

SPRING 2023



UNDERGRADUATE

Registration Guidelines

Registration Begins
Oct. 31, 2022



Tuition Payment Due
Jan. 2, 2023

Index to Schedule Booklet

| | |
|--|---------------------|
| Academic Calendar | 1 |
| Academic Policies and Procedures | 15-16 |
| Change of Major | 15 |
| Course Overload | 15 |
| Course Repetition and Grading | 15 |
| E-Mail | 15 |
| Grade Grievance | 15 |
| Intensive Online Courses | 15 |
| Leave of Absence | 16 |
| Missing First Class Meeting | 15 |
| Pass/Fail Option | 15 |
| Transferring Credit Continuing Students | 16 |
| Withdrawal from the University | 16 |
| Administrative Offices Telephone Numbers | 3 |
| Advising Contacts | 2 |
| Billing Information | 17-19 |
| Charges for Collection Fees | 17 |
| Credit Balances | 17 |
| Deferred Payment | 17 |
| Employee Tuition Remission | 19 |
| Intensive Courses | 19 |
| Payee Designation | 17 |
| Payment of Account | 17 |
| Payment Plan | 17 |
| Previous Balance | 17 |
| Refunds | 19 |
| Room and Board | 18 |
| Scholarships | 17 |
| Stafford Loans | 19 |
| Tuition and Fees | 18 |
| Vehicle Registration | 19 |
| Campus Map | (Inside Back Cover) |
| Credit By Examination | 21 |
| Degree Requirements | 12 |
| Equal Opportunity Policy | 21 |
| Family Rights and Privacy Information | 21 |
| Final Exam Information | 14 |
| Financial Aid Information | 21 |
| General Education Program (GEP) | 10-11 |
| Graduation Information | 13 |
| PAWS Login Information | 4 |
| PAWS Quick Reference | 5 |
| Registration | 4-9 |
| Dates | 8 |
| Drop/Add | 8 |
| PAWS Registration Information | 4 |
| Registration Form | 9 |
| Scheduling Assistant Quick Reference | 6-7 |
| TDD or Voice Relay Assistance | 8 |
| Schedule Worksheet | 23 |
| Verification of Enrollment | 21 |

Registrar's Office Hours

Monday - Friday
8:00 A.M. - 4:30 P.M.

Spring 2023 Calendar

| | |
|-------------------|---|
| October 19 | Registration Guidelines Booklet Available Online |
| Oct. 31 - Nov. 18 | Spring 2023 Registration Period |
| January 2 | Payment Due in Billing Office |
| January 16 | M.L. King - Offices Closed |
| January 23 | Testing (New Non-Registered Students Only) |
| January 24 | Orientation, Advising and Registration (New Non-Registered Students Only) |
| January 25 | Classes Begin |
| January 25 - 31 | Drop/Add Period and Late Registration (PAWS and Academic Departments) All unpaid accounts are charged \$60 for late fees. |
| January 31 | Last Day to Add Courses |
| February 13 | Last Day to File Pass/Fail Option |
| February 17 | Unpaid Accounts Charged an Additional \$75 Late Fee |
| March 3 | Last Day for Undergraduate Grade Changes for Fall 2022 and Intercession 2023 (Including Removal of "I" Grades) |
| March 6 | Mid-Semester Warnings Available in PAWS |
| March 18-26 | Spring Break |
| March 20 | Last Day to Register for Six-Week 2 Intensive Online Courses |
| March 27 | First Day of Six-Week 2 Intensive Online Courses |
| March 16 | Fall 2023 Registration Guidelines Booklet Available Online |
| March 31 | Last Day to Withdraw From Courses With "W" |
| April 3 | Summer 2023 Registration Begins |
| April 3 - 21 | Fall 2023 Registration Period |
| May 11 | Last Day to Withdraw From Courses With "WF" |
| May 11 | Last Day of Classes |
| May 12 | Reading Day |
| May 13 | Common Finals |
| May 15 - 19 | Final Exams |
| May 20 | Commencement |

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.

Visit our Web Site for up-to-date information at:

www.frostburg.edu/admin/regoff/rhome.htm

Contents of this booklet are subject to change without notice.

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

Accounting

Dr. Chelsea Schrader FR 337 4388

Addictions Counseling

Ms. Renae Mitchell GC 219 4778

Adventure Sports Management

Dr. Natalia Buta PE 252 4458

African American Studies

Dr. James Saku GU 232 4724

Animal Behavior

Dr. Erica Kennedy GC 220 4742

Art and Design, Art History

Dr. Travis English FA 120 4941

Athletic Training

Dr. Jacqueline Durst PE 259 3228

Biology

Dr. Rebekah Taylor CH 303 4355

Business Administration

Dr. Carol Gaumer FR 320 4052

Dr. Michael Monahan FR 315 3090

Chemistry

Dr. Matthew Crawford CH 339C 4940

Coaching

Mr. Hunter Brakeall PE 257 4464

Communication Studies

Ms. Elesha Ruminski CT 348L 4480

Computer Information Systems,

Computer Science

Dr. Michael Flinn CT 274E 4835

Cultural Anthropology

Dr. Kara Rogers Thomas 7 American Ave 3124

Dance

Ms. Nicole Mattis PA 302B 3212

Dental Hygiene Preparation

Dr. Karen Keller CH 304 4174

Developmental Mathematics

Ms. Kimberly Kurek PH 150 4442

Early Childhood/Elementary Education

Dr. Fannia Boayue FR 135 4220

Earth Science

Dr. Richard Russo GU 231 4053

Economics

Dr. Anthony Stair GC 146 4788

Elementary Education (P-9)

