

PORTAL QUICK GUIDE

In this document you'll find the best ways to locate the most important function inside your Patriot Portal. If you have a need that is not addressed in this document please contact the FMU Technology Help Line at 843.661.1111 or the Office of Admissions at 800-FMU-7551

Registrar's Office

Registrar Office functions can be found in a variety of locations within your Patriot Portal.

- Register for Classes: Locate the button on the Portal main page to access self-service to register for classes
- Academic Planning: Student Academic planning can be found under Swampfox Services on the Portal main page
- View Academic Progress: Your progress can be found by clicking Student Planning under Swampfox Services on the Portal main page, and "Go to My Progress" once in Self-Service
- View Current Class Schedule: Current course schedules can also be found by clicking Student Planning under Swampfox Services. Once in Self-service locate Academics in the left-hand menu, click the "Student Planning" drop-down menu, then click "Plan & Schedule"
- Communicate with advisors: Current course schedules can also be found by clicking Student Planning under Swampfox Services. Once in Self-service locate Academics in the left-hand menu, click the "Student Planning" drop-down menu, then click "Plan & Schedule." On this page locate the "Advising" tab to find a link to your advisor's email listed, as well as the "Compose a Note" feature.
- Unofficial Transcript Request: A history of all course grades taken at FMU or transferred into FMU is listed on the Timeline view of "Plan your Degree and Schedule your Courses." This be found by clicking Student Planning under Swampfox Services on the Portal main page. Once in Self-service, locate Academics in the left-hand menu, click the "Student Planning" drop-down menu, then click "Plan & Schedule." On this page locate the "Timeline" tab to view your transcript.

There will also be an "Unofficial Transcript" tab in this same area

Financial Aid

Your Financial Aid information can be easily accessed through an icon on your Portal main page titled "Financial Aid." This icon will take you to Self Service where a variety of options will be available to you.

- View Your Financial Aid Checklist: A checklist of required financial actions will appear on the Financial Aid screen in self-service after clicking the main page icon. This can also be accessed by clicking “Financial Aid Checklist” under the Financial Aid dropdown in Swampfox Services on the Portal main page.
- Accept an Award Notice: After accessing self-service locate “Financial Information” in the left-hand menu, click the “Financial Aid” dropdown menu, then click “Award Letter.”
- Accept an Individual Award Offers(loans, scholarships, etc.): After accessing self-service locate “Financial Information” in the left-hand menu, click the “Financial Aid” dropdown menu, then click “My Awards”

Cashier & Accounts

The status of your financial accounts at Francis Marion can be easily found through the Patriot Portal and self-service applications.

- Account Summary: Your account summary can be found by clicking “Student Account Summary” under Swampfox Services on the Portal main page.
- Pay fees: Access your account summary by clicking “Student Account Summary” under Swampfox Services on the Portal main page. Then click “Make A Payment” beside the outstanding fee.

“Make a Payment” can also be found by locating “Financial Information” in the left-hand menu, clicking the “Student Finance” dropdown menu, then clicking “Make a Payment.”
- Set-up a Payment Plan: First go to your account summary by clicking “Student Account Summary” under Swampfox Services on the Portal main page. Then click “Make A Payment” beside the outstanding fee. A payment plan can be set-up from here.
- View Account Activity: After accessing self-service locate “Financial Information” in the left-hand menu, click the “Student Finance” dropdown menu, then click “Account Activity.”
- Cashier’s Office FAQ: On the Portal main page locate the menu icon on the left-hand side of the screen, click the “Student Financial Services” dropdown menus, click “Cashier,” and the FAQ section will appear on this page.
- Meal Plan and Vehicle Registration: On the Portal main page locate the menu icon on the left-hand side of the screen, click the “Student Financial Services” dropdown menus, click “Cashier,” and the registration form will be found under “Quick Links.”

- Cashier & Accounting Contact Info: On the Portal main page locate the menu icon on the left-hand side of the screen, click the “Student Financial Services” dropdown menus, click “Cashier.” Contact information can be found here under the “Meet Your Staff” section.
- Direct Deposit Forms: On the Portal main page locate the menu icon on the left-hand side of the screen, click the “Student Financial Services” dropdown menus, click “Cashier.” Direct Deposit forms for student payroll and change checks can be found here under the “Documents” section.

Textbooks

There currently isn't a way to order text books directly through the Patriot Portal online, but you can do so through the bookstore website. Links to the bookstore website can be found on the Portal main page under “Campus Links” on the right-hand side of the page.

Once on the bookstore site select “FALL 2018” under the Term dropdown menu, select the department in which your course resides, the course number, and the section

You may also visit the Bookstore in person in the Smith University Center on campus and an employee will help find your required textbooks.