

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

Accounting	Dr. Chenchen Huang	FR 337	4158	Film Studies	Dr. Kevin Kehrwald	DH 309	4367	Music	Dr. Brent Weber	PA 202B	4116
Addictions Counseling	Dr. Nicole Andrews	GC 225	4743	Finance, Financial Services	Dr. Carol Gaumer	FR 320	4052		Dr. Jay DeWire	PA 105	4115
Adventure Sports Management	Dr. Natalia Buta Lowe	EH 461	4458	Fine Arts	Dr. Travis English	FA 120	4941		Dr. Mackenzie LaMont	PA 103	7453
African American Studies	Dr. James Saku	GU 232	4724	Foreign Languages and Literature	Dr. Heather Cisneros	DH 201	7690	Musical Theatre	Dr. Brent Weber	PA 202B	4116
Animal Behavior	Dr. Erica Kennedy	GC 220	4742	Forestry	Dr. David Puthoff	CH 212	4172	Nursing, Nursing Preparation	Dr. Kara Platt	EH 425	4791
Art and Design, Art History	Dr. Travis English	FA 120	4941	Geography	Dr. William Wetherholt	GU 230	4266		Ms. Audra Houser	EH 466	3419
Athletic Training	Dr. Jacqueline Durst	EH 465	3228	Global Business	Dr. Carol Gaumer	FR 320	4052	Occupational Therapy Preparation	Dr. Karen Keller	CH 304	4174
Biology	Dr. Rebekah Taylor	CH 303	4355	Graphic Design	Dr. Travis English	FA 120	4941	Pharmacy Preparation	Dr. Matthew Crawford	CH 339C	4940
Business Administration	Dr. Carol Gaumer	FR 320	4052	Health and Physical Education	Dr. Nicole Bosley	PE 276	4469	Philosophy	Dr. Skott Brill	DH 111	4249
	Dr. Michael Monahan	FR 315	3090	Health Science	Dr. Karen Keller	CH 304	4174	Physical Therapy Preparation	Dr. Melody Kentrus	EH 427	4415
Chemistry	Dr. Matthew Crawford	CH 339C	4940	History	Dr. Gregory Wood	DH 107	4766	Physics	Dr. Matthew Crawford	CH 339C	4940
Child & Family Psychology	Dr. Kimberly James	GC 207A	4194	Hospitality Management/Human Resources Management	Dr. Michael Monahan	FR 315	3090	Political Science	Dr. John O'Rorke	GC 135	4277
Coaching	Mr. Hunter Brakeall	EH 455	4464	Industrial & Organizational Psychology	Dr. Paul Bernhardt	GU 221	4410	PreK-12 Programs	Dr. Jennifer Bishoff	EH 457	3169
Computer Information Systems, Computer Science	Dr. Michael Flinn	CT 274D	4835	Information Technology	Dr. Michael Flinn	CT 274D	4835	Psychology	Dr. Erica Kennedy	GC 218	4742
Criminal and Legal Studies	Dr. Scott Johnson	GC 137	7432	International Studies	Dr. Keith Terry	CH 247	7020	Public Relations	Mr. Andrew Duncan	DH 220	4241
Critical Gender & Sexuality Studies	Dr. Angela Luvara	7 American Ave	3198	Interpretive Biology and Natural History	Dr. Thomas Lambert	CH 211	4167	Recreation and Parks Management	Dr. Natalia Buta Lowe	EH 461	4458
Cultural Anthropology	Dr. Kara Rogers-Thomas	Library 512	3124	Jazz Studies	Dr. Brent Weber	PA 202B	4116	Small Business/Entrepreneurship	Dr. Michael Monahan	FR 315	3090
Dance	Ms. Nicole Mattis	PA 302B	3212	Journalism	Mr. Andrew Duncan	DH 220	4241	Secondary Teacher Education	Dr. Jennifer Bishoff	EH 457	3169
Dental Hygiene Preparation	Dr. Karen Keller	CH 304	4174	Law, Law School Preparation	Dr. Scott Johnson	GC 137	7432	Secure Computing and Information Assurance	Dr. Michael Flinn	CT 274D	4835
Developmental Mathematics	Mr. Chris Boyer	PH 150	3028	Leadership Studies	Dr. Elesha Ruminski	CT 348L	4480	Social Media	Dr. Elesha Ruminski	CT 348L	4480
Early Childhood, Elementary, & Elementary/Middle Education	Dr. Janet Mattern	EH 473	4429	Liberal Studies	Dr. Keith Terry	CH 247	7020	Social Science	Dr. Keith Terry	CH 247	7020
Earth Science	Dr. William Wetherholt	GU 230	4266	Management	Dr. Michael Monahan	FR 315	3090	Social Work	Dr. Nancy Giunta	FR 206C	4695
Economics	Dr. Oleg Kucher	FR 203A	4386	Marketing	Dr. Carol Gaumer	FR 320	4052	Sociology	Dr. John McMullen	FR 108G	3162
Elementary/Special Education	Dr. Heather Hoffert	EH 460	4757	Mathematics	Dr. Marc Michael	CT 244D	4777	Strategic Communication	Dr. Elesha Ruminski	CT 348L	4480
Emerging Media	Dr. Elesha Ruminski	CT 348L	4480	Mechanical Engineering	Dr. Jamil Abdo	CH 105	7026	Sustainable Construction Management	Dr. Thomas Cadenazzi	CH 339B	4939
Engineering	Dr. Jamil Abdo	CH 105	7026	Medicine, Dentistry, Optometry, Veterinary Medicine Preparation	Dr. Karen Keller	CH 304	4174	Sustainability Studies	Ms. Tracy Edwards	GU 210	7596
English	Dr. Kevin Kehrwald	DH 309	4367		Dr. William Seddon	CH 311	4707	Theatre	Ms. Nicole Mattis	PA 302B	3212
Environmental Science	Dr. William Wetherholt	GU 230	4266		Dr. Matthew Crawford	CH 339C	4940	Wildlife and Fisheries	Dr. Thomas Lambert	CH 211	4167
Exercise and Sport Science	Dr. Yum Nguyen	EH 420	4434	Multidisciplinary Studies	Dr. Keith Terry	CH 247	7020				