Dr. Jodi Welsch FR 220 3096

Elementary/Middle School Dual

Certification

Dr. Jodi Welsch FR 220 3096

Engineering

Dr. Jamil Abdo CH 105 7026

English

Dr. Kevin Kehrwald DH 309 4367

Environmental Analysis and Planning

Dr. Richard Russo GU 231 4053

Exercise and Sport Science

Mr. Hunter Brakeall PE 257 4464

Film Studies

Dr. Kevin Kehrwald DH 309 4367

Finance, Financial Services

Dr. Carol Gaumer FR 320 4052

Fine Arts

Dr. Travis English FA 120 4941

Foreign Languages and Literature

Dr. Heather Cisneros DH 207A 7690

Forestry

Dr. David Puthoff CH 212 4172

Geography

Dr. Richard Russo GU 231 4053

Global Business

Dr. Carol Gaumer FR 320 4052

Graphic Design

Dr. Travis English FA 120 4941

Health and Physical Education

Dr. Rebecca Gallagher PE 277 7401

Health Science

Dr. Karen Keller CH 304 4174

History

Dr. Gregory Wood DH 105C 4766

Hospitality Management/Human Resources

Management

Dr. Michael Monahan FR 315 3090

Industrial & Organizational Psychology

Dr. Paul Bernhardt GC 221 4410

Information Technology

Dr. Michael Flinn CT 274E 4835

International Studies

Dr. Keith Terry CH 247 7020

Interpretive Biology and Natural

History

Dr. Thomas Lambert CH 211 4167

Jazz Studies

Dr. Brent Weber PA 202B 4116

Journalism

Mr. Andrew Duncan DH 220 4241

Law, Law and Society, Law School

Preparation

Dr. Scott Johnson GC 137 7432

Leadership Studies

Dr. Elesha Ruminski CT 348L 4480

Liberal Studies

Dr. Linda Steele CH 238 4137

Life Cycle Facilities Management

Dr. Thomas Cadenazzi CH 339B 4939

Management

Dr. Michael Monahan FR 315 3090

Marketing

Dr. Carol Gaumer FR 320 4052

Mass Communication

Dr. Elesha Ruminski CT 348L 4480

Mathematics

Dr. Laxman Hegde CT 244N 4777

Mechanical Engineering

Dr. Yi-Zun Julie Wang CH 102 3208

Medicine, Dentistry, Optometry,

Veterinary Medicine Preparation

Dr. Karen Keller CH 304 4174

Dr. William Seddon CH 311 4707

Dr. Matthew Crawford CH 339C 4940

Multidisciplinary Studies

Dr. Linda Steele CH 238 4137

Music

Dr. Brent Weber PA 202B 4116

Musical Theatre

Dr. Brent Weber PA 202B 4116

Nursing, Nursing Preparation

Dr. Kara Platt LH 216 4791

Ms. Lindsey Staggers-Gardner

LH 221 3419

Occupational Therapy Preparation

Dr. Karen Keller CH 304 4174

Pharmacy Preparation

Dr. Matthew Crawford CH 339C 4940

Philosophy

Dr. Skott Brill DH 111 4249

Physical Therapy Preparation

Dr. Melody Kentrus PE 265 4415

Physics

Dr. Jamil Abdo CH 103 7026

Political Science

Dr. Stephen Twing GC 135 3097

PreK-12 Programs

Dr. Jodi Eirich FR 129 4218

Psychology

Dr. Erica Kennedy GC 220 4742

Public Relations

Mr. Andrew Duncan DH 220 4241

Recreation and Parks Management

Dr. Diane Blankenship PE 266 3192

Small Business/Entrepreneurship

Dr. Michael Monahan FR 315 3090

Secondary Teacher Education

Dr. Jodi Eirich FR 129 4218

Secure Computing and Information

Assurance

Dr. Michael Flinn CT 274E 4835

Social Science

Dr. Linda Steele CH 238 4137

Social Work

Dr. Elisabeth Lean 7 American Ave 4691

Sociology

Dr. John McMullen 7 American Ave 3162

Sustainability Studies

Ms. Tracy Edwards GU 210 7596

Theatre

Ms. Nicole Mattis PA 302B 3212

Wildlife and Fisheries

Dr. Thomas Lambert CH 211 4167

Women's Studies

Dr. Angela Luvara 7 American Ave 3198

College Deans and Department Chairs

College of Business

Dr. Sudhir Singh, Dean

Dr. Ali Asraf, Associate Dean

| | |
|--|-----------------|
| -Accounting, Dr. Chelsea Schrader | FR 337.....4385 |
| -Economics, Dr. Anthony Stair | GC 146.....4788 |
| -Management, Dr. Michael Monahan | FR 315.....3090 |
| -Marketing and Finance, Dr. Carol Gaumer | FR 320.....4052 |

College of Education

Dr. Boyce Williams, Dean

Dr. Kim Rotruck, Associate Dean

| | |
|--|-----------------|
| -Educational Professions, Dr. Doris Santamaria-Makang | FR 219.....7018 |
| -Kinesiology, Dr. Jacqueline Durst | PE 259.....3228 |
| -Recreation and Parks Management, Dr. Natalia Buta | PE 252.....4458 |

College of Liberal Arts and Sciences

Dr. Michael Mathias, Interim Dean

Dr. Keith Terry, Assistant Dean

Dr. Justin Dunmyre, Interim Associate Dean

| | |
|---|-------------------------------|
| -Biology, Dr. Rebekah Taylor | CH 303.....4355 |
| -Chemistry, Dr. Matthew Crawford | CH 339C.....4940 |
| -Communication, Dr. Elesha Ruminski | CT348L.....4480 |
| -Computer Science, Dr. Michael Flinn | CT274E.....4835 |
| -English and Foreign Languages, Dr. Kevin Kehrwald | DH 309.....4367 |
| -Geography, Dr. Richard Russo | GU 231.....4053 |
| -History, Dr. Gregory Wood | DH 105C.....4766 |
| -Mathematics, Dr. Laxman Hegde | CT 244N.....4777 |
| -Music, Dr. Brent Weber | PA 202B.....4116 |
| -Nursing, Dr. Kara Platt | LH 216.....4791 |
| -Philosophy, Dr. Skott Brill | DH 111.....4249 |
| -Physician Assistant Studies, Ms. Kerry Birney, PA-C | USMH 339..... 240-527-2732 |
| Mr. David Bunnell, PA-C | USMH 340..... 240-527-2753 |
| -Physics and Engineering, Dr. Jamil Abdo | CH 105.....7026 |
| -Political Science, Dr. Stephen Twing | GC 135.....3097 |
| -Psychology, Dr. Erica Kennedy | GC 220.....4742 |
| -Social Work, Dr. Elisabeth Lean | 7 American Ave.....4691 |
| -Sociology, Dr. John McMullen | 7 American Ave...3162 |
| -Theatre/Dance, Ms. Nicole Mattis | PA 302B.....3212 |
| -Visual Arts, Dr. Travis English | FA 120.....4941 |

Administrative Offices

| | |
|---|--------------|
| ADA/EEO & Title IX 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 283 | 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, Cumberland Hall 39..... | 4234 |
| Disability Support Services, Pullen Hall 150 | 4483 |
| Diversity Center, Hitchins Adm Bldg 116 | 4050 |
| Financial Aid & Student Employment, Pullen Hall 114..... | 4301 |
| FSU IT Computing Help Desk, Gira CCIT 123K | 7777 |
| Health Services, Brady Health Center | 4310 |
| ID Services/Bobcat Office, Pullen Hall 101 | 4196 |
| Office of Gender Equity, Hitchins Adm Bldg 126 | 3035 |
| Ort Library | 4395 |
| President's Office, Hitchins Adm Bldg 218 | 4111 |
| Programs Advancing Student Success, Pullen Hall 150..... | 4441 |
| 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 Grades | 4736 |
| Residence Life, Pullen Hall 104 | 4121 |
| S.A.F.E. Office, Pullen Hall 109 | 4761 |
| Special Academic Services, Pullen Hall 144 | 4727 |
| 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 |
| Veteran Services Center, 150 Park Ave..... | 301-687-4409 |

4 PAWS Information

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 own password by telephone, or by visiting the office located in Gira 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/>

Student Center

Scheduling Assistant – Plan the perfect schedule here!

Academic and Enrollment Information

FERPA Release of Info

FERPA Restrict Directory Info

Billing Information

Financial Aid Information

Personal Information

Current Schedule

Check Holds

Enrollment Appointment

Academic Advisor

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Scheduling Assistant](#)

Academic Planner
 Academic Requirements
 Academic Strategy
 Advising Notes
 Apply for Graduation
 Class Schedule
 Course History
 Enrollment: Add
 Enrollment: Drop
 Enrollment: Swap
 Exam Schedule
 FERPA-Release of Info
 FERPA-Restrict Directory Info
 Grades
 Transcript: Request Official
 Transcript: View Unofficial
 Transfer Credit: Report
 What-if Report
 other academic...

This Week's Schedule

| Class | Schedule |
|---------------------------|--|
| CHEM 202-001 EC (4117) | MoWeFr 11:00AM - 11:50AM Compton Hall, Room 224 |
| CHEM 202-004 AB (4163) | Tu 1:00PM - 3:50PM Compton Hall, Room 329 |
| XSS 303-001 EC (5717) | TuTh 8:00AM - 9:15AM Physical Ed. Center, Room 102 |
| XSS 341-001 EC (5562) | MoWeFr 12:00PM - 12:50PM Physical Ed. Center, Room 220B |
| HYS 215-004 EC (4196) | MoWeFr 1:00PM - 1:50PM CCIT, Room 222 |
| HYS 215-006 AB (5834) | Tu 5:00PM - 7:30PM Compton Hall, Room 124 |

Units Taken for Progress 14.000 **weekly schedule ▶**

FINANCES

My Account
[View E-Bill](#)
[Account Inquiry](#)
[Make a Payment](#)
[Promissory Note / Deferment](#)
[Setup Direct Deposit](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... >>

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)
[User Preferences](#)

other personal... >>

Contact Information

Home Address **Local Mailing Address**

Home Phone **Campus E-mail**

Other Areas

[Change Password](#) [Library Acct Info](#) [Athletics](#)
[PRAXIS Test Scores](#) [SGA Voting Booth](#) [Credential File Inventory](#)

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

Advisor
Program Advisor

[details ▶](#)

News and Voter Info
[Frostburg State Community Voter Registration](#)

FSU Systems
[Blackboard Login](#)

6 Scheduling Assistant Quick Reference

The Scheduling Assistant is an option to assist you in creating your schedule and registering for classes.

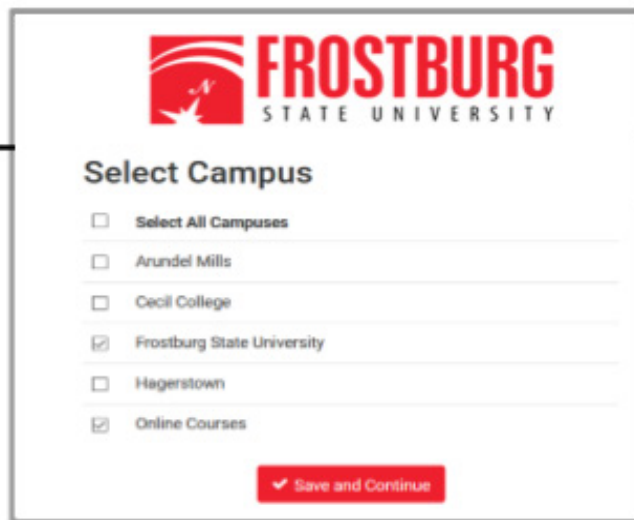
STUDENT SCHEDULING ASSISTANT

1 LOG IN

Go to paws.frostburg.edu
Log In, Click Student Center
Click "Scheduling Assistant"



