

January 3 - 23

October 31, 2011	Registration Begins (Payment is due at time of registration or enrollment in a payment plan)
December 9, 2011	Last Day to Register Without Late Fees
December 9, 2011	Last Day To Withdraw With A Refund (Spring financial aid may not be used for Intersession)
December 10 – January 4	Registration With Late Fees (\$60)
December 16	Course Cancellations
January 3	Classes Begin – No Refund
January 4	Last Day to Add A Course
January 4	Last Day to Drop Course Without W – No Refund
January 13	Last Day to Drop A Course With A “W” - No Refund
January 16	M.L. King (No Classes) Offices Closed
January 23	Last Day Of Classes

General Information

Visiting Students

Visiting Undergraduate students must complete the Registration Form and the Enrollment Permission Form. Send these forms, along with the \$30 Application Fee, to the University Billing Office.

Visiting and new Graduate students must complete the Registration Form and the Application to Graduate Study Form. Send these forms, along with the \$30 Application Fee, to the University Billing Office. For more information concerning Graduate Admissions or to obtain forms, please call 301- 687-7053.

Student Eligibility

The probation and dismissal policies stipulate that students on probation in the Fall may not register for Intersession courses. You could be dismissed after the Fall 2011 semester and be ineligible to enroll. There are no exceptions to this policy. If you can prove you are off probation, you may enroll (with late fees) in January.

Requests for Accommodations

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodations through the ADA/EEO Compliance Office, Hitchins 302, 301-687-4102.

Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 16, 2011, if a course is canceled.

Credit/Course Limit

Students are limited to six credits or two courses for the Intersession. One three credit course is a full-time load. If you work during Intersession or participate in an intercollegiate sport, one course should be the absolute limit. Before you enroll, see the course syllabus and instructor about course requirements, since there is no refund after the registration deadline (December 9, 2011).

Library Hours

The library will remain open during Intersession 2012 according to the following schedule:

- January 3 – 23, 2012
- Mon. – Fri. 8:00 a.m. – 8:00 p.m.
- Sat. 2:00 p.m.– 6:00 p.m.
- Sun. 12:00 p.m.– 6:00 p.m.

Closed January 16 Martin Luther King Day.

Final Grades

Paper grades will not be mailed to students. Access the PAWS System for grades. **Learner Services > Academics > Academic Record - View My Grades**

If you need an official copy of your grades, you will need to order a transcript.

E-Mail - Official Communication Policy Statement

A University assigned email account shall be used as one of the University’s official means of communication with all students attending FSU as well as Faculty and Staff employed by FSU. Students and employees are responsible for all information sent to them via their University assigned email account. If a student or employee chooses to forward their University email to another account, he or she is responsible for all information, including attachments, sent to the other email account.

Student Responsibilities

You will be responsible for checking your University email account and reviewing relevant information on a daily basis. You will be given a maximum of 10 megabytes of storage on the email server. You must purge unnecessary messages from your account to avoid exceeding their storage quota. Exceeding the quota will prevent the delivery of additional email messages.

2 Department Chairs/Advising Contacts (from off-campus use 301-687 then number listed)

Accounting

Ms. Sharon Robinson FR 337 4388

Addictions Counselor Preparation

Dr. Megan Bradley GC 220 4194

African American Studies

Dr. Alemseged Abbay DH 106 4228

Athletic Training

Mr. John Wright PE 256 4477

Mr. Tony Zaloga PE 128 4497

Visual Arts

Ms. Jackie Brown FA 126A 4319

Biology

Dr. Richard Raesly CH 302 4713

Chemistry

Dr. Robert Larivee CH 351A 4091

Coaching

Dr. Troy Strieby PE 184 7021

Communication Studies

Dr. Elesha Ruminski PA 306 4480

Computer Information Systems

Dr. Brad Rinard LH 216A 4719

Computer Science

Dr. Brad Rinard LH 216A 4719

Criminal Justice (BTPS)

