

Application for Residence Hall Space .....	17
Billing and Financial Information	
Calculate Tuition and Fees.....	13
Employee Tuition Remission.....	10
Financial Responsibility Policy .....	12
Refund Schedule.....	11
Tuition and Fees.....	10
Calendars.....	2-3
College Deans/Administrative Offices.....	5
Department Chairs/Advising Contacts .....	4
Registration and Withdrawal Information	
Advisement-Undergraduate .....	8
Course Cancellation.....	11
Course Load.....	8
Course Withdrawal .....	11
Grade Repeat Policy .....	8
Independent Studies.....	8
Online (FSU Courses to Go) .....	18
PAWS Information for Students .....	6
PAWS Quick Reference.....	7
Registration Procedures .....	9
Registration Form .....	15
Prerequisites.....	9
Withdrawal Dates.....	11
Workshop Courses .....	9
Services and Resources	
Bobcat Express Debit Program.....	14
Bookstore .....	14
Brady Health Center .....	14
Career Services .....	14
Counseling & Psychological Services .....	14
Dining Services.....	14
Housing.....	14
Identification Cards.....	14
Parking .....	14
Veterans Affairs.....	14
Summer Session Enrollment Permission Form .....	16
Vehicle Registration Form .....	17

Welcome to Frostburg State University’s Summer Session. Summer Session is designed for FSU students (undergraduate, graduate and doctoral), students from other higher education institutions, high school students, and adults from the general public who seek higher education as a means for professional and personal development.

**Statement on Non-Discrimination and Equal Opportunity**

Frostburg State University affirms its commitment to a campus environment that values human diversity and respect for all individuals. To that end, Frostburg State University does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, age, status as an individual with a disability (including pregnancy), veteran status, genetic information, or other protected classes under applicable state and federal laws. It is the policy of Frostburg State University to ensure all persons have equal opportunity and access to its academic and educational programs, services, activities, and facilities and this commitment shall be an integral part of every aspect of the academic and employment programs and processes, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees.

Any member of the Frostburg State University community has the right to raise concerns or make a complaint regarding discrimination or equal opportunity without regard to personal factors that are irrelevant to the program involved and without fear of retaliation.

- Inquiries regarding non-discrimination policies and procedures and complaints of discrimination, harassment and retaliation may be directed to Beth Hoffman, Director of ADA/EEO & Immigration Compliance, 329 Hitchins, 301-687-4102; bhoffman@frostburg.edu.
- Inquiries regarding Title IX policies and procedures and complaints of sexual harassment, sexual assault and other forms of sexual misconduct may be directed to the Office of Gender Equity, 126 Hitchins, 301-687-3035.
- Inquiries concerning application of Title IX and its implementing regulation may be referred to the Office of Gender Equity, 126 Hitchins, 301-687-3035 or to the U.S. Department of Education, Office for Civil Rights, 100 Penn Square East, Philadelphia, PA 19107; www2.ed.gov/about/offices/list/ocr/

**Requests for Accommodation**

FSU is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodation through the ADA/EEO Compliance Office, Hitchins 329, (301) 687-4102.

**Fall Financial Aid may not be used for Summer Sessions.**

**Please check the payment due date for each session.**

**Payment must be received by the due date or enrollment in the approved payment plan to remain registered.**

**Registration after the due date requires immediate payment.**

## 2 Calendars

### Summer Session 2018 Calendars

#### 4 Week Session 1 (May 29 - June 22)

April 2	-Registration Begins
May 4	-Registration Deadline (without late fees), Payment Due Date
May 5 - 30	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 11	-Deregistration for Non-Payment Begins
May 18	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by May 30
May 28	-Memorial Day/Offices Closed, No Classes
<b>May 29</b>	<b>-Classes Begin</b>
May 30	-Last Day to Add Courses
May 30	-Last Day to Withdraw with 100% Tuition Refund
June 1	-Last Day to File Pass/Fail Form
June 11	-Last Day to Withdraw with a "W"
June 22	-Last Day to Withdraw with a "WF"
<b>June 22</b>	<b>-Last Day of Classes</b>

#### 4 Week Session 2 (June 25 - July 20)

April 2	-Registration Begins
May 31	-Registration Deadline (without late fees), Payment Due Date
June 1 - 26	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 7	-Deregistration for Non-Payment Begins
June 15	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by June 26
<b>June 25</b>	<b>-Classes Begin</b>
June 26	-Last Day to Add Courses
June 26	-Last Day to Withdraw with 100% Tuition Refund
June 29	-Last Day to File Pass/Fail Form
July 4	-Independence Day/Offices Closed/ No Classes
July 9	-Last Day to Withdraw with a "W"
July 20	-Last Day to Withdraw with a "WF"
<b>July 20</b>	<b>-Last Day of Classes</b>

#### 4 Week Session 3 (July 23 - August 17)

April 2	-Registration Begins
July 2	-Registration Deadline (without late fees), Payment Due Date
July 3 - 24	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
July 9	-Deregistration for Non-Payment Begins
July 16	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by July 24
<b>July 23</b>	<b>-Classes Begin</b>
July 24	-Last Day to Add Courses
July 24	-Last Day to Withdraw with 100% Tuition Refund
July 27	-Last Day to File Pass/Fail Form
August 6	-Last Day to Withdraw with a "W"
August 17	-Last Day to Withdraw with a "WF"

**Summer Session bills for all Sessions are due by payment due date or  
you must enroll in a payment plan.  
Registration after session due date requires immediate payment.**

**Summer Session 2018 Calendars - Continued****6 Week Session 1 (May 29 - July 6)**

April 2	-Registration Begins
May 4	-Registration Deadline (without late fees), Payment Due Date
May 5 - 31	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 11	-Deregistration for Non-Payment Begins
May 18	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by May 31
May 28	-Memorial Day/Offices Closed, No Classes
<b>May 29</b>	<b>-Classes Begin</b>
May 31	-Last Day to Add Courses
May 31	-Last Day to Withdraw with 100% Tuition Refund
June 1	-Last Day to File Pass/Fail Form
June 18	-Last Day to Withdraw with a "W"
July 4	-Independence Day/Offices Closed, No Classes
July 6	-Last Day to Withdraw with a "WF"
<b>July 6</b>	<b>-Last Day of Classes</b>

**6 Week Session 2 (July 9 - August 17)**

April 2	-Registration Begins
June 15	-Registration Deadline (without late fees), Payment Due Date
June 16 - July 11	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 22	-Deregistration for Non-Payment Begins
June 29	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by July 11
<b>July 9</b>	<b>-Classes Begin</b>
July 11	-Last Day to Add Courses
July 11	-Last Day to Withdraw with 100% Tuition Refund
July 13	-Last Day to File Pass/Fail Form
July 30	-Last Day to Withdraw with a "W"
August 17	-Last Day to Withdraw with a "WF"
<b>August 17</b>	<b>-Last Day of Classes</b>