2 SELECT CAMPUS



3 ADD COURSES

To Take Next Term

4 ADD BREAKS

To Block Off Times
You Are Unavailable
For Class

5 GENERATE

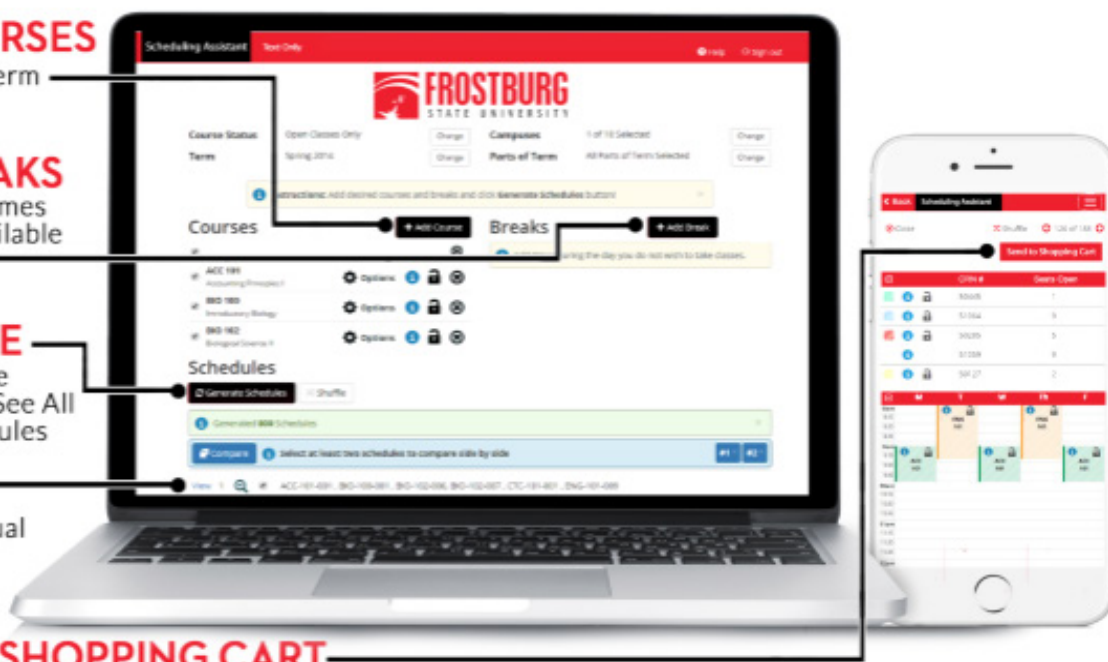
Click "Generate
Schedules" To See All
Possible Schedules

6 VIEW

To See Individual
Schedules In
Detail

7 SEND TO SHOPPING CART

From the "View" Schedule Screen, Click the "Shopping Cart" Button to Begin Registration



8 Click 'Register'

Shopping Cart

| Class # | Section | Subject | Course | Seats Open | Days & Location(s) | Campus | Credits |
|---------|---------|------------|--------|------------|-----------------------|----------------------|---------|
| 1508 | 001 | Accounting | 100 | 14 | MWF 8:00am - 9:00am | Main Hacienda Campus | 3 |
| 1571 | 1 | Chemistry | 103 | 28 | W 2:00pm - 2:50pm | Main Hacienda Campus | 4 |
| 1573 | 1A | Chemistry | 103 | 26 | M 2:00pm - 2:50pm | Main Hacienda Campus | 6 |
| 1578 | 1A | Chemistry | 103 | 28 | TH 11:30am - 12:40pm | Main Hacienda Campus | 6 |
| 1945 | 1 | Dance | 110 | 22 | MWF 11:00am - 11:50am | Main Hacienda Campus | 3 |
| 1914 | 1 | Finance | 302B | 3 | TH 8:00am - 9:00am | Main Hacienda Campus | 3 |

Monday Accounting 100 Allison Brown
Tuesday Finance 302B Tracy Hill
Wednesday Accounting 100 Allison Brown
Thursday Finance 302B Tracy Hill
Friday Accounting 100 Allison Brown

Saturday Dance 110 Donna Shalinger
Sunday Chemistry 103 Lucia Red
Monday Dance 110 Donna Shalinger
Tuesday Chemistry 103 Lucia Red
Wednesday Dance 110 Donna Shalinger
Thursday Chemistry 103 Lucia Red
Friday Dance 110 Donna Shalinger

9 Click 'Confirm'

Shopping Cart

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.

[Cancel](#) [Continue](#)

10 Your 'Current Schedule Page' shows the courses that you successfully registered for.

You can now Edit or Drop Classes from the 'My Current Schedule' Page

My Current Schedule

| Class # | Section | Subject | Course | Seats Open | Days & Location(s) | Campus | Credits |
|---------|---------|------------|--------|------------|-----------------------|----------------------|---------|
| 1508 | 001 | Accounting | 100 | 14 | MWF 8:00am - 9:00am | Main Hacienda Campus | 3 |
| 1571 | 1 | Chemistry | 103 | 28 | W 2:00pm - 2:50pm | Main Hacienda Campus | 4 |
| 1573 | 1A | Chemistry | 103 | 26 | M 2:00pm - 2:50pm | Main Hacienda Campus | 6 |
| 1578 | 1A | Chemistry | 103 | 28 | TH 11:30am - 12:40pm | Main Hacienda Campus | 6 |
| 1945 | 1 | Dance | 110 | 22 | MWF 11:00am - 11:50am | Main Hacienda Campus | 3 |
| 1914 | 1 | Finance | 302B | 3 | TH 8:00am - 9:00am | Main Hacienda Campus | 3 |

Monday Accounting 100 Allison Brown
Tuesday Finance 302B Tracy Hill
Wednesday Accounting 100 Allison Brown
Thursday Finance 302B Tracy Hill
Friday Accounting 100 Allison Brown

Saturday Dance 110 Donna Shalinger
Sunday Chemistry 103 Lucia Red
Monday Dance 110 Donna Shalinger
Tuesday Chemistry 103 Lucia Red
Wednesday Dance 110 Donna Shalinger
Thursday Chemistry 103 Lucia Red
Friday Dance 110 Donna Shalinger

8 Registration Information/Final Exams/Grades

REGISTRATION DATES

October 31 - January 24
(No Late Registration Fee)

January 25 - 31
(With Late Registration and Late Payment Fee)

- Registrations will take place through PAWS (24/7) beginning on October 31, 2022. Go to <http://paws.frostburg.edu/students> to log-in.
- The printed listing of course offerings is not included in this booklet. The up-to-date Schedule of Classes is available through PAWS.
- **You must see your faculty mentor or university 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. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits and/or course prerequisites where applicable.

Registration Procedures

1. Login to PAWS.
2. Check for your Enrollment Appointment which is based on your total earned credits.
3. Check for Holds that may prevent you from registering.
4. Meet with your faculty mentor or university advisor to plan your schedule and be activated for registration.
5. List course numbers on the Registration Form provided in this booklet.
6. Register for Classes using one of the following methods -

Student Center > Scheduling Assistant

- Select Campus
- Add Courses
- Generate Schedules
- View Schedules
- Send to Shopping Cart
- Register
- Confirm/Continue
- Read Registration Results to confirm there are no errors.

Student Center > Enroll

- Select Enrollment Term - 2023 Spring.
- Click Continue.
- 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 Proceed to Step 2 of 3.
- Click Finish Enrolling.
- Check the status of your request(s). Status must read success to be registered.
- When finished, click My Class Schedule to verify enrollment.

7. After January 2nd, payment is due upon registration.

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).

Please Note:

Plan to transact these functions in-person at the Registrar's Office during Registration and Drop/Add:

- Independent study courses.
- Enroll in Graduate Courses if you are an Undergraduate Student.
- Course Overloads (18+ Credits).

DROP/ADD PROCEDURES

You may access the PAWS System to initiate changes to your schedule.

Drop/Add

October 31 - January 31
(Without a "W")

Withdraw from a Class

February 1 - March 31
(With a "W")

After March 31 all withdrawals must be initiated at the Registrar's Office. A grade of "WF" will be assigned at this time.

Additional PAWS Features -

Textbook Information

Textbook information is listed for each course on the class schedule in PAWS. Student Center>Search>Search for Classes. Click on class number for textbook details. You may also find textbook information for the courses you are enrolled in by going to Student Center>Other Academics drop down box>class schedule>Go. Click on section number for textbook details.

Mid-semester Warnings

Faculty members will assess your progress in all 100- and 200-level courses, and in all courses that meet Core Skills Requirements in the General Education Program, prior to mid-semester. If you are performing at the D or F quality level you will be issued a mid-semester warning early in the seventh week of classes. Access PAWS to view these warnings. Student Center>Other Academics drop down box>Grades>Go.

Final Exams

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

Final Grades

Access PAWS for final grades. Student Center>Other Academics drop down box>Grades>Go.

