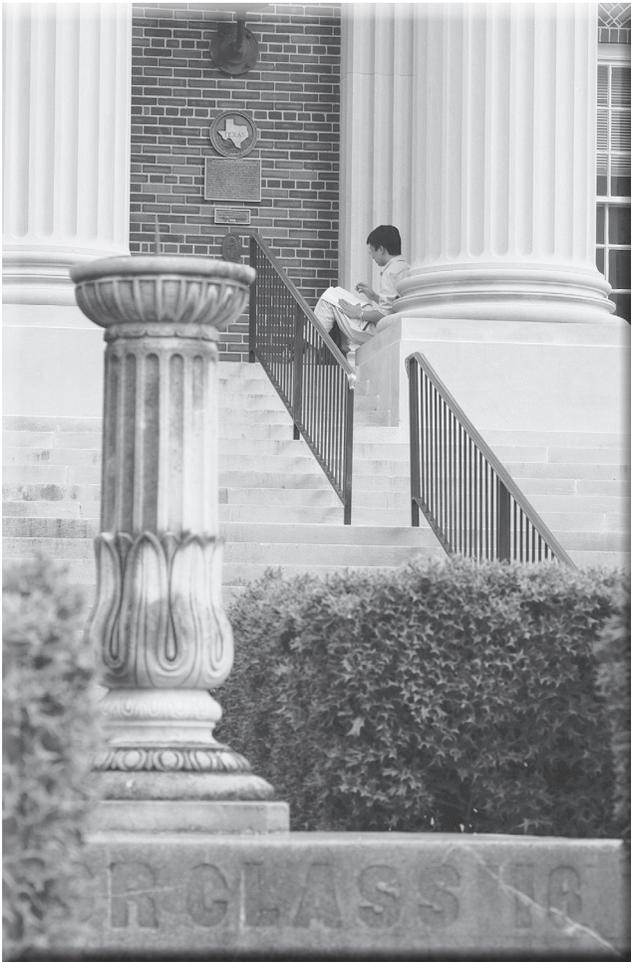
ANONYMOUS REPORTING SYSTEM. The *SILENT WITNESS* program allows the SMU Community two ways to anonymously report criminal activity or other police-related information. The Anonymous Tips Line (214-SMU-2TIP) is an unmonitored, voice-recorded phone line. This phone line is checked daily for new information. Alternately,

community members may provide information anonymously through our online *SILENT WITNESS* reporting form at www.smu.edu/2tip. Students are reminded to report emergencies by dialing 911 or calling the SMU Police Department Emergency line at 214-768-3333.

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.

WEB SITE. The SMU police website (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.



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 Students.
- Tell your student to call the police immediately at 214-768-3333 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.

HELPFUL WEB SITES

SMU Home page
smu.edu

Academic Advising
smu.edu/advising

Alumni Association
smu.edu/alumni

Athletics
smumustangs.com

Bookstore
smu.bkstore.com

Calendar
calendar.smu.edu

Campus Maps and Directions
smu.edu/maps

Chaplain's Office
smu.edu/chaplain

Counseling Services
smu.edu/counseling

Dean of Students
smu.edu/studentlife

Dining Services
smudining.com

Education Abroad
smu.edu/abroad

Education Records
smu.edu/registrar/FERPA

Financial Aid
smu.edu/financial_aid

Fraternity and Sorority Life
smu.edu/fsl

Health Center
smu.edu/healthcenter

Hegi Family Career Development Center
smu.edu/career

Honor Code
smu.edu/honorcode

International Center
smu.edu/international

Libraries
smu.edu/cul

Mothers' and Dads' Clubs
smu.edu/momsanddads

Office of the Student Experience
smu.edu/newstudent

Parents News
smu.edu/parents

Parking
smu.edu/parkingID

Registrar
smu.edu/registrar

Residence Life and Student Housing
smu.edu/housing

Sexual Misconduct
smu.edu/sexualmisconduct

SMU Police
smu.edu/police

Student Academic Success Programs (SASP)
smu.edu/SASP

Student Affairs
smu.edu/studentaffairs

Student Financials
smu.edu/bursar

Student Handbook
smu.edu/studentlife/studenthandbook

Student Persistence and Achievement (SPA)
smu.edu/SPA

Substance Abuse Prevention
smu.edu/counseling



ACADEMIC PROGRAMS AND POLICIES

Q. How can I help my student succeed academically?

A. Parents and family members can be instrumental to students' success in the classroom by encouraging them to go to class, to get to know their professors, and to seek the academic resources on campus before they are in academic difficulty. In addition, the University Advising Center website (smu.edu/advising) has planning strategies and further information. Students and parents will find answers to most of their questions about academic programs and policies in the *Peruna Passport*, this *Family Handbook*, and the *Undergraduate Catalog* online at catalogs.smu.edu.

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 2019 and spring of 2020 fulfill their university-wide requirements through the UNIVERSITY CURRICULUM (UC).

UNIVERSITY CURRICULUM (UC)

The UC consists of three main course work components: Foundations, Breadth and Depth requirements combined with Proficiencies and Experiences. The UC will 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 must complete the equivalent of the first year of college-level foreign language instruction. 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. Ways of Knowing courses develop students' understanding of the multiple approaches whereby different disciplines define, acquire and create knowledge, including the ethical considerations involved.

BREADTH: Breadth courses provide an introduction to seven primary ways in which intellectual traditions have organized and constructed knowledge. The seven Breadth areas are Creativity and Aesthetics; Language and Literature; Philosophical and Religious Inquiry and Ethics; Historical Contexts; Individuals, Institutions, and Cultures; Science and Engineering; and Technology and Mathematics.

DEPTH: Depth courses provide advanced knowledge or explore the application of fundamental ideas to other disciplinary areas. The three Depth areas are Humanities and Fine Arts; History, Social and Behavioral Sciences; and Natural and Applied Sciences. Individual Breadth and Depth courses may satisfy requirements in two different areas and may meet Proficiency and Experience 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 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; and Global Engagement. Students are required to complete Writing, Oral Communication, Information Literacy, and Human Diversity and two further electives from the list.

PARTIAL LISTING OF ACADEMIC MAJORS AND/OR MINORS

Note: Please consult individual school websites for most current listings of majors and minors.

DEDMAN COLLEGE OF HUMANITIES AND SCIENCES. Africa/Middle East Studies. American Africa/Middle East Studies (minor only), African/African-American Studies, Anthropology, Arabic (minor only), Archaeology (minor only), Asian Studies (minor only), Biochemistry, Biological Sciences, Biophysical Sciences, Chemistry, Chinese (minor only), Classical Studies (minor only), Cognitive Science (minor only), Cultural Anthropology (minor only), Earth Sciences (concentrations: Environmental Resource Sciences, Environmental Studies, Geology, Geophysics, or Self-Designated), Economics, Economics with Finance Applications Specialization, English, English with Creative Writing Specialization, Environmental Anthropology (minor only), Ethics (minor only), European Studies (minor only), French, French Studies, German, Health and Society, Health Sciences (minor only), History, Human Rights, Individualized Studies in the Liberal Arts, International Studies, Italian (minor only), Italian Area Studies (minor only), Japanese (minor only), Jewish Studies (minor only), Latin (minor only), Latin American and Iberian Studies (minor only), Law and Legal Reasoning (minor only), Markets and Culture, Mathematics, Medieval Studies, Mexican-American Studies, Neuroscience (minor only), Philosophy, Physics, Political Science, Psychology, Public Policy, Religious Studies, Russian Area Studies (minor only), Sociology, Spanish, Statistical Science, Tower Scholars Minor in Public Policy and International Affairs, Women's and Gender Studies (minor only), World Languages: Chinese, World Languages: French, World Languages: German, World Languages: Italian, World Languages: Spanish, Pre-Professional Tracks: Pre-Health, Pre-Law, Pre-Physical Therapy.

EDWIN L. COX SCHOOL OF BUSINESS. Accounting, Energy Management (concentration only), Entrepreneurship (concentration only), Finance, Financial Consulting, General Business, Management, Marketing, Real Estate Finance (major and concentration), Risk Management and Insurance (concentration only).

MEADOWS SCHOOL OF THE ARTS. Advertising (Creative, Interactive Media Strategy or Strategic Brand Management), Art, Art History, Arts Entrepreneurship (minor only), Arts Management (minor only), Corporate Communication and Public Affairs, Creative Computing, Dance, Fashion Media, Film and Media Arts, Graphic Design (minor only), History of Visual and Performing Arts (minor only), Journalism, Music, Music Composition, Music Education with Texas Teacher Certification, Music Industry Practices (minor only), Music Performance, Music Therapy, Musical Theatre (minor only), Photography (minor only), Public Relations and Strategic Communication, Songwriting (minor only), Theatre (Acting, Theatre Studies).

LYLE SCHOOL OF ENGINEERING. Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Environmental Engineering, Management Science, Mechanical Engineering, *Some engineering majors may include specializations.

ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT. Applied Physiology and Sport Management (APSM) with a concentration in one of these disciplines; Applied Physiology and Health Management, Sport Management, Sport Performance Leadership, Applied Physiology and Health Management (minor only), Applied Physiology (minor only), Sport Management (minor only), Sport Performance Leadership (minor only), Educational Studies.

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 is met:

- The course must be completed at a regionally 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. Transfer work must be taken at a four-year regionally accredited institution. 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.

EARLY AND MIDTERM GRADE REPORTS support student academic success and retention.

Progress grades are collected in September and October for the fall term, and in February and March for the spring term. Students in the early and midterm grading cohorts can see their progress grades via my.SMU. People who have been granted authorized access by the student can also view the student's Early and Midterm Grade Reports online via my.SMU. Progress grades are used for advising purposes, but are not recorded on the permanent academic record.

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.

ACADEMIC PROBATION AND SUSPENSION

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 EACH SEMESTER, 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

STUDENT ACADEMIC SUCCESS PROGRAMS (SASP)

LOCATED IN THE ALTSHULER LEARNING ENHANCEMENT CENTER (A-LEC)
AND THE ACADEMIC CENTER FOR EXCELLENCE (ACE)

Student Appointments: 214-768-3648

Business Office: 214-768-6725

Executive Director: 214-768-1047

Director of A-LEC: 214-768-1044

Director of DASS: 214-768-1918

202 Paul B. Loyd, Jr. All-Sports Center

Director of SPA: 214-768-4008

Armstrong Commons

Mailing Address: PO Box 75201, Dallas TX 75275-0201

www.smu.edu/sasp www.smu.edu/spa

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

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

OVERVIEW OF SERVICES

Each year, approximately 70 percent of our first-year students take advantage of SASP programs, courses, and services. All 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 by their advisors, faculty, or Resident Assistant (RA), but most students simply choose to come on their own.

STUDENT PERSISTENCE AND ACHIEVEMENT (SPA). In partnership with Student Affairs, SPA is located within the Armstrong Commons in the Academic Center for Excellence (ACE). This office assists all new students but focuses academic support for students who may find adjustment to college challenging academically for any reason. SPA is here to assist students in finding resources which may help them overcome obstacles to their academic success.

TUTORING SERVICES. Available to undergraduates, the A-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 website smu.edu/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 labs for brainstorming and drop-in hours for quick reviews are also available. The Writing Center appointment scheduler and hours of operation can be found at smu.edu/WritingCenter.

WORKSHOPS. Each semester, SASP offers approximately 40 learning strategy workshops. Among the topics covered are Note Taking, Time Management, Test-Taking Strategies, and Textbook Study-Reading. Workshops may be held at the A-LEC or at ACE. smu.edu/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-health students and one section for students with learning differences. smu.edu/HDEV1110

ACADEMIC COUNSELING. Eight full-time Learning Skills Specialists or Academic Counselors are available to meet with students to work individually on study strategies. Three of these

are specialists in working with students with learning differences.

smu.edu/AcademicCounseling

DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES (DASS). The mission of the A-LEC's DASS team is to provide individual attention and support to students with disabilities. A staff of six 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 and other accommodations** when there is evidence that their disability significantly impacts their learning or other major life activity. 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 (Accommodation Request Form) or request an interview, and (2) submit appropriate, current documentation. Guidelines for documentation and request forms are found at our website, www.smu.edu/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 will be introduced to the online accommodations portal, called DASS Link, by the DASS office. DASS Link will be used by students to view accommodation letters and make future semester requests.

Students entering SMU in the Fall are strongly encouraged to submit their documentation in June or 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/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
- Enrollment in the two-semester Honors Humanities Seminar for first-year students, which focuses on the development of writing and analytical skills necessary for success in all careers

- Enrollment in innovative seminars and labs reserved for students in the University Honors Program. Completion of six Honors courses required for graduation with Honors in the Liberal Arts
- 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, Richter International Fellowships, and special travel classes
- Participation in a lively intellectual community both inside the classroom and out
- Access to the Scholars' Den, which is a meeting and study space exclusively for members of the University Honors Program and students in various Scholars Programs

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

214-768-3657 (Dallas Office) • 575-758-8322 (Fort Burgwin Office)

338 Blanton Student Services Building

Mailing Address: PO Box 750145, Dallas TX 75275-0145

www.smu.edu/taos • smutaos@smu.edu

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 May, summer and January 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 is 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 new Miller Campus Center, a dining hall, computer center, exercise room, auditorium, chapel and laundry facility. Recreational opportunities on campus include 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 the same undergraduate tuition rate as the main campus 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 additional 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. Students selected as Resident Assistants will receive a room and board 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 (smu.edu/taos/groups).

SMU ABROAD

214-768-2338

216 Blanton Student Services Building

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

www.smu.edu/abroad

MISSION

- To provide SMU undergraduates of all majors with diverse opportunities for study abroad.
- To support the development of young adults as globally-aware students and citizens.

STUDY ABROAD PROGRAMS. Experienced leadership, solid academic content, and cross-cultural learning characterize the popular summer, January term, and May term programs led by SMU faculty, as well as the affiliated semester programs offered in 50 countries around the world. More than five hundred undergraduates earn credit toward graduation requirements through study abroad each year. Study abroad is more than classroom learning, and students are encouraged to pursue immersive and impactful experiences in other cultures through internships, research and service activities. By offering a rich array of high quality international programs, and individualized advising on study abroad according to the student's academic and personal goals, SMU Abroad seeks to make "study abroad for all" more than just a philosophy.

ENROLLMENT AND ACADEMICS. SMU programs are open to all undergraduates in good standing at SMU. First-year and transfer students may apply in their first semester for January, May, and summer programs, and may apply for semester programs as early as the second semester on campus for the following year. Students are advised to start planning early and to attend fairs and information sessions offered throughout the year. Courses taken on SMU Abroad programs will count as SMU courses, can meet major, minor, and general education requirements, and grades earned abroad will count in the SMU GPA.

COST AND SCHOLARSHIPS. SMU charges SMU tuition and fees for all SMU study abroad programs; tuition and fee rates are set by the university. Because SMU tuition is charged for study abroad, courses taken abroad count as SMU courses, and SMU provides institutional merit and financial aid to participants. Students seeking additional scholarship assistance apply through the SMU Abroad application, and apply for summer loans through the Office of Financial Aid.

Students will be responsible for airfare and incidental costs on faculty-led programs, and, on semester programs, will be responsible for housing as well. Individual program budgets are posted online for SMU faculty-led programs and are created by the student and the study abroad adviser during the application process. Costs, deadlines, and payment policies are published on the SMU Abroad website.

HEALTH AND SAFETY. *"I got to see the world because someone was brave enough to let me go..."* Parents should know that the health, safety, and security of students traveling abroad is a priority at SMU. SMU Abroad participants have access to emergency medical, evacuation, and repatriation services through International SOS. Students will be required to have health insurance that covers them abroad, and participate in pre-departure health and safety trainings. Should any issues occur abroad, SMU's emergency provider (International SOS) and the SMU Emergency Response Team will be prepared to assist your student.

OVERVIEW

- SMU offers additional academic sessions during the winter and summer breaks. These intensive “intersessions” are opportunities for students to accelerate their degree plan, advance their academic standing/GPA, and prepare for graduate school or their post-baccalaureate career. Students undertaking multiple majors or minors regularly use intersessions to complete high-credit degree programs on time and on budget.

COURSE OFFERINGS & ENROLLMENT. All courses are taught by SMU’s exceptional faculty from our five undergraduate schools. The concentrated format of intersessions allows instructors the freedom to take students out into the city of Dallas (or beyond), exploring new learning opportunities not available in the more restricted schedules of fall and spring terms.

JANTERM 2020 (Jan. 6 to Jan. 16): Students may complete one course in just 8 class days

MAYTERM 2020 (May 14 to May 29): Students may complete one course in just 11 class days

JUNE AND JULY 2020 (June 1 to June 30; July 6 to Aug 4) Students may complete two courses in each 22 class-day session (with overload possible by application). A few courses span the entire 10-week summer session. Summer intersessions also offer 11 class-day courses in June A&B and July A&B summer sessions. Enjoy increased flexibility in your summer planning and fit courses around your summer job or internship!

Typically, 60-70 courses are offered in each January and May term. More than 200 course options are available during June and July sessions. Some online courses are also offered in each term, each approximately one month in duration. Most courses fulfill University Curriculum (UC) requirements and contribute to majors and minors. Any SMU student in good standing may participate. Visiting/non-degree students are welcome by application.

TUITION AND AID. SMU is sensitive to the financial challenges that accompany attending class outside of the typical fall/spring schedule. To help motivated students attain their goals, intersession courses are offered at a reduced tuition rate. Enrolling in intersessions does not require payment of student fees, though specific courses may assess fees (e.g., lab or travel fees), and living on campus is an additional cost.

Most SMU merit scholarships are available in prorated amounts for intersessions courses. Students receiving the SMU Opportunity Grant are eligible for prorated grant funding. Federal and state funds may be available for students enrolled in 6 or more hours during the June and July sessions; federal and state funds are not available for JanTerm. SMU Intersessions also provides a limited number of partial tuition scholarships by application. Details may be found on the SMU Intersessions website.

