

Because of requirements associated with the return of federal student aid funds, students who receive federal financial assistance and completely withdraw from the university during a refund period may still owe the university.

Refund checks are held in the Cashier's Office for one week and are then forwarded to the student's permanent home address.

Circumstances may warrant the assessment of a reinstatement fee for the purpose of academic reinstatement.

An appeals process exists for students or parents who believe that individual circumstances warrant exceptions from published policy.

Appeals must be in writing and are processed by the University's Withdrawal Appeals Committee. Address appeals to the Withdrawal Appeals Committee, Office of the Registrar, Francis Marion University, P.O. BOX 100547, Florence, SC 29501-0547.

All requests for refunds must be made during the academic year for which the fees were paid. The academic year begins with Summer II term and ends with Summer I term.

Applying for Financial Assistance

A 2006-2007 FAFSA (Free Application for Federal Student Aid) should be completed AS SOON AS POSSIBLE. The form may be found at www.fafsa.ed.gov. A FAFSA may be completed regardless of a student's admission or registration status.

Be sure to list FMU's institutional code (009226) in the appropriate section of the FAFSA.

Students must reapply for Financial Assistance every academic year.

For more information, visit FMU's Financial Assistance website at www.fmarion.edu/finasst or call the Financial Assistance Help Line at 843-651-1190.

Policies & Regulations

Student Handbook & University Catalog

Each year, the Student Handbook is made available to all students. The Handbook contains a complete list of student rights and responsibilities, rules and regulations, and calendars and dates. The Handbook and the University Catalog are invaluable resources in your quest to be a successful student at FMU. Handbooks are available in the Student Development Office in the Smith University Center. The University Catalog is available in the Admissions Office.

FMU (ID) Card

You must have an FMU Card (identification card) made at Rogers Library during your initial registration. The FMU Card is required for using the Dining Hall, the Library, the Media Center, the Computer Center, and the University Center. This card is made only once and is valid as long as you are officially enrolled or have paid appropriate fees. Lost FMU Cards should be reported immediately to the Office of Student Development, the Library, or Dining Services since this card carries the liability of a credit card and is not transferable. Late charge (after initial registration) or replacement cost is \$15, which is non-refundable.

Parking Permits

All students are allowed to have a vehicle on campus. You must register the vehicle and pay \$15 for a parking decal. Vehicles may be registered during registration or in the Cashier's Office during the semester. If you live on campus, you must have a Residential Parking Decal, designated with an R, which will allow you to park in housing area lots. You should obtain the University Traffic Regulations Manual from Campus Police. This booklet contains important information about vehicle registration, parking, and traffic safety.

Honors Courses

If you have a superior academic record, you may be invited by the Honors Committee to enroll in Honor Courses. For more information, contact Dr. Pamela A. Rooks, coordinator of the Honors Program, at 843-651-1526.

Grade Reports

At the end of each semester, you may access your grades via Swamp Fox Web for students. If you have any questions about your grades, contact the Office of the Registrar. If you would like your grades mailed to you, you must submit a written request to the Office of the Registrar.

for complete withdrawal from the University are available in the Registrar's Office. The instructor(s), the student's advisor, and the student must sign these forms. The forms must then be returned to the Registrar's Office for processing.

Class Attendance Policy

It is your responsibility to attend all scheduled meetings in the courses in which you are enrolled. If you are absent more than twice the number of required class or laboratory sessions per week during regular semesters or more than 15 percent of required sessions during accelerated semesters, a grade of F or W will normally be assigned, unless the instructor has excused the absences.

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

It is your responsibility to understand at the beginning of each course the instructor's policy on missing classes, announced tests, and laboratory sessions. If you violate the stated attendance policy, the instructor will notify the Office of the Registrar to drop you from the class with the appropriate grade.

It is your responsibility 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.

Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, permits the release of "directory information" about a student without a student's consent. FMU has designated the following items as directory information: student's name, address, telephone listing, date and place of birth, enrollment status, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended, and eligibility for honor societies.

Directory information may be published in a campus directory and other university publications and may be released to the mass media for publication (for example, Dean's List, President's List, commencement list, etc.). Students have the right to request that this information not be disclosed by completing a Request of Non-Disclosure form, available in the Office of the Registrar, by the end of the drop/add period for each academic term. A request for non-disclosure prohibits the University from releasing the student's name and other information for purposes for which the student may wish to be recognized (for example, announcements of scholarship awards and other honors, notices of commencement exercises, induction into honor societies, participation in university activities, etc.). After a request for non-disclosure has been made, the University is NOT responsible for obtaining subsequent permission from the student to release the information for special circumstances as described above.

Use of Social Security Number

The Privacy Act of 1974 (U.S. Public Law 93-579, Sect. 7) requires that we notify you that disclosure of your social security number (SSN) is voluntary. But you should know that Francis Marion University uses the SSN as your student identification number and all university records are kept using this number for identification. The Swamp Fox Web for Students (online registration) system requires you to enter your SSN and a password for entry. If you do not wish to disclose your SSN, you can apply for a special identification number, in person in the Registrar's Office, Stokes Administration Building room 118.

Services for Students with Disabilities

Effort will be made to ensure that classes offered will be accessible to individuals with disabilities. If you plan to enroll and need assistance relating to a disability, contact the Office of Counseling and Testing at 843-673-9707 at least 10 days prior to the beginning of the semester.

any mandated...
Carolina legislation.

Fall 2006

Mar. 29-July 29 F

June 8-9 M

June 22-23 M

Early July E

July 13-14 M

August 1 F

August 3 F

Aug. 2-21 C

Aug. 18 C

Aug. 19 F

Aug. 20 I

Aug. 21 F

Aug. 23 I

Aug. 22-29 I

Sept. 4 I

Sept. 8 I

Sept. 15 I

Sept. 29 I

Oct. 6 I

Oct. 13 I

Oct. 25-Nov. 3 I

Nov. 6 I

Nov. 7 I

Nov. 8 I

Nov. 17 I

Nov. 22 I

Nov. 23-24 I

Dec. 4 I

Dec. 5 I

Dec. 5 I

Dec. 6 I

Dec. 11 I

Dec. 12 I

Dec. 13 I

Dec. 15 I

Dec. 16 I

EXAMS

All classes will meet IS COMPULSORY. DEPARTMENT CHAIRMAN will be assigned a room as for class will announce the instructor's preference for the same course. I three examinator chairperson or so should make sure