



SUMMER

Session

*Catch up,
keep up,
get ahead!*

Registration Guidelines

Registration Begins

April 3, 2023



First Session Starts

May 30, 2023

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Welcome to Frostburg State University's Summer Session. Summer Session is designed for FSU students (undergraduate, graduate and doctoral), students from other higher education institutions, high school students, and adults from the general public who seek higher education as a means for professional and personal development.

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

Requests for Accommodation

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

Fall Financial Aid may not be used for Summer Sessions.

Please check the payment due date for each session.

Payment must be received by the due date or enrollment in the approved payment plan to remain registered.

Registration after the due date requires immediate payment.

2 Calendars

Summer Session 2023 Calendars

4 Week Session 1 (May 30 - June 23)

April 3	-Registration Begins
May 3	-Registration Deadline (without late fees), Payment Due Date
May 4 - 31	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 8 - 12	-Deregistration for Non-Payment; to remove charges after 5/12, course must be dropped by May 31
May 17	-Cancellation Date for Courses with Insufficient Enrollment
May 29	-Memorial Day/Offices Closed, No Classes
May 30	-Classes Begin
May 31	-Last Day to Add Courses
May 31	-Last Day to Withdraw with 100% Tuition Refund
June 5	-Last Day to File Pass/Fail Form
June 13	-Last Day to Withdraw with a "W"
June 19	-Juneteenth/Offices Closed, No Classes
June 23	-Last Day to Withdraw with a "WF"
June 23	-Last Day of Classes

4 Week Session 2 (June 26 - July 21)

April 3	-Registration Begins
June 1	-Registration Deadline (without late fees), Payment Due Date
June 2 - 27	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 7 - 13	-Deregistration for Non-Payment; to remove charges after 6/14, course must be dropped by June 27
June 14	-Cancellation Date for Courses with Insufficient Enrollment
June 26	-Classes Begin
June 27	-Last Day to Add Courses
June 27	-Last Day to Withdraw with 100% Tuition Refund
June 30	-Last Day to File Pass/Fail Form
July 4	-Independence Day/Offices Closed/ No Classes
July 10	-Last Day to Withdraw with a "W"
July 21	-Last Day to Withdraw with a "WF"
July 21	-Last Day of Classes

4 Week Session 3 (July 24 - August 18)

April 3	-Registration Begins
June 23	-Registration Deadline (without late fees), Payment Due Date
June 24 - July 25	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 28 - July 6	-Deregistration for Non-Payment; to remove charges after 7/6, course must be dropped by July 25
July 7	-Cancellation Date for Courses with Insufficient Enrollment
July 24	-Classes Begin
July 25	-Last Day to Add Courses
July 25	-Last Day to Withdraw with 100% Tuition Refund
July 28	-Last Day to File Pass/Fail Form
August 7	-Last Day to Withdraw with a "W"
August 18	-Last Day to Withdraw with a "WF"
August 18	-Last Day of Classes

**Summer Session bills for all Sessions are due by payment due date or
you must enroll in a payment plan.
Registration after session due date requires immediate payment.**

Summer Session 2023 Calendars - Continued**6 Week Session 1 (May 30 - July 7)**

April 3	-Registration Begins
May 3	-Registration Deadline (without late fees), Payment Due Date
May 4 - June 1	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 8 - 12	-Deregistration for Non-Payment; to remove charges after 5/12, course must be dropped by June 1
May 17	-Cancellation Date for Courses with Insufficient Enrollment
May 29	-Memorial Day/Offices Closed, No Classes
May 30	-Classes Begin
June 1	-Last Day to Add Courses
June 1	-Last Day to Withdraw with 100% Tuition Refund
June 7	-Last Day to File Pass/Fail Form
June 19	-Juneteenth/Offices Closed, No Classes
June 21	-Last Day to Withdraw with a "W"
July 4	-Independence Day Holiday/Offices Closed/No Classes
July 7	-Last Day to Withdraw with a "WF"
July 7	-Last Day of Classes

6 Week Session 2 (July 10 - August 18)

April 3	-Registration Begins
June 12	-Registration Deadline (without late fees), Payment Due Date
June 13 - July 12	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
June 15 - 22	-Deregistration for Non-Payment; to remove charges after 6/22, course must be dropped by July 12
June 23	-Cancellation Date for Courses with Insufficient Enrollment
July 10	-Classes Begin
July 12	-Last Day to Add Courses
July 12	-Last Day to Withdraw with 100% Tuition Refund
July 18	-Last Day to File Pass/Fail Form
August 2	-Last Day to Withdraw with a "W"
August 18	-Last Day to Withdraw with a "WF"
August 18	-Last Day of Classes

