



RESOURCES AND SERVICES

JAMES A. ROGERS LIBRARY

The Library serves the pursuit of excellence in teaching and learning by providing Francis Marion's students, faculty, staff and regional citizens with access to scholarly information. By providing this access, the Library is able to contribute uniquely to that portion of the mission of Francis Marion University that stresses its support of scholarly pursuits in the Pee Dee region of South Carolina. Rogers Library is the largest library in northeastern South Carolina, and its holdings include more than 398,000 volumes, 343,000 accessible e-books, 35,000 e-journals, 550 print subscriptions, 377,000 volumes of microforms, and 142 electronic databases to access information from almost anywhere.

COMPUTER & TECHNOLOGY SERVICES

In addition to administrative support, Campus Technology provides information, technology resources and services for instructional and research missions of the University. The department provides digital content, access to that content, and guidance for its use through public computer laboratories and support in the Stanton Academic Computer Center and the John K. Cauthen Educational Media Center.

These laboratories are open to all enrolled students, faculty, staff, and active alumni at FMU. Access to the laboratories requires a valid University ID Card. In addition, most academic departments have their own student computer laboratories distributed across campus. Students must supply their own CDs or flash drives for saving their data. The most commonly used computer software is the Microsoft (MS) Office Suite (Word, Excel, Access, and PowerPoint), but other specialized programs may be available for use in the public computer laboratories. The software and documents available are copyrighted products and may not be reproduced in part or in whole, for any purpose. Internet Explorer, Firefox and Safari are available for web browsing.

Email for Students – All currently enrolled students are provided a SwampFoxMail email account. These accounts are powered by Google and come with all of the current Google applications. Assigned email accounts can be obtained by logging into Swampfox Web. FMU will utilize SwampFoxMail accounts to communicate with students.

Emergency Alerts – The Swampfox Emergency Alert System has been adopted by FMU in order to quickly notify students via SMS text messaging (standard text messaging rates apply) and email in the event of an imminent campus emergency. All students who provide a cellphone number and cellphone carrier will be automatically added to our notification system. In addition to being notified of an imminent campus emergency, students will also receive notifications regarding other situations that affect the status of the campus like weather-related class or school closings.

MEDIA CENTER

The Cauthen Educational Media Center is dedicated to improving teaching and learning opportunities by providing non-print resources, technological support, media-equipped teaching, and conference facilities for the faculty, students, and staff of FMU. The Center supports academic

programs by providing study facilities and instructional space in addition to a computer laboratory in the Resource Area, supplying and maintaining media equipment, scheduling media-equipped classrooms, providing production facilities, and hosting campus and community activities. The Dooley Planetarium is located on the second floor of the media center.

MATH RESOURCES

The Department of Mathematics has a computer lab for use as a resource center for mathematical work. The computers contain mathematical software such as MAPLE, MINITAB, EXCEL, and GEOMETER'S SKETCHPAD for students in the areas of mathematics and probability and statistics.

WRITING CENTER

The FMU Writing Center is available to help all students improve their writing abilities and acquire the skills needed to succeed at writing tasks in academic and professional communities. English Department faculty consultants and trained student consultants provide one-on-one assistance on a wide range of writing tasks and projects, including research papers for all disciplines, literary analyses, creative writing, lab reports, resumes, business letters, and graduate school applications. Students are invited to meet with a consultant at any stage of the writing process for guidance on generating a topic, building an argument, incorporating research, revising a draft, or learning about grammatical errors.

The Writing Center offers more than 40 hours of face-to-face and online tutoring services each week. To meet with a tutor, please book an appointment at www.fmarion.edu/academics/wcenter, call 843-661-1528, or visit the Writing Center in Founders Hall 114-C. Writing Center consultants are also available for drop-in appointments on weekday evenings in the Tutoring Center, located in the Leatherman Science Facility.

TUTORING CENTER

The Tutoring Center is a free service available to all students. Located in the Leatherman Science Facility, Room L107, the Tutoring Center offers students the opportunity to seek assistance in all academic areas from trained peer tutors. Assistance is available to students on a walk-in basis from 12-8 p.m. Monday through Thursday.

CAREER DEVELOPMENT

The Career Development Office supports the educational goals of the University mission statement by providing a comprehensive, educational approach to career development and preparation as a life skill. Specialized services, programs, and strategies are designed and targeted for FMU students and alumni.