Dr. David Lewis GC 140 4097

Dr. Scott Johnson GC 137 7432

Cultural Anthropology

Dr. Kara Rogers-Thomas TH 211 3124

Dance

Ms. Nicole Mattis PA 310 3212

Dental Hygiene Preparation

Dr. Karen Keller CH 304 4174

Developmental Math Courses

Ms. Beth Stallings PH 150 4441

Earth Science

Dr. Fritz Kessler GU 230 4369

Economics

Dr. David Kiriazis GC 145 4386

Educational Professions

Dr. Gary Wakefield FR 221 4294

Engineering (Mechanical)

Dr. Yi-Zun Julie Wang CH 246 4298

Engineering (FSU)

Dr. Mohammed Eltayeb CH 426 4298

English

Dr. Sydney Duncan DH 309 4221

Environmental Analysis & Planning

Dr. Fritz Kessler GU 230 4369

Environmental Humanities

Dr. Charles Ewers DH 315A 4221

Environmental Policy

Dr. Stephen Hartlaub GC 141 4387

Ethnobotany

Dr. Sunshine Brosi CH 205 4213

Exercise and Sport Science

Dr. Fred Sargent PE 278 4488

Film Studies

Dr. Kevin Kehrwald DH 301C 4367

Foreign Languages & Literature

Dr. Maria-Luisa Sanchez FA 215 4378

Forestry

Dr. Daniel Fiscus CH 308 4170

Geography

Dr. Fritz Kessler GU 230 4369

Health & Physical Education

Dr. Art Siemann PE 259 4463

Health Promotion

Dr. Susan Gray PE 255 4475

Health Science Administration (BTPS)

Dr. Mary Gartner ADM 213 4212

History

Dr. Paul Charney DH 107 3120

Honors Program

Dr. Maureen Connelly Fuller Hse 4998

Information Technology

Dr. Brad Rinard LH 216A 4719

Information Technology Management

Dr. Mohsen Chitsaz GC 237 4787

International Studies

Dr. Sally Boniece DH 102A 7496

Interpretive Biology and Natural History

Dr. Sunshine Brosi CH 205 4213

Journalism

Dr. A. Franklin Parks DH 317 4088

Law and Society

Dr. Scott Johnson GC 137 7432

Law Bachelors/Juris Doctor Program

Dr. Scott Johnson GC 137 7432

Law School Preparation

Dr. Scott Johnson GC 137 7432

Leadership Studies

Dr. Elesha Ruminski PA 306 4480

Liberal Studies

Dr. Randall Rhodes CH 247 4047

Management

Dr. Michael Monahan FR 315 4375

Marketing and Finance

Dr. Carol Gaumer FR 320 4052

Mass Communication

Dr. John Lombardi GC 109-1 3013

Mathematics

Dr. Marc Michael DH 207C 4384

Medical, Dental, Optometry, Veterinary

Preparation

Dr. Mary Mumper CH 347 4359

Music

Dr. Mark Gallgher PA 104 4381

Nursing (RN to BSN)

