

FRANCIS MARION
UNIVERSITY

**DUAL
ENROLLMENT**

2023-2024
ORIENTATION
BOOKLET



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

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Dual Enrollment Overview

Francis Marion University's (FMU) Dual Enrollment program allows qualified high school juniors and seniors to take college-level courses while still in high school, earning both college and high school credit when they successfully complete those courses. Dual enrollment allows students to accelerate their academic career. This can have many benefits, but it is not for everyone. College work is more rigorous than high school work and students should be prepared for the added academic challenge.

To enter FMU's dual enrollment program, the University requires students have a minimum cumulative high school GPA of 3.0. They also need to obtain written permission from their parents and their high school to enroll in dual enrollment courses from FMU. As required by state law, students are also required to verify their citizenship and U.S. residency before enrolling. Only students from school districts, individual schools or educational associations who contract with FMU for dual enrollment instruction are eligible to enroll.

Policies

Once accepted to FMU's dual enrollment program, students are members of the FMU student body and must adhere to the policies found online in the 2023-2024 FMU Catalog (www.fmarion.edu/catalogs) and Student Handbook ([found under Student Resources here](#)).

Dual enrollment students are expected to follow all University policies, including policies for dropping, adding or withdrawing from courses. Select policies are outlined below.

Class Attendance Policy

It is the responsibility of the student to attend all scheduled meetings of the courses in which he/she is enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during regular semesters, a grade of F or W will normally be assigned, unless absences have been excused for cause by the instructor.

Individual instructors may choose alternative requirements for attendance. It is the responsibility of the instructor to inform students, at the beginning of each course, of all attendance policies. The instructor, at his/her discretion, may utilize a warning for excessive absences or compulsory attendance. Attendance policies will be outlined in the class syllabus. It is the responsibility of a student 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.

Dropping Courses

A student is expected to follow the course schedule for which he/she registers. However, prior to the withdrawal date, a student may initiate withdrawal from a course. Withdrawals requested prior to the withdrawal date will have a recorded grade of W. After the withdrawal date, a student may not initiate withdrawal from a course. Withdrawal dates will be November 10 in fall semesters and

April 10 in spring semesters. In the event that November 10 or April 10 fall on a Saturday or Sunday, the withdrawal date will be the Monday immediately following that date.

When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course at any time during a semester prior to the submission of senior or final grades, and the grade recorded will be W. Reasons for withdrawal may include, but not be limited to, course policy or Honor Code violations.

Students withdrawn from a course for an Honor Code violation may be assigned a grade of F in accordance with individual course policies. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the department chair or dean, and delivers the form to the Registrar's Office.

Grading System

The University uses a letter-based grading system instead of a numerical system. Numerical grades are reported to the high school for inclusion on the high school transcript, but the college transcript will only include letter grades as outlined as follows.

Students in FMU's dual enrollment program receive a number of benefits, including, but not limited to, the following:



Receive both high school and college credit for courses that are successfully completed.



Receive an opportunity to explore academic interests and offerings beyond standard high school curriculum.



Improve research and study skills that will be needed in college.



Gain experience and confidence in their ability to perform college-level academic work.



Earn transferable course credit to undergraduate degree programs.

THE BENEFITS



Gain access to University resources such as the Writing Center, Tutoring Center, and Rogers Library.

A (Distinction) - A grade of A indicates achievement of distinction and carries four quality points (4.0) per semester hour.

B+ - A grade of B+ carries three and a half quality points (3.5) per semester hour.

B (Above average) - A grade of B indicates above-average achievement and carries three quality points (3.0) per semester hour.

C+ - A grade of C+ carries two and a half quality points (2.5) per semester hour.

C (Average) - A grade of C indicates average achievement and carries two quality points (2.0) per semester hour.

D+ - A grade of D+ carries one and a half quality points (1.5) per semester hour.

D (Below average) - A grade of D indicates below-average achievement but acceptable credit toward graduation and carries one quality point (1.0) per semester hour.

F (No Credit) - A grade of F indicates unsatisfactory achievement or withdrawal from the course after completion of one-third of the course without passing grades. Semester hours are included as work taken in computation of grade point average. No quality points or credits are earned.

W (Withdrew) - W indicates that a course was dropped with permission prior to completion of one-third of the course or that a course was dropped with a passing grade after completion of one-third of the course. It is not included as semester hours taken in computation of grade point average.

Grade Point Average

Grade points are computed by multiplying the number of semester hour credits per course by the grade earned. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of net hours taken. In the calculation of grade point average, the semester hours for the first repetition of a course will not count in computing net semester hours, but in subsequent repetitions, semester hours will be included in computing net semester hours taken. For a repeated course, the higher grade of the first two course grades earned plus the grades on all other repetitions will determine the number of quality points earned. Other institutions may recalculate a student's grade point average and include all grades in that calculation. All grades will appear on the student's FMU transcript. A student with a low grade point average is advised to repeat courses for which a grade of D or F was earned.

Grade Changes

If a mistake was made in calculating or recording a term grade, the instructor of the course may change the grade. A change of grade may occur only within one calendar year from the receipt of the grade, and must be approved by the department chairperson or dean.

