



# FINE Mortuary College

A Private Two Year College

## 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 oneself 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

Your Outlook 365 account grants access to web versions of Outlook Email, PowerPoint, Word, Excel, and more. You must access these from the [Office 365 website](#), and not a downloaded version on your computer. Those require the purchase of a license for each application.

### How to Set up your FINE Mortuary College email

Please set up on a PC first before you set up a mobile device.

1. Go to [Microsoft 365 web version](#).
2. FINE Mortuary College Administration will send you your email address and a temporary password.
3. Once you log in, you can set up your own password.
4. PLEASE check your FINE Mortuary College email daily. All correspondence regarding the college is done through there.

### How to Set Up FINE Mortuary College email on the iPhone

1. Open **Settings**.
2. Tap on **Mail**.
3. Tap on **Accounts**.
4. Tap on **Add Account**.
5. Tap on the **Exchange** logo.
6. Sign into your Microsoft Account.
7. Choose to sync calendars and anything else that you want to add such as email and contacts.

## 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.).

### Logging in the first time.

1. The first time you login to [Populi](#) you will enter your FINE Mortuary College email address.
2. Select **Forgot Password**.
3. This will prompt you to create your own password.

FINE Mortuary College Administration will take care of your course registration for the first term. You will register yourself through Populi for all terms after that.

### How to Register for Classes in Populi

1. Select **Dashboard**.
2. Select the alert **Registration is now open**.
3. The classes that are offered in the next term will be available.
4. To register for the class, select the **Green Plus Sign** to the left of each course that you would like to add.
  - a. Please note the day, time, and mode for each class (Online, On Campus or Hybrid).
  - b. Populi will know if you are eligible for the class.
5. Select **Add**.
6. Select **Save**.
7. Repeat steps 4 through 6 until all classes for your next term are selected.

### How to Access Your Invoices in Populi

All your invoices will be available in Populi. This is where you will make your payments and see your balance due. To request a payment plan, please reach out to Kim Duran at: [Kduran@fmc.edu](mailto:Kduran@fmc.edu)

1. Select **Dashboard**.
2. Select the alert **You Have Invoices**.
3. Each invoice has an invoice number. Select the invoice number that you would like to view.
4. The current balance will be displayed under the **Amount Due**.
  - a. If you are using Financial Aid, you will see your financial aid applied here.
5. Select **Make a Payment** to pay directly with PayPal.
  - a. You may also pay in person by cash or check.

## 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 information. You will send them a link so they can complete their portion of the application.
4. You are required to complete the following:
  - a. 2022-2023 [FAFSA application](#).  
Your parents will need to complete the FAFSA application form if:
    - If you are a dependent student
    - under the age of 24
    - not married and have no children
  - b. If you are applying for loans, complete the [loan application](#) for:
    - Master Promissory Note
    - Entrance Counseling
5. Once completed, the Financial Aid office will review your documents and reach out to you to cover any remaining balances for your current enrollment.
  - a. If you still have a remaining balance to cover your tuition, you will need to set up a cash or credit card payment with Financial Aid Office by emailing: [KDuran@fmc.edu](mailto:KDuran@fmc.edu)
6. When the financial aid process is complete, you will receive an award letter.

If you have any questions or need further assistance in completing the financial aid process, please contact the Financial Aid Office at 781-619-0214 to schedule a time to discuss.

## 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](mailto: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**

1. Examsoft supports the following devices: Laptops, PC's, Mac, iPads, MacBook, Surface Pro's.
2. Examsoft DOES NOT support the following: Chrome Books, tablets, phones including iPhone, Android or Window based phones.
3. You will need a working webcam for Zoom class as well as proctored exams
4. You cannot attend class on a cell phone. Please note that while it is acceptable to set up and access FMC email on a phone and the Canvas app is accessible on a phone, courses cannot be completed on a phone.
5. You will need internet access ( We recommend a minimum speed of 50 Mbps)

## 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.
4. ExamSoft's Student Support Line at: (866) 429-8889.

### iPad

1. Download [Exemplify](#) for iPad.
  - a. Follow steps 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.
4. ExamSoft's Student Support Line at: (866) 429-8889.

### Steps to take an exam

1. Log into Exemplify with your username and password.
2. Our institution ID is FINE Mortuary College.
3. Follow steps to [Download](#) the exam.
4. [Disable](#) your antivirus software before every exam.
5. Follow procedures in the Exam Proctor Policy.
6. If connected to the internet, your answers will automatically upload. If you are not connected to the internet, please upload your answers.

- Check out the ExamSoft [Best Practices](#).



