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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 2019 Calendars

4 Week Session 1 (May 28 - June 21)

April 1	-Registration Begins
May 6	-Registration Deadline (without late fees), Payment Due Date
May 7 - 29	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 13	-Deregistration for Non-Payment Begins
May 20	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by May 29
May 27	-Memorial Day/Offices Closed, No Classes
May 28	-Classes Begin
May 29	-Last Day to Add Courses
May 29	-Last Day to Withdraw with 100% Tuition Refund
June 3	-Last Day to File Pass/Fail Form
June 11	-Last Day to Withdraw with a "W"
June 21	-Last Day to Withdraw with a "WF"
June 21	-Last Day of Classes

4 Week Session 2 (June 24 - July 19)

April 1	-Registration Begins
June 3	-Registration Deadline (without late fees), Payment Due Date
June 4 - 25	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 10	-Deregistration for Non-Payment Begins
June 17	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by June 25
June 24	-Classes Begin
June 25	-Last Day to Add Courses
June 25	-Last Day to Withdraw with 100% Tuition Refund
June 28	-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 19	-Last Day to Withdraw with a "WF"
July 19	-Last Day of Classes

4 Week Session 3 (July 22 - August 16)

April 1	-Registration Begins
July 1	-Registration Deadline (without late fees), Payment Due Date
July 2 - 23	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
July 8	-Deregistration for Non-Payment Begins
July 15	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by July 23
July 22	-Classes Begin
July 23	-Last Day to Add Courses
July 23	-Last Day to Withdraw with 100% Tuition Refund
July 26	-Last Day to File Pass/Fail Form
August 5	-Last Day to Withdraw with a "W"
August 16	-Last Day to Withdraw with a "WF"
August 16	-Last Day of Classes

**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 2019 Calendars - Continued**6 Week Session 1 (May 28 - July 5)**

April 1	-Registration Begins
May 6	-Registration Deadline (without late fees), Payment Due Date
May 7 - 30	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 13	-Deregistration for Non-Payment Begins
May 20	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by May 30
May 27	-Memorial Day/Offices Closed, No Classes
May 28	-Classes Begin
May 30	-Last Day to Add Courses
May 30	-Last Day to Withdraw with 100% Tuition Refund
June 5	-Last Day to File Pass/Fail Form
June 19	-Last Day to Withdraw with a "W"
July 4	-Independence Day/Offices Closed, No Classes
July 5	-Last Day to Withdraw with a "WF"
July 5	-Last Day of Classes

6 Week Session 2 (July 8 - August 16)

April 1	-Registration Begins
June 14	-Registration Deadline (without late fees), Payment Due Date
June 15 - July 10	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 21	-Deregistration for Non-Payment Begins
June 28	-Cancellation Date for Courses with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by July 10
July 8	-Classes Begin
July 10	-Last Day to Add Courses
July 10	-Last Day to Withdraw with 100% Tuition Refund
July 17	-Last Day to File Pass/Fail Form
July 31	-Last Day to Withdraw with a "W"
August 16	-Last Day to Withdraw with a "WF"
August 16	-Last Day of Classes

12 Week (May 28 - August 16)

April 1	-Registration Begins
May 6	-Registration Deadline (without late fees), Payment Due Date
May 7 - 30	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 13	-Deregistration for Non-Payment Begins
May 20	-Cancellation Date for Classes with Insufficient Enrollment -Deregistration for Non-Payment Ends; to remove charges, course must be dropped by May 30
May 27	-Memorial Day/Offices Closed/No Classes
May 28	-Classes Begin
May 30	-Last Day to Add Courses
May 30	-Last Day to withdraw with 100% Tuition Refund
June 11	-Last Day to File Pass/Fail Form
July 4	-Independence Day/Offices Closed, No Classes
July 15	-Last Day to Withdraw with a "W"
August 16	-Last Day to Withdraw with a "WF"
August 16	-Last Day of Classes