College Deans and Department Chairs

College of Arts, Humanities, Social & Behavioral Sciences

Dr. Michael Mathias, Dean	CH 241-C.....4120
Dr. Keith Terry, Assistant Dean	CH 247..... 7020
-Communication, Dr. Elesha Ruminski	CT 348L.....4480
-English and Foreign Languages, Dr. Kevin Kehrwald	DH 309.....4367
-History, Dr. Gregory Wood	DH 107.....4766
-Music, Dr. Brent Weber	PA 202B4116
-Philosophy, Dr. Skott Brill	DH 1114249
-Political Science, Dr. John O'Rorke	GC 135.....4277
-Psychology, Dr. Erica Kennedy	GC 218.....4742
-Sociology, Dr. John McMullen	FR 108G3162
-Theatre/Dance, Ms. Nicole Mattis	PA 302B3212
-Visual Arts, Dr. Travis English	FA 120.....4941

College of Business, Engineering, Computational & Mathematical Sciences

Dr. Sudhir Singh, Dean	FR 202C.....4093
Dr. Ali Ashraf, Associate Dean	FR 202D.....4046
-Accounting, Dr. Chenchen Huang	FR 337.....4158
-Computer Science & Information Technology, Dr. Michael Flinn	CT 274D.....4835
-Economics, Dr. Oleg Kucher	FR 203A.....4418
-Engineering, Dr. Jamil Abdo	CH 105.....7026
-Management, Dr. Michael Monahan	FR 315.....3090
-Marketing and Finance, Dr. Carol Gaumer	FR 320.....4052
-Mathematics, Dr. Marc Michael	CT 244D.....4777
-Recreation & Parks Management, Dr. Natalia Buta Lowe	EH 4614458

College of Education, Health & Natural Sciences

Dr. Boyce Williams, Dean	EH 4054357
Dr. Kim Rotruck, Assistant Dean	EH 4044216
-Biology, Dr. Rebekah Taylor	CH 3034355
-Chemistry and Physics, Dr. Matthew Crawford	CH 339C4940
-Educational Professions, Dr. Janet Mattern	EH 4734429
-Geography, Dr. William Wetherholt	GU 230.....4266
-Kinesiology, Dr. Yum Nguyen	EH 4204434
-Nursing, Dr. Kara Platt	EH 4254791
-Social Work, Dr. Nancy Giunta	FR 206C.....4695

Administrative Offices

Director of Intersession

Ms. Brittnei Kaetzl, Pullen Hall 144.....	4423
ADA/EEO Compliance Office, Hitchins Adm Bldg 126.....	3035
Administration & Finance, Hitchins Adm Bldg 309	4335
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Undergraduate, Pullen Hall 114.....	4201
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University System of Maryland at Hagerstown.....	240-527-2060
Veterans Center, 150 Park Ave.....	301-687-4409

4 PAWS Information for Students

About PAWS

PAWS is Frostburg State University's Internet Records system. You can view your academic record, service holds, the schedule of classes, academic requirements report, registration time period and register for classes using this system.

