



Welcome to Franklin Pierce University-Online!

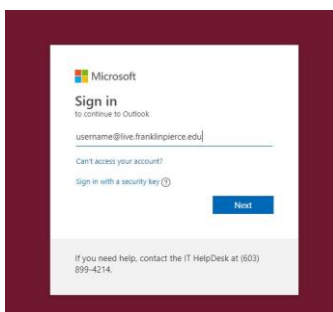
This document contains much of the information that you need to know in order to be successful in your academic degree program. Please review it carefully and contact your Academic Advisor with any questions or concerns.

Academic Advisors

Undergraduate Nursing: Nancy Ferrer-Tatkowski Email: Phone: 603-647-3531 ferrertatkowskn@franklinpierce.edu
Franklin Pierce Online Students: Michelle Barbeau: Phone: 603-831-9536 barbeaumi@franklinpierce.edu

Email Account

Your Franklin Pierce email address is your official email account and must be used for all university correspondence. Information about registration, financial aid, campus/center news, and instructor correspondence is communicated through this account. **Check it often.** You will receive access to your Franklin Pierce account via e-mail after you register for classes. To access your email account, go to: <http://mail.office365.com> and enter your username and password – your username will look like this: student@live.franklinpierce.edu



Franklin Pierce students also have access to Office 365. Go here: <http://connect.franklinpierce.edu/> and click on “Installing Office 365” for directions. Contact the Franklin Pierce IT Department at (603) 899-4214 or IThelpdesk@franklinpierce.edu with technical questions or concerns.

CampusWeb

You can view your grades, unofficial transcripts, course schedules, advising worksheets, billing statements and online payments in CampusWeb at: <http://campusweb.franklinpierce.edu>. Your username is the information found in front of the @ symbol in your email address. Your password is your email account password.

Course Add/Drop

You may add or drop courses during the first week of classes (8 calendar days) in a term. This can be done by via CampusWeb or by submission of a completed *Registration Status Change Form* sent to your Academic Advisor: <http://eraven.franklinpierce.edu/s/dept/registrar/docs/CGPS%20Add.Drop.pdf>. There is a 100% refund for courses dropped before the end of the official Add/Drop Period.

Course Withdrawal

You may withdraw from a course after the Add/Drop Period is over. You must obtain signatures from your course Instructor, Academic Advisor and Student Financial Services on the *Student Initiated Course Withdrawal Form*: <http://eraven.franklinpierce.edu/s/dept/registrar/docs/CGPS%20Student%20Initiated%20Course%20Withdrawal.pdf> Withdrawing from a course during the second week of a term will result in 60% tuition refund. Withdrawing after the end of the second week of the term will result in no tuition refund. Withdrawing from a course before the end of the

fifth week of a term will result in a grade of “W” on the student’s record. Withdrawing from a course after the fifth week of a term will result in a grade of “F” on the student’s record. Contact Student Financial Services at 877-372-7347 or osfs@franklinpierce.edu to understand how a course withdrawal will impact your financial aid.

Course Registration

You may register for courses in multiple terms at any time via this link on CampusWeb:

https://campusweb.franklinpierce.edu/ICS/Portal_Homepage.jnz?portlet=Course_Schedules

Course Substitution

You need Advisor approval *before* taking any course that you hope to substitute for a degree requirement.

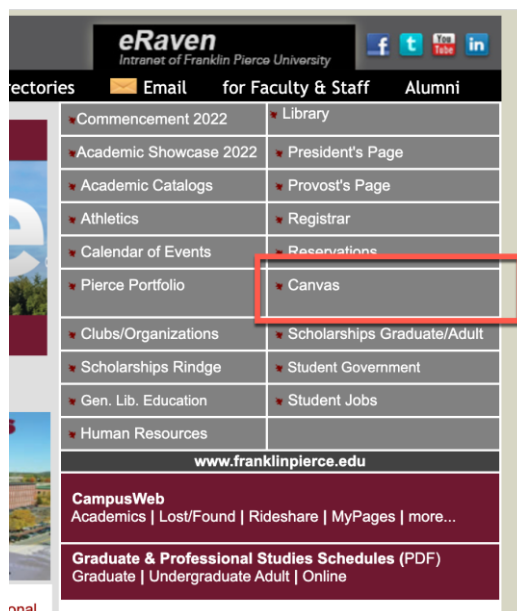
Course substitutions from other institutions are approved only in extenuating circumstances.