Ms. Heather Gable PA 127B 4894

Ms. Kara Platt PA 127E 4791

Nursing Preparation

Ms. Heather Gable PA 127B 4894

Ms. Kara Platt PA 127E 4791

Occupational Therapy Preparation

Dr. Karen Keller CH 304 4174

Orientation

Dr. Thomas Bowling ADM 116 4311

Pharmacy Preparation

Dr. Mary Mumper CH 347 4359

Philosophy

Dr. Jean-Marie Makang DH 111 4215

Physical Therapy Preparation

Dr. Art Siemann PE 259 4463

Physics

Dr. Mohammed Eltayeb CH 426 4298

Political Science

Dr. Stephen Twing GC 135 3097

Psychology

Dr. Kevin Peterson GC 207B 4193

Public Relations

Dr. A. Franklin Parks DH 317 4088

Recreation and Parks Management

Dr. Robert Kauffman PE 270 4474

Social Science

Dr. Todd Rosa FR 108 4338

Social Work

Dr. Terry Russell GC 022 4691

Sociology

Dr. Robert Moore GC 027 4724

Sustainability Studies

Dr. Henry Bullamore GU 234 4413

Theatre

Ms. Nicole Mattis PA 310 3212

Urban and Regional Planning

Dr. Henry Bullamore GU 234 4413

Wildlife and Fisheries

Dr. Sunshine Brosi CH 205 4213

Women's Studies

Dr. Julie Hartman GC 030 3198

Dr. Randall Rhodes CH 247 4047

College Deans

College of Business

Dr. Ahmad Tootoonchi, Dean

Guild Center 127.....4019

Dr. Sudhir Singh, Associate Dean

Guild Center 009.....4019

-Accounting

-Business Administration

-Economics

-Health Science Administration

College of Education

Dr. Clarence Golden, Interim Dean

Framptom 137.....4294

Dr. William Childs, Interim Associate Dean

Framptom 216.....4294

-Athletic Training

-Early Childhood/Elementary Education

-Elementary Education

-Exercise and Sport Science

-Health and Physical Education

-Recreation and Parks Management

College of Liberal Arts and Sciences

Dr. Joseph Hoffman, Dean

Compton Hall 241-C.....4120

Dr. Cindy Herzog, Associate Dean

Compton Hall 241-A.....4120

Dr. Randall Rhodes, Assistant Dean

Compton Hall 247.....4120

-Art and Design

-Biology

-Chemistry

-Communication Studies

-Computer Information Systems

-Computer Science

-Criminal Justice

-Earth Science

-Engineering

-English

-Environmental Analysis and Planning

-Ethnobotany

-Foreign Languages & Literature

-Geography

-History

-Information Technology

-Information Technology Management

-International Studies

-Interpretive Biology and Natural History

-Law and Society

-Liberal Studies

-Mass Communication

-Mathematics

-Mechanical Engineering (in collaboration with UMCP)

-Music

-Nursing (RN to BSN)

-Philosophy

-Physics

-Political Science

-Psychology

-Social Science

-Social Work

-Sociology

-Theatre

-Urban and Regional Planning

-Wildlife and Fisheries

Administrative Offices

Director of Intercession, Ms. Sheila Pappas

Library 512..... 4423

Academic Affairs, Hitchins 213..... 4212

Academic Standards, Hitchins 213..... 4212

Academic Computing, Pullen Hall 7090

Administrative Services, Hitchins 309 4335

Admissions

Undergraduate, Pullen 114..... 4201

Graduate, Pullen 141 7053

Advising Center, Sand Spring Hall 124..... 3132

Athletics, PE Cordts Center 4455

Bookstore, Lane Center 4341

Career Services, Sand Spring Hall..... 4403

Computing/PAWS Help Desk..... 7777

Counseling and Psychological Services, Sand Spring Hall. 4234

Disability Support Services, Pullen 150 4483

Diversity Center, Hitchins 122..... 4050

Financial Aid, Pullen 114..... 4301

Health Services, Brady Health Center 4309

International Students, Fuller House, 19 Braddock Road.... 4714

Learning Assistance Center, Pullen 150 4441

Lost and Found, University Police Department..... 4223

Lane Center and Student Activities..... 4411

Library 4395

Programs for Academic Support and Study, Pullen 150..... 4441

Provost's Office, Hitchins 213 4211

Registrar's Office, Pullen 144..... 4346

Change of Grade/Removal of Incompletes..... 4281

Registrar's Assistant 4736

Registration, Drop/Add, Verification of Enrollment.... 3145

Transcript Clerk 3145

Undergraduate Graduation, Degree Audits,

Associate Registrar's Assistant..... 4736

Residence Life, Annapolis Hall 4121

Student and Educational Services, Hitchins 116 4311

Student Support Services, Pullen 133..... 4481

Study Abroad, Fuller House, 19 Braddock Road..... 4714

Tutoring Center, Pullen 150..... 4066

University and Student Billing, Pullen 148 4321

University Police

Emergencies..... 4222

All other calls..... 4223

University System of Maryland at Hagerstown.... 240-527-2060

Veterans Affairs, Sand Spring Hall 4409

4 PAWS Information for Students

Important PAWS Information For Students

Accessing PAWS

Access PAWS from the Current Students Website at: <http://students.frostburg.edu> OR directly from the PAWS URL at: <http://paws.frostburg.edu>.

