

**CATCH UP, KEEP UP,
Get Ahead!**

INTERSESSION

January 2-23, 2024

Registration Guidelines



REGISTER OCTOBER 30, 2023 - JANUARY 3, 2024

January 2 - 23

October 30, 2023	Registration Begins
December 1, 2023	Payment Due or Payment Plan Enrollment Completed
December 11-14, 2023	Deregistration for Nonpayment
December 15, 2023	Course Cancellations
December 31, 2023	Last Day to Register Without Late Fees
January 1 – January 3, 2024	Registration With Late Fee (\$30)
January 2, 2024	Classes Begin
January 3, 2024	Last Day to Add a Course
January 3, 2024	Last Day to Drop Course Without “W”
January 11, 2024	Last Day to Drop a Course With a “W”
January 15, 2024	M.L. King (No Classes) Offices Closed
January 23, 2024	Last Day Of Classes

General Information

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 2023 semester and be ineligible to enroll. There are no exceptions to this policy. If you can prove you are off probation, you may enroll (with late fees) in January.

Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 15, 2023, 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.

2 Advising Contacts *(from off-campus use 301-687 then number listed)*

Accounting	Dr. ChenChen Huang	FR 337	4158
Addictions Counseling	Ms. Renae Mitchell	GC 219	4778
Adventure Sports Management	Dr Natalia Buta	EHSC 461	4458
African American Studies	Dr. James Saku	GU 232	4724
Animal Behavior	Dr. Erica Kennedy	GC 220	4742
Art and Design, Art History	Dr. Travis English	FA 120	4941
Athletic Training	Dr. Jacqueline Durst	EHSC 465	3228
Biology	Dr. Rebekah Taylor	CH 303	4355
Business Administration	Dr. Carol Gaumer	FR 320	4052
	Dr. Michael Monahan	FR 315	3090
Chemistry	Dr. Matthew Crawford	CH 339C	4940
Coaching	Mr. Hunter Brakeall	EHSC 455	4464
Communication Studies	Dr. Elesha Ruminski	CT 348L	4480
Computer Information Systems, Computer Science	Dr. Michael Flinn	CT 274D	4835
Cultural Anthropology	Dr. Kara Rogers-Thomas	7 American Ave	3124
Dance	Ms. Nicole Mattis	PA 302B	3212
Dental Hygiene Preparation	Dr. Karen Keller	CH 304	4174
Developmental Mathematics	Mr. Christopher Boyer	PH 150	3028
Early Childhood/Elementary Education	Dr. Fannia Boayue	EHSC 459	4220
Earth Science	Dr. Richard Russo	GU 231	4053
Economics	Dr. Anthony Stair	GC 146	4788
Elementary Education (P-9)	Dr. Christina Durham	EHSC 462	4362
Elementary/Middle School Dual Certification	Dr. Christina Durham	EHSC 462	4362
Engineering	Dr. Jamil Abdo	CH 105	7026
English	Dr. Sydney Duncan	DH 309	4225
Environmental Analysis and Planning	Dr. Richard Russo	GU 231	4053
Exercise and Sport Science	Mr. Hunter Brakeall	EHSC 455	4464
Film Studies	Dr. Sydney Duncan	DH 309	4225
Finance, Financial Services	Dr. Carol Gaumer	FR 320	4052
Fine Arts	Dr. Travis English	FA 120	4941
Foreign Languages and Literature	Dr. Heather Cisneros	DH 201	7690
Forestry	Dr. David Puthoff	CH 212	4172
Geography	Dr. Richard Russo	GU 231	4053
Global Business	Dr. Carol Gaumer	FR 320	4052
Graphic Design	Dr. Travis English	FA 120	4941
Health and Physical Education	Dr. Rebecca Gallagher	PE 277	7401
Health Science	Dr. Karen Keller	CH 304	4174
History	Dr. Gregory Wood	DH 107	4766
Hospitality Management/Human Resources Management	Dr. Michael Monahan	FR 315	3090
Industrial & Organizational Psychology	Dr. Paul Bernhardt	GU 221	4410
Information Technology	Dr. Michael Flinn	CT 274D	4835
International Studies	Dr. Keith Terry	CH 247	7020
Interpretive Biology and Natural History	Dr. Thomas Lambert	CH 211	4167
Jazz Studies	Dr. Brent Weber	PA 202B	4116
Journalism	Mr. Andrew Duncan	DH 220	4241
Law, Law and Society, Law School Preparation	Dr. Scott Johnson	GC 137	7432
Leadership Studies	Dr. Elesha Ruminski	CT 348L	4480
Liberal Studies	Dr. Linda Steele	CH 238	4137
Life Cycle Facilities Management Management	Dr. Thomas Cadenazzi	CH 339B	4939
	Dr. Michael Monahan	FR 315	3090
Marketing	Dr. Carol Gaumer	FR 320	4052
Mass Communication	Dr. Elesha Ruminski	CT 348L	4480
Mathematics	Dr. Marc Michael	CT 244D	4777
Mechanical Engineering	Dr. Linda Steele	CH 238	4137
Medicine, Dentistry, Optometry, Veterinary Medicine Preparation	Dr. Karen Keller	CH 304	4174
	Dr. William Seddon	CH 311	4707
	Dr. Matthew Crawford	CH 339C	4940
Multidisciplinary Studies	Dr. Linda Steele	CH 238	4137
Music	Dr. Brent Weber	PA 202B	4116
Musical Theatre	Dr. Brent Weber	PA 202B	4116
Nursing, Nursing Preparation	Dr. Kara Platt	EHSC 425	4791
	Ms. Lindsey Staggers-Gardner	EHSC 466	3419
Occupational Therapy Preparation	Dr. Karen Keller	CH 304	4174
Pharmacy Preparation	Dr. Matthew Crawford	CH 339C	4940
Philosophy	Dr. Skott Brill	DH 111	4249
Physical Therapy Preparation	Dr. Melody Kentrus	EHSC 427	4415
Physics	Dr. Jamil Abdo	CH 105	7026
Political Science	Dr. Stephen Twing	GC 135	3097
PreK-12 Programs	Dr. Jennifer Bishoff	EHSC 457	3169
Psychology	Dr. Erica Kennedy	GC 218	4742
Public Relations	Mr. Andrew Duncan	DH 220	4241
Recreation and Parks Management	Dr. Natalia Buta	EHSC 461	4458
Small Business/Entrepreneurship	Dr. Michael Monahan	FR 315	3090
Secondary Teacher Education	Dr. Jennifer Bishoff	EHSC 457	3169
Secure Computing and Information Assurance	Dr. Michael Flinn	CT 274D	4835
Social Science	Dr. Linda Steele	CH 238	4137
Social Work	Dr. Nancy Giunta	7 American Ave	4695
Sociology	Dr. John McMullen	7 American Ave	3162
Sustainability Studies	Ms. Tracy Edwards	GU 210	7596
Theatre	Ms. Nicole Mattis	PA 302B	3212
Wildlife and Fisheries	Dr. Thomas Lambert	CH 211	4167
Women's Studies	Dr. Angela Luvara	7 American Ave	3198

