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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 the ADA/EEO & Title IX 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 ADA/EEO & Title IX Compliance Office, 126 Hitchins, 301-687-3035.
- Inquiries concerning application of Title IX and its implementing regulation may be referred to the ADA/EEO & Title IX Compliance Office, 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/oct/

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 & Title IX Compliance Office, 126 Hitchins, 301-687-3035.

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 2021 Calendars

4 Week Session 1 (June 1 - June 25)

March 22	-Registration Begins
May 3	-Registration Deadline (without late fees), Payment Due Date
May 4 - June 2	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 10 - 17	-Deregistration for Non-Payment; to remove charges after 5/17, course must be dropped by June 2
May 18	-Cancellation Date for Courses with Insufficient Enrollment
May 31	-Memorial Day/Offices Closed, No Classes
June 1	-Classes Begin
June 2	-Last Day to Add Courses
June 2	-Last Day to Withdraw with 100% Tuition Refund
June 7	-Last Day to File Pass/Fail Form
June 15	-Last Day to Withdraw with a "W"
June 25	-Last Day to Withdraw with a "WF"
June 25	-Last Day of Classes

4 Week Session 2 (June 28 - July 23)

March 22	-Registration Begins
June 1	-Registration Deadline (without late fees), Payment Due Date
June 2 - 29	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 7 - 14	-Deregistration for Non-Payment; to remove charges after 6/14, course must be dropped by June 29
June 15	-Cancellation Date for Courses with Insufficient Enrollment
June 28	-Classes Begin
June 29	-Last Day to Add Courses
June 29	-Last Day to Withdraw with 100% Tuition Refund
July 2	-Last Day to File Pass/Fail Form
July 5	-Independence Day/Offices Closed/ No Classes
July 13	-Last Day to Withdraw with a "W"
July 23	-Last Day to Withdraw with a "WF"
July 23	-Last Day of Classes

4 Week Session 3 (July 26 - August 20)

March 22	-Registration Begins
July 6	-Registration Deadline (without late fees), Payment Due Date
July 7 - 27	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
July 1 - 8	-Deregistration for Non-Payment; to remove charges after 7/8, course must be dropped by July 27
July 9	-Cancellation Date for Courses with Insufficient Enrollment
July 26	-Classes Begin
July 27	-Last Day to Add Courses
July 27	-Last Day to Withdraw with 100% Tuition Refund
July 30	-Last Day to File Pass/Fail Form
August 9	-Last Day to Withdraw with a "W"
August 20	-Last Day to Withdraw with a "WF"
August 20	-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 2021 Calendars - Continued**6 Week Session 1 (June 1 - July 9)**

March 22	-Registration Begins
May 3	-Registration Deadline (without late fees), Payment Due Date
May 4 - June 3	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 10 - 17	-Deregistration for Non-Payment; to remove charges after 5/17, course must be dropped by June 3
May 18	-Cancellation Date for Courses with Insufficient Enrollment
May 31	-Memorial Day/Offices Closed, No Classes
June 1	-Classes Begin
June 3	-Last Day to Add Courses
June 3	-Last Day to Withdraw with 100% Tuition Refund
June 9	-Last Day to File Pass/Fail Form
June 23	-Last Day to Withdraw with a "W"
July 5	-Independence Day Holiday/Offices Closed/No Classes
July 9	-Last Day to Withdraw with a "WF"
July 9	-Last Day of Classes

6 Week Session 2 (July 12 - August 20)

March 22	-Registration Begins
June 11	-Registration Deadline (without late fees), Payment Due Date
June 12 - July 14	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 16 - 23	-Deregistration for Non-Payment; to remove charges after 6/23, course must be dropped by July 14
June 24	-Cancellation Date for Courses with Insufficient Enrollment
July 12	-Classes Begin
July 14	-Last Day to Add Courses
July 14	-Last Day to Withdraw with 100% Tuition Refund
July 20	-Last Day to File Pass/Fail Form
August 4	-Last Day to Withdraw with a "W"
August 20	-Last Day to Withdraw with a "WF"
August 20	-Last Day of Classes