**12 Week (May 29 - August 17)**

April 2	-Registration Begins
May 4	-Registration Deadline (without late fees), Payment Due Date
May 5 - 31	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 11	-Deregistration for Non-Payment Begins
May 18	-Cancellation Date for Classes with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by May 31
May 28	-Memorial Day/Offices Closed/No Classes
<b>May 29</b>	<b>-Classes Begin</b>
May 31	-Last Day to Add Courses
May 31	-Last Day to withdraw with 100% Tuition Refund
June 1	-Last Day to File Pass/Fail Form
July 4	-Independence Day/Offices Closed, No Classes
July 16	-Last Day to Withdraw with a "W"
August 17	-Last Day to Withdraw with a "WF"
<b>August 17</b>	<b>-Last Day of Classes</b>

**Summer Session bills for all Sessions are due by payment due date or  
you must enroll in a payment plan.  
Registration after session due date requires immediate payment.**

## 4 Advising Contacts (from off-campus use 301-687 then number listed)

<b>Accounting</b>	Dr. Kathie Shaffer	FR 337	4388	<b>Exercise and Sport Science</b>	Dr. Melody Kentrus	PE 265	4415	<b>Medical Technology Preparation</b>	Dr. Benjamin Norris	CH 345	4157		
<b>Addictions Counseling</b>	Dr. Lisa Morshead	GC 222	4743	<b>Film Studies</b>	Dr. Kevin Kehrwald	DH 317	4367	<b>Medicine, Dentistry, Optometry, Veterinary Medicine Preparation</b>	Dr. Karen Keller	CH 304	4174		
<b>Adventure Sports Management</b>	Dr. Natalia Buta	PE 268	4458	<b>Finance, Financial Services</b>	Dr. Carol Gaumer	FR 320	4052	Dr. William Seddon	CH 311	4707	Dr. Matthew Crawford	CH 339C	4940
<b>African American Studies</b>	Dr. James Saku	GU 232	4724	<b>Fine Arts</b>	Ms. Jackie Brown	FA 114	4319	<b>Music</b>	Dr. Brent Weber	PA 103	4116		
<b>Animal Behavior</b>	Dr. Erica Kennedy	GC 223	4742	<b>Foreign Languages and Literature</b>	Dr. Maria-Luisa Sanchez	DH 201	4104	<b>Musical Theatre</b>	Dr. James Reddan	PA 203	4110		
<b>Art and Design, Art History</b>	Ms. Jackie Brown	FA 114	4319	<b>Forestry</b>	Dr. Sunshine Brosi	CH 205	4213	<b>Nursing, Nursing Preparation</b>	Dr. Heather Gable	LH 210-3	4894		
<b>Athletic Training</b>	Dr. Jacqueline Durst	PE 258	3228	<b>Geography</b>	Dr. James Saku	GU 232	4724	Dr. Kara Platt	LH 216	4791			
<b>Biology</b>	Dr. David Puthoff	CH 212	4172	<b>Global Business</b>	Dr. Carol Gaumer	FR 320	4052	<b>Occupational Therapy Preparation</b>	Dr. Karen Keller	CH 304	4174		
<b>Business Administration</b>	Dr. Carol Gaumer	FR 320	4052	<b>Graphic Design</b>	Ms. Jackie Brown	FA 114	4319	<b>Pharmacy Preparation</b>	Dr. Peggy Biser	CH 356	3193		
	Dr. Michael Monahan	FR 315	3090	<b>Health and Physical Education</b>	Dr. Lisa Simpson	PE 278	4473	<b>Philosophy</b>	Dr. Michael Mathias	DH 111	3094		
<b>Chemistry</b>	Dr. Robert Larivee	CH 351A	4091	<b>Health Science</b>	Dr. R. Scott Fritz	CH 247	7020	<b>Physical Therapy Preparation</b>	Dr. Melody Kentrus	PE 265	4415		
<b>Coaching</b>	Dr. Robert Lewis	PE 255	4465	<b>History</b>	Dr. Sally Boniece	DH 107	7496	<b>Physics</b>	Dr. Eric Moore	CH 122	4500		
<b>Communication Studies</b>	Dr. Sheri Whalen	CT 348M	4134	<b>Hospitality Management/Human Resources Management</b>	Dr. Michael Monahan	FR 315	3090	<b>Political Science</b>	Dr. Stephen Twing	GC 135	3097		
<b>Computer Information Systems, Computer Science</b>	Dr. Brad Rinard	CT 274D	4719	<b>Industrial &amp; Organizational Psychology</b>	Dr. Paul Bernhardt	GU 215	4410	<b>PreK-12 Programs</b>	Dr. Jodi Nichols	FR 129	4218		
<b>Cultural Anthropology</b>	Dr. Kara Rogers-Thomas	GC 028	3124	<b>Information Technology</b>	Dr. Brad Rinard	CT 274D	4719	<b>Psychology</b>	Dr. Jennifer Flinn	GC 218	4491		
<b>Dance</b>	Ms. Nicole Mattis	PA 302B	3212	<b>International Studies</b>	Dr. Richard Russo	GU 231	4053	<b>Public Relations</b>	Mr. Andrew Duncan	DH 220	4241		
<b>Dental Hygiene Preparation</b>	Dr. Karen Keller	CH 304	4174	<b>Interpretive Biology and Natural History</b>	Dr. Thomas Lambert	CH 211	4167	<b>Recreation and Parks Management</b>	Dr. Natalia Buta	PE 268	4458		
<b>Developmental Mathematics</b>	Ms. Kimberly Kurek	PH 150	4442	<b>Jazz Studies</b>	Dr. Brent Weber	PA 103	4116	<b>Small Business/Entrepreneurship</b>	Dr. Michael Monahan	FR 315	3090		
<b>Early Childhood/Elementary Education</b>	Dr. Fannia Boayue	FR 135	4220	<b>Journalism</b>	Mr. Andrew Duncan	DH 220	4241	<b>Secondary Teacher Education</b>	Dr. Jodi Nichols	FR 129	4218		
<b>Earth Science</b>	Dr. James Saku	GU 232	4724	<b>Law, Law and Society, Law School Preparation</b>	Dr. Scott Johnson	GC 137	7432	<b>Secure Computing and Information Assurance</b>	Dr. Brad Rinard	CT 274D	4719		
<b>Economics</b>	Dr. David Kiriazis	GC 145	4386	<b>Leadership Studies</b>	Dr. Elesha Ruminski	CT 348L	4480	<b>Social Science</b>	Dr. Beth Scarloss	FR 110	4472		
<b>Education Advising Center</b>	Dr. William AuMiller	FR 223	4094	<b>Liberal Studies</b>	Dr. Thomas Sigerstad	FR 326	4419	<b>Social Work</b>	Dr. Terry Russell	GC 022	4691		
<b>Elementary Education</b>	Dr. Jodi Welsch	FR 220	3096		Ms. Maureen Lauder	Htch 213	4212	<b>Sociology</b>	Dr. Robert Moore	GC 027	4995		
<b>Elementary/Middle School Dual Certification</b>	Dr. Jodi Nichols	FR 129	4218	<b>Management</b>	Dr. Michael Monahan	FR 315	3090	<b>Sustainability Studies</b>	Dr. Tracy Edwards	GU 210	7596		
<b>Engineering</b>	Dr. Eric Moore	CH 122	4500	<b>Marketing</b>	Dr. Carol Gaumer	FR 320	4052	<b>Theatre</b>	Ms. Nicole Mattis	PA 310	3212		
<b>English</b>	Dr. Sydney Duncan	DH 309	4225	<b>Mass Communication</b>	Dr. Sheri Whalen	CT 348M	4134	<b>Wildlife and Fisheries</b>	Dr. Thomas Lambert	CH 211	4167		
<b>Environmental Analysis and Planning</b>	Dr. James Saku	GU 232	4724	<b>Mathematics</b>	Dr. Marc Michael	CT 244D	3029	<b>Women's Studies</b>	Dr. Travis English	FA 126A	4941		
<b>Ethnobotany</b>	Dr. Sunshine Brosi	CH 205	4213	<b>Mechanical Engineering</b>	Dr. Yi-Zun Julie Wang	CH 102	3208						