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

Frostburg State University Undergraduate Registration Form - Spring 2023

| | |
|----------------------------------|-------|
| FSU ID | |
| Last Name, First Name, Middle I. | |
| Address | Phone |

Registration Procedures

1. Login to PAWS <http://paws.frostburg.edu/students>.
2. Check for your Enrollment Appointment, which is based on your total earned credits.
3. Check for Service Holds that may prevent you from registering.
4. Meet with your faculty mentor or university advisor to plan your schedule and be activated for registration.
5. List course numbers below.
6. Register for Classes using one of the following methods -

Student Center > Scheduling Assistant

- Select Campus
- Add Courses
- Generate Schedules
- View Schedules
- Send to Shopping Cart
- Register
- Confirm/Continue
- Read Registration Results to confirm there are no errors.

Student Center > Enroll

- Select Enrollment Term - 2023 Spring.
- Click Continue.
- 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 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.

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

Total Units

Student Signature/Date

General Education Program (GEP) *Minimum of 40 credit hours required of all students***CORE SKILLS** - *Minimum of 9 credit hours of coursework or credit by exam*

- | | | |
|---|--|------------------|
| 1. Introductory Composition (3 hours) | | 3 hours |
| ENGL 101/111* | First-Year Composition | |
| 2. Advanced Writing: <i>One of the following (3 hours each):</i> | | 3 hours |
| ENGL 308/309/310/312* | Advanced Composition | |
| ENGL 300 | Critical Writing about Literature | |
| ENGL 330 | Business Writing | |
| ENGL 336 | Journalistic Writing | |
| ENGL 338 | Technical Writing | |
| ENGL 339 | Scientific Writing | |
| 3. Mathematics: <i>One of the following (3-4 hours each):</i> | | 3-4 hours |
| MATH 104 | Intro to Mathematical Problem Solving | |
| MATH 109/110* | Elements of Applied Probability and Statistics | |
| MATH 119 | College Algebra | |
| MATH 120 | Pre-Calculus | |
| MATH 236 | Calculus I | |

Total hours: minimum of 9**MODES OF INQUIRY** - *Totaling 31-32 credit hours*

●You may not count more than one course or option where there are alternatives listed (as designated by OR) to meet Modes of Inquiry requirements in Groups A, B, C, D, and E.

- | | | |
|---|---|------------------|
| A. The Fine and Performing Arts: <i>At least one of the following (3 hours each)</i> | | 3 hours |
| Art | ART 100/111* Art Appreciation <i>or</i> ART 110 Visual Imagery | |
| Dance | DANC 110 Dance Appreciation | |
| Music | MUSC 106 History of Rock <i>or</i> MUSC 110 Music Appreciation <i>or</i> MUSC 117 Music of Africa, Asia, and the Americas | |
| Theatre | THEA 106 Introduction to Theatre <i>or</i> THEA 107 Introduction to Theatrical Vision | |
| B. The Humanities: <i>At least two of the following (3 hours each)</i> | | 6 hours |
| History | HIST 100/111* The Contemporary World in Historical Perspective | |
| Languages | FREN 101 Basic Elements of French I <i>or</i> SPAN 101 Basic Elements of Spanish I | |
| Literature | ENGL 150/250* <i>or</i> ENGL 221 Introduction to Literature/Intermediate Composition | |
| Philosophy | PHIL 101/111* Introduction to Philosophy <i>or</i> PHIL 102/112* Contemporary Ethical Problems <i>or</i> PHIL 200 Intro to Social Justice | |
| Communication | MCOM 105 Digital Media and Media Literacy | |
| C. The Natural Sciences: <i>At least two of the following (3-4 hours each)</i> | | 7-8 hours |
| Biology | BIOL 109 Human Biology and the Environment <i>or</i> BIOL 149/159* General Biology I | |
| Chemistry | CHEM 100/113* Chemistry and Society <i>or</i> CHEM 150 General, Organic and Biochemistry <i>or</i> CHEM 201 General Chemistry I | |
| Geography | GEOG 103/113* Physical Geography | |
| Physical Sciences | PHSC 100 Cosmic Concepts (3 cr) <i>and</i> PHSC 101 Measurement (1 cr) <i>or</i> PHSC 203 Physical Science <i>or</i> PHYS 215 General Physics I <i>or</i> PHYS 261 Principles of Physics I: Mechanics | |
| Interdisciplinary | IDIS 160 Science, Technology, and Society <i>or</i> EXSS 200 Nutrition (3 cr) | |

CONTINUED ON NEXT PAGE

11 General Education Program (GEP) Continued

- D. The Social Sciences:** *At least two of the following (3 hours each)* **6 hours**
- | | |
|--------------------------|---|
| Economics | ECON 200 Basic Economics <i>or</i> ECON 201/211* Principles of Economics (Macro) |
| Geography | GEOG 104/114* Human Geography <i>or</i> GEOG 110 World Regional Geography: Cultural Diversity |
| Political Science | POSC 110 /112* Introduction to American Politics <i>or</i> POSC 113/114* Introduction to World Politics <i>or</i> POSC 131 Introduction to Comparative Politics |
| Psychology | PSYC 150/151* General Psychology |
| Sociology | SOCI 100/111* Intro to Sociology |
- E. The FSU Colloquia:** *Two courses (3-4 hours each)* **6 hours**
- IDIS 150/151* First-Year FSU Colloquium *or* IDIS/SUST 155 Introduction to Sustainability Studies (required)+
and select one course from:
IDIS 350/351* Advanced FSU Colloquium++ *or* one additional Modes of Inquiry course from Groups A-D.
- F. Identity and Difference:** *One of the following (3 hours each)* **3 hours**
- You must meet all prerequisites listed for the course you select.*
- AAST 200 Introduction to African American Studies
AAST 400 Africans of the Diaspora
ART 301 Artistic Traditions: Asia
ART 302 Artistic Traditions: Africa & the Americas
CMST 350 Intercultural Communication
ECON 113 The Economics of Race & Gender
ENGL 231 African American Literature
GEOG 104/114* Human Geography
GEOG 110 World Regional Geography: Cultural Diversity
GEOG 427 Geography of Languages & Religions
HIST 100/111* The Contemporary World in Historical Perspective
HIST 418 Native Peoples of the Americas
HIST 436 Women's Issues in World History
HLTH 125 Health and Culture
INST 150 Introduction to World Religions
INST 200 Introduction to International Studies
MDFL 111 Intercultural Understanding
MDFL 301 Latin American Women's Issues
MUSC 117 Music of Africa, Asia, and the Americas
MUSC 250 Gender and Sexuality in Music
MUSC 311 Jazz History
MUSC/THEA 412 History of Musical Theatre
NURS 412 Global Perspectives in Women's Health
PHIL 308 Political Philosophy
PHIL 311 Asian and African Philosophy
PHIL 409 Philosophy and Women
POSC 131 Introduction to Comparative Politics
PSYC 220 Psychology of Women
PSYC 325 African American Psychology
RECR 100 Leisure and the Diverse American Culture
SOCI 224 Cultural Anthropology
SOCI 305/SOWK 305 Racial and Cultural Minorities
SOCI 366 Social Inequality
WMST 201 Introduction to Women's Studies

Total hours: minimum of 31

● **A particular course may be counted to meet only one General Education requirement.**

*Honors course equivalent

+Complete prior to earning 45 credit hours or soon after transfer, if applicable.

General Education Program

GEP Grading Policy

- The P/F grading option is not permitted in the General Education Program.
- The grading policy for all Core Skills is as follows:

A-F grades will be assigned, with a CS possible for students who have met the CS criteria stipulated in the course syllabus.

The grade of CS may be earned only once per course; any CS assigned thereafter will revert to an F. Exceptions to this policy will be made only with the recommendation of the instructor.

A grade of C or better is necessary to satisfy each Core Skill.

Core Skills

Courses required of all students

- All Core Skills may be satisfied by examination.
- You are expected to take these courses during your first 24 credit hours, with the exception of the advanced composition course requirement.
- If you are placed in a required section of ENGL 101, ENGL 105 (Critical Reading), or DVMT 095 (Pre-Algebra Mathematics) based on your scores on University placement tests, you may not withdraw unless you are withdrawing from the University.
- Once you are enrolled in ENGL 101, Freshman Composition, you may drop the course only during the drop/add period of one week at the beginning of the semester (except for required developmental courses, which may not be dropped). Under unusual circumstances, the chair of the English department may approve exceptions. Poor performance would not normally constitute a basis for exception.
- You must continue taking a course which satisfies the requirement each semester until you have passed it with a grade of C or better.

Modes of Inquiry

- In Group E, IDIS 150 (First-Year FSU colloquium) or IDIS/SUST 155 (Introduction to Sustainability Studies) is required. The selected course should be completed prior to earning 45 hours or soon after transfer, if applicable.
- Other Modes of Inquiry courses should ordinarily be completed in the first 90 hours.

