

# GRADUATE

## Registration Guidelines Fall 2026



## Registration Opens March 30, 2026

### CLASS SCHEDULE

Regular 15-Week Session | August 24-December 9

7-Week Session I | August 24-October 9

7-Week Session II | October 14-December 9

*See Registration Deadlines and Payment Dates Inside*

**For more information, contact:**

**Office of Graduate Admissions** – [gradservices@frostburg.edu](mailto:gradservices@frostburg.edu) | [www.frostburg.edu/grad](http://www.frostburg.edu/grad) | 301-687-7053

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**This schedule guideline booklet is designed to help provide important information to students each semester. However, due to various print and design deadlines for this booklet, information could be subject to change without notice. To assure that you are receiving the most up-to-date information on tuition, billing and financial aid, etc., please visit our website at [www.frostburg.edu](http://www.frostburg.edu).**

## **Important Information for Students**

### **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 published online at [www.frostburg.edu/Pathfinder](http://www.frostburg.edu/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 Fall 2026 semester must be submitted, in writing, to the Office of the Registrar by August 28, 2026.

### **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/EEO Compliance Office, Hitchins 126, 301.687.3035 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 Fall Semester 2026.

### **Accommodations**

Frostburg State University is committed to making all programs, services, and activities accessible to persons with disabilities. You may request accommodation through the ADA/EEO Compliance Office, Hitchins 126, 301.687.3035, TDD 301.687.7955.

### **Affirmative Action/Equal Opportunity Policies**

Frostburg State University affirms its commitment to a campus environment that values human diversity and respect for all individuals. To that end, Frostburg State University does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, age, status as an individual with a disability (including pregnancy), veteran status, genetic information, or other protected classes under applicable state and federal laws. It is the policy of Frostburg State University to ensure all persons have equal opportunity and access to its academic and educational programs, services, activities, and facilities and this commitment shall be an integral part of every aspect of the academic and employment programs and processes, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees. Any member of the Frostburg State University community has the right to raise concerns or make a complaint regarding discrimination or equal opportunity without regard to personal factors that are irrelevant to the program involved and without fear of retaliation.

- Inquiries regarding non-discrimination policies and procedures and complaints of discrimination, harassment and retaliation may be directed to the ADA/EEO Compliance Office, 126 Hitchins 301-687-3035.
- Inquiries regarding Title IX policies and procedures and complaints of sexual harassment, sexual assault and other forms of sexual misconduct may be directed to the Title IX Compliance Coordinator, Office of Gender Equity, 126 Hitchins, 301-687-3035.
- Inquiries concerning application of Title IX and its implementing regulation may be referred to Title IX Compliance Coordinator, Office of Gender Equity, 126 Hitchins, 301-687-3035 or to the U.S. Department of Education, Office for Civil Rights, 100 Penn Square East, Philadelphia, PA 19107; [www2.ed.gov/about/offices/list/ocr/](http://www2.ed.gov/about/offices/list/ocr/)

### **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. Clarissa Lang**

Director of Veteran Services  
150 Park Avenue  
Phone: 301.687.4409  
Fax: 301.687.3065  
E-mail: [calang@frostburg.edu](mailto:calang@frostburg.edu)

#### **Registrar's Office**

Pullen Hall 144  
Phone: 301.687.4281  
Fax: 301.687.4597  
E-mail: [reginfo@frostburg.edu](mailto:reginfo@frostburg.edu)

## **Important Phone Numbers**

### **Graduate Program Coordinators**

#### **Doctor of Education- Educational Leadership**

Dr. Seniz Celimli-Aksoy ..... 301.687.4366

#### **Master of Business Administration**

Dr. Ken Levitt..... 301.687.4291

#### **Master of Education**

Educational Leadership, *Dr. Curtis Baker* ..... 301.687.4374

Curriculum & Instruction, *Dr. Janet Mattern* ..... 301.687.4429

Interdisciplinary, *Dr. Janet Mattern* ..... 301.687.4429

Literacy Education, *Dr. Janet Mattern* ..... 301.687.4429

School Counseling, *Dr. Jenna Epstein* ..... 301.687.4422

#### **Master of Science**

Applied Computer Science, *Dr. Michael Flinn* ..... 301.687.4835

Athletic Training, *Dr. Jackie Durst* ..... 301.687.3228

Counseling Psychology, *Dr. Kimberly James* ..... 301.687.4194

Environmental Management in Sustainability, *Dr. Ben Norris*..... 301.687.4157

Recreation, Parks & Sport Management, *Dr. Natalia Buta Lowe*..... 301.687.4458

Applied Ecology & Conservation Biology & Wildlife/Fisheries Biology, *Dr. Kumudini Munasinghe* ..... 301.687.4299