HOUSING. Students living in residence for fall and spring can stay on campus during JanTerm for no additional fee. Those who reside on campus for the spring semester are eligible to stay on campus for MayTerm but availability is limited. Students must submit a request to do so in advance and pay a housing fee. All students enrolled at SMU during the June-July sessions are eligible for SMU housing, but availability is limited. Students must submit a request to do so in advance and pay a housing fee. Intersessions students residing on campus are required to subscribe to a meal plan. During JanTerm and MayTerm, dining is available principally in retail locations; in June and July, dining commons as well as retail options are available.

OFFICE OF ENGAGED LEARNING
214-768-3223
G13 Clements Hall
Mailing Address: PO Box 750283, Dallas TX 75275-0283
www.smu.edu/engagedlearning

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 on their own or by participating in other experiential learning opportunities offered through various University departments, offices and programs.

ENGAGED LEARNING PROGRAMS. Engaged Learning offers four 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 focused action on coming up with solutions to global challenges in education, environment, health and human rights and sharing them at an annual meeting with thought movers and shakers from around the world; Big Ideas - support for innovative ideas that bring big value to society, seed money to build prototypes and start-up funds to put prototypes into practice as student-run businesses; and Undergraduate Research - undergraduate students receive valuable research experience in labs on campus and beyond from faculty and professional researchers and graduate students mentors.

Engaged Learning also supports undergraduate professional development through student attendance at professional conferences and meetings.

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 symposia, and have option to submit final reports and research papers to the SMU Undergraduate Research Journal.

OFFICE OF THE STUDENT EXPERIENCE

General Information: 214-768-4560
Hughes-Trigg Student Center 318
www.smu.edu/LeadershipPrograms

MISSION

- The Caswell Leadership Program is a project-based leadership development program. In this academic year-long program, students selected as Caswell Fellows will refine their leadership skills while planning and implementing an impact project. The impact projects will be focused around one of the following themes: Community-Based, Culturally Competent, Environmental, Faith-Based, Fraternity and Sorority, or Organizational Leadership.

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."

OFFICE OF NATIONAL STUDENT FELLOWSHIPS AND AWARDS

General Information: 214-768-3726

G09 Clements Hall

smu.edu/nationalfellowships

MISSION

- SMU's Office of National Student Fellowships helps SMU students and faculty to apply for external, nationally-competitive fellowships, scholarships and awards such as the Rhodes, Marshall, Fulbright, Truman, Goldwater, Udall, Schwarzman, 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.

SMU 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 members of the global community to advocate, protect, 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 102 human rights courses in 18 different academic disciplines.

TRAVEL OPPORTUNITIES. Trips are planned and administered by the program and can be taken for 3-hour course credit. Each trip addresses historical and present-day human rights issues facing the countries being visited. The trips are open to anyone who wishes to join, including students, alumni, families, and community members. In 2019, the program will travel to the West Coast to learn first-hand about the human rights issues facing Asian and Pacific Islander Americans and to Holocaust Poland in December.

STUDENT INVOLVEMENT. All students can apply for human rights research grants and the prestigious Community Outreach Fellowship. Organizations like the Human Rights Council, SMU Amnesty International, and Human Rights Hangouts provide opportunities for students to learn, serve and socialize.

DIVISION OF ENROLLMENT SERVICES

ENROLLMENT SERVICES

General Information: 214-768-3417

Mailing Address: PO Box 750181, Dallas TX 75275-0181

enrol_serv@mail.smu.edu

www.smu.edu/EnrollmentServices

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.

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.

UNIVERSITY BURSAR

General Information: 214-768-3417

Blanton Building Lobby

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/bursar

MISSION

- To counsel and advise students and parents on financial resolutions by offering payment plan options.
- To provide seamless customer service to prospective and enrolled students.
- To provide 24 hour access to student account and payment information via my.SMU

AUTHORIZED PAYER. Students must add you as an Authorized Payer on their account to allow you to view bills/statements, view unbilled activity, view payment history and make a payment. When students add an Authorized Payer, the added payer will receive an email which will contain a User ID and a URL required to activate the Authorized Payer at SMUpay. The authorized payer will also receive invoice notifications via email.

TUITION PAYMENT PLAN. SMU offers annual and per term monthly payment plans through NelNet. The plan is not a loan; it is an interest free payment plan. Payment plan enrollment begins June 1st. For details please contact Nelnet Customer Service at 888-470-6014 or visit www.smu.edu/paymentplans.

E-BILLING. SMU Office of the University Bursar is paperless. Your student will receive an invoice notification at their University issued e-mail address after enrolling in classes each term. If he/she incurs other charges during the term, a statement notification will be sent to this SMU e-mail address as well.

METHODS OF PAYMENT. Bills may be paid online through SMUpay using a personal checking account, credit card or wire transfer. Accepted credit cards for payment are: Visa, MasterCard, Discover, and American Express. Electronic Credit Card payments will be charged a non-refundable 2.75% service fee. There is no service fee for e-checks. Payments may also be made with a personal check, cashier's check or money order by mail or in person at the Bursar's office.

PREPAYMENT. SMU allows prepayment upfront for undergraduate full-time students (12-18 credit hours). Parents may pay a minimum of two years and up to four years of tuition and general student fees at the current year's rate. It covers Fall and Spring terms only. For more information go to smu.edu/EnrollmentServices/Bursar/Payments/PaymentMethods

HOW TO PAY. SMU has partnered with NelNet to provide you with an electronic payment option. Students log in to my.SMU (<https://my.smu.edu>) Select Student Homepage, Click on the “Financial Account” tile, Click on SMUpay, Select View & Pay Accounts. This gives the student access to make an electronic payment, set up other authorized payers and view the summary of the statement/invoice.

COMPREHENSIVE FINANCIAL INFORMATION. We highly recommend students and parents review SMU’s Financial Information Bulletin at www.smu.edu/enrollmentservices/bursar/financialbulletin. The bulletin contains details about financial regulations, tuition, fees and living expenses, as well as other important details that will help you make the most of life on the Hilltop.

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 2019 is August 16. Payment due date for Spring 2020 is January 7. If enrollment is after a payment due date or if there are changes in enrollment that result in additional charges after a due date, payment is due upon enrollment or changes in enrollment. 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. All due dates are subject to change. Please refer to the Bursar website for up-to-date information.

ENROLLMENT, STUDENT RECORDS AND ACADEMIC CEREMONIES UNIVERSITY REGISTRAR

University Registrar E-mail: registrar@smu.edu

General Information: 214-768-3417

101 Blanton Building

PO Box 750181, Dallas TX 75275-0181

smu.edu/registrar smu.edu/catalogs

PRIMARY DUTIES

- Publish the Schedule of Classes each term and the University Calendar
- 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 Commencement, 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 (FERPA) helps protect the privacy of student education records. The Act provides for the right of students to inspect and review education records, the right to seek to amend those records and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. With certain exceptions, SMU will not disclose personally identifiable information from a student’s education records to any third-party without written consent from the student.

SMU understands that many undergraduate students want to allow their parents and others access to all or some of their education records. Students have the ability to provide

their consent for access to their records by using the “Release of Education Records” feature in the self-service component of my.SMU. Parents are encouraged to discuss this feature with their student to establish the authorization for them to view and receive information from the student’s education records. For parent and student instructions, see pages 42-43 or select the appropriate link from the FERPA website at www.smu.edu/ferpa/release.

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 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 both a permanent (home) address and a local address, if different from the permanent address. Students must also provide a home and local telephone number as well as up-to-date phone and address information 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 who enroll in an arranged section course will be asked to provide the University Registrar’s Office with an off-campus study address. This is the physical location where the student is living while enrolled in this course. When a student applies for graduation and becomes a candidate they can provide a diploma address (address to which they would like their diploma mailed) to the University Registrar’s Office. International students are required to provide a residence address (physical street address where they are currently living) as their mailing (local) address. International students will be prevented from enrolling if a U.S. address is not provided.

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.

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 mobile/cell telephone numbers, as they are one means of communicating with students during an emergency. Mobile/cell telephone numbers may also be used by University officials conducting routine business. Students who do not have a mobile/cell telephone 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 mobile/cell 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 credit hours earned
Sophomore	30-59 credit hours earned
Junior	60-89 credit hours earned
Senior	90 or more credit hours earned
Nondegree	Not a candidate for a degree

CREDIT HOUR LOADS. The unit of measure for the valuation of courses is the credit hour. Based upon the federal definition of a credit hour, each credit hour requires one hour of direct faculty instruction and a minimum of two hours per week of preparation on the part of students, for approximately 15 weeks a semester. Most courses are valued for three credit hours, i.e., three contact hours per week and at least six hours of preparation.

A full-time load in the fall and spring is 12 credit hours for undergraduates. For the summer term (all sessions in the summer term combined) a full-time load is nine hours for undergraduates. On request, an undergraduate can be certified as full-time for the first or second session of the summer term at six hours. 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 credit 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.

See the Undergraduate Catalog at www.catalog.smu.edu for more information.

MINIMUM AND MAXIMUM COURSE LOADS. Minimum and maximum course loads allowed for the fall and spring terms are based on the school of record (see Undergraduate Catalog for specific information). The maximum course load allowed for a summer term (all sessions combined) for all schools of record is 14 credit hours. Each student should be fully aware that hours taken beyond 18 in any term will be charged to his or her student account.

STOP ENROLLMENT/ADMINISTRATIVE WITHDRAWAL. Insufficient or improper information given by the student on any admission or enrollment form – or academic deficiencies, non-attendance, 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 adviser. Students should consult with the adviser for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisers normally will have established office hours. The school's records office monitors progress and maintains official degree plans for all students in a school. Students should schedule conferences with their academic advisers and 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.

To assist new and readmitted students in making a comfortable, satisfying transition to University academic life, programs of academic advising, enrollment and orientation are conducted prior to each term. Information concerning the programs is distributed by the Office of the Student Experience.

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 a Petition for Enrollment Policy Exception. Petitions are to be submitted to the appropriate records office within six months of the term in which the discrepancy appeared; contact information for submission of a Petition for Enrollment Policy Exception can be viewed on the University Registrar's Office website at www.smu.edu/EnrollmentServices/Registrar/Enrollment/EnrollmentPolicyException. 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 (Withdraw) through approximately midterm by using the my.SMU Student Homepage. The specific deadline is listed on the Official University Calendar.

WITHDRAWAL FROM THE UNIVERSITY. 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 <https://catalog.smu.edu>. 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 school's records office. The records 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 tenth class day of the fall or spring semester as listed on 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 <https://catalog.smu.edu>. A student who withdraws after the tenth class day of the fall or spring semester will receive the grade of W in each course in which he or she enrolled.

Medical 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 professionals in the Dr. Bob Smith Health Center, Dean of Students, or Vice President for Student Affairs. The last day for a medical withdrawal is the last day of class instruction for the term from which the student is withdrawing. Retroactive medical withdrawals cannot be granted.

Mandatory administrative withdrawals occur when a student is not suspended but current and/or future enrollments are canceled or withdrawn. A student's academic record is annotated with "mandatory administrative withdrawal" and the effective dates for this withdrawal. Mandatory administrative withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Mandatory

administrative withdrawals can be authorized only by the Provost and Vice President for Academic Affairs, Vice President for Student Affairs or Dean of Students.

Withdrawing students living in SMU housing must check out of the residence halls with the Department of Residence Life and Student Housing per established procedures.

CLASS ATTENDANCE. Regular class attendance is required. At the beginning of the course, the instructor should announce policies regarding the effect of class attendance on the student's standing in the course, preferably via the course syllabus. These policies may include dropping a student from the course for nonattendance after a certain number of absences (see below). 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 University deadline to drop. (See University Calendar at <https://www.smu.edu/EnrollmentServices/Registrar/AcademicCalendarsCourseCatalogs/AcademicCalendars>) Department chair approval is required. After the deadline, students must remain enrolled in the course. Students may also be dropped by a course instructor for extreme inappropriate classroom behavior. The instructor must submit the Administrative Drop Request to drop a student from the course by the University deadline to drop a course indicated in the official Academic Calendar. Students are charged an administrative fee for this course drop. Department Chair approval is required. After the deadline, the student must remain enrolled in the course 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. A student who has a passing grade in a course at the time of the final examination, but who misses the examination and satisfies the instructor that the absence was unavoidable, may secure permission to take the examination at a time convenient for the instructor

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. It is the student's responsibility to be aware of such limitations and requirements.

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. Students in the Simmons School's educational studies degree program must declare a second major as well; they cannot graduate with an educational studies degree alone.

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.

CONCURRENT DEGREE PROGRAMS. Students can simultaneously earn degrees from multiple 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 each school 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 the University Registrar's Office. 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 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.

For information on ordering a transcript go to www.smu.edu/EnrollmentServices/Registrar/TranscriptRequests.

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.

Grade		Points per Term Hour	Grade		Points per Term Hour
A	Excellent Scholarship	4.000	D-	Poor Scholarship	0.700
A-	Excellent Scholarship	3.700	F	Fail	0.000
B+	Good Scholarship	3.300	P, CR	Pass, Credit	*
B	Good Scholarship	3.000	I	Incomplete	*
B-	Good Scholarship	2.700	NC	No Credit Received	*
C+	Fair Scholarship	2.300	X	No Grade Received in Registrar’s Office	*
C	Fair Scholarship	2.000	WP/W	Withdrawal Passing/	
C-	Fair Scholarship	1.700		Withdraw	*
D+	Poor Scholarship	1.300			
D	Poor Scholarship	1.000			

* 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 my.SMU 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.

GRADES FOR REPEATED COURSES

GRADE REPLACEMENT REPEAT. Effective for courses taken Fall 2017 or later, undergraduate students may repeat up to six courses taken at SMU for which grades of D+ or lower were received. 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.

Students must repeat the exact same course originally taken to be considered a repeat. The course must be taken at SMU. Not every course is offered again and thus may not be available to be repeated. Students cannot take or repeat a course that is a prerequisite for a course already satisfactorily completed.

The first six courses repeated will be coded as Grade Replacement repeats. A course being repeated that is dropped (*W*) will not count as a grade replacement repeat. Only the credit hours of 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. Probation, suspension and dismissal, 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 could be used.

Note: This undergraduate policy replaces the former First-Year Repeat policy. Any repeats taken under the First-Year Repeat policy will count against the total Grade Replacement Repeats allowed.

GRADE AVERAGE REPEAT. 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.

Note: Students cannot take or repeat a course that is a prerequisite for a course already satisfactorily completed

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, records office or major department. 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 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 Jan Term (January) intercession may also participate in this ceremony, although their degrees will not be conferred until January.

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.

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.

MUSTANG TRANSFERS. A student organization for transfers, Mustang Transfers is open to all students and offers social and philanthropic activities.

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.

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 visit the Altshuler Learning Enhancement Center (A-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.

How to grant your parents access to your student education records:

SMU understands that many undergraduate students want to allow their parents and others access to all or some of their education records. Students now have the ability to provide their consent for access to their records by using the “Release of Education Records” feature in the self-service component of [my.SMU](https://my.smu.edu). Once parents and others have been granted access, some of the student’s education records are available on-line through my.SMU. Other records are available by contacting the office holding the records.

INSTRUCTIONS FOR STUDENTS

Logging Into the System

- Login to my.SMU at my.smu.edu
- Enter your User ID (i.e. SMU ID) and Password and click “Sign In”
- Click on the “Release of Education Records” link under the Profile tile.

Authorized Access Tab

- Contains a list of relations with authorized access to some or all of the student’s education records; initially this list will be empty

Add Access Tab

- Select a relation from the provided list
- If the relation does not have an email address, then click on the “Add Email” link and enter a valid email address; **you can’t grant access to a relation without a valid email address**
- Select one or more areas of access to grant this relation access and click “Submit”
- Selecting “Do Not Release” will deny the selected relation any access to your education records; **valid email is not required**
- Review the “Confirm Account” (release) page
- Check the “I Agree” and click “Submit”. Note the PIN, click “Done”
- Email notification will be sent to you and your relation with more information.

Create New Relationship

- Select the “Add Access” tab
- Click the “Create New Relation” button
- Enter the required data, and click the “Finish Creating” button
- You will be notified via email when the new relation is setup within my.SMU; re-do above steps to grant your new relation authorized access

Resources for Parents and Students:

For further detailed Parent and Student Instructions, please select the appropriate link from the FERPA website at www.smu.edu/ferpa/release. For questions on PIN, passwords, and locked accounts, please contact your student to reset the account. For questions about browser and technology issues on using my.SMU, please contact the SMU OIT helpdesk at help@smu.edu or 214.768.4357 (8-HELP). For questions about the content of a student's education records, please contact Enrollment Services at enrol_serv@smu.edu or 214.768.3417.

