TABLE OF CONTENTS

I. Program Overview

- A. About the Program……1
- B. Mission……1
- C. Program Educational Objectives……1
- D. Program Outcomes……2

II. Administration

- A. Directory……2
- B. Admission and Acceptance of Transfer Credits……2
- C. Tuition and Fees……5
- D. Financial Aid and Scholarships……5
- E. Registration……6

III. Academics

- A. Curriculum……6
- B. Course Descriptions……7
- C. Advising……7
- D. Course Loads……8
- E. Attendance at Another Institution……8
- F. Grading……9
- G. Academic Standards……10
- H. Course Repetition……10
- I. Academic Probation and Dismissal……11
- J. Academic Dishonesty……13
- K. Graduation……13

IV. Student Resources

- A. Library – at AACC……14
- B. Student Organizations……15
- C. Internships – FSU Career Services……15
- D. Additional Resources……15

V. Technology

- A. PAWS……15
- B. Blackboard……15
- C. Email……16
- D. Interactive Video Network……16
- E. Help Desk……18

PROGRAM OVERVIEW

About the Program

Frostburg State University (FSU) is offering a bachelor of science in engineering degree with an electrical engineering concentration at Anne Arundel Community College at Arundel Mills Regional Higher Education Center.

This program is designed to meet the needs of modern industry and is open to community college graduates who have completed an A.S. degree in Engineering.

FSU offers courses on-site and via distance learning for students at the Center to complete the Bachelor of Science requirements.

Contact Information

Dr. Eric Moore, Program Coordinator
Department of Physics and Engineering
Frostburg State University
301.687.4500
ejmoore@frostburg.edu

Marjorie Rawhouser, Assistant Professor
Anne Arundel Community College
University Consortium
410.777.2436
marawhouser@aacc.edu

Mission

The mission of the FSU Engineering Program is to provide excellent undergraduate education in engineering; to establish close partnership with and provide technical knowledge to industry, government, and local business; to contribute to economic development within the state of Maryland, specifically in the Western Maryland region; and to provide related services to the campus community and community at large.

Program Educational Objectives

Within the first few years following graduation, alumni of the Engineering BS program will demonstrate:

- **Broad knowledge** of mathematics, physical science, and engineering science with emphasis in selected concentration areas of engineering to be successful in government, industry, private companies, and interdisciplinary graduate programs;
- **Professional skills** to function in multidisciplinary teams, use modern instruments, computers, and engineering software to solve engineering problems, perform research and participate in design projects;
- **An understanding of professional responsibility** to evaluate their ethical obligations to society, employers, employees, and peers;
- **Motivation for life-long learning** to update their technical knowledge and understanding of societal and contemporary issues.

Program Outcomes

Students will acquire the knowledge and skills needed to demonstrate the learning outcomes assessed throughout the curriculum. When students graduate, they will be able to

a. Apply knowledge of mathematics, science, and engineering;
b. Design and conduct experiments, as well as analyze and interpret data;
c. Design a system, component, or process to meet desired needs;
d. Function on multi-disciplinary teams;
e. Identify, formulate, and solve engineering problems;
f. Demonstrate an understanding of professional and ethical responsibility;
g. Communicate effectively;
h. Demonstrate the broad education necessary to understand the impact of engineering solutions in a global and societal context;
i. Recognize the need for, and engage in, life-long learning;
j. Demonstrate a knowledge of contemporary issues in engineering;
k. Use the techniques, skills, and modern engineering tools necessary for engineering practice.

ADMINISTRATION

Directory

NAME	PHONE	OFFICE
Joseph Hoffman, Dean, CLAS	301-687-4120	Compton 241
Mohammed Eltayeb, Department Chair, Physics and Engineering	301-687-4160	Compton 245
Eric Moore, Program Coordinator	301-687-4500	Compton 122
Marjorie Rawhouser	410-777-2436	AMIL 111C
Linda Steele, Program Specialist	301-687-4137	Compton 241
Wendy Miller, Administrative Assistant	301-687-4298	Compton 123
Admissions Office	301-687-4201	Pullen 114
Registrar	301-687-4346	Pullen 144
Bookstore	301-687-4341	Lane Center
Billing Office	301-687-4321	Pullen 148
Financial Aid	301-687-4301	Pullen 140
Help Desk	301-687-7777	

Admission and Acceptance of Transfer Credits

Program Requirements

To earn the Bachelor of Science in engineering from Frostburg State University, students must complete a total of 120 credit hours of coursework.

