



# Important Messages for Students

from the University Registrar

Revised 3/24/23

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

## Spring 2023

### IMPORTANT DATES

#### Full Academic Calendar

- January 13** - Spring Rotunda Passage for NEW spring First-Year and Transfer students, 4:30 p.m.
- January 16** - Martin Luther King, Jr. Holiday
- January 17** - First day of classes
- January 23** - **LAST DAY to enroll, ADD courses, or DROP courses without tuition billing while remaining enrolled for the term**
- January 30** - Last day to drop a course without academic record (tuition charges apply)
- February 8** - Last day to declare pass/fail/no credit
- February 27** - Early Intervention Deficiency Reports available to undergraduate students
- March 28** - Mid-Term Deficiency Reports available to undergraduate students
- April 12** - Last day to drop a course with a grade of W
- April 7** - Good Friday Holiday
- April 24** - Last day to withdraw from the University
- April 28** - Honors Convocation
- May 2** - Last day of class/instruction (*Follows a Friday schedule*)
- May 3** - Reading Day
- May 4-10** - Final Examinations (Grades due 72 hours after final exam)
- May 12** - Baccalaureate
- May 13** - May Commencement

### EARLY INTERVENTION AND MID-TERM GRADING

Undergraduate students may receive early and/or mid-term grades. Please visit the [2022-23 Undergraduate Catalog](#), Enrollment and Academic Records section, then scroll down to see the Early Intervention and Mid-Term Grading section for specific information.

### OFFICIAL UNIVERSITY CALENDAR

Please see the [Official University Calendar for 2022 - 2023](#) on the University Registrar webpage for important dates and deadlines.

### ENROLLMENT & BURSAR (PAYMENT) INFORMATION

**You should NOT attend a class in which you are not officially enrolled!** Classes begin on Tuesday, January 17. If you have not enrolled, you have through **Monday, January 23**. Payment is due at the time of enrollment. Select link for information on how to pay. [smu.edu/bursar/webpay.asp](http://smu.edu/bursar/webpay.asp)

**The last day to ADD courses or DROP courses without tuition billing (while remaining enrolled for the term) is Monday, January 23, until 11:59 p.m.** The last day to DROP a course without academic record (tuition charges apply) is Monday, January 30. For further information concerning Spring 2023 and other important deadlines, please go to the [2022-23 Academic Calendar page](#).

**Remember that it is YOUR RESPONSIBILITY to ensure that your enrollment is accurate and all University deadlines are met.**

### “NO CREDIT” OR “PASS/FAIL” OPTION

Students may take some undergraduate courses for “No Credit” or “Pass/Fail.” “No Credit” **Option** - Students should indicate in writing no later than the deadline indicated in the [academic calendar](#) that they wish to do so. Permission of the instructor or department is required. “Pass/Fail” **Option** - 12 hours of pass/fail hours are the maximum total credits that a student can use towards a degree assuming a passing grade in the class. Grades of C- or higher are considered passing. Deadline to complete the Pass/Fail Option Declaration form is indicated in the [academic calendar](#). Forms are available online [here](#). More information can be found in the online [Undergraduate Catalog](#).

### PERSONAL INFORMATION VERIFICATION

Students are required to verify their personal information twice a year. Failure to do so will result in a HOLD being placed which prohibits future enrollment. Students should update their personal information as the need arises. Click on My Profile and then Contact Info on the left-hand side in my.SMU. Update address, phone, and/or emergency contacts whenever necessary.

### EXCUSED ABSENCES

Students who participate in officially sanctioned scheduled extracurricular activities or observe a religious holiday should be given an opportunity to make up class examinations or other graded assignments missed as a result of this activity. Students should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor’s makeup policy. A list of religious holidays for use in requesting excused absences is available on the [University Calendar](#). For the policy regarding religious holidays, click [here](#). For medical absence information, click [here](#).

### RELEASE OF EDUCATION RECORDS

#### **FERPA — The Family Educational Rights and Privacy Act of 1974**

The process of authorizing your parents and others access to your education records, such as Financial Aid, Student Financials, Holds, and Academic Records is easy! Go to [smu.edu/LegalDisclosures/FERPA](http://smu.edu/LegalDisclosures/FERPA) for more information regarding FERPA. Step-by-step instructions to authorize access are located at [smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release](http://smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release). Feel free to contact Enrollment Services at [enrol\\_serv@smu.edu](mailto:enrol_serv@smu.edu) or 214.768.3417 if you have any questions. Find out more about directory information at [smu.edu/registrar/ferpa/dir\\_info.asp](http://smu.edu/registrar/ferpa/dir_info.asp)