

DUAL ENROLLMENT

at FRANCIS MARION



DUAL ENROLLMENT AT FMU

- 3 Dual Enrollment Overview
- 4 Policies
- 5 Grading System
- 6 Transferability of Courses
- 7 Course Offerings
- 12 Patriot Portal
- 13 FAQ
- 14 Tips for Success
Resources at FMU
- 15 The Continuum

The background of the page features a large, multi-paned window on the left side, reflecting the surrounding trees and sky. To the right, there are bare tree branches and a glimpse of a building's exterior. In the bottom right corner, two young women are walking on a paved path; one is wearing a yellow sweater and the other a pink patterned top. The overall scene is bright and natural, suggesting an outdoor campus environment.

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. The students are “dually” enrolled in a high school and a college course.

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.

The Dual Enrollment Program offers general education courses that apply to most majors as well as specific courses required for students planning to study business, education, and health sciences.

REQUIREMENTS:

To enter FMU's dual enrollment program, the University requires students to be juniors or seniors in high school and have a minimum high school GPA of 3.0. Students should also obtain permission from their high school to enroll in dual enrollment courses through 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.

BENEFITS OF DUAL ENROLLMENT

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.
- Gain experience and confidence in their ability to perform college-level academic work.
- Improve research and study skills that will be needed in college.
- Receive an opportunity to explore academic interests and offerings beyond standard high school curriculum.
- Gain access to University resources such as the Writing Center, Tutoring Center, and Rogers Library.
- Earn course credit transferable to undergraduate degree programs.

POLICIES

Once accepted and enrolled in courses at FMU, students are college students and must adhere to the policies found in the current year's FMU Catalog which can be found online at www.fmarion.edu/catalogs. 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.

To prevent any potential attendance issues with their online course(s), students should login to their course on Blackboard daily and monitor their FMU student email closely for any communications from the instructor. Failure to login to Blackboard daily or respond to important course related emails in a timely fashion may result in the student being withdrawn from the course per the instructor's syllabus.

COURSE WITHDRAWAL

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. FMU must receive written permission from the student's high school before a withdrawal can be completed.

Students wishing to withdraw from a course must first meet with their high school counselor to determine how that may affect the student on both the high school and college level. Once approved, the counselor will submit the withdrawal request to the Director of Dual Enrollment for processing. The student will be dropped from the course and the instructor will be notified on the student's behalf.

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 wishes to withdraw a student from their course, they will notify the Director of Dual Enrollment with their intent and reason for withdrawal. The Director of Dual Enrollment will process the withdrawal and notify the student's high school counselor of the actions taken and why.

GRADING SYSTEM

FMU 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 below.

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.

IN (Incomplete) — IN is given to a student who for an acceptable reason is allowed to postpone beyond the end of the semester or term the completion of some part of a course requirement. Approval by the department chair or academic school or college dean is required. The designation of IN is not computed in the grade point average. If the IN is not replaced by a permanent grade by the end of the next semester or summer term in which the IN was given, the designation of IN will automatically become a grade of F. The grade of IN may not serve as a prerequisite for sequenced courses.

W (Withdraw) — 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.

S (Satisfactory) — S indicates average or better than average achievement in certain courses which are graded on an S-U (Satisfactory-Unsatisfactory) basis only. Such courses are not included in computation of grade point average.

U (Unsatisfactory) — U indicates unsatisfactory achievement in certain courses graded on an S-U (Satisfactory-Unsatisfactory) basis only. No credit is earned.

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.

A faculty member seeking to change a student's term grade because of a mistake must request the change on the appropriate form, which may be obtained from the Office of the Registrar.

The department chairperson or dean shall approve or disapprove change-of-grade requests. If approved, the requests will be sent to the Registrar with instructions to make the necessary corrections on the official record.

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. 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 any undergraduate degree at FMU. They will also transfer to most other higher education institutions. Students can check the South Carolina Transfer and Articulation Center website (sctrac.org) to determine how transfer credits can be applied.