**Master of Arts in Teaching (Elementary/Hagerstown), *Dr. Kristine McGee*..... 240.527.2730**

**Master of Arts in Teaching, (Secondary/Frostburg Campus) *Dr. Jennifer Bishoff*..... 301.687.3169**

**Master of Medical Science in Physician Assistant Studies *Laurarose Dunn-O'Farrell* ..... 240.527.2752**

**Master of Science in Nursing, (Education & Leadership & Management) *Dr. Kara Platt* ..... 301.687.4791**

**Master of Science in Nursing, (Family NP) *Dr. Jill Buterbaugh* ..... 301.687.3330**

**Master of Science in Nursing, (Psychiatric and Mental Health NP) *Dr. Guiselly Romero-Erazo*..... 301.687.4791**

#### **College Deans**

College of CHAS, Interim Dean, *Dr. Steven Combs*, Compton Center 241C ..... 301.687.4120

College of CBECA, *Dr. Sudhir Singh*, Guild Center 127 ..... 301.687.4093

College of CEBHP, *Dr. Boyce Williams*, EHSC 405 ..... 301.687.4357

#### **Administrative Offices**

Academic Affairs ..... 301.687.4312

Academic Computing ..... 301.687.7090

ADA/EEO Compliance Office ..... 301.687.3035

Administrative Services ..... 301.687.4335

Bookstore ..... 301.687.4341

Career Services ..... 301.687.4403

Center for International Education ..... 301.687.4714

FSU PAWS Help Desk ..... 301.687.7777

Financial Aid..... 301.687.4301

Graduate Admissions..... 301.687.7053

Health Services ..... 301.687.4310

Lane Center and Student Activities..... 301.687.4411

Lewis J. Ort Library ..... 301.687.4395

Office of the Registrar ..... 301.687.4346

Student Billing Office..... 301.687.4321

Student Counseling Center..... 301.687.4234

Student Diversity Center..... 301.687.4050

Student Support Services ..... 301.687.4481

University System of Maryland - Hagerstown Center ..... 240.527.2060

University Police -emergencies ..... 301.687.4222 .....all other calls..... 301.687.4223

Veterans Services ..... 301.687.4409

Academic Calendar  
Graduate (GRAD) Fall 2026: August 24 – December 9

|                       |                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------|
| March 30 – August 28  | Fall 2026 UG & GRAD Registration Period                                                                |
| August 24             | Classes Begin (15-week Session, 7-week Session I GRAD)                                                 |
| August 24 - 28        | Drop/Add Period and Late Registration (15-week session GRAD)                                           |
| August 24 - 26        | Drop/Add Period and Late Registration (7 week I GRAD)                                                  |
| September 11          | Last Day to Withdraw from Courses with a “W” (7-week session I GRAD)                                   |
| October 2             | Last Day to Withdraw from Courses with a “W” (15-week session GRAD)                                    |
| October 9             | Last Day to Withdraw from Courses with a “WF” (7-week session I GRAD)                                  |
| October 9             | Last Day of Classes (7-week session I GRAD)                                                            |
| October 12 - 13       | Fall Break                                                                                             |
| October 14            | Classes Begin (7-week session II GRAD)                                                                 |
| October 14 - 16       | Drop/Add Period and Late Registration (7-week II GRAD)                                                 |
| November 2            | Last Day to Withdraw from Courses with a “W” (7-week session II GRAD)                                  |
| December 9            | Last Day to Withdraw from Courses with a “WF”                                                          |
| December 9            | Last Day of Classes (15-week session & 7-week session II GRAD)                                         |
| December 9            | Last Day for Grade Changes for GRAD Spring 2026 & Summer 2026 (Including removal of incomplete grades) |
| December 10-11; 14-16 | Final Exams (15 Week Session UG)                                                                       |
| December 17           | Commencement (Thurs)                                                                                   |

\*Grades due Friday, Dec 18 and finalized on Monday, Dec 21.