**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)

Accounting	Dr. Kathie Shaffer	FR 337	4388	Exercise and Sport Science	Mr. Hunter Brakeall	PE 257	4464	Medical Technology Preparation	Dr. Benjamin Norris	CH 345	4157		
Addictions Counseling	Dr. Lisa Morshead	GC 225	4743	Film Studies	Dr. Kevin Kehrwald	DH 317	4367	Medicine, Dentistry, Optometry, Veterinary Medicine Preparation	Dr. Karen Keller	CH 304	4174		
Adventure Sports Management	Mr. Andrew Hershey	PE 263	4460	Finance, Financial Services	Dr. Carol Gaumer	FR 320	4052	Dr. William Seddon	CH 311	4707	Dr. Matthew Crawford	CH 339C	4940
African American Studies	Dr. James Saku	GU 232	4724	Fine Arts	Dr. Travis English	FA 120	4941	Music	Dr. Brent Weber	PA 202B	4116		
Animal Behavior	Dr. Erica Kennedy	GC 220	4742	Foreign Languages and Literature	Dr. Maria-Luisa Sanchez	DH 201	4104	Musical Theatre	Dr. Brent Weber	PA 202B	4116		
Art and Design, Art History	Dr. Travis English	FA 120	4941	Forestry	Dr. Sunshine Brosi	CH 205	4213	Nursing, Nursing Preparation	Dr. Heather Gable	LH 210-3	4894		
Athletic Training	Dr. Jacqueline Durst	PE 259	3228	Geography	Dr. Richard Russo	GU 231	4053	Dr. Kara Platt	LH 216	4791	Ms. Lindsey Staggers-Gardner	LH 221	3419
Biology	Dr. David Puthoff	CH 212	4172	Global Business	Dr. Carol Gaumer	FR 320	4052	Occupational Therapy Preparation	Dr. Karen Keller	CH 304	4174		
Business Administration	Dr. Carol Gaumer	FR 320	4052	Graphic Design	Dr. Travis English	FA 120	4941	Pharmacy Preparation	Dr. Peggy Biser	CH 356	3193		
Dr. Michael Monahan	FR 315	3090	Health and Physical Education	Dr. Rebecca Gallagher	PE 277	7401	Philosophy	Dr. Skott Brill	DH 111	4249			
Chemistry	Dr. Robert Larivee	CH 351A	4091	Health Science	Dr. Karen Keller	CH 304	4174	Physical Therapy Preparation	Dr. Melody Kentrus	PE 265	4415		
Coaching	Dr. Robert Lewis	PE 255	4465	History	Dr. Sally Boniece	DH 107	7496	Physics	Dr. Eric Moore	CH 122	4500		
Communication Studies	Dr. Sheri Whalen	CT 348N	4134	Hospitality Management/Human Resources Management	Dr. Michael Monahan	FR 315	3090	Political Science	Dr. Stephen Twing	GC 135	3097		
Computer Information Systems, Computer Science	Dr. Brad Rinard	CT 274D	4719	Industrial & Organizational Psychology	Dr. Paul Bernhardt	GU 221	4410	PreK-12 Programs	Dr. Jodi Eirich	FR 129	4218		
Cultural Anthropology	Dr. Kara Rogers-Thomas	7 American Ave	3124	Information Technology	Dr. Brad Rinard	CT 274D	4719	Psychology	Dr. Michael Murtagh	GC 217	4446		
Dance	Ms. Nicole Mattis	PA 302B	3212	International Studies	Dr. Richard Russo	GU 231	4053	Public Relations	Mr. Andrew Duncan	DH 220	4241		
Dental Hygiene Preparation	Dr. Karen Keller	CH 304	4174	Interpretive Biology and Natural History	Dr. Thomas Lambert	CH 211	4167	Recreation and Parks Management	Dr. Natalia Buta	PE 252	4458		
Developmental Mathematics	Ms. Kimberly Kurek	PH 150	4442	Jazz Studies	Dr. Brent Weber	PA 202B	4116	Small Business/Entrepreneurship	Dr. Michael Monahan	FR 315	3090		
Early Childhood/Elementary Education	Dr. Fannia Boayue	FR 135	4220	Journalism	Mr. Andrew Duncan	DH 220	4241	Secondary Teacher Education	Dr. Jodi Eirich	FR 129	4218		
Earth Science	Dr. Richard Russo	GU 231	4053	Law, Law and Society, Law School Preparation	Dr. Scott Johnson	GC 137	7432	Secure Computing and Information Assurance	Dr. Brad Rinard	CT 274D	4719		
Economics	Dr. David Kiriazis	GC 145	4386	Leadership Studies	Dr. Elesha Ruminski	CT 348L	4480	Social Science	Ms. Linda Steele	CH 238	4137		
Education Advising Center	Dr. Janet Mattern	FR 223	4094	Liberal Studies	Ms. Linda Steele	CH 328	4137	Social Work	Dr. Terry Russell	7 American Ave	4691		
Elementary Education (P-9)	Dr. Jodi Welsch	FR 220	3096	Ms. Tamera Shockey	FR 319	4008	Sociology	Dr. Robert Moore	7 American Ave	4995			
Elementary/Middle School Dual Certification	Dr. Jodi Eirich	FR 129	4218	Management	Dr. Michael Monahan	FR 315	3090	Sustainability Studies	Dr. Tracy Edwards	GU 210	7596		
Engineering	Dr. Eric Moore	CH 122	4500	Marketing	Dr. Carol Gaumer	FR 320	4052	Theatre	Ms. Nicole Mattis	PA 302B	3212		
English	Dr. Sydney Duncan	DH 309	4225	Mass Communication	Dr. Sheri Whalen	CT 348M	4134	Wildlife and Fisheries	Dr. Thomas Lambert	CH 211	4167		
Environmental Analysis and Planning	Dr. Richard Russo	GU 231	4053	Mathematics	Dr. Justin Dunmyre	CT 244D	7086	Women's Studies	Dr. Jennifer Earles	7 American Ave	3198		
Ethnobotany	Dr. Sunshine Brosi	CH 205	4213	Mechanical Engineering	Dr. Yi-Zun Julie Wang	CH 102	3208						