Students entering this program must have an associate degree in engineering from a community college and are expected to have completed:

- 32-33 credits of general education, to include: Freshman Composition, 3 credits in the arts, 6 credits in the humanities, 6 credits in social sciences
- 3 additional credits (any category)
- Calculus 1, 2, 3, and Differential Equations
- Calculus-based physics sequence
- General chemistry
- Engineering coursework, to include Introduction to Engineering Design, Circuit Theory, Programming in C, and Digital Logic Design.

Once admitted into the program at AACC at Arundel Mills, students will complete an additional 50 credits of engineering and upper-division general education coursework. The majority of the upper-division courses will be taught on-site at AACC at Arundel Mills Regional Higher Education Center. Several will be delivered via interactive video or through online learning.

Application Process

Interested students should complete FSU's online admission application. Under general comments on the application, please indicate that the application is for the engineering program at AACC at Arundel Mills Regional Higher Education Center.

Admission Standards for Transfer Students

If you want to transfer to Frostburg State University from a two-year or four-year institution, your academic records will be evaluated by the Admissions Office following the guidelines listed below. Review your transfer credit evaluation carefully and bring any questions or concerns to the attention of the Transfer Coordinator and your advisor within your first semester of enrollment at FSU. If you still have questions about the evaluation of transferable credits or the appeals process for this audit, please contact the Director of Admissions.

1) Ordinarily, you must have a 2.0 cumulative average on a 4.0 scale and must have earned a minimum of 24 transferable semester hours of credit.
    - If you have attended more than one institution, the cumulative GPA will be computed on grades received in courses from all institutions attended.
    - If you are a transfer student with fewer than 24 transferable credits, you must have a 2.5 minimum cumulative average and provide an official high school transcript and SAT scores to the Admissions Office prior to admission.
    - However, if you would have been admitted to the University as a high school senior and have achieved a 2.0 cumulative grade point average at a Maryland community college, you are eligible for transfer regardless of the number of credits you have earned.
2) You may not transfer more than 70 credits from a community or junior college. These credits are normally limited to the first two years at the undergraduate level and half the baccalaureate degree program requirements.
3) You are limited to a maximum of 90 credits when transferring from other four-year colleges and universities.

4) You are required to complete at least half your academic major requirements at FSU. Additional requirements to complete a degree are listed in the Academic Program chapter.

5) When you transfer, grades earned at other institutions are not included in your FSU grade point average. The credits you earned transfer but the grades do not.

6) You must meet the graduation requirements of the Frostburg State University catalog in effect when you were enrolled as a first-year student at the sending institution. If you had more than two sequential years of non-enrollment since enrolling in an institution of higher education, you must meet the graduation requirements of the FSU catalog in effect at the time you first enroll at Frostburg State University.

7) If you are admitted to degree candidacy while still enrolled at another institution, you must maintain the required cumulative grade point average and remain in good academic standing during your most recent semester at that institution. Failure to meet this requirement will result in cancelation of the University's original offer of admission.

Transfer Policies

The Maryland Higher Education Commission has set policies for students transferring within the public higher education system in our state. These policies allow students in other state colleges and universities to plan a total degree program and make uninterrupted progress toward finishing that program if they transfer.

The complete text of the Maryland Higher Education Commission General Education and Transfer Policy is reprinted in the Policies chapter at the end of the FSU undergraduate catalog. To summarize, when you first transfer to Frostburg State University, if you have earned credit for a course that meets the general education requirements at a Maryland public higher education institution, you will receive general education credit at Frostburg State University, up to a maximum of 36 credits (from a two-year institution). Once you are a degree-seeking student at FSU, you can only transfer equivalents of the specific courses in the FSU general education program for general education credit.

This general education transfer policy does not apply to students transferring from private institutions in Maryland or from non-Maryland institutions. Courses transferred from these institutions will be evaluated on a course equivalency basis.

If you have completed an associate's degree or have completed 56 semester hours of credit at a Maryland community college with a cumulative grade point average of 2.0 or higher on a scale of 4.0, and if the credit is from a college or university parallel course, you will be given direct transfer to FSU.