College Deans and Department Chairs

College of Arts, Humanities, Social & Behavioral Sciences

Dr. Michael Mathias, Dean	CH 241-C.....4120
Dr. Keith Terry, Assistant Dean	CH 247 7020
-Communication, Dr. Elesha Ruminski	CT 348L 4480
-English and Foreign Languages, Dr. Sydney Duncan	DH 309..... 4225
-History, Dr. Gregory Wood	DH 107..... 4766
-Music, Dr. Brent Weber	PA 202B 4116
-Philosophy, Dr. Skott Brill	DH 111 4249
-Political Science, Dr. John O'Rorke	OM 103 4277
-Psychology, Dr. Erica Kennedy	GC 218..... 4742
-Sociology, Dr. John McMullen	7 American Ave 3162
-Theatre/Dance, Ms. Nicole Mattis	PA 302B 3212
-Visual Arts, Dr. Travis English	FA 120..... 4941

College of Business, Engineering, Computational & Mathematical Sciences

Dr. Sudhir Singh, Dean	GC 127 4093
Dr. Ali Ashraf, Associate Dean	GC 231 4046
-Accounting, Dr. ChenChen Huang	FR 337..... 4158
-Computer Science & Information Technology, Dr. Michael Flinn	CT 274D..... 4835
-Economics, Dr. Anthony Stair	GC 146 4788
-Engineering, Dr. Jamil Abdo	CH 105 7026
-Management, Dr. Michael Monahan	FR 315..... 3090
-Marketing and Finance, Dr. Carol Gaumer	FR 320..... 4052
-Mathematics, Dr. Marc Michael	CT 244D..... 4777
-Recreation & Parks Management, Dr. Natalia Buta	EHSC 461 4458