Undergraduate Degree Requirements

Bachelor of Science Degree

Candidates for the Bachelor of Science degree must meet all of the following requirements:

- Completion of at least 120 semester hours of college credit.
- Completion of the General Education Program.
- Completion of all course work at FSU with a cumulative GPA of at least 2.0.
- Completion of a major with a cumulative grade point average of at least 2.0 in all courses taken in the major department (unless specifically excluded). Interdisciplinary majors count all courses specifically listed as meeting the requirements of the major to determine the major GPA.
- Completion at Frostburg State University, through course work or special departmental exams, of at least one-half the credit hours required in the student's major department (unless specifically excluded or specified differently in the catalog description of the major). Interdisciplinary majors count all hours earned in courses specifically listed as meeting the requirements of the major.
- Completion of a minimum of 30 semester hours of credit, of which at least 15 semester hours are upper division credit, towards the degree at Frostburg State University.
- Completion of one of the following:
 - 15 elective credits outside of General Education requirements and course work in the major department.
 - An "interdisciplinary" major (one for which there is no "major department").
 - A minor.
 - A second major.
 - Secondary or P-12 teacher education certification.
- Completion of at least 39 credits at the upper division (300-400) level.
- Demonstration of technology fluency, defined as mastery of the University-identified ten Basic Technology Skills, by completing one of the following:
 - Passing the *Test of Basic Information Technology Skills* (meets requirement but you do not earn credit).
 - Successfully completing COSC 100/110* with a grade of C or better.

- Successfully completing other Frostburg State University courses that provide instruction in the basic technology skills with a grade of C or better. Courses approved for students following this catalog include:

- ART 207 Graphic Design
- CHEM 304 Computational Techniques in Chemistry
- COSC 101 The Discipline of Computer Science
- COSC 220 Introduction to Software Applications
- EDUC 325 Educational Technology
- ENES 100 Introduction to Engineering Design
- ENGL 438 Applied Digital Writing
- GEOG 275 Fundamentals of Geographic Data Handling
- HPED 310 Technology in Health and Physical Education
- MUSC 103 Tonal Analysis
- NURS 404 Nursing Informatics

You must meet all prerequisites for the course(s) selected.

- Completion of all semester credit hours beyond 90 credits at Frostburg State University, except for up to seven credit hours following the stipulations in the policies concerning attendance at another institution.
- Completion of all required professional education courses and requirements for students in teacher education programs.
- Completion of all approved student outcomes assessment activities required by the University and the academic programs.
- Completion of an application for diploma and graduation when student completes 70 credit hours. You may apply using PAWS.
- Fulfillment of all financial obligations to the University.

In addition to these requirements, students are strongly encouraged to take advantage of alternative means of earning academic credit outside of the traditional classroom to enhance the quality of the educational experience and to ensure timely progress towards a degree. Options available to students include: online courses; registration in intersession or the summer sessions; independent study or undergraduate research; study abroad; service learning; internships, field experiences, and practica; credit by exam and advanced placement credits.

13 Degree Requirements/Commencement

Bachelor of Arts Degree

Candidates for the Bachelor of Arts Degree must complete all requirements listed for the Bachelor of Science degree and, in addition, complete or test out of the 250-level course in one foreign language offered at the University or transferred from another college or university.

Bachelor of Fine Arts Degree

The Bachelor of Fine Arts degree is a professional degree currently awarded only to students who major in Art and Design. Candidates for the Bachelor of Fine Arts degree must complete all requirements listed for the Bachelor of Science degree.

In the event that a student completes more than one major as an undergraduate student, and one of the majors would culminate in a BFA degree, an additional diploma will be issued by the Registrar's Office. You must declare your request for an additional diploma at the time of application for graduation and comply with the procedures established by the Registrar's Office.

Bachelor of Science in Nursing

The Bachelor of Science in Nursing is a professional degree awarded only to students who complete the RN to BSN degree program. Candidates for the degree must complete all requirements listed for the Bachelor of Science degree as well as successfully complete the BSN degree's specialized, professional coursework.

Orientation Requirement

Frostburg State University offers ORIE 101, Introduction to Higher Education, to provide new students with a complete introduction to all dimensions of college life. This one-credit course is required of all first-time students, including transfer students with fewer than 13 semester hours of transfer credit, and may be elected by any student who is new to FSU. You may not withdraw from this course unless you are withdrawing from the University. You will find a complete description of ORIE 101 in the Undergraduate Catalog.

In the fall semester, most ORIE 101 sections are part of learning communities in which students in your ORIE section also will enroll in at least one other class together. You may study a shared theme across a group of courses, enroll with others who share your interest in a potential major or career, or get to know students who are interested in using certain support services. Stand-alone ORIE 101 sections are offered primarily in the spring.

Graduation Information

Applying for Graduation

A system generated graduation date is entered for all students beginning their freshmen year for the National Student Clearinghouse. The Clearinghouse reports enrollment and anticipated graduation dates for all students at FSU for financial aid/student loan purposes. In most cases, this date is just an estimate and not a reflection of your actual graduation date. You may check your graduation date using PAWS. Once you have earned 70 credits you will be prompted to apply for graduation in PAWS. You should apply one year prior to graduation. You may also apply in person at the Registrar's Office.

Academic Requirements Report

You may review your academic requirements report using PAWS. Go to your Student Center > other academics > Academic Requirements. If you review your report and you see no major requirements listed something has not been accurately entered for you and you should go to the Registrar's Office to have it corrected.

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

Please direct any questions concerning your academic requirements report to your faculty mentor or university advisor.

Student Academic Responsibility

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

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

Other academic regulations and procedures may change during the period of your enrollment, and it is your responsibility to know and follow the academic regulations and procedures currently in effect. All changes in regulations and procedures will be published in official University publications such as the Undergraduate and Graduate Catalogs, the Undergraduate Registration Guidelines and

Graduate Schedule Booklet. Prior notice of changes will be provided. The current catalog may be accessed on the web: www.frostburg.edu/ungrad/catalog.htm.

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

After you declare a major, you are assigned a faculty mentor in that department. It is your responsibility to declare or change your major so that an appropriate mentor can be assigned. Please see the Department Chair of the major you wish to declare.

Commencement

To participate in commencement, you must have successfully completed, or be enrolled during the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in August or December, you are eligible to participate in the December ceremony. Students who have completed all course work other than an internship, field experience, capstone, or practicum that by design or circumstance must be completed during Intercession or Summer can request an exception to these rules by making a written request to the Registrar's Office at least four weeks prior to the commencement ceremony.

You must have a 2.0 cumulative FSU grade point average and a 2.0 cumulative FSU grade point average in your major at the time of the request, as determined by the official degree audit performed by the Registrar.

Evidence must also be provided that you have enrolled in, and paid tuition for, the internship, field experience, capstone, or practicum that will meet the remaining requirements for graduation.

Participation in commencement does not confer a degree. Your degree will be posted on your official transcript and you will receive a diploma only after you have documented that you have met all degree requirements.

If you are approved to walk in the ceremony, your name will not appear in the commencement program and you are not considered for any University honors until the time you complete your requirements.

2023 Spring Final Exam Template

Day and Evening Courses

May 15 - 19

This template is to be used as a reference guide only. Check in PAWS for your specific exam time.

Students - Student Center > Other Academics (drop down box) > Exam Schedule

Faculty - Self Service > Faculty Center > My Schedule > My Exam Schedule

Final Exam information will be posted on the above sites after the final registration deadline.

Final exams have precedence over all other activities. For example, if you are graduating and have a final exam that overlaps the commencement rehearsal, you are to attend the final exam.