Accessing PAWS

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

Login Details

Username

A username and password are required to log into PAWS. Your PAWS username matches your FSU e-mail username, including the numerals.

Example: jasmith0 for Joe Allen Smith with FSU email address jasmith0@frostburg.edu

Don't know your username?

Please contact the FSU IT Computing Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

Password

Please visit password.frostburg.edu to setup your password and security questions. To do so you will need your FSU Username and FSU ID Number.

Forgot your password?

Reset password through the password and account management portal

or

Contact the FSU IT Computing Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

The Help Desk staff can assist you with resetting your password by telephone, or by visiting the office located in CCIT 123 (please be prepared to show photo id). Normal hours of operation are:

Sunday 3:00 p.m. - 7:00 p.m.

Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 1:00 p.m. - 5:00 p.m.

FSU ID and SSN

You are assigned a FSU ID Number (also known as EmplID), which is used as your primary identification code. This ID replaces the use of your social security number. You will keep your FSU ID Number throughout your educational career at FSU. Please memorize or make note of this ID.

PAWS Quick Reference for Students

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

Use the Side Panel to View Options or the Menu Button

The screenshot displays the PAWS student portal interface with several callout boxes highlighting key features:

- Drop/Add Final Exam Schedule:** Points to the 'Academics' section.
- View Grades Transcript: Request/View:** Points to the '2023 Spring Schedule' section.
- FERPA: Release of Info:** Points to the 'SCHEDULE' dropdown menu.
- Textbook Summary:** Points to the 'Weekly Schedule' section.
- FERPA: Restrictions:** Points to the 'Finances' section.
- Apply for Graduation:** Points to the 'Personal Information' section.
- Menu Button:** Points to the top right menu icon.

The interface includes a side navigation menu with the following items:

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

The main content area is divided into several sections:

- Academics:**
 - 2023 Spring Schedule
 - SCHEDULE (dropdown menu)
 - 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.
 - ** You have a past due balance of 1,363.00. **
 - Currency used is US Dollar
- My Account:**
 - View E-Bill
 - Account Inquiry
 - Make a Payment
 - Promissory Note / Deferment
 - Setup Direct Deposit
- Financial Aid:**
 - Prior Years - View Financial Aid
 - Prior Years - Accept/Decline Awards
 - 2022-2023 and Future Years

- Personal Information:**
- 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

6 Registration Procedures/Textbooks/Grades

PAWS Internet Registration System

October 28 - December 31

(No Late Fee)

January 1 – January 3

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

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, advisor assignment, and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in beginning October 28, 2024.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning October 28, 2024, and will end January 3, 2025. Some transactions such as independent study registrations may still need to be conducted in person at the Registrar's Office.
- **You must see your faculty mentor or 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 faculty mentor or advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits, and/or course prerequisites where applicable.

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your faculty mentor or advisor to plan your schedule.
4. List course numbers. A registration form is provided in this booklet, if needed.
5. Register for Classes.

Student Center > Enroll

- Select Enrollment Term - 2025 Intersession.
 - Select classes to add. Make sure to choose a Campus, Frostburg or Online Courses.
 - Classes will be placed in your Shopping Cart.
 - When finished selecting classes click Continue.
 - Click Finish Enrolling.
 - Check the status of your request(s). Status must read SUCCESS to be registered.
 - When finished, click My Class Schedule to verify enrollment.
6. **You must pay your bill or enroll in a payment plan (25% of total due + \$30 fee) by December 1, 2024. After December 1, 2024 payment or enrollment in a payment plan must be completed within 48 hours of registration.**

In-Person Registration

October 28 - December 20

(No Late Fee)

January 2 – 3

(With \$30 Late Fee)

You are to complete the registration form included in this booklet and bring it to the Registrar's Office (Pullen 144), Monday thru Friday between the hours of 8:30 a.m. and 4 p.m. or the USMH Information Desk between 9 a.m. and 5 p.m. You must pay your bill at the time of registration or enroll in a payment plan in the University Billing Office (Pullen 148) or at the USMH Information Desk.

