

ORIENTATION

FRANCIS MARION UNIVERSITY



CHECKLIST

Here are a few things we need for you to complete:

- ☐ Log into your Patriot Portal at fmarion.edu. See page 12 for instructions.
- ☐ Pay the \$126.00 Matriculation Fee on your Patriot Portal account*. This fee lets us know that you plan to enroll at FMU. It is non-refundable after May 1.
- ☐ Submit a Housing Application and pay the \$173 Housing Fee on your Patriot Portal account*. The housing application can be found at fmarion.edu/housing.
- ☐ Return your Immunization Form to the Office of Student Health.
- ☐ Satisfy Citizenship Verification requirement by providing a copy of your S.C. driver's license, birth certificate, certificate of naturalization or permanent resident card to the Office of Admissions. Documents can be emailed to documents@fmarion.edu.
- ☐ Complete the FAFSA online to be considered for Financial Assistance.
- ☐ In the Patriot Portal, review your financial aid award letter and accept available financial assistance. **The fall payment deadline is August 12.**
- ☐ Send your Final Transcript to the Office of Admissions. This also includes any dual-enrollment transcripts. AP or IB test scores should be sent to the Office of Counseling and Testing.
- ☐ Purchase your FMU parking decal online at the Patriot Marketplace which can be found in the Patriot Portal.

Paying Matriculation Deposit:

1. Log into your **Patriot Portal**
2. Click on "**Web Advisor for Students**"
3. Click on "**Financial Information**"
4. Click on "**Student Account Summary**"
5. Click on "**Make a Payment**"
6. Click on "**Continue to Payment Center**"
7. For first time users, you will be prompted to agree to online terms and conditions. Please read over this section.
8. At the top of the screen, Click on "**Deposits**"
9. Click the drop down section and select **Matriculation**
10. Click "**Select**" and then "**Continue**"
11. You can pay using a Debit or Credit Card (Visa/MasterCard/Discover/American Express) and choose whether you would like to save your card information for future use.

Paying Housing Deposit:

1. Log into your **Patriot Portal**
2. Click on "**Web Advisor for Students**"
3. Click on "**Financial Information**"
4. Click on "**Student Account Summary**"
5. Click on "**Make a Payment**"
6. Click on "**Continue to Payment Center**"
7. For first time users, you will be prompted to agree to online terms and conditions. Please read over this section.
8. At the top of the screen, Click on "**Deposits**"
9. Click the drop down section and select **Housing Application**
10. Click "**Select**" and then "**Continue**"
11. You can pay using a Debit or Credit Card (Visa/MasterCard/Discover/American Express) and choose whether you would like to save your card information for future use.
12. Repeat steps 1-11 selecting **Housing Reservation** instead of **Housing Application**.

Looking for...

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Can't seem to find
what you're looking for?
Contact us!

Office of Orientation
Francis Marion University

PO Box 100547
Florence, SC 29502
(843) 661-1288
fmarion.edu



WE ARE EXCITED TO WELCOME YOU INTO THE PATRIOT FAMILY!

The purpose of New Student Orientation at Francis Marion University is to ensure that new FMU students have a successful transition and integration into college life. The program promotes discussion among parents, new students, continuing students, faculty and staff on the expectations and perceptions of the campus community.

By attending Orientation you will:

- Gain more knowledge of student support services and campus life.
- Gain a better understanding of the personal and financial responsibilities of attending college.
- Understand the necessity of taking ownership and academic responsibility in your educational process.
- Begin to embrace Francis Marion's traditions and experience the Francis Marion family!

To the newest members of the Patriot family:

On behalf of the Francis Marion University faculty, staff and students, let me say welcome to our campus for one of the critical first steps in your college career: orientation. This is the beginning of a great educational journey that will establish the foundation for much of what you accomplish in your life. Treasure this time and use it wisely.

Francis Marion University is one of the finest universities in the state of South Carolina. College will be a challenge — that's intentional — but don't worry. You will have plenty of support here. Our staff is ready to assist with all aspects of college life, our faculty is renown for the attention and care it gives to students, and your fellow students are eager to welcome you into the fold. The FMU campus is a beautiful place, a wonderful setting for education and more. Yes, you have challenges ahead, but many happy times as well.

Exploring the world and growing as an individual is an essential part of the university experience and I encourage you to make as much of that as you possibly can. I call particular attention to our superb international program and the very literal opportunity to explore the world that it affords. Take some time to travel. There is nothing like it and FMU continues to search out new opportunities in this sphere.

