

you must confirm your enrollment and pay your fees by the close of this day's registration.

Late Registration: August 22-25

See above for instructions. A late fee will be assessed if you register during late registration.

Drop-Add: August 22-25

You may make schedule changes during the Drop-Add period by using Swamp Fox Web for students. Remember to clear your changes with your adviser.

General University Fees 2016-2017

FMU reserves the right to make changes in tuition and fees at any time. For updated fee information including housing costs and meal plan rates, check the web at www.fmarion.edu/about/fees or call the Admissions Office at 843-661-1231.

Students taking fewer than 10 semester hours are considered part-time for fee purposes. For enrollment purposes, students taking 12 or more semester hours are considered full-time. Audited courses are charged at the same rate as courses taken for credit.

REQUIRED STUDENT FEES

APPLICATION FEE (non-refundable)	\$39.00
MATRICULATION FEE (one-time)	\$122.00

BASIC FEES

Undergraduate Students

Full-time (per semester)

South Carolina Residents	\$4,940.00
Out-of-State Residents	\$9,880.00

Part-time (per semester credit hour)

South Carolina Residents	\$494.00
Out-of-State Residents	\$988.00

Graduate Students

Full-time (per semester)

South Carolina Residents	\$5,050.00
Out-of-State Residents	\$10,098.00

Part-time (per semester credit hour)

South Carolina Residents	\$505.00
Out-of-State Residents	\$1,009.80

Undergraduate Students - Upper Division Nursing and Industrial Engineering Programs

Full-time (per semester)

South Carolina Residents	\$7,725.00
Out-of-State Residents	\$15,448.00
Nursing Program Testing Fee (per semester)	\$158.00

One Time, Non-refundable Fee:

Nursing Program Application Fee	\$92.00
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Graduate Students - Nursing Program

Full-time (per semester)

South Carolina Residents	\$7,834.00
Out-of-State Residents	\$15,668.00

Graduate Students - Physician Assistant Program

Full-time (per semester)

South Carolina Residents	\$9,293.00
Out-of-State Residents	\$18,586.00

REGISTRATION FEE (per semester)	\$20.00
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STUDENT ACTIVITY FEE

Full-time (per semester)	\$148.00
Part-time (per semester credit hour)	\$14.80

INFORMATION TECHNOLOGY FEE

Full-time (per semester)	\$106.00
Part-time (per semester)	\$53.00

UNIVERSITY FACILITY FEE

Full-time (per semester)	\$25.00
Part-time (per semester)	\$12.50

OTHER STUDENT FEES

LATE REGISTRATION FEE

Full-time	\$30.00
Part-time	\$25.00

VEHICLE REGISTRATION (non-refundable)

Per academic year, per vehicle	\$19.00
Summer sessions only	\$10.00

Refunds

The application fee is nonrefundable. Basic University Fees are refundable for full-time and part-time students according to the following schedule:

Complete Withdrawal from the University

- 100% Withdrawal through the end of late registration (Aug. 25).
- 90% Withdrawal between the end of the 100% refund period and the end of the first 10% of the term (Sept. 1).
- 50% Withdrawal between the end of the 90% refund period and the end of the first 25% of the term (Sept. 19).
- 25% Withdrawal between the end of the 50% refund period and the end of the first 50% of the term (Oct. 19).

An administrative fee equal to five percent of the total fees charged for the semester or \$100, whichever is less, will be withheld from the refund after the 100 percent refund period.

Refunds are computed from the date of official withdrawal from the university. No refunds are made for full-time students dropping courses and not withdrawing from the university, unless by dropping courses a student's enrollment status drops below 10 hours. Fees are refundable for part-time students officially dropping courses without withdrawing from the university according to the following schedule:

Changes in Enrollment Status (below 10 hours)

- 100% Through the end of late registration (Aug. 25).
- 50% Within 14 calendar days of the first day of classes (Sept. 5).

Certain fees are nonrefundable and are so noted. No refunds are allowed because of irregularity in attendance of classes. Refunds are held pending the settlement of current obligations payable to the university.

Because of requirements associated with the return of federal student aid funds, students who receive federal financial assistance and completely withdraw from the university during a refund period may still owe the university.

An appeals process exists for students or parents who believe that individual circumstances warrant exceptions from published policy.

Appeals must be in writing and are processed by the University's Withdrawal Appeals Committee. Address appeals to the Withdrawal Appeals Committee, Office of the Registrar, Francis Marion University, PO Box 100547, Florence, SC 29502-0547.