**College Deans and Department Chairs**

**College of Business**

*Dr. Sudhir Singh, Dean* GC 127 ..... 4093  
 -Accounting, Dr. Kathie Shaffer FR 337..... 4388  
 -Economics, Dr. David Kiriazis GC 145 ..... 4390  
 -Management, Dr. Michael Monahan FR 315..... 3090  
 -Marketing and Finance, Dr. Carol Gaumer FR 320..... 4052

**College of Education**

*Dr. Boyce Williams, Interim Dean* FR 137..... 4357  
*Dr. Kim Rotruck, Acting Associate Dean* FR 219..... 4448  
*Dr. Natalia Buta, Acting Assistant Dean* PE 252..... 4458  
 -Educational Professions, Dr. Kim Rotruck FR 219..... 4448  
 -Kinesiology and Recreation, Dr. Natalia Buta PE 252..... 4458

**College of Liberal Arts and Sciences**

*Dr. Dorothy Campbell, Interim Dean* CH 241 ..... 4120  
*Dr. Cindy Herzog, Associate Dean* CH 241 ..... 4142  
*Dr. R. Scott Fritz, Associate Dean* CH 247 ..... 7020  
 -Biology, Dr. David Puthoff CH 212 ..... 4172  
 -Chemistry, Dr. Robert Larivee CH 351A ..... 4091  
 -Communication, Dr. Sheri Whalen CT 358M..... 4134  
 -Computer Science, Dr. Brad Rinard CT 274D..... 4719  
 -English and Foreign Lanaguages, Dr. Syndey Duncan DH 309..... 4225  
 -Geography, Dr. James Saku GU 232 ..... 4724  
 -History, Dr. Sally Boniece DH 107..... 7496  
 -Mathematics, Dr. Marc Michael CT 244D..... 3029  
 -Music, Dr. Brent Weber PA 202B ..... 4116  
 -Nursing, Dr. Heather Gable LH 210-3..... 4894  
 -Philosophy, Dr. Michael Mathias DH 111 ..... 3094  
 -Physics and Engineering, Dr. Eric Moore CH 122 ..... 4500  
 -Political Science, Dr. Stephen Twing GC 135 ..... 3097  
 -Psychology, Dr. Jennifer Flinn GC 218 ..... 4491  
 -Social Work, Dr. Terry Russell CH 022 ..... 4691  
 -Sociology, Dr. Robert Moore GC 027 ..... 4995  
 -Theatre/Dance, Ms. Nicole Mattis PA 302B ..... 3212  
 -Visual Arts, Ms. Jackie Brown FA 114 ..... 4319

**Administrative Offices**

**Director of Summer Sessions,**

Ms. Brittni Kaetzel, Library 512 ..... 4423  
  
 ADA/EEO Compliance Office, Hitchins Adm Bldg 329 ..... 4102  
 Administration & Finance, Hitchins Adm Bldg 309 ..... 4335  
 Admissions  
     Undergraduate, Pullen Hall 114..... 4201  
     Graduate, Pullen Hall 141 ..... 7053  
 Athletics, Cordts PE Center 283 ..... 4462  
 Bookstore, Lane Center ..... 4341  
 Career & Professional Development Center,  
     Sand Spring Hall 124..... 4454  
 Center for Academic Advising & Retention, Pullen Hall 140 ..... 3404  
 Center for International Education, Fuller House..... 4714  
 Counseling and Psychological Services, Sand Spring Hall 101 ..... 4234  
 Disability Support Services, Pullen Hall 150 ..... 4483  
 Diversity Center, Hitchins Adm Bldg 126 ..... 4050  
 Financial Aid & Student Employment, Pullen Hall 114 ..... 4301  
 FSU IT Computing Help Desk, Gira CCIT 123K ..... 7777  
 Health Services, Brady Health Center ..... 4310  
 Office of Gender Equity, Hitchins Adm Bldg 126 ..... 3117  
 Ort Library ..... 4395  
 President's Office, Hitchins Adm Bldg 218 ..... 4111  
 Programs Advancing Student Success, Pullen Hall 150 ..... 4441  
 Provost's Office, Hitchins Adm Bldg 213..... 4211  
 Registrar's Office, Pullen Hall 144 ..... 4346  
     Change of Grade/Removal of Incompletes ..... 4281  
     Registrar's Assistant ..... 4348  
     Registration, Drop/Add, Verification of Enrollment..... 3145  
     Transcripts ..... 3145  
     Undergraduate Graduation, Degree Audits,  
     Associate Registrar's Assistant..... 4736  
 Residence Life, Annapolis Hall ..... 4121  
 S.A.F.E. Office, Sand Spring Hall 111 ..... 4761  
 Special Academic Services, Ort Library 512..... 4423  
 Student Affairs, Hitchins Adm Bldg 116 ..... 4311  
 Student & Community Involvement Office, Lane Center 231 ..... 4411  
 Student Support Services, Pullen Hall 133 ..... 4481  
 Technology Services, Gira CCIT 120A ..... 7090  
 Tutoring Center, Pullen Hall 151 ..... 4066  
 University and Student Billing, Pullen Hall 148 ..... 4321  
 University Police  
     Emergencies..... 4222  
     All other calls..... 4223  
     Lost & Found..... 4223  
 University System of Maryland at Hagerstown..... 240-527-2060  
 Veterans Center, 150 Park Ave..... 301-687-4409

## 6 PAWS Information for Students

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### About PAWS

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PAWS is Frostburg State University's Internet Records system. You can view your academic record, service holds, the schedule of classes, academic requirements report, registration time period and register for classes using this system.

