

GRADUATE

REGISTRATION GUIDELINES | SPRING 2015



REGISTRATION BEGINS - NOVEMBER 3

SPRING CLASSES BEGIN - JANUARY 26

For more information, contact the Office of Graduate Services

Email: gradservices@frostburg.edu | www.frostburg.edu/grad | 301.687.7053

Frostburg State University

Family Rights and Privacy 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 educational 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 Educational Rights and Privacy Office (FERPA) 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 the educational records maintained by the University. A summary of The University's Policy on the Disclosure of Student Records is printed in the Pathfinder. In addition, copies of the complete policy are available in the Office of the Registrar, Pullen 144.

Your request to withhold the release of directory information for the Spring 2015 semester must be submitted, in writing, to the Registrar by January 26, 2015.

TDD or Voice Relay Assistance

The following options are available if you wish to register for classes:

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 Compliance Office, Hitchins 302, 301.687.4102 or use TDD (1-301-687-7955).

After regular office hours, you may register for classes by leaving your course selections on the TDD 24-hour-message system (1-301-687-7955).

Please be aware that confirmation of your schedule will **not** be sent to you with your electronic bill for the Spring Semester 2015.

Need Information?

Contact us at 301.687.7053
email gradservices@frostburg.edu
or at www.frostburg.edu

Frostburg State University Spring Semester

2015

November 3.....Registration Begins
January 2...Bill Payment Deadline
January 26.....Classes Begin

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Graduate School Information
Graduate Services 301.687.7053
<http://www.frostburg.edu>
email: gradservices@frostburg.edu

**Contents of this booklet are subject to
change without notice. Visit the website for
the most up-to-date information.**

**PAWS Internet Graduate Course Schedule
<http://www.paws.frostburg.edu/students>**

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 Compliance Office, Hitchins 302, 301.687.4102, TTD 301.687.7955.

Affirmative Action/Equal Opportunity Policies

Frostburg State University is an Affirmative Action/Equal Opportunity institution for education and employment. The University's policies, programs, and activities are committed to diversity and conform to pertinent federal and state nondiscrimination laws and regulations.

The University maintains the following nondiscrimination policies: Affirmative Action/Equal Employment Opportunity Policy; Sexual Harassment Policy; Nondiscrimination/Equal Opportunity Policy. These policies are located in the: FSU Catalog; student handbook *Pathfinder*; Employee Handbook; Faculty Handbook; Administrative Handbook; and the University's Allegation of Discrimination/Harassment Procedures.

University students and employees should direct any inquiries regarding Affirmative Action or an allegation of discrimination/harassment to the Office of AA/EEO, to the Diversity Center, or to the Office of Human Resources.

Spring 2015 Graduate Academic Calendar

Nov. 3 through January 2	Registration without payment begins for PAWS Internet Registration System (http://paws.frostburg.edu/students), Mail-In, and In-Person.
November 3 - January 30	Add/Drop (PAWS will shut down at 4:30PM).
Week of December 1	Electronic Bills sent to registered students through FSU e-mail account. The University does not send out paper bills, please see page 14 for instructions on signing up for ebills.
December 24 - January 1	Christmas/New Years Holiday - University Closed
January 2	Bill Payment Deadline for Graduate Students Due to expanded PAWS registration periods, some students may not receive an e-bill by this date, however, payment must still be remitted, see page 13 for Tuition & Fee Schedule or contact the Student Billing Office 301.687.4321. <u>New Students will not have late payment or registration fees until January 26, 2015.</u> However, <u>New Students</u> registering after January 2, 2015 will be expected to make acceptable payment arrangements at the time of registration.
January 3 - January 30	Late Registration and Late Payment for Continuing Students. Acceptable financial arrangements must include late fees and payment must accompany registration.
January 2015	May 2015 Graduates "Application for Graduation" due in the Office of Graduate Services, 141 Pullen Hall.
January 25	Residence Halls Open - 12:00 pm for Returning Students
January 26	Classes Begin
January 26- January 30	Late Registration and Late Payment for New Students. Acceptable financial arrangements must include late fees, payment must accompany registration.
January 26 - January 30	Drop/Add Period (Office of the Registrar, Pullen 144; Graduate Services, Pullen 141, or by utilizing the PAWS Internet system)
January 30	Last Day to Add Courses
March 9	Last Day to Withdraw from Courses with a "W"
March 15- March 22	Spring Break
March 30	First Day of Fall 2015 Registration Period
March 30	First Day of Summer 2015 Registration Period
May 12	Last Day for Graduate Students to Remove "I" grades from Fall 2014
May 12	Last Day of Classes
May 14-20	Final Exams
May 21	Commencement
May 2014	August 2015 Graduates "Application for Graduation" due in the Office of Graduate Services, 141 Pullen Hall.
Summer 2015	Classes begin May 26, 2015 (See Summer 2015 Guidelines for details)
Fall 2015	August 31, 2015 through December 11, 2015

People and Numbers

Graduate Program Coordinators | Deans | Administrative Offices

Graduate Program Coordinators

Doctor of Education - Educational Leadership

Dr. Glenn Thompson, Program Coordinator.....301-687-4366

Master of Business Administration

Dr. Cathy Ashley Coteleur.....301-964-2659

Master of Education

Educational Leadership *Dr. John Stoothoff*.....240-527-2736

Curriculum & Instruction, *Dr. Doris Santamaria-Makang*301-687-7018

Interdisciplinary, *Dr. William AuMiller*301-687-4374

Reading, *Dr. Kristine McGee*.....240-527-2730

School Counseling, *Dr. Karla Diehl*.....301-687-4422

Special Education, *Dr. Oma Gail Simmons*.....301-687-4432/4294

Master of Science

Applied Computer Science, *Dr. George Rinard*.....301-687-4719

Counseling Psychology, *Dr. Michael Murtaugh*.....410-869-1103

Recreation and Parks Management, *Dr. Natalia Buta* 301-687-4458

Applied Ecology & Conservation Biology, *Dr. Sunshine Brosi*301-687-4213

Wildlife/Fisheries Biology, *Dr. Sunshine Brosi*.....301-687-4213

Master of Arts in Teaching (Elementary/Hagerstown), *Dr. Jamelyn Tobery Nystrom*..... 240-527-2735

Master of Arts in Teaching, (Secondary/Frostburg Campus) *Dr. William AuMiller*301-687-4374

College Deans

College of Liberal Arts and Sciences, *Dr. Joseph Hoffman*, Compton Center 241C301-687-4120

College of Business, *Dr. Ahmad Tootoonchi*, Guild Center 127301-687-4740

College of Education, *Dr. Clarence Golden*, Framptom 203-5.....301-687-4357

Administrative Offices

Academic Affairs.....301-687-4212

Academic Computing301-687-7090

ADA Compliance Office.....301-687-4102

Administrative Services301-687-4335

Bookstore.....301-687-4341

Career Services.....301-687-4403

Center for International Education301-687-4714

Counseling Services.....301-687-4234

FSU PAWS Help Desk.....301-687-7777

Financial Aid301-687-4301

Graduate Services..... 301-687-7053

Health Services301-687-4309

Lane Center and Student Activities.....301-687-4411

Library301-687-4395

Office of Graduate Services.....301-687-7053

Office of the Registrar301-687-4346

Office of University Billing301-687-4321

Residence Life.....301-687-4121

Student Affairs.....301-687-4311

Student Diversity Center301-687-4050

University System of Maryland - Hagerstown.....240-527-2060

University Police

-emergencies301-687-4222

-all other calls301-687-4223

Veterans Affairs.....301-687-4409

Registration Dates

November 3 - January 2

(No Late Registration Fee, no Payment Required)

January 3- January 30

(Late Registration & Late Payment Fees for Continuing Students)

January 26 - January 30

(Late Registration and Late Payment Fees for New Students)

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 and register for classes using this system. Go to <http://paws.frostburg.edu/student> to log in beginning **November 3, 2014**.

Please note the following related to the registration process:

- Most registrations will take place through PAWS (24/7) beginning on November 3, 2014. Some transactions such as independent study registration (EDUC 599, 699, and 700) and class load limit over-rides will still be conducted in person at the Registrar's Office.
- The up-to-date class schedule is available through PAWS, go to: <http://paws.frostburg.edu/students>.
- You will receive a PAWS User ID and Login that you will use for the duration of your graduate enrollment at FSU. Make sure to check for prerequisites in your graduate catalog. If you have not received a letter by mail providing you with your PAWS ID and password please contact the Office of Graduate Services at 301-687-7053.
- Academic Departments will conduct overrides to permission-only courses, class limits and/or course prerequisites where applicable.

Registration Procedures

1. Login to PAWS (see next page for instructions)
2. Check for Service Holds that may prevent you from registering.
3. Meet with your advisor or Graduate Program Coordinator 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 - 2015 Spring (2152)
- Click Continue
- Select classes to add. Make sure to choose a campus -Frostburg, Hagerstown, or Online
- Classes will be placed in your Shopping Cart
- When finished selecting classes click Proceed to Step 2 of 3
- Click Finish Enrolling
- Check the status of your request(s). Status must read success to be registered.
- When finished, click My Class Schedule to verify enrollment.

After January 2, 2015 payment is due upon registration. Late payment and registration fees will be assessed to all Continuing Students after this date. **All new students will be assessed late registration and payment fees beginning January 26, 2015.**

TDD or Voice Relay Assistance

The following options are available if you wish to register for classes:

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 Compliance Office, Hitchins 303, (1-301-687-4102) or use TDD (1-301-687-7955).

After regular office hours, you may register for classes by leaving your course selections on the TDD 24-hour-message system (1-301-687-7955).

Confirmation of your schedule will not be sent to you on your e-bill for Spring 2015.

DROP/ADD PROCEDURES

PAWS System

November 3 - January 30

**PAWS will shut down at
4:30PM on Deadline Date**

You may access the PAWS System to initiate Drop/Adds after your initial registration during the dates listed above.

In-Person

Course Withdrawal

January 31 - March 9

With a "W"

Additional PAWS Features -

Final Exams

Access the PAWS system to find out when your final exams are scheduled.