All request for refunds must be made during the academic year for which the fees were paid. The academic year begins with Summer II term and ends with Summer I term. The decision of the Withdrawal Appeals Committee is final.

Housing and Dining refunds are administered under a separate policy than general fees and tuition. All Dining and Housing refund requests must be made in the academic semester for which fees are paid. The Housing and Dining Policy can be viewed on the web at www.fmarion.edu/about/fees. FMU ID Card (University Debit Account) refunds may only be requested upon graduation or official withdrawal from the university. For information on the FMU ID card as the FMU Debit/Patriot card, refer to the student usage agreement at www.fmarion.edu/about/fees.

Refund checks are held in the Cashier's Office for seven days and are then forwarded to the student's permanent home address.

Circumstances may warrant the assessment of a reinstatement fee for the purpose of academic reinstatement.

Applying for Financial Assistance

The 2017-2018 FAFSA (Free Application for Federal Student Aid) should be completed at www.fafsa.ed.gov AS SOON AS POSSIBLE. A FAFSA may be completed regardless of a student's admission or registration status.

Be sure to list FMU's institutional code (009226) in the appropriate section of the FAFSA.

Students must reapply for Financial Assistance every academic year.

For more information, visit FMU's Financial Assistance website under "Quick Links" at www.fmarion.edu or call the Financial Assistance Office at 843-661-1190.

Policies & Regulations

Student Handbook and University Catalog

Each year, the Student Handbook is made available to all students. The Handbook contains a complete list of student rights and responsibilities, rules and regulations, and calendars and dates. The Handbook and the University Catalog are invaluable resources in your quest to be a successful student at FMU. Handbooks are online at www.fmarion.edu/students/handbook. Catalogs are available in the Admissions Office or online at www.fmarion.edu/academics/catalogs.

FMU ID Card (University Debit Account)

Lost cards should be reported immediately to the FMU Card Administrator, located in the Ervin Dining Hall (Ext. 1266); Library (Ext 1300); or Student Affairs (Ext. 1182) since this card may carry the liability of a bank debit card and is not transferable. Late charge (after initial registration) or replacement cost which is nonrefundable. The fee will be waived in the case of marriage, a name change, or a defective card. A refund of funds placed on the FMU ID Card (debit account) may only be requested upon graduation or official withdrawal from the University. Requests should be submitted to the Dining Services Office in the Ervin Dining Hall.

Parking Permits

All students are allowed to have a vehicle on campus. You must register the vehicle and purchase a parking decal. Decals run from fall to fall. Even if you purchase a decal in the spring semester, you must purchase a new one in the fall of each year. Vehicles may be registered in the Cashier's Office during the semester. If you live on campus, you must have a Residential parking decal, designated with an R, which will allow you to park in housing area lots. You should obtain the university Traffic Regulations Manual from the Cashier's Office, Campus Police, or you can access the manual on the web at <http://www.fmarion.edu/about/fmutrafficregulation>. This booklet contains important information about vehicle registration, parking, and traffic safety.

Honors Courses

Honors courses are open to students with superior academic records by invitation only from the Honors Committee. For more information, contact Dr. Jon Tuttle, director of the Honors Program, at 843-661-1521.

Grade Reports

At the end of each semester, grade reports will be made available to students at www.fmarion.edu. Click "Swamp Fox for Students," then click "Review Grades." Call the Registrar's Office if you have questions about your grades.

Withdrawal from a Course or the University

If you want to drop a course, you should obtain the necessary form from the Registrar's Office or in your academic department, complete the form, have it signed by the appropriate people, and then turn it into the Registrar's Office. Forms for complete withdrawal from the university are only available in the Registrar's Office.

Class Attendance Policy

It is your responsibility to attend all scheduled meetings in the courses in which you are enrolled. If you are absent more than twice the number of required class or laboratory sessions per week during regular semesters or more than 15 percent of required sessions during accelerated semesters, a grade of F or W will normally be assigned, unless the instructor has excused the absences.

Individual instructors may choose alternative requirements for attendance. It is the instructor's responsibility to inform students, at the beginning of each course, of all attendance policies. The instructor, at his/her discretion, may utilize a warning of excessive absences or required attendance. Attendance policies will be outlined on the course syllabus.

It is your responsibility to understand at the beginning of each course the instructor's policy on missing classes, announced tests, and laboratory sessions. If you violate the stated attendance policy, the instructor will notify the Registrar's Office to drop you from the class with the appropriate grade.