12 Week (June 1 - August 20)

March 22	-Registration Begins
May 3	-Registration Deadline (without late fees), Payment Due Date
May 4 - June 3	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 10 - 17	-Deregistration for Non-Payment; to remove charges after 5/17 course must be dropped by June 3
May 18	-Cancellation Date for Classes with Insufficient Enrollment
May 31	-Memorial Day/Offices Closed/No Classes
June 1	-Classes Begin
June 3	-Last Day to Add Courses
June 3	-Last Day to withdraw with 100% Tuition Refund
June 15	-Last Day to File Pass/Fail Form
July 5	-Independence Day Holiday/Offices Closed, No Classes
July 19	-Last Day to Withdraw with a "W"
August 20	-Last Day to Withdraw with a "WF"
August 20	-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. Chelsea Schrader 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. Anne Murtagh GC 225 4743	Film Studies Dr. Kevin Kehrwald DH 309 4367	Medicine, Dentistry, Optometry, Veterinary Medicine Preparation Dr. Karen Keller CH 304 4174 Dr. William Seddon CH 311 4707 Dr. Matthew Crawford CH 339C 4940
Adventure Sports Management Mr. Andrew Hershey PE 263 4460	Finance, Financial Services Dr. Carol Gaumer FR 320 4052	Music Dr. Brent Weber PA 202B 4116
African American Studies Dr. James Saku GU 232 4724	Fine Arts Dr. Travis English FA 120 4941	Musical Theatre Dr. Brent Weber PA 202B 4116
Animal Behavior Dr. Erica Kennedy GC 220 4742	Foreign Languages and Literature Dr. Heather Cisneros DH 207A 7690	Nursing, Nursing Preparation Dr. Kara Platt LH 216 4791 Ms. Lindsey Staggers-Gardner LH 221 3419
Art and Design, Art History Dr. Travis English FA 120 4941	Forestry Dr. David Puthoff CH 212 4172	Occupational Therapy Preparation Dr. Karen Keller CH 304 4174
Athletic Training Dr. Jacqueline Durst PE 259 3228	Geography Dr. Richard Russo GU 231 4053	Pharmacy Preparation Dr. Matthew Crawford CH 339C 4940
Biology Dr. Rebekah Taylor CH 303 4355	Global Business Dr. Carol Gaumer FR 320 4052	Philosophy Dr. Skott Brill DH 111 4249
Business Administration Dr. Carol Gaumer FR 320 4052 Dr. Michael Monahan FR 315 3090	Graphic Design Dr. Travis English FA 120 4941	Physical Therapy Preparation Dr. Melody Kentrus PE 265 4415
Business Advising Center Ms. Tamera Shockey FR 319 4008	Health and Physical Education Dr. Rebecca Gallagher PE 277 7401	Physics Dr. Jamil Abdo CH 105 7026
Chemistry Dr. Matthew Crawford CH 339C 4940	Health Science Dr. Karen Keller CH 304 4174	Political Science Dr. Stephen Twing GC 135 3097
