

**FROSTBURG**  
STATE UNIVERSITY

# FROST BURG STATE

# INTERSESSION

## January 2-22, 2025

### Registration Guidelines



REGISTER OCTOBER 28, 2024 - JANUARY 2, 2025

## January 2 - 22

October 28, 2024	Registration Begins
December 6, 2024	Payment Due or Payment Plan Enrollment Completed
December 9-12, 2024	Deregistration for Nonpayment
December 13, 2024	Course Cancellations
December 31, 2024	Last Day to Register Without Late Fees
January 1 – January 3, 2025	Registration With Late Fee (\$30)
January 2, 2025	Classes Begin
January 3, 2025	Last Day to Add a Course
January 3, 2025	Last Day to Drop Course Without “W”
January 13, 2025	Last Day to Drop a Course With a “W”
January 20, 2025	M.L. King (No Classes) Offices Closed
January 22, 2025	Last Day Of Classes

### General Information

#### Current Students

Current students can register for Intersession through their PAWS account. Be sure to contact your faculty mentor or university advisor prior to registration for authorization. Additional registration information and processes are listed on page 6 in this booklet.

#### Visiting Students

Visiting Undergraduate students must complete the online [undergraduate application](#) on our website. A \$45 non-refundable application fee is required when you apply. For more information concerning Undergraduate Admissions please call 301-687-4201.

Visiting and new Graduate students must complete the online [graduate application](#) on our website. A \$45 non-refundable application fee is required when you apply. For more information concerning Graduate Admissions, please call 301-687-7053.

#### Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 13, 2024, if a course is cancelled.

#### Credit/Course Limit

Students are limited to six credits or two courses for the Intersession. One three credit course is a full-time load. If you work during Intersession or participate in an intercollegiate sport, one course should be the absolute limit. Before you enroll, see the course syllabus and instructor about course requirements.

#### Library Hours

The library's online resources remain accessible via the webpage at [www.frostburg.edu/library](http://www.frostburg.edu/library), and online reference and research help will be available at <https://frostburg.libanswers.com>. For additional information, contact the Library Services Main Desk at 301-687-4395 or email [libref@frostburg.edu](mailto:libref@frostburg.edu).

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

#### Student Responsibilities

You are 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 the storage quota. Exceeding the quota will prevent the delivery of additional email messages.

#### Requests for Accommodation

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodation through the ADA/EEO Compliance Office, Hitchins 126, 301-687-3035.

**Contents of this booklet are subject to change without notice.**

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

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

## College Deans and Department Chairs

### College of Arts, Humanities, Social & Behavioral Sciences

<b>Dr. Michael Mathias, Dean</b>	CH 241-C.....4120
<b>Dr. Keith Terry, Assistant Dean</b>	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 202B .....4116
-Philosophy, Dr. Skott Brill	DH 111 .....4249
-Political Science, Dr. John O'Rourke	GC 135.....4277
-Psychology, Dr. Erica Kennedy	GC 218.....4742
-Sociology, Dr. John McMullen	FR 108G .....3162
-Theatre/Dance, Ms. Nicole Mattis	PA 302B .....3212
-Visual Arts, Dr. Travis English	FA 120.....4941

### College of Business, Engineering, Computational & Mathematical Sciences

<b>Dr. Sudhir Singh, Dean</b>	FR 202C.....4093
<b>Dr. Ali Ashraf, Associate Dean</b>	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 461 .....4458

### College of Education, Health & Natural Sciences

<b>Dr. Boyce Williams, Dean</b>	EH 405 .....4357
<b>Dr. Kim Rotruck, Assistant Dean</b>	EH 404 .....4216
-Biology, Dr. Rebekah Taylor	CH 303 .....4355
-Chemistry and Physics, Dr. Matthew Crawford	CH 339C .....4940
-Educational Professions, Dr. Janet Mattern	EH 473 .....4429
-Geography, Dr. William Wetherholt	GU 230.....4266
-Kinesiology, Dr. Yum Nguyen	EH 420 .....4434
-Nursing, Dr. Kara Platt	EH 425 .....4791
-Social Work, Dr. Nancy Giunta	FR 206C.....4695