Mail-In Registration

If you register by mail, you must include your payment with your registration form. If you fail to include your payment, your registration will be returned to you.

Complete the registration form included in this booklet. Mail the form with payment to:

University Billing Office
Frostburg State University
101 Braddock Road
Frostburg, MD 21532-1099

Reminder: Undergraduate students must secure their faculty mentor or advisor's approval prior to registration.

TDD or Voice Relay Assistance

During regular business hours, you may register for classes with the assistance of the Registrar's Office staff by using a Voice Relay Operator (1-800-735-2258). Also, you may contact the ADA/EEO Compliance Office, Hitchins 126, (301-687-3035).

Additional PAWS

Features -

Textbook Information

Textbook information is listed for each course on the class schedule in PAWS. Student Center>Enrollment> My Class Schedule>View Textbook Summary.

Final Grades

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

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

Family Educational Rights and Privacy Act (FERPA) Information

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

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

You may complete the Release of Information and Directory Restrictions form in PAWS. To restrict information, go to your Student Center>Personal Information>FERPA Restrictions. To release information, go to your Student Center >Academic Records>Release of Information. Release of Information forms are purged at the completion of each academic year.

Statement on Non-Discrimination and Equal Opportunity

Frostburg State University affirms its commitment to a campus environment that values human diversity and respect for all individuals. To that end, Frostburg State University does not discriminate on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, age, status as an individual with a disability (including pregnancy), veteran status, genetic information, or other protected classes under applicable state and federal laws. It is the policy of Frostburg State University to ensure all persons have equal opportunity and access to its academic and educational programs, services, activities, and facilities and this commitment shall be an integral part of every aspect of the academic and employment programs and processes, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees.

Any member of the Frostburg State University community has the right to raise concerns or make a complaint regarding discrimination or equal opportunity without regard to personal factors that are irrelevant to the program involved and without fear of retaliation.

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

8 Billing Information

Billing

Payment or enrollment in a payment plan is due by December 6, 2024. After the due date of December 6, 2024, payment is due within 48 hours of registration.

Deregistration begins December 9 for non-payment.

The University is offering a payment plan for Intersession 2025.*

To join:

- Complete an enrollment form, pay 1/3 of the total amount due, plus \$30 enrollment fee, by December 6, 2024 or within 48 hours of registration.

- 1/3 by December 18, 2024

- 1/3 by January 2, 2025

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

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

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

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

Refunds – Tuition Only 100% thru January 3, 2025

Intersession is a compressed time in which to complete a course. Before you enroll, talk with the course instructor about the syllabus for the course to ensure that you can complete the requirements in a compressed timeframe, especially if you are uncertain about your abilities or background in the course content. If you work or play an intercollegiate sport during Intersession, you may only enroll in one course for 3 credits.

Tuition and Fees

Undergraduate Tuition

(per credit hour)

In-State.....\$304

Out-Of-State.....\$628

Regional Tuition.....\$474

Tuition and Fees (cont.)

Graduate Tuition

(per credit hour)

In-State.....\$474

Out-Of-State.....\$615

Nurse Practitioner Graduate Tuition

(per credit hour)

In-State.....\$532

Out-Of-State.....\$732

Regional Tuition.....\$602

Physician's Assistant Tuition

(per credit hour)

In-State.....\$579

Out-Of-State.....\$844

Regional Tuition.....\$692

Doctorate Tuition

(per credit hour)

In-State.....\$667

Out-Of-State.....\$838

Fees, Non-Refundable

Application Fee (New Students Only)..\$45

Late Fee.....\$50

(Late fee assessed after December 31, 2025)

Returned Payment Fee.....\$30

Phys. Assist. Prog. Fee....\$100/Semester

Technology Fee.....\$18 per credit

Special Instruction Fees

All fees are per course unless otherwise noted.