Common Final Exams

| | | |
|----------|------------------|------------------------|
| PSYC 150 | Saturday, May 13 | 11:15 A.M. – 1:45 P.M. |
| COSC100 | Saturday, May 13 | 2:30 P.M. – 5:00 P.M. |

In Person & Remote (Synchronous) Day Final Exams

| <i>Courses</i> | <i>Meeting On</i> | <i>At</i> | <i>Have</i> | <i>Exam On</i> | <i>At</i> |
|----------------|-------------------------|-----------|-------------------|------------------------|-----------|
| MWF | 8:00 A.M. – 8:50 A.M. | | Monday, May 15 | 11:15 A.M. – 1:45 P.M. | |
| MWF | 9:00 A.M. – 9:50 A.M. | | Friday, May 19 | 11:15 A.M. – 1:45 P.M. | |
| MWF | 10:00 A.M. – 10:50 A.M. | | Monday, May 15 | 2:30 P.M. – 5:00 P.M. | |
| MWF | 11:00 A.M. – 11:50 A.M. | | Monday, May 15 | 8:00 A.M. – 10:30 A.M. | |
| MWF | 12:00 P.M. – 12:50 P.M. | | Tuesday, May 16 | 8:00 A.M. – 10:30 A.M. | |
| MWF | 1:00 P.M. – 1:50 P.M. | | Thursday, May 18 | 11:15 A.M. – 1:45 P.M. | |
| MWF | 2:00 P.M. – 2:50 P.M. | | Wednesday, May 17 | 8:00 A.M. – 10:30 A.M. | |
| MWF | 3:00 P.M. – 3:50 P.M. | | Thursday, May 18 | 2:30 P.M. – 5:00 P.M. | |
| MWF | 4:00 P.M. – 4:50 P.M. | | Tuesday, May 16 | 11:15 A.M. – 1:45 P.M. | |
| MWF | 4:30 P.M. – 5:45 P.M. | | Tuesday, May 16 | 11:15 A.M. – 1:45 P.M. | |
| TR | 8:00 A.M. – 9:15 A.M. | | Friday, May 19 | 2:30 P.M. – 5:00 P.M. | |
| TR | 9:30 A.M. – 10:45 A.M. | | Wednesday, May 17 | 2:30 P.M. – 5:00 P.M. | |
| TR | 11:00 A.M. – 12:15 P.M. | | Tuesday, May 16 | 2:30 P.M. – 5:00 P.M. | |
| TR | 12:30 P.M. – 1:45 P.M. | | Thursday, May 18 | 8:00 A.M. – 10:30 A.M. | |
| TR | 2:00 P.M. – 3:15 P.M. | | Friday, May 19 | 8:00 A.M. – 10:30 A.M. | |
| TR | 3:30 P.M. – 4:45 P.M. | | Wednesday, May 17 | 11:15 A.M. – 1:45 P.M. | |

Final examinations will be held where the class meets regularly during the semester, according to the above schedule.

Online (Asynchronous) Final Exams

Courses that are online should conduct their final exams during the final exams week.

In Person & Remote (Synchronous) Evening Final Exams

Courses which meet between the hours of 5:00 P.M. and 11:00 P.M., designated as evening classes, will give their final exams *during finals week*, in the same room and at the same time that they meet during the semester.

Check in PAWS for specific evening final exam information.

Information listed on this page is subject to change.
Check PAWS for up to date Final Exam information.

15 Academic Policies and Procedures

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

Course Overload

To enroll for more than 18 semester hours of credit, you must have earned a Frostburg State University cumulative grade point average of 3.0 or above, have completed at least one semester of course work at FSU, and have the written permission of your faculty mentor or university advisor. Exceptions to these overload guidelines shall be made only upon the recommendation of the faculty mentor or university advisor and the approval of the department chair (or Associate Provost if the student has not declared a major).

Policy on Missing First Class Meeting

You are responsible for dropping/adding courses/sections at all times. Failure to do so will result in a grade of FX in the course or section "dropped" and no credit in the course or section "added." However, if you are enrolled in a class and miss the first class meeting without notifying the instructor/department, the department chair at his/her discretion has the authority to drop you from the course if other students are waiting for space in the class. All other drops must be initiated by you. If you miss the first class meeting, you should ask the Department Chair if you have been officially dropped from the class.

If the Department Chair does not initiate your dropping the course and you do not attend class or participate you will receive a failing grade.

Change/Declaring a Major

To declare or change a major or advisor, please go to the Department Chair. You are encouraged to declare your major by the end of your sophomore year. Often, declaring a major is an effective way to explore your interest in a particular area. Once you have declared a major, you are assigned a faculty mentor within the department of your intended major.

Pass/Fail Option

To register for a course Pass/Fail (P/F), obtain your faculty mentor or university advisor's approval on the Pass/Fail form and submit it to the Registrar's Office by February 13, 2023.

Please refer to your catalog for the complete governing regulations.

Course Repetition and Grading

Any course taken at Frostburg State University for the Core Skills Requirements of the General Education Program must be repeated until a satisfactory grade is achieved - at least a C in all courses.

A course may be counted toward graduation requirements only once regardless of how many times it is repeated unless the officially approved course description states that the course can be repeated for credit.

Beginning with courses repeated in fall 2007 and after, when you repeat coursework in which you earned a grade of A, B, C, D, F, FX or WF, the last grade earned, whether higher or lower, will count in your cumulative grade point average. Only a grade of A, B, C, D, F, FX, WF, or P (in courses where all students are graded P/F) can replace the previous grade earned. The earlier grade will continue to appear on your transcript, but the credit hours attempted or earned and the grade earned in the previous attempt will not be used in calculating the cumulative grade point average and cumulative credits. The coursework must be repeated at Frostburg State University.

Grade Grievance Procedures

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

Please note that:

1. The only basis for filing a grievance under these procedures is arbitrary and capricious grading.
2. You must request that the Department Chair mediate the grade dispute no later than the 15th class day of the semester following the term in which the disputed grade was received (February 14, 2023, for grades received in Fall 2022 or Intersession 2023).
3. If mediation does not resolve the dispute, you must file a written grievance with the instructor's college dean no later than the 30th class day of the following semester (March 7, 2023), for grades received in fall 2022 or Intersession 2023).

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

Distance Education

The principal mission of distance education at Frostburg is to enhance student access to the University's academic programs. The University is committed to providing students the support and resources they need to succeed as participants in distance education.

Interactive video instruction at FSU is conducted through the University System of Maryland's Interactive Video Network (IVN). This network allows students the opportunity for interaction with other institutions within the state of Maryland and beyond, particularly between the University System of Maryland at Hagerstown and FSU's main campus.

Online & Remote Courses

Online and remote courses at FSU allow students to pursue their degree requirements outside of the traditional classroom setting and can accelerate or enhance their time to degree. They also help students acquire the technical skills and learning strategies important to the pursuit of their academic and career goals. Courses taught online and remote at FSU have most of their class materials (other than textbooks) available electronically and use the web as the primary means of communication. These courses may require some on-site contact between students and the instructor (e.g., an orientation session or proctored testing) at various times throughout the academic term. Frostburg State University's online and remote courses are open to all eligible students who are prepared to learn in an online environment.

Remote Courses meet online on a specific day and time, and assignments have specific due dates.

When using PAWS to do a Basic Class Search, under Campus choose "Online Courses". This will list all available online and remote courses.

Six-Week 2 Intensive Online Courses

Intensive courses will be offered exclusively online during the last six weeks of the semester.

- | | |
|---------|-----------------------------------|
| Mar. 20 | Last day to register |
| Mar. 27 | First day of class |
| Mar. 31 | Last day to file pass/fail option |
| Apr. 21 | Last day to withdraw with a "W" |
| May 11 | Last day of classes |

Blended Courses

Blended courses involve a combination of online and face-to-face instruction where a significant proportion of student learning activities are online, and the time students physically spend in the classroom is significantly reduced but not entirely eliminated. The amount of instructional materials presented online and the time students spend in the classroom will vary according to the requirements of the course as set by the instructor.

Withdrawal from the University

To leave the University, you must withdraw officially by completing the following procedure. Failure to follow this procedure may jeopardize the right to withdrawal without penalty and to any refunds (see Refunds Policy in the catalog section on Expenses).

To withdraw from the University prior to the end of the drop/add period for the semester in which you are enrolled, you must notify the Registrar's Office in writing. That office will remove you from your classes and notify the University and Student Billing Office that you will not be attending the current semester. You must contact the University and Student Billing Office to arrange any refund that may be due to you.

If you withdraw after the end of the drop/add period for a semester in which you are enrolled, your permanent academic record will always carry one of the following notations, as well as the date on which withdrawal procedures were completed. You will receive a W in each class if you withdraw within the first 60 percent of a term; W or WF depending on the circumstances surrounding your withdrawal after the first 60 percent of the term; or FX, unofficial withdrawal. A W or WF will not be considered after the last day of classes. You must see the University and Student Billing Office to arrange payment of any charges.

To be eligible for a W after the first 60 percent of a term, you must provide written documentation of extenuating circumstances (such as medical problems) to the Office of the Vice President for Student Affairs. With approval of the Office of the Provost, the Registrar's Office will post a W for all courses and notify all other relevant campus offices of your withdrawal.

If you withdraw without notification, the date of withdrawal will not be known, and you will not be entitled to Ws on your transcript; grades will reflect instructors' appraisal of your overall performance, usually FX.

Leave of Absence

If you withdraw from Frostburg State University with the intent to return within a semester or a year, you may request a leave of absence. If you are on an official leave of absence, you will continue to receive communications from the University, will not have to submit a readmission application or admissions deposit, and will be able to participate at the same time as continuing students in such activities as registration and the housing lottery. You must notify the Financial Aid Office that you are on leave, and file financial aid and scholarship applications by the regular deadlines.

