Visiting Undergraduate students must complete the Registration Form and the Enrollment Permission Form. Send these forms, along with the $45 Application Fee, to the University Billing Office.

Visiting and new Graduate students must complete the Registration Form and the Application to Graduate Study Form. Send these forms, along with the $45 Application Fee, to the University Billing Office. For more information concerning Graduate Admissions or to obtain forms, please call 301-687-7053.

Student Eligibility
The probation and dismissal policies stipulate that students on probation in the Fall may not register for Intersession courses. You could be dismissed after the Fall 2020 semester and be ineligible to enroll. There are no exceptions to this policy. If you can prove you are off probation, you may enroll (with late fees) in January.

Cancellation
The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 11, 2020, if a course is cancelled.

Credit/Course Limit
Students are limited to six credits or two courses for the Intersession. One three credit course is a full-time load. If you work during Intersession or participate in an intercollegiate sport, one course should be the absolute limit. Before you enroll, see the course syllabus and instructor about course requirements.

Library Hours
The library’s online resources remain accessible via the webpage at www.frostburg.edu/library, and online reference and research help will be available at https://frostburg.libanswers.com. For additional information, contact the Library Services Main Desk at 301-687-4395 or email libref@frostburg.edu.

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

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

Requests for Accommodation
Frostburg State University 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 126, 301-687-3035.

Contents of this booklet are subject to change without notice.
Accounting
Dr. Chelsea Schrader FR 337 4388

Addictions Counseling
Dr. Anne Murtagh GC 225 4743

Adventure Sports Management
Mr. Andrew Hershey PE 263 4460

African American Studies
Dr. James Saku GU 232 4724

Animal Behavior
Dr. Eric Kennedy GC 220 4742

Art and Design, Art History
Dr. Travis English FA 120 4941

Athletic Training
Dr. Jacqueline Durst PE 259 3228

Biology
Dr. Rebekah Taylor CH 303 4355

Business Administration
Dr. Carol Gaumer FR 320 4052
Dr. Michael Monahan FR 315 3090

Business Advising Center
Ms. Tamara Shockey FR 319 4008

Chemistry
Dr. Matthew Crawford CH 339C 4940

Coaching
Dr. Robert Lewis PE 255 4465

Communication Studies
Dr. Keith Terry CT 348N 4134

Computer Information Systems, Computer Science
Dr. Michael Flinn CT 274E 4835

Cultural Anthropology
Dr. Kara Rogers-Thomas 7 American Ave 3124

Dance
Ms. Nicole Mattis PA 302B 3212

Dental Hygiene Preparation
Dr. Karen Keller CH 304 4174

Developmental Mathematics
Ms. Kimberly Kurek PH 150 4442

Early Childhood/Elementary Education
Dr. Fanniya Boayue FR 135 4220

Earth Science
Dr. Richard Russo GU 231 4053

Economics
Dr. David Kiriakiz GC 145 4386

Education Advising Center
Dr. Janet Mattern FR 223 4094

Elementary Education (P-9)
Dr. Jodi Welsch FR 220 3096

Elementary/Middle School Dual Certification
Dr. Jodi Eirich FR 129 4218

Engineering
Dr. Jamil Abdo CH 105 7026

English
Dr. Kevin Kehrwal DH 309 4367

Environmental Analysis and Planning
Dr. Richard Russo GU 231 4053

Ethnobotany
Dr. David Putthoff CH 212 4172

Exercise and Sport Science
Mr. Hunter Brakeall PE 257 4464

Film Studies
Dr. Kevin Kehrwal DH 309 4367

Finance, Financial Services
Dr. Carol Gaumer FR 320 4052

Fine Arts
Dr. Travis English FA 120 4941

Foreign Languages and Literature
Dr. Heather Cisneros DH 207A 7690

Forestry
Dr. David Puthoff CH 212 4172

Geography
Dr. Richard Russo GU 231 4053

Global Business
Dr. Carol Gaumer FR 320 4052

Graphic Design
Dr. Travis English FA 120 4941

Health and Physical Education
Dr. Rebecca Gallagher PE 277 7401

Health Science
Dr. Karen Keller CH 304 4174

History
Dr. Gregory Wood DH 105C 4766

Hospitality Management/Human Resources Management
Dr. Michael Monahan FR 315 3090

