Visiting Students

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 2021 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.

January 3 - 21

November 1, 2021  Registration Begins
December 4, 2021  Payment Due or Payment Plan Enrollment Completed
December 13-16, 2021  Deregistration for Nonpayment
December 17, 2021  Course Cancellations
January 1, 2022  Last Day to Register Without Late Fees
January 2 – January 4, 2022  Registration With Late Fee ($30)
January 3, 2022  Classes Begin
January 4, 2022  Last Day to Add a Course
January 4, 2022  Last Day to Drop Course Without “W”
January 12, 2022  Last Day to Drop a Course With a “W”
January 17, 2022  M.L. King (No Classes) Offices Closed
January 21, 2022  Last Day Of Classes

General Information

Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 17, 2021, 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.
<table>
<thead>
<tr>
<th>Accounting</th>
<th>Dr. Chelsea Schrader</th>
<th>FR 337</th>
<th>4388</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addictions Counseling</td>
<td>Dr. Anne Murtagh</td>
<td>GC 225</td>
<td>4743</td>
</tr>
<tr>
<td>Adventure Sports Management</td>
<td>Dr. Natalis Buta</td>
<td>PE 252</td>
<td>4458</td>
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<td>African American Studies</td>
<td>Dr. James Saku</td>
<td>GU 232</td>
<td>4724</td>
</tr>
<tr>
<td>Animal Behavior</td>
<td>Dr. Erica Kennedy</td>
<td>GC 220</td>
<td>4742</td>
</tr>
<tr>
<td>Art and Design, Art History</td>
<td>Dr. Travis English</td>
<td>FA 120</td>
<td>4941</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Dr. Jacqueline Durst</td>
<td>PE 259</td>
<td>3228</td>
</tr>
<tr>
<td>Biology</td>
<td>Dr. Rebekah Taylor</td>
<td>CH 303</td>
<td>4355</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Dr. Carol Gaumer</td>
<td>FR 320</td>
<td>4052</td>
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<td>Ms. Tamara Shockey</td>
<td>FR 319</td>
<td>4008</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Dr. Matthew Crawford</td>
<td>CH 339C</td>
<td>4940</td>
</tr>
<tr>
<td>Coaching</td>
<td>Mr. Hunter Brakeall</td>
<td>PE 257</td>
<td>4464</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>Ms. Annie Danzi</td>
<td>GC 348G</td>
<td>3013</td>
</tr>
<tr>
<td>Computer Information Systems, Computer Science</td>
<td>Dr. Michael Flinn</td>
<td>CT 274D</td>
<td>4835</td>
</tr>
<tr>
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<td>Dr. Kara Rogers Thomas</td>
<td>Or Library 3124</td>
<td></td>
</tr>
<tr>
<td>Dance</td>
<td>Ms. Nicole Mattis</td>
<td>PA 302B</td>
<td>3212</td>
</tr>
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<td>Dental Hygiene Preparation</td>
<td>Dr. Karen Keller</td>
<td>CH 304</td>
<td>4174</td>
</tr>
<tr>
<td>Developmental Mathematics</td>
<td>Ms. Kimberly Kurek</td>
<td>PH 150</td>
<td>4442</td>
</tr>
<tr>
<td>Early Childhood/Elementary Education</td>
<td>Dr. Fannia Boayue</td>
<td>FR 135</td>
<td>4220</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Dr. Richard Russo</td>
<td>GU 231</td>
<td>4053</td>
</tr>
<tr>
<td>Economics</td>
<td>Dr. Anthony Stair</td>
<td>GC 146</td>
<td>4788</td>
</tr>
<tr>
<td>Elementary Education (P-9)</td>
<td>Dr. Jodi Welsch</td>
<td>FR 220</td>
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<td>Dr. Jodi Welsch</td>
<td>FR 220</td>
<td>3096</td>
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<td>Engineering</td>
<td>Dr. Jamil Abdo</td>
<td>CH 105</td>
<td>7026</td>
</tr>
<tr>
<td>English</td>
<td>Dr. Kevin Kehrwald</td>
<td>DH 309</td>
<td>4367</td>
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<td>Dr. Richard Russo</td>
<td>GU 231</td>
<td>4053</td>
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<td>CH 212</td>
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<td>Dr. Kevin Kehrwald</td>
<td>DH 309</td>
<td>4367</td>
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<td>Fine Arts</td>
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<td>DH 207A</td>
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<td>Dr. Rebecca Gallagher</td>
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<td>Dr. Karen Keller</td>
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<td>Dr. Gregory Wood</td>
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<td>FR 315</td>
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<td>Industrial &amp; Organizational Psychology</td>
<td>Dr. Paul Bernhardt</td>
<td>GC 221</td>
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<td>Information Technology</td>
<td>Dr. Michael Flinn</td>
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<td>International Studies</td>
<td>Dr. Keith Terry</td>
<td>GC 247</td>
<td>7020</td>
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<td>Interpretive Biology and Natural History</td>