INSTRUCTIONS FOR PARENTS

Activating Your Student Authorized Access

- Click on the activation link provided via email, or type my.smu.edu in your browser and hit enter
- Click on “my.SMU Guest Features” link on the right-hand side of page
- Click on “SMU Authorized Account Setup” link

SMU Account Setup

- Enter your SMU ID number (provided via email), click “Next”
- Enter your PIN number (to be provided by your student), click “Next”
- If the account was setup correctly, you will get the message “You have successfully authenticated your SMU ID”; click “Next”

Set Your Password

- Enter a password for your account and click “Next”
- Enroll in the password reset tool by entering your SMU ID, the password you just created, and select three questions to answer; **you will need to answer these questions again to reset your password or unlock your account**

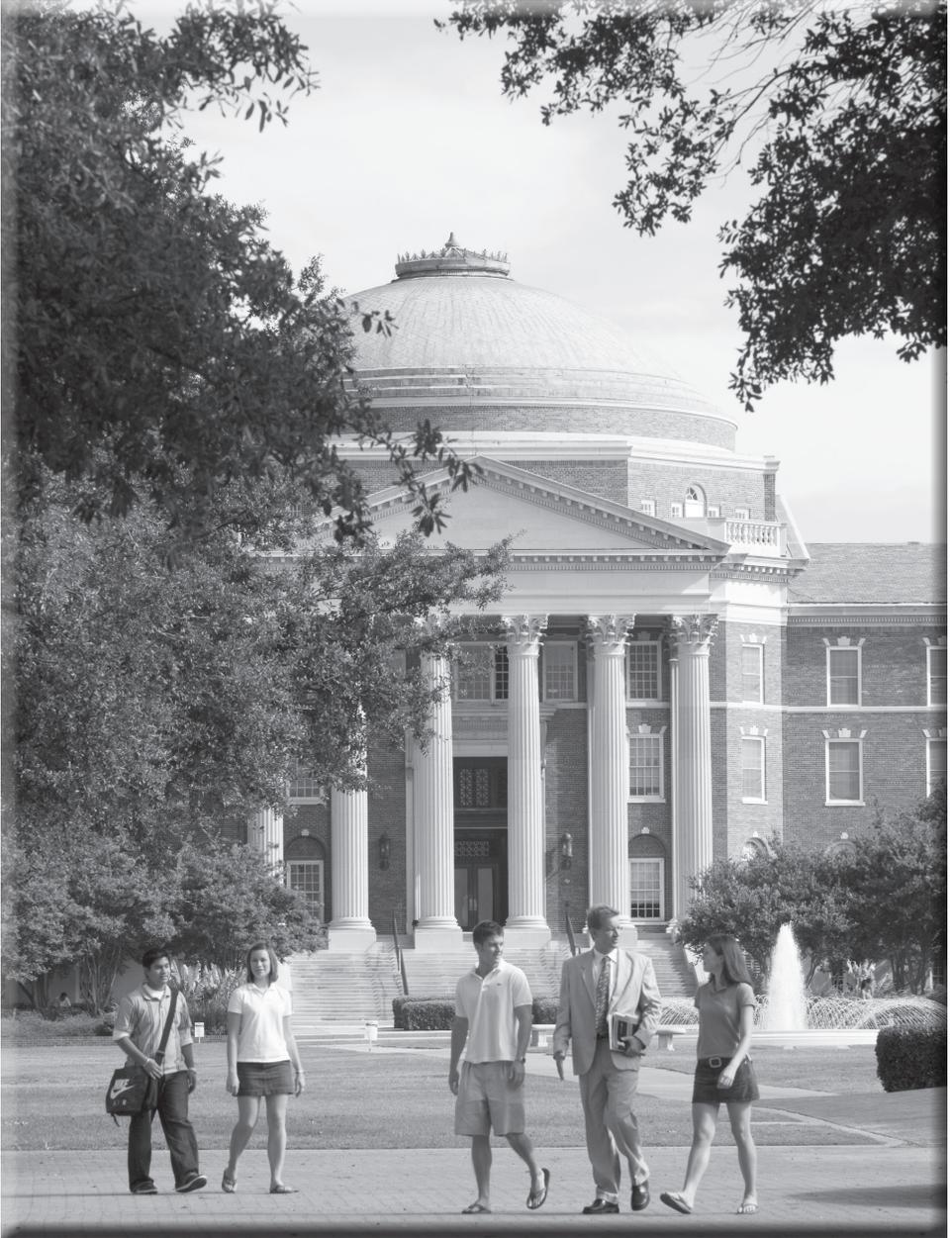
Logging Into my.SMU

- Login to my.smu.edu and enter your SMU ID and password
- Click on link “Student Authorized Access” on Student Authorized Access homepage.

Access Authorized Student Education Records Data

- For each student listed, click on “Student Center” link

Parents are encouraged to discuss the “Release of Education Records” feature with their student to establish the authorization for them to view and receive information from the student’s education records.



FUN FACT - VERITAS LIBERABIT VOS

The SMU motto, Veritas Liberabit Vos, translated from Latin means “The truth will make you free.” Chosen by SMU’s first president, it was adopted in 1912 and has been featured in several prominent locations across campus and incorporated into traditional symbols, such as the Official SMU Seal, which is cast into the rotunda floor of SMU’s first building, Dallas Hall.



**STUDENT WELLBEING
AND SUPPORT**

OFFICE OF THE ASSOCIATE VICE PRESIDENT AND DEAN OF STUDENTS

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 a variety of resources. Through the Office of the Associate Vice President and Dean of Students, you and your student can discover much of what SMU offers outside the classroom, and we act as a resource and referral to the personal and academic support services available on campus.

ASSOCIATE VICE PRESIDENT/DEAN OF STUDENTS

214-768-4564

302 Hughes-Trigg Student Center

Mailing Address: PO Box 750355, Dallas TX 75275-0355

MISSION

The Associate Vice President/Dean of Students departments include the Dr. Bob Smith Health Center, Recreational Sports and Student Support, Advocacy, and Accountability. These 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 Associate Vice President/Dean of Students carries out this mission by:

- Providing 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.
- Assisting in the management of university crises.

HELPING STUDENTS LEARN INDEPENDENCE AND RESPONSIBILITY

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 and family members 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 staff in Student Support, Advocacy, and Accountability 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.

STUDENT SUPPORT, ADVOCACY, AND ACCOUNTABILITY

214-768-4564 214-768-4572 Fax
302 Hughes-Trigg Student Center
Mailing Address: PO Box 750355, Dallas TX 75275-0355

MISSION

The department of Student Support, Advocacy, and Accountability is made up of three offices: Student Conduct & Community Standards, Student Support, and Violence Prevention and Support Services. The department dedicates itself to providing proactive education, expert response, and intentional collaborations to compassionately address behavioral, personal, and academic matters. The department advances the Division of Student Affairs strategic plan by empowering students to make educated and informed decisions as world changers

OFFICE OF STUDENT CONDUCT & COMMUNITY STANDARDS

214-768-4563 214-768-4572 Fax
Mailing Address: PO Box 750355, Dallas TX 75275-0355
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.

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 by being appointed to the University Conduct Council.

OFFICE OF STUDENT SUPPORT

214-768-4564 214-768-4572 Fax
302 Hughes-Trigg Student Center
Mailing Address: PO Box 750355, Dallas TX 75275-0355

MISSION

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 Office of Student Support is dedicated to working collaboratively to assist students in navigating challenges that impede academic and personal success. We connect students to resources, advocate, and educate the greater SMU community to create a safe, caring, and enriching environment. Caring Community Connections (CCC), a signature program within the Office of Student Support, serves as a resource for any member of the SMU community, including parents, to refer students who are experiencing challenges to designated staff within the Dean of Students 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 can be found on the Dean of Students 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. In the event you are unsure about whether a referral is appropriate and want to consult about your student's concern, you are welcome to contact staff within the Office of Student Support directly.

OFFICE OF VIOLENCE PREVENTION & SUPPORT SERVICES

214-768-4512

302 Hughes-Trigg Student Center

Mailing Address: PO Box 750355, Dallas TX 75275-0355

www.smu.edu/gethelp preventviolence@smu.edu

MISSION

The Office of Violence Prevention and Support Services is committed to creating a safe campus, free from interpersonal and gender-based violence by providing education and outreach to students, faculty, and staff. Additionally, we engage in collaboration with both campus and community resources to ensure a survivor-centered approach to assist those affected by interpersonal and gender-based violence.

STUDENT INVOLVEMENT

NOT ON MY CAMPUS - A student lead movement to end the silence surrounding sexual assault and create a safe campus environment.

TEAM ONE LOVE - A student organization committed to raising awareness about the warning signs of abuse and activating communities to work to change statistics around relationship violence.

DEPARTMENT OF RECREATIONAL SPORTS

214-768-3366

104 Dedman Center for Lifetime Sports

Mailing Address: PO Box 750161, Dallas, TX 75275-0161

www.smu.edu/recsports

In the pursuit of cultivating the healthy student, SMU Recreational Sports delivers opportunities that foster lifelong well-being through programs, services, and facilities. Recreational Sports focuses on developing an inclusive and safe environment that allows for students to explore social, emotional, and physical well-being through programs such as intramural sports, group fitness, personal training, outdoor adventure, sport clubs, spirit squads, band, and the Rotunda Yearbook.

- **INTRAMURAL SPORTS:** Play for Everyone. Approximately 2,000 students participate in 18 different sports and events offered throughout the academic year. Students will register and create teams on the intramural registration website: smu.edu/intramurals.
- **SPORT CLUBS:** Sport Clubs are student run, student led, student organizations at SMU. The sport club program is comprised of 15 different sports ranging from lacrosse to polo to tennis, with over 400 students participating in the program.
- **FITNESS:** Over 40 Group X classes per week, personal training sessions, and small group training classes.
- **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.
- **MUSTANG BAND:** The Mustang Band is the most visible performing ensemble at Southern Methodist University. Nicknamed The Hub of SMU Spirit, The Mustang Band seeks to uphold its' tradition of providing a great entertainment experience. With roots in Jazz performance, the Mustang Band is known as The Best Dressed Band in the Land.
- **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, 25 yard pool provides opportunities for fitness, recreation and water skill development.
- **DEDMAN CENTER FOR LIFETIME SPORTS:** University's 175,000 sq.ft. recreation center including basketball courts, indoor soccer court, racquetball/squash courts, indoor track, weight room, indoor pool, climbing wall, sand volleyball courts, classrooms, and 4 unique studios.
- **STUDENT EMPLOYMENT:** Over 300 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.

STUDENT HEALTH CENTER

214-768-2141

Mailing Address: PO Box 750195, Dallas TX 75275-0195

www.smu.edu/healthcenter

The Dr. Bob Smith Health Center provides SMU students with a wide range of health and wellness resources, including primary care clinical services, psychiatric and mental health services, substance abuse counseling, medical laboratory testing and diagnostic radiology, pharmacy services as well as extensive disease prevention and health promotion programs. The 33,000 sq. ft. state-of-the-art facility is centrally located on campus at 6211 Bishop Boulevard and is open Monday-Friday 8:30 am-5:00 pm. The Health Center has earned accreditation from the Accreditation Association of Ambulatory Health Care for meeting rigorous nationally recognized standards and committing to delivering the highest quality of care.

MEDICAL SERVICES. The Health Center provides students with on-campus access to quality, comprehensive primary care. Services include the treatment of acute illnesses and injuries, minor medical procedures, physical exams, STD testing, vaccinations, allergy shots, and specialty care in dermatology and gynecology. The clinic is staffed by physicians, nurse practitioners, and nurses experienced in the medical needs of college students. The majority of medical needs required by a student while on campus may effectively be handled in this clinic. Clinical Support Services include on-site Laboratory and X-ray services. For appointments call 214-768-2141 or log in to the Student Health Portal on the Health Center web site to make an appointment.

ACUTE/AFTER-HOURS CARE. Students should call 911 for immediate response to life-threatening injuries or illnesses. For non-emergency medical concerns, students may access telehealth services 24/7 by calling 855-635-1393. For other urgent medical concerns requiring in-office attention, students should seek a local hospital or an urgent care center. A listing of several area hospital emergency rooms and after-hours urgent care facilities is provided on the Health Center website (www.smu.edu/healthcenter). Students with mental health concerns after-hours may call 214-768-2277 or the Health Center main line at 214-768-2141.

COSTS. The Health Services Fee, which is included in general student fees, covers routine medical visits and counseling appointments at the Health Center. Additional fees are charged for lab services, X-rays, immunizations, medical supplies, pharmacy and specialty care. Insurance claims are filed for students participating in the SMU Student Health Insurance Plan. Students with other insurance plans may request an itemized receipt for insurance reimbursement.

INSURANCE FILING. The Medical Clinic does not file or bill insurance except for students participating in the SMU Student Health Insurance Plan (SHIP). Students with other insurance plans may request an itemized receipt at the time of service in order to submit a claim with their insurance company. For students covered by SHIP, eligible charges for services rendered are billed directly to the insurance company after co-pay. The Pharmacy routinely files claims directly for most insurance plans.

Note: Health insurance is separate from the student Health Center fee and is paid separately.

MANDATORY HEALTH INSURANCE POLICY. SMU students are required to maintain medical insurance coverage as a condition of their enrollment. Students must provide proof of medical coverage, whether through an individual policy or from another source such as a spouse's or parent's plan. The University offers the SMU Student Health Insurance Plan (SHIP), administered by the Health Center's Student Insurance Office. The plan provides extensive coverage at a reasonable cost for most on- and off-campus medical care. More information about mandatory health insurance is available at www.smu.edu/StudentAffairs/HealthCenter/Insurance.

DOMESTIC STUDENTS. *Domestic students* taking nine or more credit hours are enrolled in the Student Health Insurance Plan (SHIP) each semester unless they expressly waive coverage in my.SMU.edu. Waivers are contingent upon proof of coverage under a parental or private plan providing comparable coverage. Information on the waiver process and waiver submittal deadline is available at www.smu.edu/StudentAffairs/HealthCenter/Insurance. Domestic students taking between one and eight credit hours are eligible to enroll in the Student Health Insurance Plan on a voluntary basis.

INTERNATIONAL STUDENTS ATTENDING SMU ON A VISA. *International students* taking one or more credit hours must enroll in the University-sponsored plan Student Health Insurance Plan (SHIP). International students may apply for a waiver only if they 1) are covered by a comparable U.S. health insurance plan provided/purchased by their Embassy OR 2) provide documentation of comparable U.S. health insurance coverage by a U.S. employer, including international medical evacuation and repatriation. Information on the waiver process and waiver submittal deadline is available at www.smu.edu/StudentAffairs/HealthCenter/Insurance.

STUDENT HEALTH INSURANCE PLAN (SHIP). For the 2019-2020 academic year, the University has partnered with Academic Health Plans, Inc. (AHP) and National Guardian Life/Cigna to provide high-quality health insurance coverage to our students and their dependents. The Student Health Insurance Plan (SHIP) 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 or Academic HealthPlans, Inc. at (855) 357-0242.

SHIP PREMIUMS & WAIVER DEADLINES:

	<u>Fall</u>	<u>Spring/Summer</u>	<u>Summer</u>
SHIP Premium per Semester	08/01/19-12/31/19 \$1,489	01/01/20-07/31/20 \$1,489	05/01/20-07/31/20 \$747
Deadline to Waive	August 7, 2019	December 7, 2019	N/A

WAIVERS MUST BE APPLIED FOR EACH SEMESTER.

PEDIATRIC DENTAL is included until the student turns 19. Optional Dental Insurance is available to be purchased on a monthly basis through Cigna for students 19 and older. Please refer to the Insurance website or call the Student Health Insurance Office for details.

PHARMACY. A full service pharmacy is conveniently located in the Dr. Bob Smith Health Center to meet students' prescription needs from 8:30 a.m. to 5 p.m., Monday through Friday. The pharmacy is in network with most insurance plans. Prescriptions and refills may be transmitted directly to the pharmacy from the physician.

HEALTH HISTORY IMMUNIZATION REQUIREMENTS. All entering students (undergraduate, graduate, part-time and full-time, including international and IEP/ESL students) must have an SMU medical history form on file in the Dr. Bob Smith Health Center. Health history forms are available on the Health Center's website (www.smu.edu/healthcenter). Students are also required to submit - to the Health Center - immunization records that provide

proof of two doses of the measles, mumps and rubella (MMR) vaccine. In addition, all students under the age of 22 must provide proof of immunization for bacterial meningitis in accordance with Texas state law. The meningitis vaccination or booster dose must be within five years and at least ten days prior to starting classes. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form. More information is found under Final Matriculation to the University in the Admission to the University section of the catalog. Students are encouraged to check their my.SMU account for their immunization status.

All required vaccinations are available at the Health Center. Immunization records must be documented by a physician, public health record, military health record or school health record. Students may not be allowed to attend classes without immunization compliance.

CLASS ABSENCE DUE TO ILLNESS. The Health Center does not issue class excuses for illness. The faculty member makes all decisions regarding absences. Students are encouraged to talk with their professors, who each have their own attendance policies. Students may choose to fill out the Absence from Class Form and present it to their professors. The Class Excuse Policy and a link to the Absence from Class Form is available at <http://www.smu.edu/StudentAffairs/HealthCenter/FrontDesk/MedicalExcuseInfo>.

CONFIDENTIALITY AND PRIVACY. Confidentiality and privacy of student health information is of paramount importance at the Dr. Bob Smith Health Center. The Health Center follows all applicable state and federal laws related to the disclosure of medical and mental health information, and applies the highest professional standards of care and privacy.

NOTICE TO PARENTS ABOUT HIPAA AND CONFIDENTIALITY. The Dr. Bob Smith Health Center is dedicated to providing quality care to students in a private and confidential setting. HIPAA is a federal law that carefully protects private health information of students. Both HIPAA and the ethics of the provider/patient relationship guard each student's privacy. No private health information can be given to Deans, professors, parents, significant others, friends, or other physicians without the explicit written consent of the student.

Your student may visit the Health Center for a variety of health concerns, and some parents may want information about the status of their student's care. Please take some time to talk with your student about how you will communicate about their health and medical care while they are at Southern Methodist University.

NOTIFICATION OF PARENTS. Parents or guardians are notified in case of emergencies and life threatening illnesses. The Health Center staff may not speak to parents about their student without the student's permission.

MEDICAL RECORDS. A copy of medical records is released to third parties only with the written consent of the student. A signed release is also required in order for the Health Center to discuss specific medical information with parents, significant others or health care representatives.

HEALTH PROMOTION. The Office for Community Health Promotion provides a variety of health and wellness programming and services to encourage healthy behaviors, enhance student well-being and reduce campus health risks in support of student learning and success. This program provides SMU students with holistic health education, engages students in activities promoting healthy behavior, and refers them to relevant on-campus resources when necessary. Health education and promotion initiatives encompass the intellectual, physical, mental, social, and spiritual development of students. Areas of focus include nutrition, physical activity, mental health, stress and time management, alcohol and drug prevention, sexual health, healthy relationships, sleep, and resiliency. This program seeks to develop knowledge and present actionable recommendations within these health areas that students will be able to use to make positive health behavior changes thus improving the health of the SMU community as a whole.

The Office for Community Health Promotion also houses the Student Wellness Champion program which gives students interested in health and wellness the opportunity

to be peer health leaders on campus. These students receive training in program design, behavioral change theory and specific health topics to help equip them to have positive health conversations with their peers. Students interested in becoming a Student Wellness Champion can apply during the annual spring application process.

For more information, feel free to check out the website <https://www.smu.edu/StudentAffairs/HealthCenter/HealthEducation> or follow the office on social media @smuhealthpro. You may also reach out to the Assistant Director of Health Promotion at 214-768-2393.

