

Registration Guide

To prepare you for the upcoming registration period, please take a look at the FAQs listed below and follow the step-by-step directions (with screenshots) that are included. Please reference the [Academic Calendar](#) to confirm the date enrollment for the upcoming term opens.

How do I register for classes?

You can add and drop classes through your mySMU account. Once logged in, you will be able to search for classes and register for your desired sections. You can use the course IDs provided below to help locate your courses. **All data science courses begin with the code “DS”.**

What courses will I be taking next term?

You should have already reached out to your Student Success Advisor to confirm your course sequence. If you have not, please reach out to Student Success to discuss your schedule for next term as soon as possible. Here is the course information for the available Masters in Data Science courses for the coming term:

CORE

DS 6306 DOING DATA SCIENCE

DS 6371 STATISTICAL FOUNDATIONS FOR DATA SCIENCE

DS 6372 APPLIED STATISTICS: INFERENCE AND MODELING

DS 7330 FILE ORGANIZATION AND DATABASE MANAGEMENT

DS 7331 DATA MINING

DS 7349 DATA & NETWORK SECURITY

DS 6390 VISUALIZATION OF INFORMATION

DS 7333 QUANTIFYING THE WORLD

DS 6110 ON-CAMPUS IMMERSION

DS 6120 CAPSTONE A

DS 6130 CAPSTONE B

ELECTIVES (AVAILABLE FOR SPRING 2019)

DS 7346 CLOUD COMPUTING

DS 6391 VISUALIZATION OF INFORMATION II

DS 7335 MACHINE LEARNING

DS 7337 NATURAL LANGUAGE PROCESSING

What if I want to make changes to my registration?

If you want to switch sections or drop classes after you have registered, you can do so within mySMU up until registration closes. If you are switching sections, please make sure to follow the ‘Swap’ process laid out in the step-by-step video [here](#). After registration has closed you will want to contact Student Success at studentsupport@datascience.smu.edu to inquire about making any changes to your schedule.

Prior to the [add/drop date](#), changes to your registration will not be reflected on your transcript. After the add/drop date, you will need to reach out to Student Success for information on next steps.

When are tuition charges billed, and when is payment due?

Once you've successfully registered for classes, your tuition will be billed to your student account immediately. **Payment is due by the first day of class for every term, please reference the [Academic Calendar](#) to confirm that date.** If you are using financial aid and are waiting for your funds to be dispersed, please make sure that you contact the Financial Aid office at enrol_serv@smu.edu or 214-768-3417.

Note: If you do not make your payment by that date, you will be assessed a late fee the next day and may be dropped from your classes.

Who should I contact if I have a financial hold or balance on my account?

You will need to reach out to Eartha Walls within the Bursar's office directly at ewalls@smu.edu. If you're unable to contact Eartha directly, please reach out to the general Bursar's office at 214-768-3417.

If I drop my courses, can I receive a full refund?

You will only receive a 100% tuition refund if you have successfully dropped your course(s) by **the [end of the first week of class](#)**. After that date, **no refunds will be provided.**

This refund will be provided to you via paper check, and will be sent to the home address listed on your my.SMU account.

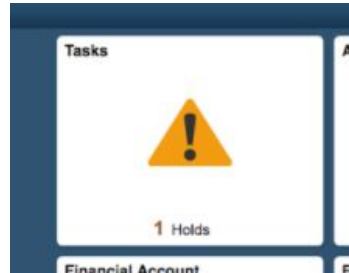
Note: Only one course can be dropped manually within mySMU. If you wish to withdraw from both classes, please reach out to Student Success.

When will I receive access to the coursework for my classes?

Course access will be provided two weeks prior to classes beginning. Student Success will follow up once this access has been provided.

Step-by-step Registration Instructions

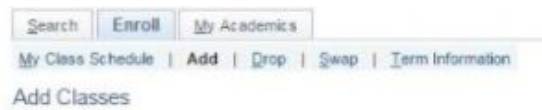
1. Log into your mySMU account at my.smu.edu.
2. Check the 'Task' widget to clear your Rights and Responsibilities hold and any other holds listed on your account. **Note:** You will not be able to register if you have any Hold items in 'Tasks'.



3. Once you've cleared any holds and are back on the homepage, select the 'Manage Classes' widget .

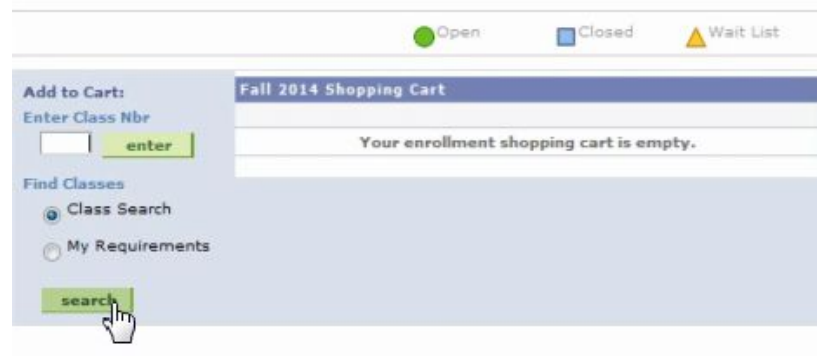


5. You may be prompted to select the term you wish to register for.
6. Confirm 'Enroll' is selected at the very top of the page.



1. Select classes to add

7. Scroll down and click 'Search'.



8. Under 'Subject', select 'DS-Data Science'. Make sure that under the 'Course Number' you have 'is exactly' selected. To the right, enter the course number.

Ex: DS 6371- Statistical Foundations, the course number is 6371.

▼ Class Search

Subject

Course Number

Course Career

University Curriculum

Show Open Classes Only

▶ Additional Search Criteria

Clear

Search

9. You'll see several options available for each course. Click the green 'Select Class' button once you've located the class that will work for you.

10. Select 'Next' and you'll return to your Shopping Cart area. You can either continue by clicking 'Proceed to Step 2 of 3' to complete your registration, or you can search for another class. Follow steps 5-7.

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ARHS 3352-001 (5800)	TuTh 3:30PM - 4:50PM	Greer Garson Theatre 3531	J. Bergman-Carton	3.00	

11. Once you've selected all classes for the term, select 'Proceed to Step 2 of 3'.

12. Confirm your schedule is correct and select 'Finish Enrolling'.

Class	Description	Days/Times	Room	Instructor	Units	Status
ARHS 3352-001 (5800)	IMPRESSIONISM & SYMBOLISM (Lecture)	TuTh 3:30PM - 4:50PM	Greer Garson Theatre 3531	J. Bergman-Carton	3.00	

If you have any additional questions or help with the registration process, you can give Student Success a call or take a look at this [tutorial](#).