## **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.

- Students must always keep their webcam on and always be fully visible by the camera during the assessment. Full face must be visible. No hoods, hats, ear buds, headphones, or long hair covering the ears allowed.
- There are to be NO MATERIALS used during the assessment. That includes scrap paper, phone calculator, physical calculator, textbooks, notes, and any other materials.
- Students must show the camera their test-taking area before beginning the assessment. This includes the desk, table, under table, the room.
- Students must show the camera that their phone is off and not anywhere nearby. Must be in a drawer, purse, pocket, etc.
- Students must take their assessments alone- no one else can be in the room.
- Students may not leave their seat or room during the assessment.
- Students cannot have music or any other sound on. This is picked up by the program.
- Students cannot be heard speaking to someone and cannot have someone else speaking to them during the assessment.
- No looking away from the device screen. No other devices are permitted.

## **Computer Policy**

All computer hardware, software and peripherals are the property of the FINE Mortuary College, LLC: A Private Two Year College (FMC) and are for College use only. These procedures will apply specifically to the Administration, Faculty, Staff and Students and any others who use FINE Mortuary College computers. The following procedures and controls are to assure that computer functions are performed in a consistent, timely and efficient manner and that the security of equipment and data is obtained.

## **Computers and Network Resources**

All computers, computer systems, other information systems (e.g., interactive video or voice networks), telecommunications equipment (e.g., routers, switches) or devices that are owned by or that connect to FINE Mortuary College are called computers or network resources. These also include all institutional data, user data, programs or system software, or configuration files that are contained in or transmitted via FINE Mortuary College computers, networks, or other information systems. Use of these services to access or attempt to access information not intended for public display or use, or to circumvent or violate the responsibilities of system users, system administrators or information associates is prohibited.

System users are solely responsible for ensuring the content of files, programs, or services that they operate, maintain, store, or disseminate using FINE Mortuary College Computer and Network Resources (to include personally owned computers connected to such resources) and must be compliant with both law and FINE Mortuary College Policy. FINE Mortuary College is not responsible for the content of users' personal web spaces, nor the content of servers, programs, or files that users maintain either in their personally allocated file areas on FINE Mortuary College-owned Computer Resources or on personally owned computers connected to FINE Mortuary College's Computer and Network Resources. However, FINE Mortuary College reserves the right to suspend network access or computer account(s), or to impose other sanctions if such user-maintained files, programs, or services are believed to have been operating in violation of either law or FINE Mortuary College Policy. Use of independently owned hardware in connection with any account shall not, in any manner, limit the enforcement rights of FINE Mortuary College under the computer and network policies and guidelines then in place regarding inappropriate use of the FINE Mortuary College Computer and Network Resources.

## **Downloading and Uploading files**

Only files that are required for academic purposes can be downloaded or uploaded. This refers, but is not limited to, the following: wallpaper, screen savers, jokes, games, music, and copyrighted files are not permitted to be installed on FINE Mortuary College computers, downloaded or uploaded. All downloaded files must be scanned for viruses before use.

## **Computer Viruses**

Faculty and students are responsible for scanning for viruses before use on any FINE Mortuary College computers. No viruses are to be intentionally loaded in to any system.

## **E-Mail**

Internal and external e-mail is for FINE Mortuary College academic business only and may be monitored by the Network Administrator and/or President/Administrator as deemed necessary for maintenance. There is no implied or expressed right to privacy with respect to the College e-

mail system. Personal use of the e-mail system that is not approved by president/manager is against the College policy.

## **Computer information**

Any information or messages entered into the College's computer systems or e-mail system is FINE Mortuary College property and the system users do not have a privacy right in their computer files or e-mail communications.

## **Internet Access**

Service provided by the College to access the Internet is for academic use only. The Internet use should be for professional reasons and users are responsible for making sure that their Internet use is effective, ethical, and lawful. The FINE Mortuary College Internet should not be used for personal gain or advancement of individual views, sexual harassment, or for any other illegal purpose, and no one in the FINE Mortuary College community has any privacy rights in Internet communications.

## **Security**

Controls will be implemented in the following areas to prevent unauthorized access to the computer network system.

- Faculty/Staff members may be given a network password allowing only authorized individuals access to the system. Passwords should be kept in a secure place and not given to any other person. Passwords may be changed randomly by the Network Administrator. No passwords are to be set on other programs unless authorized by the Network Administrator and/or President/Administrator.
- Precautions will be taken to prevent unauthorized access.
- Physical access to computer equipment and peripherals will be limited to authorized individuals only.
- Software programs will be kept in a secure area and are not to be used for purposes other than stated in the license agreements.
- Students are expected to exercise care in use of FINE Mortuary College property and to use such property only for authorized purposes. Unauthorized personal use or removal of FINE Mortuary College property from the premises is prohibited. FINE Mortuary College property issued to a student must be returned at the time of resignation, termination, or graduation. The value of any property issued and not returned may be billed to the student. Failure to pay by a student may result in failure to graduate and/or to obtain a release to take the NBE and thus the student cannot graduate. Any costs to remove any unauthorized alterations to that equipment will also be billed to the student.