12 Week (May 30 - August 18)

April 3	-Registration Begins
May 3	-Registration Deadline (without late fees), Payment Due Date
May 4 - June 1	-Late Registration (Payment is due at time of registration - \$30 late payment fee assessed)
May 8 - 12	-Deregistration for Non-Payment; to remove charges after 5/12 course must be dropped by June 1
May 17	-Cancellation Date for Classes with Insufficient Enrollment
May 29	-Memorial Day/Offices Closed/No Classes
May 30	-Classes Begin
June 1	-Last Day to Add Courses
June 1	-Last Day to withdraw with 100% Tuition Refund
June 13	-Last Day to File Pass/Fail Form
June 19	-Juneteenth/Offices Closed, No Classes
July 4	-Independence Day Holiday/Offices Closed, No Classes
July 17	-Last Day to Withdraw with a "W"
August 18	-Last Day to Withdraw with a "WF"
August 18	-Last Day of Classes

**Summer Session bills for all Sessions are due by payment due date or
you must enroll in a payment plan.
Registration after session due date requires immediate payment.**

4 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 4456

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

Dr. Elesha Ruminski CT 348L 4480

Computer Information Systems,

Computer Science

Dr. Michael Flinn CT 274D 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

Education Advising Center

Dr. Janet Mattern FR 134 4429

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 201 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 107 4766

Hospitality Management/Human Resources Management

Dr. Michael Monahan FR 315 3090

Industrial & Organizational Psychology

Dr. Paul Bernhardt GU 221 4410

Information Technology

Dr. Michael Flinn CT 274D 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 4949

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 210-3 4791

Ms. Audra Houser LH 205-2 3029

Occupational Therapy Preparation

Dr. Karen Keller CH 304 4174

Pharmacy Preparation

Dr. Matthew Crawford CH 339C 4940

Philosophy

Dr. Shoshana Brassfield DH 117C 7391

Physical Therapy Preparation

Dr. Melody Kentrus PE 265 4415

Physics

Dr. Jamil Abdo CH 105 7026

Political Science

Dr. Stephen Twing GC 135 3097

PreK-12 Programs

Dr. Jennifer Bishoff FR 137 3169

Psychology

Dr. Erica Kennedy GC 218 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. Jennifer Bishoff FR 137 3169

Secure Computing and Information

Assurance

Dr. Michael Flinn CT 274D 4835

Social Science

Dr. Linda Steele CH 238 4137

Social Work

Dr. Elisabeth Lean 7 American Ave 4695

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	GC 127.....4093
Dr. Ali Ashraf, Associate Dean	GC
-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	FR 203-54357
Dr. Kim Rotruck, Associate Dean	FR 203-24216
-Educational Professions, Dr. Doris Sanamaria-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, Dean	CH 241-C4120
Dr. Keith Terry, Assistant Dean	CH 247.....7020
Dr. Justin Dunmyre, Interim Associate Dean	CH 241-A7086
-Biology, Dr. Rebekah Taylor	CH 303.....4355
-Chemistry, Dr. Matthew Crawford	CH 339C.....4940
-Communication, Dr. Elesha Ruminski	CT 348L.....4480
-Computer Science, Dr. Michael Flinn	CT 274E.....4835
-English and Foreign Languages, Dr. Kevin Kehrwald	DH 309.....4367
-Geography, Dr. Richard Russo	GU 231.....4053
-History, Dr. Gregory Wood	DH 107.....4777
-Mathematics, Dr. Laxman Hegde	CT 244N.....4384
-Music, Dr. Brent Weber	PA 202B4116
-Nursing, Dr. Kara Platt	LH 210-3.....4791
-Philosophy, Dr. Skott Brill	DH 1114249
-Physician Assistant Studies, Dr. Todd Doran	USMH 240-527-2732
-Physics and Engineering, Dr. Jamil Abdo	CH 105.....7026
-Political Science, Dr. Stephen Twing	GC 135.....3097
-Psychology, Dr. Erica Kennedy	GC 218.....4742
-Social Work, Dr. Elizabeth Lean	7 American Ave...4695
-Sociology, Dr. John McMullen	7 American Ave ...3162
-Theatre/Dance, Ms. Nicole Mattis	PA 302B3212
-Visual Arts, Dr. Travis English	FA 120.....4941

Administrative Offices

Director of Summer Sessions,

Ms. Brittini Kaetzel, Pullen Hall 144	4423
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ADA/EEO & Title IX Compliance Office,

Hitchins Adm Bldg 126	3035
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Administration & Finance, Hitchins Adm Bldg 309	4335
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Admissions