Self Service>Enrollment > My Exam Schedule> Go

Final Grades

Paper grades will no longer be mailed to students. Access the PAWS System for grades. **Self Service > Enrollment> View My Grades > Go**

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

Important 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 advising 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 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 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 Pullen Hall 105-C weekdays from 8:30 A.M. to 4:00 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.

Registration Procedures

Semester: Spring (2152)

Semester: Spring (2152)

-Enter your FSU ID and Password.

- Self Service > Student Center > Enroll

-Select Enrollment Term - Spring 2015(2152)

-Click Continue

-Select classes to add. Make sure to choose a campus -Frostburg, Hagerstown or Online

-Classes will be placed in your Shopping Cart

-When finished selecting classes click Proceed to Step 2 of 3

-Click Finish Enrolling

-Check the status of your equest(s). Status must read success to be registered.

-When finished, click My Class Schedule to verify enrollment

[illegible]

For Quick Reference Guide to Use the PAWS system please see the back of this form.

Student Signature/Date

Registration

Registration, Drop/Add, Advising, Hints, Military Withdrawal

MAIL - IN REGISTRATION

November 3, 2014 - January 25, 2015

1. Use PAWS Internet Registration System. (See pages 5-9 for instructions to register via the internet). You may also register by mail using the Graduate Registration Form found on page 8. If using the form, please answer all questions and remember to sign and date the form.
2. Prior to January 2, 2015 you are **not** required to send or make arrangements for acceptable payment with your Graduate Registration. However, after January 2, 2015 acceptable payment arrangements must be made with all registrations. Continuing students registering after the payment deadline (January 2, 2015) will be assessed late fees. New students will be assessed late fees beginning January 26, 2015. Submit forms to the Office of the Registrar, Pullen 144.

IN-PERSON REGISTRATION

November 3, 2014 - January 30, 2015

Registration can also be done in person by completing the Graduate Registration Form on page 8, and submitting it to the Office of the Registrar, Pullen 144, during the hours of operation Monday - Friday 8:00 am. to 4:30 pm. Registration will be accepted beginning November 3, 2014. Payment must be made with all registrations after January 2, 2015. Late fees will be assessed after January 2, 2015 for all continuing students and January 25, 2015 for all new students.

REQUIRED IN-PERSON TRANSACTIONS

1. When you want to enroll in an Independent Study **599/699** or an EDUC **710/700** course.
2. When you have a signed override to enroll in a closed course.
3. When you desire to enroll in graduate courses as an undergraduate.
4. To withdraw from a class after January 31, 2014, withdrawal using PAWS at this time is not available.

DROP/ADD SCHEDULE

You may drop a class **without a "W"** through January 30, 2015 and **with a "W"** January 31, 2015 through March 9, 2015. **You are responsible for your own drop/add/withdrawal. Informing the instructor is not sufficient, and no instructor or staff member can "take care of it" for you.**

ADVISING

Upon admission to a graduate program, the Graduate Program Coordinator assigns you an advisor. You can obtain assistance from the Department Chair or the Graduate Program Coordinator.

MBA Students

You should contact Dr. Cathy Ashley Cotleur the MBA Graduate Program Coordinator at 301-964-2659, or by e-mail at ccotleur@frostburg.edu, if you need advice before applying for admission or with scheduling matters. You may also contact the Office of Graduate Services in advance of registering for registration information, 301.687.7053.

Course Overload

In order to register for more than 12 credit hours, you must get your advisor's written permission and you will be required to register in person at the Registrar's Office.

REGISTRATION ELIGIBILITY AND READMISSION

Should 18 or more months elapse between registrations, you must contact the Office of Graduate Services 301.687.7053 to apply for readmission to your program under the current 2014-2016 FSU Graduate Catalog.

Registration Hints

1. You will not be permitted to register until Immunization and Financial "Holds" are removed. Call the Health Center at 301.687.4309 or the University & Student Billing Office at 301.687.4064 to check your status.

2. Registration establishes your financial responsibility for the courses selected.
3. Students must register for courses in the appropriate sequence (see Graduate Catalog).

Independent Study/Research Paper/Thesis

With the Graduate Registration Form, you must submit a completed Independent Study 599/699, or 700/710 Masters Research Paper/Project Form. The faculty supervisor of the project and the Department Chair must sign the form. This form may be obtained from the academic department chair. You may not register through PAWS for these courses.

Call to Active Military Duty

A student called to active military duty during a national or international crisis or conflict should inform the University of the reason for his/her withdrawal prior to leaving, including presentation of copies of appropriate military orders, in order to benefit from special policies and procedures governing interruption of one's academic career for such military service. Please contact any one of the following persons, who will assist in facilitating your withdrawal and will contact other offices to insure that special exemptions concerning refunds and W or I grades are applied.

Ms. Danielle Dabrowski Coordinator
Veteran's Services, Sand Springs Hall
Phone: 301-687-4409 Fax: 301-687-3065
E-mail: dldabrowski@frostburg.edu

Ms. Wendy Wilson, Graduate Services
Pullen Hall 141 Phone: 301-687-7053
Fax: 301-687-4597 E-mail: wwilson@frostburg.edu

Financial Aid

Loan | Assistantships

FINANCIAL AID

Application Process

All students applying for financial aid through the University must complete the Free Application for Federal Student Aid (FAFSA). The application is available on the Internet at www.fafsa.gov. By completing this form, graduate students will be considered for federal, state, and institutional aid.

Student Loans

Federal Loan Programs are the major form of self-help aid that is available to graduate students who are enrolled for at least six credits per semester. To be considered for any loan, a student must complete the FAFSA form before the Financial Aid Office can certify the loans.

A Federal Stafford Unsubsidized Direct Loan is one of two types of loans awarded to graduate students. An unsubsidized loan borrower is charged interest from the time the loan is disbursed until it is paid in full. The borrower has the option to pay the interest monthly or capitalize the accumulating interest which adds it back to the principle of the loan.

A Federal GRAD PLUS Loan can be approved once all eligibility for the Federal Unsubsidized Stafford Direct Loan has been exhausted. However, the GRAD PLUS Loan requires students to pass a credit check.

Interest on the GRAD PLUS loan begins when the loan is disbursed and continues until the loan is paid in full. Interest rates for the above listed loans are determined yearly by the US Department of Education. Please check with the Financial Aid Office for the interest rate annually.

Note: If your interest is capitalized, it will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you will repay less in the long run.

Generally, a graduate student can borrow up to \$20,500 each academic year in a Federal Unsubsidized loan. Keep in mind that a student may receive less in loan funding if he/she receive other financial aid or resources (such as the benefit of tuition waivers) that are used to cover a portion of your cost of attendance. The GRAD PLUS loan does not have an eligibility ceiling; however, a student can only borrow up to the submitted cost of attendance each year.

IMPORTANT NOTES ABOUT FINANCIAL AID INCLUDING STAFFORD LOANS

- Students must reapply for financial aid each year
- Students must be enrolled for at least 6 credits
- Students must be fully accepted in good standing to a degree program
- Changes in eligibility (such as receipt of additional resources, changes in enrollment, etc. may result in loan reduction)
- Graduate students must maintain satisfactory academic progress standards.

SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR GRADUATE STUDENTS

The United States Department of Education mandates that Frostburg State University have an established Satisfactory Academic Progress (SAP) policy for financial aid recipients. The policy must contain qualitative and quantitative components. Students will be evaluated to determine if they meet the SAP regulations at the end of every payment period.

Quantitative Requirements:

Minimum Passing Requirement

Students must complete 67% of all courses attempted including courses transferred to FSU in order to meet SAP regulations. To determine the completed percentage, a student will need to determine the number of attempted hours (including credits transferred to FSU) and the number of completed hours (including credits transferred to FSU). Students will divide the number of completed hours by the number of attempted hours to calculate the correct percentage. (See notes below for grades considered as completed).

Example 1: Student enrolls for 9 credits fall and only complete 6 of those credits satisfactorily, (taking an incomplete, "W" or "F" grade in three credits). Student does not meet academic progress.

$$6/9=66\%$$

Example 2: Student enrolls for 12 credits in the Fall and successfully completes only 9 credits satisfactorily. Student completed over 67% of attempted credits therefore is eligible to continue to receive financial aid

$$9/12= 75\%$$

Keep in mind, the above calculation will be determined by the number of credit hours for which the student is enrolled on the last day of the drop/add period of each semester.

Maximum Timeframe to Completion

FSU graduate students cannot attempt above 150% of the total number of credits needed to earn a degree. Due to graduate programs requiring different numbers of credits per program, students will need to calculate this rule based on their program of study.

Qualitative Requirement

In addition to the above requirements, students must maintain a minimum cumulative grade point average of 3.0.

NOTES:

1. The following grade symbols will be considered as credits passed:
A, B, C, P
2. In addition to the grades listed as credits passed, the following grades will be calculated in credits attempted:
W, WF, CS, NC, F, FX, N, I
3. Courses that a student repeats will be included in hours attempted.
4. If a student has been ineligible for financial aid during the previous year and he/she now meets standards, it is the student's responsibility to notify the Financial Aid Office of regained eligibility.
5. Each semester (including summer sessions) is counted as a semester/session attempted, regardless of whether or not the student was a financial aid recipient.
6. Reminder: GPAs do not transfer from one institution to another.
7. Satisfactory academic progress has no bearing on graduate assistantships.
8. All students will be evaluated at the end of each semester (summer, fall, intersession, and spring). Students will need to review the progress rules and their transcript when making enrollment decisions.

Satisfactory Academic Status

Frostburg State University is required to evaluate and measure students by standards established in the federal law. Each student will have one of four statuses:

1. Meets all components of the SAP standards (eligible to receive financial aid)
2. Academic warning (explanation below)
3. Probation (explanation below)
4. Does not meet standards (not eligible to receive financial aid)

Academic warning:

Students who do not meet standards for the first time in their academic career will be placed on academic warning.

Probation

Students who do not meet SAP standards after one payment period on academic warning will be denied financial aid. However, students will then have the right to **appeal**. If the appeal is granted, the student will be placed on probation and continue to receive Title IV aid for **one** additional payment period.