## Administrative Offices

### Director of Intersession

Ms. Brittnei Kaetzel, Pullen Hall 144.....	4423
ADA/EEO Compliance Office, Hitchins Adm Bldg 126.....	3035
Administration & Finance, Hitchins Adm Bldg 309 .....	4335
Admissions	
Undergraduate, Pullen Hall 114.....	4201
Graduate, Pullen Hall 141 .....	7053
Athletics, Cordts PE Center 284 .....	4462
Bookstore, Lane Center .....	4341
Career & Professional Development Center, Pullen Hall 110 .....	4403
Center for Academic Advising & Retention, Pullen Hall 140 .....	3404
Center for International Education, Pullen Hall 108 .....	4714
Counseling and Psychological Services, EHSC 120A .....	4234
Diversity Center, Hitchins Adm Bldg 126.....	4050
Financial Aid & Student Employment, Pullen Hall 114.....	4301
FSU IT Computing Help Desk, Gira CCIT 123K .....	7777
Health Services, EHSC, 1st Floor .....	4310
ID Services/Bobcat Office, Pullen Hall 101 .....	4196
Office of Accessibility & Learning, Pullen Hall 150 .....	4441
Office of Gender Equity, Hitchins Adm Bldg 126 .....	3117
Ort Library .....	4395
President's Office, Hitchins Adm Bldg 218.....	4111
Provost's Office, Hitchins Adm Bldg 213.....	4211
Registrar's Office, Pullen Hall 144 .....	4346
Registrar's Assistant, Registration, Drop/Add, Grades.....	4281
Associate Registrar's Assistant, Undergraduate Graduation, Degree Audits, Transcripts, Verification of Enrollment, Change of Grade.....	4736
Residence Life, Pullen Hall 104 .....	4121
S.A.F.E. Office, Pullen Hall 109 .....	4761
Special Academic Services, Pullen Hall 144 .....	4423
Student Affairs, Hitchins Adm Bldg 116 .....	4311
Student & Community Involvement Office, Lane Center 231 .....	4411
Student Support Services, Pullen Hall 133 .....	4481
Technology Services, Gira CCIT 120A .....	7090
Tutoring Center, Pullen Hall 151 .....	4066
University and Student Billing, Pullen Hall 148 .....	4321
University Police	
Emergencies.....	4222
All other calls.....	4223
Lost & Found.....	4223
University System of Maryland at Hagerstown.....	240-527-2060
Veterans Center, 150 Park Ave.....	301-687-4409

## 4 PAWS Information for Students

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### About PAWS

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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.

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### Accessing PAWS

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

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### Login Details

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#### 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](http://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.

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### FSU ID and SSN

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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 Center interface for Frostburg State University. The interface is divided into a left sidebar, a main content area, and a right sidebar.

**Left Sidebar (Navigation Menu):**

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

**Main Content Area:**

- Academics:**
  - 2023 Spring Schedule
  - SCHEDULE** (Selected)
  - 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
- Personal Information:**
  - Contact Information**
    - Local Mailing Address: 123 Main Rd, Frostburg, MD 21532 01
    - Home Address: 301/555-1212
    - Home Phone: tbmctester0@frostburg.edu
    - Campus E-mail: tbmctester0@frostburg.edu
  - Demographic Data
  - Emergency Contact
  - Names
  - User Preferences

**Right Sidebar (Tools and Resources):**

- Search for Classes**
- Holds**: No Holds.
- To Do List**: No To Do's.
- Enrollment Dates**: Open Enrollment Dates
- Advisor**: Program Advisor, Faculty Mentor
- Details**
- News and Voter Info**: Voter Registration
- FSU Systems**: Canvas Login

**Callouts (Annotations):**

- Drop/Add Final Exam Schedule**: Points to the 'SCHEDULE' tab in the Academics section.
- View Grades Transcript: Request/View**: Points to the 'View Grades' link in the Academics section.
- Menu Button**: Points to the hamburger menu icon in the top right corner.
- FERPA: Release of Info**: Points to the 'FERPA: Release of Info' link in the Academics section.
- Textbook Summary**: Points to the 'Weekly Schedule' link in the Academics section.
- FERPA: Restrictions**: Points to the 'FERPA: Restrictions' link in the Finances section.
- Apply for Graduation**: Points to the 'Apply for Graduation' link in the Miscellaneous section of the left sidebar.

**Other Areas (Bottom):**

- 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/](http://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 Intercession 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](http://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**

Intercession 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 Intercession, 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](mailto: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](mailto: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.