Industrial & Organizational Psychology
Dr. Paul Bernhardt GU 221 4410

Information Technology
Dr. Michael Flinn CT 274E 4835

International Studies
Dr. Suzanne McCoskey GC 236 4897

Interpretive Biology and Natural History
Dr. Thomas Lambert CH 211 4167

Jazz Studies
Dr. Brent Weber PA 202B 4116

Journalism
Mr. Andrew Duncan DH 220 4241

Law, Law and Society, Law School Preparation
Dr. Scott Johnson GC 137 7432

Leadership Studies
Dr. Elesha Ruminski CT 348L 4480

Liberal Studies
Ms. Linda Steele CH 238 4137
Ms. Tamera Shockey FR 319 4008

Management
Dr. Michael Monahan FR 315 3090

Marketing
Dr. Carol Gaumer FR 320 4052

Mass Communication
Dr. Keith Terry CT 348M 4134

Mathematics
Dr. Justin Dummyre CT 244D 7086

Mechanical Engineering
Dr. Yi-Zun Julie Wang CH 102 3208

Medical Technology Preparation
Dr. Benjamin Norris CH 345 4157

Medicine, Dentistry, Optometry, Veterinary Medicine Preparation
Dr. Karen Keller CH 304 4174
Dr. William Seddon CH 311 4707
Dr. Matthew Crawford CH 339C 4940

Music
Dr. Brent Weber PA 202B 4116

Musical Theatre
Dr. Brent Weber PA 202B 4116

Nursing, Nursing Preparation
Dr. Heather Gable LH 210-3 4894
Dr. Kara Platt LH 216 4791
Ms. Lindsey Staggers-Gardner LH 221 3419

Occupational Therapy Preparation
Dr. Karen Keller CH 304 4174

Pharmacy Preparation
Dr. Peggy Biser CH 356 3193

Philosophy
Dr. Skott Brill DH 111 4249

Physical Therapy Preparation
Dr. Melody Kentsur PE 265 4415

Physics
Dr. Jamil Abdo CH 105 7026

Political Science
Dr. Stephen Twing GC 135 3097

Pre-K-12 Programs
Dr. Jodi Eirich FR 129 4218

Public Relations
Mr. Andrew Duncan DH 220 4241

Recreation and Parks Management
Dr. Natalia Buta PE 252 4458

Small Business/Entrepreneurship
Dr. Michael Monahan FR 315 3090

Secondary Teacher Education
Dr. Jodi Eirich FR 129 4218

Secure Computing and Information Assurance
Dr. Michael Flinn CT 274E 4835

Social Science
Ms. Linda Steele CH 238 4137

Social Work
Dr. Elizabeth Lean 7 American Ave 4691

Sociology
Dr. Robert Moore 7 American Ave 4995

Sustainability Studies
Ms. Tracy Edwards GU 210 7596

Theatre
Ms. Nicole Mattis PA 302B 3212

Wildlife and Fisheries
Dr. Thomas Lambert CH 211 4167

Women's Studies
Dr. Jill Morris DH 138A 4238
College Deans and Department Chairs

College of Business
Dr. Sudhir Singh, Dean

Dr. Thomas Sigerstad, Associate Dean
- Accounting, Dr. Chelsea Schrader
- Economics, Dr. David Kiriazis
- Management, Dr. Michael Monahan
- Marketing and Finance, Dr. Carol Gaumer

College of Education
Dr. Boyce Williams, Dean
Dr. Kim Rotruck, Associate Dean
- Educational Professions, Dr. Sally Stephenson
- Kinesiology and Recreation, Dr. Natalia Buta