APPEAL PROCESS:

All students may appeal once notified that they are ineligible to receive financial aid due to unsatisfactory academic progress. The University makes every effort to notify ineligible students by first-class mail at his/her home address immediately following the end of each semester from which ineligibility is determined. However, it is the student's responsibility to recognize his/her ineligibility and actively pursue appeal procedures where mitigating circumstances exist.

Appeals should be based on the following circumstances:

1. Students who demonstrate the following extenuating circumstances: death of a relative, injury or illness of the student, or other special circumstance;
2. The school has determined that the student will be able to meet SAP standards after subsequent payment period or;
3. An academic plan has been established by the student and/or students advisor to meet graduation requirements and the student continues to follow the academic plan.

Students will not be allowed to appeal each semester if they do not meet SAP standards. Once a student is on probation he or she must meet SAP standards the next semester or meet the requirements of the previously developed academic plan to regain financial aid eligibility. The only exception to this rule is if a different extenuating circumstance occurs. Please contact the Financial Aid Office if you feel the exception applies to your situation.

The Financial Aid office will evaluate each student individually to see if meeting standard is ever a possibility. If a student will never be able to meet one of the standards listed above, the student will be denied financial aid indefinitely at FSU.

Special Note: Federal regulations require your written permission to deduct, from your financial aid on an annual basis any miscellaneous institutional charges such as library fines, etc. You must sign a Use of Title IV Funds permission form located on the FSU University Student Billing Office website at (www.frostburg.edu/

[admin/billing/pdf/FORM_useoftitleivfunds.pdf](#)). If at all possible, you should submit this permission form prior to billing. If you choose not to complete the permission form, you will be responsible for paying any miscellaneous obligation/s from personal funds by the bill payment deadline date. Please note: The University may not apply your loan funds to any charge/s assessed to you in a prior award year.

Return of Title IV Funds for Financial Aid Recipients

Frostburg State University performs the mandatory Return of Title IV Funds calculation. All Title IV financial aid recipients who officially and/or unofficially withdraw from the University are affected by this regulation. Title IV aid included in this refund policy is as follows: Federal Stafford Unsubsidized Direct Loans and Federal GRAD PLUS Loans.

When a student withdraws from the University before 60% of the semester has elapsed, his or her Title IV financial assistance will be adjusted based on the amount of aid the student has earned up to the date of withdrawal. After the calculation has been performed, the amount of unearned aid will be returned to the various Title IV programs. The funds will be returned to the various programs in the following order:

- Federal GRAD PLUS Loans,
Federal Stafford Unsubsidized Direct Loan

Each student will be responsible for the remainder of his/her bill after Title IV funds have been returned. Therefore, a student contemplating a withdrawal from the University should contact the Financial Aid Office about how financial aid will be adjusted as a result of withdrawal.

Graduate Assistantships & International Fellowships

Application details and deadlines:

The application for a Graduate Assistantship (GA) or International Fellowship (IF) can be found on the university website at www.frostburg.edu/grad/forms.htm. Deadline for complete applications are March 15 for Fall and October 15 for Spring.

Only complete applications will be considered.

Tuition and Fees

Financial Arrangements

BILLING INFORMATION

Tuition, fees, and all previous balances are to be paid in full or acceptable financial arrangements made in order to register. After **January 2, 2015**, payment is required at the time of registration and late registration and payment fees will be assessed after this date for continuing students. Late fees will be assessed to new students beginning **January 26, 2015**.

Payment of a bill is due by **January 2, 2015**. Failure to pay or to make acceptable financial arrangements by the appropriate deadline **may** result in de-registration - the cancellation of your class schedule and other services for the Spring Semester 2015. **You must sign up to receive your Ebill notification. Login to PAWS and go to Self Service then Student Center. Scroll down and click on finances then Ebill to set it up. You may pay in full on-line with MasterCard, Discover, or American Express (a convenience fee applies). ACH (electronic check) is also available on-line. Log-in to PAWS or www.frostburg.edu/admin/billing or <http://PAWS.Frostburg.edu/WEBAPP/Pay.html>.**

RETURNING GRADUATE STUDENTS:

The Office of University Billing must receive your acceptable financial arrangement by **January 2, 2015**, in order to avoid the late payment fee.

NEW GRADUATE STUDENTS:

From **January 2, 2015 to January 26, 2015** you must make acceptable financial arrangements with the Office of University Billing when you register. Late payment and registration fees will be assessed to continuing students beginning **January 3, 2015** and to new students beginning **January 26, 2015**.

ACCEPTABLE FINANCIAL ARRANGEMENTS

The payment **deadline** is **January 2, 2015**. If you have not made acceptable payment arrangements by this date you may be **de-registered** from all classes, removed from previously assigned room and board services, where applicable, and your bill voided. **De-registration is not a method of withdraw. If you are not planning to attend you must officially withdraw.** Once de-registered, to attend classes at the University for the Spring Semester 2015, you must re-register in person, and pay the new bill immediately including a \$30 late registration fee and a \$30 late payment fee. **Once you go through the registration process, you are obligated to pay fees even though you withdrew from the University.**

1. **Cash, Check, Money Order, or Credit Card:**

It is in your best interest to pay by **certified check, treasurer's check, cashier's check, cash, or credit card**. Please do not send cash by mail. Refunds are delayed by 10 business days when you pay by personal check.

2. **Employee Authorization:** You may provide a letter from your employer on letterhead stationery authorizing the University to send your bill directly to your employer. *A letter authorizing FSU to bill directly to your employer is not the same as your employer reimbursing you after completion of the course(s).* Government employees should submit a completed Standard Form 182, DA Form 2171, or DD Form 1556. If your employer is paying only part of your bill, you will receive a bill for the balance of the tuition and fees. If your employer is also paying for your books, please send a separate copy of the authorization to the bookstore with your book order.

3. **Payment Plans:**

Frostburg State University has partnered with SallieMae to offer several payment plans through TuitionPay. All of the plans are interest-free, debt-free ways to spread tuition payments over a number of months. To enroll in one of our payment plans, visit www.TuitionPay.com or call 1-800-635-0120.

Three payment plans are available.

- a. **10-month plan:**
Enrollment in the 10-month plan commences July 1st and continues through April 1st. With this plan, the cost of attendance for both fall and spring are added together, less financial aid, and divided by 10. The non-refundable enrollment fee for this plan is \$80.00 per year.
- b. **5-month plan**
Enrollment in the 5-month plan is geared for students that are enrolled for the one semester only. The cost of attendance for one semester, less financial aid, is divided by 5. The Fall plan begins July 1st and continues through November 1st. The Spring plan begins December 1st and continues through April 1st. The non-refundable enrollment fee for this plan is \$80.00 per semester.
- c. **3-pay plan**
Enrollment in the 3-pay plan is for one semester. The cost of attendance, less financial aid, is divided by 3. The first payment is due upon enrollment in the payment plan, however, enrollment in the plan must be completed by January 2nd to avoid a late fee. The second payment is due February 28th, and the final payment is due March 28th. (Dates are subject to change.) The non-refundable enrollment fee for this plan is \$65.00 per semester.

Tuition and Fees

Fee Schedule | Room Board | Remission

TUITION REMISSION

To take advantage of the employee tuition remission, you are to obtain the form from the Office of Human Resources. Return the completed form to the Office of University Billing with the required approvals of the immediate supervisor and verification of employment by the Office of Human Resources. Failure to submit an employee tuition remission form makes you ineligible to take advantage of the remission, and you are billed the normal amount for your course(s). You must complete and have approved a remission form every semester. Payment of fees are due by **January 2, 2015** along with proof of tuition waiver. Registrations after January 3 will require payment and waiver at the time of registration or acceptable financial arrangements.

Financial Responsibility for Students:

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.

For a complete overview of the Statement of Financial Responsibility go to: www.frostburg.edu/admin/billing/

ON CAMPUS HOUSING

Your room contract is for one full year.

Room Rates: (per semester)

Double Occupancy

Frederick and Westminster	\$1984
Other Halls	\$1938

Single Occupancy

Small	\$2562
Regular	\$2780

Parking

At the Frostburg campus you must register motor vehicles. The annual fee is \$40. Vehicle registration hangtags will be available in Pullen Hall. The Vehicle Registration Form is available at the Office of University Billing or the University Police Office.

Graduate Tuition

In-State (per credit)	\$357
Out-of-State (per credit)	\$459

Master's

\$491
\$615

Doctorate

The following fees are for Frostburg Campus Only (Non-Refundable after September 10)

Activity Fee (optional)-part-time	\$ 25
Athletic Fee (per credit)	43
Student Union Operating (per credit)	18
Auxiliary Facilities Fee (per credit)	24
Transportation Fee (per credit)	2
Technology Fee (per credit)	13
Nursing Course Fee (per credit)	6

Other Fees, Non-Refundable

Application Fee	\$30
Parking Fee	40
Returned Check Fee	30
Student Teaching/MAT Practicum Fee	350
After published deadlines, you pay:	
Late Registration Fee	30
Late Payment Fee	30
Check Reissue Fee	30

Board

If you live in a residence hall, you are required to purchase one of the following meal plans:

Plan Type	# of Meals	Bonus** Bucks	price per Semester
Gold Plan	unlimited	\$200	\$2167
In Chesapeake			
Silver 19	any 19	\$100	2015
*14 meals	any 14	\$100	1934
12 meals	any 12	\$250	2008
10 meals	any 10	\$ 75	1688
Super 15	any 15	\$300	2313
* Default meal plan			

**Bonus Bucks are applicable to any food service location.

1. Bonus dollars left in a student's account at the end of the fall semester will be rolled over into the spring semester. If the student enrolls for a spring meal plan, rollover to summer or fall is not allowed.
2. You will continue to be on the meal plan you choose until you notify the University in writing otherwise. Announcements are made each semester regarding the time period in which changes can be made for the following semester. You have the option to downgrade your Meal Plan Type prior to the first day of each semester that the residence halls are open. Your Meal Plan Type may be upgraded during the first two weeks of class.
3. You must have a validated meal card ID to gain admission to the dining hall. The replacement charge for lost meal card ID's is \$20. A \$15 service fee is assessed if billed.
4. You are financially responsible for the meal cards until the time of your official withdrawal from school even though you did not eat at the food service.