If you have taken courses at a Maryland community college as part of a recommended transfer program leading to a baccalaureate degree, those courses will be applied to a related degree program at FSU.

Acceptance of Transfer Credit

Transfer credit may be awarded for successful completion of course work compatible with the Frostburg State University curriculum, as documented by official transcripts forwarded directly by the sending institution to the FSU Office of Admissions. Such credit normally will be transferred only from regionally accredited institutions or institutions that are candidates for regional accreditation and for course work completed during military service that has been evaluated in the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services.*

Credit earned at degree-granting higher education institutions that are not regionally accredited but that hold national or specialized accreditation recognized by the U.S. Department of Education; and at non-degree-granting institutions that are approved by the Maryland State Department of Education, the Maryland Higher Education Commission, or a state or local government agency authorized to approve curricula, will be considered for transfer only if an articulation agreement exists between Frostburg State University and the other institution or, at student request, on a case-by-case basis. If an individual review is requested, the student must provide the FSU Admissions Office a copy of the institutional catalog or program of study, and copies of course syllabi for those courses for which transfer credit is desired. The Admissions Office will evaluate this transfer credit in consultation with the FSU departments offering the courses.

Tuition and Fees

Students enrolled in the program pay FSU tuition rates. The **only** fee that students pay is the University Technology Fee ($75 per semester for 2011-2012).

Please refer to page 15 of the 2011-2013 FSU undergraduate catalog for all tuition and fee information.

Financial Aid and Scholarships

The Financial Aid Office strives to provide information to students and parents concerning different types of financial aid programs available, how and when to apply for financial aid. The Financial Aid site contains information on grants, scholarships, work-study, and loans, as well as forms commonly used when completing the financial aid process.

Currently there are two physics and engineering department specific scholarships. Deadline for application is March 1 and students wishing to apply for departmental scholarships should contact Wendy Miller, Administrative Assistant, (301) 687-4298. A complete list of all FSU scholarships available university-wide, institutional, department, external and international can be found at: www.frostburg.edu/ungrad/faid/scholarship.htm.

Financial Aid Office: Office Location: 114 Pullen Hall
Voice: 301.687.4301
Fax: 301.687.7074
E-mail: fsufinaid@frostburg.edu

Registration

In order to register for courses you must meet with your advisor either face-to-face, by phone or by synchronous classroom at a mutually agreed upon time. At that time you will discuss with your advisor the courses that you plan to complete prior to the registration period for that semester. You will be notified of your designated registration time via PAWS and the academic calendar. During your meeting with your advisor, your advisor will approve you to register in PAWS. You will then be able to go online and register for the upcoming semester in PAWS.

Refer to www.frostburg.edu/admin/regoff/academic-info/registration-info/ for assistance with the registration process in PAWS.

ACADEMICS

Curriculum

Sample Schedule for Full-time Students

Below is a sample schedule showing courses that students should take during their first two years at a community college and the second two years at Arundel Mills.

Freshman Year – Fall

Arts general education	3
General Chemistry I	4
Intro. to Engineering Design	3
Calculus I	4
Composition and Intro. to Literature I	3
TOTAL	**17**

Freshman Year - Spring

Social sciences general education	3
General Chemistry II	4
Physics I	4
Calculus II	4
Composition and Intro. to Literature II	3
TOTAL	**18**

Sophomore Year – Fall

Humanities general education	3
Physics II	4
Circuit Theory	4
Calculus III	4
Programming in C	3
TOTAL	**18**

Sophomore Year – Spring

Social sciences general education	3
Physics III	4
Health/wellness general education	3
Differential Equations	4
Digital Logic Design	4
TOTAL	**18**

Junior Year – Fall

ENME 350 Electronics and Instrumentation I	3
PHYS 312 Electricity and Magnetism	4
300-400 level Identity and Difference course	3
ENEE 241 Numerical Methods	3
TOTAL	**13**

Junior Year – Spring

ENME 351 Electronics and Instrumentation II	3
ENGL 338 Technical Writing	3
IDIS 150 Freshman Colloquium	3
Technical Electives (300-400 level from approved list)	3
TOTAL	**12**

