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Hagerstown Campus Information

FSU Student Services:
Mr. Gary Austin, USMH 307 ....................... 240-527-2708
Dr. Jamelyn Nystrom, USMH 154 ............ 240-527-2735
Mrs. Cameron Dennison, COE Administrative Assistant, USMH 155 ......... 240-527-2738
Mrs. Kathy Griebsmann, FSU Program Manager, USMH 305 .................. 240-527-2741
Fax: ................................................................. 240-527-2782

Office Hours
Monday – Friday
9:00 A.M. - 5:00 P.M.

All required forms and applications are available from the FSU Student Services Office.

Academic Calendar

October 27  Mail Spring 2015 Registration Guidelines
November 3 - 21 Spring 2015 Registration Period
November 21  Last Day to Register Without Late Fees
December 17 Spring Tuition Payment Due - Undergraduate Students
(Must be received in the Billing Office)
December 18 $30 Late Payment Fee is Assessed - Undergraduate Students
January 19  M.L. King-No Classes/Offices Closed
January 26  Classes Begin
January 26 - 30 Drop/Add Period and Late Registration
All unpaid accounts are charged $60 for late fees.
January 30  Last Day to Add Courses
February 13  Last Day to File Pass/Fail Option
March 9  Last Day for ANY Grade Change for Fall 2014 and Intersession 2015 (including removal of incomplete grades) - Undergraduate Students
March 14 - 22 Spring Break
March 23  Classes Resume
March 23  Mail Fall 2015 Registration Guidelines
March 27  Last Day to Register for Spring 2015 Six-Week Intensive Courses
March 30 - April 17 Fall 2015 Registration Period
March 31  First Day of Intensive Web Courses
April 10  Last Day to Withdraw From Undergraduate Courses With “W”
May 12  Last Day to Withdraw From Courses With “WF”
May 12  Last Day of Classes
May 13  Reading Day
May 14 - 15 Final Exams
May 16  Common Finals
May 18 - 20 Final Exams
May 21  Commencement (at Main Campus)

USMH ................................................................. 240-527-2060

Hagerstown Campus Contacts

Business Administration - Dr. Martha Mattare ........................................ 240-527-2747
Educational Professions - Dr. Jamelyn Nystrom .................................... 240-527-2735
Liberal Studies - Mr. Gary Austin ..................................................... 240-527-2708
Psychology - Dr. Christopher Masciocchi .......................................... 240-527-2746
Sociology - Mr. Gary Austin ............................................................ 240-527-2708

Main Campus Administrative Offices

Admissions (Undergraduate) ........................................ 301-687-4201
Admissions (Graduate) .................................................. 301-687-7053
Financial Aid ........................................................... 301-687-4301
Registrar’s Office ...................................................... 301-687-4346
Student and Educational Services .......................................... 301-687-4311
University and Student Billing ............................................ 301-687-4321

Contents of this booklet are subject to change without notice.
2  Registration Information/Final Exams/Grades

REGISTRATION DATES

November 3 -21  
(No Late Registration Fee)

November 22 - December 17  
(With Late Registration Fee)

December 18 - January 30  
(With Late Registration and Late Payment Fee)

PAWS Internet Registration System
Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, the Schedule of Classes, registration time period (Enrollment Appointment) and register for classes using this system. Go to http://paws.frostburg.edu/students to log-in.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning on November 3, 2014. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the USMH Information Desk.

- 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 your Enrollment Appointment which is based on your total earned credits.
3. Check for Service Holds that may prevent you from registering.
4. Meet with your advisor to plan your schedule and be activated for registration.
5. List course numbers on the Registration Form provided in this booklet.
6. Register for Classes.

Self Service > Student Center > Enroll
-Select Enrollment Term - 2015 Spring.
-Click Continue.
-Select classes to add. Make sure to choose a Campus; Hagerstown or On-Line Courses.
-Classes will be placed in your Shopping Cart.
-When finished selecting classes click Proceed to Step 2 of 3.
-Click Finish Enrolling.
-Check the status of your request(s). Status must read success to be registered.
-When finished, click My Class Schedule to verify enrollment.

7. After December 17th, payment is due upon registration.

Final Exams
Access the PAWS system to find out when your final exams are scheduled. Student Center > Other Academics drop down box > Exam Schedule > Go

Mid-Term & Final Grades
Paper grades are not mailed to students. Access the PAWS System for grades. Student Center > Other Academics drop down box > Grades > Go

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

Textbook Information
Textbook information is listed for each course in the class schedule.

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 302, (301-687-4102).