Undergraduate, Pullen Hall 114.....	4201
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Graduate, Pullen Hall 141	7053
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Athletics, Cordts PE Center 283	4462
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Bookstore, Lane Center	4341
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Career & Professional Development Center, Pullen Hall 110	4403
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Center for Academic Advising & Retention, Pullen Hall 140	3404
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Center for International Education, Pullen Hall 108	4714
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Counseling and Psychological Services, Cumberland Hall 39.....	4234
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Disability Support Services, Pullen Hall 150	4483
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Diversity Center, Hitchins Adm Bldg 116	4050
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Financial Aid & Student Employment, Pullen Hall 114.....	4301
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FSU IT Computing Help Desk, Gira CCIT 123K	7777
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Health Services, Brady Health Center	4310
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ID Services/Bobcat Office, Pullen Hall 101	4196
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Office of Gender Equity, Hitchins Adm Bldg 126	3035
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Ort Library	4395
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President's Office, Hitchins Adm Bldg 218	4111
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Programs Advancing Student Success, Pullen Hall 150	4441
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Provost's Office, Hitchins Adm Bldg 213.....	4211
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Registrar's Office, Pullen Hall 144	4346
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Registrar's Assistant, Registration, Drop/Add, Grades	4281
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Associate Registrar's Assistant, Undergraduate Graduation, Degree Audits, Transcripts, Verification of Enrollment,	
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Change of Grades	4736
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Residence Life, Pullen Hall 104	4121
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S.A.F.E. Office, Pullen Hall 109	4761
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Special Academic Services, Pullen Hall 144	4423
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Student Affairs, Hitchins Adm Bldg 116	4311
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Student & Community Involvement Office, Lane Center 231	4411
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Student Support Services, Pullen Hall 133	4481
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Technology Services, Gira CCIT 120A	7090
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Tutoring Center, Pullen Hall 151	4066
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University and Student Billing, Pullen Hall 148	4321
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University Police

Emergencies.....	4222
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All other calls.....	4223
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Lost & Found.....	4223
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University System of Maryland at Hagerstown.....	240-527-2060
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Veterans Services Center, 150 Park Ave	301-687-4409
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6 PAWS Information for Students

About PAWS

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

Accessing PAWS

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

Login Details

Username

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

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

Don't know your username?

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

Password

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

Forgot your password?

Reset password through the password and account management portal

or

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

To eliminate the risk of identity theft, the Help Desk staff will only reset your password over the phone with three identifying components. You will be asked to show photo id in person to have your password reset.

Passwords will be reset in CCIT 123K during normal hours - Sunday 3:00 P.M. - 10:00 P.M.; Monday - Thursday 8:00 A.M. - 10:00 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 Empl ID), which is used as your primary identification code. This ID replaces the use of your social security number. You will keep your FSU ID Number throughout your educational career at FSU. Please memorize or make note of this ID.

PAWS Quick Reference for Students

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

Use the Side Panel to View Options or the Menu Button

The screenshot displays the PAWS Student Center interface. A side panel on the left contains navigation links: Student Center, Catalog, Enrollment, Academic Planning, Academic Records, Finances, Personal Information, Degree Progress, Transfer Credit, Miscellaneous, and Logout. The main content area is divided into sections: Academics, Finances, Personal Information, and Other Areas. Callouts highlight specific features: 'Drop/Add Final Exam Schedule' points to the Academics section; 'View Grades Transcript: Request/View' points to the 'View Grades' link in the Academics menu; 'Menu Button' points to the three-dot menu icon in the Academics section; 'FERPA: Release of Info' points to the 'Weekly Schedule' link; 'FERPA: Restrictions' points to the 'Account Summary' link in the Finances section. The Academics section shows the 2023 Spring Schedule with a table of courses and a 'Weekly Schedule' link. The Finances section shows an 'Account Summary' with a balance of \$1,363.00 and a 'My Account' section with links for E-Bill, Account Inquiry, Make a Payment, Promissory Note / Deferment, and Setup Direct Deposit. The Personal Information section shows 'Contact Information' and 'Demographic Data' links. The Other Areas section includes links for Change Password, Library Acct Info, Athletics, Student Voting Information, PRAXIS Test Scores, SGA Voting Booth, and Credential File Inventory.

Drop/Add Final Exam Schedule

View Grades Transcript: Request/View

Menu Button

FERPA: Release of Info

FERPA: Restrictions

Academics

2023 Spring Schedule

SCHEDULE	DEADLINES
TBA Online Course	NURS 403-703 LEC (1607)

Weekly Schedule

Units Taken for Progress 3.000

Finances

Account Summary

- Due Now 1,363.00
- Future Due 0.00

You owe 1,363.00.

** You have a past due balance of 1,363.00. **

Currency used is US Dollar

My Account

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

Financial Aid

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

Personal Information

Contact Information

Local Mailing Address

123 Main Rd
Frostburg, MD 21532
01

Home Address

Home Phone 301/555-1212

Campus E-mail tbmctester0@frostburg.edu

Demographic Data

Emergency Contact

Names

User Preferences

Other Areas

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

8 Registration Information

All Students

Important Message on Registration Deadline and Financial Obligation

You must register and pay for summer session courses or enroll in a payment plan by the deadlines listed on the Summer Session Calendar. If you register or change your schedule after this date, you will be assessed a late fee of \$30. Once you are registered and if you choose not to attend, you must submit an official Withdrawal form to the Registrar's Office. Official withdrawal from all courses in any summer session on or after the first day of classes obliges you to pay a prorated portion or the entire amount of the bill (see Refund Schedule page 11).

