

Student Handbook

Campus

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Welcome Message

FINE Mortuary College welcomes you to our Mortuary Science Program!

As a new student, it can be nerve-wracking to start school and familiarize one-0.nf with new programs, policies, and best-practices. Don't fret, we are here to help!

We have compiled this Student Handbook with you in mind. The following pages are meant to walk you through our software, databases, and procedures so that you can assimilate quickly and start your first term at FINE Mortuary College with ease and focus on the important things, like homework and studying.

Microsoft 365 and Your School Email Address

Populi

Populi is our Student Information System. You will use Populi to register for your classes each term and to access your grade reports. Please keep your information in Populi up to date. (Phone number, email address, physical address, etc.).

Financial Aid Process

Global Financial Services is our third-party financial aid servicer. The Global student portal is where you will review your financial aid eligibility and submit a budget for three terms. 45 Days before your fourth term, you will receive a notification to resubmit your financial aid budget.

How to Apply for Financial Aid

1. Create your FINE Mortuary College [Financial Aid Portal Login](#).
 - a. Select the Signup button located on the left-hand side of the web page.
 - b. Complete your demographic information.
 - c. Create your username and password.
 - d. Select Program of Study and Start Date.
 - e. You have successfully created your account.
2. Login and follow the prompts to complete your Financial Aid package and submit the required documents.
3. If you are a dependent student, you will need to enter your parent's

Canvas

Canvas is our online learning management system that you will use as a student. You will see all the courses that you are taking each term, and this is where you will access your grades. This is where you will go to access all your information for classes, instructors, and the zoom link.

How to Log in

Your Canvas username and password are the same as your FINE Mortuary College email address and password. The SSO (Single Sign On) makes it easier to log in.

1. You can log in [here](#).
2. Log in before your class to confirm that you have access to your classes and can access the Zoom link.

Your Canvas Dashboard

Courses

All courses that you are enrolled in for each term are located here. This is where all the class information is. You can read about your instructor, view the class syllabus, glossaries, and the class quiz policies.

1. You can access each course by selecting the course name. This will bring you to the course home page which has the following information:
 - a. Course Overview
 - b. Question Board
 - c. Learning Modules which are listed by each week
2. Your Zoom link is here too.

Grades

Accessing your course grades:

1. Select a Course from the Dashboard.
2. Select Grades from the side bar.
3. This will open a list of all your graded assignments, quizzes, and exams.
4. The total is located at the bottom.
5. Your weighted items and your current course average is located on the right hand side.

Help

If you are experiencing trouble logging into your Canvas account, please contact Laura Hewey at LHewey@fmc.edu

If you can log into Canvas and have a different issue, you can contact a Canvas Support Specialist by selecting the Help button located on the left hand side menu via Chat or you can call them at (781) -269-9930.

Canvas Student Guides

[Canvas Student Guide](#)

[Canvas Student Guide Resources](#)

Mobile Apps

You can visit the App store for Apple or Android devices to download Canvas for your smart phone.

Technology Requirements- ExamSoft and General

ExamSoft

This is where you will access and take your exams and quizzes at FINE Mortuary College. Please follow the steps to install and set up your account for Windows, Mac, or iPad.

Windows or Mac

1. Download [Exemplify](#) for Window or Mac.
 - a. Follow steps specific for your device to download and install.
2. You will receive an email from ExamSoft to your FINE Mortuary College email address.
 - a. Create your new account and password.
 - b. Your username is your first initial and last name. Example: LHewey
 - c. Create your own password.
3. You can now login and download an Exam article or quiz.
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Exam Proctor Policy

All students enrolled at FINE Mortuary College are held to the same high standard of academic integrity by abiding by the prescribed assessment rules. If a student fails to abide by the outlined rules, they may fail due to lack of academic integrity.

- x Students must always keep their webcam on and always be fully visible by the camera.

The Code applies to behavior that occurs online, via email, and through any other electronic or social media. Students should be aware that online postings, such as blogs, web postings, chats, and information on social networking sites are in the public sphere and can subject a student to allegations of Code violations. The College may act when such information is brought to its attention.

Students must:

1. Access FINE Mortuary College online courses and other learning materials only for lawful purposes.
2. Respect the privacy of other members of the class and other students.
3. Demonstrate integrity by completing all course work, tests, discussion responses and other assignments with your own work.
4. Respect the integrity of the College computer systems, software, and applications.
5. Respect the diversity of opinions among the faculty and members of the class and respond to th(o)- Tw 0 6 o t w.

11. Performing any type of immoral or indecent act on FINE Mortuary College or clinical, fieldwork or externship premises.
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