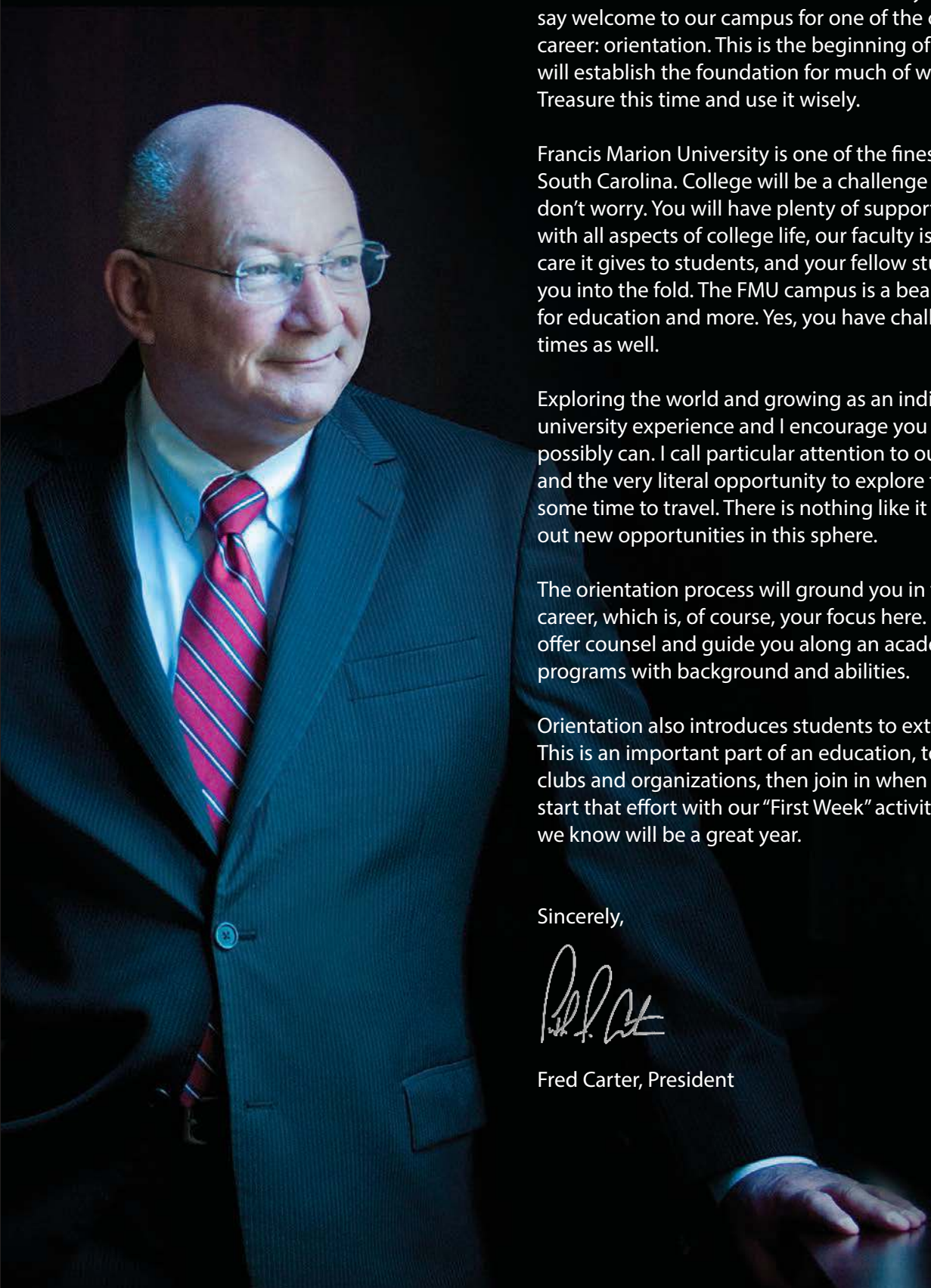
The orientation process will ground you in the basics of your academic career, which is, of course, your focus here. Staff and faculty are available to offer counsel and guide you along an academic path that best matches our programs with background and abilities.

Orientation also introduces students to extracurricular activities on campus. This is an important part of an education, too. Familiarize yourself with our clubs and organizations, then join in when school begins. We'll help jump start that effort with our "First Week" activities. It's a great way to start what we know will be a great year.

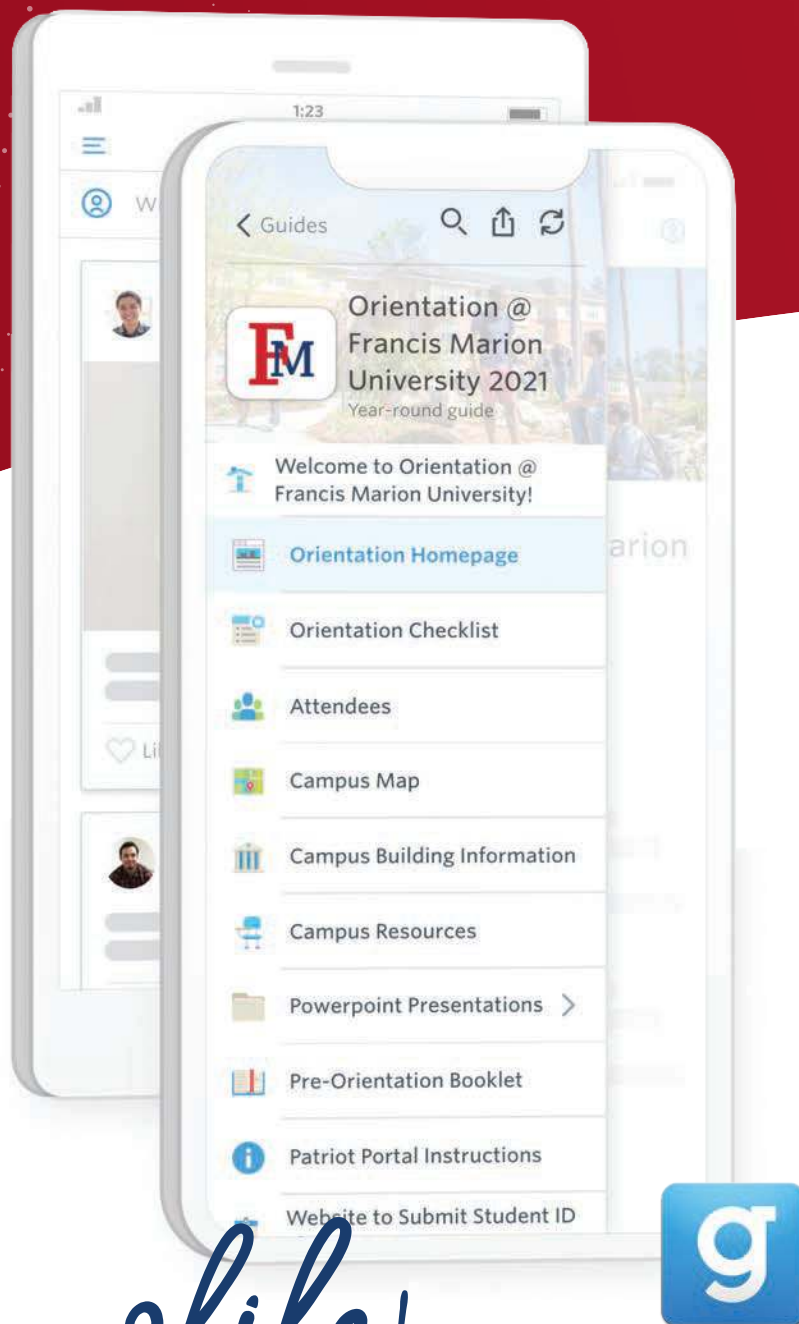
Sincerely,

A handwritten signature in black ink, appearing to read "Fred Carter".