<td>Dr. Thomas Lambert</td>
<td>CH 211</td>
<td>4167</td>
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<td>Jazz Studies</td>
<td>Dr. Brent Weber</td>
<td>PA 202B</td>
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<td>Journalism</td>
<td>Mr. Andrew Duncan</td>
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<td>4241</td>
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<tr>
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<td>Dr. Scott Johnson</td>
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<td>Dr. Elesha Ruminski</td>
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<td>Ms. Linda Steele</td>
<td>CH 238</td>
<td>4137</td>
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<td>Ms. Tamera Shockey</td>
<td>FR 319</td>
<td>4008</td>
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<td>Dr. Thomas Cadenazzi</td>
<td>CH 339B</td>
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<td>Dr. Michael Monahan</td>
<td>FR 315</td>
<td>3090</td>
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<td>Dr. Carol Gaumer</td>
<td>FR 320</td>
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<td>Mass Communication</td>
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<td>Dr. Yi-Zun Julie Wang</td>
<td>CH 102</td>
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<td>Dr. Karen Keller</td>
<td>CH 304</td>
<td>4174</td>
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<td>Dr. William Seddon</td>
<td>CH 311</td>
<td>4707</td>
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<td>PA 202B</td>
<td>4116</td>
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<td>Musical Theatre</td>
<td>Dr. Brent Weber</td>
<td>PA 202B</td>
<td>4116</td>
</tr>
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<td>Dr. Kara Platt</td>
<td>LH 216</td>
<td>4791</td>
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<tr>
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<td>Ms. Lindsey Staggers-Gardner</td>
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<tr>
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<td>CH 304</td>
<td>4174</td>
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<td>Dr. Matthew Crawford</td>
<td>CH 339C</td>
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<td>Dr. Melody Kenterus</td>
<td>PE 265</td>
<td>4415</td>
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<td>Dr. Jamil Abdo</td>
<td>CH 105</td>
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<td>Political Science</td>
<td>Dr. Stephen Twing</td>
<td>GC 135</td>
<td>3097</td>
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<td>Dr. Jodi Eirich</td>
<td>FR 129</td>
<td>4218</td>
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<tr>
<td>Psychology</td>
<td>Dr. Michael Murtagh</td>
<td>GC 217</td>
<td>4446</td>
</tr>
<tr>
<td>Public Relations</td>
<td>Mr. Andrew Duncan</td>
<td>DH 220</td>
<td>4241</td>
</tr>
<tr>
<td>Recreation and Parks Management</td>
<td>Dr. Diane Blankenship</td>
<td>PE 266</td>
<td>3192</td>
</tr>
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<td>Small Business/Entrepreneurship</td>
<td>Dr. Michael Monahan</td>
<td>FR 315</td>
<td>3090</td>
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<td>Secondary Teacher Education</td>
<td>Dr. Jodi Eirich</td>
<td>FR 129</td>
<td>4218</td>
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<td>Secure Computing and Information Assurance</td>
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<td>CT 274E</td>
<td>4835</td>
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<td>Ms. Linda Steele</td>
<td>CH 238</td>
<td>4137</td>
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<td>4995</td>
</tr>
<tr>
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<td>Ms. Tracy Edwards</td>
<td>GU 210</td>
<td>7596</td>
</tr>
<tr>
<td>Theatre</td>
<td>Ms. Nicole Mattis</td>
<td>PA 302B</td>
<td>3212</td>
</tr>
<tr>
<td>Wildlife and Fisheries</td>
<td>Dr. Thomas Lambert</td>
<td>CH 211</td>
<td>4167</td>
</tr>
<tr>
<td>Women’s Studies</td>
<td>Dr. Jill Morris</td>
<td>DH 138A</td>
<td>4238</td>
</tr>
</tbody>
</table>
### 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 Rottruck, Associate Dean**

- Educational Professions, Dr. Doris Santamaria-Makang
- Kinesiology and Recreation, Dr. Natalia Buta

**College of Liberal Arts and Sciences**

**Dr. T. Kim Hixson, Dean**

**Dr. Cindy Herzog, Associate Dean**

**Dr. Keith Terry, Associate Dean**

- Biology, Dr. Rebekah Taylor
- Chemistry, Dr. Matthew Crawford
- Communication, Ms. Annie Danzi
- 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. Kara Platt
- Philosophy, Dr. Skott Brill
- Physician Assistant Studies, Dr. Daniel O’Donoghue
- 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