Please Note:
Plan to transact these functions in-person at the Hagerstown Campus during Registration and Drop/Add:
-Independent study courses.
-Enroll in Graduate Courses if you are an Undergraduate Student.
-Course Overloads (18+ Credits).
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

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 CCIT 123K 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.
PAWS Quick Reference for Students

Access PAWS at: http://paws.frostburg.edu/
Sign In – Go to Self Service > Student Center

Tester’s Student Center

Academics
- Search
- Plan
- Email
- My Academics
- Other academic...
- Academic Planner
- Academic Requirements
- Academic Strategy
- Advising Notes
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- Grades
- Release of Information
- Other academic...

Your Schedule at a Glance

Holds
- No Holds

To Do List
- Final Transcript

Enrollment Dates
- Open Enrollment Dates

Advisor
- Program Advisor
- Lisa Simpson
- 301/687-4473 Ext 4461

News and Info
- Frostburg State Community

FSU State Systems
- Backboard.com

Academic and Enrollment Information
Billing Information
Financial Aid Information
Personal Information
Graduation Information

Applying for Graduation

A system generated graduation date is entered for all students beginning their freshmen year for the National Student Clearinghouse. The clearinghouse reports enrollment and anticipated graduation dates for all students at FSU for financial aid/student loan purposes. In most cases, this date is just an estimate and not a reflection of your actual graduation date. You may check your graduation date using PAWS. Once you have earned 80 credits you will be prompted to apply for graduation thru PAWS. You may also apply in person at the Registrar’s Office or the Hagerstown Campus.

Academic Advising Reports

You may review your academic advising report using PAWS. Go to your Student Center > Other Academics drop down box > Academic Requirements > Go. If you review your report and you see no major requirements listed something has not been accurately entered for you and you should notify the Registrar’s Office to have it corrected.

For unknown plans or students thinking of changing their plan, you may view the requirements of any valid plan at FSU by going to What if Report and click on Create New Report.

Please direct any questions concerning your academic advising report to your academic advisor.

Student Academic Responsibility

You are responsible for planning your academic program and for meeting the requirements of the University and its departments. This responsibility includes understanding and following all degree requirements, academic regulations, and procedures.

You must obtain, retain, and consult regularly the sections from the catalog that govern your graduation requirements. The degree requirements specified in the catalog assigned to you at the time of admission or re-admission serve as a two-way contract between you and the University. The contract specifies that the basic requirements to earn a bachelor’s degree, the General Education Program, and major and minor requirements will not be changed as long as you have completed a degree within seven years of the time of your initial enrollment in college. In turn, you are responsible for meeting these requirements.

Other academic regulations and procedures may change during the period of your enrollment, and it is your responsibility to know and follow the academic regulations and procedures currently in effect. All changes in regulations and procedures will be published in official University publications such as the Undergraduate and Graduate Catalogs, the Undergraduate Registration Guidelines and Graduate Schedule Booklet. Prior notice of changes will be provided. The current catalog may be accessed on the web: www.frostburg.edu/undergrad/catalog.htm.

You are assigned an advisor, whose role is to assist you in planning the academic program and in interpreting degree requirements and academic regulations. It is your responsibility to confer regularly with your advisor. The advisor provides the best, most current information possible, but, ultimately, it is your responsibility to request and use this advice wisely in meeting graduation requirements and following academic regulations.

After you declare a major, you are assigned an advisor in that department. It is your responsibility to declare or change your major so that an appropriate advisor can be assigned. Forms for the declaration of a major, change of major, and change of advisors are available at the FSU Student Services Office.

Commencement

To participate in commencement, you must have successfully completed, or be enrolled during the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in August or December, you are eligible to participate in the December ceremony. Exceptions to these rules require a written request to the Registrar’s Office at least three weeks prior to the commencement ceremony, accompanied by evidence that you have enrolled in, and paid tuition for, course work that will meet the remaining requirements during the summer session immediately following May commencement or the January Intersession immediately following December commencement. Permission will be granted only if you have no more than two courses totaling no more than nine credits remaining to complete your degree and have a 2.0 cumulative FSU grade point average and a 2.0 cumulative FSU grade point average in your major at the time of the request, as determined by the official degree audit performed by the Registrar.

Participation in commencement does not confer a degree. Your degree will be posted on your official transcript and you will receive a diploma only after you have documented that you have met all degree requirements.
Advising
Upon admission into the University you are assigned an advisor. Undergraduate students must have their advisor check their enrollment box prior to registering thru PAWS. Drop/Add Forms must be signed by your Advisor in order to be processed.

Change/Declaring a Major
To declare or change a major or advisor, please go to the Information Desk at the Hagerstown Campus.
Once you have declared a major, you are assigned an advisor within the department of your intended major.

Course Overload
To enroll for more than 17.5 semester hours of credit, you must have earned a Frostburg State University cumulative grade point average of 3.0 or above, have completed at least one semester of course work at FSU, and have the written permission of your advisor. Exceptions to these overload guidelines shall be made only upon the recommendation of the advisor and the approval of the department chair (or Assistant Provost if the student has not declared a major).