Fred Carter, President



We've gone mobile!



This Mobile Orientation Guide will provide you with the schedule, maps, FAQs, resources, contact information and the most up-to-date messaging for your orientation. It's important that you download it to have the best possible experience!

Simply go to the app provider in your smart phone and search for the Guidebook app. Once you've downloaded the Guidebook app, search for the "Francis Marion University Orientation" event.

Having trouble? Go to <https://guidebook.com/g/#/guides/fmuorientation2021> to download!

| New Student Info

University Life 100: First-Year Seminar (FYS)

If you are a new freshman, you will be enrolled in First-Year Seminar during your first semester at FMU. We want you to have a successful start, and FYS helps to ensure that you are prepared by giving you a place to learn more about the University and ask questions throughout the semester.

Academics

We want your time at Francis Marion to be successful. During Orientation, we will review the academic standards of the University and how you can be successful. The University offers free academic services through the Center for Academic Success and Advisement's Writing Center, Tutoring Center, First Year Advising and Office of Career Development. In addition, you will have access to several computer labs on campus, the Cauthen Educational Media Center, and Rogers Library.

Financial Assistance

The first step is to complete a Free Application for Federal Student Aid (FAFSA). The Office of Financial Assistance (FA) should receive the FAFSA within 7–10 days after submission. Once FA receives your FAFSA, an email will be sent to your FM gmail account advising you to go to the Patriot Portal to determine what is needed to complete your FA file or to view your award. To learn more about what types of aid are offered, visit the Financial Assistance website at fmarion.edu/financialassistance. Financial aid representatives are also available to answer questions and provide guidance during Orientation.

Campus Life

Francis Marion has an active, diverse student population that seeks to get the most out of the college experience. As a result, you have the option to participate in a large number of student organizations and events on campus. Student Organizations are open to both residential and commuter students.

Housing

FMU offers residence halls, villas, and apartments for convenient on-campus housing. If you have not yet signed up for on-campus housing, it isn't too late. Many students find living on campus to be the most convenient option, especially when just beginning college. If you have already signed up for housing or want to sign up for it, a representative from the Housing Office will be available during Orientation to speak with you and guide you through the process.

Campus Safety

Safety is a top priority at FMU. The University has an on-site police force who patrols at all hours. There are emergency call boxes located around the campus, as well as Resident Assistants within residence halls and apartments.

Study Abroad

Francis Marion has a number of short-term and long-term study abroad opportunities for students. These opportunities provide a wonderful way for you to gain valuable experience outside of the classroom while traveling to countries like England, Germany, France, Canada, Ireland and more.

Student Health

Student health is important to us. Located in the Education Foundation Building beside the Griffin Athletic Complex, the student health clinic and counseling center offer free services to FMU students. In addition, students have access to the pool and fitness center located in the University Center.

FMU Catalog

The Catalog for the year that you enter the University will be your guide until you graduate. The Catalog contains information on majors, courses, campus resources, and other valuable pieces of information that you will need.

I am transferring from a South Carolina Technical College. What classes will I be able to transfer into FMU?

If you are transferring from a South Carolina Technical College, review the rules regarding transfer credit as well as the transfer guide online at fmarion.edu/admissions/requirements/ to see what courses will transfer.

Transferring Credit from Other Institutions

Official transcripts of students transferring from another institution are evaluated in the Registrar's Office, and the results are provided to you in the Patriot Portal. The applicability of transferred credits to major requirements is determined by the Registrar's Office.

AT FMU, IT WON'T. WE'RE ONE OF SOUTH CAROLINA'S MOST AFFORDABLE UNIVERSITIES.

What is Financial Assistance?

Financial assistance is available in the form of grants, scholarships, loans, and a work-study program.

The first step in the financial assistance application process is completion of the FAFSA. The FAFSA collects information that will be analyzed for use by Francis Marion University's Office of Financial Assistance (FA) to determine the types of assistance for which you qualify. FMU's Title IV School Code is 009226.

The FAFSA must be completed for every academic year that you want assistance. Each academic year begins in the fall and ends in the summer.

What happens after the FAFSA is completed?

Financial Assistance will receive an electronic copy from the Department of Education (DOE) within 7–10 business days. Once FA receives the FAFSA, an email will be sent to your FM gmail account advising you to go to the Patriot Portal to determine what is needed to complete your FA file or to view your award.

Is there an application for the LIFE or HOPE scholarship?

No, there is no application for these scholarships. If you are eligible for either the LIFE or HOPE scholarship, you will receive an email directing you to the portal to accept your award offer.

You should contact the Office of Financial Assistance if no notification has been received within 3–4 weeks of acceptance and you believe that you are eligible.

How is financial aid applied to fees?

Once financial assistance has been awarded and all requirements have been met, it will be automatically applied toward your tuition, fees, and housing.

The payment deadline for the Fall semester is August 12.

What if there is not enough aid to cover fees?

If there is not enough available assistance to pay all tuition and fees, you must pay the remaining balance out of personal funds, apply for a Parent PLUS, or alternative loan.

Go to www.fmarion.edu/financialassistance/loaninformation to see detailed instructions on Parent PLUS and alternative loans.

What is a Change Check?

A change check is a check for any excess funds in the account after the bill has been paid in full. You will receive an email in your FMU Gmail account when a change check or refund check is available. Instead of receiving a paper check, you will sign-up for direct deposit into a checking or savings account. Direct Deposit forms can be found online at fmarion.edu/accounting.

State Scholarships

All state scholarship recipients must be S.C. residents at the time of high school graduation. Criteria and funding for these scholarships are subject to change. Although every effort is

made to update FMU's Office of Financial Assistance website as changes occur, the most up-to-date information is available at www.che.sc.gov.