REPEATING COURSES

Students may enroll in a course for a maximum of three times. Enrollments resulting in a grade of W are included in this total. The grade earned during the second enrollment in a course will replace the original grade when calculating the student's grade point average, as long as the grade earned during the second enrollment is higher than the original grade. All grades earned after the second enrollment in a course will be included in the calculation of grade point average. A student may not repeat for credit a 100- or 200-level language course for a higher grade once he/she has received credit for another course at a higher level in the same language. Once a student has completed, either successfully or unsuccessfully, a course at FMU, he/she may not repeat that course at another institution for transfer credit to FMU. However, a student may be permitted to repeat for additional credit a course he/she took for credit ten or more years previously.

When a student repeats a course, all grades appear on the transcript. Grades of CO and W are not used in the calculation of grade point average but may affect a student's eligibility for financial assistance. Students should consult with Financial Assistance and their advisors before making a decision to repeat a course. Appeals to this policy must be made to the Provost in writing before registration in the class.

NOTES

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.

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 course transfers 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.

COURSE OFFERINGS

Francis Marion offers a variety of general education courses that apply to most majors as well as specific courses required for students planning to study business, education, and health sciences at FMU and other in-state, public institutions. The courses listed below are for general information purposes only. We cannot guarantee a course will be offered in the typical semester or format that it has in the past. This listing should be used as a general guide for Dual Enrollment planning or advising purposes. Official course offerings are finalized the month before registration begins and will be posted on the dual enrollment website for review. Some classes have limited seating. Registration is first come, first-served for accepted Dual Enrollment students that meet the course requirements. Students should discuss the courses they would like to take with their high school counselor to confirm their eligibility and begin the registration process. Courses offered each semester may vary depending on the student's affiliated high school.

For additional information, please contact dualenrollment@fmarion.edu or refer to our website, www.fmarion.edu/dualenrollment.

COURSES TYPICALLY OFFERED EACH SEMESTER

ART 101 INTRODUCTION TO ART (3 credit hours)

Patterns of perception and understanding are established through analysis of major works of painting, sculpture, and architecture in a historical survey. The class format includes a liberal use of slides and occasional films.

- **Format:** Online
- **Recommended for:** fulfills general education requirement of humanities elective for most degrees

BIOL 105 BIOLOGICAL SCIENCES I (3 credit hours)

LECTURE ONLY; NO LAB. The content of this course covers broad concepts of the scientific method, biological chemistry, and the molecular and cellular basis of life. Includes the topics of cell structure, energetics and metabolism, molecular genetics, Mendelian inheritance, and cell reproduction, with selected applications at the tissue and organ levels of organization.

- **Format:** Online
- **Recommended for:** Required for majors and minors in biology, health physics majors, and pre-nursing. Recommended for all other science majors.

BUSI 150 FUNDAMENTALS OF BUSINESS (3 credit hours)

Introduces the fundamental functions and activities of modern business organizations. Topics include: an overview of the economic system, accounting and record keeping, marketing, management, finance, information

systems, legal issues, business ethics, and diversity and inclusion. In addition, careers in business and entrepreneurship are considered.

- **Format:** Online & In-Person (Online section requires all exams to be taken in-person at an approved testing site, FMU main campus, or the Lake City Continuum.)
- **Recommended for:** Required for business majors or minors

BUSI 206 LEGAL ENVIRONMENT AND BUSINESS ETHICS (3 credit hours)

An introduction to the legal and ethical issues within the business environment emphasizing law relevant to business operations including creditor's rights and bankruptcy, business organizations, government regulations, the protection of property, and the ethical theories currently applied in the business environment.

- **Format:** Online
- **Recommended for:** Required for business majors or minors

CS 150 MICROCOMPUTERS AND SOFTWARE APPLICATIONS I (3 credit hours)

Introduction to microcomputer hardware and software. Topics include computer fundamentals, word processing, electronic spreadsheets, databases, and other microcomputer application areas. Solutions for several problems using microcomputers and commercial software will be required. Requires Microsoft Office 2019 or 365 and it is recommended to use a PC for this course.