Accounting

305.....\$25

Art

110.....\$10

207, 209, 212, 216, 240, 412, 416.....\$25

307, 336, 407, 414.....\$30

232.....\$35

235, 435, 635.....\$45

104, 105, 432, 440, 621, 622, 632.....\$50

452.....\$60

202, 402.....\$65

221, 421.....\$100

Biology

109, 128, 149, 159, 160, 161, 200, 211, 230,

302, 304, 309, 310, 313, 321, 322, 327, 328,

330, 334, 340, 401, 404, 405, 406, 409, 410,

411, 412, 414, 417, 421, 422, 423, 425, 426,

427, 430, 435, 438, 439, 440, 445, 456, 460,

484.....\$20

Business Administration

BMIS 320.....\$25

Chemistry

322.....\$25

100, 113, 201, 202.....\$35

304, 305, 312, 320, 321, 411, 420,

421, 445, 446, 456, 493, 499.....\$40

Computer Science

100, 110, 220, 330.....\$25

Developmental Mathematics (certain sections)

095.....\$40

099.....\$45

Education

EDUC 391, 392, ELED 494; SCED 696-- \$400

EDUC 497, 697; ELED 495; HPED 497;

SCED 496.....\$200

ELED 307.....\$50

Emerging Media

101, 213, 250, 287, 313, 326, 350,

388, 465, 487, 488, 499.....\$75

Engineering

ENEE 206; ENES 100; ENME 331, 332

350, 351, 382.....\$20

ENEE 307, 408, 417, 461; ENES 310,

320, 401; ENME 425, 472, 488.....\$25

Geography

103, 113, 413, 430, 433, 470.....\$20

207, 340.....\$25

Mathematics (Certain Sections)

104, 109, 119, 350, 432.....\$53

118.....\$53.50

380.....\$45.90

236, 237, 238.....\$61.20

104A, 109A, 118A, 119A.....\$70.55

Music Applied

389, 390.....\$150

490.....\$300

Music

315, 319, 321, 327, 329, 330, 331, 335,

336, 337, 339, 340, 370.....\$10

100, 102, 103, 204, 205, 305, 401.....\$25

493.....\$150

Nursing

401, 402, 403, 404, 405, 406, 407, 410, 412,

490, 491, 495, 496.....\$8 per credit

651.....\$72 per credit

660, 665, 668, 670, 671.....\$123 per credit

627, 632, 634, 636, 638.....\$143 per credit

Master of Nursing Course Fees-- \$8 per credit

Physician Assistant - DPAM

601, 602, 603, 641, 642, 643.....\$140

695.....\$1,065

700, 701, 702, 703, 704, 705, 706, 707----\$40

709.....\$484

Orientation

101.....\$120

Physical Science

101, 203, 211.....\$35

Physics

262.....\$20

215, 216, 261, 263, 320, 331, 332, 350,

492, 499.....\$40

Sociology/Social Work

310.....\$25

Theatre

202, 304, 307.....\$15

203.....\$20

204, 306.....\$25

207, 305, 360.....\$50

311.....\$60

**FROSTBURG STATE UNIVERSITY
FINANCIAL RESPONSIBILITY POLICY**

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

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

1. All fees and other University expenses are due on the date listed in the written registration materials and on the FSU website for each semester. A late payment fee is assessed for all students who have not completed the payment or made payment arrangements by the due date. Students may enroll in a payment plan through FSU's third party provider, or the FSU in-house payment plan for summer and intersession. More information about payment plans is available on the FSU website and in the Office of the Bursar.
2. It is the student's responsibility to cancel their registration by dropping all courses before the end of the registration period if proper financial arrangements have not been made. ***The student is responsible for ensuring that he or she is no longer enrolled.***
3. It is the student's responsibility to complete all of the requirements for the Office of Financial Aid to disburse, provide third-party documentation, enroll in an approved payment plan, or submit payment, by the billing due date each semester. Any student who has not completed payment or joined a payment plan by the 10th business day of the semester will be charged a fee and placed into a payment plan that splits the amount due into two payments. Additionally, the student will be assessed a late payment and a late registration fee. Each subsequent late payment will result in an additional fee.
4. ***It is the student's responsibility to review the bill and submit payment in a timely manner.*** Students are notified each semester through their Frostburg email account that the e-bill is available for viewing. The student must then enroll in the E-bill system via their PAWS account. The student may also add another payer to the E-bill. Both the student and the additional payer will receive an email each time a bill is generated.
5. FSU reserves the right to withhold future services (registration, diploma, etc.) to persons who has any outstanding obligations with the University or who has an account that was submitted to the Maryland State Central Collection Unit.
6. In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.
7. If payment is in the form of a check (or E-Check) and the check is returned by the bank for any reason, a \$30 fee will be charged to the account. If payment is not made, the student's account may be submitted to the Maryland State Central Collection Unit.
8. Students leaving FSU prior to the 60% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester in accordance with the University's Return of Title IV Funds Policy. Failure to return that portion of federal aid received may result in the amount owed being transferred to the Maryland State Central Collection.
9. Any debt owed to FSU as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by the FSU catalog will be a breach of the terms and conditions of this contract. Failure to respond to demands for payment made by FSU may result in such debts being transferred to the Maryland State Central Collection Unit.
10. Any debts transferred to the Maryland State Central Collection Unit will be assessed a 17% collection fee at the time of transfer and this information will become part of a student's credit report.