Palmetto Fellows:

- Palmetto Fellows = \$6700 1st year, \$7500 2nd, 3rd & 4th years
- Application submitted to the Commission on Higher Education (CHE) during high school
- FMU notified of eligible recipients by CHE
- To renew scholarship:
 - Must earn 30 hours per year (Fall, Spring and Summer)
 - Must maintain a 3.0 cumulative FMU GPA

Important:
Initial awards are made upon tentative acceptance to FMU. Eligibility may change when final transcripts are received by FMU.

LIFE Scholarship:

- LIFE = \$5000 per year
- No application is required for the LIFE Scholarship. Once accepted to FMU, transcript data will be evaluated for LIFE Scholarship eligibility.
- New freshmen must meet two of the following three requirements to be eligible for the LIFE Scholarship:
 - 3.0 high school GPA based on Uniform Grading Scale
 - Have a combined SAT Score (Critical Reading and Math) of 1100 or higher; combined New SAT Score (Evidence Based Reading & Writing and Math) of 1160 or higher; or a 24 or higher ACT Score by June of the senior year of high school
 - Rank in top 30% of high school graduating class
 - Cannot be eligible for Palmetto Fellows.
- The chart below outlines the guidelines that must be met in order to renew LIFE Scholarship:

Life Scholarship Renewal Requirements			
First Term Attended	LIFE GPA*	Hours Needed	By End of Summer
Fall 2021	3.0	30	2022
	3.0	60	2023
	3.0	90	2024

*LIFE GPA can differ from your FMU cumulative GPA

HOPE Scholarship:

- HOPE = \$2800 per year
- No application is required for the HOPE Scholarship. Once accepted to FMU, the high school transcript data will be evaluated for HOPE Scholarship eligibility.
- To be eligible for a HOPE Scholarship, a student must be a first-time freshman and have a 3.0 high school GPA based on Uniform Grading Scale.
 - Cannot be eligible for Palmetto Fellows or LIFE.
- The HOPE Scholarship does NOT renew. Students must gain eligibility for the LIFE Scholarship or they will be ineligible for state scholarship funds.

Enhancement Scholarship:

- Enhancement = \$2500 per year (available 2nd, 3rd & 4th years only)
- Available for the 2nd, 3rd and 4th years of college;
- Not available to 1st year students
- Must be Palmetto Fellows or LIFE eligible
- Must be enrolled in and making progress toward a math or science major approved by CHE. A list of approved majors are available on the CHE website.
- Must have earned 14 hours of CHE approved math and science courses by the end of the first year of college.
 - As of today, all math, computer science and science courses (biology, chemistry, physics and physical science) offered at FMU are approved by CHE to meet this requirement. This is subject to change.

Residence Life AT FMU



The Housing and Residence Life program promotes academic success by providing modern, attractive facilities in a safe environment. A residence hall or university apartment is more than just a place for sleeping and storing books. It becomes the student's home, the place they will spend most of their time studying, socializing, and living.

There are several options available to students who live on campus:

HOUSING FAQs ?

How do you apply for on-campus housing?

Information about on-campus housing may be found in your acceptance packet. This information may also be found at fmarion.edu/housing

How much is on-campus housing?

For information regarding on-campus housing costs, please visit the fees and expenses portion of our website.

Can roommate requests be made?

Yes, you may request a specific roommate on the housing application. In order for it to be considered, both you and your desired roommate will have to request to be roommates. The Housing Office will do its best to accommodate specific roommate requests, although it cannot guarantee that a request will be honored.

What options are there for on-campus housing?

FMU offers several options when it comes to on-campus housing including residence halls, the Village Apartments, and the Forest Villas. New freshmen and those with less than 24 hours of college credit live in the residence halls. The apartments and villas are reserved for upperclassmen.

What are the benefits to living on-campus?

There are many benefits to living on campus. Some of these benefits include proximity to classes and academic resources, as well as financial considerations. You will not have the added concern of having to pay a monthly rent bill or utility fees. It also provides you with a better chance to get involved on campus and become a part of the campus community.

What are the dining options on-campus?

There are several meal plan options available to students who live on and off campus. Students may dine at:

Ervin Dining Hall

GrilleWorks & Subway

Cauthen Cafe – Proudly Serving Starbucks™ Coffee!

P.O.D. Market

For more information, go to: fmarion.campusdish.com



Residence Halls

While all full-time FMU students are eligible to live in the Residence Halls, these buildings are designed to meet the needs of freshmen and sophomore students. Every residence hall floor is secured by an electronic "Intelli-Key" built into FMU student IDs, which allows only residents of that floor to enter. A Resident Assistant is assigned to every floor to serve as a resource for students, providing information, oversight and activities for the residents.



The Village Apartments

The complex consists of 12 two-story apartment buildings accommodating 386 residents. Residing in the Village Apartments provides upperclassmen a higher level of independence and less oversight than the residence halls. As you successfully progress through your college career, you may choose campus apartment living.



The Forest Villas

The Forest Villas are designed for our graduate and upperclassmen. Assignments to The Forest Villas are made with priority order given to graduate students, seniors, juniors and sophomores. Primarily made up of four-bedroom apartments, the apartment suites contain a shared kitchen with appliances, adjoining living room and two full bathrooms. Campus housing options come furnished with a bed, dresser and desk with chair.

: Student Housing Office
: (843) 661-1330

Student Life

LIVE IT UP!

Both resident and commuting students enjoy a rich and varied social life at FMU. The university provides growing outlets for rich multicultural experiences and social interactions through major events like:

- **Welcome Week**, concluding with **First Friday music festival**
- **Oktoberfest**
- FM A'Glow
- Step Show
- Homecoming
- **Patriot Bonfire**
- **FMU's Got Talent**
- **Arts International**
- Ms. FMU
- Intramural Athletics

Visit www.fmarion.edu/studentlife/ for information on **athletics, intramurals, academic and leadership clubs, and greek life.**

Cardboard Regatta
at Arts International!



Oktoberfest
Color Run!