## **Fall/Spring 2026-2027 Tuition and Fees**

Please note that tuition and fees are based on the 2026-2027 academic year and are subject to change without notice.

### **Master's Tuition (On Campus Modality)**

|                      |                       |
|----------------------|-----------------------|
| In-State Tuition     | \$496 per credit hour |
| Out-of-State Tuition | \$630 per credit hour |

### **Online Program Rates**

|                    |                       |
|--------------------|-----------------------|
| Graduate           | \$525 per credit hour |
| Doctoral           | \$705 per credit hour |
| Nurse Practitioner | \$580 per credit hour |

### **Master of Medical Science Physician Assistant Studies**

|                      |                       |
|----------------------|-----------------------|
| In-State Tuition     | \$662 per credit hour |
| Regional Tuition     | \$784 per credit hour |
| Out-of-State Tuition | \$956 per credit hour |

### **Per Course Fees for On Campus/Blended Courses:**

***Non-Refundable after August 28 (15 week), August 26 (7 week 1), October 16 (7 week 2)***

|                                                |      |
|------------------------------------------------|------|
| Activity Fee ( <i>per credit</i> )             | \$5  |
| Athletic Fee ( <i>per credit</i> )             | \$51 |
| Student Union Operating ( <i>per credit</i> )  | \$20 |
| Auxiliary Facilities Fee ( <i>per credit</i> ) | \$31 |
| Sustainability Fee                             | \$1  |
| Transportation Fee ( <i>per credit</i> )       | \$5  |
| Technology Fee ( <i>per credit</i> )           | \$20 |

### **Per Course Fees for Online Courses and Courses Offered at University System of Maryland at Hagerstown: *Non-Refundable after August 28 (15 week), August 26 (7 week 1), October 16 (7 week 2)***

|                                      |      |
|--------------------------------------|------|
| Technology Fee ( <i>per credit</i> ) | \$20 |
|--------------------------------------|------|

### **Other Fees: Non-refundable**

|                               |                                         |
|-------------------------------|-----------------------------------------|
| Application Fee               | \$45                                    |
| Parking Fee                   | \$50                                    |
| Returned Check Fee            | \$30                                    |
| Course Fees:                  |                                         |
| EDUC 696, SCED696             | \$400                                   |
| EDUC 697, SCED 697            | \$200                                   |
| ATTR Course Fee 500, 695      | \$250                                   |
| Master of Nursing Program Fee | \$150 (Fall, Spring & Summer semesters) |

Students enrolled in a) the undergraduate RN-to-BSN program; b) the MS Nursing—Family Nurse Practitioner program, and c) the MS Nursing—Psychiatric and Mental Health Nurse Practitioner program will pay \$150/semester.

|                                                       |                  |
|-------------------------------------------------------|------------------|
| MSN Leadership & Management and Education NURS 694    | \$150            |
| MSN FNP (651, 652, 662, 663, 664, 666, 669, 673, 674) | \$150 per course |
| MSN PMHNP (651, 652, 628, 631, 633, 635, 637, 639)    | \$150 per course |

#### Master of Medical Science in Physician Assistant Studies

Program Fee (per-semester) \$212

#### Course Fees:

DPAM 641, 642, 643 \$24

DPAM709 \$64

DPAM 601, 602, 603 \$80

DPAM 700, 701, 702, 703, 704, 705, 706 \$160

DPAM707 \$161

DPAM 610, 611, 612 \$176

DPAM 685, 690 \$228

DPAM 695 \$229

#### School Counseling Course Fees:

SCCO 612 \$75

SCCO 693 \$67 per credit

Art Course Fees: 602, 621, 622, 632, 640 \$50 per course

ART 635 \$45

Chemistry Course Fees: 545, 546, 560 \$25 per course

#### After published deadlines, you pay:

Check reissue fee \$30

Deferment Fee 10 days after semester starts \$75

### **Billing Information**

Tuition, fees, and all previous balances are to be paid in full or acceptable financial arrangements made in order to register. Please refer to the academic calendar and the below schedule for information on payment and refund deadlines.

