



Registration Tutorial

for Students

To navigate to the Portal, click on “Patriot Portal” at the top of the page on the FMU Homepage (fmarion.edu).

The image shows the top navigation bar of the Francis Marion University website. The navigation bar is blue and contains several menu items: Potential Students, Current Students, Parents and Families, Alumni, Community, Faculty and Staff, and Patriot Portal. The Patriot Portal link is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar is the university's logo, which consists of the letters 'FM' in a stylized font, followed by the text 'Francis Marion University'. Below the logo is a dark blue horizontal bar with three menu items: About (History, Facts, Administration), Academics (Programs, Majors, Resources), and Admissions (Apply, Financial As...). Below this bar is a white content area with two news items. The first item is titled 'Francis Marion's Browning named All-American' and features a photo of a basketball player. The second item is titled 'FMU's YGB says 'Good Morning America' on famed ABC program' and features a photo of a group of people. To the right of the news items is a large photo of a young woman with glasses.

Click on “Student”
to login to your
student account.



 Francis Marion University

Sign in with one of these accounts



Employee



Student



Enter the username (ex. rmoore3600) and password used to access your FMU email account.

For help obtaining FMU student credentials or logging in to the Portal, contact the FMU Technology Help Line at 843.661.1111.



Sign in with your organizational account

Sign in

Welcome to the Francis Marion **Student Portal**. Use your FMU log-in credentials to enter the Patriot Portal. ***Remember to SIGN OUT and CLOSE YOUR BROWSER when you are done with the portal to ensure all of your Colleague sessions are closed.***

After logging into the Portal, click “Register for Classes.”

FM PATRIOT PORTAL ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

MENU

FMU Portal > Students

Home

WELCOME FUTURE PATRIOTS! START YOUR JOURNEY HERE ▶

CALENDAR REGISTER FOR CLASSES FINANCIAL AID PAY FEES BLACKBOARD DIRECTORY COURSE CATALOG

Swampfox Services ▼

- > USER ACCOUNT
- > FINANCIAL INFORMATION
- > FINANCIAL AID
- > ACADEMIC PLANNING

Next click on “Go to Plan & Schedule.”

NOTE: This will allow you to plan your schedule. You won’t be able to register yourself until your advisor has released you.

The screenshot shows a user interface for course planning. At the top right, there is a search bar with the placeholder text "Search for courses..." and a magnifying glass icon. Below this, a card is displayed with a red calendar icon and a blue arrow pointing to it, with a small grey circle containing the number "2" above the icon. The card's title is "Plan your Degree & Register for Classes". Below the title, the text reads: "Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree." A red rectangular box highlights the text "Go to Plan & Schedule" which is a link. A red arrow points from the bottom left towards this link. Below the card, there is a "Progress" section with an empty input field. At the bottom, a table header shows the days "Wed", "Thu", "Fri", and "Sat".

Advisee Details

[Back to Advisees](#)

Search for courses...



Tyler

Student ID:

Program(s): Bachelor of Science

Advisor(s):