COUNSELING SERVICES

214-768-2277

www.smu.edu/Counseling

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

COUNSELING. Staff psychologists and counselors offer a wide variety of stepped care services that can be prescribed as part of an individualized treatment plan, including short-term individual counseling/clinical services. Group and crisis intervention are also available. Both individual and group counseling assist students in resolving personal conflicts, clarifying life goals, and improving communication skills. Workshops offer skill building techniques that enable students to better manage daily academic and personal life stressors.

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 and recovery groups for 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 services fee during fall and spring semesters, a modest fee is charged for access to summer services.

APPOINTMENTS. Students may schedule an Initial Consultation appointment by calling the Health Center or by logging into the Student Health Patient Portal (studenthealth.smu.edu) and completing the necessary paperwork. At this initial appointment, a counselor will meet individually with the student to review paperwork, go over their concerns and discuss the resources available to meet their needs.

INITIAL CONSULTATION APPOINTMENTS: Monday-Friday 1:00pm-3:00pm. Additional hours available upon request.

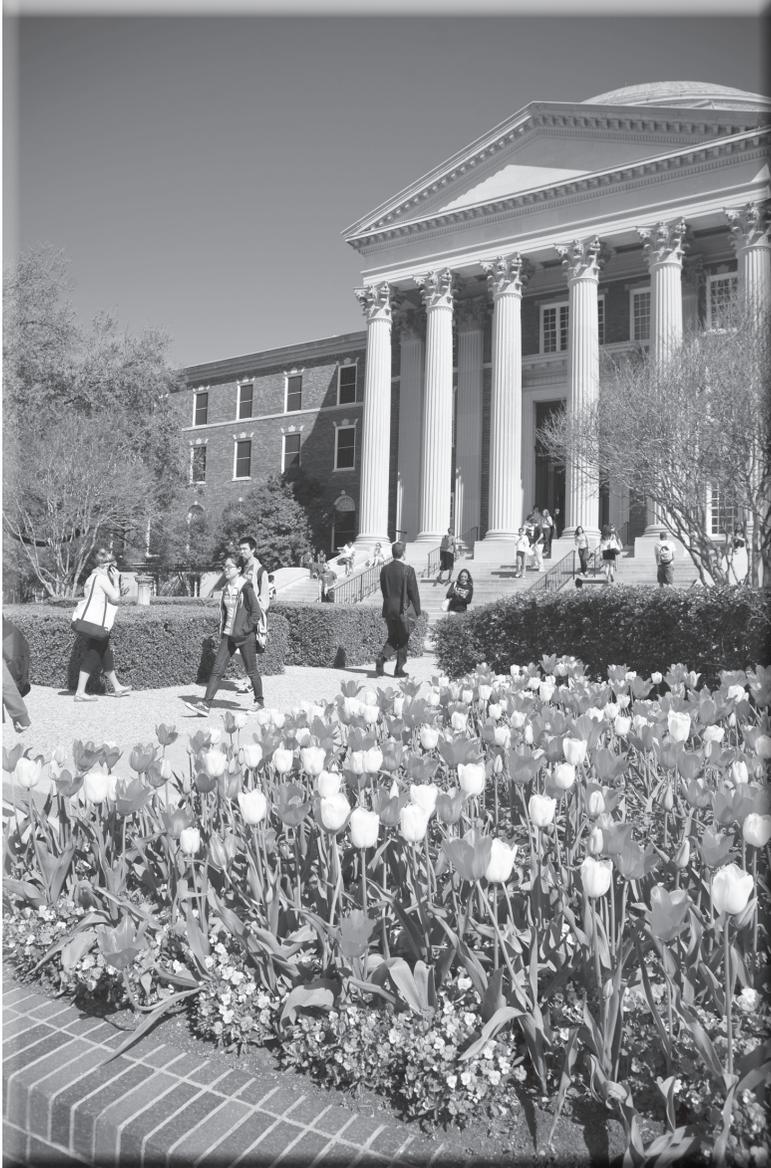
If students are in crisis and need to be seen immediately, they should come to the center during office hours (M-F 8:30 a.m.-5:00 p.m.) or call after hours 214-768-2277 to reach the clinician on call.

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 LSAT and MPRE. 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.





ALCOHOL AND SUBSTANCE USE POLICIES, PREVENTION AND RESOURCES

SMU POLICY

Alcohol and substance abuse are serious issues at colleges and universities throughout the country. To assist in addressing these issues on our campus, SMU has in place programs, policies and resources aimed at alcohol and substance abuse education and prevention.

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 could affect the student's standing with the University. Sanctions can also 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 are serious issues at colleges and universities throughout the country. These issues call 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 President's 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.

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/counseling

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 focused on college students 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 PROMOTION

214-768-2393

Mailing Address: PO Box 750195, Dallas TX 75275-0195
smu.edu/StudentAffairs/HealthCenter/HealthEducation

The Office for Community Health Promotion provides a variety of health and wellness programming and services to encourage healthy behaviors, enhance student well-being and reduce campus health risks in support of student learning and success. This program provides SMU students with holistic health education, engages students in activities promoting healthy behaviors, and refers them to relevant on-campus resources when necessary. Health education and promotion initiatives encompass the intellectual, physical, mental, social, emotional and spiritual development of students. Areas of focus include nutrition, physical activity, mental health, stress and time management, alcohol and drug prevention, sexual health, healthy relationships, sleep, and resiliency. This program seeks to develop knowledge and present actionable recommendations within these health areas that students will be able to use to make positive health behavior changes thus improving the health of the SMU community as a whole.

Health Promotion at SMU includes:

ALCOHOL 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.
- Student Wellness Champions - students trained to provide education and outreach to fellow students on wellness issues.

- Campus-wide alcohol and substance abuse prevention campaign.

RISKS OF ALCOHOL AND SUBSTANCE USE

2016 DATA PUBLISHED BY THE NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM (NIAAA) ILLUSTRATE THE EXTENT AND IMPACT OF ALCOHOL ABUSE ON COLLEGE CAMPUSES.

- Death: 1,519 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries, including motor vehicle crashes.
- 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.

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, 32.4% percent of college students nationwide reported marijuana use and 11.9% reported other illegal drug use in the past year.



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, and newspapers 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 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 regularly during this time period. With new schedules and 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 addressed.
- 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/counseling.
- 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 ALCOHOL AND 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 sleep 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 LOW-RISK AND HIGH-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

SMU POLICIES ON ALCOHOL AND SUBSTANCE USE

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 at 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 at 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 and 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 staff in the Associate Vice President and Dean of Students office may call the student’s designated emergency contact.

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 and Community Standards is made aware of a potential violation of the Student Code of Conduct, whether on or off campus, the staff in 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 could 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 including, but not limited to, their use, sale, possession or manufacture.

ADDITIONAL LEGAL RAMIFICATIONS

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 and 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.

Special Notes:

Violations of the Student Code of Conduct are documented in conduct files which are maintained in the Office of Student Conduct & Community Standards. The information in these files is subject to the Family Educational Rights and Privacy Act of 1974 (as amended).

If paying the fine is not feasible, students may complete adjudicated service hours on campus in lieu of paying the fine. Arrangements for this can be made through the Office of Student Conduct & Community Standards.

THE CALL FOR HELP PROGRAM

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 ASSOCIATE VICE PRESIDENT AND DEAN OF STUDENTS

Hughes-Trigg Student Center, Room 302, 214-768-4564

www.smu.edu/studentlife

The Office of the Associate Vice President and Dean of Students serves as a resource for students, parents, faculty and staff. The dean regularly meets with individual students and takes an active role in supporting student well-being and success, both academically and personally.

OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

214-768-4563

www.smu.edu/StudentAffairs/StudentConduct

The Office 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/counseling

Substance abuse counseling provides students with a confidential source of help and information when facing 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 PROMOTION

214-768-2393

www.smu.edu/StudentAffairs/HealthCenter/HealthEducation/Programs offered include:

- Training for Intervention Procedures (TIPS) helps students take a leading role in the effort to prevent intoxication, alcohol misuse and drunk driving.
- Student Wellness Champions are a diverse group of students who are trained to provide education and outreach to fellow students on wellness issues.
- Campus-wide alcohol and substance abuse prevention campaign.

COLLEGIATE RECOVERY AND SUPPORT SERVICES

214-768-1490

www.smu.edu/StudentAffairs/HealthCenter/Counseling/AlcoholDrugSupportGroups

- A weekly on-campus meeting is open to SMU students in recovery or struggling with a substance abuse or related issue. Email recovery@smu.edu or mail PO Box 750195, Dallas, TX 75275-0195.
- Highland Park United Methodist Church hosts weekly closed and open AA meetings, including a young adult's group. www.hpumc.org/life-resources/support-groups/ or www.aadallas.org

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.



SEXUAL MISCONDUCT POLICIES, PREVENTION AND RESOURCES

Sexual misconduct is prohibited by SMU's Title IX Harassment Policy and the federal law Title IX of the Education Amendments of 1972. SMU's policy is online in the University Policy Manual, smu.edu/policy, and on the Office of Institutional Access and Equity website, smu.edu/IAE.

Sexual misconduct encompasses all forms of sexual harassment, including gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Sexual misconduct will not be tolerated in our University community. Students found responsible for sexual misconduct face disciplinary sanctions up to and including expulsion from the University.

In the event that a student experiences sexual misconduct, SMU has policies, procedures and resources in place to provide support. SMU resources available to students include SMU Police, the SMU Title IX Coordinator and deputy Title IX coordinators, confidential counselors and the Office of Violence Prevention and Support Services.

While much of the following information focuses on resources and procedures in cases of sexual assault, dating violence, domestic violence and stalking, resources are available in all cases of sexual misconduct. For more information, contact SMU's Title IX Coordinator in the Office of Institutional Access and Equity; call 214-768-3601 or email accessequity@smu.edu.

Sexual misconduct is a serious issue at colleges and universities across the country. SMU takes seriously its obligations under Title IX, which requires colleges and universities 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 the Task Force on Sexual Misconduct Policies and Procedures to examine SMU policies and procedures related to sexual misconduct in comparison with benchmark practices nationwide. The task force made recommendations for revised and new initiatives, including initiatives regarding education, training, policies and procedures. These recommendations have been implemented and are monitored by the faculty, staff and students serving on the Task Force Implementation Group. SMU is committed to policies and procedures that support students' well-being and foster a healthy learning environment based on respect and responsible behavior. All students are urged to be aware of policies and resources, and to support the SMU community's efforts to raise awareness of and prevent sexual misconduct.

Learn more at smu.edu/sexualmisconduct

CAMPUS AND COMMUNITY RESOURCES

Students may choose to report sexual misconduct to the campus officials listed below. These resources are available to all students, including students who have been accused of sexual misconduct, witnesses in these cases and friends of students involved in these cases.

CAMPUS RESOURCES

To the extent possible, the following campus officials will protect the privacy of all parties involved in a report, but are required to report cases of sexual misconduct 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 Clery Act to serve as Campus Security Authorities and notify SMU Police when a case of sexual assault, domestic violence, dating violence or stalking has been reported. However, they are not required to provide the name of the person reporting the case.

- **SMU Police** (for criminal reporting) 214-768-3333
smu.edu/police
- **SMU Title IX Coordinator** (for internal grievance information and reporting)
214-768-3601
smu.edu/IAE
- **Office of Violence Prevention and Support Services** 214-768-4512
smu.edu/violenceprevention
- **Women & LGBT Center** 214-768-4792
smu.edu/womenandlgbtcenter

CONFIDENTIAL CAMPUS RESOURCES

The following resources must honor confidentiality and are not required to report sexual misconduct to the Title IX Coordinator or Police 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/counseling
- **SMU Chaplain's Office**
214-768-4502
smu.edu/chaplain

CONFIDENTIAL COMMUNITY RESOURCES

- **The Dallas Area Rape Crisis Center**
972-641-7273 (24-hour hotline)
www.dallasrapecrisis.org
- **Texas Health Presbyterian Hospital Dallas Sexual Assault Nurse Examiner (SANE) Program**
214-345-6203
texashealth.org/DallasSane

ANONYMOUS REPORTING. Those who wish to anonymously provide SMU Police with information regarding suspicious or criminal activity may call 214-768-2TIP (2847) or submit a report online at smu.edu/2tip. The form may be submitted anonymously or with a name and contact information.

Those who wish to anonymously file a complaint or provide information regarding Title IX harassment to SMU's Title IX Coordinator can complete the Title IX Harassment Complaint Form posted at smu.edu/IAE. The form may be submitted anonymously, or with a name and contact information, or by a third party. The form may be emailed to accessequity@smu.edu; submitted in Perkins Administration Building, Room 204; or mailed to the SMU Title IX Coordinator, P.O. Box 750200, Dallas, TX 75275-0200.

DEFINING SEXUAL ASSAULT AND CONSENT

SMU strictly prohibits sexual misconduct, including sexual assault. 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 seeks to provide a supportive environment for students to come forward to report any violations and to obtain help. All campus community members should be aware that sexual assault can happen to anyone and that sexual assault is not the victim's fault.

SMU defines two forms of sexual assault: nonconsensual sexual contact and nonconsensual sexual intercourse. Nonconsensual sexual contact means any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Nonconsensual sexual intercourse means any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Please see “**Sexual Misconduct Definitions and Examples**” on Page 72 for more information.

Consent means voluntary, clear, continuous, mutually understandable permission, given by words or actions, regarding one's willingness to engage in sexual activity.

A sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction. Someone who is incapacitated (by alcohol, drug use, unconsciousness, disability, or other forms of helplessness) cannot consent. Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior or coercion. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Previous relationships or previous consent to sexual activity is not consent to sexual activity on a different occasion. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Silence or absence of resistance is not consent. Consent can be withdrawn at any time. Previous consent does not mean ongoing consent. For example, consent to certain acts does not mean consent to the same acts later in the same evening.

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.

For the definition of sexual assault under the Texas Penal Code, see www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011.

Students reporting a sexual assault can choose to pursue criminal charges, an internal grievance process under SMU's Title IX Harassment Policy or both of these processes. See “The Criminal Process and SMU Grievance Process” on page 67 for more information.

GETTING HELP IN CASE OF SEXUAL ASSAULT

It is critical that any student who has experienced sexual assault find safety and seek medical attention immediately. Students also are urged to report a sexual assault to police as soon as possible; call 911 or SMU Police at 214-768-3333. See “**Reporting to Police and Pursuing Criminal Charges**” on Page 67 for more information.

Please know that sexual assault can happen to anyone and is never the victim’s fault. If you are a victim, please know that you are not alone. SMU and community resources are available to help, including SMU Police, SMU Counseling Services, the Office of Violence Prevention and Support Services, and the SMU Title IX Coordinator.

SEEK MEDICAL CARE AND PRESERVE EVIDENCE

Victims of sexual assault are urged to obtain medical care and a sexual assault exam that preserves forensic evidence. Time is of the essence because certain types of evidence can dissipate or become unavailable. If victims do not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Obtaining a forensic exam does not require a person to file a police report, but it will help preserve evidence in case he or she decides at a later date to do so.

To preserve evidence before obtaining a sexual assault exam: Do not change clothes, bathe, shower or douche; do not eat, drink or use toothpaste or mouthwash; do not wash clothing, bed sheets, pillows or other potential evidence.

WHERE TO GO FOR A FORENSIC EXAM. At Texas Health Presbyterian Hospital Dallas, a certified Sexual Assault Nurse Examiner (SANE) will provide medical care and a sexual assault exam; call 214-345-6203 or visit texashealth.org/DallasSane.

- The Dallas Area Rape Crisis Center (DARCC) is a community resource that provides confidential counseling and can assist students at Presbyterian Hospital Dallas; call 972-641-7273 (available 24/7) or visit www.dallasrapecrisis.org.
- SMU Police officers, who are trained in sexual misconduct issues, are available to transport and accompany students to the hospital; call 214-768-3333. Officers will not be present during the exam. Students may bring a friend or family member for support. Please note that if asked to provide transport, SMU Police will file a police report; see “Reporting to Police” on page 67 for more information.
- A confidential counselor in SMU Counseling Services who specializes in sexual misconduct issues also can accompany students to the hospital. Call 214-768-2277 (an emergency contact number is provided at all hours), or SMU Police can contact SMU Counseling Services for students.

In addition to Texas Health Presbyterian Hospital Dallas, other area hospitals that have health care professionals authorized to perform medical/legal examinations are:

Parkland Hospital, 5201 Harry Hines Boulevard

Main phone: 214-590-8000

Victim Intervention Program/Rape Crisis Center: 214-590-0430 or parklandhospital.com/vip-rape-crisis-center

Methodist Dallas Medical Center: 1441 N. Beckley Avenue

Main phone: 214-947-8181

Sexual Assault Nurse Examiner (SANE): 214-947-8181 or methodisthealthsystem.org/sane-program

Texas Health Presbyterian Hospital Plano, 6200 W. Parker Road

Emergency room: 972-981-8003 or

<https://www.texashealth.org/plano/services/emergency-department/sexual-assault-nurse-examiners-program>

FOR CONFIDENTIAL COUNSELING. SMU Counseling Services provides confidential counseling and assistance from counselors who specialize in sexual misconduct issues. Call 214-768-2277; an emergency contact number is provided at all hours. The SMU Chaplain's Office also provides confidential counseling; call 214-768-4502.

A community resource, the Dallas Area Rape Crisis Center (DARCC), provides confidential counseling and other assistance; call 972-641-7273 (available 24/7) or visit www.dallasrapecrisis.org.

ACADEMIC AND CAMPUS ASSISTANCE. 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 if the sexual assault occurred off campus.

For more information, please contact SMU's Title IX Coordinator; call 214-768-3601 or email accessequity@smu.edu. You also may contact the Office of Violence Prevention and Support Services; call 214-768-4512 or email preventviolence@smu.edu.

DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING. As in cases of sexual assault, the first priority for victims of dating violence or domestic violence is to get to a place of safety and obtain medical attention and a forensic exam that preserves evidence. Victims of domestic violence, dating violence or stalking also are urged to contact police as soon as possible. Victims of violence or stalking also should save evidence such as any letters, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails or other evidence that may be helpful in obtaining a protective order or pursuing criminal charges.