Login Details

Username:

A username and password are required to log into PAWS. Yours PAWS username matches your FSU email username, including the numerals.

Example: jasmith0 for Joe Allen Smith with FSU email address: jasmith0@frostburg.edu

If you do not know your FSU email username, please contact the FSU Help Desk on-campus at x7777 or off-campus at 301-687-7777.

Password

Initial password is as follows: first character of your first name in uppercase, followed by the first character of your last name in lowercase, followed by last 4 digits of your social security number.

Example: Js7785 for Joe Smith with social security number 353-54-7785.

Frostburg State University requires users to update their password on regular intervals. Passwords expire every 60 days.

Forgot your password?

To eliminate the risk of identity theft, the Help Desk staff will not reset your password over the phone. You will be asked to show a photo ID to have your password reset. Passwords will be reset in Pullen Hall 105C weekdays from 8:00am to 4:30pm, or online at <http://www.frostburg.edu/computing/passwords.htm>.

FSU ID and SSN

Students have been assigned a new FSU ID (also known as EmplID), which will be used as their primary identification code. This ID will replace the use of the social security number as an identification code. Students will keep their FSU ID throughout their educational career at FSU. Please memorize or make note of this ID.

Browser Requirements

Internet Explorer 6 or higher on Windows XP and Windows Vista

Internet Explorer 5 or higher on Mac OS 10.3 and above

Safari 4 and higher on Windows XP, Vista and Mac OS 10.3 and above

Mozilla Firefox 3 or higher on Windows XP, Vista and Mac OS 10.3 and above

PC Requirements

PAWS will function on platforms meeting the manufacture's minimum requirements for a given web browser and operating system combination. You will experience better results if you have a workstation that exceeds the minimum requirements.

PAWS Quick Reference for Students

1. Access PAWS from the University Online Services Website at:
<http://www.frostburg.edu/computing/onlineservices/> OR directly from the PAWS URL at: <http://paws.frostburg.edu/>
2. Sign In.
3. Click Self Service.
4. Click Student Center.

PAWS Student Center

The screenshot shows the PAWS Student Center interface for a user named Matthew. The interface includes a navigation menu on the left, a central 'Your Schedule at a Glance' section, and a right-hand sidebar with various service links. Callout boxes are placed over the interface to identify key features:

- Search Schedule of Classes:** Points to the search bar in the top navigation area.
- View & Print Your Schedule:** Points to the 'My' link in the left-hand menu.
- Enroll in a Class:** Points to the 'Enroll' link in the left-hand menu.
- Drop & Swap Classes:** Points to the 'Enrollment: Drop' and 'Enrollment: Swap' options in the left-hand menu.
- View Grades:** Points to the 'Grades' option in the left-hand menu.
- Apply for Graduation:** Points to the 'Apply for Graduation' option in the left-hand menu.
- Sign Out:** Points to the 'Sign out' link in the top right corner.
- Check Holds:** Points to the 'Holds' section in the right-hand sidebar.
- View Enrollment Appointment:** Points to the 'Enrollment Dates' section in the right-hand sidebar.
- Academic Advisor Information:** Points to the 'Advisor' section in the right-hand sidebar.
- View E-Bill:** Points to the 'View E-Bill' link in the 'Finances' section.
- Pay Your Bill:** Points to the 'Make a Payment' link in the 'Finances' section.