- **Format:** Online
- **Recommended for:** Required for business majors or minors

ECON 203 **INTRODUCTION TO MICROECONOMICS**

(3 credit hours)

Introduction to the role of individuals in economic decision-making, the determination of relative prices and output, and problems associated with resource allocation, monopoly, government regulation, and international trade.

- **Format:** Online
- **Recommended for:** Required for business majors and engineering majors. Fulfills general education social science elective requirement for most majors.
- **Required eligibility:** must have completed all four required high school math courses

MUSI 101 **INTRODUCTION TO MUSIC**

(3 credit hours)

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.

- **Format:** Online
- **Recommended for:** fulfills general education requirement of humanities elective for most degrees

POLI 101 **UNITED STATES GOVERNMENT**

(3 credit hours)

An examination of United States political institutions with particular attention to the principles, processes, structure, and functions of the national government. This course includes an examination of the Declaration of Independence, the U.S. Constitution, the Emancipation Proclamation, and other documents pertinent to the founding of the United States and the African American freedom struggle.

- **Format:** Online only for non-FSD1 students. In-person section typically offered for FSD1 students.
- **Recommended for:** fulfills general education requirement for most degrees

PSYC 206 **INTRODUCTORY PSYCHOLOGY**

(3 credit hours)

Survey of the biological, experimental (including sensory processes, learning, memory, and motivation), social, personality, and developmental processes. In addition to these content areas, an understanding of scientific methodology will be studied.

- **Format:** Online & In-Person

- **Recommended for:** fulfills general education requirement for some degrees but is required for business and psychology majors and is recommended for education and prenursing majors.

SOCI 201 **INTRODUCTION TO SOCIOLOGY**

(3 credit hours)

Introduction to the concepts and methods of sociology. Investigation of socialization, group processes, social institutions, and social change.

- **Format:** Online
- **Recommended for:** fulfills general education requirement of social science elective for most degrees

SOCI 205 **MARRIAGE AND FAMILY RELATIONS**

(3 credit hours)

Course covers gender roles, stages of committed relationships, power and conflict in family life, work and family roles, parenting, divorce and remarriage.

- **Format:** Online
- **Recommended for:** fulfills general education requirement of humanities elective for most degrees

SPAN 101 **ELEMENTARY SPANISH 1**

(3 credit hours)

An introduction to basic Spanish grammar and vocabulary with an emphasis on oral and written comprehension and communication. Includes use of technology to enhance linguistic proficiency and cultural awareness. Requires purchase of MindTap and Conversifi online access for homework and assignments. Also requires PC or Mac computer (Chromebooks not recommended or supported) and webcam access.

- **Format:** Online
- **Recommended for:** foreign language is required for all Bachelor of Arts degrees at FMU

SPAN 102 **ELEMENTARY SPANISH 2**

(3 credit hours)

Further development of oral and written comprehension and communication in the target language. Continued use of technology to enhance linguistic proficiency and cultural awareness. Requires purchase of MindTap and Conversifi online access for homework and assignments. Also requires PC or Mac computer (Chromebooks not recommended or supported) and webcam access.

- **Format:** Online

- **Recommended for:** foreign language is required for all Bachelor of Arts degrees at FMU
- **Required eligibility:** must have D or higher in SPAN 101 at FMU. Must have C or higher in SPAN 101 if taken at another SC college or university

SPCO 101 **BASICS OF ORAL COMMUNICATIONS** (3 credit hours)

Fundamental principles of oral communication: delivery, audience analysis, and holding listener attention. Practice in extemporaneous speaking and in constructive criticism of speaking.

- **Format:** Online
- **Recommended for:** fulfills general education requirement for most degrees

THEA 101 **INTRODUCTION TO THEATRE** (3 credit hours)

Introduction to the many areas of the art of the drama to aid in a more perceptive enjoyment of a theatrical production.

