

## Index to Schedule Booklet

|                                            |    |
|--------------------------------------------|----|
| Academic Calendar .....                    | 1  |
| Billing Information                        |    |
| Charges for Collection Fees .....          | 10 |
| Credit Balances .....                      | 9  |
| Employee Tuition Remission .....           | 9  |
| Employer Paid Tuition/Fees.....            | 9  |
| Financial Responsibility Policy .....      | 11 |
| Payee Designation .....                    | 9  |
| Payment of Account .....                   | 9  |
| Payment Plan .....                         | 9  |
| Previous Balance .....                     | 9  |
| Refunds .....                              | 10 |
| Stafford Loans .....                       | 9  |
| Tuition and Fees.....                      | 10 |
| Financial Aid Information.....             | 12 |
| Graduation Information .....               | 5  |
| Policies and Procedures                    |    |
| Advising .....                             | 6  |
| Change/Declaring Major.....                | 6  |
| Course Overload .....                      | 6  |
| Distance Education .....                   | 8  |
| Email .....                                | 6  |
| Equal Opportunity.....                     | 6  |
| Family Rights and Privacy Information..... | 7  |
| Grade Grievance .....                      | 7  |
| Grade Repeat Policy .....                  | 7  |
| Independent Study/Research Paper.....      | 6  |
| Pass/Fail .....                            | 6  |
| Transferring Credits .....                 | 8  |
| Undergraduates in Graduate Courses.....    | 6  |
| Registration                               |    |
| Dates .....                                | 2  |
| Drop/Add .....                             | 2  |
| Drop/Add Form.....                         | 15 |
| PAWS information for Students.....         | 3  |
| PAWS Quick Reference .....                 | 4  |
| Procedures.....                            | 2  |
| Registration Form .....                    | 14 |
| Telephone Numbers                          |    |
| Departmental Contacts.....                 | 1  |
| Hagerstown Campus Contacts .....           | 1  |
| Main Campus Administrative Offices.....    | 1  |
| Textbook Information .....                 | 13 |
| Verification of Enrollment.....            | 12 |

## Hagerstown Campus Information

### FSU Student Services:

Ms. Toni Hathaway, Administrative Assistant II,  
 USMH 131 ..... 240-527-2731  
 Toll Free Number: ..... 855-378-2FSU(2378)  
 Email: .....tmhathaway@frostburg.edu

### Office Hours

Monday – Friday  
 8:30 AM - 4:30 PM

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

## Fall 2025 Undergraduate Academic Calendar

|                     |                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------|
| March 12            | Registration Guidelines Booklet Available Online                                                       |
| March 31 - April 18 | Fall 2025 Registration Period                                                                          |
| August 8            | Payment Due in Billing Office                                                                          |
| August 9-29         | Late Payment fee of \$50 Charged                                                                       |
| August 25           | Classes Begin                                                                                          |
| Aug. 25 - 29        | Drop/Add Period and Late Registration<br>All unpaid accounts are charged a \$50 late fee               |
| August 29           | Last Day to Add Courses                                                                                |
| September 5         | Unpaid Accounts Charged an Additional \$75 Payment Plan Fee                                            |
| September 16        | Last Day to File Pass/Fail Option                                                                      |
| October 3           | Last Day for Grade Changes for Spring 2025 and Summer 2025<br>(Including removal of incomplete grades) |
| October 6           | Mid-Semester Warnings Available in PAWS                                                                |
| October 20          | Last Day to Register for Six-Week 2 Intensive Online Courses                                           |
| October 15          | Spring 2026 and Intercession 2026 Registration Guidelines Booklet<br>Available Online                  |
| October 27          | First Day of Six-Week 2 Intensive Online Courses                                                       |
| October 24          | Last Day to Withdraw From Undergraduate Courses With “W”                                               |
| October 27          | Intercession 2026 Registration Begins                                                                  |
| Oct. 27 - Nov. 14   | Spring 2026 Registration Period                                                                        |
| December 9          | Last Day to Withdraw From Courses With “WF”                                                            |
| December 9          | Last Day of Classes                                                                                    |
| Dec. 10-12; 15-16   | Final Exams                                                                                            |
| December 13         | Common Finals                                                                                          |
| December 17         | Commencement                                                                                           |

**USMH/ 32 W. Washington Street .....240-527-2060**

## Hagerstown Campus Contacts

Business Administration - *Mr. Ray Duffy*, rcduffy@frostburg.edu ..... 240-527-2741  
 Educational Professions - *Dr. Janet Mattern*, jamattern@frostburg.edu ..... 301-687-4429  
 Liberal Studies - *Dr. Keith Terry*, kterry@frostburg.edu ..... 301-687-7020  
 Psychology - *Dr. Christopher Masciocchi*, cmmasciocchi@frostburg.edu.... 240-527-2746

## 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 Affairs ..... 301-687-4311  
 University and Student Billing..... 301-687-4321