



Graphic Design Certificate Program Registration Form

Tuition Includes:

- Professional Certificate
- Access to our online Learning Management System
- Over 100 hours of design education, taught by practicing professionals in the industry

Return this completed form by:

Fax: 214-768-1071

Email: smuthink@smu.edu

Mail: SMU Continuing & Professional Education
PO Box 750275
Dallas, TX 75275-0275

Section 1. Admission Requirements

1. To initiate your interest in candidacy, please return this completed application and the non-refundable \$50.00 application fee. You can return this form by fax, email or mail (as listed above). Please remit payment using our secure online website at smu.edu/cape or call our CAPE office at 214-768-2273 for assistance.
2. Please include with your application a copy of your resume, detailing any related work experience and education, as well as an unofficial transcript (must be in English, please translate if it is not).
3. You will need to bring a personal laptop to class along with the Adobe Creative Cloud software installed before the start of the program.

Section 2. Personal Information

Program Start Date: _____

Name: _____ Date: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ E-mail: _____

DL #: _____ DL State: _____



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Section 3. Disclosure

Disclosures in the affirmative to the following questions will not necessarily result in rejection of an application for admission. Failure to explain an affirmative response to any of the following questions may result in cessation of review of your application. Failure to disclose such a record, if it exists, and to explain the record honestly and fully, may result in revocation of your admission or dismissal from the program. The University reserves the right to request additional information from you.

1. Are you currently under indictment for any crime? _____
2. Have you ever been convicted of any offense, placed on probation or granted deferred adjudication or any type of pretrial diversion? _____
3. Have you ever been dishonorably discharged or dishonorably dismissed from the armed forces?

4. Have you ever been disciplined in any way for any matter by any college, university, or other institution of higher learning, or have you ever been allowed to withdraw from such an institution to avoid such discipline, whether or not the record of such action was retained in your records?

(Discipline includes, without limitation, a letter or other written notice of reprimand, suspension, expulsion, assignment of community service, any form of probation, and any other formal response by the institution).

Section 4. Payment Information

1. The \$50.00 Application Fee is Non-Refundable.
2. The full amount of tuition for the program is due at the time of registration. Payment can be made on our secured website using MasterCard, Visa or Discover. A check can be remitted for the full program tuition to the mailing address listed on Page 1. If assistance is needed with this, please contact our office at 214-768-2273.
3. Please indicate if you will be soliciting a smart loan through Sallie Mae? (Yes or No) _____

NOTE: Please allow 14 days minimum when applying for Sallie Mae smart loans as the funding needs to be approved and dispersed to SMU before the Program Start Date.

4. SMU's Graphic Design Certificate Program has a withdrawal policy that allows for a tuition refund, **minus a \$150.00 processing fee**, only if written notification of withdrawal is received in our office **prior**



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to the program start date. No Refunds will be issued after the program start date.

Please hand write your initials indicating that you have read and understand our withdrawal policy for this program _____.

Statement of Nondiscrimination

Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Executive Director for Access and Equity/Title IX¹ Coordinator is designated to handle inquiries regarding the nondiscrimination policies, including the prohibition of sex discrimination under Title IX. The Executive Director/Title IX Coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

¹ Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688.