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### Accessing PAWS

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Access PAWS directly at <http://paws.frostburg.edu>.

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### Login Details

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#### Username

A username and password are required to log into PAWS. Your PAWS username matches your FSU e-mail username, including the numerals.

Example: jasmith0 for Joe Allen Smith with FSU email address [jasmith0@frostburg.edu](mailto:jasmith0@frostburg.edu)

#### *Don't know your username?*

Please contact the FSU IT Computing Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

#### Password

Please visit [password.frostburg.edu](http://password.frostburg.edu) to setup your password and security questions. To do so you will need your FSU Username and FSU ID Number.

#### *Forgot your password?*

Reset password through the password and account management portal

or

Contact the FSU IT Computing Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

To eliminate the risk of identity theft, the Help Desk staff will only reset your password over the phone with three identifying components. You will be asked to show photo id in person to have your password reset.

Passwords will be reset in CCIT 123K during normal hours - Sunday 3:00 P.M. - 10:00 P.M.; Monday - Thursday 8:00 A.M. - 10:00 P.M.; Friday 8:00 A.M. - 5:00 P.M.; Saturday 1:00 P.M. - 5:00 P.M.

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### FSU ID and SSN

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You are assigned a FSU ID Number (also known as EmplID), which is used as your primary identification code. This ID replaces the use of your social security number. You will keep your FSU ID Number throughout your educational career at FSU. Please memorize or make note of this ID.

# PAWS Quick Reference for Students

Access PAWS at: <http://paws.frostburg.edu/>

## Student Center

**Scheduling Assistant – Plan the perfect schedule here!**

**Academic and Enrollment Information**

**FERPA Release of Info**

**FERPA Restrict Directory Info**

**Billing Information**

**Financial Aid Information**

**Personal Information**

**Current Schedule**

**Check Holds**

**Enrollment Appointment**

**Academic Advisor**

**SEARCH FOR CLASSES**

**Academics**

Search  
Plan  
Enroll  
My Academics  
Scheduling Assistant  
Academic Planner  
Academic Requirements  
Academic Strategy  
Advising Notes  
Apply for Graduation  
Class Schedule  
Course History  
Enrollment: Add  
Enrollment: Drop  
Enrollment: Swap  
Exam Schedule  
FERPA-Release of Info  
FERPA-Restrict Directory Info  
Grades  
Transcript: Request Official  
Transcript: View Unofficial  
Transfer Credit: Report  
What-if Report  
other academic...

**This Week's Schedule**

Class	Schedule
CHEM 202-001 EC (4117)	MoWeFr 11:00AM - 11:50AM Compton Hall, Room 224
CHEM 202-004 AB (4163)	Tu 1:00PM - 3:50PM Compton Hall, Room 329
XSS 303-001 EC (5717)	TuTh 8:00AM - 9:15AM Physical Ed. Center, Room 102
XSS 341-001 EC (5562)	MoWeFr 12:00PM - 12:50PM Physical Ed. Center, Room 220B
HYS 215-004 EC (4196)	MoWeFr 1:00PM - 1:50PM CCIT, Room 222
HYS 215-006 AB (5834)	Tu 5:00PM - 7:30PM Compton Hall, Room 124

**Units Taken for Progress** 14.000 **weekly schedule ▶**

**Finances**

**My Account**  
View E-Bill  
Account Inquiry  
Make a Payment  
Promissory Note / Deferment  
Setup Direct Deposit  
**Financial Aid**  
View Financial Aid  
Accept/Decline Awards  
other financial... ▼▶▶

**You have no outstanding charges at this time.**

**Personal Information**

Demographic Data  
Emergency Contact  
Names  
User Preferences  
other personal... ▼▶▶

**Contact Information**

Home Address Local Mailing Address  
Home Phone Campus E-mail

**Other Areas**

Change Password Library Acct Info Athletics  
PRAXIS Test Scores SGA Voting Booth Credential File Inventory

**SEARCH FOR CLASSES**

**Holds**  
No Holds.

**To Do List**  
No To Do's.

**Enrollment Dates**  
Open Enrollment Dates

**Advisor**  
**Program Advisor**  
Melody Kentrus  
301/687-4415  
details ▶

**News and Voter Info**  
Frostburg State Community  
Voter Registration

**FSU Systems**  
Blackboard Login

## 8 Registration Information

### All Students

#### **Important Message on Registration Deadline and Financial Obligation**

You must register and pay for summer session courses or enroll in a payment plan by the deadlines listed on the Summer Session Calendar. If you register or change your schedule after this date, you will be assessed a late fee of \$30. Once you are registered and if you choose not to attend, you must submit an official Withdrawal Form to the Registrar's Office. Official withdrawal from all courses in any summer session on or after the first day of classes obliges you to pay a prorated portion or the entire amount of the bill (see Refund Schedule page 11).

#### **Course Load**

You may register for two courses, or a maximum of seven semester hours of credit per session. If you are on Academic Probation, you may not register for the third four week session.

#### **Distance Education (DE)**

FSU's distance education program uses live interactive video and multimedia technology to transmit learning activities to and from up to three geographically distinct locations in real time (without delay).

Instructors will be available for individual teleconference time at the beginning and end of each class period. Instructors originate a portion of the classes from each site.

A student facilitator at each classroom site will provide support by setting up and operating the system components and assisting instructors with course materials and proctoring exams.

See the course offerings listed as "telecourse."

**These are not online courses. See Page 18 for online course information.**

#### **Course Descriptions**

You may request an FSU catalog which includes course descriptions by calling the Admissions Office at 301-687-4201 or visiting our website at [www.frostburg.edu](http://www.frostburg.edu).

### **Independent Study/Research Paper**

For independent studies, research papers or projects, you must submit your completed proposal form when you register. The proposal form requires approval signatures by the faculty supervisor, Department Chair and Dean. These forms may be obtained from the academic department chair.

