

from the Housing Office. If you have questions, please call the Housing Office at 843-661-1330. **Housing fees must be paid in full by Dec. 12.**

New Students: Registration

Please note that prior to registering, all new students MUST:

1. Take necessary placement tests – If you have not had college level English or did not score a 500 or higher on the SAT Writing test, you must register for English 111 or plan to take the University Placement Test before registering. To make an appointment for the test, call the Office of Counseling and Testing at 843-661-1840.
2. Complete immunization records – The immunization form you received with your acceptance letter must be completed prior to registration. If you have questions about this process or need a new form, please call the Admissions Office at 843-661-1231 or 1-800-368-7551.
3. Attend Orientation — Orientation is required for all new freshmen and transfer students. It's a great way to meet new friends and register for classes. You'll have a chance to meet with your adviser and register online with Swamp Fox for Students. The Spring 2017 Orientation is Monday, Jan. 9, 2017. So that you can begin your educational experience at FMU with as much knowledge as possible, we will mail more information about Orientation to you later. In the meantime, mark your calendar for Monday, Jan. 9, 2017. We look forward to having you as a student at FMU!
4. Register for Classes: Monday, January 9, 10 am - 6 pm
You may register on Jan. 9 in your adviser's office. After you are registered, you must pay your fees. Your registration is not complete until you confirm your schedule and pay your fees.

Late Registration: January 10-13

During late registration, you must meet with your adviser to be cleared for web registration. You may access Swamp Fox for Students via the Internet (www.fmarion.edu) from on-campus computer labs or from your home computer. If you do not know who your adviser is or if you need an adviser assignment, contact the administrative assistant in the department of your major. Questions about your admission status should be directed to the Admissions Office. Remember, you must confirm your schedule by applying your financial aid and/or paying your fees on the day of your registration in order for registration to be complete.

NOTE: A late fee will be assessed if you register during late registration.

Drop-Add: January 10-13

You may make schedule changes during the Drop-Add period by using Swamp Fox for Students. Remember to clear all changes in your schedule with your adviser!

Continuing Students/ Priority Registration

If you are a continuing student, you can pre-register by class status. Before meeting with your adviser, complete a tentative schedule (using this course listing and your academic catalog). Make an appointment with your adviser to be cleared for web registration. After you are cleared for web registration, you may access Swamp Fox for Students via the Internet (www.fmarion.edu) from on-campus computer labs or from your home computer. If you do not know who your adviser is, contact the administrative assistant in the department of your major.

Pre-registration dates:

Continuing Seniors may register on the web beginning Oct. 26-27.
Continuing Juniors may register on the web beginning Oct. 28-31.
Continuing Sophomores may register on the web beginning Nov. 1-2.
Continuing Freshmen may register on the web beginning Nov. 3-4.

Your adviser must clear you for registration before you can register online.

Open Registration:

October 26-November 4

Priority Registration - Financial Assistance must be applied to your fees and/or fees paid by Dec. 12.

November 7-December 12

Open registration - Financial Assistance must be applied to your fees and/or fees paid by Dec. 12.

December 13-January 9

Open registration - Financial Assistance must be applied to your fees and/or fees paid by Jan. 9.

Register Online!

As an FMU student, you may register online via the Internet from any campus computer lab or home computer as soon as your adviser clears you for web registration. You may access Swamp Fox for Students from the FMU home page (www.fmarion.edu) to register for classes. Your adviser must clear you for web registration before you can register online.

Fee Payment

How do I get my bill?

If you register prior to November 11, a bill will be mailed to your home address.

If you register on or after November 11, you may view and/or print your bill online at www.fmarion.edu/about/accounting or you may come by the Cashier's Office during normal working hours and pick up a copy.

How do I pay my bill and confirm my schedule?

Web: You may access our web payment page at www.fmarion.edu/about/accounting. Click on "How to Make a Payment" and choose "Pay Tuition and Fees."

Mail-In: You may mail the bottom portion or a copy of your bill along with a check or money order to the Cashier's Office.

Walk-In: You may bring your bill, along with your payment, to the Cashier's Office. We accept cash, check, money order, Visa, MC American Express, and Discover.

