



Important Messages for Students

from the University Registrar

1/4/24

www.smu.edu/registrar

Spring 2024

IMPORTANT DATES

Full Academic Calendar

- January 12** - Spring Rotunda Passage for NEW spring First-Year and Transfer students, 4:00 p.m.
- January 15** - Martin Luther King, Jr. Holiday
- January 16** - First day of classes
- January 22** - **LAST DAY to enroll, ADD courses, or DROP courses without tuition billing while remaining enrolled for the term**
- January 29** - Last day to drop a course without academic record (tuition charges apply) or withdraw without academic record (Withdrawal Refund Schedule applies).
- January 31** - Last day to declare no-credit grading option for a course
- February 21** - Early Intervention Deficiency Reports available to undergraduate students
- March 21** - Mid-Term Deficiency Reports available to undergraduate students
- March 29** - Good Friday Holiday
- April 19** - Honors Convocation
- April 22** - Last day to: declare a course pass/fail; drop a course; and/or withdraw from the University
- April 30** - Last day of class/instruction (*Follows a Friday schedule*)
- May 1** - Reading Day
- May 2-8** - Final Examinations (Grades due 72 hours after final exam)
- May 10** - Baccalaureate
- May 11** - May Commencement

EARLY INTERVENTION AND MID-TERM GRADING

Undergraduate students may receive early and/or mid-term grades. Please visit the [2023-24 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 2023 - 2024](#) on the University Registrar webpage for important dates and deadlines.

ENROLLMENT & STUDENT FINANCIAL SERVICES (PAYMENT) INFORMATION

You should NOT attend a class in which you are not officially enrolled! Classes begin on Tuesday, January 16. If you have not enrolled, you have through **Monday, January 22**. Payment is due at the time of enrollment. Select link for information on how to pay. 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 22, until 11:59 p.m.** The last day to **DROP** a course (tuition charges apply) or withdraw without academic record (Withdrawal Refund Schedule applies) is **Monday, January 29**. For further information concerning Spring 2024 and other important deadlines, please go to the [2023-24 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 Undergraduate 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 for more information regarding FERPA. Step-by-step instructions to authorize access are located at smu.edu/LegalDisclosures/FERPA/Releases/Student-Records-Release. Feel free to contact our Mane Desk at manedesk@smu.edu or 214.768.5555 if you have any questions. Find out more about directory information at smu.edu/registrar/ferpa/dir_info.asp