Transcripts

At the end of the semester, official transcripts will be sent to the student's high school. Students will be able to view their final grade by accessing the Patriot Portal (<https://patriotportal.ec.fmarion.edu/>). In addition, numerical grades will be reported to the high school for inclusion

on the high school transcript. Official grades are reported as letters by FMU and carry the quality points associated with them per the grading system.

Transferring credits

Credits for dual enrollment courses offered through Francis Marion University will count towards an undergraduate degree at FMU. They will also transfer to most other higher education institutions. Students can check the South Carolina Transfer and Articulation Center (SC TRAC) website (sctrac.org) to determine how transfer credits can be applied.

Transferability of Courses

Students should consult with the college or university they plan to attend to understand the manner in which a course will transfer to the new institution before enrolling in the course. Most courses offered will transfer to any public state

institution, but the manner in which the courses transfer may vary. For example, the same course may meet the requirements for a specific major at one institution, but may transfer only as a general education requirement, or an elective credit, at another.

Students should also determine what grade must be earned in the course in order for it to be accepted as a transfer credit. (Typically, a grade of “C” or higher will transfer.)

The South Carolina Transfer and Articulation Center (SC TRAC) is a great resource for students. Students are encouraged to check course information and transferability on the SC TRAC website, www.sctrac.org.

Federal and State Declarations of Emergency or other events may require the revision of university policies or procedures, as described in the catalog and other university documents. Any such changes must be approved by the president of the university and recorded by the university registrar. They will also be reflected in the electronic copy of the catalog on the university website.

Such declarations of emergency may also result in the university imposing processes and procedures that may include, but not be limited to, closures, mode of content delivery, and/or public health and safety protocols.



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.

For FMU students, the Patriot Portal provides you with access to information about financial aid, class registration, housing; links to commonly used FMU websites; 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(s)

Create a password for your FMU G-mail, Portal, & Blackboard 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

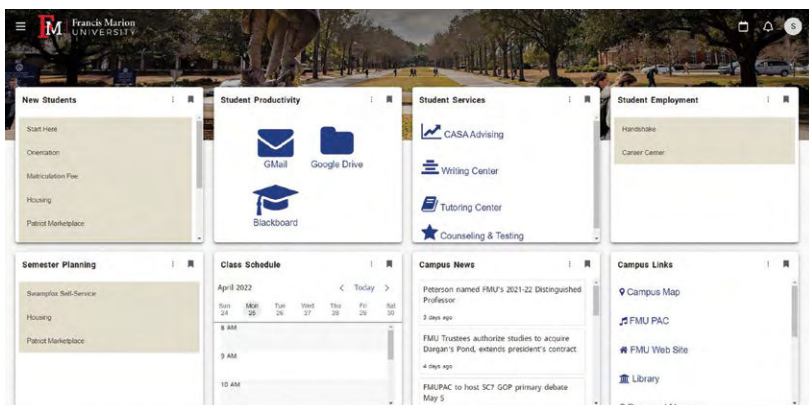
On any web browser, on any device connected to the Internet, go to the following link: <https://patriotportal.ec.fmarion.edu> (Note: A link to the Patriot Portal is also available on the FMU website: www.fmarion.edu)

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.



Tips for Success

FMU wants all students in its dual enrollment program to be successful. The tips below will help while you are dually enrolled and serve as a guide as you reach your goals.

- Attend class based upon the attendance policy outlined in the course syllabus.
- Complete all assignments (written and reading) on time.
- Ask questions of your instructor.
- Allow time to study for your course(s) and take advantage of study resources available.
- Accept responsibility for your learning and remember that taking college courses in high school is a privilege and requires self-discipline.
- Check your FMU Gmail daily so you don't miss emails from your instructor.
- Spend time studying for your most difficult classes first to ensure your mind is fresh.

HELPFUL
tips

Online Course Tips

FMU offers some online dual enrollment courses. Below are some helpful tips to follow for online courses!

- Give the same attention to an online course as you do to an in-person course. Complete required readings, be prepared for the class, and maintain good communication with your instructor.
- Practice good time management. Allot enough time to complete assignments. Add important due dates to your calendar and set reminders.
- Create a workspace to use for your online course. The flexibility an online course gives is a huge benefit of taking a course this way, but it's important to set aside a specific place to work on your course and eliminate as many distractions as possible.
- Participate in discussions and maintain strong communication with the instructor. It's just as important to ask questions in an online class as it is in an in-person class.

Dual enrollment FAQ

ARE DUAL ENROLLMENT COURSE GRADES INCLUDED IN THE ELIGIBILITY DETERMINATION OF STATE SCHOLARSHIPS?

Yes! Final grades on all college courses taken as dual credit in high school are included in the initial LIFE Scholarship calculation once the student enrolls in college upon high school graduation. Final grades on all college courses taken in high school are included in LIFE Scholarship GPA calculations to retain the scholarship after enrolling in college.

HOW MANY COURSES MAY A STUDENT TAKE EACH SEMESTER?

Students are eligible to take up to four dual enrollment courses each semester.