In addition to the SMU resources listed on pages 64, community and national resources include:

- Genesis Women's Shelter in Dallas: 214-946-4357 or genesissshelter.org
- The Family Place in Dallas: 214-941-1991 or familyplace.org
- Texas Council on Family Violence: 512-794-1133 or tcfv.org
- National Domestic Violence Hotline: 1-800-799-SAFE (7233)
- Stalking Resource Center: 855-4-VICTIM (855-484-2846) or victimsofcrime.org

THE CRIMINAL PROCESS AND SMU GRIEVANCE PROCESS

Students reporting sexual assault, dating violence, domestic violence or stalking have the right to choose 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. Please see the following sections for more information

REPORTING TO POLICE AND PURSUING CRIMINAL CHARGES

SMU urges anyone who has experienced sexual assault, dating violence, domestic violence or stalking to alert police as soon as possible. SMU campus authorities can provide assistance in notifying law enforcement authorities, at the victim's request.

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 AN OFF-CAMPUS INCIDENT, 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.

Crime victims have the right to choose to talk to police when they feel ready to do so, and also can choose to decline involvement with the police. SMU urges victims to notify police as soon as possible. Reporting an incident to police does not automatically lead to criminal charges being filed or criminal prosecution. However, when a victim immediately reports an incident, police are better able to collect evidence that may be helpful in building a criminal case, even if the victim decides to wait until a later date to pursue criminal charges. In addition, the victim will have input about his or her case after talking with police.

SMU is committed to responding to reports in a timely and respectful manner. When a victim makes a report to SMU Police, the police will request information about the circumstances of the incident and the alleged perpetrator in order to aid the investigation and build a criminal case.

In their operations and criminal investigations, SMU Police follow state and federal rules of procedure and evidence. The investigation conducted by SMU Police can include gathering evidence and witness statements, and obtaining search warrants and arrest warrants from a judge.

A crime alert is issued by campus email if SMU determines there is imminent danger, or the likelihood of a continuing danger, against which the campus community needs to be warned, or if an alert would aid in the prevention of similar crimes in the future. Crime alerts also are posted online at smu.edu/police.

SMU Police notify the Dallas County District Attorney's Office or other appropriate external law enforcement agency when a case of sexual assault has been reported and is under investigation.

When a victim decides to pursue criminal charges, a prosecutor in the District Attorney's Office determines whether sufficient evidence exists to press charges and present the case to a grand jury to obtain an indictment and proceed with a trial, after SMU Police have presented the findings of their investigation.

SMU Police are available to counsel and accompany students through the criminal process; call 214-768-3333 for more information.

In addition, when a case of sexual misconduct is reported to SMU Police, the police notify the SMU Title IX Coordinator, as required by the federal law Title IX. The SMU Title IX Coordinator will provide information about the victim's option to pursue an SMU grievance process under University policy, in addition to the criminal process. See "Reporting to the SMU Title IX Coordinator and Pursuing an Internal Grievance Process" on Page 69 for more information.

PROTECTIVE ORDERS

Crime victims in Texas are guaranteed certain rights, as outlined in the Code of Criminal Procedure. The Office of the Attorney General has more information: <https://www.texasattorneygeneral.gov/cvs/crime-victim-publications>

SMU Police can assist victims in applying for a protective order, which tells a person to stay 500 feet from where the protected person lives or works. It instructs a person not to commit or threaten violence, or stalk the person applying for protection. Applications for protective orders are made at the Dallas County District Attorney's Office Family Violence Division at the Frank Crowley Courthouse, 133 N. Riverfront Blvd., 214-653-3528. For more information: www.dallascounty.org/departments/da/media/ProtectiveOrder_Brochure_2015_eng.pdf

SMU Police keep a copy of protective orders on file. SMU honors protective orders

and complies with the state laws regarding protective orders. If a protective order is violated, the protected person should call police immediately. For more information, call SMU Police at 214-768-3333.

PROTECTING INFORMATION

In accordance with the Texas Code of Criminal Procedure, Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the alleged offense.

SMU will not include a victim's personally identifying information in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log. In some cases, SMU may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures in a timely manner.

REPORTING TO THE SMU TITLE IX COORDINATOR AND PURSUING AN INTERNAL COMPLAINT

A student who reports sexual misconduct – including sexual assault, dating violence, domestic violence or stalking – may file a complaint under the University's Title IX Harassment Policy with the SMU Title IX Coordinator in the Office of Institutional Access and Equity. The policy is online in the University Policy Manual, smu.edu/policy, and on the Office of Institutional Access and Equity website, smu.edu/iae.

Students reporting sexual misconduct are encouraged to share as much information as they are comfortable sharing. 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 about this process or to file a grievance, contact the SMU Title IX Coordinator in the Office of Institutional Access and Equity at 214-768-3601 or email acessequity@smu.edu.

RETALIATION PROHIBITED

SMU prohibits threats or acts of retaliation against students who are involved in any manner of a report of sexual misconduct, investigation, proceeding, or hearing under SMU's Title IX Harassment Policy. Retaliation can take many forms, including sustained abuse or violence, threats, coercion, intimidation and discrimination. 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.

Retaliation is also a criminal offense under Texas law, and students may face criminal charges. Students who observe retaliation or who are threatened in any way should promptly notify SMU Police, 214-768-3333; the SMU Title IX Coordinator, 214-768-3601; or the Office of Student Conduct and Community Standards, 214-768-4563.

SANCTIONS FOR SEXUAL MISCONDUCT

When a student is found responsible for violating the Title IX Harassment Policy, a Sanctioning Panel imposes disciplinary sanctions. The Sanctioning Panel members are the director of the Office of Student Conduct and Community Standards or his or her designee; a deputy Title IX coordinator; and an SMU student, all of whom have participated in Title IX training. The Sanctioning Panel may impose one or more of the following sanctions in addition to educational sanctions including but not limited to training, reflection exercises, research papers and community service:

EXPULSION: An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his or her academic transcript. Before this sanction is enforced, the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Office of the Dean of Students. A student expelled from the University will not receive a refund of any monies paid, including tuition, fees, and room and board.

SUSPENSION: An individual or group will be dismissed from the University for an assigned time period and under the conditions deemed necessary by the Sanctioning Panel. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Students. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three (3) years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.

DEFERRED SUSPENSION: Individual or group suspension may be deferred (not enforced). Deferred terms (i.e., conditions of the deferred suspension and its duration) will be set by the Sanctioning Panel. If the student is found responsible for violating the terms of the deferred suspension during the period established by the Sanctioning Panel, the student may be suspended.

CONDUCT PROBATION: A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a Conduct Officer on a regular basis during the period of the probation.

FORMAL CONDUCT WARNING: The individual or group will be given formal notice by the Sanctioning Panel that they have violated this policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.

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 Harassment Policy. The coordinator

and deputies also can provide students with information about SMU and community resources. Please feel free to contact any of the following SMU employees for assistance. Deputies serve campus-wide; their departments and schools are listed for informational purposes only.

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 dgauthier@smu.edu
- Jasper Chieng, Office of Institutional Access and Equity, 214-768-3601 or jchieng@smu.edu
- Steve Yeager, Dedman School of Law, 214-768-4178 or syeager@smu.edu
- Griffin Sharp, Office for Community Health Promotion, Student Affairs, 214-768-2393 or gksharp@smu.edu
- Susan Vollmerhausen, Athletics, 214-768-4963 or vollmerhause@smu.edu
- Bonnie Hainline, Intramurals/Sport Clubs, Student Affairs, 214-768-3367 or bhainline@smu.edu

SEXUAL MISCONDUCT EDUCATION AND PREVENTION

SMU's Office of Violence Prevention & Support Services (214-768-4512), the Women & LGBT Center (214-768-4792) and Counseling Services (214-768-2277) coordinate and provide educational and prevention programs on sexual misconduct. The Office of Institutional Access and Equity (214-768-3601) also provides education on Title IX and the University's Title IX Harassment Policy.

Education for incoming students includes a required comprehensive online course and an informational program before the first week of the fall term. All students are required to take Wellness courses, which provide information on respectful relationships. A research-based bystander intervention training program developed by SMU psychology professors also is provided in Wellness courses. Information about SMU's sexual misconduct procedures, policy and resources is posted at smu.edu/sexualmisconduct.

Campus-wide programs include Sexual Assault Awareness Month, Relationship Violence Awareness Month, and Take Back the Night.

Programs also are available to individual classes, Residential Commons and Greek organizations upon request. Students may call Violence Prevention & Support Services, 214-768-4512, or email preventviolence@smu.edu.

Students involved in raising awareness of sexual assault and relationship violence include the student organizations Not On My Campus; Team One Love; the Feminist Equality Movement (FEM); and The Well: Health Promotion and Wellbeing.

CAMPUS SECURITY. SMU Police officers are sworn police officers, licensed by the Texas Commission on Law Enforcement Officer Standards and Education, who have the responsibility and duty to enforce campus regulations and all local, state and federal laws.

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 to student groups and are available upon request; 214-768-3333.

SMU urges students to call for a security escort. Free rides are available on campus from 7 p.m. to 3 a.m. during the fall and spring terms when classes are in session; download the app and learn more at smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices/parkingservices/TapRide.

SMU Police are also available to provide secure rides on campus; 214-768-3388.

CRIME REPORTS. SMU Police maintain a daily crime log, which is available online at www.smu.edu/police and to the public for review during business hours, at the dispatch window at Patterson Hall, 3128 Dyer Street.

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

SEXUAL MISCONDUCT DEFINITIONS AND EXAMPLES

DEFINITIONS

CONSENT: Voluntary, clear, continuous, mutually understandable permission, given by words or actions, regarding one's willingness to engage in sexual activity. A sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction.

DATING VIOLENCE: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

DOMESTIC VIOLENCE: A felony or misdemeanor crime of violence committed by a current or former spouse of the victim or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or anyone who is protected from the respondent's acts under the domestic or family violence laws of the jurisdiction.

GENDER-BASED HARASSMENT: Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

INCAPACITATION: The inability to provide consent due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents an individual from having the capacity to give consent.

RETALIATION: Any adverse action, or attempted adverse action, against an individual (or group of individuals) because of their participation in any manner in an investigation, proceeding or hearing under the University's Title IX Harassment Policy, including individuals who file a third-person report. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment or sexual misconduct. Retaliation can take many forms, including sustained abuse or violence, threats, coercion, intimidation and discrimination. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the Title IX Harassment Policy. Any individual or group of individuals engaging in retaliation can be held responsible. Examples of conduct that may be retaliation include, but are not limited to:

- Threats of harm to an individual or the individual's property;
- Forcing or pressuring an individual to take time off from school or work;
- Pressuring an individual to refrain from talking to the media;
- Removing an individual from sports teams or other extracurricular activities for reporting Title IX harassment;
- Unreasonably failing to accommodate an individual's housing or academic needs; or
- Terminating, demoting, reassigning or denying benefits to an employee.

SEX DISCRIMINATION: Giving preferential treatment to one gender to the disadvantage of the other because of his or her gender. It may occur also when policies or practices are facially neutral, but have a disproportionately adverse impact on a particular gender when applied.

SEXUAL ASSAULT (NON-CONSENSUAL SEXUAL CONTACT): Any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Sexual contact includes: intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, mouth or other orifice.

SEXUAL ASSAULT (NON-CONSENSUAL SEXUAL INTERCOURSE): Any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION: Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

SEXUAL HARASSMENT: A form of sex discrimination that means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when –

- a. submission to such conduct is made either an explicit or an implicit term or condition of an individual's employment, academic evaluation or advancement, or status in a course, program or activity of the university;
- b. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment or unduly interfering with an individual's work or academic performance. For purposes of the Title IX Harassment Policy, "undue interference" is defined as improper, unreasonable or unjustifiable behavior going beyond what is appropriate, warranted or natural.

SEXUAL HARASSMENT INCLUDES TWO CATEGORIES:

- "Hostile environment sexual harassment" means verbal, physical or visual forms of harassment that are sexual in nature, "sufficiently severe, persistent, or pervasive" and unwelcome. A single, severe incident, such as a sexual assault, could create a hostile environment. A "hostile environment" is often created by a series of incidents.
- "Quid pro quo sexual harassment" means "this for that." An example of this form of sexual harassment occurs if a member of the faculty (or staff member) stipulates that one's grade or performance rating (or participation on a team, in a play, etc.) will be based on whether one submits to unwelcome sexual conduct. Whether one refuses a sexual demand or submits to it is not relevant; the conduct violates the law.

SEXUAL MISCONDUCT: Includes sexual harassment, gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation.

SEXUAL VIOLENCE: 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. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and the University's Title IX Harassment Policy.

STALKING: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

EXAMPLES

If sufficiently severe or pervasive, the following types of actions serve as non-exhaustive examples of Title IX harassment prohibited by SMU:

- Physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent due to that person's use of drugs or alcohol or due to an intellectual or other disability;
- Direct or implied statements, threats or demands for sexual favors, sexual advances, accompanied by implied or actual promises of preferential treatment for submission to such demands; or implied or actual threats that failure to submit to such demands may result in adverse treatment concerning the person's admission, enrollment, employment, work status, promotion, grades or recommendation;
- Persistent unwelcome flirtation, requests for dates, repeated and unwanted staring, advances or propositions of a sexual nature;
- Gratuitous displays of sexually suggestive objects or pictures, including images displayed, transferred, forwarded or shared via the Internet, text messaging or other electronic means;
- A pattern of conduct unrelated to an academic course or the requirements of the workplace intended to cause discomfort or humiliation or both that includes one or more of the following: comments of a sexual nature; sexually explicit statements, questions, jokes, anecdotes or gestures; a pattern of conduct that would cause discomfort or humiliation, or both, to a reasonable person to whom the conduct is directed and that includes one or more of the following:
 - unnecessary touching, such as patting, pinching, hugging or repeated brushing against a person's body;
 - remarks of a sexual nature about a person's clothing or body; or
 - remarks about sexual activity or speculations about previous sexual experience.
- Treating individuals adversely because they do not conform to stereotypical norms of feminine or masculine gender behavior.

Acts of Title IX harassment may take many different forms. Examples include the following: direct threats and other verbal statements; email or other electronic messages; physical contact; jokes; gestures; and pictures or other visuals.

Harassment that violates SMU policy goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently severe or pervasive as to limit unlawfully an individual's ability to participate in or benefit from the activities of SMU. Further, one must evaluate such conduct from the perspective of a reasonable person in the alleged victim's position, taking into account the totality of the circumstances involved in a particular matter.

Learn more at smu.edu/sexualmisconduct

**RESIDENCE LIFE
STUDENT ENGAGEMENT & SUCCESS**



RESIDENCE LIFE AND STUDENT HOUSING

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 & GOALS

- To advance the goals and objectives of the University by creating residential communities which empower students to value learning, citizenship, and leadership.
- 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 license 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 under age 20 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 and upper-division assignments are communicated prior to the start of orientation. Students enter their roommate request using the on-line housing application. An SMU ID number is required, and the request must be mutual to be valid. Otherwise, roommates are randomly assigned. First-year 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 representational of the class. Transfer students may be assigned to a Residential Commons or upper-division community. Preference for a particular Residential Commons or building location 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. Transfer students may indicate a preference between the Residential Commons and Upper Division Housing. 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.

RESIDENCE LIFE CHECK-IN

Residence Halls officially open Saturday, August 24, 2019, between 9:00 a.m.-4:00 p.m. Students attending Stampede may check in on Thursday, August 22 between 9:00 a.m.-4:00 p.m. For more information about Stampede, visit smu.edu/StudentAffairs/NewStudent.

MAIL SERVICES/SHIPPING BOXES

Mail is not delivered directly to the residence halls. 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 mailbox fee is included in the housing room rent each semester. Non-resident (commuter) students may rent a mailbox for \$95 per academic year. Payment will be accepted in the form of 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

3140 Dyer Street # _ _ _ _

Dallas, TX 75275

If shipping packages or boxes for the fall term, please ship after August 1st. For additional questions call 214-768-4450.

RENTAL ITEMS

BICYCLE STORAGE. Bicycles are not allowed inside residential facilities except during winter break. Bike racks are located around each residential building.

REFRIGERATORS. Students may bring their own refrigerators or rent one from an SMU authorized dealer, Mustang Refrigerator, at www.mustangrefrigerators.com/contact.php. Rental cost includes delivery to and pick up from the room, plus guaranteed exchange service. Because only one refrigerator is permitted in each room most roommates share this cost. Roommates should plan to discuss this prior to purchasing a refrigerator. Refrigerators, whether rental or purchased, are limited to 3.1 cubic feet.

COMPUTER ACCESS IN RESIDENTIAL FACILITIES

All residence halls are equipped to provide network connectivity via wired and wireless connections. Wireless internet is 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. Each bedroom is also equipped with a wired network port for each resident of the room.

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 Martin, Smith, Perkins, Service House and Dyer House.
- 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 Virginia-Snider Commons and Armstrong Commons are open daily from 8:00 a.m.-8:00 p.m.

ON-CALL STAFF. A resident assistant is on duty between 8 p.m. to 8 a.m. daily. This on-call staff member makes rounds through the floors several times each evening and assists students that are locked out when the area desks are closed. On-call staff numbers can be found on the front door of each building.

ROOM KEYS. Room keys are part of the residential 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.

SECURITY ESCORT SERVICES. SMU urges students to call for a security escort. Free rides are available on campus from 7 p.m. to 3 a.m. during the fall and spring terms when classes are in session by utilizing the TapRide app. SMU Police are also available to provide secure rides on campus; 214-768-3388. 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 Community Standards and the SMU Student Handbook explain the standards of behavior expected at SMU. All residents are expected to abide by the Community Standards 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 full list of housing policies can be found at www.smu.edu/StudentAffairs/Housing/eHandbook.

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 Residence Life 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 makers 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 with the Disability Accommodation and Success Strategies (DASS) office.

QUIET HOURS. All Residential communities 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 community.

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 residential communities 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 housing. Any student found responsible for deliberately setting a fire will be removed from housing 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, 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 communities, 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 COMMUNITY. In the interest of maintaining residential facilities 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. For all maintenance and facilities concerns work requests can be submitted at www.smu.edu/facilities. In order to avoid unnecessary charges it is crucial that students review the room inventory report they receive after moving in and ensure that it accurately reflects their living space.