FALL 2021 STUDENT LIFE EVENTS

UC After Dark

8/24 | 9/8 | 9/22 | 10/6 | 10/27 | 11/10

UC After Dark is an event open to all students. Past activities have included Paint Nights, Game nights, movie screenings, and more.

Student Activity Fair

Thursday, September 9

Learn about the activities and events at FMU for the 2021-2022 year! There are over 60 organizations and groups to join at FMU and countless ways to be involved.

National Coffee Day (Cafe Soule)

Wednesday, September 29

The Cafe Soule Coffee Truck will be at FMU to celebrate.

FMU's Got Talent: Part I

Thursday, September 30

FMU's Got Talent has become an annual event, with the first part of the competition kicking off in the fall. Come check out all of the talent within the FMU community!

Patriots Painted Pink Color Run

Saturday, October 16

Sign up for the color run for breast cancer awareness month!

Carn-Evil Halloween Party

Thursday, October 28

FMU's spookiest gathering for FMU students. Past Carn-Evils have included a dance party and escape rooms.

FMU's Got Talent Part II

Thursday, November 18

Part two of FMU's Got Talent.

FM A'Glow

Saturday, October 30

An illuminated campus-wide event in celebration of Halloween and the fall season.

: Student Life Office

: (843) 661-1182

* All events are subject to change date and time.

Welcome Week!

Saturday, Aug. 21

Ice Cream & Movies on the Lawn

Sunday, Aug. 22

"Fun in the Sun" Pool Party

Monday, Aug. 23

"Magic, Hypnosis & Food Trucks"

Tuesday, Aug. 24

Chill and Games

Wednesday, Aug. 25

BCM Cookout with Cornhole,

Golf & Giant Jenga

Thursday, Aug. 26

Silent Yoga on the Lawn

& Ice Cream Social

Friday, Aug. 27

First Friday Festival

RESOURCES AT FMU



*College...it's a BIG step.
We are here to help!*

That's why Francis Marion University created the Center for Academic Success & Advisement (CASA) several years ago. CASA is home to a range of free student support services. Under the CASA roof, students will find everything from academic counseling to tutoring to advice on jobs and careers.

CASA's resources and services are available to each and every student on campus. Some will want to see tutors or advisors on a regular basis; others will just drop in from time to time, as the need arises. No matter the need, CASA's doors are open.

Center for Academic Success & Advisement

Founders Hall, Room 220 • (843) 661-1400

The Center for Academic Success and Advisement (CASA) offers students a one-stop resource for assistance with advising questions, academic support, and career services.

CASA is home to Advisement, the Career Development Office, the Tutoring Center, as well as the Writing Center (located downstairs in FH 114-C). CASA provides a variety of services designed to help students thrive during their experience at Francis Marion University.

CASA also works in conjunction with University Life 100: First-Year Seminar, providing first-year students with valuable information to help them become acquainted with the university, build connections on campus, learn about strategies for being successful students, and make the most of their time at FMU.

CASA is also home to the Patriot Mentor program, a staff of undergraduate peer mentors who work with new students in First-Year Seminar courses.

All of these resources provide students with a network of knowledgeable and friendly professionals who can help with questions they may have while at the university.

CASA advisors work closely with first-year students to ease the transition from high school to university life. The friendly and knowledgeable advising team assists first-year students in navigating the university, choosing majors, finding career paths, selecting courses, and exercising habits that lead to academic success. CASA advisors are dedicated to supporting students and connecting them to resources that will help them be successful during their academic careers at FMU.

CASA advisors also provide academic counseling for probationary students and answer general questions for students about course registration, majors and minors, study skills, time management, career guidance, and more.

Career Development Office

Founders Hall, Room 220 • (843) 661-1676

The Career Development Office, located in CASA, provides a comprehensive, educational approach to career development and preparation. Career services and programs are available for all FMU students and alumni.

Students are encouraged to begin using the Career Development Office during their first year of enrollment. Staff members are available to meet with students exploring their skills and interests as they decide upon their majors and plans for specific career fields.

The Career Development Office also provides links for students pursuing employment opportunities through employer visits and a resume referral service available to students and alumni. Career guidance workshops allow students to explore occupations, research employers, and develop the skills needed to conduct successful job searches. Mock interviews are also available for student job seekers.

The Career Development Office also holds a job fair each fall and spring semester, connecting students and alumni with a variety of employers. Full-time, part-time, and summer job ads and internships for on-campus and off-campus positions are regularly posted outside the Career Development Office (FH 220) and on Career Development's social media pages. The Career Development staff also offer information sessions and one-on-one meetings for students considering graduate or pre-professional programs of study.

Campus Technology

Stanton Academic Computer Center • (843) 661-1335

Campus Technology oversees the computer labs across campus, provides students with an FMU email account, offers a help desk to assist with computer or network issues, and provides networked dorms and wireless hot spots across campus.

Counseling & Testing

Education Foundation Building • (843) 661-1840

The Counseling and Testing Center offers personal counseling, disability accommodations, and testing services.

Tutoring Center

Founders Hall, Room 220 • (843) 661-1675

The FMU Tutoring Center provides all students with learning assistance for a variety of subjects, including math, sciences, social sciences, and humanities courses. Located in CASA (Founders Hall 220), the Tutoring Center is staffed by faculty members and trained peer tutors. Students are welcome to meet with tutors to review course content, practice problem-solving skills, and discuss study strategies.

Library Services

Rogers Library • (843) 661-1300

The library offers a variety of web-based databases and catalogs, over 10 million book volumes, and twenty individual group and study rooms. Wireless internet as well as a computer lab is provided in the library.

Media Services

Cauthen Educational Media Center,

Room 101 • (843) 661-1250

The Media Center includes a computer lab and other related resources for students.

Recreational Facilities

Smith University Center • (843) 661-1180

The Smith University Center houses a number of campus offices as well as recreational facilities including a gymnasium with four practice basketball courts, an eight-lane varsity swimming pool with three diving boards, sauna, four racquetball/handball courts, game area (pool tables, ping-pong tables, and foosball), fitness room with weights and exercise machines, locker rooms, and much more.