When do I pay my bill and confirm my schedule?

If you register on or before December 12, you must pay and/or apply your financial assistance by 5:00 pm on December 12.

If you register after December 12, you must pay and/or apply your financial assistance on or before January 9.

Please remember: All students must confirm their schedules. You must apply your financial assistance and confirm your schedule through the Accounting/Cashier's web page, mail, or in the office by the due date.

Late Registration: Jan. 10-13

During late registration, you must meet with your adviser to be cleared for web registration. You may access Swamp Fox for Students via the Internet (www.fmarion.edu) from on-campus computer labs or from your home computer (see "Steps to Successful Web Registration" on page 5 of this schedule). If you do not know who your adviser is or if you need an adviser assignment, contact the administrative assistant in the department of your major.

NOTE: A late fee will be assessed if you register during late registration.

Drop-Add: From your registration date - Jan. 10-13

You may make schedule changes during the Drop-Add period by using Swamp Fox 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

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

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

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 (Jan. 13).

90% Withdrawal between the end of the 100% refund period and the end of the first 10% of the term (Jan. 20).

50% Withdrawal between the end of the 90% refund period and the end of the first 25% of the term (Feb. 6).

25% Withdrawal between the end of the 50% refund period and the end of the first 50% of the term (Mar. 6).

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 (Jan. 13).

50% Within 14 calendar days of the first day of classes (Jan. 23).

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 2015-2016 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 is \$19, 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.

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.

Spring 2017 Calendar

- Oct. 26-Nov. 4** Priority registration for currently enrolled students for Spring 2017
- Nov. 7-Dec. 12** Open registration for continuing students. Fees and Housing payments due by Dec. 12 (schedules and housing assignments will be dropped at 5 pm Dec. 12.)
- Mid-Nov.** Bills mailed to home addresses of pre-registered students
- Dec. 13-Jan. 9** Open registration for continuing students. Fees and Housing payments due by Jan. 9 (schedules and housing assignments will be dropped by 6 pm Jan. 9)
- Jan. 6** Students who confirmed their registration by Dec. 12 may pick up change checks if there is an overage on the account and all funds are received by the university. (Freshmen: refer to the loan disclosure statement provided by your lender to determine when your funds will be sent to the university)
- Jan. 8** Housing opens for new students and continuing students
- Jan. 9** New student orientation; new student registration
- Jan. 10** Spring classes begin
- Jan. 10-13** Late Registration & Drop-Add. Late fee applies
- Jan. 13** Last day to register or drop-add. Late fee applies
- Jan. 16** Martin Luther King Jr. Holiday; university closed
- Jan. 27** Deadline for new students to have FMU ID Card made (Rogers Library)
- Feb. 13** Last day to withdraw from a course with an automatic grade of W
- Feb. 27** Midterm
- Mar. 1** Last day to apply for undergraduate and graduate degrees for students completing degree requirements during Spring semester
- Mar. 13-17** Spring Break
- Mar. 20** Classes resume
- Mar. 22** Summer aid applications available (Financial Assistance office SAB 117)
- Mar. 22-31** Continuing student pre-registration begins for Late Spring, Summer I and II, and Fall begins
- Apr. 10** Last day to withdraw from an undergraduate course
- Apr. 17** Academic Awards
- Apr. 18** Student Life Awards
- Apr. 24** Spring classes end
- Apr. 25** Reading Day
- Apr. 26** Examinations begin
- May 1** Last day for pre-registered students to pay for Late Spring
- May 2** Examinations end
- May 6** 10 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 April 26	8:00 am MW 8:30 am MWF	ALL ENG 101, 10E, and 102	10:30am MWF
Thursday April 27	8:30 am TTH	12:30 pm MWF	9:55 am TTH
Friday April 28	9:30 am MWF	11:30 am MWF	11:20 am TTH
Monday May 1	12:45 pm TTH	1:30 pm MWF	4:30 pm TTH 4:00 pm MW
Tuesday May 2	2:30 pm MW	2:10 pm TTH 7:30 am MWF	