Senior Year – Fall

PHYS 320 Experimental Physics	2
ENEE 350 Computer Organization	3
PHYS 491 Seminar	2
ENEE 307 Electronic Circuits Design	2
Elective (any)	2-3
ENEE 461 Control Systems Lab	2
TOTAL	**13-14**

Senior Year – Spring

ENEE 475 Power Electronics	3
ENEE 408 Capstone Design Project	3
Elective (any)	3
Technical elective (300-400 level from approved list)	3
TOTAL	**12**

Course Descriptions

For a complete listing of the course descriptions see the Frostburg State University Undergraduate Catalog or visit http://www.frostburg.edu/ungrad/catalog/intro.pdf under course descriptions. Descriptions for the Engineering courses can be found on pages 179 – 181 of the 2011-2013 FSU undergraduate catalog.

Advising

You, the student, are responsible for:

Planning your academic program and for meeting the requirements of the University and of the department. This responsibility includes developing a complete understanding of, and following all degree requirements, academic regulations, and procedures.

You must obtain, retain, and consult regularly the sections from the applicable catalog that govern your graduation requirements.

You are assigned an academic advisor, whose role is to assist you in planning the academic program and in interpreting degree requirements and academic regulations. It is your responsibility to confer regularly with your advisor. The advisor will provide the best, most current information possible,

but, ultimately, it is your responsibility to request and use this advice wisely and to meet graduation requirements and academic regulations.

Meeting with Your Advisor

At Frostburg State University, you will always have an academic advisor to assist you in realizing your academic and career goals. You are encouraged to see your advisor regularly to discuss your current academic work and future plans, to ask for advice about any problem you encounter, and to find out about other services on campus that are available to support your academic success. You will need to see your advisor at least once per semester prior to registration to plan your schedule for the next term. Be sure to plan ahead to successfully enroll in courses and to make your advising experience valuable.

Contacting and Making an Appointment with Your Advisor

- Call or e-mail your assigned advisor.
- Make an appointment at a mutually agreeable time.
- Become familiar with your advisor's office hours.
- Synchronous online classrooms can be used during office hours or for a pre-scheduled appointment.

Course Loads

The unit of course work is the semester hour, defined as the normal amount of work done in one 50-minute class period and two hours of outside preparation a week for one semester.

The normal full-time load is 15-17.5 semester hours of credit. The minimum load for a full-time student is 12 semester hours of credit; the maximum, 17.5 hours. If you carry fewer than 12 semester hours of credit you will be classified as a part-time student.

To enroll for more than 17.5 semester hours of credit, you must have earned an FSU cumulative G.P.A. of 3.0 or above, have completed at least one semester of course work at FSU, and have the written permission of your advisor. Exceptions to these overload guidelines shall be made only upon recommendation of the advisor and the approval of the department chair (or Associate Provost if the student has not declared a major). Forms for requesting an overload must be submitted prior to registration. You will not be able to register for an overload without permission.

Attendance at Another Institution

Once you enroll as a degree candidate at Frostburg State University, you must request prior permission to pursue course work at another institution and transfer it into your program at Frostburg State. This procedure is for your protection to ensure that course work is transferable, is equivalent to the course for which you seek credit, and meets the requirement you want to fulfill. Once you are a degree-seeking student at FSU, you can only transfer equivalents of the specific courses in the FSU general education program for general education credit and equivalents of the specific courses in your major or minor for program credit.

If you have 0-89 total credits earned (including previous transfer credit, credits in which you currently are enrolled at FSU or elsewhere, and the requested credits off-campus), you must follow these procedures.

1. Obtain a list of course offerings and catalog descriptions for the course(s) you want to take at another institution.
2. Complete the Authorization to Attend Another Institution Form in the Registrar's Office.
3. Have course equivalencies determined by the Transfer Credit Officer in the Admissions Office.
4. Return the form to the Registrar's Office for official signature.
5. Take the approval form to registration at the other institution.
6. After completion of the course work, have an official transcript forwarded from the other institution to Frostburg State University.

In addition to the steps noted above, the following special rules apply:

If you have 90 or more total credits (including previous transfer credits and credits in which you currently are enrolled at FSU or elsewhere), you may transfer a maximum of seven additional credits of general education or general elective course work, provided that you still earn a minimum of 30 credits towards the degree at Frostburg State University. These credits may include courses that count toward the major or minor only if you will earn half of your major or minor credits at Frostburg State University. After you have a total of 90 or more credits:

1. Your academic advisor (or department chair/coordinator) must give prior approval for additional transferred credits of general education or general elective course work.
2. Your department chair or coordinator must give prior approval for additional transferred course work that counts toward the major or minor.