Student Accounts

Refund Schedule | Previous Balance

Insufficient Registration and Instructor Changes

The University will make every effort to offer scheduled courses. The University reserves the right, however, to cancel a course due to insufficient student registration. We also reserve the right to change instructors from those published in the course listings.

Payee Designation

You are to designate Frostburg State University as the payee on checks, money orders, certified checks, traveler's checks, and cashier's checks. Send your payment to the Office of University Billing and identify the account to be credited.

Previous Balance

You must pay previous balances and obligations in full before registering and attending in a subsequent semester.

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.

Return Check Consequence

If your personal check (or electronic check) is returned for insufficient funds, the FSU Office of University Billing will not accept your personal checks in the future for payment of tuition and fees. For future payments, you must use a money order, cashier's check, or cash.

Third Party

In order to defer payment to a third party, a deferment form must be completed and documentation provided by the vendor ie. military, Department of Rehabilitation. Payment must be received based upon enrollment, not completion, of course to qualify.

Tuition Refunds

1. The date you personally submit the Withdrawal Form to the Office of the Registrar determines the amount of the credit and/or refund. The effective date of a mailed drop or withdrawal will be the date postmarked on the envelope.
2. The refund schedule on this page shows dates on which each proportionate refund applies. Please familiarize yourself with this policy before dropping a course or withdrawing from the University.
3. You must request a refund in writing.
4. The Board Plan Fee is pro-rated weekly.
5. Any unpaid charges on a student's financial account with the University will be subtracted from the refund due prior to processing the refund request.
6. If you are dismissed by the University for disciplinary reasons, you are not entitled to a refund of tuition, fees and room.

Refund schedule

Tuition	Fees	Room	Dates
100%	100%	100%	Until January 30
80%	None	None	Until February 8
60%	None	None	Until February 15
40%	None	None	Until February 22
20%	None	None	Until March 1
None	None	None	After March 1

See information on page 9 concerning Call to Active Military Duty, and page 11 for information related to Withdrawal for Title IV Recipients.

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.

E-BILL NOTIFICATION:

You must be registered for courses and sign up to receive your Ebill notification by November 29, 2014 to receive an Ebill. Students registering after November 29, 2014 will not be able to access ebills until after the next weekly bill run. Please check your account summary for billing details.

Login to PAWS and click on Self Service then Student Center. Scroll down to finances then click View Ebill to set it up. You may pay in full on-line with Visa, MasterCard, Discover, or American Express (a convenience fee applies). ACH (electronic check) is also available on-line. Log-in to PAWS or www.frostburg.edu/admin/billing or <http://PAWS.Frostburg.edu/WEBAPP/Pay.html>.

Tuition and Fee Schedule

Spring 2015

Master Program Tuition and Fees per Credit Hour

Number of Credit Hours	Frostburg Campus		USMHagerstown and Online	
	In-State	Out-of-State	In-State	Out-of-State
1	457	559	370	472
2	914	1118	740	944
3	1371	1677	1110	1416
4	1828	2236	1480	1888
5	2285	2795	1850	2360
6	2742	3354	2220	2832
7	3199	3913	2590	3304
8	3656	4472	2960	3776
9	4113	5031	3330	4248
10	4570	5590	3700	4720
11	5027	6149	4070	5192
12	5484	6708	4440	5664

Bill Payment Deadline
January 2, 2015

Late Registration & Late Payment
Continuing Students
January 3, 2015

New Students
January 26, 2015

Doctoral Program Tuition and Fees per Credit Hour

Number of Credit Hours	Frostburg Campus		Frostburg @ USMH	
	In-State	Out-of-State	In-State	Out-of-State
1	591	715	504	628
2	1182	1430	1008	1256
3	1773	2145	1512	1884
4	2364	2860	2016	2512
5	2955	3575	2520	3140
6	3546	4290	3024	3768
7	4137	5005	3528	4396
8	4728	5720	4032	5024
9	5319	6435	4536	5652
10	5910	7150	5040	6280
11	6501	7865	5544	6908
12	7092	8580	6048	7536

Billing Information
Student Accounts
301/687-4064

Parking
301/687-4064

Housing
301/687-4121

E-bill notification: You must be registered for courses and sign up to receive your Ebill notification by November 29, 2014. Students registering after November 29, 2014 will not be able to access ebills until after January 3, 2015 and are encouraged to pay at the time of registration by viewing your balance on PAWS through your account summary. Login to PAWS and click on Self Service then Student Center. Scroll down to finances then click view Ebill to set it up. You may pay in full on-line with Visa, MasterCard, Discover, or American Express (a convenience fee applies). ACH (electronic check) is also available on-line. Log-in to PAWS or www.frostburg.edu/admin/billing or <http://PAWS.Frostburg.edu/WEBAPP/Pay.html>.

Credit Card Payment
American Express, Visa,
Master Card Discover

Student Information

Admissions | Responsibilities | Distance Education

Admission

You must file an Application for Graduate Study regardless of the purpose for which you are taking a course. Applications may be obtained from the Office of Graduate Services (301) 687-7053. You must file your Application for Graduate Study in advance of your initial Graduate Course Registration Form.

FSU -Undergraduates in Graduate Courses

If you are an undergraduate student intending to register for graduate courses, you must have achieved senior status and a minimum cumulative grade-point-average of 2.5. You will be limited to a maximum of seven graduate credits prior to completion of your undergraduate degree requirements. If you are an undergraduate paying a full-time undergraduate bill, you will not be billed for graduate courses. If you are an undergraduate paying a part-time undergraduate bill, you will be charged for graduate tuition if the two course load totals less than 12 credit hours. The Office of the Registrar clears students for such enrollment.

Athletic Facilities/Activities

With payment of the mandatory Athletic Fee, you are eligible to use the athletic facilities and participate in various athletic activities. For information concerning the Physical Education Center and swimming pool hours, please call (301) 687-4461. In-person sign up at the Equipment Issue Room is required for use of the squash and racquetball courts. Questions may be directed to (301) 687-4436.

University Activities/Events

With the payment of the optional Activity Fee, you will be able to gain admission to all University sponsored activities and events that are provided.

Written request for activity fee billing should accompany the submission of the Course Request Form. You will then be billed for the appropriate fee along with the bill for tuition and other fees.

The amount of the activity fee is \$25.00.

Awarding of Degrees

Completion of degree requirements occurs three times in a calendar year: May, August, and December. Participation in the commencement ceremonies which are held in May and December is voluntary. The "Application for Graduation" must be submitted according to the charts below. You will be mailed commencement information during your final semester.

To Apply for Graduation, you must obtain the *Application for Graduation* from the Office of Graduate Services, Pullen 141 (301-687-7053) or the desk at USM Hagerstown. Upon completion of the necessary forms, return them to the Office of Graduate Services.

Notify the Office of Graduate Services if you change your degree program or graduation date after you submit your application. You must also order a Cap and Gown from the FSU Bookstore if you plan to participate in commencement. There is no charge for the cap and gown. Order online at <http://frostburg.collegestoreonline.com/>

Application for Graduation	
Deadline	Graduation Date
January 2015	May 2015
May 2015	August 2015
September 2015	December 2015

If a thesis is required in your program, the Committee-approved thesis must be in the hands of the School Dean by:

Thesis Deadline	Graduation Date
March 30	May 2015
July 20	August 2015
November 1	December 2015

USM-Hagerstown Driving Directions

The USM-Hagerstown is located at 32 West Washington Street telephone (240) 527-2708 or (240) 527-2060.

From points east: Take I-70 West to the Route 40 West Hagerstown exit. Continue east approximately three miles to Potomac St. Turn left onto N. Potomac St. The USMH is located after the first block, on the right. Parking lots are located on both sides of Potomac Street.

From points west: Take I-70 East to I-81 North. Travel north to the Route 40 East exit. Follow this road (which becomes W. Washington St.) to the business district. The USMH is located on the Washington Street. Limited meter parking is available on the street with a parking deck nearby on Potomac Street.

Distance Education (DE)

The principal mission of distance education at FSU is to enhance student access to the University's academic programs. The University is committed to providing students the support and resources they need to succeed as participants in distance education.

Online courses (denoted as sections with 701) at FSU allow students to pursue their degree requirements outside of the traditional classroom setting and can accelerate or enhance their time to degree. They also help students acquire the technical skills and learn strategies important to the pursuit of their academic and career goals. Courses taught on-line at FSU have most of their class materials (other than textbooks) available electronically and use the web as the primary means of communication. These courses may require some on-site contact between students and instructor (e.g., an orientation session or proctored testing) at various times throughout the term. FSU's on-line courses are open to all eligible students who are prepared to learn in an on-line environment.

Blended courses (denoted with section of 601) involve a combination of on-line and face-to-face instruction where a significant proportion of student learning activities are on-line and the time spent in the classroom is reduced but not eliminated. The amount of instructional materials presented on-line and the time students spend in the classroom will vary according to the requirements of the course as set by the instructor.

Interactive video instruction at FSU is conducted through the University System of Maryland's Interactive Video Network (IVN). This network allows students the opportunity for interaction with other institutions within the state of Maryland and beyond, particularly between the University of Maryland Hagerstown Center (USMH) and FSU's Main Campus.

For more information about distance learning opportunities, contact the Center for Instructional Technologies, 301-687-4353.

Academic Regulations & Procedures for 2014-2015

Academic Responsibilities | Probation/Dismissal | Continuous Registration |
Time Limitations | Course Repetition | Transfer Credit | Appeals | Residency

Student Academic Responsibility

Your student academic responsibility includes understanding and following all degree requirements, academic regulations, and procedures. According to the Graduate Catalog, you are to have an approved program of study that outlines your degree requirements. Any changes to the study plan must be approved.

You are responsible for keeping current with changes in regulations and procedures. All changes are published in the catalog and schedule booklets and on the FSU web page. Notices of changes will be provided.

Your academic advisor assists with preparing your program of study, interpreting degree requirements, and explaining academic regulations. Ultimately, you seek and use this advice wisely in meeting degree requirements outlined in your program of study.