College Deans and Department Chairs

College of Business

<i>Dr. Sudhir Singh, Dean</i>	GC 127.....	4093
<i>Dr. Thomas Sigerstad, Associate Dean</i>	GC 231.....	4419
-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

<i>Dr. Boyce Williams, Interim Dean</i>	FR 203-5.....	4357
<i>Dr. Kim Rotruck, Acting Associate Dean</i>	FR 203-2.....	4216
-Educational Professions, Dr. Sally Stephenson	FR 219.....	4448
-Kinesiology and Recreation, Dr. Natalia Buta	PE 252.....	4458

College of Liberal Arts and Sciences

<i>Dr. T. Kim Hixson, Dean</i>	CH 241.....	4120
<i>Dr. Cindy Herzog, Associate Dean</i>	CH 241.....	4142
<i>Dr. R. Scott Fritz, Associate Dean</i>	CH 247.....	7020
-Biology, Dr. David Puthoff	CH 212.....	4172
-Chemistry, Dr. Robert Larivee	CH 351A.....	4091
-Communication, Dr. Sheri Whalen	CT 348N.....	4134
-Computer Science, Dr. Brad Rinard	CT 274D.....	4719
-English and Foreign Languages, Dr. Sydney Duncan	DH 309.....	4225
-Geography, Dr. Richard Russo	GU 231.....	4053
-History, Dr. Sally Boniece	DH 107.....	7496
-Mathematics, Dr. Justin Dunmyre	CT 244D.....	7086
-Music, Dr. Brent Weber	PA 202B.....	4116
-Nursing, Dr. Heather Gable	LH 210-3.....	4894
-Philosophy, Dr. Skott Brill	DH 111.....	4249
-Physics and Engineering, Dr. Eric Moore	CH 122.....	4500
-Political Science, Dr. Stephen Twing	GC 135.....	3097
-Psychology, Dr. Michael Murtagh	GC 218.....	4446
-Social Work, Dr. Terry Russell	7 American Ave.....	4691
-Sociology, Dr. Robert Moore	7 American Ave.....	4995
-Theatre/Dance, Ms. Nicole Mattis	PA 302B.....	3212
-Visual Arts, Dr. Travis English	FA 120.....	4941

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, Pullen Hall 110.....	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
ID Services/Bobcat Office, Pullen Hall 101	4196
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
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Registrar's Assistant	4348
Registration, Drop/Add, Verification of Enrollment.....	4281
Transcripts	4281
Undergraduate Graduation, Degree Audits, Associate Registrar's Assistant.....	4736
Residence Life, Pullen Hall 104	4121
S.A.F.E. Office, Pullen Hall 109	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
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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

About PAWS

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.

Accessing PAWS

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

Login Details

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

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 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.

FSU ID and SSN

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

The screenshot shows the PAWS Student Center interface with several callout boxes pointing to specific features:

- Scheduling Assistant – Plan the perfect schedule here!**: Points to the 'Scheduling Assistant' link in the Academics menu.
- Academic and Enrollment Information**: Points to the 'Academic Planner' link in the Academics menu.
- FERPA Release of Info**: Points to the 'FERPA-Release of Info' link in the Academics menu.
- FERPA Restrict Directory Info**: Points to the 'FERPA-Restrict Directory Info' link in the Academics menu.
- Billing Information**: Points to the 'My Account' section in the Finances menu.
- Financial Aid Information**: Points to the 'Financial Aid' section in the Finances menu.
- Personal Information**: Points to the 'Personal Information' section in the bottom menu.
- Current Schedule**: Points to the 'This Week's Schedule' table.
- Check Holds**: Points to the 'Holds' section on the right.
- Enrollment Appointment**: Points to the 'Enrollment Dates' section on the right.
- Academic Advisor**: Points to the 'Advisor' section on the right.