College of Education, Health & Natural Sciences

Dr. Boyce Williams, Dean	EHSC 405 4357
Dr. Kim Rotruck, Assistant Dean	EHSC 404 4216
-Biology, Dr. Rebekah Taylor	CH 303 4355
-Chemistry and Physics, Dr. Matthew Crawford	CH 339C 4940
-Educational Professions, Dr. Keith Terry (Interim)	CH 247 7020
-Geography, Dr. Richard Russo	GU 231 4053
-Kinesiology, Dr. Yum Nguyen	EHSC 420 ... 4434
-Nursing, Dr. Kara Platt	EHSC 425 ... 4791
-Social Work, Dr. Nancy Giunta	7 American Ave 4695

Administrative Offices

Director of Intersession

Ms. Brittini Kaetzl, Pullen Hall 144.....	4423
ADA/EEO Compliance Office, Hitchins Adm Bldg 126.....	3035
Administration & Finance, Hitchins Adm Bldg 309	4335
Admissions	
Undergraduate, Pullen Hall 114.....	4201
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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	4714
Counseling and Psychological Services, EHSC, 1st Floor.....	4234
Diversity Center, Hitchins Adm Bldg 126	4050
Financial Aid & Student Employment, Pullen Hall 114.....	4301
FSU IT Computing Help Desk, Gira CCIT 123K	7777
Health Services, EHSC, 1st Floor	4310
ID Services/Bobcat Office, Pullen Hall 101	4196
Office of Accessibility & Learning, Pullen Hall 150	4441
Office of Gender Equity, Hitchins Adm Bldg 126	3117
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President's Office, Hitchins Adm Bldg 218.....	4111
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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
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Emergencies.....	4222
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Lost & Found.....	4223
University System of Maryland at Hagerstown.....	240-527-2060
Veterans Center, 150 Park Ave.....	301-687-4409

4 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.

The Help Desk staff can assist you with resetting your password by telephone, or by visiting the office located in CCIT 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>

Use the Side Panel to View Options or the Menu Button

The screenshot displays the PAWS student portal interface. On the left is a side navigation menu with the Frostburg State University logo and various service links. The main content area is divided into several sections: Academics, Finances, Personal Information, and Other Areas. Callout boxes are placed over specific elements to highlight their functions.

Callout Boxes:

- Drop/Add Final Exam Schedule:** Points to the 'Academics' section.
- View Grades Transcript: Request/View:** Points to the 'Academics' section.
- Menu Button:** Points to the three-dot menu icon in the top right of the Academics section.
- FERPA: Release of Info:** Points to the 'Weekly Schedule' button.
- FERPA: Restrictions:** Points to the 'Account Summary' section in the Finances area.

Side Panel (Left):

- Student Center
- Catalog
- Enrollment
- Academic Planning
- Academic Records
- Finances
- Personal Information
- Degree Progress
- Transfer Credit
- Miscellaneous
- Logout

Academics Section:

2023 Spring Schedule

SCHEDULE	DEADLINES
TBA Online Course	NURS 403-703 LEC (1607)

Weekly Schedule

Units Taken for Progress: 3.000

Search for Classes:

- Search
- Plan
- Enroll
- My Academics
- FSU Bookstore
- Scheduling Assistant

Search for Classes (Right Panel):

- Holds: No Holds.
- To Do List: No To Do's.
- Enrollment Dates: Open Enrollment Dates

Finances Section:

Account Summary

- Due Now 1,363.00
- Future Due 0.00

You owe 1,363.00.