Advisement Complete

Review Complete

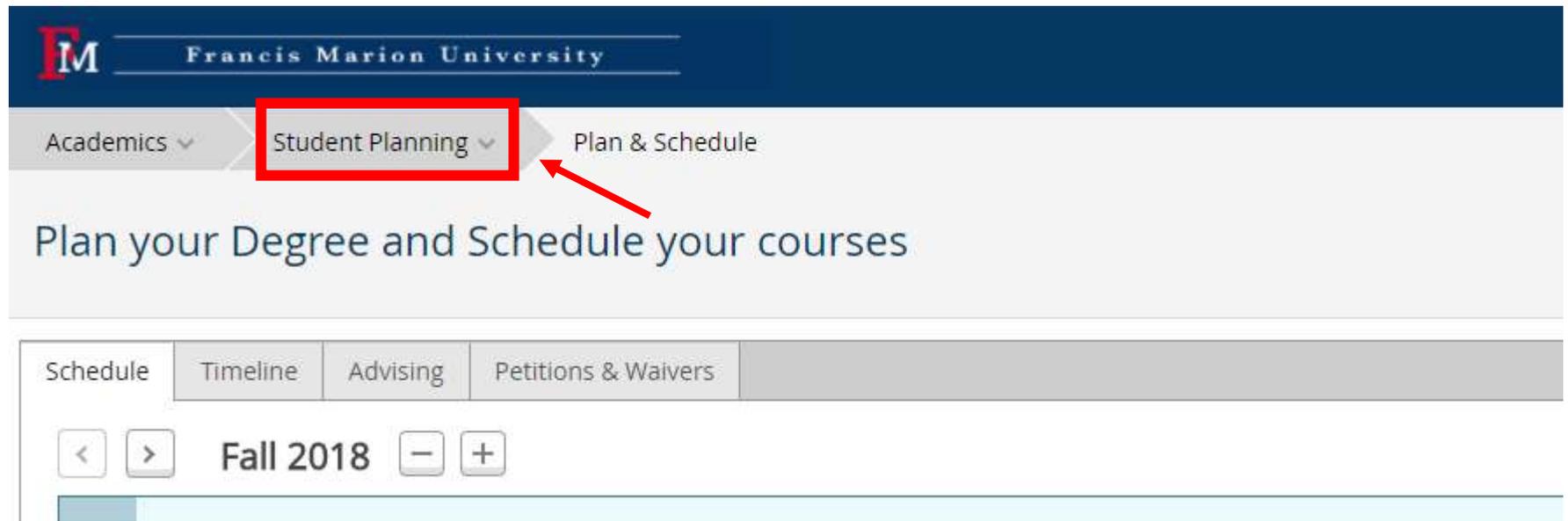
Notifications 0

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Grades

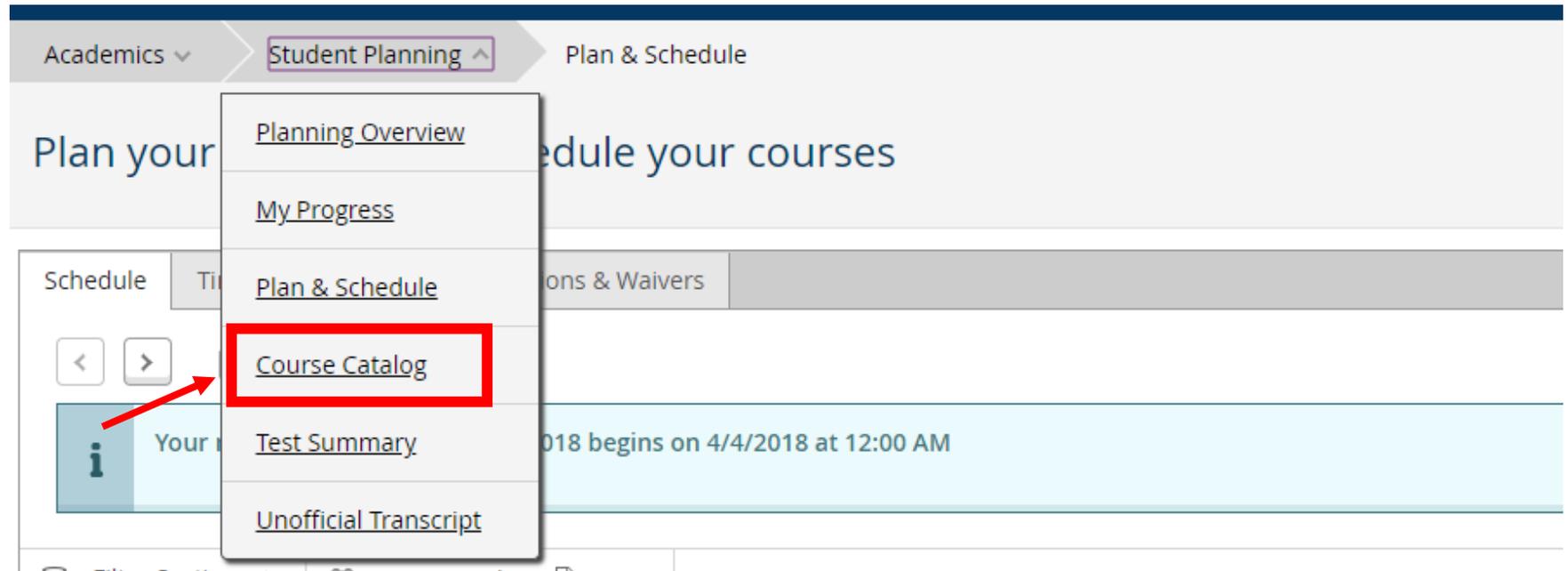
Please check to see if you have any holds that might prevent you from being able to register. (ex. Immunization hold, Business hold, etc.) Holds will appear in the notification box directly under your name. The above example shows a student who has no holds.