- **Format:** Online
- **Recommended for:** fulfills general education requirement of humanities elective for most degrees

COURSES TYPICALLY OFFERED FALL ONLY

BIOL 103/103L **INTRODUCTION TO ENVIRONMENTAL SCIENCE** (4 credit hours)

A study of the needs of human beings for food, energy, and other natural resources and the effects of their actions on the air, water, soil, plants, and other animals. The diversity of life, ecology and evolution will be included. Throughout the course the process of doing science is emphasized. Credit cannot be received for both BIOL 103 and ENVR 101 at Francis Marion. (Does not count toward biology or pre-nursing major). Purchase of Inquisitive online access is required for weekly assignments.

- **Format:** Online lecture and In-Person lab
- **Recommended for:** fulfills general education science requirement for most non-science majors

CHEM 111/111L **GENERAL CHEMISTRY 1:** **GENERAL CONCEPTS IN CHEMISTRY** (3 credit hours + 1 credit hour lab)

The states of matter, including the gas laws; stoichiometry; electronic structure and bonding; periodicity; solutions. Introductory laboratory experiments reinforce concepts from Chemistry 111 as well as description and explanation of observed reactions, measurements, calculations, proper use of laboratory equipment and laboratory safety.

- **Format:** In-Person
- **Recommended for:** counts towards general education science requirement for most degrees but is required for all science and pre-nursing majors
- **Required eligibility:** must have earned at least an 80 or higher in Algebra II in high school

EDUC 190 **FOUNDATIONS OF EDUCATION** (3 credit hours)

This course is required of all candidates seeking licensure, including transfer students. Teacher candidates will be provided with current information about the cultural, legal, societal, and economic information and introduced to the Education and Economic Development Act that impact school systems and thus teachers and students. Class discussions will include the historical and philosophical roots of education and the function of schools in a culturally diverse society. The purchase of Student Learning and Licensure is a course requirement.

- **Format:** Online
- **Recommended for:** required for education majors

ENGL 101 **ANALYSIS AND ARGUMENT** (3 credit hours)

Introduction to critical reading and to composing processes, including invention and revision, through writing analyses and arguments for specific audiences and purposes. Through extensive writing assignments, practice, and peer activities, students will learn to read and write in various rhetorical contexts and will be introduced to documentation of sources. Small class sizes allow individual attention and cooperative learning. Can be taken in place of English 4 if allowed by your high school.

- **Format:** Online & In-Person
- **Recommended for:** fulfills general education requirement for most degrees
- **Required eligibility:** must have completed English 3 in high school

HIST 101 **UNITED STATES HISTORY TO 1877**

(3 credit hours)

General survey of the United States from the era of discovery until 1877, emphasizing major political, economic, social, and intellectual developments.

- **Format:** Online & In-Person
- **Recommended for:** fulfills general education history requirement or humanities elective for most degrees

HIST 103 **EUROPEAN HISTORY TO THE FRENCH REVOLUTION**

(3 credit hours)

General survey of European civilization from its ancient origins to the French Revolution with emphasis on major social, economic, intellectual, and political developments.

- **Format:** hybrid course that can be taken in-person or online
- **Recommended for:** fulfills general education history requirement or humanities elective for most degrees

MATH 132 **COLLEGE TRIGONOMETRY WITH ANALYTICAL GEOMETRY**

(3 credit hours)

College trigonometry, to include trigonometric identities as well as the inverse trigonometric functions, parabolas, ellipses, and hyperbolas. Credit toward graduation cannot be earned for both Mathematics 137 and Mathematics 132.

- **Format:** In-Person
- **Recommended for:** counts towards general math requirement for most majors but is required for most biology or chemistry science majors
- **Required eligibility:** must have completed all four required high school math courses

MATH 137 **PRE-CALCULUS**

(3 credit hours)

A complete treatment of plane trigonometry, including the trigonometric functions, trigonometric identities, and solutions to and applications of right and arbitrary triangles; properties of functions, including their composition, inversion, and piecewise definition; techniques of graphing functions, including polynomial, rational, algebraic, exponential, and logarithmic functions; and other pre-calculus topics as time permits. Credit toward graduation cannot be earned for both Mathematic 137 and Mathematics 132.