Independent Study/
Research Paper/Thesis
If you are enrolling in an Independent Study or for a Research Paper, you must submit a completed Independent Study/ Research Paper Form with the Course Registration Form. The form must be signed by the faculty supervisor of the project and the Department Chair. This form may be obtained from an academic department.

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. It also reserves the right to change instructors from those published in the course listings.

Pass/Fail Option
To register for a course Pass/Fail (P/F), obtain your advisor’s approval on the Pass/Fail Form and submit the form to the Office of the Registrar by February 13, 2015.
Please refer to your catalog for the complete governing regulations.

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 part-time undergraduate bill, you will be charged for graduate tuition if the two course loads total less than 12 credit hours. The Registrar’s Office clears students for such enrollment.

Requests for Accommodations
Frostburg State University is committed to making all of its programs, services and activities accessible to persons with disabilities. You may request accommodations through the ADA/EEO Compliance Office, Hitchins 302, 301-687-4102, TDD - USMH 240-527-2064.

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 their University email to another account, he or she is responsible for all information, including attachments, sent to the other email account.

Student Responsibilities
You will be 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 their storage quota. Exceeding the quota will prevent the delivery of additional email messages.

Equal Opportunity Policies
Frostburg State University’s policies, programs, and activities are committed to diversity and conform to pertinent federal and state non-discrimination laws and regulations.
The University maintains the following non-discrimination policies: Affirmative Action/Equal Employment Opportunity Policy; Sexual Harassment Policy; Non-Discrimination/Equal Opportunity Policy. These policies are located in the: FSU Catalog; Student Policy Statement Booklet; Employee Handbook; Faculty Handbook; Administrative Handbook; and the University’s Procedures for Filing Complaints of Discrimination or Sexual Harassment. University students and employees should direct any inquiries regarding equal opportunity, an allegation of discrimination/harassment to the ADA/EEO Compliance Office, the Diversity Center, or to the Office of Human Resources.
Grade Grievance Procedures

The University grade grievance procedures are designed to streamline the process by resolving grade disputes as soon as possible using non-adversial methods.

1. The only basis for filing a grievance under these procedures is arbitrary and capricious grading.

2. You must request that the Department Chair mediate the grade dispute no later than the 15th class day of the semester following the term in which the disputed grade was received (February 13, 2015, for grades received in fall 2014 or intersession 2015).

3. If mediation does not resolve the dispute, you must file a written grievance with the instructor’s school dean no later than the 30th class day of the following semester (March 6, 2015, for grades received in fall 2014 or intersession 2015).

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 ensure that special exemptions concerning refunds and W or I grades are applied:

Ms. Danielle Dabrowski, Coordinator
Veterans’ Affairs
Sand Spring Hall 110
Phone: 301-687-4409
Fax: 301-687-3065

Dr. Thomas Bowling, Vice President
Student Affairs
Hitchins 116
Phone: 301-687-4311
Fax: 301-687-4937
E-mail: tbowling@frostburg.edu

Ms. Lacey Shillingburg
Office of the Registrar
Pullen 144
Phone: 301-687-4281
Fax: 301-687-4597
E-mail: lshillingburg@frostburg.edu

The full text of the University Procedures for Review of Alleged Arbitrary and Capricious Grading may be found in the current Undergraduate and Graduate Catalogs and the Pathfinder.
### Transferring Credits for Continuing Students

Once you enroll as a degree candidate at Frostburg State University, you must request prior permission to pursue course work at another institution and transfer it into your program at Frostburg State. This procedure is for your protection to ensure that course work is transferable and is equivalent to the requirement you are trying to meet. Grades earned at other institutions are not included in your FSU grade point average.

If you have 0-89 total credits earned, you must follow these procedures:

1. Obtain a list of course offerings and catalog descriptions for the course(s) you want to take at another institution.
2. Complete the Authorization to Attend Another Institution Form.
3. The Hagerstown Campus will forward the form to the Registrar’s Office to have course equivalencies determined by a Transfer Credit Officer in Admissions.
4. The form will be returned to the Registrar’s Office for an official signature. A copy of the form will be forwarded to you at the address listed on the form.
5. Take the approval form to register at the other institution.
6. After completion of the course work, have an official transcript forwarded from the other institution to Frostburg State University, Registrar’s Office, 101 Braddock Road, Frostburg, MD 21532-1099

In addition to the steps noted above, the following special rules apply:

- If you have 90 or more total credits (including previous transfer credits and credits in which you are currently enrolled at FSU or elsewhere), you may transfer a maximum of seven additional credits of general education or general elective course work, provided that you still earn a minimum of 30 credits towards the degree at Frostburg State University. These credits may include courses that count toward the major or minor only if you will earn half of your major or minor credits at Frostburg State University. After you have a total of 90 or more credits:
  1. Your academic advisor (or department chair/coordinator) must give prior approval for additional transferred credits of general education or general elective course work.
  2. Your department chair or coordinator must give prior approval for additional transferred course work that counts toward the major or minor.