To be eligible for a leave of absence, you must have no judicial system penalties or charges pending. You may obtain an application for a leave of absence at the Registrar's Office. The application requests information about the reasons you are

requesting a leave, and for how long you are requesting a leave (one calendar year maximum). You must submit your request to the Registrar's Office no later than the last day of the drop/add (late registration) period in your first semester of leave.

If you are planning study at another college during your leave, you must complete an Authorization to Attend Another Institution Form (available in the Registrar's Office) and obtain the required approvals. If you plan study abroad during your leave, you must use the procedures currently in place for international study, administered by the Center for International Education.

You must keep the University informed of your home and mailing addresses during your leave in order to receive the privileges specified. If you do not enroll at the University at the end of the time period specified in your leave request, you will need to go through the readmission process whenever you return.

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 offices, who will assist in facilitating your withdrawal and will contact other offices to ensure that special exceptions concerning refunds and W or I grades are applied:

Veterans Services

150 Park Avenue
Phone: 301-687-4409 Fax: 301-687-4509
E-mail: vets@frostburg.edu

Student Affairs

Hitchins 116
Phone: 301-687-4311 Fax: 301-687-4937
E-mail: studentaffairs@frostburg.edu

Registrar's Office

Pullen Hall 144
Phone: 301-687-4281 Fax: 301-687-4597
E-mail: reginfo@frostburg.edu

Transferring Credits for Continuing Students

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

If you have 0-89 total credits earned

(including previous transfer credits and credits in which you are currently enrolled at FSU or elsewhere), you must follow these procedures:

1. Obtain a list of course offerings and catalog descriptions for the course(s) you want to take at another institution.
2. Complete the Authorization to Attend Another Institution Form in the Registrar's Office, Pullen 144.
3. Have course equivalencies determined by the Transfer Credit Officer in the Admissions Office, Pullen Hall.
4. Return the form to the Registrar's Office for official signature.
5. Take the approval form to register at the other institution.
6. After completion of the course work, have an official transcript forwarded from the other institution to Frostburg State University, Registrar's Office, 101 Braddock Road, Frostburg, MD 21532-1099.

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

If you have 90 or more total credits

(including previous transfer credits and credits in which you are currently enrolled at FSU or elsewhere), you may transfer a maximum of seven additional credits of general education or general elective course work, provided that you still earn a minimum of 30 credits towards the degree at Frostburg State University. These credits may include courses that count toward the major or minor only if you will earn half of your major or minor credits at Frostburg State University. After you have a total of 90 or more credits:

1. Your academic advisor (or department chair/coordinator) must give prior approval for additional transferred credits of general education or general elective course work.
2. Your department chair or coordinator must give prior approval for additional transferred course work that counts toward the major or minor.

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

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

17 Billing Information

Ebills are sent to registered students the week of November 28. Tuition, fees, and all previous balances are to be paid in full or acceptable financial arrangements made no later than January 2, 2023. No paper bills will be mailed.

To avoid lines in making payments at the University and Student Billing Office, send or bring payment upon your receipt of the bill (M-F 8:00 AM - 4:30 PM).

Payment of Account

It is in your best interest to pay by **certified check, treasurer's check, cashier's check, or cash**. Please do not send cash by mail. Refunds are delayed by 15 business days when you pay by personal check/Ach. If you receive Senatorial Scholarships (or other awards from the Maryland State Scholarship Board), National Defense Loans or Educational Opportunity Grants, those amounts are deducted.

If an award is not made by November 13, this amount is unlikely to appear on the bill. In this case, notification is sent from the Financial Aid Office to the University and Student Billing Office. You may deduct this amount from the bill. If official notification is not received until after filing, you must pay the amount shown. A refund is made upon written request from the student.

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

The payment deadline is **January 2, 2023**. Should you decide not to attend you must officially withdraw.

Once you go through the registration process, you are obligated to pay fees even though you withdraw from the University.

You must sign up to receive your E-bill notification. Login to PAWS and click on finances, then Ebill to set it up. No bills are mailed.

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

Payee Designation

Designate Frostburg State University as the payee on checks, money orders, certified checks, traveler's checks, and cashier's checks. Send your payment to the University and Student Billing Office and identify the account to be credited.

Charges for Collection Fees

A 17% collection fee is added to your account when you do not pay promptly. Also, your account is referred to the Central Collection Unit. If further collection action is required and an outside collection agency is retained, those charges are also added onto your bill. Your Maryland State Income Tax Refund will be held for non-payment of state obligations. Additionally, the debt is reported to the credit bureau as a delinquency.

Previous Balance

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

Credit Balances

1. If you submit a written request before January 8, refund checks for credit balances (where eligible) become available at the University and Student Billing Office during late registration.
2. As a recipient of grants and loans received after January 8 and/or Senatorial Scholarships, you cannot receive refunds until all papers are processed, normally no sooner than four weeks following late registration.
3. Bobcat credit vouchers may be issued by the University and Student Billing Office if funds are delayed.
4. Please request Bobcat vouchers by January 16, 2023.

All students with financial aid or enrolled in a payment plan are required to complete an FSU deferment form online through the PAWS Student Center.

Payment Plan

Frostburg State University has partnered with CASHNET to offer a payment plan through PAWS. The plan is an interest-free, debt-free way to spread tuition payments over a number of months. To enroll in our payment plan, login to your PAWS account, click View E-Bill, Installment Payment Plans.

4-Pay Plan*

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 late payment fee after February 14, 2023 and put into a 2-payment plan.

*International Students are not eligible to enroll in the payment plan.

Avoid Lines Pay By Mail or Online

Please Note:

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

The University reserves the right to provide some or all instruction and related academic activities through alternative methods of delivery. It also reserves the right to change the method of delivery before or during an academic term in the event of a health or safety emergency or other circumstance when it determines that such change is necessary or in the best interest of the campus community. Tuition and mandatory fees will not be reduced or refunded if the University changes the delivery method for any or all of an academic session.

Tuition and Fees*Per Semester***Full-Time (12 hours or more)**

| | |
|---|----------------|
| Tuition: In-State | \$3,487 |
| Tuition: Out-of-State | \$10,927 |
| Tuition: Regional Tuition..... | \$8,062 |
| Activity Fee..... | \$180 |
| Athletic Fee..... | \$552 |
| Auxiliary Facilities Fee..... | \$534 |
| Student Union Operating Fee..... | \$204 |
| Sustainability Fee..... | \$15 |
| Technology Fee..... | \$102 |
| Transportation Fee | \$28 |
| Total Fees for In/Out-of-State | \$1,415 |

Part-Time (Under 12 hours)

| | |
|--|-------|
| Tuition: In-State (per credit hour)..... | \$286 |
| Tuition: Out-of-State (per credit hour)..... | \$612 |
| Tuition: Regional Tuition (per cr hr)..... | \$462 |
| Activity Fee..... | \$26 |
| Athletic Fee (per credit hour)..... | \$62 |
| Auxiliary Facilities Fee (per credit hour).... | \$35 |
| Student Union Operating Fee (per credit hour) | \$25 |
| Sustainability Fee..... | \$2 |
| Technology Fee (per credit hour)..... | \$16 |
| Transportation Fee (per credit hour)..... | \$3 |

**FEES ARE NONREFUNDABLE AFTER
JANUARY 31, 2023.**

Other Fees

1. Private music instruction fee is \$200 per credit.
2. Directed practice fee is \$200 per credit.
3. Returned payment charge is \$30.
4. Parking Registration \$40. (Nonrefundable)
5. After published deadlines, you pay the late payment fees of \$30. (Nonrefundable)
6. Student Teaching Internship fee is \$50-\$400.
7. Acceptance Fee is \$150. (Nonrefundable)
Upon acceptance to FSU a \$150 fee is paid.
The \$150 offsets tuition charges only for the new student.
8. Bocat Welcome Fee is \$125. (New Students)
9. Student with a balance due after 10 business days will be charged \$75 additional late fee and enrolled in a 2-payment in-house plan.
10. Check reissue fee \$30.
11. Room damage fee (residence hall students only) \$50/year or \$25/term. Additional charges to the student are billed to the student account.
12. Students enrolled in the RN to BSN program will pay \$55 per semester.