Standards Governing Academic Probation

When your cumulative grade point average (GPA) falls below 3.0, you are placed on academic probation. You will be notified that your academic progress is unsatisfactory. You have a maximum of two semesters of graduate study to achieve a cumulative GPA of 3.0. If after two semesters (excluding summer and intersessions) of graduate study you have not achieved a GPA of 3.00, you will be dismissed.

Dismissal

If you earn two grades below the level of "B" within your first 12 credit hours of graduate study or if you fail a required course after you have repeated the maximum credit hours allowed, you will be dismissed. Appeals will be considered by the appropriate Dean's office if extraordinary circumstances exist. In such appeals, faculty recommendations will be considered as well as mitigating circumstances.

If you are dismissed from the university for any reason you may not reapply to the program of study from which you have been dismissed.

Note: Individual degree programs may have additional academic probation and dismissal standards. See the appropriate degree program section of the catalog.

Continuous Registration Grading Policy

For thesis, field experience, or internship culminating courses (BIOL 710, EDUC 710/700, PHEC 710/700) the grade of CS (continuing study) may be given to students who are required to register for additional credits in order to complete their program requirements. Upon completion of all program requirements, including the culminating experience, the faculty member will submit a grade change form with the appropriate grade (as designated in the course description) for the minimum number of credits required for the culminating experience. The continuous registration credits in excess of the minimum required will have the CS grade replaced with the grade of NC (No Credit) or P (Pass). If you do not continuously enroll in BIOL 710, EDUC 700/710, PHEC 700/710, you will be dismissed.

Time Limitations

You will be dismissed from the university if you do not complete all your degree requirements within any of the following time limitations:

- Within six years from the time of completion of the first graduate course.
- Within six years after having been admitted as a degree-seeking student.

The only exception will be if you received an approved extension on the time limit from your Graduate Program Coordinator and the Director of the Office of Graduate Services.

You should also be aware that if you have not enrolled for a period of 18 months, you must reapply for acceptance into the program, and if accepted, enter under the catalog year in place at the time of reapplication.

Course Repetition

You are permitted to repeat a graduate course with the approval of your graduate program coordinator **only once** and up to a maximum of one course in which a grade of **C, F, FX or WF** was earned. If the most recent grade for the repeated course is an F, FX or WF, or if you fail a required course after you have repeated the maximum credit hours allowed, you will be dismissed from the University.

Transfer Credit

Please refer to the current FSU Graduate Catalog for complete details of the Transfer Credit process.

Graduate students who have completed a degree program at Frostburg State University may request a maximum of 9 credit hours to be transferred toward the completion of a second graduate degree at Frostburg State University. The decision to accept previous course work lies with the Graduate Program Coordinator of the most recent program of study. Usually the six-year time limit will be applied (*see Time Limitations*). A grade of B or better is also required for courses transferred between programs at Frostburg State University.

FSU will not accept transfer credit from another institution for a graduate course previously taken at FSU.

Appeals

Appeals regarding the enforcement and interpretation of, or exceptions to, graduate studies administrative processes (**including admission and graduate assistantships**), regulations, and procedures are directed to the appropriate Graduate Program Coordinator and then to the appropriate College Dean.

Appeals regarding interpretation of, or exceptions to, degree requirements (**including transfer credit, changes in the catalog year under which your program of study falls**) are directed to the Graduate Council.

Some programs have additional appeals procedures; e.g., students in College of Education graduate programs appeal first to the Graduate Program Coordinators group before going to the Graduate Council. Please see specific graduate program policies for additional appeals procedures.

FROSTBURG AT HAGERSTOWN

UNIVERSITY SYSTEM OF MARYLAND - HAGERSTOWN
32 W. WASHINGTON ST.
HAGERSTOWN, MD 21740
240-527-2741
FAX: 240-527-2782

Contacts:

Colleges of Business

Dr. Martha Mattare

240-527-2747

email: mmattare@frostburg.edu

College of Education:

Dr. John Stoothoff: Regional Education Program Coordinator

240-527-2736

email: jlstoothoff@frostburg.edu

Cameron Dennison, Administrative Assistant

240-527-2738

email: cddennison@frostburg.edu

USM-Hagerstown Driving Directions

From points east: Take I-70 West to the Route 40 West Hagerstown exit. Continue east (onto Franklin Street) approximately 3.5 miles to Prospect Street (turning left onto Prospect St.). At the next light turn left onto Washington Street. The USMH is located in the center of the 2nd block, on the left approximately 1/2 block before the Public Square.

From points west: Take I-70 East to I-81 North. Travel north to the Route 40 East exit. Follow this road (which becomes W. Washington St.) to the business district. The USMH is located on the left end of Washington Street 1/2 block before the Public Square.

Recommended parking is in the Hagerstown Municipal Parking Deck on North Potomac Street. The parking deck charges \$1.00 per hour. Parking is also available at the municipal lot located across from the parking deck. On-street parking on West Washington Street is also available and is free after 5:00 p.m.

Spring 2015 Graduate Course Offerings - ONLINE

ONLINE CURRICULUM AND INSTRUCTION [CUIN] – FROSTBURG & HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
CUIN.602.701	3159	BECOMING A TEACHER LEADER Web Based - Instruction Entirely On-Line	3.0	ONLINE				STEWART M
CUIN.653.701	3161	ACCOUNTABILITY IN THE CONTEXT Web Based - Instruction Entirely On-Line	3.0	ONLINE				HANLIN D

ONLINE EDUCATION GENERAL [EDUC] – FROSTBURG & HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDUC.590.701	3591	SPECIAL TOPICS IN EDUCATION Web Based - Instruction Entirely On-Line	.05 - 6.0	ONLINE				STAFF
EDUC.603.701	3563	PRINCIPLES & PRACTICES OF RESEA Web Based - Instruction Entirely On-Line	.05 - 6.0	ONLINE				TOBERY-NYS J

ONLINE MANAGEMENT COURSES – FROSTBURG & HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
ACCT.540.701	2144	FINANCIAL ACCOUNTING Web Based - Instruction Entirely On-Line	3.0	ONLINE				TILLEY P
ACCT.540.702	2145	FINANCIAL ACCOUNTING Web Based - Instruction Entirely On-Line	3.0	ONLINE				TILLEY P
ACCT.540.703	2146	FINANCIAL ACCOUNTING Web Based - Instruction Entirely On-Line	3.0	ONLINE				BAO Y
ACCT.546.701	2147	MANAGERIAL ACCOUNTING Web Based - Instruction Entirely On-Line	3.0	ONLINE				SHAFFER K
ACCT.546.702	2148	MANAGERIAL ACCOUNTING Web Based - Instruction Entirely On-Line	3.0	ONLINE				SHAFFER K
BMIS.607.701	2899	INFORMATION MANAGEMENT IN OR Web Based - Instruction Entirely On-Line	3.0	ONLINE				SHORE J
BMIS.607.702	2904	INFORMATION MANAGEMENT IN OR Web Based - Instruction Entirely On-Line	3.0	ONLINE				SHORE J
BUAD.507.701	2150	ESSENTIALS: ACCOUNTING & FINAN Web Based - Instruction Entirely On-Line	3.0	ONLINE				BAO Y
BUAD.507.702	2151	ESSENTIALS: ACCOUNTING & FINAN Web Based - Instruction Entirely On-Line	3.0	ONLINE				BAO Y
BUAD.508.701	2211	ESSENTIALS: MANAGEMENT & MAR Web Based - Instruction Entirely On-Line	3.0	ONLINE				MILSOM G
BUAD.508.702	2212	ESSENTIALS: MANAGEMENT & MAR Web Based - Instruction Entirely On-Line	3.0	ONLINE				VENEZIA G
ECON.511.701	2497	ECONOMICS FOR MANAGERS Web Based - Instruction Entirely On-Line	3.0	ONLINE				ANDERSON W
ECON.511.702	2498	ECONOMICS FOR MANAGERS Web Based - Instruction Entirely On-Line	3.0	ONLINE				ANDERSON W
FINA.610.701	2233	FINANCIAL MANAGEMENT Web Based - Instruction Entirely On-Line	3.0	ONLINE				ASHRAF A
FINA.610.702	2234	FINANCIAL MANAGEMENT Web Based - Instruction Entirely On-Line	3.0	ONLINE				ASHRAF A
MGMT.510.701	2905	LEADERSHIP & ETHICS Web Based - Instruction Entirely On-Line	3.0	ONLINE				CHORY R
MGMT.510.702	2906	LEADERSHIP & ETHICS Web Based - Instruction Entirely On-Line	3.0	ONLINE				CHORY R

Spring 2015 Graduate Course Offerings - ONLINE

ONLINE MANAGEMENT COURSES – FROSTBURG & HAGERSTOWN continued

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
MGMT.512.701	2912	MANAGEMENT DECISION ANALYS Web Based - Instruction Entirely On-Line	3.0	ONLINE				RAHMAN	S
MGMT.512.702	2918	MANAGEMENT DECISION ANALYS Web Based - Instruction Entirely On-Line	3.0	ONLINE				LIGHTNER-LA	C
MGMT.542.701	2924	ORGANIZATIONAL BEHAVIOR Web Based - Instruction Entirely On-Line	3.0	ONLINE				SHAH	A
MGMT.542.702	2925	ORGANIZATIONAL BEHAVIOR Web Based - Instruction Entirely On-Line	3.0	ONLINE				STAFF	
MGMT.620.701	2926	STRATEGIC HUMAN RESOURCE MA Web Based - Instruction Entirely On-Line	3.0	ONLINE				LEVITT	K
MGMT.620.702	2927	STRATEGIC HUMAN RESOURCE MA Web Based - Instruction Entirely On-Line	3.0	ONLINE				LEVITT	K
MGMT.680.701	2928	STRATEGIC INTEGRATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIGERSTAD	T
MGMT.680.702	2930	STRATEGIC INTEGRATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIGERSTAD	T
MGMT.680.703	2931	STRATEGIC INTEGRATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIGERSTAD	T
MGMT.690.701	2932	SPECIAL TOPICS IN MANAGEMENT Web Based - Instruction Entirely On-Line	3.0	ONLINE				LEVITT	K
MGMT.690.702	2933	SPECIAL TOPICS IN MANAGEMENT Web Based - Instruction Entirely On-Line	3.0	ONLINE				HUH	D
MKTG.640.701	2209	MARKETING MANAGEMENT Web Based - Instruction Entirely On-Line	3.0	ONLINE				ASHLEY-COT	C
MKTG.640.702	2210	MARKETING MANAGEMENT Web Based - Instruction Entirely On-Line	3.0	ONLINE				ASHLEY-COT	C