The central 'Your Schedule at a Glance' section displays a table of classes:

Class	Schedule
BUAD 100-926 LEC (4509)	MoWeFr 10:00AM - 10:50AM Frampton Hall, Room 302
DVMT 100-008 LEC (5815)	TuTh 2:00PM - 3:15PM Dunkle Hall, Room 211
ENGL 101-002 LEC (5370)	MoWeFr 11:00AM - 11:50AM Taves Hall, Room 208
IDIS 150-010 LEC (5587)	TuTh 12:30PM - 1:45PM Frampton Hall, Room 303
ORIE 101-926 LEC (5684)	MoWe 9:00AM - 9:50AM Performing Arts, Room 140
SOCI 100-003 LEC (4093)	TuTh 9:30AM - 10:45AM Compton Hall, Room 224

At the bottom of the page, the 'Finances' section is visible, showing a message: "We are unable to display your account at this time. To access this information, contact the Help Desk to complete your account profile." Links for 'Account Inquiry', 'View E-Bill', 'Make a Payment', 'Financial Aid', 'View Financial Aid', and 'Accept/Decline Awards' are provided.

6 Registration Procedures

PAWS Internet Registration System

October 31 - December 9

(No Late Fees)

December 10 – January 4

(With \$30 Late Registration and \$30 Late Payment Fee)

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, advisor assignment, and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in beginning October 31, 2011.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning on October 31, 2011, and ending December 9, 2011, to avoid late fees. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar's Office.
- After December 9, 2011, you may change your schedule with the payment of the \$30 Late Registration Fee.
- **You must see your advisor prior to attempting to register so that he or she can authorize your access to register for classes.** Make sure to check for prerequisites with your Advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits, and/or course prerequisites where applicable.

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.

5. Register for Classes.

Self Service > Student Center > Enroll

-Select Enrollment Term - 2012 Intersession.

-Click Continue.

-Select classes to add. Make sure to choose a Campus, Frostburg or On-Line Courses.

-Classes will be placed in your Shopping Cart.

-When finished selecting classes click Proceed to Step 2 of 3.

-Click Finish Enrolling.

-Check the status of your request(s). Status must read success to be registered.

-When finished, click My Class Schedule to verify enrollment.

6. **You must pay your bill at the time of registration or enroll in a payment plan (25% of total due + \$30 fee) at time of registration.**

Voice Relay Assistance

During regular business hours, you may register for classes with the assistance of the Registrar's Office staff by using a Voice Relay Operator (1-800-735-2258). Also, you may contact the ADA/EEO Compliance Office, Hitchins 302.

In-Person Registration

October 31 - December 9

(No Late Fees)

December 10 – January 4

(With \$30 Late Registration and \$30 Late Payment Fee)

You are to complete the Registration Form included in this booklet and bring it to the Registrar's Office (Pullen 144), Monday thru Friday between the hours of 9 a.m. and 4 p.m. or the USMH Information Desk between 9 a.m. and 5 p.m. Registrations must be paid immediately, in the University Billing Office (Pullen 148) or at the USMH Information Desk.

Mail-In Registration

If you register by mail, you must include your payment with your Registration Form. If you fail to include your payment, your registration will be returned to you.

Complete the Registration Form included in this booklet. Mail the form with payment to:

University Billing Office
Frostburg State University
101 Braddock Road
Frostburg, MD 21532-1099

Reminder: Undergraduate students must secure their advisor's approval prior to registration.

**Payment is due
at time of
registration.**

No bills are sent.

Billing

Payment is required at the time of registration. If your bill is not paid within 48 hours of registration, you will be deregistered. The last day to register without late fees is December 9, 2011. When you reregister after December 9, 2011, you must pay the late registration (\$30) and late payment (\$30) fees.

If you register after December 9, 2011 you are liable for the entire bill plus late fees.

The University is offering a payment plan for Intersession 2012. To join, a completed enrollment form plus 25% total amount due plus \$30 enrollment fee are due within 48-hours of registration.

- The due dates for the remainder of the plan -
 - 25% by December 1, 2011
 - 25% by December 15, 2011
 - 25% by January 3, 2012.

Registration after December 1, 2011, require a 50% payment of total due plus \$30 enrollment fee.

Payment plan forms are available in Pullen Hall, Room 148 or on the Billing Office Webpage.

You may pay online using MasterCard, American Express, or Discover (a convenience fee applies) or ACH (electronic check) via PAWS. Phone payments: ACH 866-881-3015, Credit Cards 866-881-3016.