The Career Development Office develops and maintains relationships both internally (faculty and staff) and externally (business and community) and plays an integral role in the activities of these sources to facilitate the blending of academic, personal and career development of students, while providing a link for students to the world of work.

A state-of-the-art resume referral service is available to students and

alumni seeking employment. The service includes resume postings on the FMU Internet Resume Book and is linked to a national job listing service, both available to employers on the World Wide Web. A career guidance program called "Career Connections" allows students to explore careers, research employers, and develop the skills and tools needed to conduct successful job searches. Job postings for students, both on-campus and off-campus, are posted in the Smith University Center outside the Career Development Office. Application procedures, qualifications, and requirements may vary and will be posted for each job. Job listings for part-time, summer, and experiential learning opportunities are also available, in addition to career workshops and "practice interviewing" opportunities.

Students are encouraged to begin using these services during their first year of enrollment exploring their skills and interests as they relate to specific career fields. Students are also invited to visit Career Development's Facebook page: www.facebook.com/careerdevelopmentfrancismarion.

COUNSELING & TESTING

Counseling and Testing is responsible for meeting the personal counseling needs of FMU students. Professional counselors are available to help with personal, relationship, and/or emotional issues (with referrals made to community agencies as needed). The office also coordinates the advanced-placement testing program and administers several standardized tests used by graduate and professional schools. Counseling and Testing serves as the focal point of academic services for students with disabilities. All students with disabilities should contact Counseling and Testing prior to registration at 843-661-1840.

SERVICES FOR STUDENTS WITH DISABILITIES

FMU is committed to making programs and activities available to qualified students with disabilities. The University makes efforts to ensure that the University grounds, major buildings, and classes are accessible to individuals with disabilities.

The Director of Counseling and Testing coordinates services for students with disabilities, assists students in determining reasonable accommodations on the basis of disability, and acts as a liaison between students and faculty/administration on concerns relating to appropriate accommodations. The Director of Counseling and Testing is also available to meet with prospective students to discuss services available at FMU.

Determination Process – In order for a student with a disability to receive academic accommodations, the following requirements must be met:

1. The request for accommodations should be made as possible (preferably at least two weeks before classes begin).
2. The request for accommodations is made through Counseling and Testing. The director will conduct an intake interview and will gather information about a student's history of accommodation. The student must also provide appropriate documentation. Documentation will be reviewed by the director and will sometimes be reviewed by an advisory committee called the Documentation Review Committee. Documentation must be from a qualified health services provider (i.e., physician, licensed psychologist) and should include a diagnosis, an explanation of the effects of the disability in an academic setting, and recommendations regarding accommodations. If a student has a Summary of Performance from high school, this should be included with the documentation. The cost and responsibility for providing documentation is borne by the student.
3. Quality documentation will include the following:
 - The credentials of the evaluator(s).

- A diagnostic statement identifying the disability.
- A description of the diagnostic methodology used.
- A description of the current functional limitations.
- A description of the expected progression or stability of the disability.
- A description of current and past accommodations, services and/or medications.
- Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

SERVICES AVAILABLE:

Additional Information – Additional information is available on FMU's website. Please go to www.fmarion.edu and select "Disability Services" through the "Quick Links" menu.

Learning Disability/ADD/ADHD – The University attempts to make reasonable accommodations for students with learning disabilities, ADD, or ADHD to help equalize their chance for success. The following are examples of accommodations that may be granted to students with such disabilities:

- extended time for examinations
- use of recording device in classroom
- extended time for in-class writing assignments
- notetakers
- readers
- alternate testing location
- priority registration

It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangement.

Although the University is committed to providing academic accommodations to students with learning disabilities, there is no specific program for students with learning disabilities at the University. Students with learning disabilities may find that the support services available to the general student population are also useful to them. Tutorial services, the Writing Center, Mathematics Lab, Peer Tutoring Laboratories, Career Development, the Office of Provisional Programs, and Counseling and Testing are some of the support services students with learning disabilities may find to be particularly helpful.

Visual Impairment – Services available for students with visual impairments include:

- arrangements for taped books
- notetakers
- provision of readers for examinations
- priority registration

It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangement. Visually impaired students may wish to contact the Director of Counseling and Testing to arrange for a tour of the campus, including building locations, classroom locations, and pathways.

Hearing Impairment – Services available for students with hearing impairments include:

- interpreters
- notetakers
- priority registration

It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangement.

Physical Disabilities – Services available to students with physical disabilities include:

- notetakers