Academics Menu:

- 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...

Finances Menu:

- 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...

Personal Information Menu:

- Demographic Data
- Emergency Contact
- Names
- User Preferences
- other personal...

Current Schedule Table:

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

Right Side Panels:

- 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
- News and Voter Info**: [Frostburg State Community Voter Registration](#)
- FSU Systems**: [Blackboard Login](#)

Other Areas:

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

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.

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.

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 sessions for Summer 2019. Be sure to register for the correct session.
- Most registrations will take place through PAWS (24/7) beginning on April 1, 2019. 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 - 2019 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.....	\$272 per credit
Out-of-State	\$570 per credit
Regional Tuition.....	\$432 per credit

Tuition (Graduate)

In-State.....	\$433 per credit
Out-of-State.....	\$557 per credit

Tuition (Nurse Practitioner)

In-State.....	\$485 per credit
Out-of-State.....	\$660 per credit
Regional Tuition.....	\$545 per credit

Tuition (Physician's Assistant)

In-State.....	\$516 per credit
Out-of-State.....	\$750 per credit
Regional Tuition.....	\$616 per credit

Tuition (Doctoral)

In-State.....	\$597 per credit
Out-of-State.....	\$747 per credit

Mandatory Fees , Non-Refundable

*University Fee.....	\$75
**Technology Fee.....	\$17 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 Payment Fee	\$30
Private Music Instruction	\$200 per credit
Parking - see page 14 for details	\$10
Phys. Assist. Prog. Fee.....	\$100/Semester

Special Instruction Fees

Accounting 305	\$25
<u>Art</u>	
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
<u>Biology</u>	
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
<u>Chemistry</u>	
100, 113, 201	\$20
202, 304, 305, 320, 411, 420, 421, 446, 456, 493, 499	\$25

Computer Science 100, 110, 220, 330	\$25
<u>Department of PA Medicine</u>	
601, 602, 603, 641, 642, 643	\$130
700, 701, 702, 703, 704, 705, 706, 707	\$40
695	\$395
709	\$399
<u>Developmental Mathematics</u>	
095	\$40
100	\$45
<u>Engineering</u>	
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
<u>Geography</u>	
103, 113, 413, 430, 433, 470	\$20
207, 340	\$25
<u>Mass Communications</u>	
101, 213, 250, 287, 313, 326, 350, 387, 465, 487, 488, 499	\$75
<u>Mathematics</u>	
119 (Certain Sections)	\$40
350, 380, 432	\$45
236, 237	\$50
<u>Music Applied</u>	
389, 390	\$150
490	\$300
<u>Music</u>	
315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340, 370	\$10
100, 102, 103, 204, 205, 305, 401	\$25
493	\$150
<u>Nursing</u>	
401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496	\$8 per credit
651	\$72 per credit
660, 665, 668, 670, 671	\$123 per credit
627, 632, 634, 636, 638	\$143 per credit
Master of Nursing Course Fee ---	\$8 per credit
Orientation 101	\$120
Physical Science 101, 203	\$20
<u>Physics</u>	
215, 216, 261, 262, 263, 331, 332, 350	\$20
320, 492, 499	\$25
Sociology - SOCI/SOWK 310	\$25
<u>Theatre</u>	
202, 304, 307	\$15
203	\$20
204, 306	\$25
207, 305, 360	\$50
311	\$60

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.

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, 2019.
- The final payment of tuition and fees July 6, 2019.

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.

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

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).

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.