Coaching Mr. Hunter Brakeall PE 257 4464	History Dr. Gregory Wood DH 105C 4766	PreK-12 Programs Dr. Jodi Eirich FR 129 4218
Communication Studies Dr. Keith Terry CT 348H 3075	Hospitality Management/Human Resources Management Dr. Michael Monahan FR 315 3090	Psychology Dr. Michael Murtagh GC 217 4446
Computer Information Systems, Computer Science Dr. Michael Flinn CT 274D 4835	Industrial & Organizational Psychology Dr. Paul Bernhardt GU 221 4410	Public Relations Mr. Andrew Duncan DH 220 4241
Cultural Anthropology Dr. Kara Rogers-Thomas Ort Library 3124	Information Technology Dr. Michael Flinn CT 274D 4835	Recreation and Parks Management Dr. Diane Blankenship PE 266 3192
Dance Ms. Nicole Mattis PA 302B 3212	International Studies Dr. Suzanne McCoskey GC 236 4897	Small Business/Entrepreneurship Dr. Michael Monahan FR 315 3090
Dental Hygiene Preparation Dr. Karen Keller CH 304 4174	Interpretive Biology and Natural History Dr. Thomas Lambert CH 211 4167	Secondary Teacher Education Dr. Jodi Eirich FR 129 4218
Developmental Mathematics Ms. Kimberly Kurek PH 150 4442	Jazz Studies Dr. Brent Weber PA 202B 4116	Secure Computing and Information Assurance Dr. Michael Flinn CT 274D 4835
Early Childhood/Elementary Education Dr. Fannia Boayue FR 135 4220	Journalism Mr. Andrew Duncan DH 220 4241	Social Science Ms. Linda Steele CH 238 4137
Earth Science Dr. Richard Russo GU 231 4053	Law, Law and Society, Law School Preparation Dr. Scott Johnson GC 137 7432	Social Work Dr. Elisabeth Lean 7 American Ave 4691
Economics Dr. David Kiriazis GC 145 4386	Leadership Studies Dr. Elesha Ruminski CT 348L 4480	Sociology Dr. Robert Moore 7 American Ave 4995
Education Advising Center Dr. Janet Mattern FR 223 4094	Liberal Studies Ms. Linda Steele CH 238 4137 Ms. Tamera Shockey FR 319 4008	Sustainability Studies Ms. Tracy Edwards GU 210 7596
Elementary Education (P-9) Dr. Jodi Welsch FR 220 3096	Management Dr. Michael Monahan FR 315 3090	Theatre Ms. Nicole Mattis PA 302B 3212
Elementary/Middle School Dual Certification Dr. Jodi Eirich FR 129 4218	Marketing Dr. Carol Gaumer FR 320 4052	Wildlife and Fisheries Dr. Thomas Lambert CH 211 4167
Engineering Dr. Jamil Abdo CH 105 7026	Mass Communication Dr. Keith Terry CT 348H 3075	Women's Studies Dr. Jill Morris DH 138A 4238
English Dr. Kevin Kehrwald DH 309 4367	Mathematics Dr. Justin Dunmyre CT 244D 7086	
Environmental Analysis and Planning Dr. Richard Russo GU 231 4053	Mechanical Engineering Dr. Yi-Zun Julie Wang CH 102 3208	
Ethnobotany Dr. David Puthoff CH 212 4172		