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

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

10 Online Course Information

Course Minimum Requirements & Information

- FSU email account
- Regular and reliable access to the Internet (computer labs are available for students)
- Basic tech skills: working with electronic files (locate, open, rename, save, attach to email), connecting to the Internet and Web navigation
- Download, install and troubleshoot any course-specific plug-ins and software applications on your computer

Canvas Learning Management System

The Canvas Learning Management System is a web-based learning environment which students log onto via an Internet browser. Students and instructors navigate the web site according to standard web site practices. More information regarding the Canvas Learning Management System can be found at <https://www.frostburg.edu/canvas/>.

System Requirements

There are certain minimum software requirements that a user's computer must meet in order for them to navigate and utilize Canvas courses successfully. All computers available in the student computer labs on campus meet these software requirements. More information can be found at <https://www.frostburg.edu/online/technology-requirements.php>.

How to find Online Courses in PAWS

When searching for online courses in PAWS you will find them all listed in one location. Using the Search for Classes feature under Campus, choose Online Courses. This will list all available online courses.

Registration Information

- The registration deadline is December 31, 2024. Registration after this date carries a late penalty of \$30.
- You may register in person or, if you are a continuing student, online using PAWS at <http://paws.frostburg.edu/students>. Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

If you are not a current FSU student, you may register for Intersession by first completing the online application on our website.

- Please be aware that payment or enrollment in a payment plan for Intersession courses is due by December 1, 2024 or within 48 hours of registration. Full details on payment methods and deadlines are provided in this booklet.
- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may fax a written request to the Registrar's Office (301-687-4597). In this case, your signature will be the only one required. You may also send an email to reginfo@frostburg.edu from your Frostburg State University email account.

For updated course information, please check PAWS.

If you are not a current FSU student you may access a copy of the schedule of classes on the [Registrar's Office Website](#)
Click on Class Availability in Real-Time

Frostburg State University Undergraduate Registration Form - Intersession 2025

FSU ID

Last Name, First Name, Middle I.

Permanent Address

Phone

Local Address During Intersession

Phone

If you are not registered at FSU for the Fall semester you must complete an [online admission application](#) on our website. If you were ever dismissed by FSU, you must be readmitted by the Academic Standards Committee. Continuing Undergraduate Students - before you register, meet with your faculty mentor or university advisor for registration activation.

Registration Procedures

To Register Using PAWS

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

Student Center > Enroll

- Select Enrollment Term - 2025 Intersession.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, or Online.
- Classes will be placed in your Shopping Cart.
- When finished selecting classes click Continue.
- Click Finish Enrolling.
- Check the status of your request(s). **Status must read SUCCESS to be registered.**
- When finished, click My Class Schedule to verify enrollment.

To Register By Mail

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

Class Nbr	Subject	Catlg Nbr	Sect	Units	Days	Times	Dept Appr	Date

Student Signature/Date

**Faculty Mentor or University Advisor Approval
Required by all Undergraduate Students and
Biological Science Graduate Students.**

I understand that submission of this course request to FSU obligates me to pay the bill generated, that upon official withdrawal from all courses for Intersession on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to submit an official withdrawal, a drop slip, at the Registrar's Office or at the USMH Information Desk results in a grade of F or FX and obliges me to pay the entire bill (See Drop Procedure included in this booklet).

I have read and understand the Statement of Financial Responsibility.