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, including e-cigarettes and vaping, are strictly prohibited in all SMU buildings, including residential facilities. 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; this policy applies to the consumption of alcohol by underage students that are in the presence of parents/guardians.

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 Students, the Department of Residence Life and Student Housing, Athletics, Student Conduct & Community Standards, Student Involvement, or SMU Police.

LOCKOUTS. In the event of a lockout, misplaced or lost key, a loaner key is available at the Virginia-Snider 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 to be lost, the lock will be changed, and the cost of the lock change is charged to the student's account. In the event of an after-hours lockout the on-call staff member can be called and \$10 is 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 using the TapRide app or 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.

STUDENT ENGAGEMENT AND SUCCESS

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.

DEPARTMENT OF STUDENT INVOLVEMENT

214-768-4400 Fax: 214-768-4600

Hughes-Trigg Student Center

Mailing Address: PO Box 750436, Dallas TX 75275-0436

involvement@smu.edu smu.edu/studentinvolvement connect.smu.edu

MISSION

- Student Involvement's mission is to create experiences and spaces that encourage students to discover their interests and find a sense of belonging.

STUDENT INVOLVEMENT HIGHLIGHTS

- **HUGHES-TRIGG STUDENT CENTER:** The place for students to get involved on campus, plan an event, host a meeting, grab a bite to eat, or just hang out with friends.
- **SMU TRADITIONS:** Family Weekend, Homecoming, Celebration of Lights, Sing Song and Perunapalooza
- **FRATERNITY AND SORORITY LIFE:** SMU is committed to a well-rounded fraternity and sorority experience, grounded in shared goals and values.
- **BIG EVENTS:** Carnivals, Movie Nights, Musicals, and more
- **INVOLVEMENT EVENTS:** A Night at the Club (August) & Join the Club (January)

THE IMPORTANCE OF GETTING INVOLVED AT SMU!

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

Below is a partial listing of all student organizations. A complete and up-to-date list is available at connect.smu.edu.

ACADEMIC - Advertising Club, Association of Latino Professionals For America, Alpha Epsilon Delta/Pre-Health Professions Society, American Society of Civil Engineers, Chemistry Society, French Club, Geology Club, Minority Association of Pre-Health Students, Mock Trial, National Association of Black Accountants, National Society of Black Engineers, Phi Alpha Delta Pre-Law, Public Relations Student Society of America, Russian Club, Society of Hispanic Professional Engineers, Society of Women Engineers, Debate, Student Art Association, Student Association of Music Therapy, Italian Club, Student Filmmakers Association, Philosophy Club, Women in Science & Engineering, Pre-Dental Society, Robotics Club, Spanish Club, Entrepreneurship Club, BBA Marketing Association, Dedman College Ambassadors, Health Occupations Students

of America, Real Estate Club, Texas Society of Professional Engineers, Lyle Ambassadors, SMU Computer Science Club, Undergraduate Economics Club, Mustang Rocketry, Society of Physics Students.

CAMPUS PROGRAMMING - Program Council, Student Foundation

GOVERNING BOARDS - Honor Council, Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Panhellenic Council, the Housing Unification Board, Student Senate

HONORARIES - Alpha Lambda Delta, Mortar Board, National Society of Collegiate Scholars, Tau Sigma, SALUTE (Veterans), Tau Beta Pi, Upsilon Pi Epsilon

CULTURAL - Asian Council, Association of Black Students, Black Men Emerging, Chinese Student Union, College Hispanic American Students, East Asian Student Association, Indian Student Association, Korean Student Association, League of United Latin American Citizens, Middle Eastern Student Association, Saudi Students Association, Sisters Supporting Sisters, Vietnamese Student Association, African Student Association, International Student Organization (ISO), The Natural Hair Network, Chinese Student Association, SPECTRUM

POLITICAL - College Republicans, College Democrats, Young Americans for Freedom

RELIGIOUS - Catholic, Chi Alpha International Student Ministry, Hillel at SMU, International Student Fellowship, Muslim Student Association, Reformed University Fellowship, Watermark College Ministry, The Wesley House, Young Life

SERVICE - Alpha Phi Omega, Alternative Breaks, Best Buddies, Engineers Without Borders, Habitat for Humanity, Mustang Heroes, Global Brigades, WISE

SPECIAL INTERESTS - Mock Trial, Feminist Equality Movement, Honor Council, Amnesty International, Mustang Ballroom Dance Team, Environmental Society, Mustang Fitness Club, Mustang Mavericks, Relay for Life, US MilVets of SMU, Mustang Transfers, Robotics Club, Mustangs for Life, Esports Club, Career Development Ambassadors, Boulevard Baking, Not On My Campus, SMU Liberty in North Korea, Cyber Security

SPORTS - Club Baseball, Club Tennis, Ice Hockey Club, Intramurals, Men's Lacrosse Club, Men's Club Soccer, Polo Club, SMU Rugby Club, Ultimate Frisbee Club, Women's Club Volleyball, Women's Lacrosse, Club Golf, Mustang Martial Arts, Women's Club Soccer

HUGHES-TRIGG STUDENT CENTER

214-768-4440, HTSC@smu.edu www.smu.edu/htrigg

The Hughes-Trigg Student Center is the place for students to get involved on campus, plan an event, host a meeting, grab a bite to eat, or just hang out with friends. The Student Center houses many of the departments in Student Affairs, and student organization offices.

EAT AND SHOP. Stop by the first floor for a bite at the newly renovated “Mane Course” with offerings from Chick-fil-A and Cinco Taco. The Market features a wide selection of your favorite convenience store items including natural and organic products. Drop by to grab a drink or snack on the way to class or stock-up on beauty or cleaning supplies. The Market also proudly features Steel City Pops, Sushic, and Starbucks coffee. For more information on dining offerings please visit <https://smu.campusdish.com/LocationsAndMenus/HughesTriggStudentCenter>.

MEET AND RELAX. Students can spend time in between classes or meet up with friends in one of our many open lounges. Student organizations can reserve space in the building for meetings and events through the Program and Events Office in Student Involvement. Our Commuter Lounge offers a great place for all students, not just commuters, to hang out and includes a small kitchenette--with a fridge and sink--to store lunch while your student is in class.

ACTIVITIES AND SERVICES. The following administrative units are located in Hughes-Trigg: Dean of Students, Department of Student Involvement, Department of Student Development, Office of Social Change and Intercultural Engagement, Office of the Student Experience, Women and LGBT Center, Hegi Family Career Development Center, the

Veterans Center, and Parking & ID Services. The Student Center also offers filtered water fountains.

CONVENIENT AND PERSONAL. The Student Center also has wireless internet access, an ATM, a notary, a campus phone, and filtered water fountains. Mail and Copy Central by Ricoh offers a full-service mail and copy room available on the second (street level) floor on the northwest side of the building.

FOR PARENTS AND FAMILIES. We invite you to use our space at Hughes-Trigg. Let us be your host for your next meeting, conference, banquet, or reception. Please contact us at 214-768-4440 or smu.edu/htrigg for more details.

OFFICE OF FRATERNITY AND SORORITY LIFE smu.edu/greeklife

Fraternity and Sorority Life at SMU began in 1915. One hundred years later we support four governing councils and 26 chapters: 10 Interfraternity Council (IFC), 4 Multicultural Greek Council (MGC), 4 National Pan-Hellenic Council (NPHC), and 8 Panhellenic Council (NPC).

INTERFRATERNITY COUNCIL – Alpha Epsilon Pi, Beta Theta Pi, Beta Upsilon Chi, Kappa Sigma, Phi Delta Theta, Phi Gamma Delta (FIJI), Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon

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

NATIONAL PAN-HELLENIC COUNCIL – Alpha Kappa Alpha, Alpha Phi Alpha, Kappa Alpha Psi, Zeta Phi Beta

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

DEPARTMENT OF STUDENT DEVELOPMENT

214-768-4411 FAX 214-768-4600
Hughes-Trigg Student Center
Mailing Address: PO Box 750436, Dallas TX 75275-0436
connect@smu.edu

MISSION

The Department of Student Development is a combination of 3 campus offices within the division of Student Affairs. These offices, the Women and LGBT Center, The Office of the Student Experience and The Office of Social Change and Intercultural Engagement, strive to provide quality programing and development opportunities for all students at SMU.

SOCIAL CHANGE AND INTERCULTURAL ENGAGEMENT (SCIE)

214-768-4580 Fax: 214-768-4429
307 Hughes-Trigg Student Center
Mailing Address: PO Box 750436, Dallas TX 75275-0436
scie@smu.edu smu.edu/socialchange

MISSION

The Office of Social Change and Intercultural Engagement connects students with opportunities to engage with and learn from the SMU campus, Dallas community, and beyond. The office prioritizes advocacy and awareness through immersive community engagement experiences and social justice education.

As SMU strives to foster a diverse and inclusive environment that supports the development of “world changers”, the Office of Social Change and Intercultural Engagement 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; service learning initiatives; leadership development programs; and diversity and social justice education programs.

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
- Volunteer and service consultations

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), Sisters Supporting Sisters, Vietnamese Student Association and Voices of Inspiration Gospel Choir.

COMMUNITY ENGAGEMENT PROGRAMS

DAYS OF SERVICE Community engagement programs host one-day service projects throughout the year to bring together students, faculty, staff and alumni in the spirit of service, including The Big Event and projects during cultural heritage months. Recent projects in the community have included building a wheelchair ramp for people with disabilities, harvesting and planting crops at an organic farm, sorting and assembling items for a donation center, and supporting teachers with projects in a local classroom. www.smu.edu/volunteer

MUSTANG HEROES is SMU's largest community service organization, challenging students to broaden their outlook on life by providing service opportunities in order to move beyond their surroundings and impact the greater Dallas community. They are dedicated to serving the community by making a positive impact both on and off the SMU campus. Volunteers in Mustang Heroes collectively complete thousands of hours of service and interact directly with many hundreds of people from the Dallas community each semester. www.smu.edu/heroes

ALTERNATIVE BREAKS is a student organization offering direct community service opportunities during every academic break, including Fall, Winter, Spring, and even some weekends. Alternative Breaks (AB) takes groups of students and faculty/staff to communities across the country and the world to perform vital service alongside reputable non-profit organizations. Participants have the opportunity to engage in quality service, gain education about important social issues, and reflect on how to create positive change. www.smu.edu/ab

SMU SERVICE HOUSE (SMUSH) is a residential community for 28 upper-class students who are dedicated to service and social change. SMUSH is co-supported through the Department of Residence Life and Student Housing (RLSH). The purpose of SMUSH is to develop and nurture a community focused on cooperative responsibility, experiential education, and social action in order to promote self-awareness and community understanding. www.smu.edu/SMUSH

BOARD FELLOWS PROGRAM. The SMU Board Fellows Program matches undergraduate students with Dallas area nonprofit organizations after students complete a rigorous application and interview process. Through this program in cooperation with the Hegi Family Career Development Center, students serve as non-voting members on the boards of selected local nonprofit organizations. This

experience provides an invaluable servant and civic-focused leadership opportunity for the Board Fellows while local organizations gain access to the ideas and energy of future leaders.

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/womanandlgbtcenter/allies

www.smu.edu/womsym

MISSION

The Women and LGBT Center at SMU works to create purposeful learning, leadership, and advocacy opportunities that allow students to have a space to clarify and develop their knowledge, values, skills, and identities in relation to gender equity, sexual orientation, gender identity and gender expression.

PROGRAMS

ALLIES is 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.

EMMIE V. BAINE LECTURE SERIES is a place where students can hear local scholars, researchers, and organizers share their thoughts, experiences, research, and knowledge in a collective discussion on the social, political, historical, and personal areas that impact women and LGBT people.

LGBT EQUALITY FORUM is an annual conference addressing LGBT Equality on campus. The forum spotlights the experience, research, leadership, art, and performance of the LGBT community on the SMU campus.

LGBT MENTORSHIP PROGRAM LGBT Professional Mentorship Program pairs students with LGBT faculty, staff, and alumni for support and guidance based on career and academic goals, relationships and family problems, transitioning to college, gender and sexuality, and LGBT issues.

LGBT PANEL PROGRAM is a group of SMU students, faculty, and staff who are trained to go into classrooms, organizations, and team meetings to talk about their experiences with the Lesbian, Gay, Bisexual, and Transgender community.

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.

FEMINIST EQUALITY MOVEMENT (FEM) provides a voice for women's interests and concerns on campus by sponsoring programs designed to stimulate conversation and action. Every Fall, FEM brings the campus together with Take Back The Night, a rally against sexual violence. In February FEM coordinates a benefit performance of *The Vagina Monologues*

that raises money for a local domestic violence/sexual assault agency.

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.

OFFICE OF THE STUDENT EXPERIENCE

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 the Student Experience designs a comprehensive student experience supporting students and their families from orientation to graduation. Using a leadership framework, all students are guided through collegiate transitions. With recognition of the unique needs of veterans, graduate, transfer, and international students, the office advocates for and provides support to these special populations.

SERVICES, PROGRAMS, AND STUDENT ORGANIZATION SPONSORSHIPS

■ ORIENTATION PROGRAMS:

Through participation in orientation, students connect to the SMU:

- **ACADEMY: Curriculum**, Course Work and Experiential Learning
- **SPIRIT: Values**, History, and Traditions
- **PEOPLE: Students**, Faculty and Staff
- **CAMPUS: Involvement**, Resources and Services
- **COMMUNITY: Opportunities**, Service and Entertainment in Dallas

ACADEMIC ADVISING, REGISTRATION, & ORIENTATION (AARO) is part one of the two-part orientation process at SMU. At AARO students will meet with their advisor both in group and one-on-one meetings, register for fall classes, meet other new students in small groups led by Orientation Leaders, and learn about connecting to SMU.

STAMPEDE is part two of the two-part orientation process at SMU. Stampede takes place the Thursday-Sunday prior to the first day of class and includes everything from Move-In to Convocation. Students explore Dallas through Discover Dallas, get to know their classmates at SMU Showcase and participate in many beloved SMU traditions including Candlelight and Rotunda Passage. Stampede is the best way to gear-up for life as SMU.

■ PARENT AND FAMILY PROGRAMS:

MOTHERS' AND DADS' CLUBS Since 1926, the SMU Mothers' and Dads' Clubs have worked to foster a spirit of community on the Hilltop for our students and families. Through annual events and by serving as goodwill ambassadors, the Mothers' and Dads' Clubs strive to make everyone feel at home at SMU.

FAMILY WEEKEND During Family Weekend, SMU families come to campus to spend time with their students at this classic SMU event. Featuring activities such as the President's Reception, open houses and boulevarding, families get a glimpse into life at SMU.

■ LEADERSHIP PROGRAMS:

EMERGING LEADERS is a leadership development program for first-year, first semester students. Students selected for this program will explore campus positional leadership. Through this program, students will gain the skills that will make them successful leaders on the Hilltop.

CRAIN LEADERSHIP SUMMIT is a leadership training program for student leaders who hold a leadership position in a Division of Student Affairs affiliated student organization at SMU and therefore impact the broader student experience. The summit will be conference style with a keynote and breakout sessions. During the breakout sessions, students will

participate in workshops related to their specific position's responsibilities and student leadership at SMU. The goal of these workshops is to build tangible skills and capacity so that student leaders are equipped for courageous leadership.

CRAIN LEADERSHIP LAUNCH is a leadership development program for student leaders who hold a distinguished leadership position at SMU and therefore impact the broader student experience. During the program, the student leaders will hear from the Division of Student Affairs Leadership Team about the expectations of positional leadership at this level as well as be recognized for their service to SMU. This special ceremony is designed to honor these student leaders and inspire them to lead with courage and confidence.

CASWELL LEADERSHIP PROGRAM is a project-based leadership development program. In this academic year-long program, students selected as Caswell Fellows will refine their leadership skills while planning and implementing an impact project. The impact projects will be focused around one of the following themes: Community-Based, Culturally Competent, Environmental, Faith-Based, Fraternity and Sorority, or Organizational Leadership.

LONESTAR LEADERSHAP INSTITUTE is a six-day leadership development program held in January before the semester starts. The institute is an opportunity for 20 SMU students to explore not only what they want to do, but who they want to be. This program is hosted in collaboration with Baylor and Texas Christian University and challenges participants to lead with integrity while working towards a vision grounded in their deepest values.

■ **TRANSITIONS PROGRAMS:**

FIRST 5 is a transitions program designed to help students track their progress through the first five weeks of the fall semester. Each week is themed for one of the five connecting points, helping students connect to the SMU Academy, Spirit, People, Campus, and Community.

MUSTANG MILESTONES is a transitions program that helps students mark important points in their transition throughout their SMU experience, encouraging students to reflect on their progress and plan for their future at SMU and beyond.

■ **SPECIAL POPULATION SUPPORT:**

The Office of the Student Experience is committed to supporting all SMU students in their transitions into and through SMU. Additional support is coordinated for special student populations who may have unique factors that impact their transitions including Veteran, Transfer, International, and Graduate students.

■ **STUDENT ORGANIZATIONS:**

ALPHA LAMBDA DELTA is a First-Year honor society open to students who receive a 3.5 or higher in their first semester in college. Alpha Lambda Delta members are eligible for scholarships and fellowships





STUDENT SERVICES

HEGI FAMILY CAREER DEVELOPMENT CENTER

214-768-2266

200 Hughes-Trigg Student Center

Mailing Address: PO Box 750256, Dallas TX 75275-0256

www.smu.edu/career

MISSION

The Hegi Family Career Development Center empowers students and alumni to cultivate meaningful lives through career development, continuous learning, and professional growth. We provide relevant experiential learning opportunities for students to gain tangible skills that position them for professional success. Through these experiences, we enable students to find their passion and purpose to navigate careers for a lifetime.

SERVICES PROVIDED

CAREER COUNSELING. The Center provides counseling services, utilizing a variety of explorational activities and informal assessments that focus on skills, values and interests. Individual appointments with a counselor may include exploring majors, determining career goals, learning job search strategies, and building professional skills such as resumé and cover letter creation and effective interviewing. 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 builds partnerships with employers across multiple industries to provide employer specific resources and programs to connect students to internships 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. Skill-building workshops also take place throughout the year on topics including career fair preparation, job and internship search strategies, networking, interviewing, and the graduate school application process.