College of Liberal Arts and Sciences
Dr. T. Kim Hixson, Dean
Dr. Cindy Herzog, Associate Dean
Dr. R. Scott Fritz, Associate Dean
- Biology, Dr. Rebekah Taylor
- Chemistry, Dr. Matthew Crawford
- Communication, Dr. Keith Terry
- Computer Science, Dr. Michael Flinn
- English and Foreign Languages, Dr. Kevin Kehrwald
- Geography, Dr. Richard Russo
- History, Dr. Gregory Wood
- Mathematics, Dr. Justin Dunmyre
- Music, Dr. Brent Weber
- Nursing, Dr. Heather Gable
- Philosophy, Dr. Skott Brill
- Physician Assistant Studies, Dr. Beth Smolko
- Physics and Engineering, Dr. Jamil Abdo
- Political Science, Dr. Stephen Twing
- Psychology, Dr. Michael Murtagh
- Social Work, Dr. Elizabeth Lean
- Sociology, Dr. Robert Moore
- Theatre/Dance, Ms. Nicole Mattis
- Visual Arts, Dr. Travis English

College Deans/Administrative Offices

Director of Intercession
Ms. Brittni Kaelzel, Pullen Hall 144............................... 4423

ADA/EEO Compliance Office, Hitchins Adm Bldg 126........... 3035
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.... 4403
Center for Academic Advising & Retention, Pullen Hall 140.... 3404
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University and Student Billing, Pullen Hall 148..................... 4321
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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
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


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?

Immediately 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

- 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

Academic and Enrollment Information

- Check Holds
- Enrollment Appointment
- Academic Advisor

You have no outstanding charges at this time.
Mail-In Registration

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

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

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

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

TDD or Voice Relay Assistance
During regular business hours, you may register for classes with the assistance of the Registrar’s Office staff by using a Voice Relay Operator (1-800-735-2258). Also, you may contact the ADA/EEO Compliance Office, Hitchins 126, (301-687-3035).

PAWS Internet Registration System

October 19 - January 2
(No Late Fee)
January 3 – January 5
(With $30 Late Fee and Payment is Due Within 48 hrs.)

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, advisor assignment, and register for classes using this system. Go to http://paws.frostburg.edu/students to log-in beginning October 19, 2020.

Please note the following registration processes:
- Registrations will take place through PAWS (24/7) beginning October 19, 2020, and ending January 2, 2021, to avoid a late fee. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar’s Office.
- You must see your advisor prior to attempting to register so that he or she can authorize your access to register for classes. Make sure to check for prerequisites with your advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits, and/or course prerequisites where applicable.

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.
   Self Service > Student Center > Enroll
   -Select Enrollment Term - 2021 Intersession.
   -Click Continue.
   -Select classes to add. Make sure to choose a Campus, Frostburg or Online Courses.
   -Classes will be placed in your Shopping Cart.
   -When finished selecting classes click Proceed to Step 2 of 3.
   -Click Finish Enrolling.
   -Check the status of your request(s). Status must read SUCCESS to be registered.
   -When finished, click My Class Schedule to verify enrollment.
6. You must pay your bill or enroll in a payment plan (25% of total due + $30 fee) by December 4, 2020. After December 4, 2020 payment or enrollment in a payment plan must be completed within 48 hours of registration.

Additional PAWS Features - Textbook Information

Textbook information is listed for each course on the class schedule in PAWS. Student Center>Search>Search for Classes. Click on class number for textbook details. You may also find textbook information for the courses you are enrolled in by going to Student Center>Other Academics drop down box>Class Schedule>Go. Click on section number for textbook details.

In-Person Registration

October 19 - January 2
(No Late Fee)
January 3 – January 5
(With $30 Late Fee)

You are to complete the Registration Form included in this booklet and bring it to the Registrar’s Office (Pullen 144), Monday thru Friday between the hours of 8:30 a.m. and 4 p.m. or the USMH Information Desk between 9 a.m. and 5 p.m. You must pay your bill at the time of registration or enroll in a payment plan in the University Billing Office (Pullen 148) or at the USMH Information Desk.