College Deans and Department Chairs

College of Business

Dr. Sudhir Singh, Dean	GC 127.....	4093
Dr. Thomas Sigerstad, Associate Dean	GC 231.....	4419
-Accounting, Dr. Chelsea Schrader	FR 337.....	4385
-Economics, Dr. David Kiriazis	GC 145.....	4390
-Management, Dr. Michael Monahan	FR 315.....	3090
-Marketing and Finance, Dr. Carol Gaumer	FR 320.....	4052

College of Education

Dr. Boyce Williams, Dean	FR 203-5.....	4357
Dr. Kim Rotruck, Associate Dean	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

Dr. T. Kim Hixson, Dean	CH 241.....	4120
Dr. Cindy Herzog, Associate Dean	CH 241.....	4142
Dr. Keith Terry, Assistant Dean	CH 247.....	7020
-Biology, Dr. Rebekah Taylor	CH 303.....	4355
-Chemistry, Dr. Matthew Crawford	CH 339C.....	4940
-Communication, Dr. Keith Terry	CT 348H.....	3075
-Computer Science, Dr. Michael Flinn	CT 274E.....	4835
-English and Foreign Languages, Dr. Kevin Kehrwald	DH 309.....	4367
-Geography, Dr. Richard Russo	GU 231.....	4053
-History, Dr. Gregory Wood	DH 105C.....	4766
-Mathematics, Dr. Justin Dunmyre	CT 244D.....	7086
-Music, Dr. Brent Weber	PA 202B.....	4116
-Nursing, Dr. Kara Platt	LH 216.....	4791
-Philosophy, Dr. Skott Brill	DH 111.....	4249
-Physics and Engineering, Dr. Jamil Abdo	CH 105.....	7026
-Political Science, Dr. Stephen Twing	GC 135.....	3097
-Psychology, Dr. Michael Murtagh	GC 218.....	4446
-Social Work, Dr. Elizabeth Lean	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. Brittini Kaetzel, Pullen Hall 144.....	4423
ADA/EEO & Title IX 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
Center for International Education, Pullen Hall 108.....	4714
Counseling and Psychological Services, Cumberland Hall 39.....	4234
Disability Support Services, Pullen Hall 150.....	4483
Diversity Center, Hitchins Adm Bldg 116.....	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.....	3035
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
Registrar's Assistant, Registration, Drop/Add, Grades.....	4281
Associate Registrar's Assistant, Undergraduate Graduation, Degree Audits, Transcripts, Verification of Enrollment, Change of Grades.....	4736
Residence Life, Pullen Hall 104.....	4121
S.A.F.E. Office, Pullen Hall 109.....	4761
Special Academic Services, Pullen Hall 144.....	4423
Student Affairs, Hitchins Adm Bldg 116.....	4311
Student & Community Involvement Office, Lane Center 231.....	4411
Student Support Services, Pullen Hall 133.....	4481
Technology Services, Gira CCIT 120A.....	7090
Tutoring Center, Pullen Hall 151.....	4066
University and Student Billing, Pullen Hall 148.....	4321
University Police	
Emergencies.....	4222
All other calls.....	4223
Lost & Found.....	4223
University System of Maryland at Hagerstown.....	240-527-2060
Veterans Services 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** link in the **Finances** section.
- Financial Aid Information** points to the **Financial Aid** link in the **Finances** section.
- Personal Information** points to the **Personal Information** section.
- Current Schedule** points to the **This Week's Schedule** table.
- Check Holds** points to the **Holds** section.
- Enrollment Appointment** points to the **Enrollment Dates** section.
- Academic Advisor** points to the **Advisor** section.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Scheduling Assistant](#)
[Academic Planner](#)
[Academic Requirements](#)
[Academic Strategy](#)
[Advising Notes](#)
[Apply for Graduation](#)
[Class Schedule](#)
[Course History](#)
[Enrollment: Add](#)
[Enrollment: Drop](#)
[Enrollment: Snap](#)
[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

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

[Demographic Data](#)
[Emergency Contact](#)
[Name](#)
[User Preferences](#)
[other personal...](#)

Contact Information

Home Address	Local Mailing Address
<input type="text"/>	<input type="text"/>
Home Phone	Campus E-mail
<input type="text"/>	<input type="text"/>

Other Areas

[Change Password](#) [Library Acct Info](#) [Athletics](#)
[PAWS Test Scores](#) [SGA Voting Booth](#) [Credential File Inventory](#)

SEARCH FOR CLASSES

Holds
 No Holds.

To Do List
 No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor

[details](#)

News and Voter Info
[Frostburg State Community Voter Registration](#)

FSU Systems
[Blackboard Login](#)

8 Registration Information

All Students

Important Message on Registration Deadline and Financial Obligation

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

Course Load

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

Distance Education (DE)

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

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

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

See the course offerings listed as "telecourse."