Deadline Information

You should pay attention to deadlines. Failure to do so may limit course enrollment, result in additional costs, and ultimately delay your graduation date: <http://eraven.franklinpierce.edu/s/dept/registrar/index.htm>.

Franklin Pierce University Online Learning Management System (CANVAS)

To access your online courses via Canvas, go to eRaven.franklin Pierce.edu and click on Canvas:



Your username and password are the same as your email username and password. If you have problems logging in please contact the Franklin Pierce IT Department at (603) 899-4214 or IThelpdesk@franklin Pierce.edu. You must log into your course on the first day of the term and complete one activity by the end of the first week of the term. You must log in your administrative page. If you no longer plan to participate in an online course, please inform your Academic Advisor. Refer to the Course Add/Drop and Course Withdrawal sections for more information about this process.

Library Information

The Franklin Pierce Library is found at: <http://library.franklin Pierce.edu/>. Your username is the information found in front of the @ symbol in your email and your password is your email password.

Notice of Candidacy Form

You should fill out the *Notice of Candidacy Form (NOC)* prior to January 2 during the academic year in which you plan to graduate. If you are pursuing an Associate's Degree, contact your Academic Advisor once you have earned 39 credits. If you are pursuing a Bachelor's Degree, contact your Academic Advisor once you have earned 99 credits. Link to NOC form: NOC Form:

<http://eraven.franklin Pierce.edu/s/dept/registrar/docs/Notice%20of%20Candidacy%20For%20Graduation.pdf>

Link to Commencement Policy:

<http://eraven.franklin Pierce.edu/s/dept/registrar/docs/Commencement%20Policy.pdf>

Student Financial Services

Direct all questions related to financing your education to Student Financial Services at 877-372-7347 or osfs@franklin Pierce.edu. Completing the *Free Application for Federal Student Aid (www.fafsa.ed.gov)* is not enough to secure financial aid. You must also complete the Franklin Pierce Financial Aid Application each year via Campus Web. If you withdraw or merely stop attending a course, your financial aid may be pro-rated and you may incur a debt to the university. For information regarding financial aid, tuition and fees, please visit this link:

<http://www.franklin Pierce.edu/admissions/finaid/cgps/index.htm>

Textbook Information

You should order your textbooks and course supplies prior to your first class session each term. For information and to make purchases, contact the Franklin Pierce Bookstore at 603-899-4093 or www.franklin Pierce.edu/bkstr.com.

Transcript Review

Review your academic transcript and advising worksheet (via CampusWeb) each term. You should report any inaccuracies to your Academic Advisor. The "Catalog Year" on your advising worksheet refers to the requirements

that were in effect when you matriculated into the university or selected your major. You may choose to complete the requirements for your major under a more current catalog year, but you cannot change to a previous year.

University Closings

University and Center closings (due to inclement weather or emergencies) will be communicated via the Franklin Pierce web site at <http://www.franklinpierce.edu/stormalerts.htm> and <http://www.wmur.com/weather/closings>. Directions to campus centers and relevant maps are found at: <http://www.franklinpierce.edu/directions.htm>

University Policies

It is your responsibility to be aware of all policies and procedures outlined in the Academic Catalog at <http://www.franklinpierce.edu/academics/ugrad/catalog.htm>. Bookmark this link for future reference. You should also be aware of the policies outlined in the Student Code of Conduct: <https://franklinpierce.edu/student-experience/student-affairs/conduct/index.html>



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