- **Format:** In-Person

- **Recommended for:** counts towards general math requirement for most majors but is required for engineering majors
- **Required eligibility:** must have completed all four required high school math courses

COURSES TYPICALLY OFFERED SPRING ONLY

BIOL 104/104L **HUMAN BIOLOGY**

(4 credit hours)

Basic biology of humans and how to interpret emerging technologies such as DNA fingerprinting and genetic engineering. The process of doing science is emphasized. (Does not count toward biology or pre-nursing major). Purchase of MyLab & Mastering online access package is required for weekly assignments.

- **Format:** Online lecture and In-Person lab
- **Recommended for:** fulfills general education science requirement for most non-science majors

BIOL 115 **LABORATORY FOR BIOLOGICAL SCIENCES I**

(1 credit hour)

This OPTIONAL lab course is a practical examination of life science topics through experimental procedures with instruction on laboratory equipment and techniques.

- **Format:** In-person lab
- **Recommended for:** Required for majors and minors in biology and health physics majors. Recommended for other science majors and middle level education majors who have an emphasis in science.

EDUC 192 **FOUNDATIONS OF CURRICULUM AND INSTRUCTION**

(3 credit hours)

This course provides foundations in learning and motivation theory, classroom management, and individual differences in students. Special emphasis is on cognitive functioning and classroom interaction as influenced by gender, community, and socioeconomic status. The purchase of Student Learning and Licensure is a course requirement.

- **Format:** Online
- **Recommended for:** required for education majors

ENGL 102 **RHETORIC, GENRE, AND RESEARCH**

(3 credit hours)

Complex composition assignments involving rhetorical strategies, critical reading, and formal research. Practice performing multiple research methods, evaluating & documenting sources, synthesizing research, and developing original arguments. Emphasis on analyzing genre to inform writing strategies and research methods, preparing students to transfer knowledge about genre and composition to other writing contexts. Small class sizes allow individual attention and cooperative learning. Students must complete English 102 with a grade of C or higher to satisfy the English Composition portion of the Communications area of the General Education Requirements at FMU.

- **Format:** Online & In-Person
- **Recommended for:** fulfills general education requirement for most degrees
- **Required eligibility:** must have C or higher in ENGL 101, AP score of 3 or 4, or IB score of 4 or 5. Proof of eligibility will be required if ENGL 101 was not completed at FMU or if placement is based on AP/IB scores.

HIST 102 **UNITED STATES HISTORY SINCE 1877**

(3 credit hours)

General survey of the United States from 1877 to the present, emphasizing major political, economic, social, and intellectual developments.

- **Format:** Online & In-Person
- **Recommended for:** fulfills general education history requirement or humanities elective for most degrees

HIST 104 **EUROPEAN HISTORY SINCE THE FRENCH REVOLUTION**

(3 credit hours)

General survey of European civilization from the French Revolution to the present with emphasis on major social, economic, intellectual, and political developments.

- **Format:** hybrid course that can be taken in-person or online
- **Recommended for:** fulfills general education history requirement or humanities elective for most degrees

MATH 134 **PROBABILITY AND STATISTICS**

(3 credit hours)

Elementary topics in probability and statistics are covered, including sampling methods, descriptive statistics, counting and probability, discrete and normal distributions, central limit theorem, confidence intervals, hypothesis testing, simple linear regression, and correlation.

- **Format:** In-Person
- **Recommended for:** counts towards general math requirement for most majors but is required for pre-nursing and business majors. Recommended for psychology and education majors
- **Required eligibility:** must have completed all four required high school math courses



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, and housing as well as links to commonly used FMU websites. Additional information, specific to you, will arrive through your FMU issued student G-mail account (ending with @g.fmarion.edu).

Students gain access to the Patriot Portal by using the existing username and password provided to them in their acceptance letter.

Your FMU G-mail account: <yourusername@g.fmarion.edu>

Your FMU Temporary Password: fmu + the last five digits of your social security number

For security, students will need to enroll in Multi-Factor Authentication (MFA) using Microsoft Office 365. Once complete, students can access their FMU G-Mail account, Blackboard and the Patriot Portal using the same username and password.