** You have a past due balance of 1,363.00. **

Currency used is US Dollar

My Account:

- View E-Bill
- Account Inquiry
- Make a Payment
- Promissory Note / Deferment
- Setup Direct Deposit

Financial Aid:

- Prior Years - View Financial Aid
- Prior Years - Accept/Decline Awards
- 2022-2023 and Future Years

Personal Information Section:

Contact Information

Local Mailing Address: 123 Main Rd, Frostburg, MD 21532, 01

Home Address: 301/555-1212

Home Phone: tbmctester0@frostburg.edu

Campus E-mail: tbmctester0@frostburg.edu

Demographic Data

Emergency Contact

Names

User Preferences

Advisor Section:

Program Advisor: - Faculty Mentor

Details

News and Voter Info:

Voter Registration

FSU Systems:

Canvas Login

Other Areas:

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

6 Registration Procedures/Textbooks/Grades

PAWS Internet Registration System

October 30 - December 31

(No Late Fee)

January 1 – January 3

(With \$30 Late Fee and Payment is Due Within 48 hrs.)

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, advisor assignment, and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in beginning October 30, 2023.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning October 30, 2023, and will end January 3, 2024. 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.

Student Center > Enroll

- Select Enrollment Term - 2024 Intersession.
 - 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 Continue.
 - 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 1, 2023. After December 1, 2023 payment or enrollment in a payment plan must be completed within 48 hours of registration.**

In-Person Registration

October 30 - December 21

(No Late Fee)

January 2 – 3

(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 a course, then 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>Enrollment>My Class Schedule. Click on section number for textbook details.

Final Grades

Access PAWS for final grades. Student Center>Academic Records>View My Grades.

If you need an official copy of your grades, you will need to order a transcript.

Family Educational Rights and Privacy Act (FERPA) Information

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

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

You may complete the Release of Information and Directory Restrictions form in PAWS. To restrict information, go to your Student Center>Personal Information>FERPA Restrictions. To release information, go to your Student Center >Academic Records>Release of Information. 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/

8 Billing Information

Billing

Payment or enrollment in a payment plan is due by December 1, 2023. After the due date of December 1, 2023, payment is due within 48 hours of registration. The last day to register without a late fee is December 31, 2023.

Deregistration is from December 11 to December 14.

If you register after December 14, you are liable for the bill unless you drop the course. Deregistration for non-payment ends December 14.

The University is offering a payment plan for Intersession 2024.*

To join:

- Complete an enrollment form, pay 1/3 of the total amount due, plus \$30 enrollment fee, by December 4, 2023 or within 48 hours of registration.

- 1/3 by December 18, 2023

- 1/3 by January 2, 2024

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

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

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

Note: Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.

Refunds – Tuition Only 100% thru January 3, 2024

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.

Tuition and Fees

Undergraduate Tuition

(per credit hour)	
In-State.....	\$298
Out-Of-State.....	\$612
Regional Tuition.....	\$462

Graduate Tuition

(per credit hour)	
In-State.....	\$465
Out-Of-State.....	\$600

Nurse Practitioner Graduate Tuition

(per credit hour)	
In-State.....	\$522
Out-Of-State.....	\$714
Regional Tuition.....	\$588

Physician's Assistant Tuition

(per credit hour)	
In-State.....	\$552
Out-Of-State.....	\$804
Regional Tuition.....	\$659

Doctorate Tuition

(per credit hour)	
In-State.....	\$651
Out-Of-State.....	\$818

Fees, Non-Refundable

Application Fee (New Students Only) ..	\$45
Late Fee.....	\$30
(Late fee assessed after January 1, 2024)	
Returned Payment Fee	\$30
Phys. Assist. Prog. Fee.....	\$100/Semester
Technology Fee	\$17 per credit

Special Instruction Fees

All fees are per course unless otherwise noted.

<u>Accounting</u>	
305.....	\$25

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

<u>Biology</u>	
109, 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

<u>Business Administration</u>	
BMIS 320.....	\$25

<u>Chemistry</u>	
100, 113, 201.....	\$20
202, 304, 305, 312, 320, 322, 411, 420, 421, 445, 446, 456, 493, 499.....	\$25

<u>Computer Science</u>	
100, 110, 220, 330.....	\$25

<u>Developmental Mathematics (certain sections)</u>	
095.....	\$40

<u>Education</u>	
EDUC 391, 392, ELED 494.....	\$400
EDUC 497, 697; ELED 495; HPED 497; SCED 496, 696.....	\$200
ELED 307.....	\$50