DOES THE DUAL ENROLLMENT APPLICATION NEED TO BE COMPLETED EACH SEMESTER?

Students do not have to complete a new application if courses are taken in consecutive semesters. If a semester is skipped, the student has to reapply. Students are required to provide an updated high school transcript and school permission for each academic year.

WHERE ARE DUAL ENROLLMENT COURSES OFFERED?

Dual enrollment courses are offered at The Continuum, in-person at partnering high schools, and online. Students should check the course schedule for each semester to determine where each course is offered.

WHEN ARE DUAL ENROLLMENT COURSES OFFERED?

Dual enrollment courses are offered in the Fall and Spring semesters.

HOW DO YOU REGISTER FOR COURSES?

To register for courses, students should contact their high school guidance office. Dual credit (course counting as a high school credit) is awarded by the high school, so it is imperative that the student gain permission from the high school to enroll in a course.

Once you are accepted, your high school will work with FMU to register you for courses.

WHEN SHOULD YOU REGISTER FOR COURSES?

Students register for courses during the semester before they intend to take the course. Registration for the fall semester occurs in April; spring registration is in October.

DO COURSES COUNT FOR BOTH HIGH SCHOOL AND COLLEGE CREDIT?

Dual credit is awarded by the high school meaning that the high school must give permission for the course to count towards high school graduation requirements. The University awards college credit upon successful completion of the course.

WHAT MATERIALS ARE REQUIRED FOR DUAL ENROLLMENT STUDENTS?

Textbooks and other required materials are sent in a letter to students before the start of the semester. They are also listed online at www.fmarion.edu/dualenrollment. Required textbooks and other materials will also be listed on the course syllabus which is distributed during the first class meeting.

WHERE ARE GRADES FOUND?

Students should access the Patriot Portal to view their final grade. At the end of each semester, an official transcript for each student will be sent to the student's high school. In addition, numerical grades will be reported to the high school for inclusion on the high school transcript.

FMU at THE CONTINUUM

208 West Main Street, Lake City



Some FMU dual enrollment courses will be offered at The Continuum in Lake City, a brand new regional center for education and training in innovative and technical skills and workforce development. Students enrolled in courses at The Continuum will be required to have a Continuum ID, parking pass (if driving), and adhere to the following procedures.

Photo ID

IDs for students taking courses at The Continuum are required and are used for entry into the building, for use of the resources throughout The Continuum, and for security and identification purposes.

Parking Pass

Any student who brings a vehicle to The Continuum must register the vehicle and pay for a Continuum parking hangtag. Vehicle registration for students is \$15.00 per vehicle and is non-refundable. Vehicle registration may be made online at www.thelccontinuum.org/student-resources.

Printing

Students will be able to print at The Continuum using The Continuum Student ID. Single or double-sided black and white copies are \$0.05 each, single-sided color copies are \$0.35 each, and double-sided color copies are \$0.70 each. Students will receive \$5.00 worth of free printing each semester.

Student Access

Students taking courses at The Continuum will have access to a library which contains individual and group study areas as well as computer and internet access. The student breakroom contains food and beverage vending, a refrigerator and microwave, and seating for students. Computers in the Computer Lab may be used as long as a class is not in session. Classrooms should not be occupied by students unless class is in session. The library, atrium seating areas, or outside plaza seating areas are available to be used for individual or group studying.

Students should keep their Continuum ID with them at all times as it grants building access. Do not let anyone else use your student ID.

Free wifi access is available.

Phones are located in the parking lot.

For any questions related to The Continuum, please visit The Continuum Administration Office in Room 101.

Dual Enrollment Calendar

Fall 2023

August 22

Fall Classes Begin

August 23-25

Drop/Add

September 4

Labor Day; University Closed

October 2

Spring Registration Begins

October 9-10

Fall Break; University Open;
No Classes

November 10

Last Day to Withdraw from a Course

November 22

No Classes; Thanksgiving Break

November 23 – 24

Thanksgiving Break;
University Closed

December 4

Classes End

December 5

Reading Day

December 6-12

Final Exams

Spring 2024

January 9

Spring Classes Begin

January 9-12

Drop/Add

January 15

Martin Luther King, Jr. Holiday;
University Closed

March 11-15

Spring Break

April 1

Fall Registration begins

April 10

Last day to withdraw from a course

April 22

Spring Classes End

April 23

Reading Day

April 24 - April 30

Final Exams

Resources at FMU

Dual Enrollment students are able to take advantage of support services offered to FMU students.

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 wireless hot spots across campus.

www.fmarion.edu/campustech/

Counseling and Testing

Education Foundation Building | 843-661-1840

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

www.fmarion.edu/counselingandtesting/

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 and a computer lab are provided in the library.

www.fmarion.edu/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.

www.fmarion.edu/communications/multimediaservices/

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. 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.

www.fmarion.edu/tutoring/

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 including literary analyses, creative writing, lab reports, resumes, business letters, and more.

Students are invited to meet with a consultant at any stage of the writing process for guidance.

www.fmarion.edu/writingcenter/

Francis Marion University
Dual Enrollment Program
dualenrollment@fmarion.edu
www.fmarion.edu/dualenrollment
843-374-4215

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