#### **Acceptable Financial Arrangements**

Acceptable financial arrangements must be made by the established due date. Once you go through the registration process, you are obligated to pay fees even though you withdrew from the university. If you decide not to attend, you must withdraw from your classes to have charges voided.

1. **Cash, Check, Money Order, or online via 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 15 business days when you pay by personal check or electronic check (ACH).
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 Transact to offer payment plans for the semester. The plan is an interest-free, debt-free way to spread tuition payments over a number of months. To enroll in the payment plans, log in to your PAWS account and go to the Student Center and click view e-bill. The payment plan option is available by clicking view E-Bill and enrolling in plan.

### **4. 4- Pay Plan payment**

Enrollment in the 4-pay plan is for one semester. The total billed amount less anticipated financial aid is divided by four. Cost of the plan is \$45/semester. Fall due dates: August 1, September 1, October 1, and November 1. Spring due dates: January 1, February 1, March 1, and April 1.

All students with a balance due who are not enrolled in a payment plan, have 3rd party payment, or financial aid are assessed an additional \$75 late payment fee on September 8, 2026.

#### **E-bill notification**

Paper bills are not sent to student: Notification that an E-bill is available is sent to your FSU email account. You must be registered for courses and sign up to receive your E-bill notification by July 1. Students registering after July 1 will not be able to access E-bills until after August 1. You will be notified by the billing office via email to check your E-bill.

#### **Bill Payment Due Dates**

**15 week & 7 week 1 - August 7, 2026**

**7 week 2 - September 21, 2026**

Payment deadlines are also available through the university billing website. 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 E-Bill to view your E-Bill. You may pay in full on-line with MasterCard, Discover, Visa or American Express (a convenience fee applies). ACH (electronic check) is also available on-online with a \$0.50 fee. Log in to PAWS or [www.frostburg.edu/admin/billing](http://www.frostburg.edu/admin/billing).

#### **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 by the State Central Collection Unit 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. Additionally, debt is reported to the credit bureau as a delinquency.

### **Return Check Consequence**

If your payment is returned for any reason, a \$30 fee is assessed. Personal checks or electronic checks returned for any reason, 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. Payment must be based on enrollment, not successful completion of a course. ACH and credit card returns are also assessed a \$30 fee.

### **Third Party Payment**

In order to defer payment to a third party, a deferment form must be completed and documentation provided by the vendor i.e. Military, Department of Rehabilitation.

### **Tuition Refund**

Payment must be received based upon enrollment, not successful completion, of course to qualify.

1. The date you personally submit the Withdrawal Form to the Office of the Registrar or the Office of Graduate Admissions, or use PAWs to electronically withdraw determines the amount of the credit and/or refund. The effective date of a mailed or emailed request to drop or withdrawal will be the date postmarked on the envelope or date of email submission.
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. Additionally, you should check with the financial aid office to determine how, if any financial aid will be impacted before you drop a course.
3. You must request a refund in writing to the billing office.
4. Residential meal plans are pro-rated weekly if a student withdraws. Voluntary meal plans are non-refundable. Housing is not pro-rated.
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 15-Week Regular Session**

| Tuition | Fees | Room | Dates                    |
|---------|------|------|--------------------------|
| 100%    | 100% | 100% | Until August 28, 2026    |
| 80%     | None | None | Until September 6, 2026  |
| 60%     | None | None | Until September 13, 2026 |
| 40%     | None | None | Until September 20, 2026 |
| 20%     | None | None | Until September 27, 2026 |
| None    | None | None | After September 27, 2026 |

### **Refund Schedule 7-Week Online Session 1**

| Tuition | Fees | Room | Dates                   |
|---------|------|------|-------------------------|
| 100%    | 100% | 100% | Until August 26, 2026   |
| 80%     | None | None | Until August 30, 2026   |
| 60%     | None | None | Until September 2, 2026 |
| 40%     | None | None | Until September 5, 2026 |
| 20%     | None | None | Until September 8, 2026 |
| None    | None | None | After September 8, 2026 |