Final Grades

Access PAWS for final grades. Student Center>Other Academics drop down box>Grades>Go. If you need an official copy of your grades, you will need to order a transcript.
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 Pathfinder and 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.

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 the ADA/EEO & Immigration Compliance Office, 126 Hitchins, 301-687-3035.

• 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/
Billing
Payment or enrollment in a payment plan is due by December 4, 2020. After the due date of December 4, 2020, payment is due within 48 hours of registration. The last day to register without a late fee is January 2, 2021.

Deregistration is from December 7 to December 10.

If you register after December 10, you are liable for the bill unless you drop the course. Deregistration for non-payment ends December 10.

The University is offering a payment plan for Intersession 2021.*

To join:
- Complete an enrollment form, pay 1/3 of the total amount due, plus $30 enrollment fee, by December 4, 2020 or within 48 hours of registration.
- 1/3 by December 15, 2020
- 1/3 by January 3, 2021

*International students are not eligible to enroll in a payment plan.

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

You may pay online using Visa, MasterCard, American Express, or Discover (a convenience fee applies) or ACH (electronic check) is available online as well. Login to PAWS or www.frostburg.edu/admin/billing.

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.

Refunds – Tuition Only
100% thru January 5, 2021

Intersession is a compressed time in which to complete a course. Before you enroll, talk with the course instructor about the syllabus for the course to ensure that you can complete the requirements in a compressed timeframe, especially if you are uncertain about your abilities or background in the course content. If you work or play an intercollegiate sport during Intersession, you may only enroll in one course for 3 credits.

8 Billing Information

Tuition and Fees

Undergraduate Tuition
(per credit hour)
In-State............................................ $276
Out-Of-State.................................. $584
Regional Tuition.................................. $442

Graduate Tuition
(per credit hour)
In-State............................................ $437
Out-Of-State.................................. $560

Nurse Practitioner Graduate Tuition
(per credit hour)
In-State............................................ $490
Out-Of-State.................................. $670
Regional Tuition.................................. $616

Physician’s Assistant Tuition
(per credit hour)
In-State............................................ $516
Out-Of-State.................................. $750
Regional Tuition.................................. $616

Doctorate Tuition
(per credit hour)
In-State............................................ $612
Out-Of-State.................................. $766

Fees, Non-Refundable
Application Fee (New Students Only)...$45
Late Fee............................................. $30
Returned Payment Fee........................ $30
Phys. Assist. Prog. Fee....................$100/Semester Technology Fee...........$15 per credit

Special Instruction Fees
All fees are per course unless otherwise noted.
Accounting
305 ................................................. $25

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

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
099 .................................................. $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

Mass Communications
101, 213, 250, 287, 313, 326, 350,
387, 465, 487, 488, 499 .................... $75

Mathematics (Certain Sections)
119 .................................................. $40
350, 380, 432 .................................. $45
236, 237 ........................................... $50

Music Applied
389, 390 ........................................... $150
490 .................................................. $300

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

Nursing
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 Fees -- $8 per credit

Physician Assistant - DPAM
360, 501, 502, 641, 642, 643 .......... $140
695 .................................................. $395
700, 701, 702, 703, 704, 705, 706, 707 ....... $40
709 .................................................. $399

Orientation
101 .................................................. $120

Physical Science
101, 203 ......................................... $20

Physics
215, 216, 261, 262, 263, 331, 332, 350 .... $20
320, 492, 499 .................................. $25

Sociology/Social Work
310 .................................................. $25

Theatre
202, 304, 307 ..................................... $15
203 .................................................. $20
204, 306 ......................................... $25
207, 305, 360 ..................................... $50
311 .................................................. $60

*Intersession 2021 is a compressed time in which to complete a course. Before you enroll, talk with the course instructor about the syllabus for the course to ensure that you can complete the requirements in a compressed timeframe, especially if you are uncertain about your abilities or background in the course content. If you work or play an intercollegiate sport during Intersession, you may only enroll in one course for 3 credits.
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 an additional late payment 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 the bill and submit payment in a timely manner. Students are notified each semester through their Frostburg account email 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 anyone who has 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.
10 Online Course Information

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 deadline is January 2, 2021. Registration after this date carries a late penalty of $30.