Course Load

You may register for two courses, or a maximum of seven semester hours of credit per session. If you are on Academic Probation, you may not register for the third four week session.

Distance Education (DE)

FSU's distance education program uses live interactive video and multimedia technology to transmit learning activities to and from up to three geographically distinct locations in real time (without delay).

Instructors will be available for individual teleconference time at the beginning and end of each class period. Instructors originate a portion of the classes from each site.

A student facilitator at each classroom site will provide support by setting up and operating the system components and assisting instructors with course materials and proctoring exams.

See the course offerings listed as "telecourse."

These are not online courses. See Page 18 for online course information.

Course Descriptions

You may visit our website at www.frostburg.edu to access the FSU catalog which includes course descriptions.

Independent Study/Research Paper

For independent studies, research papers or projects, you must submit your completed proposal form when you register. The proposal form requires approval signatures by the faculty supervisor, Department Chair, and Dean. These forms may be obtained from the academic department chair.

Final Grades

Paper grades are not mailed to students. Access the PAWS System for grades. If you need an official copy of your grades, you will need to order a transcript.

Graduate Students

Permission to Register

Graduate courses may be taken as a degree seeking or non-degree seeking student.

All graduate students must file an Application for Graduate Study. You may obtain an application from the Office of Graduate Services, Pullen Hall, Room 141, phone 301-687-7053. *Should 18 months elapse without a registration, you must submit a new application.*

Master's and Doctoral cohort programs may follow different summer registration guidelines. Please contact the Office of Graduate Services for questions by telephone at 301-687-7053 or by email at gradservices@frostburg.edu.

Advisement

You are assigned an advisor upon admission. Assistance is also available from the Department Chair and Graduate Program Coordinator. A student enrolled in the Biological Sciences Program must meet with his/her Advisor for registration activation.

Undergraduate Students

Permission to Register

Students having regular admission to the University may enroll in the Summer Session. If you are from another college or university, a high school student entering your senior year, or an area adult, you may register for Summer Session by completing the Summer Session Enrollment Permission Form and Registration Form (included in this booklet). This form contains instructions for processing. If you are a high school student who will become a senior in the next school year, you must obtain a recommendation from your high school counselor or principal.

Permission to enroll in the Summer Session in no way constitutes admission to undergraduate programs at the University.

Advisement

Before you register you must meet with your Advisor for registration activation.

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.

REGISTRATION PROCEDURES

PAWS Internet Registration System

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, the Schedule of Classes, registration time period (Enrollment Appointment) and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in.

Please note the following:

- There are multiple sessions for Summer 2023. Be sure to register for the correct session.
- Most registrations will take place through PAWS (24/7) beginning April 3, 2023. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar's Office.
- **All Undergraduate students and Graduate Biological Science students must contact their faculty mentor or university advisor prior to attempting to register so that he or she can authorize registration.** 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.
- **If you are on Academic Probation, you may not register for the Third Four Week Session.**

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Undergraduate students and Graduate Biological Science students meet with your faculty mentor or university advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.
Student Center > Enroll
 - Select Enrollment Term - 2023 Summer.
 - Click Continue.
 - Select classes to add. Make sure to choose a Campus.
 - 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.
6. Pay your bill or enroll in a payment plan by the session due date or within 48 hours after the due date.

Mail-In Registration

If you register by mail, your registration must be received postmarked by the deadlines. You should mail your Summer Session Course Registration Form and payment or payment plan form to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-2303.

Registrations by mail will not be accepted without the payment or payment plan form enclosed.

Any registrations received with a postmark dated after the Payment Due Date for that session, must pay a late fee of \$30. Use the chart on page 13 to calculate your bill.

Workshop Courses:

Registration and Withdrawal

The policies and procedures for workshops will be the same as those of the session in which the workshop is scheduled.

Important Notice about Course Prerequisites

PAWS will check to be sure that you have successfully completed all prerequisite courses before allowing you to register in a subsequent course. Students and advisors should check current prerequisites during course selection. The prerequisites listed in course descriptions in the current Undergraduate Catalog apply to all students.

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, copies of the complete policy are available in the Registrar's Office, Pullen 144.