ONLINE NURSING COURSES [NURS]

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
NURS.507.701	3503	HEALTH FINANCE Web Based - Instruction Entirely On-Line	3.0	ONLINE				GABLE	H
NURS.602.701	3504	RESEARCH & SYSTEMIC ANALYSIS Web Based - Instruction Entirely On-Line	4.0	ONLINE				PLATT	K
NURS.605.701	3505	HEALTHCARE SYSTEMS & POPULAT Web Based - Instruction Entirely On-Line	3.0	ONLINE				PLATT	K

Spring 2015 Graduate Course Offerings - ONLINE

ONLINE PARK & RECREATION RESOURCES COURSES [RECR]

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
RECR.651.701	3534	ORGANIZATIONAL BEHAVIOR & LE Web Based - Instruction Entirely On-Line	3.0	ONLINE				STAFF
RECR.652.701	3535	FISCAL MANAGEMENT IN RPM Web Based - Instruction Entirely On-Line	3.0	ONLINE				STAFF
RECR.654.701	3536	DEVELOPING PROMOTIONAL INFOR Web Based - Instruction Entirely On-Line	3.0	ONLINE				STAFF
RECR.681.701	2405	RESEARCH METHODS IN RPM Web Based - Instruction Entirely On-Line	3.0	ONLINE				BUTA N
RECR.700.701	3537	RESEARCH PROJECT OF THESIS Web Based - Instruction Entirely On-Line	1.0 – 6.0	ONLINE				BUTA N

ONLINE READING EDUCATION [REED] – FROSTBURG & HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
REED.617.701	3155	TEACHING READING IN THE CONTE Web Based - Instruction Entirely On-Line	3.0	ONLINE				WELSH J

ONLINE SPECIAL EDUCATION [SPED] – FROSTBURG & HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
SPED.562.701	3226	INTRODUCTION TO THE EDUCATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				TOBERY-NYS J
SPED.601.701	3607	ASSESSMENT, DIAGNOSIS AND EV Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS O
SPED.604.701	3227	MANAGING STUDENT BEHAVIOR Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS O
SPED.605.701	3230	COMMUNICATION AND COLLAB Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS O
SPED.691.701	3228	SEMINAR IN SPECIAL EDUCATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS O
EDUC.700.701	3225	MASTER'S RESEARCH PAPER OR PR Web Based - Instruction Entirely On-Line	3.0 – 6.0	ONLINE				SIMMONS O

IMPORTANT:

For On Campus or Blended Courses, check by campus listings...

Frostburg Campus pages 21-26

Hagerstown – USMH pages 27-29

****Please note:** The most up to date course listings can be found at www.frostburg.edu/admin/regoff/

Spring 2015 Graduate Course Offerings - FROSTBURG

VISUAL ARTS [ART] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
ART .621.102	3033	ADVANCED PAINTING WRKSHP	3.0	W	06:00PM - 09:20PM	FA	203	DIERUF	J
ART .622.001	3031	ADVANCED CERAMICS WRKSHP	3.0	TR	11:00AM - 12:40PM	FA	107	BROWN	J
ART .632.101	3032	ADVANCED PRINTMAKING WRKSH	3.0	M	06:00PM - 09:20PM	FA	103	MATTHEWS	S
ART .640.101	3034	ADVANCED SCULPTURE WRK	3.0	T	05:30PM - 08:50PM	FA	105	DAVIS	D
ART .699.001	3038	INDIVIDUAL RESEARCH IN ART EDU	3.0	TBA	TBA	TBA		HEIN	R
ART .699.002	3039	INDIVIDUAL RESEARCH IN ART EDU	3.0	TBA	TBA	TBA		MATTHEWS	S
ART .700.001	3037	MASTER'S RESEARCH PAPER OR PR	3.0	TBA	TBA	TBA		DIERUF	J

BIOLOGY [BIOL] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
BIOL.506.001	2090	ORNITHOLOGY	4.0	MW	02:00PM - 02:50PM	CH	327	AMMER	F
Select one of the Laboratory sections below to enroll in this Lecture.									
BIOL.506.002	2180	ORNITHOLOGY	0.0	T	08:00AM - 11:50AM	GU	112	AMMER	F
When you register for this Laboratory section you will automatically be registered for the Lecture section above.									
BIOL.506.003	2181	ORNITHOLOGY	0.0	W	08:00AM - 11:50AM	GU	112	AMMER	F
When you register for this Laboratory section you will automatically be registered for the Lecture section above.									
BIOL.511.001	2093	INVERTEBRATE ZOOLOGY	4.0	TR	12:30PM - 01:20PM	CH	218	STUDINSKI	J
When you register for this Lecture section you will automatically be registered for the Laboratory section below.									
BIOL.511.002	2183	INVERTEBRATE ZOOLOGY	0.0	TR	01:30PM - 03:20PM	CH	218	STUDINSKI	J
BIOL.512.001	2094	GENERAL PARASITOLOGY	4.0	TR	12:30PM - 01:20PM	CH	326	KELLER	K
When you register for this Lecture section you will automatically be registered for the Laboratory section below.									
BIOL.512.002	2184	GENERAL PARASITOLOGY	0.0	TR	01:30PM - 03:20PM	CH	326	KELLER	K
BIOL.514.001	2371	QUANTITATIVE ANALYSIS OF VERT	3.0	MW	01:00PM - 01:50PM	GU	112	STAFF	
When you register for this Lecture section you will automatically be registered for the Laboratory section below.									
BIOL.514.002	2372	QUANTITATIVE ANALYSIS OF VERT	0.0	F	10:00AM - 12:50PM	CT	127	LAMBERT	T
BIOL.522.001	2096	HERPETOLOGY	3.0	MW	02:00PM - 02:50PM	CH	223	DODGE	K
When you register for this Lecture section you will automatically be registered for the Laboratory section below.									
BIOL.522.002	2185	HERPETOLOGY	0.0	MW	03:00PM - 04:30PM	CH	223	DODGE	K
BIOL.535.001	2097	MOLECULAR BIOLOGY	4.0	MW	09:00AM - 09:50AM	CH	358	PUTHOFF	D
When you register for this Lecture section you will automatically be registered for the Laboratory section below.									
BIOL.535.002	2186	MOLECULAR BIOLOGY	0.0	MW	10:00AM - 11:50AM	CH	213	PUTHOFF	D
BIOL.601.001	2099	LAB TEACHING EXPERIENCE	2.0	TBA	TBA	TBA		STUDINSKI	J
BIOL.609.001	2100	PLANT ECOLOGY	3.0	TBA	TBA	TBA		BROSI	S
When you register for this Lecture section you will automatically be registered for the Laboratory section below.									
BIOL.609.002	2188	PLANT ECOLOGY	0.0	TBA	TBA	TBA		BROSI	S
BIOL.650.001	2665	SPECIAL TOPICS IN FISHERIES/WILD	2.0 – 4.0	TBA	TBA	TBA		AMMER	F
Advanced Animal Behavior									
BIOL.650.002	2796	SPECIAL TOPICS IN FISHERIES/WILD	4.0	TBA				HOOGLAND	J
Behavioral Ecol. Prairie Dogs									
First 4 weeks at AL or New Mexico. Additional information on this course may be obtained by contacting, Dr. Hoogland at hoogland@al.umces.edu .									
BIOL.710.001	2101	THESIS	1.0 - 9.0					AMMER	F
BIOL.710.002	2102	THESIS	1.0 - 9.0					BROSI	S
BIOL.710.003	2103	THESIS	1.0 - 9.0					LAMBERT	T
BIOL.710.004	2104	THESIS	1.0 - 9.0					RAESLY	R

Spring 2015 Graduate Course Offerings - FROSTBURG

BIOLOGY [BIOL] – FROSTBURG continued

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
BIOL.710.005	2105	THESIS	1.0 - 9.0					SERFASS	T
BIOL.710.006	2106	THESIS	1.0 - 9.0					GATES	J
BIOL.710.007	2107	THESIS	1.0 - 9.0					NELSON	D

CHEMISTRY [CHEM] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
CHEM.557.001	2277	BIOCHEMISTRY II	3.0	MWF	12:00PM - 12:50PM	CH	358	BISER	P

COMPUTER SCIENCE [COSC] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
COSC.560.001	3107	OPERATING SYSTEMS CONCEPTS	3.0	TR	02:00PM - 03:15PM	CT	279	KENNEDY	S
COSC.570.001	3101	COMPILER DESIGNS & CONSTRUCT	3.0	TR	09:30AM - 10:45AM	CT	279	CHITSAZ	M
COSC.575.001	3314	INTERACTIVE COMPUTER GRAPHIC	3.0	TR	11:00AM - 12:15PM	CT	150	RINARD	G
COSC.580.001	3544	KNOWLEDGE BASED INFORMATION	3.0	MWF	03:00PM - 03:50PM	CT	271	STAFF	
COSC.585.001	3109	THEORY OF COMPUTATION	3.0	MWF	11:00AM - 11:50AM	CT	286	ZHENG	X
COSC.610.001	3079	ADVANCED OBJECT-ORIENTED DAT	3.0	TR	02:00PM - 03:15PM	CT	271	XIAO	L
COSC.620.101	3080	SECURITY IN COMPUTING	3.0	TR	06:30PM - 07:45PM	CT	270	XIAO	L
COSC.636.001	3081	NETWORK & DATA COMMUNICAT	3.0	TR	03:30PM - 04:45PM	CT	271	ZHENG	X
COSC.641.001	3082	DATABASE MANAGEMENT SYS II	3.0	W	03:00PM - 05:50PM	CT	279	CHITSAZ	M