- You may register in person or, if you are a continuing student, online using PAWS at http://paws.frostburg.edu/students. Make sure to change the campus to ONLINE when searching for courses to access the online course offerings.

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

- Please be aware that payment or enrollment in a payment plan for intersession courses is due by December 4, 2020 or within 48 hours of registration. Full details on payment methods and deadlines are provided in this booklet.

- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar’s Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester’s account.

- If you wish to withdraw from an online course you may fax a written request to the Registrar’s Office (301-687-4597). In this case, your signature will be the only one required. You may also 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 Registrar’s Office Website www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office
Go to Academic Information > Class Schedules > PAWS Course Search
# Registration Form

**FSU ID**

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

## Registration Procedures

### To Register Using PAWS
1. Login to PAWS [http://paws.frostburg.edu/students](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 - 2021 Intersession.
- Click Continue.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, 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.

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### 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

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

I have read and understand the Statement of Financial Responsibility.

**Student Signature/Date**

**Advisor Approval**

Required by all Undergraduate Students and Biological Science Graduate Students.
Interession 2021 Enrollment Permission Form
(For First-time and Non-Admitted Undergraduate Students)

This form is to be completed by undergraduate students who were not enrolled for the Fall semester. You may be permitted to enroll in Intersession, but such permission in no way constitutes admission to any program of the University. Graduate students must complete an Application For Graduate Study. Re-entry students must complete a Re-entry Application with the Admissions Office.

I am currently a student at: ________________________________

Location of courses to be taken: [ ] FSU Campus [ ] Hagerstown Center [ ] Online

Name ________________________________ SSN or Student ID# ________________________________

Permanent Address

Street

City ___________________________ State ___________________________ Zip ___________________________

County ___________________________ Phone Number ___________________________

Intersession Address ________________________________

Phone Number ___________________________ Birth Date ___________________________

Citizenship: [ ] U.S. (Yes/No) [ ] Other ___________________________ Visa Type ___________________________ Exp. Date ___________________________

Country ___________________________

How did you hear about opportunities at FSU? Indicate ALL that apply.

[ ] Admissions Counselor Visited My School [ ] Facebook [ ] Postcard
[ ] Alumni [ ] Friends [ ] Radio [ ] Restaurant
[ ] Brochure [ ] Guidance Counselor [ ] Theatre [ ] TV
[ ] College Fair [ ] Internet Search [ ] Other - Please Explain
[ ] Employer [ ] Magazine
[ ] Family [ ] Newspaper

The following information is optional and is being requested for reporting purposes only:

Sex (M/F) ______ Ethnic: [ ] American Indian [ ] Asian [ ] Black
[ ] Hawaiian [ ] Hispanic [ ] NS [ ] White

Submission Procedure for Intersession Enrollment Permission Form

In-Person: Upon completion of this form, submit it to the University and Student Billing Office, Pullen Hall 148, where you will pay the $45 application fee (fee is waived if you already have been admitted for the following fall or spring semester). The form then is to be taken to the Office of Admissions, Pullen Hall 114, where it will be processed. You will proceed to the Office of the Registrar, Pullen Hall 144, and complete the Registration Form and then report to the University and Student Billing Office, Pullen Hall 148, where you will pay your bill.

Mail-In: Upon completion of the form, mail it, along with registration form, payment of tuition and fees (included in the Intersession Booklet), plus $45 for the application fee, to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-1099. Two separate checks are required: one for the application fee and another check for tuition and other fees.