- If you have 70 credits transferred from two-year colleges, you cannot transfer additional credit from a two-year college. This is a State regulation and no exceptions are allowed.

Exceptions to the rules specified above require a written appeal to the Academic Standards Subcommittee, Hitchins 213, at least one month prior to the term in which you wish to study at another institution.

### Distance Education

The principal mission of distance education at Frostburg 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.

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 System of Maryland at Hagerstown and FSU’s main campus.

For information about distance learning opportunities, contact the Center for Instructional Technologies.

### On-Line Courses

On-line courses 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 learning 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 the instructor (e.g., an orientation session or proctored testing) at various times throughout the academic term. Frostburg State University’s on-line courses are open to all eligible students who are prepared to learn in an on-line environment.

When using PAWS to do a Basic Class Search, under Campus choose “On-Line Courses”. This will list all available on-line courses.

### Intensive On-Line Courses

Intensive courses will be offered exclusively on-line during the 2015 Spring Semester in a six-week time frame. With the exception of the orientation session, all course activities will be conducted on-line.

- Mar. 27 Last day to register
- Mar. 31 First day of class
- Apr. 6 Last day to file pass/fail option
- Apr. 29 Last day to withdraw with a W
- May 12 Last day of classes

### Blended Courses

Blended courses 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 students physically spend in the classroom is significantly reduced but not entirely 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.
Ebills are sent to registered students the week of November 24. Tuition, fees, and all previous balances are to be paid in full or acceptable financial arrangements made no later than December 17, 2014. No paper bills will be mailed. You must sign up for ebill through PAWS.

Payment of Account
It is in your best interest to pay by certified check, treasurer’s check, or cashier’s check. Please do not send cash by mail. Refunds are delayed by 15 days when you pay by personal check. If you receive Senatorial Scholarships (or other awards from the Maryland State Scholarship Board), National Defense Loans, Educational Opportunity Grants, and/or Other Race Grants those amounts are deducted. If an award is not made by November 13, this amount is unlikely to appear on the bill. In this case, notification is sent from the Financial Aid Office to the University and Student Billing Office. You may deduct this amount from the bill. If official notification is not received until after filing, you must pay the amount shown. A refund is made upon written request from the student.

You may pay on-line using Visa, Master Card, Discover, or American Express, (a convenience fee applies). ACH (electronic check) is also available on-line. Login to PAWS or www.frostburg.edu/admin/billing.

The payment deadline is December 17, 2014. If payment is not received, you may be deregistered from all classes, removed from previously assigned room and board services, where applicable, and your bill voided. Deregistration is not a method of withdrawal. If you are not planning to attend after you register, you must officially withdraw. Once deregistered, to attend classes at the University for the 2015 Spring Semester you must request housing, if required, reregister in person with appropriate signature, verify that financial aid is available, and pay the new bill immediately. A $30 late registration fee and a $30 late payment fee will be assessed. The $60 non-refundable fees may not be deferred.

Once you go through the registration process, you are obligated to pay fees even though you withdraw from the University. You must sign up to receive your Ebill notification. Login to PAWS Student Center and click view e-bill to set it up. No bills are mailed.

Failure to pay your bill does not constitute withdrawal from the University. You must notify the Registrar’s Office in writing to withdraw. If financial aid covers at least one third of your bill and you are not planning to attend, you must officially withdraw from the University.

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 University and Student Billing Office and identify the account to be credited.

Application Fee
First time FSU students, please include an additional separate check for the $30.00 Application Fee, along with the completed Application Form.

Employer Paid Tuition/Fees
Students must present written verification of employer’s intent to pay during the period when bill payment is due. Student must also fill out a Deferred Payment Form (no charge) and pay any difference.

Tuition Remission
To take advantage of the employee tuition remission, you are to obtain the form at the Office of Human Resources. Return the completed form to the University and Student Billing Office 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 waiver form every semester.

Previous Balance
You must pay previous balances and obligations in full before registering and attending a subsequent semester. A previous balance results in the withholding of a students’ transcript and other University services.

Credit Balances
1. If you submit a written request before November 8, refund checks for credit balances (where eligible) become available at the University and Student Billing Office during late registration.
2. As a recipient of grants and loans received after November 9 and/or Senatorial Scholarships, you cannot receive refunds until all papers are processed, normally no sooner than four weeks following late registration.
3. Bobcat credit vouchers may be issued by the Billing Office if funds are delayed.