CURRICULUM AND INSTRUCTION [CUIN] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
CUIN.602.701	3159	BECOMING A TEACHER LEADER Web Based - Instruction Entirely On-Line	3.0	ONLINE				STEWART	M
CUIN.653.701	3161	ACCOUNTABILITY IN THE CONTEXT Web Based - Instruction Entirely On-Line	3.0	ONLINE				HANLIN	D
CUIN.694.101	3160	TEACHER LEADERSHIP PRACTICUM	3.0	TBA		FR	103	SANTAMARIA	D

EDUCATIONAL ADMINISTRATION & SUPERVISION [EDAD & EDSU] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
EDAD.612.101	3239	EDUCATIONAL LEADERSHIP II	3.0	W	05:00PM - 07:30PM	FR	126	AUMILLER	W
EDAD.628.101	3241	SCHOOL LAW	3.0	W	04:30PM - 06:55PM	FR	133	ROOT	E
EDAD.644.601	3231	PUBLIC SCHOOL FINANCE Blended – Instruction delivered partially online	3.0	M	05:00PM - 07:30PM	TBA		STOOTHOFF	J
EDAD.693.101	3233	PRACTICUM IN ADMIN & SUPER	3.0	MTWRF				AUMILLER	W
EDAD.694.101	3235	PRACTICUM IN ADMIN & SUPER	3.0	MTWRF				AUMILLER	W
EDSU.643.601	3242	SUPERVISION AND HUMAN RELATI Blended – Instruction delivered partially online	3.0	W	05:00PM - 07:30PM	TBA		STOOTHOFF	J

Spring 2015 Graduate Course Offerings - FROSTBURG

EDUCATION GENERAL [EDUC] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
EDUC.590.001	3593	SPECIAL TOPICS IN EDUCATION	0.5 - 6.0	F S	04:30PM - 10:00PM 07:30AM – 03:30PM	FR FR	206 206	ORNSTEIN ORNSTEIN	B B
Children's Literature Conference Mandatory Orientation: Monday, January 26, 2015 – 4:00pm OR Tuesday, January 27, 2015 – 4:00pm. Friday, April 24 & Saturday April 25 For one credit, all dates and times listed are required. Beyond the one credit, additional hours and preparation are required to meet the minimum contact hours.									
EDUC.590.101	3229	SPECIAL TOPICS IN EDUCATION	3.0	R	05:00PM - 07:30PM	FR	126	PRATT	S
EDUC.590.701	3591	SPECIAL TOPICS IN EDUCATION	.05 - 6.0	ONLINE				STAFF	
Web Based - Instruction Entirely On-Line									
EDUC.603.701	3563	PRINCIPLES & PRACTICES OF RESEA	.05 - 6.0	ONLINE				TOBERY-NYS	J
Web Based - Instruction Entirely On-Line									
EDUC.606.101	3564	DEVELOPMENTAL THEORY & EXPER	3.0	T	05:00PM - 07:30PM	TBA	TBA	PALARDY	T
EDUC.640.601	3567	CURRICULUM THEORY, DEVELOP	3.0	R	5:00PM - 07:30PM	TBA	TBA	WAKEFIELD	G
Blended – Instruction delivered partially online									
EDUC.700.701	3225	MASTER'S RESEARCH PAPER OR PR	3.0 – 6.0	TBA	TBA	TBA		AUMILLER	W

ENGLISH [ENGL] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
ENGL.516.001	2764	HISTORY OF THE ENGLISH LANG	3.0	TR	03:30PM - 04:45PM	DH	219	DOLLY	M
ENGL.530.001	2763	THE COMPOSING PROCESSES	3.0	MW	04:30PM - 05:45PM	DH	324	EWERS	C

GEOGRAPHY [GEOG] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
GEOG.501.001	2669	GEOGRAPHY OF EUROPE	3.0	MWF	11:00AM - 11:50AM	GU	208	RUSSO	R
GEOG.514.001	2672	DIGITAL IMAGE PROC & ANALYSIS	3.0	MW	12:00PM - 12:50PM	GU	214	RAMSPOTT	M
GEOG.514.002	2673	DIGITAL IMAGE PROC & ANALYSIS	0.0	T	09:00AM - 10:50AM	GU	212	RAMSPOTT	M
When you register for this Laboratory section you will automatically be registered for the Lecture section above.									
GEOG.530.001	2670	SURFACE WATER HYDROLOGY	4.0	MWF	11:00AM - 11:50AM	GU	214	CAUPP	C
GEOG.530.002	2671	SURFACE WATER HYDROLOGY	0.0	T	03:00PM - 04:50PM	GU	214	CAUPP	C
When you register for this Laboratory section you will automatically be registered for the Lecture section above.									
GEOG.550.001	2674	URBAN PLANNING	3.0	TR	11:00AM - 12:15PM	GU	101	BULLAMORE	H
GEOG.572.001	2667	ENVIRONMENTAL PLANNING	3.0	TR	11:00AM - 12:15PM	GU	214	CAUPP	C
GEOG.572.002	2668	ENVIRONMENTAL PLANNING	0.0	W	04:00PM - 05:50PM	GU	214	CAUPP	C
When you register for this Laboratory section you will automatically be registered for the Lecture section above.									

MATHEMATICS [MATH] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
MATH.532.001	3506	DIFFERENTIAL EQUATIONS	3.0	MWF MWF	10:00AM - 10:50AM 10:00AM - 10:50AM	CT CT	223 222	BARNET BARNET	F F
MATH.540.001	3507	MODERN COLLEGE GEOMETRY	3.0	MWF	01:00PM - 01:50PM	CT	245	FORSYTHE	R
MATH.565.001	3508	THEORY OF NUMBERS	3.0	MWF	11:00AM - 11:50AM	CT	245	HUGHES	M
MATH.570.001	3509	MATHEMATICAL MODELS AND APP	3.0	TR	03:30PM - 04:45M	CT	221	DUNMYRE	J

Spring 2015 Graduate Course Offerings - FROSTBURG

PHYSICAL EDUCATION [PHEC] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
PHEC.512.001	3566	PRINCIPLES OF COACHING	3.0	TR	09:30AM - 10:45AM	PE	220	LEWIS	R

POLITICAL SCIENCE [POSC] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
POSC.522.001	2553	AMERICAN CONSTITUTION LAW I	3.0	TR	09:30AM – 10:45AM	GC	205	LEWIS	D
POSC.523.001	2554	AMERICAN CONSTITUTION LAW II	3.0	TR	11:00AM - 12:15PM	GC	205	JOHNSON	S

MASTER OF BUSINESS ADMINISTRATION – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
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IMPORTANT: Please see page 18 and 19 for all online MBA course offerings.

PSYCHOLOGY [PSYC] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
PSYC.510.001	3307	INTRODUCTION TO COUNSELING	3.0	MWF	09:00AM - 09:50AM	GC	212	REDMOND-M	T
PSYC.510.002	3308	INTRODUCTION TO COUNSELING	3.0	MWF	10:00AM - 10:50AM	GC	212	REDMOND-M	T
PSYC.581.601	3309	HISTORY AND SYSTEMS Blended – Instruction delivered partially online	3.0	MWF	09:00AM - 09:50AM	GC	123	BERNHARDT	P
PSYC.617.001	2126	ADULT PSYCHOPATHOLOGY	3.0	R	04:00PM - 06:45PM	GC	212	O'NEAL	J
PSYC.618.001	2027	CHILD PSYCHOPATHOLOGY	3.0	W	03:00PM - 05:45PM	GC	213	EDWARDS	J
PSYC.630.001	2133	THEORIES & TECHNIQUES OF COUN	3.0	M	03:30PM - 06:15PM	GC	212	REDMOND-M	T
PSYC.650.001	2048	FAMILY THERAPY	3.0	R	03:00PM - 05:45PM	GC	206	MORSHEAD	L
PSYC.660.001	2068	INDIVIDUAL ASSESSMENT	3.0	T	03:30PM - 06:15PM	GC	212	PETERSON	K
PSYC.686.001	2141	ADDICTIONS ISSUES AND TREATME	3.0	T	03:00PM - 06:00PM	GC	213	MURTAGH	M
PSYC.696.001	2049	ADV INTERNSHIP IN COUNSEL	5.0 - 12.0	T	03:00PM - 04:30PM	GC	206	MORSHEAD	L
PSYC.696.002	2149	ADV INTERNSHIP IN COUNSEL	5.0 - 12.0	R	03:30PM - 05:00PM	GC	208	MURTAGH	M

READING EDUCATION [REED] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
REED.540.101	3158	CHILDREN'S LITERATURE	3.0	W	05:00PM - 07:30PM	FR	205	BINGMAN	W
REED.617.701	3155	TEACHING READING IN THE CONTE Web Based - Instruction Entirely On-Line	3.0	ONLINE				WELSH	J
REED.620.601	3153	DIAGNOSIS & CORRECTION OF RE Blended - Instruction Delivered Partially On-Line	3.0	M	05:00PM - 07:30PM	FR	205	STAFF	
REED 638.101	3156	READING CAPSTONE	3.0	R	05:00PM - 0730PM	FR	205	ORNSTEIN	B
REED.695.101	3154	READING CLINIC	3.0 - 6.0	T	05:00PM - 07:30PM	FR	205	MCGEE	K

Spring 2015 Graduate Course Offerings - FROSTBURG

SCHOOL COUNSELING [SCCO] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
SCCO.606.101	3587	SOCIAL AND CULTURAL DIVERSITY	3.0	T	05:00PM - 07:30PM	FR	103	DIEHL	K
SCCO.609.101	3586	THEORIES & TECH SCH COUNSEL	3.0	M	05:00PM - 07:30PM	FR	103	JACKSON	K
SCCO.619.101	3588	ASSESSMENT ISSUES IN THE SCHOO	3.0	T	07:30PM - 10:10PM	TBA		DEASY	P
SCCO.692.101	3590	SCHOOL COUNSELING SEMINAR	3.0	R	05:00PM - 07:30PM	FR	105	DIEHL	K
SCCO.693.101	3589	INTERNSHIP IN SCHOOL COUNSEL	1.0 - 6.0	W	05:00PM - 07:30PM	FR	103	DIEHL	K