### **Final Grades**

Paper grades are not mailed to students. Access the PAWS System for grades. If you need an official copy of your grades, you will need to order a transcript.

### Graduate Students

#### **Permission to Register**

Graduate courses may be taken as a degree seeking or non-degree seeking student.

All graduate students must file an Application for Graduate Study. You may obtain an application from the Office of Graduate Services, Pullen Hall, Room 141, phone 301-687-7053. *Should 18 months elapse without a registration, you must submit a new application.*

Master's and Doctoral cohort programs may follow different summer registration guidelines, please contact the Office of Graduate Services for questions, 301-687-7053 or [gradservices@frostburg.edu](mailto:gradservices@frostburg.edu).

#### **Advisement**

You are assigned an advisor upon admission. Assistance is also available from the Department Chair and Graduate Program Coordinator. A student enrolled in the Biological Sciences Program must meet with his/her Advisor for registration activation.

### Undergraduate Students

#### **Permission to Register**

Students having regular admission to the University may enroll in the Summer Session. If you are from another college or university, a high school student entering your senior year, or an area adult, you may register for Summer Session by completing the Summer Session Enrollment Permission Form and Registration Form (included in this booklet). This form contains instructions for processing. If you are a high school student who will become a senior in the next school year, you must obtain a recommendation from your high school counselor or principal.

Permission to enroll in the Summer Session in no way constitutes admission to undergraduate programs at the University.

#### **Advisement**

Before you register you must meet with your Advisor for registration activation.

#### **Course Repetition and Grading**

Any course taken at Frostburg State University for the Core Skills Requirements of the General Education Program must be repeated until a satisfactory grade is achieved - at least a C in all courses.

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.



## REGISTRATION PROCEDURES

### PAWS Internet Registration System

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, the Schedule of Classes, registration time period (Enrollment Appointment) and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in.

Please note the following:

- There are multiple session for Summer 2018. Be sure to register for the correct session.
- Most registrations will take place through PAWS (24/7) beginning on April 2, 2018. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar's Office.
- **All Undergraduate students and Graduate Biological Science students must contact their advisor prior to attempting to register so that he or she can authorize registration.** 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.
- **If you are on Academic Probation, you may not register for the Third Four Week Session.**

### Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Undergraduate students and Graduate Biological Science students 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 - 2018 Summer.  
 -Click Continue.  
 -Select classes to add. Make sure to choose a Campus.  
 -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. Pay your bill or enroll in a payment plan by the session due date or within 48 hours after the due date.

### Mail-In Registration

If you register by mail, your registration must be received postmarked by the deadlines. You should mail your Summer Session Course Registration Form and payment or payment plan form to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-1099.

**Registrations by mail will not be accepted without the payment or payment plan form enclosed.**

Any registrations received with a postmark dated after the Payment Due Date for that session, must pay a late fee of \$30. Use the chart on page 13 to calculate your bill.

### Workshop Courses:

#### Registration and Withdrawal

The policies and procedures for workshops will be the same as those of the session in which the workshop is scheduled.

#### Important Notice about Course Prerequisites

PAWS will check to be sure that you have successfully completed all prerequisite courses before allowing you to register in a subsequent course. Students and advisors should check current prerequisites during course selection. The prerequisites listed in course descriptions in the current Undergraduate Catalog apply to all students.

#### Family Educational Rights and Privacy Act (FERPA) Information

Annually, Frostburg State University informs students of the Family Educational Rights and Privacy Act of 1974, (Buckley Amendment). This act, with which the University intends to comply fully, was enacted to protect the privacy of education records, to establish the right of students to inspect their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy and Regulations Office concerning alleged failures by the University to comply with the Act.

The University's Policy on the Disclosure of Student Records explains in detail the procedures used for compliance with the provisions of the Act and lists educational records maintained by the University. A summary of The University's Policy on the Disclosure of Student Records is printed in the *FSU Catalog*. In addition, copies of the complete policy are available in the Registrar's Office, Pullen 144.

You may complete the Release of Information and Directory Restrictions Form in PAWS. Go to your Student Center > other academic drop down > FERPA Restrict Directory Info or FERPA Release of Info. Release of Information Forms are purged at the completion of each academic year.

## 10 Billing and Financial Information

### Financial Information Tuition and Fees

#### Tuition (Undergraduate)

In-State.....	\$267 per credit
Out-of-State .....	\$556 per credit
Regional Tuition.....	\$422 per credit

#### Tuition (Graduate)

In-State.....	\$413 per credit
Out-of-State.....	\$531 per credit

#### Tuition (Doctoral)

In-State.....	\$569 per credit
Out-of-State.....	\$712 per credit

#### Mandatory Fees , Non-Refundable

*University Fee.....	\$70
**Technology Fee.....	\$16 per credit
*one-time fee regardless of the number of sessions attended	

#### Other Fees, Non-Refundable

Application Fee .....	\$45
(one-time fee charged to those who have never previously attended FSU)	
Late Payment Fee.....	\$30
Returned Check Fee.....	\$30
Private Music Instruction	\$200 per credit
Parking - see page 14 for details.....	\$10

#### Special Instruction Fees

Accounting 305 .....	\$25
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#### Art

110 .....	\$10
207, 209, 212, 216, 240, 412, 416 .....	\$25
307, 336, 407, 414 .....	\$30
221, 232 .....	\$35
202, 235, 435, 635 .....	\$45
402, 421, 432, 440, 621, 622, 632 .....	\$50
452 .....	\$60

#### Biology

109, 149 .....	\$20
128, 160, 161, 200, 211, 230, 302, 304, 309, 310, 313, 321, 322, 327, 328, 330, 334, 340, 401, 404, 405, 406, 409, 410, 411, 412, 414, 417, 421, 422, 423, 425, 426, 427, 430, 435, 438, 439, 440, 445, 456, 460, 484 .....	\$20
Business Administration - BMIS 320 .....	\$25

#### Chemistry

100, 113, 201 .....	\$20
202, 304, 305, 320, 411, 420, 421, 446, 456, 493, 499 .....	\$25
Computer Science 100, 110, 220, 330 .....	\$25

#### Developmental Mathematics

095 .....	\$40
100 .....	\$45

#### Engineering

ENEE 206; ENES 100; ENME 331, 332	
350, 351, 382 .....	\$20
ENEE 307, 408, 417, 461; ENES 310, 320, 401; ENME 425, 472, 488 .....	\$25

#### Geography

103, 113, 413, 430, 433, 470 .....	\$20
207, 340 .....	\$25

#### Interdisciplinary Studies - IDIS 150

Outdoor Leadership .....	\$115
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#### Mass Communications

