

TO REGISTER ONLINE:
**Online Registration opens at
 6:00am July 10th**
 Payment Due Date: **July 31st**

Dispute Resolution Registration Form

Fall Term (1177) August 7 – October 13, 2017

Registration Period: July 10 - 21

Course descriptions, syllabi and instructor bios are available at the website: smu.edu/resolution, click on “Course and Seminar Schedule”

Last Name: _____ First Name: _____ SMU ID# _____ E-Mail: _____

USE THE CLASS NUMBER TO REGISTER. Regular classes meet once a week for 10 weeks unless otherwise noted.

(<input type="checkbox"/>)	<u>Class number</u>	<u>Catalog #</u>			
___	6398	Mediation and Dispute Resolution (HDDR 6303) Pre-requisite: Strongly recommend Negotiation Course fulfills the TX Statutory Requirements	Monday	6:00-10:15 pm	Angela Mitakidis
___	6399	Psychology of Conflict (HDDR 6319)	Tuesday	6:00-10:15pm	Betty Gilmore
___	6400	Restorative Justice (HDDR 6367)	Wednesday	6:00-10:15 pm	Robyn Short
___	6401	Practicum (HDDR 6307) Pre-requisite: 15 credits including Mediation, Negotiation, and Psychology of Conflict Class extends over both Fall and Jan terms	Tuesday	6:00-10:15 pm	Tom Hartsell
___	6402	Corporate Internships (HDDR 6322) Pre-Requisite: 18- 21 credit hours completed and pre-approval	Varies		Robert Barner

Seminars below: IMPORTANT: Drops must be received no later than two weeks prior to start date of seminar to receive refund.

___	6403	Negotiation and Dispute Resolution (HDDR 6302) Aug. 11-13 & Aug. 25-27 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	John Potter
___	6404	Assessment and Interviewing (HDDR 6370) Aug. 11-13 & Aug. 25-27 Two Weekend class Required for the Executive Coaching Certificate	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Bob Barner
___	6405	Arbitration and Dispute Resolution (HDDR 6304) Sept. 8-10 & Sept. 15-17 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Jeff Jury
___	6406	Workplace Conflict (HDDR 6351) Sept. 22-24 & Sept. 29-Oct. 1 Two Weekend class	Fri. 4:00-9:00 pm	Sat/Sun 8:30-5:30	Joey Cope

Tuition charges are **\$1947.00** for each 3 credit hour course, or \$649 per credit hour. 7/5/17
To register, use the online system during the stipulated registration period

STEP ONE – Register for class(es)

You will not be able to register online until 6:00am July 10th when the University opens the function.

- 1) Log on to <http://my.smu.edu> using your student ID and password
- 2) Select “Student Self Service” and click on ‘Student Center’
- 3) Under “Enrollment,” select “Add a class”
- 4) Select the appropriate term and click “Change” if you need to, to make sure you are in the correct term.
- 5) Enter Class number located on the registration form (ie: Class # 1078, Do Not use the catalog or HDDR ####)
- 6) Please make sure your selections do not have conflicting dates. Students may only register for three classes online; no more than 3 classes can be taken in a single term. If a class is full, please email Jessica Lunce to be put on a wait list, jlunce@smu.edu. Classes are filled on a first-come-first-served basis.
- 7) Click Submit
- 8) To verify that your classes were added successfully, it should say ‘Success’ under Add Status for each course. If you get a message of “errors found”, click on that text to get the exact problem. If you are unable to resolve, please email jlunce@smu.edu to help you with the process. Always include your student ID number with your query.
- 9) To view your complete schedule, click on View My Schedule at the bottom of the screen. Payment is generally due around the end of registration, the exact date can be found in the Academic Calendar. Please follow the procedure below using either My.SMU or the BURSAR site to pay for your classes.

STEP TWO – Pay for class(es)

If this is your first class, or Using the Bursar Website to Pay

1. Go to <http://www.smu.edu/bursar/webpay.asp>
2. Scroll down to **Guest Payer** and then **Guest Payer Payment**
3. Enter your 8 digit Student ID number and select **Student Account** and click ‘Verify.’ The next screen confirms that you ID is 8 digits, just click “**Submit**”
4. Type in the dollar amount of tuition, **no dollar signs, decimals or cents needed.** Each class is \$1947.00.
5. Select **‘E-Check’** or **‘Credit Card.’** You can choose to pay using a debit from your checking/savings account, or MasterCard, American Express or Discover (a 2.75% service fee will be assessed). There is no additional fee for echeck payments. The eCheck system will only accept personal checks; **No Business or Money Market accounts can be used.**
6. You may pay for all your classes at once by multiplying \$1947 times the number of classes. Follow the directions carefully and print out your receipt.
7. Problems? Email Jessica Lunce jlunce@smu.edu

Returning Students:

1. You can use the Bursar site as noted above, or log in to <http://My.SMU.edu> and sign in using your SMU ID # and Password.
2. Go to your **Account Summary** and click link for “**My SF E Space.**” Please note that My SF Espace updates only once a month, your new tuition charges may not be reflected, but you can still pay.
3. Enter payment information using either eCheck or MasterCard, American Express or Discover. (see note below regarding service charge when using your credit card. eCheck does not assess any additional charge.) The eCheck system will only accept personal checks – **No Business or Money Market Accounts can be used.**
4. You may pay for all your classes at once by multiplying \$1947 times the number of classes.
5. Problems? Email jlunce@smu.edu **OR use the Bursar website as outlined in the section above.** (<http://www.smu.edu/bursar/webpay.asp>) No password is needed on the Bursar website.

A Note About Credit Card Transactions: You have the option to pay by credit card (MasterCard, American Express and Discover Only). SMU has contracted with an outside vendor to process all credit card transactions. If you choose this option, a “service charge fee” will be added for each transaction. The “service charge fee” is 2.75% and is subject to change with a 14 day notice. The amount of the Service Charge is added to your payment and is combined with your payment as one amount that appears on your credit card statement. The Service Charge is not a fee or charge assessed by SMU. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back. This program is an important measure in containing costs at the University, helping us to reduce future tuition and fee increases.