OVERVIEW OF THE FSU SUMMER PROGRAM

The FSU summer program offering in China is a special program which offers regular university classes in a 5-week summer program. You will be in class for two (2) hours per day, five days per week. Each class is a 4 semester credit course.

You should expect an intensive academic program, one that will require writing academic papers, preparing for regular quizzes and exams. You will have extensive reading and writing assignments as part of your regular class preparation. The academic expectations for a summer class will be identical to taking the class during a regular semester, so be prepared to work!

Your course will be conducted as a normal American style classroom experience, so be ready to participate in class, continue using your English proficiency, and not utilize cell phones or conduct extraneous conversations during class.

You will be held to the Framingham State University Academic Honesty Policy, which states that plagiarism or cheating on exams, tests, quizzes, assignments, and papers will result in penalties that range from re-submission of the work in question to failing the course, as determined by the instructor. Your professors will have a statement in their course syllabi relating the definition of academic honesty to their courses. You may find the complete policy online in the Undergraduate Catalog 2018-2019, page 37.

The topics below are some of the most common questions we encounter and if you have other questions, please don’t hesitate to contact us.

COMPLETING YOUR REGISTRATION

- Before filling in an address for the mailing of your transcript, check with your home university to learn the following:
  - What forms/processes are required to be completed and submitted by you BEFORE taking the summer course
  - What is the minimum grade required by your university for accepting the course for transfer credit
  - What office is responsible for processing transfer credit and what is the full address for mailing to your home university

- Enter your name as it appears on your passport/visa
- **You must also register with UIBE in order to complete your registration!**

ACCESSING THE FSU SYSTEM AS A STUDENT

You may access Blackboard, the Web application that gives instructors the ability to post supplemental material for courses. You can log on to Blackboard and access your class materials anywhere you have an Internet connection. You may also access and print your grades online through the secure Framingham State University portal, myFramingham.

You will receive an email with your username and last 4 digits of your ID number. With that information, follow the instructions below:
**BASIC LOG-IN INFORMATION FOR NEW USER**

- To create a new password or reset a forgotten password, go to: [http://password.framingham.edu](http://password.framingham.edu) and then click the **Activate Account/Reset Password** link.
- Enter your username.
- Complete the required entries and enter a new password. Remember, your birthday must be entered in **MMDDYY** order. (Please note that the password reset tool will **not** work in Google Chrome nor on your phone.)

**REVIEW GRADES AT COMPLETION OF SUMMER SESSION:**

- Log into **myFramingham**
- **Grades** are located under the **Academics** tab in the **My Courses** section. Click on the **Academic History** link and select **Non-Matriculated Transcripts**. You may print the screen for your records.

**OTHER IMPORTANT INFORMATION**

**WITHDRAWING FROM A COURSE**

- Students may withdraw until the third (3rd) class session. After the third (3rd) class session, students withdraw with a notation of “W” on the transcript.
- A student withdrawing from a course must contact UIBE and complete the appropriate Withdrawal Form. A grade of “W” is automatically awarded to a student who withdraws by the deadline.
- Messages (including e-mails and telephone calls) either to the instructor or UIBE do not constitute withdrawal. Unless a withdrawal form has been completed by the student and submitted to UIBE by the deadline, the student has not officially withdrawn.
- Non-participation does not constitute a withdrawal. Students who stop participating will receive a failing grade (F) unless they have officially withdrawn.

**OFFICIAL TRANSCRIPTS**

- An official transcript will be mailed TO THE ADDRESS YOU PROVIDED approximately 3 weeks after completion of your program. FSU is not responsible for delayed mail or incorrect addresses.

- In the event you need an additional **Official Transcript**, you may order it online from our **Registrar’s Office**. You will enter your Banner ID (which is also 9 numbers) in lieu of a SSN or TIN. There is a fee of $3.00, to be paid online via credit card or by mailing a check or money order with your Authorization Form.

- In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), all transcript orders require authorization. Framingham State University provides the following procedure(s) for authorizing transcript orders:

  Your order can only be authorized by signing an Authorization Form that we will provide at the end of this ordering process and returning this form via fax or mail. Your home university may be able to fax the form to FSU, if you have paid by credit card.

If you have any other questions, please feel free to contact us at:

Framingham State University, Office of Continuing Education  
100 State Street, PO Box 9101  
Framingham, MA 01701-9101  
Tel: 508.626.4603  
[https://www.framingham.edu/opdce](https://www.framingham.edu/opdce)