101, 287 .....	\$50
213, 250, 313, 387, 465, 499	

(Audio Projects).....	\$50
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287, 487, 488, 499 (Video Projects).....	\$50
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Mathematics 119 (Certain Sections) .....	\$40
--	------

#### Music Applied

389, 390 .....	\$150
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490 .....	\$300
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#### Music

315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340, 370 .....	\$10
---	------

100, 102, 103, 204, 205, 305, 401 .....	\$25
---	------

493 .....	\$150
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#### Nursing

401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496 .....	\$8 per credit hour
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Orientation 101 .....	\$120
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Physical Science 101, 203 .....	\$20
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#### Physics

215, 216, 261, 262, 263, 331, 332, 350 .....	\$20
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320, 492, 499 .....	\$25
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Sociology - SOCI/SOWK 310 .....	\$25
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#### Theatre

202, 304, 307 .....	\$15
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203 .....	\$20
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204, 306 .....	\$25
----------------	------

207, 305, 360 .....	\$50
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311 .....	\$60
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**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.**

Only certified checks, money orders, or cash may be presented in payment of the statement of fees. Please do not send cash through the mail. Make payee designation on certified checks and money orders "Frostburg State University." Present to the University and Student Billing Office checks and money orders with adequate identification for the individual whose bill is to be credited for payment. Delays of refunds will occur if other than the above methods of payment are used. Refunds must be requested in writing; otherwise, the funds will be credited to your account.

The University accepts online payments through PAWS or [www.frostburg.edu/admin/billing](http://www.frostburg.edu/admin/billing).

If you are under a plan for third party billing, you must enclose proof of such an agreement with your Registration Form. Third party must pay based on registration.

### Employee Tuition Remission

Tuition remission benefits are available for permanent faculty, staff, and retirees (including their spouses and dependent children) of Frostburg State University as determined by University policy. Eligible persons may obtain a Request for Tuition Remission Form from the Office of Human Resources. The form is to be completed, signed by employee's supervisor/department chair/designee and returned to the Office of Human Resources for employment verification and forwarded to the University and Student Billing Office for processing. The form should be completed as early as possible and no later than the last day of registration to afford proper credit and automated processing through the billing system. A new request for Tuition Remission must be completed for each session. Fees are due by the payment due date.

### Payment Plan Option

You must fill out a form in the Billing Office to request a payment plan. You will then make payments as follows:

- Upon registration 1/3 of tuition and fees, plus a \$30 enrollment fee are due.
- The second 1/3 of tuition and fees June 6, 2018.
- The final payment of tuition and fees July 6, 2018.

Any payment received more than three days after the due date is subject to a \$20 late payment penalty. Once enrolled in a payment plan you must drop/withdraw from a course to be removed.

### Charges for Collection of Fees

A 17% collection fee is added to your account when you do not pay promptly. Also, your account is referred to the Central Collection Unit. If further collection action is required and an outside collection agency is retained, those charges are also added onto your bill. Your Maryland State Tax Income Refund will be held for non-payment of state obligations.

**If a previous balance is due, transcripts are withheld pending payment and further registration is not allowed. A guaranteed form of payment is required to immediately release your hold (i.e. cash, money order, or credit card).**

**Fall Financial Aid may not be used to pay for summer session enrollment.**

**Refunds**

Please be advised that if you officially withdraw on or after the first day of class, it will cost you money (See Refund Schedule).

In the case of courses offered in a format different than the standard six-week session, the refund schedule for the session in which the course falls is applied.

**Fees are nonrefundable.**

**Refund Schedule**

**4 Week Session 1**

100% tuition ..... Until May 30  
 80% tuition ..... Until June 1  
 40% tuition ..... Until June 5  
 no refund ..... After June 5

**4 Week Session 2**

100% tuition ..... Until June 26  
 80% tuition ..... Until June 28  
 40% tuition ..... Until July 2  
 no refund ..... After July 2

**4 Week Session 3**

100% tuition ..... Until July 24  
 80% tuition ..... Until July 26  
 40% tuition ..... Until July 30  
 no refund ..... After July 30

**6 Week Session 1**

100% tuition ..... Until May 31  
 80% tuition ..... Until June 4  
 40% tuition ..... Until June 11  
 no refund ..... After June 11

**6 Week Session 2**

100% tuition ..... Until July 11  
 80% tuition ..... Until July 14  
 40% tuition ..... Until July 20  
 no refund ..... After July 20

**12 Week Session**

100% tuition ..... Until May 31  
 80% tuition ..... Until June 4  
 40% tuition ..... Until June 11  
 no refund ..... After June 11

**Course Cancellation**

While the University makes every effort to offer the courses listed in the schedule, the University reserves the right to cancel a course because of insufficient enrollment or other unforeseen circumstances. Every effort will be made to phone students registered in classes when cancellations occur. **Be certain to record your telephone number on the Summer Session Registration Form or verify your address and phone number in PAWS.** Refer to the Summer Session Calendar (pages 2-3) for cancellation dates.

In the event a course is cancelled by the University, you must write the University and Student Billing Office to request a refund for the course. Otherwise, the refund amount will be applied to your subsequent semester's account.

**Course Withdrawal**

**You are responsible for your own course withdrawals.** No instructor can take care of it for you. You may access the PAWS System to initiate course withdrawals.

**Withdrawal Dates**

**Undergraduate/Graduate/Doctoral Students**

Last date to Withdraw **without** a "W":

- May 30 – 4 Week Session 1
- June 26 – 4 Week Session 2
- July 24 – 4 Week Session 3
- May 31 – 6 Week Session 1
- July 11 – 6 Week Session 2
- May 31 – 12 Week Session

Last Date to Withdraw **with** a "W":

- June 11 – 4 Week Session 1
- July 9 – 4 Week Session 2
- Aug. 6 – 4 Week Session 3
- June 18 – 6 Week Session 1
- July 30 – 6 Week Session 2
- July 16 – 12 Week Session

Failure to withdraw officially from a course will result in a grade of "FX." The grades of "WF" and "FX" are included in G.P.A. computations.

## 12 Financial Responsibility Policy

### FROSTBURG STATE UNIVERSITY FINANCIAL RESPONSIBILITY POLICY

Registering for courses at Frostburg State University is a contractual agreement, whereby you agree to comply with all laws, rules and regulations applicable to your registration, payment of fees, enrollment and attendance. The rules and regulations that comprise the terms and conditions of this contract are contained in the FSU catalog in effect during the years of your enrollment.

