

FranklinPierce

UNIVERSITY

Welcome to the College of Graduate & Professional Studies (CGPS) at Franklin Pierce University!

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

Lebanon Academic Advisor, Chris Audino, can be reached at (603) 298-5549 or audinoc@franklinpierce.edu

Manchester Academic Advisor, Eric Braun, can be reached at (603) 647-3504 or braune@franklinpierce.edu

Portsmouth Academic Advisor, Kim Collins, can be reached at (603) 433-2000 or collinsk@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 a user ID and password in two separate letters in the mail. To access your email account, go to: <http://connect.franklinpierce.edu/>. 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 your Academic Advisor’s 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 enrollments, result in additional costs, and ultimately delay your graduation date: <http://eraven.franklinpierce.edu/s/dept/registrar/index.htm>.

eCollege (Online and Hybrid Courses)

To access eCollege courses, log on to: www.franklinpierceonline.net. Click on **Login Help**, type in your login ID (which is the same as your Student ID), then click **Request Password Reset**. If you have problems, contact your Academic Advisor or the online helpdesk at 1-877-740-2213 or via email at helpdesk@franklinpierceonline.net. You must log into your course on the first day of the term. If you do not log in, you will be administratively dropped from your course. 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.franklinpierce.edu/>. Your user name is the information found in front of the @ symbol in your email and your password is your email password.

Request to Graduate Form

You should fill out the *Request to Graduate (RTG) Form* 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 RTG Form: <http://eraven.franklinpierce.edu/s/dept/registrar/docs/CGPS%20Request%20to%20Graduate.pdf>
Link to Commencement Policy: <http://eraven.franklinpierce.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@franklinpierce.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.franklinpierce.edu/admissions/finaid/cgps/index.htm>

Student Success

You can reach Eric Braun, Director of Student Success, at (603) 647-3504 or via email at braune@franklinpierce.edu for issues related to academic and personal support in your degree program.

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.franklinpierce.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.