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

10-month plan
Enrollment in the 10-month plan commences July 1 and continues through April 1. 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 $75.00 per year.

5-month plan
Enrollment in the 5-month plan is geared for students that are enrolled for one semester only. The cost of attendance less financial aid is divided by 5. The fall plan begins July 1 and continues through November 1. The spring plan begins December 1 and continues through April 1. The non-refundable enrollment fee for this plan is $75.00 per semester.

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 December 16 to avoid a late fee. The second payment is due February 25 and the final payment is due March 25. (Dates are subject to change). The non-refundable enrollment fee for this plan is $60.00 per semester.

All students that have a balance due and are not enrolled in a payment plan, have 3rd party payment, or pending financial aid; are automatically enrolled in the in-house deferment plan and charged $150 plus all late fees after February 13, 2015.

All students with financial aid or enrolled in a payment plan are required to complete an FSU deferment form.
## Billing Information

### Undergraduate Tuition and Fees (Per Semester)

**TUITION**

**Full-Time (12 hours or more)**

| Tuition: In-State | $2,900 |
| Tuition: Out-of-State | $8,546 |
| Tuition: Contiguous County | $6,387 |

**Part-Time (Under 12 hours)**

| Tuition: In-State (per credit hour) | $240 |
| Tuition: Out-of-State (per credit hour) | $40 - $100 |
| Tuition: Contiguous County (per credit hour) | $30 |

### FEES

- Activity Fee (per credit hour) | $1
- Technology Fee (per credit hour) | $13
- Returned Check Fee | $30
- Late Registration Fee | $30
- Late Payment Fee | $30
- Preview Fee | $125
- Check Reissue Fee | $30

### Intensive Courses

Students are expected to enroll in intensive courses during the regular registration period. Intensive courses are counted towards full-time tuition and are part of your semester bill. Students registering for accelerated courses after the add/drop period; that are not already full-time, must pay at the time of registration.

### Special Instruction Fees

- **Accounting 305** | $25
- **Art**
  - 110 | $10
  - 100, 111, 301, 302, 360, 370, 380, 408, 415, 430, 460 | $15
  - 207, 209, 212, 216, 240, 412, 416 | $25
  - 236, 307, 407, 414 | $30
  - 221, 232 | $35
- **Biology**
  - 109, 149 | $20
- **Business Administration - BMIS 320** | $25
- **Chemistry**
  - 100, 113, 201 | $20
  - 202, 304, 305, 311, 320, 321, 411, 420, 421, 442, 446, 457, 493, 499 | $25
- **Computer Science 100, 110, 220, 330** | $25
- **Dev. Math - DVMT 095, 100** | $40 - $100
- **Geography 103, 113, 207, 340, 413, 430, 433, 445, 470** | $20
- **Interdisciplinary Studies - IDIS 150** | $115
- **Outdoor Leadership**
- **Mass Communications**
  - 101, 287, 387 | $50
  - 213, 250, 313, 313, 345, 465, 499 | $50
  - (Audio Projects) | $50
  - 287, 487, 488, 499 | $50
- **Mathematics 119** | $20
- **Music Applied**
  - 390 | $150
  - 490 | $300
- **Music**
  - 315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340 | $10
  - 493 | $150
- **Nursing**
  - 401, 402, 403, 404, 405, 406, 407, 491, 495, 496 | $6 per credit hour
- **Orientation 101** | $120
- **Physical Science 101, 203** | $20
- **Physics 215, 261** | $20
- **Psychology 150** | $10
- **Sociology - SOCI/SOWK 310** | $25

### STAFFORD LOANS

#### Federal Stafford Loans

You may apply for subsidized loans, which means that the federal government will pay the interest on your loan while you are in school and during specified deferments. You must demonstrate financial need to receive the loan. The amount of your loan is based on such eligible factors as documented need, enrollment status, and academic program.

#### Unsubsidized Federal Stafford Loans

After being considered for a subsidized Stafford Loan, you may be evaluated for another option, the Unsubsidized Stafford Loan. The federal government does not pay your interest on this loan during your enrollment in school, during any grace period, or during periods of deferment. Accordingly, you are responsible for payment of interest during these periods. You, as the borrower, may choose to pay the interest during these periods or request that the interest be added to the loan principal, no more frequently than quarterly. So long as you continue your enrollment at least half-time, your deferment remains.

### How To Apply

You can gain information about the application process for all types of aid including eligibility requirements by contacting the Financial Aid Office at 301-687-4301.