In addition to reading, agreeing with and accepting all of the terms and conditions set forth in the FSU catalog, you must specifically acknowledge the following:

1. All fees and other University expenses are due on the date listed in the written registration materials and on the FSU website for each semester. A late payment fee is assessed for all students who have not completed the payment or made payment arrangements by the due date. Students may enroll in a payment plan through FSU's third party provider, or the FSU in-house payment plan for summer and intersession. More information about payment plans is available on the FSU website and in the Office of the Bursar.
2. It is the student's responsibility to cancel their registration by dropping all courses before the end of the registration period if proper financial arrangements have not been made. The student is responsible for ensuring that he or she is no longer enrolled.
3. It is the student's responsibility to complete all of the requirements for the Office of Financial Aid to disburse, provide third-party documentation, enroll in an approved payment plan, or submit payment, by the billing due date each semester. Any student who has not completed payment or joined a payment plan by the 10th business day of the semester will be charged a fee and placed into a payment plan that splits the amount due into two payments. Additionally, the student will be assessed a late payment and a late registration fee. Each subsequent late payment will result in an additional fee.
4. It is the student's responsibility to review their bill and submit payment in a timely manner. Students are notified each semester through their Frostburg email account that the e-bill is available for viewing. The student must then enroll in the E-bill system via their PAWS account. The student may also add another payer to the E-bill. Both the student and the additional payer will receive an email each time a bill is generated.
5. FSU reserves the right to withhold future services (registration, transcript request, diploma, etc.) to persons who have any outstanding obligations with the University or who has an account that was submitted to the Maryland State Central Collection Unit.
6. In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.
7. If payment is in the form of a check (or E-Check) and the check is returned by the bank for any reason, a \$30 fee will be charged to the account. If payment is not made, the student's account may be submitted to the Maryland State Central Collection Unit.
8. Students leaving FSU prior to the 60% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester in accordance with the University's Return of Title IV Funds Policy. Failure to return that portion of federal aid received may result in the amount owed being transferred to the Maryland State Central Collection.
9. Any debt owed to FSU as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by the FSU catalog will be a breach of the terms and conditions of this contract. Failure to respond to demands for payment made by FSU may result in such debts being transferred to the Maryland State Central Collection Unit.
10. Any debts transferred to the Maryland State Central Collection Unit will be assessed a 17% collection fee at the time of transfer and this information will become part of a student's credit report.

**ONCE YOU REGISTER FOR COURSES, YOU ARE AFFILIATING WITH FROSTBURG STATE UNIVERSITY (FSU), AND THAT YOU ARE A PARTY TO A CONTRACT WITH FSU AND TO THE TERMS AND CONDITIONS DESCRIBED ABOVE. YOU ARE FURTHER AGREEING THAT YOU HAVE READ, UNDERSTAND AND WILL BE BOUND BY SUCH TERMS AND CONDITIONS.**

If you have any questions regarding this Financial Responsibility Policy, please e-mail the Bursar's Office at [billingoffice@frostburg.edu](mailto:billingoffice@frostburg.edu) or call the Bursar's Office at 301-687-4321.

**Calculate Tuition and Fees**

**UNDERGRADUATE**

In-State	\$267 x _____ no. of credits =	_____
Out-of-State	\$556 x _____ no. of credits =	_____
Regional Tuition	\$422 x _____ no. of credits =	_____
+Technology Fee	\$16 x _____ no. of credits =	_____
+University Fee		+70
<b>TOTAL DUE UPON EARLY REGISTRATION</b>		_____
Late Payment Fee		+30
<b>TOTAL DUE WITH LATE PAYMENT</b>		_____

**GRADUATE**

In-State	\$413 x _____ no. of credits =	_____
Out-of-State	\$531 x _____ no. of credits =	_____
+Technology Fee	\$16 x _____ no. of credits =	_____
+University Fee		+70
<b>TOTAL DUE UPON EARLY REGISTRATION</b>		_____
Late Payment Fee		+30
<b>TOTAL DUE WITH LATE PAYMENT</b>		_____

**DOCTORAL**

In-State	\$569 x _____ no. of credits =	_____
Out-of-State	\$712 x _____ no. of credits =	_____
+Technology Fee	\$16 x _____ no. of credits =	_____
+University Fee		+70
<b>TOTAL DUE UPON EARLY REGISTRATION</b>		_____
Late Payment Fee		+30
<b>TOTAL DUE WITH LATE PAYMENT</b>		_____

**THIS CHART DOES NOT INCLUDE COURSE FEES.**

## 14 Services and Resources

### Brady Health Center

The summer session clinic hours for the Brady Health Center are 9:00 a.m. - 1:00 p.m., Monday through Friday, by appointment. All students enrolled for summer are eligible to use the services, full-time or part-time status, living on or off campus. Call 301-687-4310 for an appointment.

There is a \$10 fee for each visit to the health center. There are additional charges for diagnostic tests, immunizations, physicals and prescription medications. Charges are posted at the health center. Payment may be made at the center by cash, check, or Bobcat Express Card.

Additional information is available in the center's brochure or on the Health Center's Website at [www.frostburg.edu/brady](http://www.frostburg.edu/brady).

### Career Services

The Career Services Office is located in Sand Spring Hall. Assistance is offered to individuals and groups of students having career concerns.

### Counseling and Psychological Services

The Counseling and Psychological Services Center, located in Sand Spring Hall, remains open during the summer months providing services to all Summer Session students. Services include personal, career, and educational counseling. All counseling interviews are private and confidential and in no way relate to your academic standing or records. Appointments may be made in person or by telephone Monday through Friday, 8:00 a.m. to 5:00 p.m. at 301-687-4234. Services are provided without charge.

### Veterans Affairs

The FSU Veterans Center is located at 150 Park Avenue. For assistance, please telephone 301-687-4409 or email [dldabrowski@frostburg.edu](mailto:dldabrowski@frostburg.edu).

### University Store

The University Store hours are 8:30 a.m. to 4:15 p.m., Monday through Friday and is located in the Lane University Center.

### Identification Cards

By attending a summer session, you have the opportunity to receive a University Identification Card. A card provided during the regular academic year will continue to be

valid. Any student entering Frostburg State University during the summer as a first-time student has the opportunity to receive a University Identification Card upon presentation of proof of registration. These cards are necessary to use the University's library.

The University's Identification Card Office is located in the south lobby of Chesapeake Hall (opposite Cambridge Hall) and is open 8:30 a.m. - 4:30 p.m., Monday through Friday. The first card issued a student is free; all replacements carry a charge of \$20.

### Dining Services

No meal plans are offered during the summer sessions. Meals are available in Chesapeake Hall whenever the University is hosting conferences and groups.

From June 18th to July 20th the University's Lane Center will have the following open:

Starbucks

9:00 a.m. - 3:00 p.m.