It is your responsibility to make up work missed because of absence from announced tests and laboratory sessions. However, announced tests and laboratory sessions may be made up only at the discretion of the instructor.

Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, permits the release of "directory information" about a student without a student's consent. FMU has designated the following items as directory information: student's name, enrollment status, address, FMU email, telephone listing, date and place of birth, photograph, major field of study,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended, and eligibility for honor societies.

Directory information may be published in a campus directory and other university publications and may be released to the mass media for publication (for example, Dean's List, President's List, commencement list, etc.). Students have the right to request that this information not be disclosed by completing a Request of Non-Disclosure form, available in the Registrar's Office, by the end of the drop/add period for each academic term. A request for non-disclosure prohibits the University from releasing the student's name and other information for purposes for which the student may wish to be recognized (for example, announcements of scholarship awards and other honors, notices of commencement exercises, induction into honor societies, participation in university activities, etc.). After a request for non-disclosure has been made, the university is NOT responsible for obtaining subsequent permission from the student to release the information for special circumstances as described above.

FMU's FERPA Policy is posted on the Registrar's webpage at www.fmarion.edu/enrollment/registrar.

Use of Social Security Number

The privacy act of 1974 (US Public Law 93-579, Sect.7) requires that we notify you that disclosure of your Social Security Number (SSN) is voluntary. You should know that FMU uses the SSN for federal identification and your official transcript.

Services for Students with Disabilities

Effort will be made to ensure that classes offered will be accessible to individuals with disabilities. If you plan to enroll and need assistance relating to a disability, contact the Office of Counseling and Testing (843-661-1840) at least 10 days prior to the beginning of the semester.

Equal Opportunity

Francis Marion University offers equal opportunity in its employment, admissions, and educational activities, in compliance with federally mandated civil rights legislation and corresponding State of South Carolina legislation.

Fall 2017 Calendar

Mar. 22-Aug. 7	Pre-registration for Fall (currently enrolled students)
June 12-13	Freshman Orientation
June 15	Transfer Orientation
June 26	Freshman Orientation
Early July	Bills and vehicle registration forms are mailed to permanent address of pre-registered students.
July 10-11	Freshman Orientation
July 24	Freshman and Transfer Orientation
Aug. 7	Final date for pre-registered students to pay fees for Fall; Final payment for Fall housing due
Aug. 8-21	Continuous Registration for Fall Semester (currently enrolled students; payment is due at the time of registration)
Aug. 10	Freshman and Transfer Orientation
Aug. 18	Change checks available based on the date you confirmed your schedule. See our webpage for scheduled disbursement dates (www.fmarion.edu/about/accounting)
Aug. 19	Housing opens for new students
Aug. 20	Housing opens for continuing students
Aug. 21	Registration for new and continuing students
Aug. 21	Fall classes begin with 4:30 p.m. classes
Aug. 22-25	Drop/Add and Late Registration (late fee)
Sept. 4	Labor Day, University closed
Sept. 15	Deadline for students to have FMU Card made (Rogers Library); late charge after this date
Sept. 18	Last day to withdraw from a course without academic penalty
Oct. 2	Last day to apply for graduation for Fall Semester
Oct. 6	Midterm
Oct. 9-10	Fall Break; No classes; University open
Oct. 11	Classes resume
Oct. 13	Midterm grades due for first time freshmen
Oct. 25-Nov. 3	Advising Period and Priority Pre-registration for Spring Semester
Nov. 20	Last day to withdraw from an undergraduate course

Nov. 22	Thanksgiving Holidays begins. No classes; University open
Nov. 23-24	University closed for Thanksgiving Holiday
Dec. 4	Last Day of Classes
Dec. 5	Reading Day
Dec. 6	Exams Begin
Dec. 11	Final date for pre-registered students to pay fees for Spring 2017
Dec. 11	Grades due for graduating seniors by noon
Dec. 12	Exams End
Dec. 13	Final grades due by noon
Dec. 15	2:30 p.m. – Commencement Rehearsal
Dec. 16	10:00 a.m. – Commencement Exercises

EXAMS

All classes will meet at the assigned examination times. Check your syllabus or with your professor to verify the time and location of your exams. Attendance at the exam is mandatory unless excused in writing by the Department Chairperson or Dean. Any student missing an examination without a written excuse from the Department Chair or Dean will be assigned a grade of F. Examinations will be held in the same rooms as class meetings except for mass examinations. Instructors will announce the locations of mass examinations. Students may, with the instructor's permission, take an examination with another section of the same course; no further permission is required.