### Please Note:

Federal regulations require your written permission to deduct, from your financial aid on an annual basis, miscellaneous institutional charges such as library fines, etc. You must sign and complete a permission form which will be mailed to you along with your award letter. If at all possible, you should submit this form prior to billing. If you choose not to complete the permission form, you will be responsible for paying the miscellaneous obligation(s) from personal funds by the bill payment deadline date. The University may not apply your loan funds to any charge(s) assessed to you in a prior award year.
**Tuition Refunds**

1. If you are registered for a full schedule and drop courses after the end of the registration period, you are not entitled to a refund based on a credit-hour change.
2. The date on which the Withdrawal form is received by the Hagerstown Center or the Office of the Registrar determines the amount of the credit and/or refund (Postmarked date will be used for withdrawal received through the mail.)
3. 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.
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 and fees.
7. You must request a refund in writing from the University and Student Billing Office. Please refer to the current Undergraduate Catalog for any additional information in regard to the published refund policy.

**Refund Schedule**

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fees</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>*100%</td>
<td>100%</td>
<td>Until 01-30-15</td>
</tr>
<tr>
<td>80%</td>
<td>None</td>
<td>None</td>
<td>Until 02-08-15</td>
</tr>
<tr>
<td>60%</td>
<td>None</td>
<td>None</td>
<td>Until 02-15-15</td>
</tr>
<tr>
<td>40%</td>
<td>None</td>
<td>None</td>
<td>Until 02-22-15</td>
</tr>
<tr>
<td>20%</td>
<td>None</td>
<td>None</td>
<td>Until 03-01-15</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>After 03-01-15</td>
</tr>
</tbody>
</table>

*Excludes $150 acceptance fee for new students. $150 may only be applied to a tuition charge.

**Charges for Collection 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 Tax Refund will be held for non-payment of state obligations.

If you register and fail to make payment or withdraw you will automatically be enrolled in a payment plan. A $60 enrollment fee, $30 late registration and $30 late payment will be assessed.

**Tuition Remission**

To take advantage of the employee tuition remission, you are to obtain the form at the Office of Human Resources. Return the completed form to the University and Student Billing Office 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 waiver form every semester.

Fees are due by the bill payment deadline.

**Please 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.

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**Note:**

See information on page 7 concerning call to Active Military Duty.

See information on page 14 related to Implications of Withdrawal for Title IV Recipients.
Registering for courses at Frostburg State University is a contractual agreement, whereby you agree to comply with all laws, rules and regulations applicable to your registration, payment of fees, enrollment and attendance. The rules and regulations that comprise the terms and conditions of this contract are contained in the FSU catalog in effect during the years of your enrollment.

In addition to reading, agreeing with and accepting all of the terms and conditions set forth in the FSU catalog, you must specifically acknowledge the following:

1. All fees and other University expenses are due on the date listed in the written registration materials and on the FSU website for each semester. A late payment fee is assessed for all students who have not completed the payment or made payment arrangements by the due date. Students may enroll in a payment plan through FSU’s third party provider, or the FSU in-house payment plan for summer and intersession. More information about payment plans is available on the FSU website and in the Office of the Bursar.

2. It is the student’s responsibility to cancel their registration by dropping all courses before the end of the registration period if proper financial arrangements have not been made. The student is responsible for ensuring that he or she is no longer enrolled.

3. It is the student’s responsibility to complete all of the requirements for the Office of Financial Aid to disburse, provide third-party documentation, enroll in an approved payment plan or submit payment, by the billing due date each semester. Any student who has not completed payment or joined a payment plan by the 10th business day of the semester will be charged a fee and placed into a payment plan that splits the amount due into two payments. Additionally, the student will be assessed a late payment and a late registration fee. Each subsequent late payment will result in an additional fee.

4. It is the student’s responsibility to review their bill and submit payment in a timely manner. Students are notified each semester through their Frostburg account email that the e-bill is available for viewing. The student must then enroll in the E-bill system via their PAWS account. The student may also add another payer to the E-bill. Both the student and the additional payer will receive an email each time a bill is generated.

5. FSU reserves the right to withhold future services (registration, transcript request, diploma, etc.) to persons who have any outstanding obligations with the University or who has an account that was submitted to the Maryland State Central Collection Unit.

6. In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.

7. If payment is in the form of a check (or E-Check) and the check is returned by the bank for any reason, a $30 fee will be charged to the account. If payment is not made, the student’s account may be submitted to the Maryland State Central Collection Unit.

8. Students leaving FSU prior to the 60% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester in accordance with the University’s Return of Title IV Funds Policy. Failure to return that portion of federal aid received may result in the amount owed being transferred to the Maryland State Central Collection.

9. Any debt owed to FSU as a result of the student’s failure to make required payments or failure to comply with the terms of the applicable program as governed by the FSU catalog will be a breach of the terms and conditions of this contract. Failure to respond to demands for payment made by FSU may result in such debts being transferred to the Maryland State Central Collection Unit.