SECONDARY EDUCATION [SCED-Secondary MAT Students Only] – Frostburg State

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
SCED.697.001	3597	PRACTICUM II WITH SECONDARY SE MAT English candidates only	6.0	MTWRF				BREWER	R
SCED.697.002	3598	PRACTICUM II WITH SECONDARY SE MAT Secondary Math & Science candidates only	6.0	MTWRF				WALBERT	J
SCED.697.003	3599	PRACTICUM II WITH SECONDARY SE MAT Secondary Social Studies candidates only	6.0	MTWRF				LEWIS	M
SCED.697.004	3600	PRACTICUM II WITH SECONDARY SE MAT Secondary Foreign Language candidates only	6.0	MTWRF				EBERLY	Y
SCED.700.001	3604	MAT SECONDARY/P-12 CAPSTONE	3.0	TBA	TBA	TBA		AUMILLER	W

SPECIAL EDUCATION [SPED] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
SPED.562.701	3226	INTRODUCTION TO THE EDUCATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				TOBERY-NYS	J
SPED.601.701	3607	ASSESSMENT, DIAGNOSIS AND EV Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
SPED.604.701	3227	MANAGING STUDENT BEHAVIOR Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
SPED.605.701	3230	COMMUNICATION AND COLLAB Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
SPED.691.701	3228	SEMINAR IN SPECIAL EDUCATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
EDUC.700.701	3225	MASTER'S RESEARCH PAPER OR PR Web Based - Instruction Entirely On-Line	3.0 – 6.0	ONLINE				SIMMONS	O

Spring 2015 Doctoral Course Offerings – FROSTBURG

EDUCATIONAL LEADERSHIP [EDLP] – FROSTBURG

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
EDLP.782.601	3260	EDUCATIONAL POLITICS & POLICY Blended – Instruction delivered partially online	3.0	T	05:00PM – 07:30PM	FR	114	ROSA	T
EDLP.782.602	3261	EDUCATIONAL POLITICS & POLICY Blended – Instruction delivered partially online	3.0	T	07:30PM - 10:10 PM	FR	114	ROSA	T
EDLP.806.601	3258	EDUCATIONAL RESEARCH I Blended – Instruction delivered partially online	3.0	T	05:00PM - 07:30 PM	CT	127	HALL	K
EDLP.806.602	3259	EDUCATIONAL RESEARCH I Blended – Instruction delivered partially online	3.0	T	07:30PM - 10:10 PM	CT	127	HALL	K
EDLP.912.001	3251	DISSERTATION II	6.0	TBA	TBA	FR	108	ROSA	T
EDLP.912.002	3252	DISSERTATION II	6.0	TBA	TBA	FR	207	THOMPSON	G
EDLP.912.003	3253	DISSERTATION II	6.0	TBA	TBA	FR	106	HALL	K
EDLP.912.004	3254	DISSERTATION II	6.0	TBA	TBA	FR	207	SANTAMARIA	D
EDLP.912.005	3255	DISSERTATION II	6.0	TBA	TBA	HI	213	CHILDS	W
EDLP.912.006	3256	DISSERTATION II	6.0	TBA	TBA	FR	207	AUMILLER	W
EDLP.912.007	3246	DISSERTATION II	6.0	TBA	TBA	FR	128	RANKIN	J
EDLP.912.008	3247	DISSERTATION II	6.0	TBA	TBA	PE	252	SIMPSON	L
EDLP.912.009	3249	DISSERTATION II	6.0	TBA	TBA	HI	118	BOWLING	T

Spring 2015 Graduate Course Offerings - HAGERSTOWN

HAGERSTOWN CENTER

CURRICULUM AND INSTRUCTION [CUIN] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
CUIN.602.701	3159	BECOMING A TEACHER LEADER Web Based - Instruction Entirely On-Line	3.0	ONLINE				STEWART M
CUIN.653.701	3161	ACCOUNTABILITY IN THE CONTEXT Web Based - Instruction Entirely On-Line	3.0	ONLINE				HANLIN D
CUIN.694.201	3162	TEACHER LEADERSHIP PRACTICUM	3.0	TBA				SANTAMARIA D

EDUCATIONAL AMINISTRATION [EDAD] & SUPERVISION [EDSU] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDAD.612.601	3238	EDUCATIONAL LEADERSHIP II Blended – Instruction delivered partially online	3.0	T	05:00PM - 07:30PM			STAFF
EDAD.628.201	3240	SCHOOL LAW	3.0	M	05:00PM - 07:30PM			ROOT E
EDAD.693.201	3232	PRACTICUM IN ADMIN & SUPER	3.0	MTWRF				AUMILLER W
EDAD.694.201	3234	PRACTICUM IN ADMIN & SUPER	3.0	MTWRF				AUMILLER W

EDUCATION GENERAL [EDUC] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDUC.590.701	3591	SPECIAL TOPICS IN EDUCATION Web Based - Instruction Entirely On-Line	.05 - 6.0	ONLINE				STAFF
EDUC.603.701	3563	PRINCIPLES & PRACTICES OF RESEA Web Based - Instruction Entirely On-Line	.05 - 6.0	ONLINE				TOBERY-NYS J
EDUC.606.201	3565	DEVELOPMENTAL THEORY & EXPER	3.0	T	05:00PM - 07:30PM			STAFF
EDUC.640.602	3568	CURRICULUM THEORY, DEVELOPM Blended – Instruction delivered partially online	3.0	R	05:00PM - 07:30PM			WAKEFIELD G

READING EDUCATION [REED] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
REED.617.701	3155	TEACHING READING IN THE CONTE Web Based - Instruction Entirely On-Line	3.0	ONLINE				WELSH J
REED.620.602	3152	DIAGNOSIS AND CORRECTION OF Blended – Instruction delivered partially online	3.0	M	05:00PM - 07:30PM			STAFF
REED.638.602	3595	READING CAPSTONE Blended – Instruction delivered partially online	3.0	R	05:00PM - 07:30PM			STAFF

Spring 2015 Graduate Course Offerings - HAGERSTOWN

SPECIAL EDUCATION [SPED] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
SPED.562.701	3226	INTRODUCTION TO THE EDUCATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				TOBERY-NYS	J
SPED.601.701	3607	ASSESSMENT, DIAGNOSIS AND EV Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
SPED.604.701	3227	MANAGING STUDENT BEHAVIOR Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
SPED.605.701	3230	COMMUNICATION AND COLLAB Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
SPED.691.701	3228	SEMINAR IN SPECIAL EDUCATION Web Based - Instruction Entirely On-Line	3.0	ONLINE				SIMMONS	O
EDUC.700.701	3225	MASTER'S RESEARCH PAPER OR PR Web Based - Instruction Entirely On-Line	3.0 – 6.0	ONLINE				SIMMONS	O

ELEMENTARY EDUCATION [EDUC – Elementary MAT Students Only] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
EDUC.697.202	3560	PRACTICUM PART II	6.0	TBA	TBA			STAFF	
EDUC.697.203	3561	PRACTICUM PART II	6.0	TBA	TBA			STAFF	
EDUC.697.204	3562	PRACTICUM PART II	6.0	TBA	TBA			STAFF	
REED.533.201	3559	READING ASSESSMENT	3.0	TBA	TBA			BELT	Y

SECONDARY EDUCATION [SCED-Secondary MAT Students Only] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor	
SCED.697.201	3606	PRACTICUM II WITH SECONDARY SE	6.0	TBA	TBA			NOVAK	V
SCED.700.201	3605	MAT SECONDARY/P-12 CAPSTONE	3.0 - 6.0	TBA	TBA			STAFF	

MASTER OF BUSINESS ADMINISTRATION – HAGERSTOWN

IMPORTANT: Please see page 18 and 19 for all online MBA course offerings.

Spring 2015 Doctoral Course Offering - HAGERSTOWN

EDUCATIONAL LEADERSHIP [EDLP] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDLP.716.601	3443	ORGANIZATIONAL CHANGE & LEAD 3.0 Blended – Instruction delivered partially online		R	05:00PM - 07:30PM			THOMPSON G
EDLP.716.602	3444	ORGANIZATIONAL CHANGE & LEAD 3.0 Blended – Instruction delivered partially online		R	07:30PM - 10:00PM			THOMPSON G
EDLP.782.601	3445	EDUCATIONAL POLITICS & POLICY 3.0 Blended – Instruction delivered partially online		R	05:00PM - 07:30 PM			ROSA T
EDLP.782.602	3446	EDUCATIONAL POLITICS & POLICY 3.0 Blended – Instruction delivered partially online		R	07:30PM - 10:10 PM			ROSA T

CURRICULUM & INSTRUCTION [CUIN] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDLP.724.601	3594	PLANNING & CONDUCTING PROFES 3.0 Blended – Instruction delivered partially online		R	05:00PM – 07:30PM			STAFF

EDUCATIONAL ADMINISTRATION [EDAD] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDAD.744.601	3137	EDUCATIONAL FINANCE 3.0 Blended – Instruction delivered partially online		R	05:00PM - 07:00PM			STOOTHOFF J

EDUCATIONAL LEADERSHIP [EDLP] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDLP.807.601	3243	EDUCATIONAL RESEARCH II 3.0 Lab must have SPSS Blended – Instruction delivered partially online		R	07:30PM - 10:00PM			HALL K
EDLP.912.201	3257	DISSERTATION II 6.0						TOBERY-NYS J
EDLP.912.202	3250	DISSERTATION II 6.0						STOOTHOFF J

HIGHER EDUCATION [HIED] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
HIED.753.601	3244	HIGHER EDUCATION FINANCE 3.0 Blended – Instruction delivered partially online		R	05:00PM – 07:30PM			STAFF

SPECIAL EDUCATION [SPED] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
SPED.714.601	3245	SPECIAL EDUCATION FUNDING & 3.0 Blended – Instruction delivered partially online		R	05:00PM – 07:00PM			TOBERY-NYS J

EDUCATIONAL INSTRUCTIONAL TECH [EDTC] – HAGERSTOWN

Course	Class	Course Title	Cr.	Days	Times	Bldg.	Rm.	Instructor
EDTC.762.701	3136	LEADING INSTRUCTIONAL DESIGN 3.0 Web Based - Instruction Entirely On-Line		ONLINE				BAIR R