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 29
 80% tuition Until June 1
 40% tuition Until June 6
 no refund After June 6

4 Week Session 2

100% tuition Until June 25
 80% tuition Until June 28
 40% tuition Until July 3
 no refund After July 3

4 Week Session 3

100% tuition Until July 23
 80% tuition Until July 26
 40% tuition Until July 31
 no refund After July 31

6 Week Session 1

100% tuition Until May 30
 80% tuition Until June 3
 40% tuition Until June 10
 no refund After June 10

6 Week Session 2

100% tuition Until July 10
 80% tuition Until July 14
 40% tuition Until July 21
 no refund After July 21

12 Week Session

100% tuition Until May 30
 80% tuition Until June 3
 40% tuition Until June 10
 no refund After June 10

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 29 – 4 Week Session 1
- June 25 – 4 Week Session 2
- July 23 – 4 Week Session 3
- May 30 – 6 Week Session 1
- July 10 – 6 Week Session 2
- May 30 – 12 Week Session

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

- June 11 – 4 Week Session 1
- July 9 – 4 Week Session 2
- Aug. 5 – 4 Week Session 3
- June 19 – 6 Week Session 1
- July 31 – 6 Week Session 2
- July 15 – 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 or call the Bursar's Office at 301-687-4321.

Calculate Tuition and Fees

UNDERGRADUATE

In-State	\$272 x _____	no. of credits =	_____
Out-of-State	\$570 x _____	no. of credits =	_____
Regional Tuition	\$432 x _____	no. of credits =	_____
+Technology Fee	\$17 x _____	no. of credits =	_____
+University Fee			+75

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

GRADUATE

In-State	\$433 x _____	no. of credits =	_____
Out-of-State	\$557 x _____	no. of credits =	_____
+Technology Fee	\$17 x _____	no. of credits =	_____
+University Fee			+75

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

NURSE PRACTITIONER

In-State	\$485 x _____	no. of credits =	_____
Out-of-State	\$660 x _____	no. of credits =	_____
Regional Tuition	\$545 x _____	no. of credits =	_____
+Technology Fee	\$17 x _____	no. of credits =	_____
+University Fee			+75

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

PHYSICIAN'S ASSISTANT

In-State	\$516 x _____	no. of credits =	_____
Out-of-State	\$750 x _____	no. of credits =	_____
Regional Tuition	\$616 x _____	no. of credits =	_____
+Technology Fee	\$17 x _____	no. of credits =	_____
+University Fee			+75
+Program Fee			+100

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

DOCTORAL

In-State	\$597 x _____	no. of credits =	_____
Out-of-State	\$747 x _____	no. of credits =	_____
+Technology Fee	\$17 x _____	no. of credits =	_____
+University Fee			+75

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

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. - 4:00 pm., 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 no online scheduling for the summer.

There is a \$15 visit fee to be seen at the health center. Additional charges for diagnostic tests, immunizations, physicals, and prescription medications may apply. Charges are posted at the health center and on our website. Payment may be made at the health center by cash, check, Bobcat Express, or Bursar billed through the Paws account. Additional information is available on the health center's website at www.frostburg.edu/brady-health/.

Career Services

The Career and Professional Development Center is located in Pullen Hall 110. 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.

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 Pullen Hall 101 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 16 to July 19 the University's Lane Center will have the following open schedule:

Starbucks

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

June 17 - July 19 (Monday - Friday)

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

June 16 - 19

June 22 - 25

June 28 - July 1

July 7 - 10

July 14 - 17

Appalachian Station

4:30 p.m. - 10:00 p.m.

Chick-fil-A not open on Sundays

June 16 - 19

June 22 - 25

June 28 - July 1

July 7 - 10

July 14 - 17

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 Pullen Hall 101 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. 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, 2019, 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 2019

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

**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 - 2019 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 2019 Application for Residence Hall Space

Please print or type. Return by May 1, 2019.

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 28 - June 21) <input type="checkbox"/> 4 Week Session 2 (June 24 - July 19) (Check all that apply) <input type="checkbox"/> 4 Week Session 3 (July 22 - August 16) <input type="checkbox"/> 6 Week Session 1 (May 28 - July 5) <input type="checkbox"/> 6 Week Session 2 (July 8 - August 16) <input type="checkbox"/> 12 Week Session (May 28 - August 16)		
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

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

Canvas Learning Management System

The Canvas Learning Management System is a web-based learning environment which students log onto via an Internet browser. Students and instructors navigate the web site according to standard web site practices. More information regarding the Canvas Learning Management System can be found at <https://www.frostburg.edu/canvas/>.

System Requirements

There are certain minimum software requirements that a user's computer must meet in order for them to navigate and utilize Canvas courses successfully. All computers available in the student computer labs on campus meet these software requirements. More information can be found at <https://www.frostburg.edu/online/technology-requirements.php>.

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 or send an email to reginfo@frostburg.edu from your Frostburg State University email account.

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
Go to Academic Information - Class Schedules - PAWS Course Search