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

10 Billing and Financial Information

Financial Information Tuition and Fees

Undergraduate Tuition

In-State.....	\$286 per credit
Out-of-State	\$612 per credit
Regional Tuition.....	\$462 per credit

Graduate Tuition

In-State.....	\$456 per credit
Out-of-State.....	\$588 per credit

Nurse Practitioner Tuition

In-State.....	\$512 per credit
Out-of-State.....	\$700 per credit
Regional Tuition.....	\$576 per credit

Physician's Assistant Tuition

In-State.....	\$541 per credit
Out-of-State.....	\$788 per credit
Regional Tuition.....	\$646 per credit

Doctoral Tuition

In-State.....	\$638 per credit
Out-of-State.....	\$802 per credit

Mandatory Fees , Non-Refundable

*University Fee.....	\$90
**Technology Fee.....	\$16 per credit
*one-time fee regardless of the number of sessions attended	

Other Fees, Non-Refundable

Application Fee	\$45
(one-time fee charged to those who have never previously attended FSU)	
Late Payment Fee.....	\$30
Returned Payment Fee.....	\$30
Private Music Instruction	\$200 per credit
Parking - see page 14 for details.....	\$20
Phys. Assist. Prog. Fee.....	\$100/Semester

Special Instruction Fees

All fees are per course unless otherwise noted.

Accounting

305.....	\$25
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Art

110.....	\$10
207, 209, 212, 216, 240, 412, 416	\$25
236, 307, 336, 407, 414	\$30
221, 232	\$35
202, 235, 435, 635	\$45
402, 421, 432, 440, 602, 621, 622, 632	\$50
452	\$60

Biology

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
----------------	------

Chemistry

100, 113, 201	\$20
202, 304, 305, 312, 320, 322, 411, 420, 421, 445, 446, 456, 493, 499, 545, 546, 560	\$25

Computer Science

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

Developmental Mathematics (certain sections)

095	\$40
099	\$45

Education

EDUC 497, 697; SCED 496, 697	\$200
EDUC 391, 392, 696; SCED 696	\$400
ELED 307	\$50
ELED 494	\$400
ELED 495	\$200
SCCO 612	\$75
SCCO 693	\$67/credit
SCED 462	\$300

Engineering

ENEE 206; ENES 100; ENME 331, 332 350, 351, 382	\$20
ENEE 307, 408, 417, 461; ENES 310, 320, 401; ENME 425, 472, 488	\$25

Geography

103, 113, 413, 430, 433, 470	\$20
207, 340	\$25

Health & Physical Education

HPED 497	\$200
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Mass Communications

101, 213, 250, 287, 313, 326, 350, 387, 465, 487, 488, 499	\$75
--	------

Mathematics (Certain Sections)

119	\$40
350, 380, 432	\$45
236, 237	\$50

Music Applied

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

Music

315, 370	\$10
----------------	------

Nursing

401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 495, 496	\$8 per credit
651	\$72 per credit
660, 665, 668, 670, 671	\$123 per credit
627, 630, 632, 634, 636, 638	\$143 per credit

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

Physician Assistant - DPAM

601, 602, 603, 641, 642, 643	\$140
695	\$395
700, 701, 702, 703, 704, 705, 706, 707	\$40
709	\$399

Orientation

101	\$120
-----------	-------

Physical Science

101, 203	\$20
----------------	------

Physics

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

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.

Only certified checks, money orders, or cash may be presented in payment of the statement of fees. Please do not send cash through the mail. Make payee designation on certified checks and money orders "Frostburg State University." Present to the University and Student Billing Office checks and money orders with adequate identification for the individual whose bill is to be credited for payment. Delays of refunds will occur if other than the above methods of payment are used. Refunds must be requested in writing; otherwise, the funds will be credited to your account.

The University accepts online payments through PAWS or www.frostburg.edu/admin/billing.

If you are under a plan for third party billing, you must enclose proof of such an agreement with your registration form. Third party must pay based on registration at the beginning of the term/session.

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.

Payment Plan Option

You must fill out a form in the Billing Office to request a payment plan. You will then make payments as follows:

- Upon registration 1/3 of tuition and fees, plus a \$30 enrollment fee are due.
- The second 1/3 of tuition and fees June 4, 2023.
- The final payment of tuition and fees July 4, 2023.

Any payment received more than three days after the due date is subject to a \$20 late payment penalty. Once enrolled in a payment plan you must drop/withdraw from a course to be removed.

Fall Financial Aid may not be used to pay for summer session enrollment.

Charges for Collection of 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 Tax Income Refund will be held for non-payment of state obligations.

If a previous balance is due, transcripts are withheld pending payment and further registration is not allowed. A guaranteed form of payment is required to immediately release your hold (i.e. cash, money order, or credit card).

Course Cancellation

While the University makes every effort to offer the courses listed in the schedule, the University reserves the right to cancel a course because of insufficient enrollment or other unforeseen circumstances. Email notification will be sent to students registered for canceled courses. Refer to the Summer Session Calendar (pages 2-3) for cancellation dates.

In the event a course is canceled by the University, you must write the University and Student Billing Office to request a refund for the course. Otherwise, the refund amount will be applied to your subsequent semester's account.

