

Important Messages to Faculty

from the University Registrar

www.smu.edu/registrar

IMPORTANT DATES FOR ALL FACULTY

For the complete calendar go to http://smu.edu/registrar/pdf/Calendar_2011-2012.pdf

August 21 - Opening Convocation 5:30 pm

August 22 - First day of classes

August 26 - Last day to enroll/add/drop without grade record or tuition billing SeptrI

To ensure that all students are properly enrolled in your class please check your Class Roster periodically during the term. If you have a student who is <u>not</u> on the roster, please have the student see his/hearends a PDF format Photo Class Roster to your

SMU e-mail address. The SMU logo will print when a photo is not on file.

 use these buttons to send an e-mail to some students or all students on the roster. If more than 120 students are in the class, the Notify All Students button does not work. Instead a list serve for your class can be created by contacting the Help Desk smu.edu/its/.

If a student does not attend or respond to email and if that student does not drop the class, do not simply drop the student. Report the absence to the Dean of

- Students should indicate in writing no later than the 12th class day that they wish to do so. Permission of the instructor or department is required. 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Pass/Fail Option Declaration form is the 12th class day. Forms are available in the Office of the Academic Dean. More information can be found in the online Undergraduate Catalog at smu.edu/catalogs.