Note: Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.

Special Instruction Fees

ACCT 305.....	\$25
ART 110.....	\$10
ART 202, 235, 236, 307, 407, 414, 435, 635.....	\$30
ART 402, 421, 432, 440, 602, 621, 632, 640.....	\$40
ART 207, 209, 212, 216, 221, 232, 240, 412, 416	\$25
ART 452.....	\$60
BIOL 109, 149	\$20
BMIS 320.....	\$25
CHEM 100, 101, 113	\$20
COSC 100, 110, 220, 330	\$25
DVMT 095, 100.....	\$100
GEOG 103, 113.....	\$20
IDIS 150 (Outdoor Leadership).....	\$115
MCOM 101	\$20
MCOM 212, 213, 250, 313, 465, 499 (Audio Projects)	\$30
MCOM 311, 487, 488, 499 (Video Projects).....	\$40
MATH102, 104, 209	\$20
MUSA 390	\$100
MUSA 490	\$150
MUSC 315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340.....	\$10
ORIE 101	\$120
PHSC 101, 203.....	\$20
PHYS 215, 261	\$20
SOCI/SOWK 310.....	\$25

Tuition and Fees

Undergraduate Tuition

(per credit hour)

In-State.....	\$219
Out-Of-State.....	\$427

Graduate Tuition

(per credit hour)

In-State.....	\$317
Out-Of-State.....	\$386

Undergraduate & Graduate Fees

(All fees are non-refundable)

Application Fee (New students only)	\$30
Late Registration Fee	\$30
Late Payment Fee.....	\$30
(Late fees assessed after December 9, 2011)	
Planning Fee (New students only)	\$125
Technology Fee (Per Credit Hour).....	\$11

See Billing Chart Below on Next Page

Refunds – Tuition Only

- 100% Through December 9, 2011

- No Refunds After December 9, 2011

Intersession is a compressed time in which to complete a course. Before you enroll, talk with the course instructor about the syllabus for the course to ensure that you can complete the requirements in a compressed timeframe, especially if you are uncertain about your abilities or background in the course content. If you work or play an intercollegiate sport during Intersession, you may only enroll in one course for 3 credits. As you know, if you withdraw from the course even on the first day of class, you will not be eligible for a refund.

8 Billing Chart

In-State Charges			Out-Of State Charges			
Registration – No Late Fees						
<i>(Registration and Payment By December 9, 2011)</i>						
No. Credits	Graduate Total Payment	Undergraduate Total Payment		No. Credits	Graduate Total Payment	Undergraduate Total Payment
1	\$328	\$230		1	\$397	\$438
2	\$656	\$460		2	\$794	\$876
3	\$984	\$690		3	\$1191	\$1314
4	\$1312	\$920		4	\$1588	\$1752
5	\$1640	\$1150		5	\$1985	\$2190
6	\$1968	\$1380		6	\$2382	\$2628
Late Registration and Late Payment Fees						
<i>(\$30 each) Assessed (Registration and Payment December 10, 2011 – January 4, 2012)</i>						
No. Credits	Graduate Total Payment	Undergraduate Total Payment		No. Credits	Graduate Total Payment	Undergraduate Total Payment
1	\$388	\$290		1	\$457	\$498
2	\$716	\$520		2	\$854	\$936
3	\$1044	\$750		3	\$1251	\$1374
4	\$1372	\$980		4	\$1648	\$1812
5	\$1700	\$1210		5	\$2045	\$2250
6	\$2028	\$1440		6	\$2442	\$2688

Spring financial aid may not be used for Intersession.

Frostburg State University Undergraduate Registration Form - Intersession 2012

FSU ID	
Last Name, First Name, Middle I.	
Permanent Address	Phone
Local Address During Intersession	Phone
<p>If you are not registered at FSU for the Fall semester you must complete the Enrollment Permission Form. If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee. Continuing Undergraduate Students - before you register, meet with your advisor for registration activation.</p>	

Registration Procedures

To Register Using PAWS

1. Login to PAWS <http://paws.frostburg.edu/students>.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your advisor to plan your schedule and be activated for registration.
4. List course numbers below.
5. Register for Classes.