Student Health Services

Education Foundation Building • (843) 661-1844

Student Health Services provides healthcare, health education, and referral services to students when needed. No fees are charged for on-campus services; however, modest fees are charged for off-site laboratory testing. Fees for referral provider visits are the responsibility of the student receiving care.

Writing Center

Founders Hall, Room 114C • (843) 661-1528

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.

THE PATRIOT PORTAL

The path to becoming an FMU student and a member of the Patriot community starts with the Patriot Portal.

The Patriot Portal is a cloud-based space that provides secure access to important information for students, faculty and staff at Francis Marion University. The information available to each user is specific to that user. Faculty and staff will use the Portal to complete a number of tasks related to the business of the university, and to access information related to their employment.

For FMU students, the Patriot Portal provides you with access to information about financial aid, class registration, housing, links to commonly used FMU webpages, and much more. Additional information, specific to you, will arrive through announcements and notices of coming events.

Students gain access to the Patriot Portal by using the existing username and password associated with their FMU g-mail account.

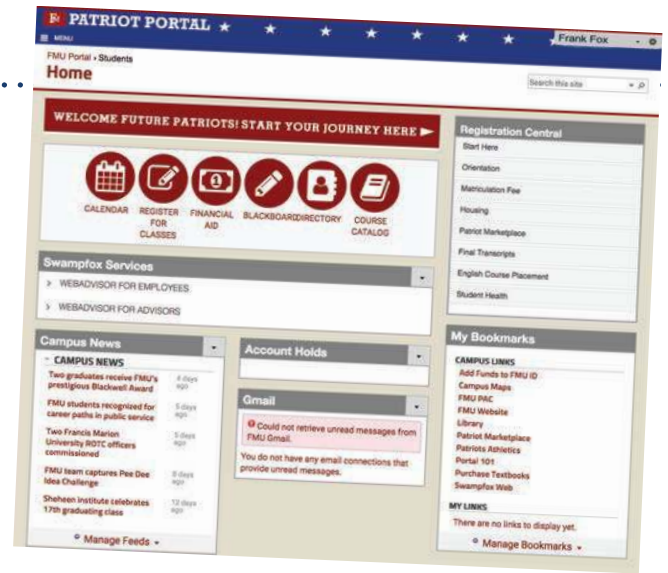
For security's sake, initial access to the Patriot Portal is a two-step process. Once complete, students can access both their FMU g-mail account and the Patriot Portal using the same username and password.

Creating a Password for your Account

Create a password for your FMU g-mail account.

An FMU g-mail address has been created for you.

- Go to the FMU Password Manager at <https://www.fmarion.edu/create-student-password/>
- Enter your FMU g-mail user name & temporary password.
 - Username Example: frank.fox or ffox1234 (Do not include "@g.fmarion.edu")
 - Temporary Password Example: fmu + the last five of your social security number: ex. fmu56789
- Under Account Recovery select "View Details" and set up two Challenge Questions.
- Next under Change Password, select "View Details" and create your new password.



- Must have a minimum of 8 characters.
- Must contain lower case letters
- Must contain at least one upper case character
- Must contain at least one number.
- Must contain at least one special character (e.g. @#\$%)

- Once your password is complete and confirmed, proceed to the Portal and enter your credentials.

For more information see

<https://www.fmarion.edu/campustech/passwordmanager/>

Accessing the Patriot Portal

On any web browser, on any device connected to the Internet, go to the following link: <https://patriotportal.ec.fmarion.edu>

(Note: A link to the Patriot Portal is also available on the FMU website: www.fmarion.edu)

- Choose FMU Student.
- Log-in to the Patriot Portal using the username and password created in the step above.
- Users leaving the Portal after a session should log-out completely. To do this, click on the user name in the upper right hand corner of the browser and select "Sign out." After completing this step, close the browser to complete the logout process.

Patriot Portal Help!

For help using or logging into the Portal, contact the Admissions Office at (843) 661-1231.

AUTHORIZING PROXY WITHIN PATRIOT PORTAL

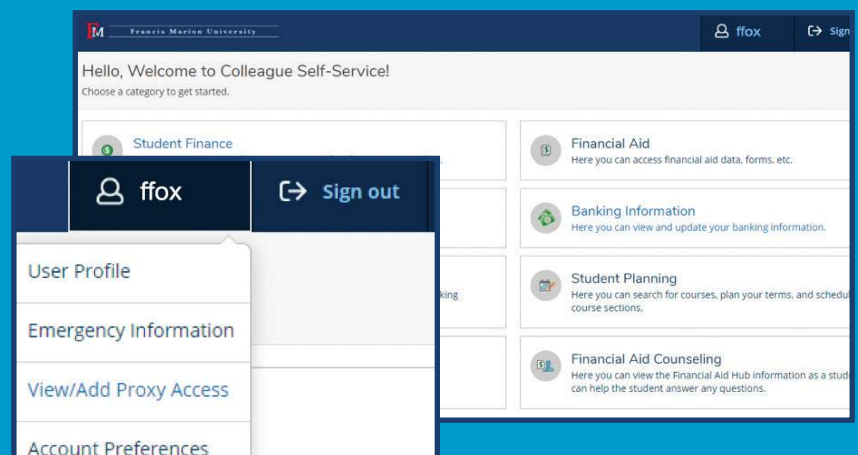
Students have the option to assign proxy within the Patriot Portal. The proxy acts as a designated individual with permission to view portal information, make changes, or perform university business transactions on behalf of the student. The user role of the proxy is defined by the student.

Navigating Proxy

Enter Colleague Self-Service within the Patriot Portal:

<https://colss-prod.ec.fmarion.edu/Student/>

1. Click on Profile Image located next to username
2. After clicking, a dropdown menu will appear.
3. Click "View/Add Proxy Access" from the drop down menu



HOW TO ADD A PROXY TO YOUR ACCOUNT

1. Under the Select a Proxy header, click on the dropdown box, and select “add another user”.

View/Add Proxy Access

i This page provides the ability to view existing proxy access that you've previously granted as well as add proxy access to additional people. Proxy access grants another person, such as a parent or guardian, the ability to view the information you approve.

