

understand that Francis Marion University does not provide insurance coverage for individuals using recreational facilities and that individuals not having appropriate health coverage are strongly advised to acquire health insurance prior to exposing themselves to possible injury.

Participants must follow the directions of the lifeguard or other University personnel on duty at the pool. Failure to abide by this directive may result in removal from the pool area and future denial of access, as well as other appropriate measures. The lifeguard is authorized to close the pool due to inclement weather, mechanical failure, health risks, or other unforeseen circumstances.

A complete copy of the rules and regulations concerning pool operations, including information about lifeguard responsibilities and maintenance procedures, is available in the Director of the University Center office in the Smith University Center.

#### **Shared Responsibilities**

Francis Marion University is not responsible for injuries received by anyone while playing or practicing sports on the FMU campus. All individuals are requested to have physician's approval before beginning an exercise program. All participants should confer with their insurance carrier to make sure they are covered or consult with Student Health Services for insurance information. Users of the gym and racquetball courts must wear smooth-sole tennis shoes as any others will damage courts. Anyone not wearing proper shoes will be asked to leave the courts.

## **COUNSELING AND TESTING**

Counseling and Testing provides the following services for the University community: 1) personal counseling services for enrolled students, 2) accommodations for qualified students with disabilities, and 3) proctoring of standardized tests (e.g., CLEP, Miller Analogies Test, and proctoring for distance education courses).

#### **Personal Counseling**

For most students, the college experience reflects a significant period of transition. Transitions are often exciting, but they also require change and adjustment. Common counseling concerns include depression, sexuality, stress management, relationship issues and academic problems. Students don't need to have severe emotional problems to benefit from services. Many students use counseling to expand their personal growth and development. Services are confidential and free to currently enrolled students.

#### **Testing Services**

Counseling and Testing is responsible for the administration of several testing programs. Testing is usually available Monday - Friday, beginning at 8:30 a.m. Fees vary according to the tests. Candidates are asked to make an appointment for their desired date and time. Some examples of the tests offered by the Office of Counseling and Testing:

#### **College Level Examination Program (CLEP)**

Francis Marion University awards course credit for satisfactory scores on the Subject Examinations offered through CLEP. Only freshman and sophomore students are eligible to take CLEP exams without prior permission from a department chair. Juniors and seniors may attempt CLEP exams with the permission of the department chair or dean of the school or discipline in which a particular exam is offered. Normally, seniors during the semester prior to their graduation will not be allowed to attempt CLEP

exams. No graduating senior will be allowed to attempt CLEP exams after the deadline for applying for graduation.

There are 28 subjects available for CLEP testing. Please see the University catalog for a list of approved tests and the scores needed to earn college credit.

CLEP exams are computer-based tests and are scheduled on an individual basis at the Office of Counseling and Testing. Each exam lasts 90 minutes. The cost of each exam is \$80. There is also a \$16 proctoring fee. Please call 843-661-1840 for further information.

#### **Miller Analogies Test (MAT)**

Counseling and Testing offers a computer-based version of the MAT, which is scheduled on an individual basis. Examinees must contact our office at 843-661-1840 at least one week in advance to schedule an exam. The cost of the exam is \$66. Pearson Assessment is responsible for scoring and reporting exam scores.

## **Services for Students with Disabilities**

#### **Accessing Services**

Francis Marion University is committed to making programs and activities available to qualified students with disabilities. Francis Marion University also makes efforts to ensure that the University grounds, major buildings, and classes are accessible. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Francis Marion recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities.

The Director of Counseling and Testing is responsible for coordinating services for students with disabilities. The director collaborates with students in determining reasonable accommodations and acts as a liaison between students and faculty/administration on concerns relating to classroom accommodations. The Director of Counseling and Testing is also available to meet with prospective students to discuss services available at Francis Marion University. The director can be reached at 843-661-1841.

#### **Eligibility for Services**

Students are asked to provide documentation of their disability at least two weeks before enrolling for the first time. Documentation submitted during the last three weeks of an academic semester will only be considered for the following semester, not the semester in which it is presented. To qualify for services, students must provide appropriate documentation of a disability from a qualified health services provider (i.e., physician, licensed psychologist). Documentation should include a diagnosis, an explanation of the effect of the disability in an academic setting, and recommendations regarding accommodations. Furthermore, if the initial documentation is incomplete or inadequate to determine the extent of the disability, FMU has the discretion to require additional documentation. The cost of obtaining documentation is the responsibility of the student.

#### **Academic Accommodations**

Appropriate academic accommodations are based on an interview with the student and a review of the student's documentation. Students should schedule an interview with the Director of Counseling and Testing at least two weeks before enrolling for the first time. Depending on the nature of the accommodations, a student may be requested to provide a copy of a class schedule, course syllabus, or other information necessary

to ensure that accommodations can be arranged. Students are encouraged to meet with the director at least once per academic year to make sure that the accommodations process is continuing to meet their needs.