Portal instructions and additional information are available on the dual enrollment (<http://www.fmarion.edu/dualenrollment/>) and Campus Technology webpages (<https://www.fmarion.edu/portal101/#portal-instructions>).

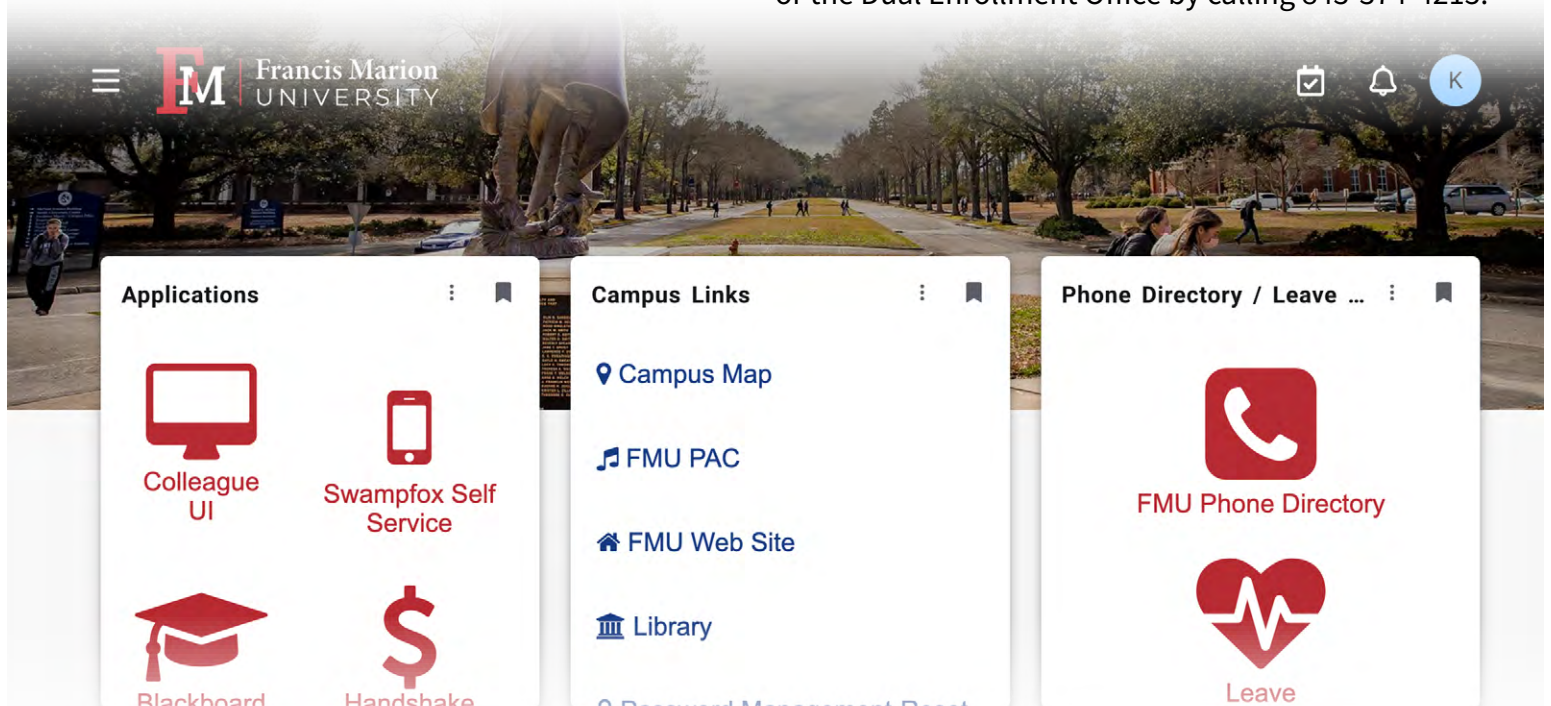
ACCESSING THE PATRIOT PORTAL

To access the Patriot Portal, use the following link in any browser on any device connected to the internet: (<https://patriotportal.ec.fmarion.edu>). Note: a link to the Patriot Portal is also available on the FMU website at www.fmarion.edu.