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

Course Descriptions

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

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 2021. Be sure to register for the correct session.
- Most registrations will take place through PAWS (24/7) beginning March 22, 2021. 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 - 2021 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

Undergraduate Tuition

In-State.....	\$276 per credit
Out-of-State	\$584 per credit
Regional Tuition.....	\$442 per credit

Graduate Tuition

In-State.....	\$437 per credit
Out-of-State.....	\$560 per credit

Nurse Practitioner Tuition

In-State.....	\$490 per credit
Out-of-State.....	\$670 per credit
Regional Tuition.....	\$553 per credit

Physician's Assistant Tuition

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

Doctoral Tuition

In-State.....	\$612 per credit
Out-of-State.....	\$766 per credit

Mandatory Fees , Non-Refundable

*University Fee.....	\$85
**Technology Fee.....	\$15 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.....	\$20
Phys. Assist. Prog. Fee.....	\$100/Semester

Special Instruction Fees

All fees are per course unless otherwise noted.

Accounting

305.....	\$25
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Art

110.....	\$10
207, 209, 212, 216, 240, 412, 416	\$25
236, 307, 336, 407, 414.....	\$30
221, 232.....	\$35
202, 235, 435, 635.....	\$45
402, 421, 432, 440, 602, 621, 622, 635.....	\$50
452.....	\$60

Biology

109, 128, 149, 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
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Chemistry

100, 113, 201.....	\$20
202, 304, 305, 312, 320, 322, 411, 420, 421, 445, 446, 456, 493, 499, 545, 546, 560.....	\$25

Computer Science

100, 110, 220, 330.....	\$25
-------------------------	------

Developmental Mathematics (certain sections)

095.....	\$40
099.....	\$45

Education

EDUC 391, 392, 497, 696, 697.....	\$300
ELED 307.....	\$50
ELED 494, 495.....	\$300
SCCO 612.....	\$75
SCCO 695.....	\$67/cr hr
SCED 462, 696, 697.....	\$300

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

Health & Physical Education

HPED 497.....	\$300
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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

100, 102, 103, 204, 205, 305, 401.....	\$25
319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340.....	\$10
389, 390, 493.....	\$150
490.....	\$300

Music

315, 370.....	\$10
---------------	------

Nursing

401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 495, 496.....	\$8 per credit
651.....	\$72 per credit
660, 665, 668, 670, 671.....	\$123 per credit
627, 630, 632, 634, 636, 638.....	\$143 per credit

Master of Nursing Course Fees -- \$8 per credit

Physician Assistant - DPAM

601, 602, 603, 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
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Theatre

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 at the beginning of the term/session.

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 faculty and staff applying for Tuition Remission will use the online system <https://www.usmd.edu/tuition-remission/> for themselves and their eligible dependents. Retirees and schools not participating in the online process will continue to submit the paper form to HR. The application 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 application for Tuition Remission must be completed for each term. Fees are due by the payment due date. See the quick links section on the above listed website for additional information.

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, 2021.
- The final payment of tuition and fees July 6, 2021.

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. Email notification will be sent to students registered for cancelled courses. 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 June 2
 80% tuition Until June 5
 40% tuition Until June 8
 no refund After June 8

4 Week Session 2

100% tuition Until June 29
 80% tuition Until July 1
 40% tuition Until July 4
 no refund After July 4

4 Week Session 3

100% tuition Until July 27
 80% tuition Until July 30
 40% tuition Until Aug 2
 no refund After Aug 2

6 Week Session 1

100% tuition Until June 3
 80% tuition Until June 7
 40% tuition Until June 14
 no refund After June 14

6 Week Session 2

100% tuition Until July 14
 80% tuition Until July 18
 40% tuition Until July 25
 no refund After July 25

12 Week Session

100% tuition Until June 3
 80% tuition Until June 7
 40% tuition Until June 14
 no refund After June 14

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":

- June 2 – 4 Week Session 1
- June 29 – 4 Week Session 2
- July 27 – 4 Week Session 3
- June 3 – 6 Week Session 1
- July 14 – 6 Week Session 2
- June 3 – 12 Week Session