Exam Schedule

	8:30 -10:30	11:45-1:45	3:00 -5:00 pm
Wednesday Dec. 6	8:00 am MW 8:30 am MWF	ALL ENG 101, 10E, and 102	10:30amMWF
Thursday Dec. 7	8:30 am TTH	12:30 pm MWF	9:55 am TTH
Friday Dec. 8	9:30 am MWF	11:30 am MWF	11:20 am TTH
Monday Dec. 11	12:45 pm TTH	1:30 pm MWF	4:30 pm TTH 4:00 pm MW
Tuesday Dec.12	2:30 pm MW	2:10 pm TTH 7:30 am MWF	

EVENING CLASSES

Evening class examinations will be given according to the following schedule:

Wednesday, Dec. 6

6:00 pm MW and 6:00 pm Monday courses from 6:00 to 8:00 pm
7:30 pm MW and 6:00 pm Wednesday courses from 8:10 to 10:10 pm

Thursday, Dec. 7

6:00 pm TTH and 6:00 pm Tuesday courses from 6:00 to 8:00 pm
7:30 pm TTH and 6:00 pm Thursday courses from 8:10 to 10:10 pm

EDUCATION AND PSYCHOLOGY GRADUATE CLASSES

The final examinations in all graduate Education and Psychology courses (500-level or higher) will be given at the last regularly scheduled class period. The instructor will announce the time of the examination.

BUSINESS GRADUATE CLASSES

The instructor of the course will announce the final examinations.

How to Read This Schedule

Courses are listed alphabetically by discipline. A separate section for GRADUATE courses is also included in this schedule.

Classes are listed by course number, section code, number of credits, course title, day & time, building code & room number, and instructor.

This schedule presents course offerings planned at the time of the publication of this Schedule. This document is not a contract; Francis Marion University reserves the right to alter course offerings if enrollments and resources require. FMU does not guarantee that a student will be able to enroll in any particular course.

An up-to-date listing of all courses – including new and changed sections – may be accessed from the web page at www.fmarion.edu.

Many courses require prerequisites or corequisites that may not be included in this course listing. Please refer to your university catalog and consult with your academic adviser for information on specific course requirements. The 2016-2017 University Catalog is currently available via the web at www.fmarion.edu/academics/catalogs.

Building Codes

CC	Thomas C. Stanton Academic Computer Center
CCHS	Luther F. Carter Center for Health Sciences
CEMC	John K. Cauthen Educational Media Center
FAC	Peter D. Hyman Fine Arts Center
FH	Founders Hall
GAC	Griffin Athletic Complex
HO	Allard A. Allston Housing Office Complex
LNB	Frank B. Lee Nursing Building
LSF	Hugh K. Leatherman Sr. Science Facility
MSB	Robert E. McNair Science Building
OS	Office Services Building
PAC	Performing Arts Center
RCC	Gail and Terry Richardson Center for the Child
RS	Recording Studio
UC	Walter D. Smith University Center

Section Codes: Section codes correspond to day & time course is offered.

MWF Time	Code	MW Time	Code	TTH Time	Code
7:30 am - 8:20 am	AA	2:30 pm - 3:45 pm	G	8:30 am - 9:45 am	1
8:30 am - 9:20 am	A	4:00 pm - 5:15 pm	H	9:55 am - 11:10 am	2
9:30 am - 10:20 am	B	5:15 pm - 8:15 pm	IM	11:20 am - 12:35 pm	3
10:30 am - 11:20 am	C	(Monday only)		12:45 pm - 2:00 pm	4
11:30 am - 12:20 pm	D	5:15 pm - 8:15 pm	IW	2:10 pm - 3:25 pm	5
12:30 pm - 1:20 pm	E	(Wednesday only)		*3:35 pm - 4:50 pm	--
1:30 pm - 2:20 pm	F	6:00 pm - 7:15 pm	NA	4:30 pm - 7:30 pm	6
		7:30 pm - 8:45 pm	NB	6:00 pm - 7:15 pm	N1
		6:00 pm - 9:00 pm	NM	7:30 pm - 8:45 pm	N2
		(Monday only)		6:00 pm - 9:00 pm	NT
		6:00 pm - 9:00 pm	NW	(Tuesday)	
		(Wednesday only)		6:00 pm - 9:00 pm	NR
				(Thursday)	
					*Activity Period