EXPERIENTIAL LEARNING. Students may apply to participate in SMU Connection or Mustang Connections. SMU Connection is a one-day shadowing opportunity with an SMU alumnus in the Dallas/Ft. Worth area or their hometown over winter break. Students may apply to Mustang Connections to visit a top employer in DFW over Fall Break. Both programs provide the opportunity for students to explore a career field of interest and build a network in an industry of their choice.

STUDENT LEADERS. Hegi has two groups of student leaders: Peer Mentors and Career Development Ambassadors. Peer Mentors are a group of highly trained undergraduate students who aid the Center in its mission to engage students in career development and preparation. Peer Mentors provide assistance to students during drop-in hours, offering 1-on-1 assistance with resume review, job and internship searches and professional skill building. They also lead presentations for campus organizations and classes, educating students about the resources available for their career success. The Career Development Ambassadors (CDA) program is a student run organization that supports the Hegi staff in planning, marketing and

implementing events for students, including employer coffee chats, panels, and networking events. CDA events and services engage the SMU community with Hegi, strengthening communication and interaction between The Hegi Family Career Development Center and the student body.

HEGI CAREER LEADERS PROGRAM. Hegi Career Leaders is an advanced professional development program for undergraduate students that focuses on career exploration, professional skill building, and experiential learning. Students are matched with a Career Counselor, attend professional development and employer-facing events, and have regular access to exclusive opportunities for learning and networking. Applications are open April-June for incoming and current SMU students, and the program runs August-May of each school year. More information can be found at smu.edu/career.

BOARD FELLOWS PROGRAM. The Hegi Family Career Development Center and the Office of Social Change and Intercultural Engagement at Southern Methodist University have partnered to launch the SMU Board Fellows program. The SMU Board Fellows Program matches undergraduate students with Dallas area nonprofit organizations after students complete a rigorous application and interview process. Through this program, students serve as non-voting members on the boards of selected local nonprofit organizations. This experience provides an invaluable servant and civic-focused leadership opportunity for the Board Fellows while local organizations gain access to the ideas and energy of future leaders.

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.

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 provide pastoral care, counseling and theological reflection that promotes religious, moral and ethical development of students, faculty and staff. While supporting the integrity of each religious tradition represented at SMU, the Office of the Chaplain seeks to enhance the influence of the United Methodist heritage.

STAFF

Chaplain to the University, Associate Chaplain and Program Coordinator.

WHAT WE OFFER

- Wednesday Worship - A vibrant, weekly Chapel service for students, faculty and staff.
- 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.
- Religious Life on campus - We advise and coordinate 28 Religious Life groups (listed below) whereby students can connect with others that share their faith or explore different faith traditions.

UNIVERSITY-RECOGNIZED RELIGIOUS LIFE GROUPS

CHRISTIAN

Assemblies of God

- Chi Alpha Christian Fellowship

Baptist

- The Hill

Catholic

- SMU Catholic

Church of Christ

- Preston Road Church of Christ (Mustangs for Christ)

Episcopal

- FOCUS

International

- Chi Alpha Christian Fellowship
- International Student Fellowship
- Reformed University Fellowship (RUF) International

Methodist

- SMU Wesley

Non-Denominational

- Antioch College Ministry
- Athletes in Action
- Christian Students
- Cru
- Fellowship of Christian Athletes
- Graduate Christian Fellowship
- International Student Fellowship
- InterVarsity Christian Fellowship
- Shoreline Dallas

- Student Mobilization (StuMo)
- Watermark College Ministry
- Young Life

Orthodox

- Orthodox Christian Fellowship

Presbyterian

- Reformed University Fellowship (RUF)
- Reformed University Fellowship (RUF) International - Global Cafe
- UKirk SMU

Religious Greek

- Sigma Phi Lambda (Phi Lamb)

HINDU

- Bhatki Yoga Club

ISLAM

- Muslim Students Association

JUDAISM

- SMU Hillel

SIKH

- Sikh Student Association

THE CENTER FOR FAITH & LEARNING

214-768-4541

316 Hughes-Trigg Student Center

Mailing Address: PO Box 750282, Dallas TX 75275-0282

www.smu.edu/cfl

MISSION

- To provide enrichment opportunities and resources for all SMU students, faculty and staff that encourage dialogue and exploration of faith while integrating these experiences with academic pursuit, career interest and professional development.

STAFF

Director, Chaplain to the University, and Administrative Assistant.

WHAT WE OFFER

- 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. Readings come mostly from within the Christian tradition.
- Lectures on issues of faith, theology, and current events.

PARKING AND ID CARD SERVICES

214-768-PONY (7669), 214-768-PARK (7275)

Hughes-Trigg Student Center

Mailing Address: PO Box 750412, Dallas TX 75275-0412

www.smu.edu/parkingID IDcard@smu.edu parking@smu.edu

MISSION

■ To provide a one-stop shop for parking and ID card services.

UNIVERSITY ID CARD. The SMU ID card is an essential part of campus life 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. 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 ID Card". Holes, stickers, tape and other alterations will render the card unusable. A \$40.00 fee is charged for each replacement card.

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/parkingservices. Students can log on with their SMU ID and password and select "Get Permit". SMU uses License Plate Recognition technology to validate parking permits by the license plate registered to the permit. It is very important that students register the license plate accurately to their permit and keep the information current on their parking account. 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 "Get Permit" when you get to the permit selection screen. You will need to select the "opt-out" of permit option from the list of options. You must agree to the parking rules of the University and then complete the process just as if you were ordering a permit. This is done once a year and needs to be completed by "Add/Drop Date".

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. No resident or overnight parking is allowed in the Meadows Parking Center. Students are offered a hyperlink to download and print campus-parking map and parking instructions when they order their virtual parking permit online. They can also obtain one from our website or in our office. Visitors may park in any metered space on the campus or pre-purchase visitor parking permits online at www.smu.edu/parkingservices by setting up a "Guest Account". 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 issued, drivers have 15 days to appeal. Students must appeal citations online on the Parking and ID Card Services website www.smu.edu/parkingservices. 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). 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. Please note that we do not serve residential streets or commercial areas surrounding campus.

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 every day. It's fast, it's reliable and it's easy...and best of all it's free!

SAFETY ESCORTS. SMU's campus security escort service offers free safe rides throughout the main campus between 7 PM and 3 AM daily when classes are in session. For a ride, download the **TapRide** app from the App Store or Google Play. Enter your SMU ID number and password and other info requested, or if you are not in danger but need a law enforcement officer, call the SMU Police at (214) 768-3388 or flag us down. During severe weather, Safety Escort service may be suspended until conditions allow the service to resume operations. We do try to respond as quickly as we can to people with urgent needs, but our fleet is limited.

DALLAS AREA RAPID TRANSIT(DART)/SMU TRANSIT PASS Students ride free on DART with their SMU DART GO PASS! The SMU DART GO PASS allows unlimited access to buses and trains throughout DART's service area. Students registered for Fall 2019 are automatically enrolled for the DART Go Pass provided that you have a current photo on your ID Card account, you show a Release of "FERPA Directory Information" on your MY.SMU.EDU account and your phone number is the cellphone number on your MY.SMU.EDU account. To download the DART GoPass app go to App Store or Google Play and select DART Go Pass. The confirmation email with instructions will be sent to your SMU email account.

ZIPCAR. Join and 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 are parked on campus. Members age 21+ also have access to thousands of Zipcars all around the world. Visit the website <http://www.zipcar.com/universities/southern-methodist-university>.

SMU BARNES & NOBLE BOOKSTORE

214-768-2435

3060 Mockingbird Lane Dallas, Texas 75205
smu.bncollege.com

MISSION

- To provide a source for books, school supplies, apparel and other services and merchandise related to campus life for students, faculty, staff, alumni and friends of Southern Methodist University.

SELECTED SERVICES

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

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.

NEW AND USED TEXTBOOKS. The Bookstore carries the titles that SMU faculty members require for the current semester. Used books sell quickly, so order textbooks as soon as you finalize your schedule. Order online and pick up books when you arrive on campus in the Fall.

PRICE MATCH. The Bookstore price matches with Amazon and BN.com. To qualify for price matching, the title must be sold in same condition and shipped and sold from amazon.com. We will not price match third party vendors.

BARTLEBY. Need some extra help? Sign up for this monthly subscription and get access to over a million step-by-step textbook solutions. Plus, our experts are waiting 24/7 to answer virtually all your homework questions.

GENERAL BOOKS. A variety of general reading books, including weekly best sellers, new releases, literature, reference books, foreign language dictionaries, books in all academic disciplines, legal reference and test prep. 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 logo.

GENERAL MERCHANDISE. The Bookstore provides all SMU logo apparel and school spirit accessories. Shop in store or online.

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 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.

DINING SERVICES

Administrative Office: 214-768-2367 • Fax: 214-768-2366

3300 Dyer Street, Dallas TX 75275

Umphrey Lee Center, Suite 101

www.smudining.com E-mail dining@smu.edu

Follow us on Social Media : FB.com/smudining • Instagram @smudining • Twitter @smudining

MISSION

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 before the first day of classes by electing their choice at mealplans.smu.edu, otherwise a meal plan

charge will automatically be placed on their account. If students are not living on campus, they may purchase a dining meal plan online at mealplans.smu.edu.

MEAL PLANS

FIRST AND SECOND YEAR PLAN

■ THE WORKS

- 7 day access into Arnold Dining Commons and Umphrey Lee
- Meal swipe equivalency at Mac's Place available for each meal period
- 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
- Meal swipe equivalency at Mac's Place available for each meal period
- 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
- Meal swipe equivalency at Mac's Place available for each meal period
- 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
- Meal swipe equivalency at Mac's Place available for each meal period
- Three flex add-on options, available to use at any SMU retail location and convenience store
- 10 guest passes per semester

■ SENIOR BLOCK 50

- 50 meals per semester at Arnold Dining Commons and Umphrey Lee
- Meal swipe equivalency at Mac's Place available
- 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 \$270 (\$30 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, valid for one semester and are for the sole use of the student to whom issued.

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

FLEX DOLLARS. Flex Dollars are accepted like cash at all SMU Dining Services 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 recommend students take advantage of the add-on Flex Option of \$500 to get \$60 in free flex! Flex Dollars roll from fall into spring semester and expire at the end of the academic year. Students can purchase more Flex Dollars at any time throughout the semester by going online at mealplans.smu.edu.

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 going online at mealplans.smu.edu.

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 you 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 all within the same academic calendar. Dining meals do not carry over. Flex dollars expire at the end of the spring semester.

DINING LOCATIONS. With twelve retail locations around campus, there are plenty of places to use your Flex Dollars including Starbucks, Chick-fil-A, Cinco Taco, and Einstein Bros. Bagels! Our P.O.D. Markets around campus have all of your convenience items, from snacks to toiletries. We've even got Sushic which serves fresh, made-to-order sushi and Steel City Pops serving gourmet popsicles. Here is the complete list of campus dining locations:

Lee - Umphrey Lee Center

Arnold - Arnold Dining Commons

Mac's Place - McElvaney Hall

Starbucks - Dedman Center

Starbucks - Fondren Library

The Market - Hughes-Trigg main floor

Sushic - Hughes-Trigg Market

Steel City Pops - Hughes-Trigg Market

Chick-fil-A - Hughes-Trigg lower level

Cinco Taco - Hughes-Trigg lower level

Einstein Bros. Bagels - Fincher Building

P.O.D. Express - Meadows School

Lawyers Inn - Carr Collins Hall at the Law School Quad

The Mustang - Expressway Tower

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 @smudining.

PARENT AND FAMILY PROGRAMS

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!

OFFICE OF THE STUDENT EXPERIENCE

PARENT AND FAMILY PROGRAMS

214-768-4797

320B Hughes-Trigg Student Center

Mailing Address: PO Box 750355, Dallas TX 75275-0355

gkepler@smu.edu smu.edu/parents

MISSION

The Office of the Student Experience and the Director of Parent & Family Programs serve as resources 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.

PARENT PROGRAMS

SMU MOTHERS' CLUB. "Continuing 93 years of tradition..." Activities include Endowed Scholarship Fund supporting undergraduate scholarships, Family Handbook, Stampede T-shirts, Thirst Aid Stations and Mustang Cook-Out on "Move-In" Day, Family Weekend, support for student organizations, Outstanding Senior Woman Awards, regular email blasts and website www.smu.edu/momsanddads. For information or to volunteer, call Marie Arcellana at (214) 385-6144.

SMU DADS' CLUB. Activities include Endowed Scholarship Fund supporting undergraduate scholarships, Family Handbook, Thirst Aid Stations and Mustang Cook-Out on "Move-In" Day, Stampede T-shirts, Family Weekend, Outstanding Senior Man Awards, regular email blasts and www.smu.edu/momsanddads. For information and/or to volunteer, call Arthur Hamilton at (972) 849-0519.

MOTHERS' AND 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, consult twitter.com/smu; smu.edu/parents; facebook.com/snudallas.

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 and SMU's food pantry.

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 Family Network provides additional opportunities for parent and family involvement and support for students.

PARENT ANNUAL GIVING. Engages parents directly in the fundraising needs of the University. To learn more call 214-768-4748 and smu.edu/parentgiving.



VISITING SMU

LOCATION

Southern Methodist University is located in the city of University Park, between North Central Expressway and Hillcrest Avenue, and Mockingbird Lane and Daniel Avenue.

VISITOR PARKING

The parking garages and most public parking lots are on Airline Road between Daniel Avenue and Mockingbird Lane. Park & Pay stations are available in the Moody and Binkley Parking Centers.

NEARBY HOTELS

SMU typically makes special arrangements for discounted rates at area hotels during special events such as Family Weekend, Homecoming, and Commencement Weekend. Parents and families need to identify themselves as SMU visitors when they make reservations. Hotels near campus include:

THE HIGHLAND DALLAS

5300 E. Mockingbird Lane
214-520-7969

HILTON - DALLAS PARK CITIES

5954 Luther Lane
214-368-0400

HOTEL LUMEN

6101 Hillcrest
214-219-2400

HYATT HOUSE - DALLAS LINCOLN PARK

8221 North Central Expressway
214-696-1555

DOUBLETREE AT CAMPBELL CENTER

8250 Central Expressway
214-691-8700

MAGNOLIA HOTEL - PARK CITIES

6070 North Central Expressway, 75206
(Mockingbird exit)
214-750-6060

COURTYARD BY MARRIOTT/NORTHPARK (ASK FOR NORTHPARK COURTYARD)

10325 North Central Expressway
(Meadow Road exit)
1-800-321-2211 or 214-739-2500

EMBASSY SUITES BY HILTON DALLAS LOVE FIELD

3880 West Northwest Hwy.
1-800-EMBASSY or 214-357-4500

MARRIOTT RESIDENCE INN

10325 North Central Expressway
(Meadow Road exit)
214-750-8220

SHUTTLE SERVICE

SHUTTLE SERVICE TO AND FROM LOVE FIELD AIRPORT AND DALLAS-FORT WORTH INTERNATIONAL AIRPORT AND AREA HOTELS

Some area hotels provide complimentary shuttle service to and from both airports. Taxicabs also provide direct service from either airport, or you can choose to use a shuttle service, which is more economical but not necessarily direct. If you're not familiar with the Dallas-Fort Worth Metroplex, Love Field Airport is closer to the SMU campus than DFW International Airport. Shuttle service companies include:

SUPER SHUTTLE

1-800-258-3826

COWBOY CAB

214-768-7433

MOVING, STORAGE AND SHIPPING

PONY UP MOVING SERVICES, STORAGE AND SHIPPING

The SMU Mothers' and Dads' Clubs use Pony Up Moving for their moving and storage needs. With 25 years in the moving business, call Ivan 214-558-4401 or 214-463-5658.

OFFICIAL UNIVERSITY CALENDAR

ACADEMIC YEAR 2019-2020

FALL TERM 2019

April 8-26, Monday-Friday: Enrollment for fall 2019 continuing students for all undergraduates and for graduates in Dedman College, Lyle and Meadows.

May, July, August (TBA): Academic Advising, Enrollment and Orientation conferences for new first-year and transfer undergraduate students. Conference dates to be announced. More information about AARO is available from the Office of the Student Experience, Student Affairs, 214-768-4560, www.smu.edu/studentaffairs/newstudent.

August 24, Saturday: Residence halls officially open at 9:00 a.m.

August 25, Sunday: Opening Convocation, McFarlin Auditorium.

August 26, Monday: First day of classes.

August 30, Friday: Last day to enroll, add a course, or drop a course without tuition billing while remaining enrolled for the term. Last day to file for graduation in December.

September 2, Monday: Labor Day. University offices closed.

September 9, Monday: Last day to drop a course without academic record (tuition charges apply). Last day to withdraw from the university without academic record (withdrawal refund schedule applies). See Bursar's website for more information.

September 11, Wednesday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

October 1, Tuesday: Early intervention grades due for first-year undergraduate students.

October 4-5, Friday-Saturday: Family Weekend.

October 14-15, Monday-Tuesday: Fall Break

October 16, Wednesday: Last day for continuing undergraduate students to change their majors before November enrollment.

October 27, Sunday: Midterm grades due for first-year and sophomore students.

November 4, Monday: 60 percent 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 4-22, Monday-Friday: Enrollment for spring 2020 continuing students for all undergraduates and graduates in Dedman College, Lyle and Meadows.

November 8, Friday: Last day to drop a course (grade of W).

November 8-9, Friday-Saturday: Homecoming Weekend.

November 14, Thursday: Last day for December graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

November 18, Monday: Students should file for May graduation. The last day to file is January 24, 2020.

November 26, Tuesday: Last day to withdraw from the University.

November 27, Wednesday: No classes.

November 28-29, Thursday-Friday: Thanksgiving holiday. University offices closed.

December 4-9, Wednesday-Monday: No final examinations or unscheduled tests and papers.

December 5, Thursday: Last day for oral/written examinations for December graduate degree candidates.

December 9, Monday: Last day of classes.

December 10-11, Tuesday-Wednesday: Reading days.

December 12-18, Thursday-Wednesday: Examinations. (No examinations scheduled for Sunday).

December 19, Thursday: Residence halls close at 10:00 a.m. for winter break. (December graduates should contact the Department of Residence Life and Student Housing).