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

- June 15 – 4 Week Session 1
- July 13 – 4 Week Session 2
- Aug. 9 – 4 Week Session 3
- June 23 – 6 Week Session 1
- August 4 – 6 Week Session 2
- July 19 – 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	\$276 x _____	no. of credits =	_____
Out-of-State	\$584 x _____	no. of credits =	_____
Regional Tuition	\$442 x _____	no. of credits =	_____
+Technology Fee	\$15 x _____	no. of credits =	_____
+University Fee			+85

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

GRADUATE

In-State	\$437 x _____	no. of credits =	_____
Out-of-State	\$560 x _____	no. of credits =	_____
+Technology Fee	\$15 x _____	no. of credits =	_____
+University Fee			+85

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

NURSE PRACTITIONER

In-State	\$490 x _____	no. of credits =	_____
Out-of-State	\$670 x _____	no. of credits =	_____
Regional Tuition	\$553 x _____	no. of credits =	_____
+Technology Fee	\$15 x _____	no. of credits =	_____
+University Fee			+85

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	\$15 x _____	no. of credits =	_____
+University Fee			+85
+Program Fee			+100

TOTAL DUE UPON EARLY REGISTRATION _____

Late Payment Fee _____ +30

TOTAL DUE WITH LATE PAYMENT _____

DOCTORAL

In-State	\$612 x _____	no. of credits =	_____
Out-of-State	\$766 x _____	no. of credits =	_____
+Technology Fee	\$15 x _____	no. of credits =	_____
+University Fee			+85

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 p.m., Monday through Friday, by appointment. All students enrolled for summer are eligible to use the services, full-time or part-time status, living on or off campus. Call 301-687-4310 for an appointment. There is 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 (CAPS) remains open during the summer months for the provision of counseling services and crisis support. Services are provided over telehealth at this time and are available for all eligible students residing in Maryland. If you are out of state, please contact CAPS to determine if we are able to meet with you at this time. All counseling interviews are private and confidential and in no way relate to your academic standing or records. Appointments may be made by telephone Monday through Friday, 8:00 a.m. to 4:30 p.m. at 301-687-4234. Services are provided without charge.

Veterans Services

The FSU Veterans Services Center is located at 150 Park Avenue. For assistance, please telephone 301-687-4409 or email lldabrowski@frostburg.edu.

University Bookstore

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. Students MUST carry their ID cards with them at all times and should be ready to surrender their cards upon request of any University official (including Dining Service management). Many university facilities (e.g. Lane Center, Library, P.E. Center, and Brady Health) require ID cards to be presented for admission to/for their respective facilities/services.

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.

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, 2021, 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 \$20 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 2021

FSU ID	
Last Name, First Name, Middle I.	
Permanent Address	Phone
Local Address During Summer	Phone
If you are not registered at FSU for the Spring semester you must complete the Enrollment Permission Form. <i>If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.</i>	

**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 - 2021 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).

Summer 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 Spring semester. You may be permitted to enroll in Summer, 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 _____ Social Security No. _____

Permanent Address _____
Street

City _____ State _____ Zip _____

County _____ Phone Number _____

Summer 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.

- | | | |
|---|---|---|
| <input type="checkbox"/> Admissions Counselor Visited My School | <input type="checkbox"/> Family | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Facebook | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Friends | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Bus Sign | <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> Internet Search | <input type="checkbox"/> TV |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Magazine | <input type="checkbox"/> 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 Summer 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 Summer 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.**

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 2021 Application for Housing

Please print or type. Return by May 1, 2021.

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 (June 1 - June 25) <input type="checkbox"/> 4 Week Session 2 (June 28 - July 23) (Check all that apply) <input type="checkbox"/> 4 Week Session 3 (July 26 - August 20) <input type="checkbox"/> 6 Week Session 1 (June 1 - July 9) <input type="checkbox"/> 6 Week Session 2 (July 12 - August 20) <input type="checkbox"/> 12 Week Session (June 1 - August 20)		
Return to: Edgewood Commons Apartments 1 University Drive Frostburg, Maryland 21532-1099		<p>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 .</p>

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