Refunds

Please be advised that if you officially withdraw on or after the first day of class, it will cost you money (See Refund Schedule).

In the case of courses offered in a format different than the standard six-week session, the refund schedule for the session in which the course falls is applied.

Fees are nonrefundable.

Refund Schedule

4 Week Session 1

100% tuition Until May 31
80% tuition Until June 2
40% tuition Until June 6
no refund After June 6

4 Week Session 2

100% tuition Until June 27
80% tuition Until June 29
40% tuition Until July 3
no refund After July 3

4 Week Session 3

100% tuition Until July 25
80% tuition Until July 27
40% tuition Until July 31
no refund After July 31

6 Week Session 1

100% tuition Until June 1
80% tuition Until June 5
40% tuition Until June 11
no refund After June 11

6 Week Session 2

100% tuition Until July 12
80% tuition Until July 16
40% tuition Until July 22
no refund After July 22

12 Week Session

100% tuition Until June 1
80% tuition Until June 5
40% tuition Until June 11
no refund After June 11

Course Withdrawal

You are responsible for your own course withdrawals. No instructor can take care of it for you. You may access the PAWS System to initiate course withdrawals.

Withdrawal Dates

Undergraduate/Graduate/Doctoral Students

Last date to Withdraw **without** a "W":

May 31 – 4 Week Session 1
June 27 – 4 Week Session 2
July 25 – 4 Week Session 3
June 1 – 6 Week Session 1
July 12 – 6 Week Session 2
June 1 – 12 Week Session

Last Date to Withdraw **with** a "W":

June 13 – 4 Week Session 1
July 10 – 4 Week Session 2
Aug. 7 – 4 Week Session 3
June 21 – 6 Week Session 1
August 2 – 6 Week Session 2
July 17 – 12 Week Session

Failure to withdraw officially from a course will result in a grade of "FX." The grades of "WF" and "FX" are included in G.P.A. computations.

12 Financial Responsibility Policy

FROSTBURG STATE UNIVERSITY FINANCIAL RESPONSIBILITY POLICY

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

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

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

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

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

Calculate Tuition and Fees**UNDERGRADUATE**

In-State \$286 x _____ no. of credits = _____

Out-of-State \$612 x _____ no. of credits = _____

Regional Tuition \$462 x _____ no. of credits = _____

+Technology Fee \$16 x _____ no. of credits = _____

+University Fee +90

TOTAL DUE UPON EARLY REGISTRATION

Late Payment Fee +30

TOTAL DUE WITH LATE PAYMENT

GRADUATE

In-State \$456 x _____ no. of credits = _____

Out-of-State \$588 x _____ no. of credits = _____

+Technology Fee \$16 x _____ no. of credits = _____

+University Fee +90

TOTAL DUE UPON EARLY REGISTRATION

Late Payment Fee +30

TOTAL DUE WITH LATE PAYMENT

NURSE PRACTITIONER

In-State \$512 x _____ no. of credits = _____

Out-of-State \$700 x _____ no. of credits = _____

Regional Tuition \$576 x _____ no. of credits = _____

+Technology Fee \$16 x _____ no. of credits = _____

+University Fee +90

TOTAL DUE UPON EARLY REGISTRATION

Late Payment Fee +30

TOTAL DUE WITH LATE PAYMENT

PHYSICIAN'S ASSISTANT

In-State \$541 x _____ no. of credits = _____

Out-of-State \$788 x _____ no. of credits = _____

Regional Tuition \$646 x _____ no. of credits = _____

+Technology Fee \$16 x _____ no. of credits = _____

+University Fee +90

+Program Fee +100

TOTAL DUE UPON EARLY REGISTRATION

Late Payment Fee +30

TOTAL DUE WITH LATE PAYMENT

DOCTORAL

In-State \$638 x _____ no. of credits = _____

Out-of-State \$802 x _____ no. of credits = _____

+Technology Fee \$16 x _____ no. of credits = _____

+University Fee +90

TOTAL DUE UPON EARLY REGISTRATION

Late Payment Fee +30

TOTAL DUE WITH LATE PAYMENT

THIS CHART DOES NOT INCLUDE COURSE FEES.

14 Services and Resources

Brady Health Center

The summer session clinic hours for the Brady Health Center are 9:00 a.m. - 4:00 p.m., Monday through Friday, by appointment. All students enrolled for summer are eligible to use the services, full-time or part-time status, living on or off campus. Call 301-687-4310 for an appointment. There is no online scheduling for the summer.

There is a \$20 visit fee to be seen at the health center. Additional charges for diagnostic tests, immunizations, physicals, and prescription medications may apply. Charges are posted at the health center and on our website. Payment may be made at the health center by cash, check, Bobcat Express, or Bursar billed through the Paws account. Additional information is available on the health center's website at www.frostburg.edu/brady-health/.