If you have a hold, you will need to contact the appropriate number that will be displayed next to the hold.

Click on the “Student Planning” dropdown menu.



Next, click on “Course Catalog.”



Search for Courses and Course Sections

Subject Search

Advanced Search

Search for a course subject:

[Accounting](#)

[African & African Amer Studies](#)

[Anthropology](#)

[Art](#)

[Art Education](#)

[Art History](#)

[Astronomy](#)

[Biology](#)

[Business](#)

[Chemistry](#)

[Computer Science](#)

You can search by
subject

You will be presented with a list of courses. First, choose the term for which you want to register.

To narrow your search further, use the menu on the left side of the screen.

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results

- AVAILABILITY
- SUBJECTS
 - Music (25)
- LOCATIONS
- TERMS
 - Fall 2018 (25)
- DAYS OF WEEK
 - Monday (7)
 - Tuesday (8)
 - Wednesday (7)
 - Thursday (7)
 - Friday (2)
- TIME OF DAY
 - Select time range...
- INSTRUCTORS
 - Coleman, M (3)
 - Davis, W (1)
 - Gardner, J (1)
 - Gualdi, B (5)

Filters Applied: Music × Fall 2018 ×

MUSI-100 Chorus (1 Credits)

Carries credit at the rate of one hour per semester (semesters need not be consecutive). Music of many style periods is rehear 100, 120, 125, 130, 140, 150, 160, 180, and/or 190) may apply toward graduation requirements for non-majors.

Requisites: None

[View Available Sections for MUSI-100](#)

MUSI-101 Intro to Music (3 Credits)

Attention is focused on one element of music at a time (melody, harmony, timbre, and texture). Each element is discussed in it

Requisites: None

Offered: Fall, Spring, Summer

[View Available Sections for MUSI-101](#)

MUSI-102 Recital Attendance (0 Credits)

As a requirement for graduation, music majors attend department-approved performances for seven semesters

MUSI-101 Intro to Music (3 Credits)

Add Course to Plan

Attention is focused on one element of music at a time (melody, harmony, timbre, and texture). Each element is discussed in its historical context, and illustrative examples are played.

Requisites: None

Offered: Fall, Spring, Summer

> View Available Sections for MUSI-101

Click on the “Add Course to Plan” button for the course you wish to take.

Next, choose the term for which you are registering. Then click “Add Course to Plan.”

Course Details

MUSI-101: Intro to Music
Attention is focused on one element of music at a time (melody, harmony, timbre, and texture). Each element is discussed in its historical context, and illustrative examples are played.