December 20, Friday: December Rotunda Recessional.

December 21, Saturday: December Commencement Convocation. Official close of term and conferral of degrees.

December 23 - January 1, Monday - Wednesday: University closed.

December 25, Wednesday: Christmas Day.

JANUARY TERM 2020

The January Term consists of two primary sessions: Dallas January Session and SMU-in-Taos January Session. Each primary session has different deadline dates. Some areas of instruction may offer a limited number of selected courses during the January Term, December 19, 2019 – January 16, 2020 with unique start, end, and deadline dates to accommodate the particular needs of the course.

January 1, Wednesday: New Year's Day. University offices closed

DALLAS JANUARY SESSION 2020

Note: Classes meet six hours per day, Monday through Friday. See Intersessions website for specific class information.

January 5, Sunday: Last day to enroll, add a course, or drop a course without academic record. Last day to file for graduation in January Term.

January 6, Monday: First day of classes.

January 7, Tuesday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

January 9, Thursday: Last day for January Term graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

January 15, Wednesday: Last day to drop a course or withdraw from the University (grade of W).

January 16, Thursday: Last day of classes, including examinations. Official close of the term and conferral of degrees.

SMU-IN-TAOS JANUARY SESSION 2020

Note: Permission of SMU-in-Taos required for all enrollments.

January 2, Thursday: Last day to enroll, add a course, or drop a course without academic record.

January 2, Thursday: Student travel/arrival.

January 3, Friday: First day of classes.

January 6, Monday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

January 9, Thursday: Last day for January Term graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

January 14, Tuesday: Last day to drop a course or withdraw from the University (grade of W).

January 15, Wednesday: Last day of classes, including examinations. Travel Day.

January 16, Thursday: Unofficial Taos Travel.

SPRING TERM 2020

November 4–January 24, Monday–Friday: Enrollment for spring 2020 continuing students for all undergraduates and graduates in Dedman College, Lyle and Meadows.

TBA - January: Residence halls officially open at 9:00a.m.

January (TBA): Academic Advising, Enrollment and Orientation conferences for new first-year and transfer undergraduate students. Conference dates to be announced. More information about AARO is available from the Office of the Student Experience, Student Affairs, 214-768-4560, www.smu.edu/studentaffairs/newstudent.

January 1, Wednesday: New Year's Day. University offices closed.

January 15, Wednesday: Spring Rotunda Passage (Tentative. Subject to Change.)

January 17, Friday: First day of classes.

January 20, Monday: Martin Luther King, Jr. Day. University offices closed.

January 24, Friday: Last day to enroll, add a course, or drop a course without tuition billing while remaining enrolled for the term. Last day to file for graduation in May.

January 31, Friday: Last day to drop a course without academic record (tuition charges apply). Last day to withdraw from the university without academic record (withdrawal refund schedule applies). See Bursar's website for more information.

February 4, Tuesday: Last day to declare pass/fail or no credit grading options. Also, last day to request an excused absence for the observance of a religious holiday.

February 24, Monday: Early intervention grades due for first-year undergraduate students.

March 6, Friday: Last day for continuing undergraduate students to change their majors before April enrollment.

March 16-22, Monday-Sunday: Spring break

March 24, Tuesday: Midterm grades due for first-year and sophomore students.

March 31, Tuesday: 60 percent 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.

April 6-24, Monday-Friday: Enrollment for summer 2020 and fall 2020 continuing students for all undergraduates and graduates in Dedman College, Lyle and Meadows.

April 7, Tuesday: Last day to drop a course (grade of W).

April 10, Friday: Good Friday. University offices closed.

April 12, Sunday: Easter Sunday.

April 13, Monday: Last Day for May graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

April 13, Monday: Honors Convocation, 5:30 p.m.

April 22, Wednesday: Students should file for August or December graduation. Last day to file for August graduation is June 4. Last day to file for December graduation is the last day to enroll for fall 2020.

April 24, Friday: Last day to withdraw from the University.

April 29-May 4, Wednesday-Monday: No final examinations or unscheduled tests and papers.

April 30, Thursday: Last day for oral/written examinations for graduate students who are May degree candidates.

May 4, Monday: Last day of classes.

May 5, Tuesday: Reading Day.

May 6-12, Wednesday-Tuesday: Examinations (No examinations scheduled for Sunday).

May 13, Wednesday: Residence halls officially close for non-graduating students.

May 15, Friday: Baccalaureate.

May 16, Saturday: May Commencement Convocation. Official close of term and conferral of degrees.

May 17, Sunday: Residence halls officially close for graduating seniors.

MAY TERM 2020

The May Term consists of two primary sessions: Dallas May Session and SMU-in-Taos May Session. Each primary session has different deadline dates. Some areas of instruction may offer a limited number of selected courses during the May Term, May 14 - 29, 2020 with unique start, end, and deadline dates to accommodate the particular needs of the course.

DALLAS MAY SESSION 2020

Note: Classes meet four hours per day, Monday through Friday.

May 14, Thursday: First day of classes.

May 14, Thursday: Last day to enroll, add a course, or drop a course without academic record (tuition charges apply). See Bursar's website for more information. Last day to declare pass/fail or no credit grading options. Last day to file for graduation in May Term. Last day to request an excused absence for the observance of a religious holiday.

May 22, Friday: Last day for May Term graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

May 25, Monday: Memorial Day. University offices closed.

May 26, Tuesday: Last day to drop a course or withdraw from the University (grade of W).

May 29, Friday: Last day of classes, including examinations. Official close of term and conferral of degrees.

SMU-IN-TAOS MAY SESSION 2020

Note: Permission of SMU-in-Taos required for all enrollments.

May 13, Wednesday: Travel day and arrival of students, 2–6 p.m.

May 14, Thursday: First day of classes.

May 14, Thursday: Last day to enroll, add a course, or drop a course without academic record (tuition charges apply). See Bursar's website for more information. Last day to declare pass/fail or no credit grading options. Last day to file for graduation in May Term. Last day to request an excused absence for the observance of a religious holiday.

May 22, Friday: Last day for May Term graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

May 26, Tuesday: Last day to drop a course or withdraw from the University (grade of W).

May 29, Friday: Last day of classes, including examinations.

May 30, Saturday: Travel Day.

SUMMER TERM 2020

The summer term consists of four primary sessions: Dallas Full Session, Dallas First Session (June), SMU-in-Taos First Session, and Dallas Second Session (July). Each primary session has different deadline dates. There are also four shorter sessions within the first and second sessions. Some areas of instruction may offer a limited number of selected courses during the Summer Term, June 1 – August 4, with unique start, end, and deadline dates to accommodate the particular needs of the course.

DALLAS FULL SESSION

Note: Classes meet 2 hours, 15 minutes twice a week or 1 hour, 30 minutes three times a week.

May 25, Monday: Memorial Day. University offices closed.

June 1, Monday: First day of classes.

June 4, Thursday: Last day to enroll, add courses, or drop courses without academic record (tuition charges apply). See Bursar's website for more information. Last day to file for August graduation.

June 10, Wednesday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

July 3, Friday: Independence Day observed. University offices closed.

July 16, Thursday: Last day for August graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

July 23, Thursday: Last day to drop a course (grade of W).

July 29, Wednesday: Last day to withdraw from the University.

August 4, Tuesday: Last day of classes, including examinations. Official close of term and conferral of degrees.

DALLAS FIRST SESSION (JUNE)

Note: Classes meet 2 hours a day, Monday–Friday.

May 25, Monday: Memorial Day. University offices closed.

June 1, Monday: First day of classes.

June 2, Tuesday: Last day to enroll, add courses or drop courses without academic record (tuition charges apply). See Bursar's website for more information.

June 4, Thursday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday. Last day to file for August graduation.

June 16, Tuesday: Last day for August graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

June 23, Tuesday: Last day to drop a course (grade of W).

June 24, Wednesday: Last day to withdraw from the University.

June 30, Tuesday: Last day of classes, including examinations.

August 4, Tuesday: Official close of term and conferral of degrees.

JUNE A (11-DAY JUNE SESSION)

Classes meet four hours per day, Monday through Friday.

June 1, Monday: First day of classes.

June 1, Monday: Last day to add/enroll and to declare pass/fail or no credit grading options.

June 10, Wednesday: Last day to drop/withdraw from the University (grade of W).

June 15, Monday: Last day of classes, including examinations.

JUNE B (11-DAY JUNE SESSION)

Classes meet four hours per day, Monday through Friday.

June 16, Tuesday: First day of classes.

June 16, Tuesday: Last day to add/enroll and to declare pass/fail or no credit grading options.

June 25, Thursday: Last day to drop/withdraw from the University (grade of W).

June 30, Tuesday: Last day of classes, including examinations.

SMU-IN-TAOS FIRST SESSION

*NOTE: Permission of SMU-in-Taos required for all enrollments.
(Regular Session)*

June 2, Tuesday: Travel day and arrival of students, 2-6 p.m.

June 3, Wednesday: First day of classes.

June 3, Wednesday: Last day to enroll, add courses or drop courses without academic record (tuition charges apply). See Bursar's website for more information.

June 4, Thursday: Last day to file for August graduation.

June 8, Monday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

June 11, Thursday: Last day for August graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

June 16, Tuesday: Last day to drop a course or withdraw from the University (grade of W).

June 18, Thursday: Last day of classes, including examinations.

June 19, Friday: Departure of students.

August 4, Tuesday: Official close of term and conferral of degrees.
(Field Session)

June 2, Tuesday: Travel day and arrival of students, 2-6 p.m.

June 3, Wednesday: First day of classes.

June 3, Wednesday: Last day to enroll, add courses or drop courses without academic record (tuition charges apply). See Bursar's website for more information.

June 4, Thursday: Last day to file for August graduation.

June 8, Monday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

June 16, Tuesday: Last day for August graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

June 25, Thursday: Last day to drop a course or withdraw from the University (grade of W).

June 30, Tuesday: Last day of classes, including examinations.

July 1, Wednesday: Departure of students.

August 4, Tuesday: Official close of term and conferral of degrees.

DALLAS SECOND SESSION (JULY)

Note: Classes meet two hours a day, Monday - Friday

June 1, Monday: First day of classes.

June 4, Thursday: Last day to file for August graduation.

July 3, Friday: Independence Day observed. University offices closed.

July 6, Monday: First day of classes.

July 7, Tuesday: Last day to enroll, add courses or drop courses without academic record (tuition charges apply). See Bursar's website for more information.

July 9, Thursday: Last day to declare pass/fail or no credit grading options. Last day to request an excused absence for the observance of a religious holiday.

July 14, Tuesday: Last day for August graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

July 27, Monday: Last day to drop a course (grade of W).

July 29, Wednesday: Last day to withdraw from the University.

August 4, Tuesday: Last day of classes, including examinations. Official close of term and conferral of degrees.

JULY A (11-DAY JULY SESSION)

Note: Classes meet four hours per day, Monday through Friday

July 6, Monday: First day of classes

July 6, Monday: Last day to add/enroll and to declare pass/fail or no credit grading options.

July 15, Wednesday: Last day to drop/withdraw from the University (grade of W).

July 20, Monday: Last day of classes, including examinations.

JULY B (11-DAY JULY SESSION)

Note: Classes meet four hours per day, Monday through Friday

July 21, Tuesday: First day of classes

July 21, Tuesday: Last day to add/enroll and to declare pass/fail or no credit grading options.

July 30, Thursday: Last day to drop/withdraw from the University (grade of W).

August 4, Tuesday: Last day of classes, including examinations.

AUGUST TERM 2020

The August Term consists of one primary session: SMU-in-Taos August Session. Some areas of instruction may offer a limited number of selected courses during the August Term, August 6 – 21, 2020 with unique start, end, and deadline dates to accommodate the particular needs of the course.

SMU-IN-TAOS AUGUST SESSION

NOTE: *Permission of SMU-in-Taos required for all enrollments.*

August 5, Wednesday: Travel day and arrival of students, 2-6 p.m.

August 6, Thursday: First day of classes.

August 7, Friday: Last day to enroll, add a course, or drop a course without academic record (tuition charges apply). See Bursar's website for more information. Last day to declare pass/fail or no credit grading options. Last day to file for graduation in August Term. Last day to request an excused absence for the observance of a religious holiday.

August 14, Friday: Last day for August Term graduation candidates to change grades of Incomplete, and to obtain a final grade for a grade of X or a missing grade from a previous term.

August 20, Thursday: Last day to drop a course or withdraw from the University (grade of W).

August 21, Friday: Last day of classes, including examinations. Official close of term and conferral of degrees.

August 22, Saturday: Travel Day.

MAJOR RELIGIOUS HOLIDAYS (AUGUST 2019-AUGUST 2020)

Listing of religious holidays for use in requesting excused absences according to University Policy, Excused Absences for University Extracurricular Activities and Religious Holidays. For religious holidays not listed, the instructor or supervisor may contact the Office of the Chaplain.

CHRISTIAN

Christmas	December 25, 2019
Good Friday	April 10, 2020
Easter Sunday	April 12, 2020
Easter Sunday (Orthodox)	April 19, 2020

HINDU

Janmashtami	August 23, 2019
Dasera	October 7, 2019
Diwali	October 27, 2019

JEWISH

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

Rosh Hashanah	September 30, 2019
Yom Kippur	October 9, 2019
Sukkot/Simchat Torah	October 14-15, 2019
Hanukkah	December 23, 2019
Purim	March 10, 2020
Pesach (Passover)	April 9-10, 2020
Shavuot	May 29, 2020

MUSLIM

Eid al-Adha	August 12, 2019
Islamic New Year	August 31, 2019
Ashura	September 10, 2019
Mawlid an-Nabi	November 10, 2019
Ramadan	April 24, 2020
Eid al Fitr	May 24, 2020

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 IX¹ 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.

¹Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688.

CAMPUS MAP



2019

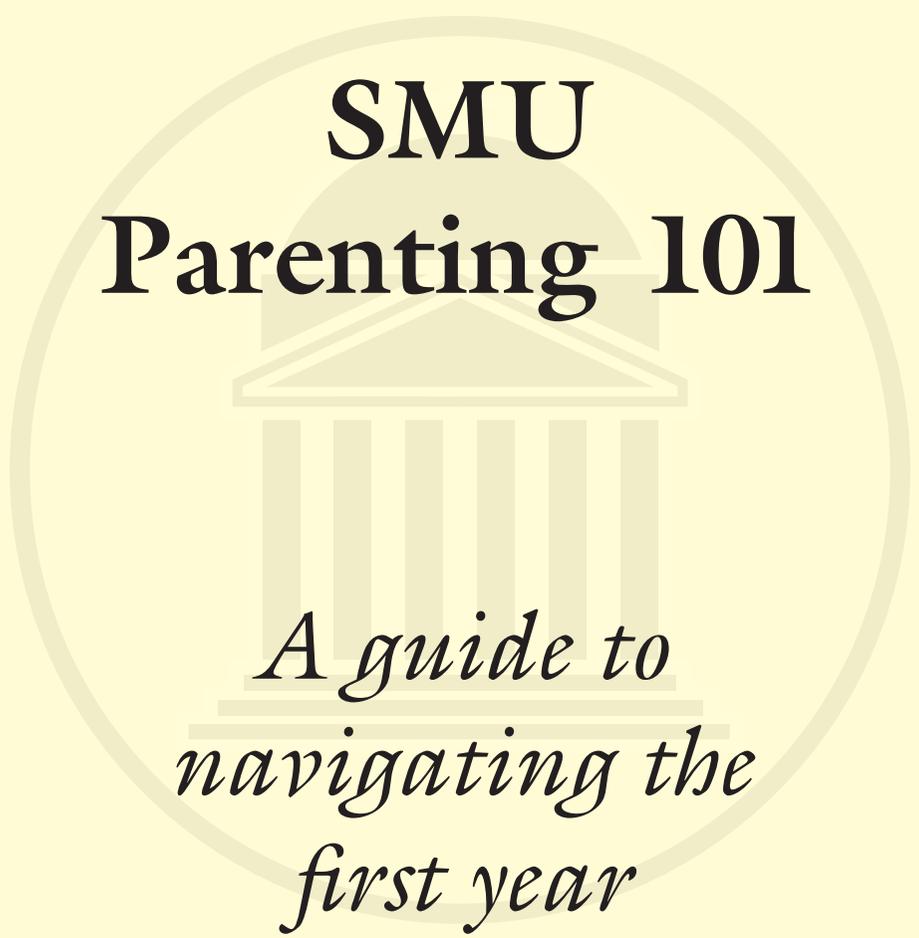
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HODGE
Printing Company

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The graphic features a large, faint circular emblem in the background. Inside the circle is a stylized illustration of a classical building with a pediment and six columns. The text is centered over this graphic.

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-five 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

WORDS OF WISDOM....From the Faculty

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 resources at the Altshuler Learning Enhancement Center (A-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 A-LEC. Prepare ahead for busy weeks.

A **Time Awareness** weekly calendar can be filled out once students have registered for their classes.

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 A-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. It can be a life-changing experience.
- 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 Stampede – 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 Students, 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 A-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

“To 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*:

“First, 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, Commons 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 Commons 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 Stampede 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 Altschuler Learning Enhancement Center (A-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. Many classes have a policy on absences.

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 the Semester-at-a-Glance 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. Don't be afraid to ask.

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.
- 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.

NOTES

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NOTES

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IMPORTANT SMU TELEPHONE NUMBERS

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 Community Director name and number:

ON TIME. ON BUDGET.



We know you have big plans.
Engineer. Doctor. Dancer. Financier. Researcher.

Complete majors and minors on time and on budget.
Catch up on your degree plan or retake a course.
JanTerm, MayTerm and June-July sessions on the Dallas campus allow you to complete additional coursework between Fall and Spring terms. Focus on one or a few courses in a small class setting in just 8, 11, or 22 class days.



SMU INTERSESSIONS

smu.edu/intersessions

NOTE: SMU Intersessions courses meet during the winter and summer breaks. Additional tuition charges apply. Some courses have fees. Most SMU need and merit aid applies in prorated amounts. See your financial aid advisor for details. Federal financial aid may apply for summer courses, provided students maintain enrollment in at least 6 credit hours during the summer sessions.