## Refund Schedule 7-Week Online Session 2

| Tuition | Fees | Room | Dates                  |
|---------|------|------|------------------------|
| 100%    | 100% | 100% | Until October 16, 2026 |
| 80%     | None | None | Until October 20, 2026 |
| 60%     | None | None | Until October 23, 2026 |
| 40%     | None | None | Until October 26, 2026 |
| 20%     | None | None | Until October 29, 2026 |
| None    | None | None | After October 29, 2026 |

**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.

### **Frostburg State University Financial Responsibility Policy**

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

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

1. All fees and other University expenses are due on the date listed in the written registration materials and on the FSU website for each semester. A late payment fee is assessed for all students who have not completed the payment or made payment arrangements by the due date. Students may enroll in a payment plan through FSU's third-party provider, or the FSU in-house payment plan for summer and intersession. More information about payment plans is available on the FSU website and in the Office of the Bursar.
2. It is the student's responsibility to cancel their registration by dropping all courses before the end of the registration period if proper financial arrangements have not been made. The student is responsible for ensuring that he or she is no longer enrolled.
3. It is the student's responsibility to complete all of the requirements for the Office of Financial Aid to disburse, provide third-party documentation, enroll in an approved payment plan, or submit payment, by the billing due date each semester. Any student who has not completed payment or joined a payment plan by the 10th business day of the semester will be charged a payment plan fee and placed into a payment plan that splits the amount due into two payments. Additionally, the student will be assessed a late payment and a late registration fee. Each subsequent late payment will result in an additional fee.
4. It is the student's responsibility to review the bill and submit payment in a timely manner. Students are notified each semester through their Frostburg account email that the e-bill is available for viewing. The student must then enroll in the E-bill system via their PAWS account. The student may also add another payer to the E-bill. Both the student and the additional payer will receive an email each time a bill is generated.
5. FSU reserves the right to withhold future services (registration, transcript request, diploma, etc.) to anyone who has any outstanding obligations with the University or who has an account that was submitted to the Maryland State Central Collection Unit.
6. In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.
7. If payment is in the form of a check (or E-Check) and the check is returned by the bank for any reason, a \$30 fee will be charged to the account. If payment is not made, the student's account may be submitted to the Maryland State Central Collection Unit.

8. Students leaving FSU prior to the 60% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester in accordance with the University's Return of Title IV Funds Policy. Failure to return that portion of federal aid received may result in the amount owed being transferred to the 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 YOU ARE A PARTY TO A CONTRACT WITH FSU AND TO THE TERMS AND CONDITIONS DESCRIBED ABOVE. YOU ARE FURTHER AGREEING THAT YOU HAVE READ, UNDERSTAND AND WILL BE BOUND BY SUCH TERMS AND CONDITIONS.

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

## PAWS Quick Reference for Students

Access PAWS at <http://paws.frostburg.edu>

Use the Side Panel to View Options or the Menu Button

The screenshot displays the PAWS Student Center interface. On the left is a side panel with navigation links: Student Center, Catalog, Enrollment, Academic Planning, Academic Records, Finances, Personal Information, Degree Progress, Transfer Credit, Miscellaneous, and Logout. The main content area is divided into sections: Academics, Finances, Personal Information, and Other Areas. Callouts point to specific features: 'Drop/Add Final Exam Schedule' points to the Academics section; 'View Grades Transcript: Request/View' points to a link in the Academics section; 'FERPA: Release of Info' points to a link in the Academics section; 'Textbook Summary' points to a link in the Academics section; 'FERPA: Restrictions' points to a link in the Finances section; 'Apply for Graduation' points to a link in the Personal Information section; and 'Menu Button' points to a button in the top right corner. The Academics section shows the 2023 Spring Schedule, SCHEDULE, TBA Online Course, and Weekly Schedule. The Finances section shows an Account Summary with a due balance of 1,363.00. The Personal Information section shows contact information and demographic data.

**Drop/Add Final Exam Schedule**

**View Grades Transcript: Request/View**

**Menu Button**

**FERPA: Release of Info**

**Textbook Summary**

**FERPA: Restrictions**

**Apply for Graduation**

**Academics**

2023 Spring Schedule

SCHEDULE

TBA Online Course

Weekly Schedule

Units Taken for Progress 3.000

**Finances**

**Account Summary**

- Due Now 1,363.00
- Future Due 0.00

You owe 1,363.00.