Career Services

The Career and Professional Development Center is located in Pullen Hall 110. Assistance is offered to individuals and groups of students having career concerns.

Counseling and Psychological Services

The Counseling and Psychological Services Center (CAPS) remains open during the summer months for the provision of counseling services and crisis support. Services can be provided in person or over telehealth and are available for all eligible students located in Maryland. If you are out of state, please contact CAPS to determine if we are able to meet with you at this time. All counseling sessions are private and confidential and are in no way connected to your academic standing or records. Appointments may be made by telephone Monday through Friday, 8:00 a.m. to 4:30 p.m. at 301-687-4234. The cost of most services are included in your student fees.

Veterans Services

The FSU Veterans Services Center is located at 150 Park Avenue. For assistance, please telephone 301-687-4409 or email vets@frostburg.edu.

University Bookstore

The University Store hours are 8:30 a.m. to 4:15 p.m., Monday through Friday and is located in the Lane University Center.

Identification Cards

By attending a summer session, you have the opportunity to receive a University Identification Card. A card provided during the regular academic year will continue to be valid. Any student entering Frostburg State University during the summer as a first-time student has the opportunity to receive a University Identification Card upon presentation of proof of registration. Students **MUST** carry their ID cards with them at all times and should be ready to surrender their cards upon request of any University official (including Dining Service management). Many university facilities (e.g. Lane Center, Library, P.E. Center, and Brady Health) require ID cards to be presented for admission to/for their respective facilities/services.

The University's Identification Card Office is located in Pullen Hall 101 and is open 8:30 a.m. - 4:30 p.m., Monday through Friday. The first card issued a student is free; all replacements carry a charge of \$20.

Dining Services

No meal plans are offered during the summer sessions. Meals are available in Chesapeake Hall whenever the University is hosting conferences and groups.

Bobcat Express Debit Program

As a Summer Session student, regardless of place of residence, the University's *Bobcat Express* debit card program is available to you. With this service, your I.D. card may be used to access your funds on a declining-point basis at locations both on and off campus. Please contact the I.D. Office located in Pullen Hall 101 or call 301-687-4196 for full details.

24/7 Computer Lab

A computer lab is available for use to all Frostburg State University students during the Summer Session. The lab is currently located in CCIT 133. Access is available 7 days a week, 24 hours a day.

Housing

Students attending Summer Sessions may apply to live in Edgewood Commons Apartments. For more information call 301-689-1370 or go to www.edgewoodFSU.com. Housing assignments are based on the date the application for space is received. Room fees will be:

Single Occupancy

-\$450 per 4 week session

-\$675 per 6 week session

-\$1350 12 week session

Edgewood Commons apartments include single rooms, kitchen, laundry, cable hook-up, and common living space to be shared among four students. Students supply their own television and cable wire and their own linens to fit a Twin XL mattress.

Anyone living in Edgewood Commons agrees to abide by the policies of Edgewood Commons and the University. Housing is made available to students without regard to race, color, religion, or national origin.

To apply for residence hall space, return the form on page 17 by May 1, 2023, to Edgewood Commons, One University Drive, Frostburg, Maryland 21532.

Please note: Room fees are non-refundable as of the first day of each summer session.

Parking

Vehicle registration is required for on campus parking. To register your vehicle, bring your vehicle registration form with you to the University and Student Billing Office, from 8:00 a.m. to 4:30 p.m.

A parking fee of \$20 covers all summer sessions. The fee is not reduced for students registering for one session only. If you have paid the annual parking fee, you need not re-register or pay the summer parking fee.

Frostburg State University Undergraduate Registration Form - Summer 2023

FSU ID	
Last Name, First Name, Middle I.	
Permanent Address	Phone
Local Address During Summer	Phone
If you are not registered at FSU for the Spring semester you must complete the Enrollment Permission Form. <i>If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.</i>	

**Summer Session Bills for all Sessions are due by the payment due date or you must enroll in a payment plan.
 After the due date, payment is due within 48 hours of registration.**

Registration Procedures

To Register Using PAWS

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

Student Center > Enroll

- Select Enrollment Term - 2023 Summer.
- Click Continue.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, Arundel Mills, or Online.
- 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.

To Register By Mail

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

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

Total Units

 Student Signature/Date

 Faculty Mentor or University Advisor Approval
 Required of all Undergraduate Students and
 Biological Science Graduate Students

I understand that submission of this course request to FSU obligates me to pay the bill generated, that upon official withdrawal from all courses for the Summer on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to officially withdraw obliges me to pay the entire bill (See Course Withdrawal included in this booklet).

Summer 2023 Enrollment Permission Form

(For First-time and Non-Admitted Undergraduate Students)

This form is to be completed by undergraduate students who were not enrolled for the Spring semester. You may be permitted to enroll in Summer, but such permission in no way constitutes admission to any program of the University. Graduate students must complete an Application For Graduate Study. Re-entry students must complete a Re-entry Application with the Admissions Office.