10. Any debts transferred to the Maryland State Central Collection Unit will be assessed a 17% collection fee at the time of transfer and this information will become part of a student’s credit report.

ONCE YOU REGISTER FOR COURSES, YOU ARE AFFILIATING WITH FROSTBURG STATE UNIVERSITY (FSU), AND THAT YOU ARE A PARTY TO A CONTRACT WITH FSU AND TO THE TERMS AND CONDITIONS DESCRIBED ABOVE. YOU ARE FURTHER AGREEING THAT YOU HAVE READ, UNDERSTAND AND WILL BE BOUND BY SUCH TERMS AND CONDITIONS.

If you have any question 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.
### Bill Payment Table – Hagerstown
#### Undergraduate, Part-Time
#### Tuition With Required Activities Fee

<table>
<thead>
<tr>
<th>In-State</th>
<th>Out-Of-State</th>
<th>Contiguous County</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number Credits</strong></td>
<td><strong>Total Payment</strong></td>
<td><strong>Number Credits</strong></td>
</tr>
<tr>
<td>1</td>
<td>$254</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>$508</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>$762</td>
<td>3</td>
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<tr>
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<tr>
<td>10</td>
<td>$2,540</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>$2,794</td>
<td>11</td>
</tr>
</tbody>
</table>

*Continuing Students Registering After November 21, Add Late Registration Fee of $30.00*

*Continuing Students Registering After December 17, Add Late Registration and Late Payment Fees Totaling $60.00*
Law Governing Financial Aid and Withdrawal

The Higher Education Act of 1998 established new rules regarding how colleges and universities determine the amount of financial aid that a student can retain if he/she withdraws. The new law was implemented at Frostburg State University beginning in Fall 2000. The following information describes how this law will be applied using a specific formula that the government has defined.

Implications Of Withdrawal From The University

Effective Fall 2000, all students who withdraw or are dismissed from the university (including unofficial withdrawals) and attend less than 60% of the enrollment period (semester), will have their Title IV federal financial aid prorated based on the actual days of attendance. Therefore, before a student considers withdrawal, he/she should meet with a financial aid counselor to determine the financial impact on his/her federal financial aid. Title IV Federal aid includes, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Stafford Loans (Subsidized and Unsubsidized), and Parent Loan to Undergraduate Students (PLUS).

Under this policy, the Financial Aid Office will determine the percentage of Title IV aid earned based on the length of enrollment. Once determined, the student may be responsible for charges that were once covered by Title IV aid. In some cases, a student may have to repay a portion or all of his/her refund as a result of withdrawing before 60% of the enrollment period elapses. After the unearned portion of financial aid has been established, the funds will be returned to the federal programs in the following order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants. In cases where a student is receiving institutional funds, he/she should check with the Financial Aid Office for policies concerning these awards.

Note: Students who unofficially withdraw and receive FX grades will not be eligible for financial aid for a subsequent semester. In addition, students may have to repay money that was awarded in the semester from which he/she unofficially withdraws. These students will have the right to appeal to a university official where mitigating circumstances exist. Check with the Financial Aid Office for details.

If you have any questions concerning the law, please contact the Financial Aid Office at 301-687-4301.

Financial Aid Satisfactory Progress Standards

The United States Department of Education mandates that colleges and universities have in place satisfactory progress standards (SAP) that must be met in order for a student to receive Title IV funds (Federal Pell Grants, Federal Subsidized and Unsubsidized Loans, Federal PLUS Loans, Federal Supplemental Education Opportunity Grants, Federal Work-Study, and Federal Perkins Loans). In addition, the Financial Aid Office uses satisfactory academic progress standards to determine eligibility for FSU grants and Maryland State Scholarship awards. The SAP policy can be reviewed online at http://www.frostburg.edu/ungrad/faid/satisfactoryacademicprogress.htm.

Procedures for Verification of Enrollment for Students

Frostburg State University has authorized the National Student Clearinghouse to act as its authorized agent for providing enrollment verifications. Students may obtain a verification of enrollment letter free of charge, 24 hours/7 days a week, through the National Student Clearinghouse using PAWS - Self Service > Student Center > My Academics > Request Enrollment Verification.

Procedures for Verification of Enrollment for Companies and/or Organizations

Companies and/or organizations that need to inquire about degrees awarded or enrollment data may contact the National Student Clearinghouse direct at:

Web: www.studentclearinghouse.org
Phone: 703-742-4200
Fax: 703-742-4239
E-Mail: service@studentclearinghouse.org
Mail: National Student Clearinghouse
13454 Sunrise Valley Drive
Suite 300
Herndon, VA 20171

Note:
If you have any questions concerning the law, please contact the Financial Aid Office at 301-687-4301.
Textbook Ordering Procedures for
Undergraduates Frostburg State University at USMH

Textbooks may be purchased in person in the Bookstore on the Frostburg State University main campus or online at the
Bookstore’s web site.