If you have 70 credits transferred from two-year colleges, you cannot transfer additional credit from a two-year college. This is a State regulation and no exceptions are allowed.

Exceptions to the rules specified above require a written appeal to the Academic Standards Subcommittee at least one month prior to the term in which you wish to study at another institution.

Grading

Your progress as a student is evaluated and officially reported at the end of each semester. Letter grades are used to record achievement. Generally, grades represent standards of comprehension of knowledge and the ability to communicate knowledge, and are recorded on your permanent record at the end of each semester.

The method of grade assignment will be determined by the course faculty members. A final grade of "A" B" "C" "D" or "F" will be all that is entered into the Frostburg State University Transcript PAWS system.

LETTER GRADE	NUMERICAL GRADE
A	90-100
B	80-89
C	70-79
D	60-69
F	BELOW 60

Special Grading Circumstances

The grade "I" (incomplete) is given in exceptional cases if, because of illness or other reasons beyond the student's control, the student is unable to complete the requirements of the course. An "I" may be removed and another grade substituted if the student completes the course requirements to the instructor's satisfaction within six weeks of the beginning of the following semester. If the Incomplete is not removed within the prescribed period, the "I" will automatically be replaced by an "F" on the permanent record. It is the student's responsibility to make arrangements to complete the course requirements for the removal of the "I."

The grade "W" (withdrawal) is assigned if a student officially withdraws from a course within the first eight weeks of the semester. Under extenuating circumstances, a "W" may be given with the approval of the Dean after that time period, but not past the last day of classes.

Academic Standards

A cumulative grade point average (GPA) of 2.0 is the minimum standard acceptable for work leading to a bachelor's degree. If your cumulative GPA falls below 2.0, you will be placed on academic probation or be subject to academic dismissal.

Course Repetition

A course may be counted toward graduation requirements only once regardless of how many times it is repeated unless the officially approved course description states that the course can be repeated for credit.

Beginning with courses repeated in fall 2007 and after, when you repeat coursework in which you earned a grade of A, B, C, D, F, FX or WF, the last grade earned, whether higher or lower, will count in your cumulative grade point average. Only a grade of A, B, C, D, F, FX, WF, or P (in courses where all students are graded P/F) can replace the previous grade earned. The earlier grade will continue to appear on your transcript, but the credit hours attempted or earned and the grade earned in the previous attempt will not be used in calculating the cumulative grade point average and cumulative credits. The coursework must be repeated at Frostburg State University. *(See the special rule on page 44 of the 2011-2013 FSU undergraduate catalog concerning approvals required for course repetitions in your major.)*

Academic Probation and Dismissal

Academic Probation

1. If you have earned a cumulative grade point average above 0.00, but below 2.0, you will be placed on academic probation.
2. If you are a first-time FSU student placed on probation whose GPA is less than 1.40, you must meet with an assigned advisor to develop an academic recovery plan, and may enroll in no more than 13 credit hours during the following semester. Academic recovery plans must be submitted to the Associate Provost.
3. You will be allowed to continue to enroll on academic probation if you meet the minimum academic progress standard for your number of earned hours (*see table below*), but for no longer than three successive semesters.
4. If you are on academic probation during the fall semester, you may not register for January Intersession courses. If you are on academic probation during the spring semester, or are placed on academic probation at the end of the spring semester, you may not register for the third four-week summer session.

Minimum Academic Progress Standards

The minimum academic progress standards you must meet in order to be continued on academic probation are as follows:

Total Hours Earned ***1***	Minimum FSU Cumulative GPA ***2***
0-14	1.00
15-29	1.40
30-44	1.60
45-59	1.80
60-above	2.00

1 Total hours earned = all earned hours, graded and ungraded, including transfer credits.

2 Cumulative FSU GPA = all letter grades (A, B, C, D, F, FX, WF) earned in all courses attempted at Frostburg State University, excluding prior grades in courses repeated at FSU and grade forgiveness. Enrollment at schools other than FSU can not improve the GPA because credits, not grades, transfer from these institutions.