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

<u>Geography</u>	
103, 113, 413, 430, 433, 470.....	\$20
207, 340.....	\$25

<u>Mass Communications</u>	
101, 213, 250, 287, 313, 326, 350, 387, 465, 487, 488, 499.....	\$75

<u>Mathematics (Certain Sections)</u>	
119.....	\$40
350, 380, 432.....	\$45
236, 237.....	\$50

<u>Music Applied</u>	
389, 390.....	\$150
490.....	\$300

<u>Music</u>	
315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340, 370.....	\$10
100, 102, 103, 204, 205, 305, 401.....	\$25
493.....	\$150

<u>Nursing</u>	
401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496.....	\$8 per credit
651.....	\$72 per credit
660, 665, 668, 670, 671.....	\$123 per credit
627, 632, 634, 636, 638.....	\$143 per credit
Master of Nursing Course Fees --	\$8 per credit

<u>Physician Assistant - DPAM</u>	
601, 602, 603, 641, 642, 643.....	\$140
695.....	\$395
700, 701, 702, 703, 704, 705, 706, 707.....	\$40
709.....	\$399

<u>Orientation</u>	
101.....	\$120

<u>Physical Science</u>	
101, 203.....	\$20

<u>Physics</u>	
215, 216, 261, 262, 263, 331, 332, 350.....	\$20
320, 492, 499.....	\$25

<u>Sociology/Social Work</u>	
310.....	\$25

<u>Theatre</u>	
202, 304, 307.....	\$15
203.....	\$20
204, 306.....	\$25
207, 305, 360.....	\$50
311.....	\$60

**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 the 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, diploma, etc.) to persons who has any outstanding obligations with the University or who has an account that was submitted to the Maryland State Central Collection Unit.
6. In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.
7. If payment is in the form of a check (or E-Check) and the check is returned by the bank for any reason, a \$30 fee will be charged to the account. If payment is not made, the student's account may be submitted to the Maryland State Central Collection Unit.
8. Students leaving FSU prior to the 60% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester in accordance with the University's Return of Title IV Funds Policy. Failure to return that portion of federal aid received may result in the amount owed being transferred to the Maryland State Central Collection.
9. Any debt owed to FSU as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by the FSU catalog will be a breach of the terms and conditions of this contract. Failure to respond to demands for payment made by FSU may result in such debts being transferred to the Maryland State Central Collection Unit.
10. Any debts transferred to the Maryland State Central Collection Unit will be assessed a 17% collection fee at the time of transfer and this information will become part of a student's credit report.

ONCE YOU REGISTER FOR COURSES, YOU ARE AFFILIATING WITH FROSTBURG STATE UNIVERSITY (FSU), AND THAT YOU ARE A PARTY TO A CONTRACT WITH FSU AND TO THE TERMS AND CONDITIONS DESCRIBED ABOVE.

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

10 Online Course Information

Course Minimum Requirements & Information

- 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 Search for Classes feature under Campus, choose Online Courses. This will list all available online courses.

Registration Information

- The registration deadline is December 31, 2023. 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 1, 2023 or within 48 hours of registration. Full details on payment methods and deadlines are provided in this booklet.
- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may fax a written request to the Registrar's Office (301-687-4597). In this case, your signature will be the only one required. You may also send an email to reginfo@frostburg.edu from your Frostburg State University email account.

For updated course information, please check PAWS.

If you are not a current FSU student you may access a copy of the schedule of classes by going to the Registrar's Office Website www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office/index.php
Go to Academic Information > Class Schedules > Class Availability in Real-Time

Frostburg State University Undergraduate Registration Form - Intersession 2024

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

**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.

Student Center > Enroll

- Select Enrollment Term - 2024 Intersession.
- 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 Continue.
- 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

Student Signature/Date

**Faculty Mentor or University Advisor Approval
 Required by 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 Intersession on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to submit an official withdrawal, a drop slip, at the Registrar's Office or at the USMH Information Desk results in a grade of F or FX and obliges me to pay the entire bill (See Drop Procedure included in this booklet).

I have read and understand the Statement of Financial Responsibility.

Interession 2024 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 Interession, 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 _____

Interession 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"/> Facebook | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Friends | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> Internet Search | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Magazine | <input type="checkbox"/> TV |
| <input type="checkbox"/> Family | <input type="checkbox"/> Newspaper | <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 Interession 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 Interession 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.**