### Administrative Offices

**Director of Intercession**
Ms. Brittni Kaetzel, Pullen Hall 144

ADA/EEO Compliance Office, Hitchins Adm Bldg 126

Administration & Finance, Hitchins Adm Bldg 309

Admissions
- Undergraduate, Pullen Hall 114
- Graduate, Pullen Hall 141

Athletics, Cordts PE Center 284

Bookstore, Lane Center

Career & Professional Development Center, Pullen Hall 110

Center for Academic Advising & Retention, Pullen Hall 140

Center for International Education, Pullen Hall

Counseling and Psychological Services, Cumberland Hall 39

Disability Support Services, Pullen Hall 150

Diversity Center, Hitchins Adm Bldg 126

Financial Aid & Student Employment, Pullen Hall 114

FSU IT Computing Help Desk, Gira CCIT 123K

Health Services, Brady Health Center

ID Services/Bobcat Office, Pullen Hall 101

Office of Gender Equity, Hitchins Adm Bldg 126

Ort Library

President’s Office, Hitchins Adm Bldg 218

Programs Advancing Student Success, Pullen Hall 150

Provost’s Office, Hitchins Adm Bldg 213

Registrar’s Office, Pullen Hall 144

Registrar’s Assistant, Registration, Drop/Add, Grades

Associate Registrar’s Assistant, Undergraduate Graduation, Degree Audits, Transcripts, Verification of Enrollment, Change of Grade

Residence Life, Pullen Hall 104

S.A.F.E. Office, Pullen Hall 109

Special Academic Services, Pullen Hall 144

Student Affairs, Hitchins Adm Bldg 116

Student & Community Involvement Office, Lane Center 231

Student Support Services, Pullen Hall 133

Technology Services, Gira CCIT 120A

Tutoring Center, Pullen Hall 151

University and Student Billing, Pullen Hall 148

University Police
- Emergencies
- All other calls
- Lost & Found

University System of Maryland at Hagerstown

Veterans Center, 150 Park Ave
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

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?
Immediatley 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.

The Help Desk staff can assist you with resetting your own password by telephone, or by visiting the office located in Gira 123 (please be prepared to show photo id). Normal hours of operation are -
- Sunday 3:00 p.m. - 7:00 p.m.
- Monday - Thursday 8:00 a.m. - 7:00 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
- Check Holds
- Enrollment Appointment
- Academic Advisor
6 Registration Procedures/Textbooks/Grades

PAWS Internet Registration System

**November 1 - January 1**
(No Late Fee)

**December 5 - January 4**
(Payment due within 48 hours)

**January 2 – January 4**
(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](http://paws.frostburg.edu/students) to log-in beginning November 1, 2021.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning November 1, 2021, and ending January 1, 2022, 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 - 2022 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, 2021.** After December 4, 2021 payment or enrollment in a payment plan must be completed within 48 hours of registration.

### In-Person Registration

**November 1 - December 23**
(No Late Fee)

**January 3 – January 4**
(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.

### 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).

### 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.

### 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 FSU Catalog. In addition, the complete policy is available online at www.frostburg.edu/administration/policies.

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, 2021. After the due date of December 4, 2021, payment is due within 48 hours of registration. The last day to register without a late fee is January 1, 2022.

Deregistration is from December 13 to December 16.

If you register after December 16, you are liable for the bill unless you drop the course. Deregistration for non-payment ends December 16.

The University is offering a payment plan for Intersession 2022.*

To join:
- Complete an enrollment form, pay 1/3 of the total amount due, plus $30 enrollment fee, by December 4, 2021 or within 48 hours of registration.
- 1/3 by December 15, 2021
- 1/3 by January 3, 2022

*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/adminbilling.

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 4, 2022
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.
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 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 Marylon 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 Marylon 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.
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

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 1, 2022. 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, 2021 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.

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. Additional 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. Additional information can be found at https://www.frostburg.edu/online/technology-requirements.php.

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
Frostburg State University Undergraduate Registration Form - Intersession 2022

FSU ID

Last Name, First Name, Middle Initial.

Permanent Address

Local Address During Intersession

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 faculty mentor or university advisor for registration activation.

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 faculty mentor or university 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 - 2022 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.

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 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 oblige 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

Faculty Mentor or University Advisor Approval
Required by all Undergraduate Students and Biological Science Graduate Students.
Intersession 2022 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
□ Brochure □ Guidance Counselor □ Restaurant
□ College Fair □ Internet Search □ Theatre
□ Employer □ Magazine □ TV
□ Family □ Newspaper □ Other - Please Explain

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.