Academic Warning

If your semester GPA falls below 1.5 and your cumulative GPA is below 2.5 you will be placed on academic warning, and must meet the warning conditions specified below.

Additional Probation and Warning Conditions

If you are on academic probation or warning, the following rules apply:

1. You may not enroll for more than 15 credit hours per semester.
2. You must have your course schedule and load reviewed and approved by your academic advisor. You must meet regularly with your advisor throughout the semester. (The Academic Standards Subcommittee seriously considers the written report of your advisor should you be subject to academic dismissal.)

Review of Student Records

Your records will be reviewed for possible dismissal at the end of the fall and spring semesters and the second six-week summer session. If you do not meet prescribed standards at the end of the spring semester, you will be so informed, but you will be permitted to attend any summer session except the third four-week session. You will need to meet the standard prescribed for your number of earned hours and number of semesters on probation no later than the end of the second six-week session or you will be dismissed and not allowed to apply for readmission until the following summer.

Academic Dismissal

You will be dismissed for unsatisfactory scholarship if **any one** of the following conditions applies:

1. Your earned cumulative grade point average is 0.0
2. You fail to meet the basic skill standard in reading, writing and/or mathematics (as defined in the section of the catalog on testing policies).
3. You fail at least half of the semester hours of credit in any single semester while on academic probation.
4. You fail to meet the minimum academic progress standard for your number of earned hours while on academic probation. (See table above.)
5. You remain on academic probation for three successive semesters without achieving a cumulative GPA of at least 2.0. Any enrollment in a summer session counts as one semester on probation.

Dismissal Conditions

1. You will not be allowed to enroll at Frostburg State University for at least two semesters. The summer sessions are considered the equivalent of one semester.
2. After the minimum two-semester dismissal period, you are eligible to apply for readmission through the Admissions Office. Readmission is not guaranteed. (*See the section on readmission in the admissions section of the catalog.)*

Dismissal Appeals

You may appeal your dismissal for unsatisfactory scholarship. To do so:

1. Submit a letter of appeal to the Academic Standards Subcommittee, c/o the Associate Provost, who serves as Chair.
2. You must submit your letter of appeal and all documentation by the deadline specified in the academic dismissal notice. Letters of appeal received after the deadline will not be considered.
3. Your letter of appeal must demonstrate that your poor academic performance has resulted directly from serious physical, emotional or other personal problems. You must detail the reasons for your poor academic performance and provide documentation of the existence of the problems. You must show that the problems described have been addressed and that there is reason to believe that these problems will no longer affect your academic performance.
4. The University reserves the right to deny the dismissal appeal of any student whose former records and/or observed conduct are incongruent with the established guidelines for student behavior and academic responsibility at Frostburg State University.
5. If you are reinstated on appeal, you will have to agree to meet specified conditions listed in the response to your appeal.

Academic Dishonesty

Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to, such acts as stealing or altering testing instruments; falsifying the identity of persons for any academic purpose; offering, giving or receiving unauthorized assistance on an examination, quiz or other written or oral material in a course, or falsifying information on any type of academic record. Plagiarism is the presentation of written or oral material in a manner which conceals the true source of documentary material; or the presentation of material which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which he/she did not, in fact do.

In cases involving academic dishonesty, a failing grade of zero (0) for either an assignment and/or a course may be administered. Students who are expelled or suspended for reasons of academic dishonesty are not admissible to other institutions within the University System of Maryland. Suspension or expulsion for academic dishonesty is noted on a student's academic transcript.

The University regulations are very explicit about academic misconduct and cheating. Please review the University Standards of Personal and Group Conduct located at http://www.frostburg.edu/admin/policies/policystatements.pdf

Graduation

To graduate with a baccalaureate degree, you must earn a minimum of 120 semester hours of credit and fulfill all degree requirements. Carrying a normal load of 15 semester hours of credit each semester, you can complete a degree program in eight semesters. You may graduate in fewer than eight

semesters by attending summer sessions and/or Intersession, or by carrying more than 15 semester hours per semester. To accelerate, you should plan your program well in advance with your advisor.

You may enroll as a part-time student, carrying as many as 11 semester hours in the regular program.

To graduate on a given date, you must make application on a form furnished by the Registrar's Office (also available online in PAWS). Submit the application to the Registrar's Office, when you complete 70 credit hours, or at least one year prior to your proposed graduation date.