**My Account**

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

**Financial Aid**

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

**Personal Information**

**Contact Information**

**Local Mailing Address**

123 Main Rd

**Home Address** Frostburg, MD 21532 01

**Home Phone** 301/555-1212

**Campus E-mail** tbmctester0@frostburg.edu

**Demographic Data**

- Emergency Contact
- Names
- User Preferences

**Other Areas**

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

## **PAWS and Registration Information**

### **Important PAWS Information for Students**

Upon matriculation you will be emailed an FSU ID, email and username and instructions to access this system and other systems for learning including our Learning Management System called Canvas. This information will be emailed to the email address provided on your application. Please keep this information in a safe place and do not share it with others. FSU will communicate with you via the FSU email as the official source of communication and will no longer use your personal email after an FSU email is assigned.

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### **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.

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### **Accessing PAWS**

Access PAWS directly at <http://paws.frostburg.edu>.

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### **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.

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### **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. This information is emailed to you at the time of matriculation or admission to the email address you provided on your application.

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](https://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 at <https://www.frostburg.edu/computing/get-connected/password-management/>

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 at the help desk located in CCIT building first floor weekdays from 8:30 A.M. to 4:00 P.M.

### **Information About How To Register**

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 March 30, 2026.

#### **Please note the following related to the registration process:**

- Most registrations will take place through PAWS (24/7) beginning on March 30, 2026. Some transactions such as independent study registration (EDUC 599, 699, 700, 710, 911 and 912) and class load limit over-rides will still be conducted in person at the Graduate Office.
- The up-to-date class schedule is available through PAWS, go to: <https://paws.frostburg.edu>.
- 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 e-mail providing you with your PAWS ID and password, please contact the Office of Graduate Admissions 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.

##### **Self Service > Holds**

3. Check with your advisor or Graduate Program Coordinator to plan your schedule.
4. Register for Classes.

##### **Self Service > Student Center > Enroll**

- Select Enrollment Term - 2268 Fall (2026)
- Click Continue
- Search classes to add. Make sure to choose a campus – Frostburg, Hagerstown, or Online
- Select course when identified
- 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.

## **Financial Aid**

### **Application Process**

All students applying for financial aid through the University should complete the [Free Application for Federal Student Aid \(FAFSA\)](https://studentaid.gov). The application is available online at <https://studentaid.gov>. By successfully completing this federal application and adding FSU's school code (002072), graduate students will have completed the first step to being considered for federal, state, and institutional aid.

### **Scholarships**

Information on FSU Scholarships is available at the following link:

<https://www.frostburg.edu/admissions-and-cost/financial-aid/types-of-aid/scholarships.php>

### **Student Loans**

Federal Loan Programs are the major form of self-help aid that is available to graduate students who are enrolled in at least half-time status each semester. To be considered for federal loans, a student must complete the FAFSA form.

A Direct Unsubsidized Loan is a federal loan available to graduate students who have completed a FAFSA and are enrolled at least half-time. The amount that a student can borrow is dependent on the school's approved cost of attendance. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.

\*\*\* (Students who have federal direct loan disbursement (unsub or Plus) for their current program at FSU prior to July 1, 2026 are initially considered to fall into the "legacy" provisions for federal borrowing and may continue to apply for Grad Plus Loan during the interim exception period approved by the Education Department.) \*\*\*

Federal GRAD PLUS Loan can be only utilized by legacy borrowers and can be approved once all Federal Unsubsidized Direct Loan offers have been exhausted. The GRAD PLUS Loan requires students to complete a separate Graduate Plus Loan application on <https://studentaid.gov/>. The application process includes 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 are determined yearly by the US Department of Education and can be found at <https://studentaid.gov/> or by checking in with the Financial Aid Office.*

*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. **Grad Plus Loans will no longer be an option for new borrowers starting in the 26/27 aid year.***

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 loan funding if he/she receives 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 for legacy borrowers does not have an eligibility ceiling. 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.
- ☐ Graduate Students must be enrolled for at least half-time.
- ☐ Students who utilize federal aid must be fully accepted into a degree seeking or title IV approved certificate program and be in good SAP standing.
- ☐ Grad Plus Loan will be eliminated as an option for any non-legacy provision students beginning with the 26/27 aid year.