- Choose FMU Student.
- Log-in to the Patriot Portal using the username and password provided to you on your acceptance letter.
- Users leaving the Portal after a session should log-out completely. To do this, click on 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 Help Desk at Campus Technology by calling 843-661-1111 or the Dual Enrollment Office by calling 843-374-4215.



How many courses may a student take each semester?

Students are eligible to take up to four dual enrollment courses each semester, for a maximum total of up to 14 credit hours including labs each semester.

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.

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.

When are dual enrollment courses offered?

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

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.

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 the application and all supporting documents are received, the student's application will be reviewed. Once accepted, the high school will request courses for the student. Students are not allowed to register for courses without their high school's permission.

When is course registration?

Students register for courses during the semester before they intend to take the course. Students wishing to enroll in courses during the Spring will register in October. Fall registration occurs in April. Advising for each semester begins the month prior to registration.

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 the successful completion of the course.

What materials are required for dual enrollment courses?

Students are required to get their textbooks and any other required materials. This information is available for students to look up using the FMU Bookstore website, www.fmarion.edu/patriot-bookstore. Required textbooks and other materials will also be listed on the course syllabus distributed during the first class meeting.

How can grades be assessed?

Students should access the Patriot Portal to view their final grade(s). 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.

TIPS FOR SUCCESS

FMU wants all students in its dual enrollment program to be successful. Follow the tips below to help make your time as a dual enrollment student successful.

- Attend class based upon the attendance policy outlined in the course syllabus.
- Take notes and read the syllabus for each class.
- Get to know your instructor and ask questions.
- Use a planner and update it weekly.
- Get in the habit of working ahead.
- Familiarize yourself with campus resources and use them often.
- Find a friend to study with and a place to study.
- Check your FMU email daily. All communication from FMU and your instructors will be sent to your FMU email address.
- Don't be afraid to ask for help.

ONLINE COURSE TIPS

Some of FMU's dual enrollment courses are available online. Some helpful tips to follow for online courses are below.

- 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.
- Be sure to login to your Blackboard daily so you are aware of new material or assignments.
- Practice good time management. Allow 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 important to ask questions in an online class, just as it is in an in-person class.

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.

COUNSELING AND TESTING

EDUCATION FOUNDATION BUILDING | 843-661-1840
The Counseling and Testing Center offers personal counseling, disability accommodations, and testing services.

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.

MEDIA SERVICES

CAUTHEN EDUCATIONAL MEDIA CENTER
ROOM 101 | 843-661-1250
The Media Center includes a computer lab and other related resources for students.

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.

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.



▶ THE CONTINUUM

Some FMU dual enrollment courses will be offered at The Continuum in Lake City, a 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 procedures of The Continuum.

LIBRARY / RESOURCE CENTER

Available for all students' use. There are online librarians available to help provide students with assistance and resources, from print to online resources. It is also a hub to collaborate, study, research, and learn both independently and with their peers. Students are also able to utilize the printer and copier and are each given a credit of \$5 of free printing each semester.

ID PHOTO

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 hang-tag. Vehicle registration may be made online at www.thelccontinuum.org/student-resources.

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 break room 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 and should not let anyone else use their student ID.

Free wifi access is available.

LOANER LAPTOPS

Laptops are available for dual enrollment students to check out each semester on a first come, first served basis.

DUAL ENROLLMENT ADVISING

Students are encouraged to reach out to the Director of Dual Enrollment with any questions or concerns they have about their courses or planning for their freshman enrollment at FMU after high school graduation

For any questions, please visit Room 603, call 843-374-4215 or email dualenrollment@fmarion.edu.

Francis Marion University
Dual Enrollment and Continuing Education
dualenrollment@fmarion.edu
www.fmarion.edu/dualenrollment
(843) 374-4215

Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).