To participate in commencement, you must have successfully completed, or be enrolled in the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in July, August, or December, you are eligible to participate in the December commencement.

Exceptions to these rules require a written request to the Registrar's Office at least three weeks prior to the commencement ceremony, accompanied by evidence that you have enrolled in, and paid tuition for, course work that will meet the remaining requirements during the summer session immediately following May commencement or the January Intersession immediately following December commencement. Permission will be granted only if you have no more than two courses totaling no more than nine credits remaining to complete your degree and have a 2.0 cumulative FSU grade point average and a 2.0 cumulative FSU grade point average in your major at the time of the request, as determined by the official degree audit performed by the Registrar.

Participation in commencement does not confer a degree. Your degree will be posted on your official transcript and you will receive a diploma only after you have documented that you have met all degree requirements.

Graduation with Honors

If you have collected at least 50 credits at this University with a high cumulative grade point average, your scholastic achievement is recognized in the honors degree, awarded as follows:

Cum Laude	from 3.400 to 3.649
Magna Cum Laude	from 3.650 to 3.899
Summa Cum Laude	from 3.900 and above

STUDENT RESOURCES

Library – at AACC

All students have access to FSU and USM library resources online. For information on accessing library resources from the AMIL campus, visit the FSU Library website page on resources for distance learners: www.frostburg.edu/dept/library/userserv/DistanceLearning.htm.

In addition, students can electronically access Anne Arundel Community College's Truxal Library resources. The Truxal Library has a collection of over 140,000 books and 200 periodicals that can be delivered to the electronic access library at Arundel Mills for student pickup (Student Services, room

105). There are also over 40 electronic databases and 400 electronic books that students can find in the catalog and read online. For additional information, see www.aacc.edu/library/default.cfm.

Student Organizations

Frostburg State University has student chapters of the American Society of Mechanical Engineers and the National Society of Black Engineers. Students enrolled in the B.S. in Engineering program at Arundel Mills are eligible for membership in these chapters. For more information, contact Dr. Eric Moore (ejmoore@frostburg.edu).

Internships

The Department of Physics and Engineering at FSU has internship listings available through the After College Career Network. These are accessible at: www.aftercollege.com/career-networks/frostburg-state-university/department-of-physics-and-engineering/.

In addition, the Frostburg State University Office of Career Services subscribes to the College Central Network and internship listings are available there at: www.collegecentral.com/frostburg/.

Textbooks

Textbooks can be ordered online through the FSU Bookstore at: http://frostburg.collegestoreonline.com/.

Additional Resources

FSU offers almost all student services online. Students can apply to the University, pay their bills, register for courses, view and accept financial aid, view their academic records, request and use library materials, be advised, post a resume and access job information, and request specific services such as disability accommodations or career counseling online.

On-site at Arundel Mills, students have open access to the testing center, food service, and the Teaching and Learning lab which houses the electronic library access.

TECHNOLOGY

PAWS

PAWS is Frostburg State University's Internet Registration system. You can view your academic record, service holds, the Schedule of Classes, registration time period and register for classes using this system. Call the help desk at 301-687-7777 for help logging on for the first time. The PAWS login can be found at http://paws.frostburg.edu

Blackboard

Extensive information is available about Blackboard, the educational software used to deliver classes on-line. New students will be oriented to Blackboard at the beginning of their first online class. Blackboard login can be found at www.frostburg.edu/blackboard.

Email

Each student is given a university email address once they are admitted to the university. It is the responsibility of the student to check their email regularly. We recommend that you check your email 2-3 times per week as this is how you will primarily communicate with faculty and staff on campus. Refer to http://www.frostburg.edu/mail/index.htm for the student email login.

Interactive Video Network

Guidelines for Distance Learning Courses

Introduction

The Interactive Video Network or IVN makes it possible to link two or more electronic classrooms that may be hundreds of miles apart and create one classroom environment. The classrooms consist of cameras, television monitors and microphones. This technology is remote controlled and allows everyone in one location to see and hear everyone in the other locations.

Classroom Etiquette

IVN courses are somewhat different from the traditional classroom situation to which most students are accustomed. Below are some guidelines to make your IVN classroom experience easier and more successful.