Self Service > Student Center > Enroll

- Select Enrollment Term - 2012 Intersession.
- Click Continue.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, or On-Line.
- Classes will be placed in your Shopping Cart.
- When finished selecting classes click Proceed to Step 2 of 3.
- Click Finish Enrolling.
- Check the status of your request(s). Status must read success to be registered.
- When finished, click My Class Schedule to verify enrollment.

To Register By Mail

1. Fill out the information listed below beginning with Class Number.
2. Mail Form with payment to:
 University and Student Billing Office
 Frostburg State University
 101 Braddock Road
 Frostburg, MD 21532

Class Nbr	Subject	Catlg Nbr	Sect	Units	Days	Times	Dept Appr

Student Signature/Date

Advisor Approval
**Required by all Undergraduate Students and
 Biological Science Graduate Students.**

I understand that submission of this course request to FSU obligates me to pay the bill generated, that upon official withdrawal from all courses for Intersession on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to submit an official withdrawal, a drop slip, at the Registrar's Office or at the USMH Information Desk results in a grade of F or FX and obliges me to pay the entire bill (See Drop Procedure included in this booklet).

INTERSESSION 2012
January 3 – 23

Check-In - January 2, 2012

1:00 P.M.

On-Campus housing is offered during Intercession. You must complete the application below and submit it to the Residence Life Office by December 9, 2011. If you are currently living on campus, you will not necessarily be housed in your current assignment during Intercession. Due to limited staff at this particular time, we may be consolidating Intercession residents into one residence hall.

The fee for on-campus housing for Intercession will be \$313 for a double and \$408 for a single. Singles will only be available if space permits.

There are no meals offered in Chesapeake Hall or Appalachian Station during Intercession. Students are responsible for their own meals. Microfridge units are provided in each room; this is a small microwave, refrigerator and freezer unit.

PLEASE PRINT:

Name _____ PAWS ID # _____

Home Address _____ Campus Address _____

Home Phone _____ Campus Phone _____

Cell Phone _____ E-Mail _____

Request: *Single _____ Double _____

*Singles available only if space permits.

**NOTE: No smoking is permitted in Frostburg State University residence halls.

=====
For Office Use Only

Date Received: _____ Assignment: _____

Course Minimum Requirements & Information

- Attendance at course orientation is required for each online course (contact instructor for details)
- FSU email account
- Regular and reliable access to the Internet (computer labs are available for students)
- Basic tech skills: working with electronic files (locate, open, rename, save, attach to email), connecting to the Internet and Web navigation
- Download, install and troubleshoot any course-specific plug-ins and software applications on your computer

System Requirements

The Blackboard Learning System is a web-based learning environment which students log onto via an Internet browser. Students and instructors navigate the University Blackboard web site according to standard web site practices. Therefore, there are certain minimum software requirements that a user's computer must meet in order for them to navigate and utilize Blackboard courses successfully. All computers available in the student computer labs on campus meet these software requirements.

Refer to www.frostburg.edu/blackboard/requirements.cfm for specific requirements and recommendations of Internet, Hardware, Software, and Browsers.

How to find On-Line Courses in PAWS

When searching for on-line courses in PAWS you will now find them all listed in one location. Using the Basic Class Search feature under Campus choose Online Courses. This will list all available online courses.

Registration Information

- The registration deadline is December 9, 2011. Registration after this date carries a late registration/payment penalty of \$60.
- You may register in person or, if you are a continuing student, online using PAWS at <http://paws.frostburg.edu/students>. Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

If you are not a current FSU student, you may register for Intersession by completing the Enrollment Permission Form and Registration Form, which is included in this booklet.

- Please be aware that payment for intersession courses must be made at time of registration. Full details on payment methods and deadlines are provided in this booklet.
- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may fax a written request to the Registrar's Office (301-687-4597). In this case, your signature will be the only one required.