The bookstore places orders for textbooks from publishers when they are received by the department/faculty who teaches
the specific class. We do not stock textbooks until it is known what books are going to be used for the class. As the textbooks are
received from the publishers, they are priced and put on sale. Typically textbooks for the upcoming semester are not available for sale
more than two weeks prior to the first day of class.

If you choose to make your purchases in person, bookstore staff is always available for assistance. Please have your class
schedule with you for faster service. Regular bookstore hours are Monday-Friday 8:00am to 4:15pm. During the first two weeks of
the semester there are extended hours, usually until 6:30pm.

If you choose to make your purchases online, visit http://bookstore.frostburg.edu and choose textbooks, then follow the
prompts to complete your order. Textbooks may be either shipped to you by UPS ground (shipping charges apply), picked up at
USMH-Office 305, or picked-up in person in the bookstore. For USM Hagerstown pick-up and for using financial aid funds for
textbook purchases, please contact Kathy Griemsmann for procedures, 240-527-2741. Please have your class schedule with you when
you go online as the textbooks are listed by Dept. Course and Section Number. If your particular Section Number is not listed it is
probably because we didn’t receive a request from the department/faculty for a textbook.

WARNING!

LOSS OF YOUR BOOKSTORE RECEIPT
COULD BE HAZARDOUS
TO YOUR POCKET BOOK!!

RETURN POLICIES FOR SPRING 2015

Textbooks

Full textbook refunds will be made for the Spring Semester through January 30, 2015*. A Receipt is required for refunds.
No Receipt-No Refund! These dates are for refunds for any reason including course drops, incorrect purchase, etc. New books will
be accepted for full refund only if they are returned in new condition—no names or markings of any sort are accepted. If marked, the
refund will be 75% of their original purchase price; the books will be resold as “used”. Used books that were already marked will not
be penalized for additional markings. Software packaged as part of a new textbook must be unopened and intact in order for the book
to be considered new. Shrink-wrapped materials, such as cases or lab packages, may not be returned if opened unless class is
cancelled. The shipping costs for books being returned for refund, is the responsibility of the person mailing the return. For
check/cash refunds via the mail, the cost of a bank money order will be subtracted from the amount refunded.

*Exception - For classes lasting two weeks or less, the last day for refunds is the day after the class begins.

Returns - Other Than Textbooks

Full refunds for merchandise other than textbooks will be made up to 14 days from date of purchase if you present your
receipt and the items are in original condition and intact original packaging. No Receipt-No Refund! Any item bought on clearance
sale, is Non-Returnable for either refund or exchange. Software may be returned only if packaging is intact and unopened.

Frostburg State University Bookstore, Lane Center
Phone 301-687-4341

Remember to check out http://bookstore.frostburg.edu
for special educational pricing on Microsoft Products and Computers.
FSU ID

Last Name, First Name, Middle I.

Permanent Address       Phone

☐ Check this box if this is your first term enrolled at FSU.

Last Term you attended FSU Hagerstown Center: Spring ____  Summer ____  Fall ____

☐ Check this box if your address or phone has changed since your last registration.

Bachelor’s Degree Program in Which Enrolled (check one):  __ Business Administration  __ Early Childhood/Elementary Education  
    __ Liberal Studies __ Psychology  __ Sociology

Registration Procedures

To Register Using PAWS

1. Login to PAWS http://paws.frostburg.edu/students.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your advisor to plan your schedule and be activated for registration.
4. List course numbers below.
5. Register for Classes.

   **Self Service > Student Center > Enroll**
   - Select Enrollment Term - 2015 Spring.
   - Click Continue.
   - Select classes to add. Make sure to choose a Campus - Hagerstown, or On-Line.
   - Classes will be placed in your Shopping Cart.
   - When finished selecting classes click Proceed to Step 2 of 3.
   - Click Finish Enrolling.
   - Check the status of your request(s). Status must read success to be registered.
   - When finished, click My Class Schedule to verify enrollment.

To Register By Mail

1. Fill out the information listed below beginning with Class Number.
2. Mail Form with payment to:
   University and Student Billing Office
   Frostburg State University
   101 Braddock Road
   Frostburg, MD 21532

I have read and understand the Statement of Financial Responsibility for Students.

Student Signature/Date

Advisor Approval

Required of all Undergraduate Students
For updated course information, please check PAWS.

If you are not a current FSU student you may access a copy of the schedule of classes by going to the FSU Website www.frostburg.edu. Go to Academics - Frostburg Programs at USMH - Class Schedules.

For additional information or questions, contact the Hagerstown Campus.