Credits	3
Locations Offered	TBD
Requisites	None

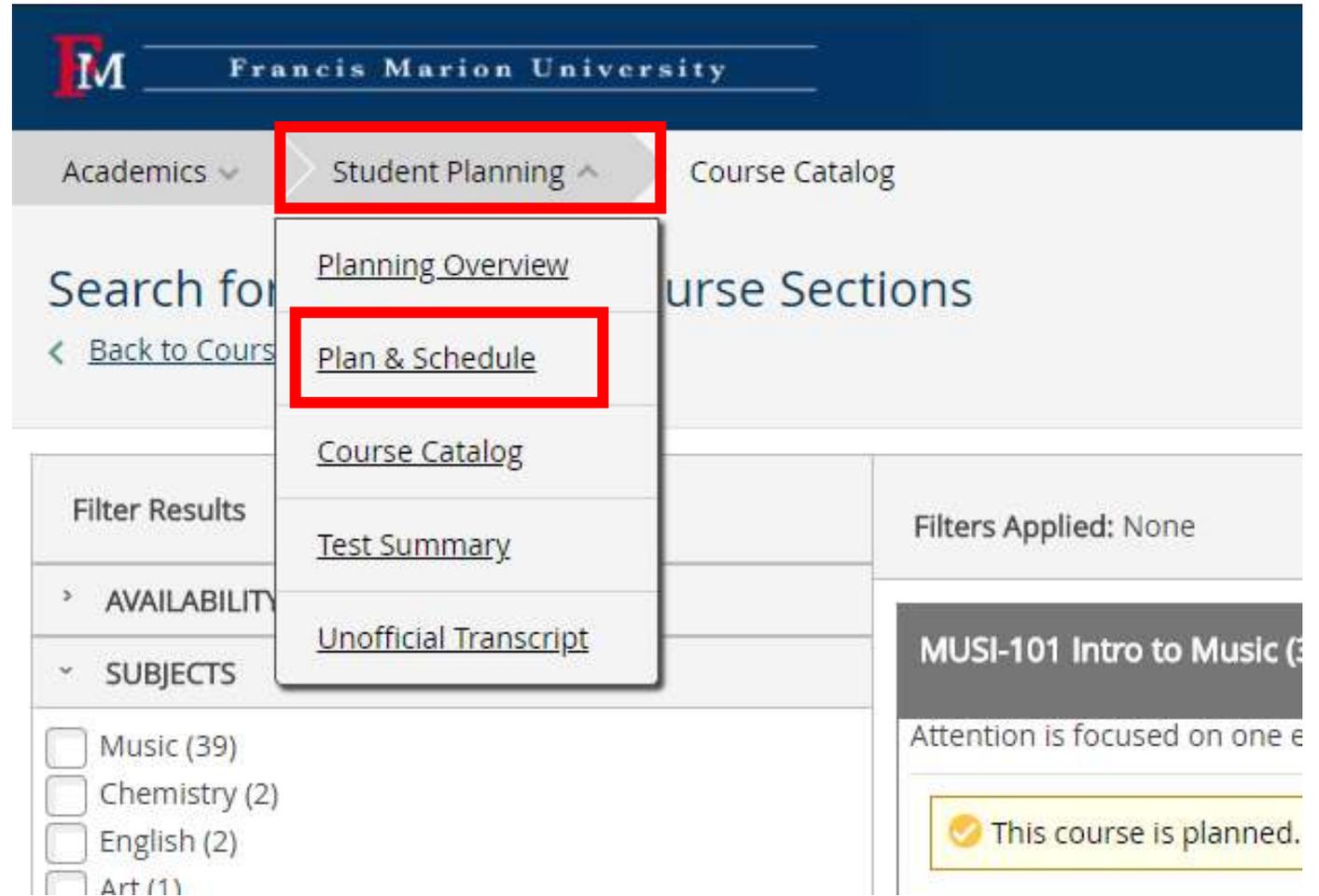
 This course is typically offered: Fall, Spring, Summer

Term: Fall 2018 ▼

Close Add Course to Plan

Continue adding courses in the same manner as noted in the previous slides until you have added all the courses to your plan that you wish to take for the planned semester. You will be able to select specific sections and times in the next step. You can move on to the next step in the process once you are satisfied with your course selections.

Next, click on “Student Planning” in the upper left corner which will give you a dropdown menu. Choose “Plan & Schedule.”



The screenshot shows the Francis Marion University website's navigation and search area. The 'Student Planning' menu is expanded, with 'Plan & Schedule' selected. The background shows a search bar, filter options for 'AVAILABILITY' and 'SUBJECTS', and a course card for 'MUSI-101 Intro to Music' with a yellow notification box indicating it is planned.

Francis Marion University

Academics > Student Planning ^ Course Catalog

Search for Course Sections

< Back to Course

Filter Results

> AVAILABILITY

▼ SUBJECTS

- Music (39)
- Chemistry (2)
- English (2)
- Art (1)

Filters Applied: None

MUSI-101 Intro to Music (3)

Attention is focused on one e

✔ This course is planned.

These examples show courses that have been added to your course plan. To choose a specific section, click on “View other sections.”

The screenshot displays a course plan interface. On the left, two course entries are shown in a list:

- MUSI-101: Intro to Music with a close button (x) on the right. Below the course name is a red-bordered box containing the text [> View other sections](#).
- PSYC-206: Introductory Psychology with a close button (x) on the right. Below the course name is the text [> View other sections](#).

On the right side of the interface is a vertical column representing time slots, with labels for 2pm, 3pm, 4pm, 5pm, 6pm, and 7pm. Each label is positioned to the left of a horizontal line representing a time slot.

The sections will now display for the course you selected. There are two ways to choose your course section:

The first is choosing your section from the left as shown in example 1.

The second option is by clicking on the desired section in the calendar view as shown in example 2.