### **Confidentiality**

Disability documentation is housed in the Office of Counseling and Testing and is generally not shared with other University staff or professors. A student's documentation could be shared on a "need to know" basis in the case of an emergency or if there is a formal investigation of a complaint. In order to provide most accommodations, it is necessary to notify professors that a student is eligible for disability accommodations. In most cases, this involves the sharing of the student's name and disability-related needs, not the specifics of his or her disability.

### **Notifying Professors**

At the beginning of each semester, the Office of Counseling and Testing will write a faculty notification letter and will address it to the student's professors. The letter verifies that the student is registered with the office and lists the accommodations the student is eligible to receive. The letters are confidential and do not reveal the nature of a student's disability. Students are encouraged to deliver the letters to their professors. They may also request that the Office of Counseling and Testing deliver the letters for them. Students are responsible for reviewing the letter and notifying the Office of Counseling and Testing if there are any concerns or if they make a change to their class schedule.

It is the student's responsibility to meet with each professor and work out how his or her classroom accommodations will be met. For example, if a student is eligible for extra time on tests, he or she must approach the professor and determine how the extended time will be arranged. The professor has the right to deny the request if it is not made in a timely manner.

### **Accessible Computers**

Students requesting adaptive software for on-campus computers (e.g. JAWS and ZoomText) should submit their request to the Director of Counseling and Testing.

### **Accessible Desks and Tables**

Desks and tables that accommodate wheelchairs are available. After registration, students should notify the Office of Counseling and Testing about their need for accessible desks and tables.

### **Accessible Residence Halls**

Residence hall rooms with varying degrees of accessibility are available. Reasonable efforts are made to accommodate students with disabilities who wish to live on campus. Students with disabilities must follow the sign-up procedures established by the Housing Office. Students must provide documentation from an appropriate professional indicating diagnosis and the need for housing accommodations. For further information, contact the Housing Office at 843-661-1330 or the Office of Counseling and Testing at 843-661-1841.

### **Grievance Process**

If students are having problems with their accommodations, they should first notify the Director of Counseling and Testing. If problems cannot be resolved through the Office of Counseling and Testing, students with disabilities are asked to contact FMU's ADA Compliance Coordinator and the Vice President for Administration in the J. Howard Stokes Administration Building, Office of Administration, 843-661-1146.

### **Parking Permits for Students with Disabilities**

Prior to obtaining a Parking Placard, students must complete registration of their vehicle. This can be accomplished during class registration by completing the appropriate Vehicle Registration Card as a resident or commuter student and paying the appropriate fee. The permanent vehicle registration sticker must be displayed on the left rear bumper or left rear exterior glass of the vehicle, attached to the outside using the supplied adhesive (please refer to the Traffic Regulations section of this handbook). The placard can be obtained from the Office of Counseling and Testing. The placard must be displayed on the dashboard of the vehicle whenever parked on campus. To obtain a parking placard:

- The student must present the documentation outlined in the Eligibility for Services section.
- The student must comply with South Carolina State Statute 56-3-1960 regarding eligibility for special consideration.
- The vehicle must be registered on campus and display a FMU resident or commuter student decal. Students needing special parking consideration, such as pickup or drop-off at crosswalks in front of buildings, should present these needs to the Office of Counseling and Testing so that Campus Police can be notified. At no time should a crosswalk be blocked for periods longer than necessary to pickup or drop-off a student with disabilities.

### **Temporary Parking Permits for Students with Disabilities**

Provisions have been made for temporary parking placards for individuals who will be disabled for a limited time. These permits may be obtained from the Office of Counseling and Testing. Students requesting temporary permits must have a current FMU parking decal (resident or commuter).

### **Personal Care Attendants**

Personal care attendants assist individuals with completing daily living skills such as grooming, personal hygiene, meal preparation, medication monitoring, maintenance of personal living environment, lifting or turning pages, and transporting/escorting. The cost and maintenance of services for a personal care attendant are the responsibility of the student. To determine if a personal care attendant (PCA) is needed, students will need to assess their skills and abilities with their medical provider, vocational rehabilitation counselor, or case manager.

### **Tutoring**

Tutorial services are considered to be personal services; therefore, all expenses for personal tutors are the responsibility of the student. Free academic assistance is available from the Tutoring Center (661-1675) and the Writing Center (661-1528). Contact the Director of Counseling and Testing if you need assistance working with departments to secure a personal tutor.

## **RESIDENCE LIFE**

### **Mission**

The Office of Housing and Residence Life promotes academic success by providing safe, comfortable, attractive, modern, well-maintained residential facilities and quality management operations. The department strives to maintain a campus living and learning environment that fosters student learning, promotes active engagement and collaboration with others, motivates and inspires students to devote time and energy to activities that enhance academic and community living skills.

In support of the mission of the Division of Student Affairs and