Special Instruction Fees

| | |
|--|---------------------|
| Accounting 305 | \$25 |
| <u>Art</u> | |
| 110 | \$10 |
| 207, 209, 212, 216, 240, 412, 416 | \$25 |
| 307, 336, 407, 414 | \$30 |
| 221, 232 | \$35 |
| 202, 235, 435 | \$45 |
| 402, 421, 432, 440 | \$50 |
| 452 | \$60 |
| <u>Biology</u> | |
| 109, 128, 149, 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 |
| <u>Chemistry</u> | |
| 100, 113, 201 | \$20 |
| 202, 304, 305, 312, 320, 322, 411, 420, 421, 445, 446, 456, 493, 499 | \$25 |
| <u>Computer Science</u> | |
| 100, 110, 220, 330 | \$25 |
| <u>Developmental Mathematics(certain sections)</u> | |
| 095 | \$40 |
| 099 | \$45 |
| <u>Education</u> | |
| ELED 307 | \$50 |
| EDUC 497; ELED 495; HPED 497; SCED 496 | \$200 |
| EDUC 391, 392; ELED 494 | \$400 |
| <u>Engineering</u> | |
| 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 |
| <u>Geography</u> | |
| 103, 113, 413, 430, 433, 470 | \$20 |
| 207, 340 | \$25 |
| <u>Mass Communications</u> | |
| 101, 213, 250, 287, 313, 326, 350, 387, 465, 487, 488, 499 | \$75 |
| <u>Mathematics (Certain Sections)</u> | |
| 380 | \$45 |
| 104, 109, 119, 350, 432 | \$52 |
| 236, 237, 238 | \$60 |
| <u>Music Applied</u> | |
| 100, 102, 103, 204, 205, 305, 401 | \$25 |
| 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340 | \$10 |
| 389, 390, 493 | \$150 |
| 490 | \$300 |
| <u>Music</u> | |
| 315, 370 | \$10 |
| <u>Nursing</u> | |
| 401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496 | \$8 per credit hour |
| Orientation 101 | \$120 |
| Physical Science 101, 203 | \$20 |
| <u>Physics</u> | |
| 215, 216, 261, 262, 263, 331, 332, 350 | \$20 |
| 320, 492, 499 | \$25 |
| Sociology/Social Work 310 | \$25 |

Theatre

| | |
|---------------------|------|
| 202, 304, 307 | \$15 |
| 203 | \$20 |
| 204, 306 | \$25 |
| 207, 305, 360 | \$50 |
| 311 | \$60 |

Room

Spring 2023 Rates:

Allen, Diehl, Gray, Simpson & Sowers

| | |
|--|---------|
| Doubles | \$2,746 |
| Converted Triples to Dbl (lgr rm)..... | \$3,331 |
| Annapolis, Frederick, & Westminster | |
| Doubles | \$2,813 |
| Converted Triples to Dbl (lgr rm)..... | \$3,331 |
| Non-Brownsville Singles | |
| Uphill..... | \$3,637 |
| Downhill | \$3,943 |

Brownsville:

| | |
|--------------------------------|---------|
| Two Single Room Suite | \$4,770 |
| Four Single Room Suite | \$4,524 |
| 1 Private 1 Share Single | \$4,368 |
| 1 Private 1 Share Double | \$3,348 |

Students that move in and do not register are charged for the time the room is occupied or unavailable for a new resident.

Board

1. If you live in a residence hall, you are required to purchase one of the following meal plans:

| Plan Type | # of Meals | Bonus*** Dollars | Price per Semester |
|----------------|---------------|------------------|--------------------|
| *15 meals flex | any 15 | \$50 | \$2,939 |
| Bobcat Black | unlimited | \$200 | \$2,739 |
| | in Chesapeake | | |
| Bobcat Red | any 19 | \$100 | \$2,552 |
| **Bobcat White | any 14 | \$100 | \$2,446 |
| 12 meals | any 12 | \$250 | \$2,540 |
| 14 meals flex | any 14 | \$125 | \$2,939 |

* Default Meal Plan

* International Student's Default Meal Plan

***Bonus Dollars are applicable to any food service location. There are no restrictions. Any bonus dollars left in a student's account at the end of the fall semester will be rolled over into the spring semester meal account provided that the student is enrolled in a meal plan for spring. No dollars will be rolled into the following academic year.

2. **Once you make a meal plan choice and live in a residence hall, you will continue to be on that plan until you notify the University otherwise.** Announcements are made each semester regarding the time period in which changes can be made for the following semester. Meal plans may be downgraded prior to the **first day of each semester that the residence halls are open.** Deadline: January 24, 2023. After that time, meal plans may be upgraded only during the first two weeks of each semester. Requests for meal plan changes must be in writing.

19 Billing Information

- You must have a validated meal card ID to gain admission to the dining hall. The replacement charge for lost meal card IDs is \$20. To have it billed to your student account add a \$15 service charge.
- You are financially responsible for meal cards until the time of your official withdrawal from school, even if you did not eat at the food service. You are billed for meals until the food service is notified. Residential Meal plans are prorated based on the withdrawal date.
- Meal plans are non-transferable, non-refundable, and per semester.

Voluntary Meal Plans are available for Off-Campus Students. The plans are nonrefundable.

| Plan Type | # of Meals | Bonus*** Dollars | Price per Semester |
|----------------|------------|------------------|--------------------|
| Full Meal Deal | 100 | \$225 | \$1,166 |
| Quick Bite | 75 | \$350 | \$1,156 |
| Snack Size | 60 | \$150 | \$799 |
| Just a Nibble | 45 | \$200 | \$770 |

Vehicle Registration

You must register motor vehicles. A copy of the regulations pertaining to such registration, parking and traffic requirements, and restrictions is available either at the University and Student Billing Office or the University Police Office. For the academic year, you pay a \$40 registration fee for the vehicle. The Vehicle Registration Fee is non-refundable.

Six-Week 2 Intensive Courses

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

Tuition Refunds

- If you are registered and drop courses after the end of the registration period, you are not entitled to a refund based on a credit-hour change.
- The date on which the Withdrawal Form is received by the Registrar's Office determines the amount of the credit and/or refund. (Postmarked date will be used for withdrawal received through the mail.)
- 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.
- The Board Plan Fee is pro-rated weekly.
- 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.

- If you are dismissed by the University or removed from on-campus housing for disciplinary reasons, you are not entitled to a refund of tuition and fees.
- You must request a refund in writing from the University and Student Billing Office.
- Students that register and fail to make payment or withdraw are charged an additional \$75 late payment fee, in addition to the late registration \$30 and late payment \$30, beginning February 15.
- Whenever possible refunds of credit card payments are processed back to the credit card.

Please refer to the current Undergraduate Catalog for any additional information in regard to the published refund policy.

Refund Schedule

| <i>Tuition</i> | <i>Fees</i> | <i>Room</i> | <i>Dates</i> |
|----------------|-------------|-------------|---------------|
| 100% | *100% | **100% | Until 1-31-23 |
| 80% | None | None | Until 2- 7-23 |
| 60% | None | None | Until 2-14-23 |
| 40% | None | None | Until 2-21-23 |
| 20% | None | None | Until 2-28-23 |
| None | None | None | After 2-28-23 |

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

Note:

See information on page 16 concerning call to Active Military Duty.

See information on page 21 related to Implications of Withdrawal for Title IV Recipients.

You must complete the Release of Information Form in PAWS if you want your account discussed with others.

Employee Tuition Remission

Tuition remission benefits are available for permanent faculty, staff, and retirees (including their spouses and dependent children) of Frostburg State University as determined by University policy. Eligible faculty and staff applying for Tuition Remission will use the online system <https://www.usmd.edu/tuition-remission/> for themselves and their eligible dependents. Retirees and schools not participating in the online process will continue to submit the paper form to HR. The application should be completed as early as possible and no later than the last day of registration to afford proper credit and automated processing through the billing system. A new application for Tuition Remission must be completed for each term. Fees are due by the payment due date. See the quick links section on the above listed website for additional information.

STAFFORD LOANS

Federal Stafford Loans

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

Unsubsidized Federal Stafford Loans

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

How To Apply

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

Please Note:

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

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 an additional late payment 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 or call the Bursar's Office at 301-687-4321.

21 Credit by Exam/FERPA/Financial Aid Information/Verification of Enrollment

Credit by Examination

In addition to earning credit at FSU or transferring course credit from other accredited institutions, you may acquire credits through examination. The examinations accepted include Advanced Placement Examinations, College Level Examination Program (CLEP), International Baccalaureate exams and special departmental examinations.

Please see the Policies section in the current Undergraduate Catalog for a complete statement on the policies governing credit by exam.

Law Governing Financial Aid and Withdrawal

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

Implications of Withdrawal from the University

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

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

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

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

Financial Aid Satisfactory Progress Standards

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

Procedures for Verification of Enrollment for Students

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

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 *FSU Catalog*. In addition, the complete policy is available online at www.frostburg.edu/administration/policies.

You may complete the Release of Information and Directory Restrictions Form in PAWS. Go to your Student Center > other academic drop down > FERPA Restrict Directory Info or FERPA Release of Info. 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 Administration Building, 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 Administration Building, 301-687-3035.

- Inquiries concerning application of Title IX and its implementing regulation may be referred to the Office of Gender Equity, 126 Hitchins Administration Building, 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/

For updated course information, please check PAWS.

If you are not a current FSU student you may access a copy of the schedule of classes by going to the FSU Registrar's Office Website www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office
Go to Academic Information - Class Schedules - PAWS Course Search