Active Proxies

i You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy

i Please enter the information for the proxy that you wish to add.

Select a Proxy

Please Select

2. Enter the profile information for your proxy.

Add a Proxy

i Please enter the information for the proxy that you wish to add.

Select a Proxy

Please Select

Please Select

Add Another User

3. Define the access by choosing to allow “complete access” or “select access”

Add a Proxy

i Please enter the information for the proxy that you wish to add.

Select a Proxy

Add Another User

First Name *

Middle Name

Last Name *

Suffix

Former Last Name

Email Address *

Confirm Email Address *

Phone

Birth Date *

Relationship *

Please Select

4. If choosing “allow select access” activate the desired permissions by clicking the access statement for each functional area. A blue check mark will appear on selected statement.

☐ Allow Complete Access

☒ Allow Select Access

☐ Student Finance **i**

☐ Account Activity

☐ Account Summary

☐ Make a Payment

☐ Financial Aid **i**

☐ Award Letter

☐ Financial Aid Home

☐ My Awards

☐ FA Outside Awards

☐ Required Documents

☐ Satisfactory Academic Progress

☐ Federal Shopping Sheet

☐ General **i**

☐ Notifications

☐ Academics **i**

☐ Grades

☐ Tax Information **i**

5. To finalize the addition of the proxy user, respond to the Disclosure Agreement and click submit.

Disclosure Agreement

The Family Educational Rights and Privacy Act (FERPA) secures the privacy of the educational records of an individual. The University may release information contained in the University Directory without the consent of the student, unless the student has notified the University in advance that such information is not to be released. But generally, information not contained in the Directory can only be released with the consent of the student. However, you may designate another person, called a proxy, who has permission to access parts of your educational record for purposes of convenience. This consent is necessary to comply with FERPA. By authorizing individuals to view your portal, the proxy will be able to view the information that you specified above.

By designating a proxy, you waive any rights under FERPA regarding these areas but maintain all other rights under the FERPA guidelines.

☐ I authorize the institution to disclose my information to this party

Cancel Submit

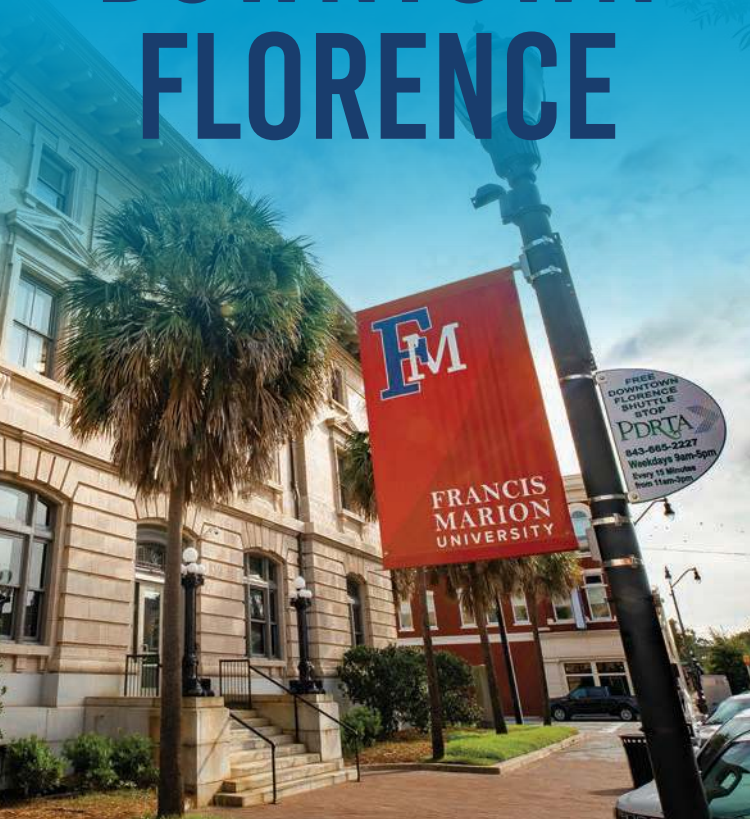
Students may add more than one proxy. Each proxy member needs to be added using the View/Add Proxy routine. Students may also edit active proxy details upon clicking on the proxy name.

Questions?

Contact us,
we'd love to help!

Office of Admissions
admissions@fmarion.edu
843-661-1231

Explore DOWNTOWN FLORENCE



Eat

King Jefe

134 S Irby St.
Traditional and Modern Mexican

Wholly Smokin'

150 S. Dargan St.
Southern cooking | BBQ | Burgers

Lula's

160 S Dargan St.
Coffee | Breakfast

Victor's

154 S Dargan St
Upscale Cuisine

Bird's Nest

166 S Dargan St.
Delicious food in community atmosphere

El Agave

147 W. Evans St.
Family-owned TexMex restaurant

Town Hall

101 W. Evans St.
Farm-driven, Southern-inspired upscale restaurant

Chocobella

114 N Dargan St, Suite A
Artisan chocolate and gelato shop

Lil Jazzi's

163 N. Dargan St.
Cafe, salads, and sandwiches

Relax

Flow Town Yoga

152 S. Dargan St.

The DIY Place

157 W. Evans St.
DIY crafts and projects that are perfect for a night out or parties.

Florence County Museum

111 West Cheves St.
Museum that reflects the region's artistic and cultural heritage in exhibitions and hands-on workshops. Free admission.