- Any costs, both internal and external, incurred by FINE Mortuary College for removal of deliberate unauthorized alterations to equipment billed to the student. The student who is assigned to or last used that machine is responsible for remuneration.
- At all times, care should be taken to guarantee the security of all computers, including notebook computers, peripherals and any FINE Mortuary College files from theft and damage.

### **Back-Up and Activity Logs**

To avoid the risk of loss or corruption of data and to expedite recovery in the event of a processing failure, the Network Administrator and/or President/Administrator will establish back-up and recovery procedures. These procedures will include, but not be limited to, the following:

- Scheduled back-ups of data files at appropriate intervals.
- Program libraries are backed-up with controls for updates.
- Establish protocol for obtaining back-up files and programs and recovery process.
- Controls are and will continue to be implemented to prevent introduction of errors and viruses into the system.

### **Student Code of Conduct**

Students are expected to show professionalism and courtesy in their behavior toward the faculty and administrative staff, clinical, fieldwork or externship staff and fellow students. Students are also expected to be engaged in the dynamics of the classroom or clinical always. Students are being prepared to enter a professional environment with all the necessary skills and dispositions to demonstrate the behavior expected by clinical sites and by prospective employers. Students who are in violation of these standards may be dismissed from the program. Professional behavior includes but is not limited to compliance with the following policies and standards.

FINE Mortuary College strives to create an environment that facilitates learning and academic growth. Students are expected to always act in a professional and courteous manner. Students shall not engage in unacceptable behaviors that are prohibited by FINE Mortuary College. These behaviors or allegations include, but are not limited to, sexual assault, harassment, stalking, domestic violence, bias related incidents, campus disturbances, threatening behavior, use and/or possession of weapons and fireworks, record falsification, physical assault, operating under the influence, drug and/or alcohol possession or distribution, town or state violations, and matters resulting in a student's arrest or citations by any law enforcement entity.

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 them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
6. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the staff, faculty, and members of the class. This includes but is not limited to demeaning written or oral comments of an ethnic, religious, sexist, sexual orientation, gender, or racist, and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.
7. Abide by all rules and regulations published by FINE Mortuary College and agree to be subject to disciplinary actions as described in the Student Catalog.

Engaging in any of these activities can lead to disciplinary action up to and including expulsion from FINE Mortuary College:

1. Insubordination to faculty or administration or conduct contrary to the best interests of the College or that reflects poorly on the College or affiliated clinical, fieldwork or extern site.
2. Illegal possession of weapons or explosive materials at FINE Mortuary College or affiliated clinical, fieldwork, or externship premises.
3. Use, possession, sale, transfer, or being under the influence of illegal drugs or alcohol on FINE Mortuary College or clinical, fieldwork or externship premises.
4. Cheating or intentionally assisting another student in utilizing unauthorized materials.
5. Stealing or willfully damaging FINE's property, another student's equipment or personal property.
6. Using abusive, foul, or threatening language toward students, faculty, or administration.
7. Inappropriate use of FINE Mortuary College's or clinical, fieldwork or externship experience sites' electronic or computer equipment including but not limited to sending, accessing, or storing discriminatory, harassing, defamatory or pornographic material, duplicating or distributing copyrighted material without permission, or transmitting confidential information.
8. Engaging in sexual or any other form of harassment, whether verbal, virtual, written, or physical.
9. Violating safety requirements or regulations.
10. Violating building regulations.

11. Performing any type of immoral or indecent act on FINE Mortuary College or clinical, fieldwork or externship premises.
12. Refusal to comply with a directive from faculty or administration.
13. Dressing inappropriately or not using proper personal hygiene while representing FINE Mortuary College or an affiliated clinical, fieldwork or externship site.
14. Use of electronic devices while in class for texting, games, or any other non-course related activity.
15. Breach of confidentiality or privacy whether intentional or inadvertent.
16. Inappropriate use of public communication, including social media.

The above list should be considered illustrative, and not comprehensive. Other actions and violations of a similar nature may also result in disciplinary action, up to and including expulsion. FINE Mortuary College reserves the right to amend the Student Code of Conduct at any time with or without notice.