The screenshot displays a course selection interface. On the left, a window titled "MUSI-101: Intro to Music" shows a list of sections. A red box labeled "1" highlights the first section, "MUSI-101-1: Intro to Music", which has 35 seats available, is taught by Davis, W, and meets on MWF from 9:30 AM to 10:20 AM at FINE ARTS CENTER 122 (Lecture). Below it are sections MUSI-101-2 (25 seats, Reeves, R, Online), MUSI-101-3 (50 seats, Hunter, R, TTh 9:55 AM - 11:10 AM, FINE ARTS CENTER 122), and MUSI-101-4 (52 seats). On the right, a calendar view shows days Sun, Mon, and Tue. A red box labeled "2" highlights a section in the 9am slot on Monday, "ENGL-101-1", which is selected with a green checkmark. Below it, sections MUSI-101-1, MUSI-101-3, MUSI-101-4, and MUSI-101-5 are listed in the 10am slot on Tuesday.

A screen will display with the course information once a section is selected.

Once you have reviewed the information, click “Add Section” to add the course to your schedule.

Section Details

MUSI-101-1: Intro to Music
Fall 2018

Instructors Davis, W

Meeting Information M, W, F 9:30 AM 10:20 AM
8/20/2018 - 12/11/2018
FINE ARTS CENTER 122 (Lecture)

Dates 8/20/2018 - 12/11/2018

Seats Available 35 of 35 Total

Credits 3

Grading

Graded ▾

DO NOT change the Grading field.

Requisites None

Course Description Attention is focused on one element of music at a time (melody, harmony, timbre, and texture). Each element is discussed in its historical context, and illustrative examples are played.

Additional Course Fees Fees listed here are in addition to general tuition and fees charged at registration.

Close

Add Section

The screenshot shows a course planning interface. On the left, a sidebar for 'MUSI-101-5: Intro to Music' is open, displaying course details: Credits: 3, Grading: Graded, Instructor: Hunter, R, Dates: 8/20/2018 to 12/11/2018, and Seats Available: 50. A 'Planned' status is indicated with a checkmark. Below the details are links for 'Meeting Information', a 'Register' button, and 'View other sections'. On the right, a vertical timeline shows time slots from 12pm to 7pm. A yellow box with a checkmark and the text 'MUSI-101-5' is positioned in the 1pm slot, indicating a planned section.

The planned course will appear as shown in the example above. Note that you are not registered for the course just yet. There are still steps left to complete the process. Repeat this step to make your specific section and time selections in order to move on to the next step.

You have now planned your schedule. The final step is to register for your classes.

There are two ways to register:

OPTION 1: Your advisor can review your plan and can register you for the courses you've selected.

OPTION 2: Your advisor can release you to register yourself. If your advisor notifies you that they have approved your course selections and you've been released to register yourself, the next slide details the steps you must take to finalize your registration.

Either option requires communication with your advisor. Therefore, you will need to contact your advisor to complete this step.

If your faculty member releases you to register yourself, click on the “Register Now” button.

Search for courses...

Remove Planned Courses Register Now

Refresh

Planned: 18 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Wed	Thu	Fri	Sat
		ART-101-1		
	MUSI-101-1	SPCO-101-12	MUSI-101-1	
	HIST-101-1		HIST-101-1	
	ENGL-101-11	AAAS-200-1	ENGL-101-11	

The next slide displays a sample student schedule in various steps of registration completion.

The English 101 course example displays what message you will see once you have been registered into the course.

The History 101 course example shows what a course will look like once your advisor has approved the section and allowing you to register for the course.

The Music 101 course example has been successfully planned for the semester but still requires advisor approval.

The screenshot displays a university course registration system interface. At the top, there are navigation tabs: "Schedule", "Timeline", "Advising", and "Petitions & Waivers". Below these, there are navigation arrows and the text "Fall 2018" with a "+" button. A secondary navigation bar includes "Filter Sections", "Save to iCal", and "Print".

The main content area is divided into three course cards and a calendar view. The first card is for "ENGL-101-1: Analysis and Argument", which is "Registered, but not started". It lists "Credits: 3", "Grading: Graded", and "Instructor: Smolen-Morton, S" for the period "8/20/2018 to 12/11/2018". It includes a "Drop" button and a "View other sections" link. The second card is for "HIST-101: U S History to 1877", which is "Approved" and also has a "View other sections" link. The third card is for "MUSI-101-1: Intro to Music", which is "Planned" and also has a "View other sections" link.

To the right of the course cards is a calendar grid. The columns are labeled "Sun" and "Mon". The rows represent time slots from 7am to 7pm. Two course sections are visible in the calendar: "ENGL-101-1" (green box) and "MUSI-101-1" (yellow box), both scheduled for Monday at 9am.

Registration Overview