June 18th - July 20th

Closed July 4 & 5

8:00 p.m. - 10:00 p.m.

(When Camp Wootten is on campus)

2Mato (pizza)

Grill Nation (fresh grill)

On the Go (grab & Go)

Chick-Fil-A (except Sundays)

11:00 a.m. - 1:00 p.m.

June 18th - June 21st

June 24th - June 27th

July 9th - July 12th

July 16th - July 19th

Openings are subject to change.

### Bobcat Express Debit Program

As a Summer Session student, regardless of place of residence, the University's *Bobcat Express* debit card program is available to you. With this service, your I.D. card may be used to access your funds on a declining-point basis at locations both on and off campus. Please contact the I.D. Office located in the south lobby of Chesapeake Hall or call 301-687-4196 for full details.

### 24/7 Computer Lab

A computer lab is available for use to all Frostburg State University students during the Summer Session. The lab is currently located in CCIT 133. Access is available 7 days a week, 24 hours a day.

### Housing

Students attending Summer Sessions may apply to live in Edgewood Commons Apartments. For more information call 301-689-1370 or go to [www.edgewoodFSU.com](http://www.edgewoodFSU.com). Housing assignments are based on the date the application for space is received. Room fees will be:

#### Single Occupancy

-\$450 per 4 week session

-\$675 per 6 week session

-\$1350 12 week session

Edgewood Commons apartments include single rooms, kitchen, laundry, cable hook-up, and common living space to be shared among four students. Students supply their own television and cable wire and their own linens to fit a Twin XL mattress.

Anyone living in Edgewood Commons agrees to abide by the policies of Edgewood Commons and the University. Housing is made available to students without regard to race, color, religion, or national origin.

To apply for residence hall space, return the form on page 17 by May 1, 2017, to Edgewood Commons, One University Drive, Frostburg, Maryland 21532.

Please note: Room fees are non-refundable as of the first day of each summer session.

### Parking

Vehicle registration is required for on campus parking. To register your vehicle, bring your vehicle Registration Form with you to the University and Student Billing Office, from 8:00 a.m. to 4:30 p.m.

A parking fee of \$10 covers all summer sessions. The fee is not reduced for students registering for one session only. If you have paid the annual parking fee, you need not re-register or pay the summer parking fee.

**Frostburg State University Undergraduate Registration Form - Summer 2018**

FSU ID	
Last Name, First Name, Middle I.	
Permanent Address	Phone
Local Address During Summer	Phone

If you are not registered at FSU for the Spring semester you must complete the Enrollment Permission Form.  
*If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.*  
 Undergraduate Students and Graduate Biological Science Students - before you register, meet with your advisor for registration activation.

**Summer Session Bills for all Sessions are due by the payment due date or you must enroll in a payment plan.  
 After the due date, payment is due within 48 hours of registration.**

**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 - 2018 Summer.
- Click Continue.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, Arundel Mills, or Online.
- 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	Date

	<i>Total Units</i>
--	--------------------

\_\_\_\_\_  
*Student Signature/Date*

\_\_\_\_\_  
*Advisor Approval*  
 Required of 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 the Summer 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 officially withdraw obliges me to pay the entire bill (See Course Withdrawal included in this booklet).





# Vehicle Registration/Application for Residence Life 17

Frostburg State University  
 Vehicle Registration Form – Summer

**Please Print All Information**

**Business Office Use Only**               Permit Number

Person Registering Vehicle	Vehicle License No. (Tag)	State
Local Address	Local Telephone Number	
Driver's License Number      State	Social Security Number or Student ID	
Name & Address of Owner of Vehicle		
Make of Vehicle      Body Style Year	Classification	<input type="checkbox"/> Resident Student <input type="checkbox"/> Commuter Student
A copy of the FSU Parking Regulations is issued with each permit. I agree to abide by those regulations. I understand that fines may be imposed and my permit may be revoked (subject to due process) should I violate these regulations. I understand that the University is not responsible for damage to my motor vehicle while parked on University property.		
Signature _____		Date _____

Check one:	
Faculty	___
Staff	___
Concessionaire	___
Freshman	___
Sophomore	___
Junior	___
Senior	___
Graduate Student	___
Evening Student	___
Other	___

**Registration of Vehicles**

All vehicles brought to campus must be registered.

1. Students living on-campus will register as 'Resident Student.'
2. Students living off-campus will register as 'Commuter Student.'

Fill out vehicle registration form completely.

**Return form to the University and Student Billing Office.**

If registering by mail, you are to include a separate check in the amount of \$10 for the parking fee along with the registration form and check for tuition and fees and mail them to the University and Student Billing Office.

## Summer 2018 Application for Residence Hall Space

Please print or type. Return by May 1, 2018.

Name		
Campus Address		
Home Address		
Student ID# _____	Home Phone _____	Cell Phone _____
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Single \$450 per 4 week session <input type="checkbox"/> Single \$675 per 6 week session <input type="checkbox"/> Single \$1350 12 week session		
Housing Needed For: <input type="checkbox"/> 4 Week Session 1 (May 29 - June 22) <input type="checkbox"/> 4 Week Session 2 (June 25 - July 20) (Check all that apply) <input type="checkbox"/> 4 Week Session 3 (July 23 - August 17) <input type="checkbox"/> 6 Week Session 1 (May 29 - July 6) <input type="checkbox"/> 6 Week Session 2 (July 9 - August 17) <input type="checkbox"/> 12 Week Session (May 29 - August 17)		
Return to: Edgewood Commons Apartments 1 University Drive Frostburg, Maryland 21532-1099		

**Dining Services**  
 No meal plans are offered during the summer sessions. Meals are available in the Lane Center and in Chesapeake Hall whenever the University is hosting conferences and groups. Edgewood apartments include single rooms, a kitchen, a laundry room, and common living space to be shared among four students .

Date Received in Edgewood \_\_\_\_\_

### Course Minimum Requirements & Information

- Students must Log-in and actively participate in the course, including the online orientation, before the drop/add deadline. Otherwise, they might be deregistered from the class.
- 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](http://www.frostburg.edu/blackboard/requirements.cfm) for specific requirements and recommendations of Internet, Hardware, Software, and Browsers.**

### How to find Online Courses in PAWS

When searching for online courses in PAWS you will 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 and payment deadlines are listed on the Summer Session Calendar, Pages 2-3.
- 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 Summer by completing the Enrollment Permission Form and Registration Form, which is included 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 do so using PAWS.

**For updated course information, please check PAWS.**

If you are not a current FSU student you may access a copy of the schedule of classes by going to the FSU Registrar's Office Website [www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office](http://www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office)  
Go to Academic Information - Class Schedules - PAWS Course Search