I am currently a student at: _____

Location of courses to be taken: ☐ FSU Campus ☐ Hagerstown Center ☐ Online

Name _____ Social Security No. _____

Permanent Address _____
Street

City _____ State _____ Zip _____

County _____ Phone Number _____

Summer Address _____

Phone Number _____ Birth Date _____

Citizenship: U.S. (Yes/No) _____ Other _____ Visa Type _____ Exp. Date _____
Country

How did you hear about opportunities at FSU? Indicate ALL that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Admissions Counselor Visited My School | <input type="checkbox"/> Family | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Facebook | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Friends | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Bus Sign | <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> Internet Search | <input type="checkbox"/> TV |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Magazine | <input type="checkbox"/> Other - Please Explain |

The following information is optional and is being requested for reporting purposes only:

Sex (M/F) _____ Ethnic: ☐ American Indian ☐ Asian ☐ Black
☐ Hawaiian ☐ Hispanic ☐ NS ☐ White

Submission Procedure for Summer Enrollment Permission Form

In-Person: Upon completion of this form, submit it to the University and Student Billing Office, Pullen Hall 148, where you will pay the \$45 application fee (fee is waived if you already have been admitted for the following fall or spring semester). The form then is to be taken to the Office of Admissions, Pullen Hall 114, where it will be processed. You will proceed to the Office of the Registrar, Pullen Hall 144, and complete the Registration Form and then report to the University and Student Billing Office, Pullen Hall 148, where you will pay your bill.

Mail-In: Upon completion of the form, mail it, along with registration form, payment of tuition and fees (included in the Summer Booklet), plus \$45 for the application fee, to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-2303. **Two separate checks are required: one for the application fee and another check for tuition and other fees.**

Vehicle Registration/Application for Residence Life 17

Frostburg State University
Vehicle Registration Form – Summer

Please Print All Information

Business Office Use Only Permit Number

Person Registering Vehicle		Vehicle License No. (Tag)	State
Local Address		Local Telephone Number	
Driver's License Number	State	Social Security Number or Student ID	
Name & Address of Owner of Vehicle			
Make of Vehicle	Body Style Year	Classification	<input type="checkbox"/> Resident Student <input type="checkbox"/> Commuter Student
A copy of the FSU Parking Regulations is issued with each permit. I agree to abide by those regulations. I understand that fines may be imposed and my permit may be revoked (subject to due process) should I violate these regulations. I understand that the University is not responsible for damage to my motor vehicle while parked on University property.			
Signature _____		Date _____	

Check one:	
Faculty	___
Staff	___
Concessionaire	___
Freshman	___
Sophomore	___
Junior	___
Senior	___
Graduate Student	___
Evening Student	___
Other	___

Registration of Vehicles

All vehicles brought to campus must be registered.

1. Students living on-campus will register as 'Resident Student.'
2. Students living off-campus will register as 'Commuter Student.'

Fill out vehicle registration form completely.

Return form to the University and Student Billing Office.

If registering by mail, you are to include a separate check in the amount of \$10 for the parking fee along with the registration form and check for tuition and fees and mail them to the University and Student Billing Office.

Summer 2023 Application for Housing

Please print or type. Return by May 1, 2023.

Name			
Campus Address			
Home Address			
Student ID# _____	Home Phone _____	Cell Phone _____	
___ Male ___ Female ___ Single \$450 per 4 week session ___ Single \$675 per 6 week session ___ Single \$1350 12 week session			
Housing Needed For: ___ 4 Week Session 1 (May 30 - June 23) ___ 4 Week Session 2 (June 26 - July 21) (Check all that apply) ___ 4 Week Session 3 (July 24 - August 18) ___ 6 Week Session 1 (May 30 - July 7) ___ 6 Week Session 2 (July 10 - August 18) ___ 12 Week Session (May 30 - August 18)			
Return to:		Dining Services No meal plans are offered during the summer sessions. Meals are available in the Lane Center and in Chesapeake Hall whenever the University is hosting conferences and groups. Edgewood apartments include single rooms, a kitchen, a laundry room, and common living space to be shared among four students.	
Edgewood Commons Apartments 1 University Drive Frostburg, Maryland 21532-2303			

Date Received in Edgewood _____

Course Minimum Requirements & Information

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

Canvas Learning Management System

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

System Requirements

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

How to find Online Courses in PAWS

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

Registration Information

- The registration and payment deadlines are listed on the Summer Session Calendar, Pages 2-3.
- You may register in person or, if you are a continuing student, online using PAWS at <http://paws.frostburg.edu/students>. Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

If you are not a current FSU student, you may register for Summer by completing the Enrollment Permission form and Registration form, which is included in this booklet.

- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may do so using PAWS or send an email to reginfo@frostburg.edu from your Frostburg State University email account.

For updated course information, please check PAWS.

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