- Grad students may apply for private/alternative loans for up to the approved cost of attendance.

\*\*\*Policies and procedures may require updates or adaptation based on future guidelines published by Federal Student Aid (FSA).

### **Graduate Satisfactory Academic Progress (SAP)**

The United States Department of Education mandates that Frostburg State University has an established Satisfactory Academic Progress policy for financial aid recipients. The policy must be qualitative and quantitative. The policy must be at least as strict as the academic policy governing students not receiving financial aid. If a student completes the Free Application for Federal Student Aid (FAFSA), he or she is subject to these regulations.

#### **Qualitative Requirement (GPA)**

Frostburg requires graduate students to have a 3.0 cumulative grade point average to graduate. The SAP standards for graduate students mirror the graduation requirements. Graduate students must maintain a 3.0 cumulative grade point average to continue to receive financial aid.

Students need to be aware that they could be required to appeal both to their program coordinator to remain enrolled at FSU academically and the Financial Aid Office to maintain financial aid eligibility.

#### **Quantitative Standards (completion rate)**

Students must complete 67% of all courses attempted including courses transferred to FSU to meet SAP regulations. To determine the completed average, a student needs to add all attempted hours (including credits transferred to FSU), add all the hours of completed courses (including credits transferred to FSU), then divide the completed credit hours by the attempted credit hours.

Example: 6 completed credit hours / 12 attempted credit hours = 50% completion rate

Maximum time 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 a different number of credits per program, students will need to calculate this rule based on their program of study.

**Attempted credits** include the following grades A, B, C, D, F, P, N, FX, W, WF, NC, NR, CS, I, AP, CE, CL, IB, PT and all transfer credits.

**Completed credits** include the following grades A, B, C, D, P, AP, CE, CL, IB, PT and all transfer credits.

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.

Frostburg State University evaluates and measures students by standards established in federal regulations. Each student will have one of four statuses:

1. Meets SAP standards (eligible to receive financial aid)
2. SAP Warning (explanation below)
3. SAP Probation (explanation below)
4. SAP Not Met (not eligible to receive financial aid)

### **SAP Warning**

Students who **do not meet standards for the first time in their academic career** will be placed on **SAP warning**. A warning is assigned to a student who fails to meet SAP but is allowed to continue to receive Title IV aid for **one** additional payment period (semester).

### **SAP Probation**

Students who do not meet SAP standards after one payment period on SAP Warning will be denied financial aid. However, students will then have the right to appeal by submitting an appeal form, academic plan, and in most cases accompanying support documentation. If the appeal is granted, the student will be placed on **SAP probation** and continue to receive Title IV aid for **one** additional payment period. Students will receive an email notification to their FSU email account. Additional communications via Navigate and academic advisors may also be utilized.

Appeals will be considered for the following circumstances:

1. Students who demonstrate the following extenuating circumstances: death of a relative, injury or illness of the student, or other special circumstances.
2. The school has determined that the student will be able to meet SAP standards after the subsequent payment period and
3. An academic plan had been established by the student and/or his or her 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 for the same reasons. Once a student is on SAP 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 standards is ever a possibility. If a student will never be able to meet one of the standards listed above, FSU has the right to deny aid indefinitely.**

*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 (<https://www.frostburg.edu/about-frostburg/Administrative-Offices/billing-office/files/pdfs/use-of-title-iv-funds.pdf>). If 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. For example, 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:

#### **Proration of Institutional Aid**

If a grad student withdraws from FSU and was initially receiving institutional aid, such awards will be prorated in parallel with the university tuition refund percentages. For example, if the student receives a 40% refund of tuition, the institutional aid will then get prorated, and the student would keep 60% of the award. After the published tuition refund schedule comes to an end each semester, institutional aid is no longer prorated for withdraw situations.

#### **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**

##### **Application details and deadlines:**

The application for a Graduate Assistantship (GA) can be found on the university website at [www.frostburg.edu/grad/forms.htm](http://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. For information on the Graduate Assistantship application and process please feel free to contact the Office of Graduate Admissions at 301.687.7053 or [gradservices@frostburg.edu](mailto:gradservices@frostburg.edu)