1. **Ask for Help From Your Course Facilitator**
   Each IVN class is assigned a course facilitator. This individual has been trained in the operation of the IVN network. The facilitator's responsibility is to establish a connection at least 10 minutes prior to the start of class and assure that everything is working properly. That individual will also take care of troubleshooting any problems that may occur during the transmission of the class and will shut down the equipment when the class concludes. If you have trouble hearing or seeing anything during class, tell the facilitator in your classroom. This person's main responsibility is to make your class experience easier, so utilize this resource for help.
2. **Stay in View of the Camera**
   It is important to sit in view of the camera at all times. The classroom is displayed on a monitor at the front of your classroom and this is also the picture that your instructor at Frostburg is seeing. The facilitator for your course will set up the classroom and the camera prior to the start of the class.
3. **Use Microphones Properly**
   The microphones in front of you are designed to be voice activated. The majority of the time the microphones will be set on mute to avoid being activated by random noise such as shuffling of papers or zipping of backpacks. While they are on the mute setting, the instructor at Frostburg cannot hear you but you can still hear him or her. Please be considerate of your classmates and limit your talking to other students in the classroom, even though the microphone is set on mute. Other students are still trying to hear the professor and can be easily distracted by unnecessary conversation among their classmates.

When you do wish to ask a question, notify the course facilitator that you have a question and they will assist you in switching the mute button off. When talking to the teacher, speak clearly, stating your name and location and notifying him or her that you have a question. It is not necessary to lean forward but avoid leaning back or slouching away from the microphones.

4. **Be Assertive**

   Please do not hesitate to interrupt the instructor if you can't hear or see what is happening. This is the only way that the instructor will know that you are confused. Also you need to let the instructor know if he or she is talking too fast or if the type on the overheads or notes is too small or hard to see. The cameras at Frostburg cannot be controlled remotely from Arundel Mills, but if you let the facilitator in your classroom know that you are having difficulty, he or she can contact the camera operator at Frostburg by phone and notify them of the problem.

5. **Participate**

   The interactive video network is called interactive because you are expected to participate in the experience. In order to make your participation easier, you should know that there is a slight delay between the time you ask or answer a question and the time that Frostburg will respond. This is a characteristic of the interactive system, the time it takes to code and compress video information and send it back and forth between sites. You can usually expect a delay of about five seconds, so don't be concerned if the response is a little slower than you expected.

6. **Turn in Assignments at the Beginning of Class**

   Assignments must be turned in to the facilitator in your classroom within the first five minutes of class. The facilitator will ensure that they reach your instructor at Frostburg in a timely manner. He or she will also provide you with any handouts that your instructor may have forwarded for your review at the start of class. Make sure that all assignments are labeled with your name, site, course title, and the assignment number.

7. **Maintain Academic Honesty in Test Taking**

   Anytime you are in the IVN classroom, whatever you are doing is being seen by your instructor at Frostburg. Your course facilitator monitors all exams taken in the FSU classroom and reports any academic misconduct to the Department of Physics and Engineering. Therefore, be sure to spread out and maintain the same academic integrity that you would in a normal classroom setting.

8. **Contact Your Instructor for Outside Help**

   Remember that you will not be able to stay after class to ask questions of your instructor. If you have a question relating to grading, etc., you should feel free to contact your instructor by phone or e-mail. This information is normally posted on the course syllabus, along with the instructor's office hours when he or she can be reached by phone in the office.

9. **Be Aware of Your Campus' Schedule**

   The academic calendar for FSU is available online at www.frostburg.edu/acalendar.htm. As an FSU student, you will follow this calendar. In the event of an emergency closing at the Arundel Mills Regional Higher Education Center, be sure to contact your instructor at FSU to discuss making up work missed in the IVN course for that day.

10. **Visit Frostburg as Often as You Would Like**

    Students in the IVN classes at Arundel Mills are free at any time to attend class on the Frostburg campus. You may find this helpful if you are having difficulty in a particular course and wish to

spend some time outside of class with your instructor. In this case, notify the instructor at least a week ahead of time of your planned visit.

Help Desk

The FSU Help Desk assists users with various technical problems; however, users are strongly encouraged to view the frequently asked questions before contacting the FSU Help Desk. Services of the University Help Desk (301-687-7777) are available to help students open and maintain University email accounts. Official information is sent via University student email.