Flo-Town Fitness

612 S. Irby St.
Gym that offers monthly or annual memberships, personal training, and 24/7 hour access.

Addie's Baby Paint & Sip Studio

290 W. Evans St.
Paint and sip studio perfect for a party or night out!

University Place Gallery

142 N. Dargan St.
Rotating exhibitions that are designed to inspire and engage. Free admission.

The Spa at Hotel Florence

102 W. Evans St.

ACADEMIC CALENDAR

Fall 2021

Aug. 19-22	Housing opens for new students
Aug. 19-22	Housing opens for continuing students
Aug. 23	Registration
Aug. 23	Classes begin 4:30 p.m.
Sept. 6	Labor Day— University Closed
Oct. 11-12	Fall Break—no classes
Oct. 27-Nov. 5	Advising and Priority Pre-Registration (Spring)
Nov. 24	Thanksgiving Observance begins; no classes; University Open
Nov. 25-26	Thanksgiving; no classes; University Closed
Dec. 6	Classes End
Dec. 7	Reading Day
Dec. 8-14	Final Exams
Dec. 18	Commencement

Spring 2022

Jan. 9	Housing opens for all students
Jan. 10	Registration
Jan. 11	Classes begin 4:30 p.m.
Jan. 17	MLK Jr. Day— University Closed
Mar. 14-18	Spring Break—no classes
Mar. 23-April 1	Advising and Priority Pre-Registration (Summer and Fall)
April 25	Classes End
April 26	Reading Day
April 27-May 3	Final Exams
May 7	Commencement

Stay updated on campus events:

fmarion.edu/calendar

Instagram: [@francismarionu](https://www.instagram.com/francismarionu)

[@fmustudentlife](https://www.instagram.com/fmustudentlife)

WORDS TO KNOW

Academic year – Begins in August at the start of classes and continues through the spring semester, and concludes with the summer session.

Academic Load (also known as Course Load)

Describes how many credit hours a student is taking during a semester. For instance, carrying a full academic load as an undergraduate student means taking at least 12 credit hours. However, enrolling in 12 hours each semester may not lead to graduation in four years. Consult with your academic advisor to learn more.

Alumni – Individuals who have attended or graduated from a particular college or university.

Blackboard – An online, electronic, education platform designed to deliver course and/or organizational content and information. Instructors will often post things like the syllabus, readings and other course documents; assignments; videos; online tests and quizzes; and other materials for class. Blackboard can be accessed from <http://blackboard.fmarion.edu>

Abbreviations for Baccalaureate Degrees

BA – Bachelor of Arts

BBA – Bachelor of Business Administration

BGS – Bachelor of General Studies

BS – Bachelor of Science

BSN – Bachelor of Science in Nursing

Catalog – University's official publication of academic policies and procedures, programs of study, and course offerings for a particular academic year.

Commencement – A ceremony that recognizes degree recipients in a given semester; currently there are ceremonies in May and December. Commencement may be commonly referred to as "graduation."

Credit hour – Standard unit of measuring coursework.

Drop/Add – The period during which students can electronically make a change to their schedule by removing or adding a course from their schedule. This is usually the first week of the fall and spring terms, and the last date to drop/add is always listed on the Academic Calendar. Note that changes in the total number of credit hours taken for the semester can have an impact on financial aid and other matters, so always carefully consider drop/add choices.

FERPA – The Family Educational Rights and Privacy Act. Enacted in 1974, it protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA.

First-generation student – A student whose parent(s) or legal guardian(s) have not completed a bachelor's degree and is the first in their family to attend a four-year college/university to attain a bachelor's degree.

LIFE GPA – All grades earned (excluding remedial coursework) at eligible public or independent institutions are included in the LIFE GPA. This includes any credit hours and GPA earned prior to high school graduation.

Ombudsman – A staff member who helps students address and resolve non-academic conflicts, concerns, and other problems they may experience while attending Francis Marion. The Ombudsman assists the student in navigating the university procedures that will help them resolve their issue, and directs them to the appropriate school office or official.

Patriot Portal – A cloud-based space that provides secure access to important information for students, faculty and staff at FMU. For FMU students, the Portal is a one-stop shop for all academic and informational needs, including registration, class schedules, financial awards and more.

Prerequisite – Specific requirements that must be met prior to enrolling in a given class. Prerequisites may consist of courses, test scores, or enrollment in a specific program of study.

Provost – The senior academic administrator at a college or university. This person provides supervision and oversight to the university's curricular, instructional, and research activities.

RA – Resident assistant. RAs are trained undergraduate student leaders who help foster community between members of a residence hall's floor or wing; they also keep residents safe by enforcing university policies.

Reading Day – The day between the end of the semester and the start of the final exam period, during which no classes or exams are scheduled.

Registrar – A university officer who is in charge of registering students and keeping academic records.

Syllabus – Document describing the objectives, outcomes, assessment activities, and structure of a course that is made available to students during the first week of classes.

Transcript – Serves as the student's official academic record and the university's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions, and disciplinary expulsions also appear on the transcript.

NOTES


TO DO:

- [illegible]

[illegible]

Francis Marion University CAMPUS MAP

FMU MAIN CAMPUS

- 
1. Stokes Administration Building (SAB)
2. Honors Center
3. Cauthen Educational Media Center (CEMC)
4. Founders Hall (FH)
5. Lee Nursing Building (LNB)
6. Chapman Auditorium
7. McKlair Science Building (MSB)
8. Leatherman Science Building (LSF)
9. Smith University Center (UC)
10. Rogers Library
11. Campus Police
12. Hyman Fine Arts Center (HFAC)
13. The Grille
14. Outdoor Pool
15. Print Shop
16. Stanton Academic Computer Center (ACC)
17. The Cottage
18. Wallace House
19. The Village Apartments
20. Marion State, Palmetto, and Swamp Fox Residence Halls
21. Ervin Dining Hall
22. Belle Isle, Snow Island, and Ellen C. Watson Residence Halls
23. Heyward Community Center
24. Forest Villas Apartments
25. Observatory
26. Richardson Center for the Child (RCC)
27. Pee Dee Education Center
28. Kassab Tennis Courts
29. Baptist Collegiate Ministry (BCM)
30. Griffin Athletic Complex
31. Softball Field
32. Sparrow Stadium
33. Field House
34. Hartzler Soccer Field



FMU
ORIENTATION OFFICE

FMARION.EDU/ORIENTATION
(843) 661-1288