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 2021 Calendars

4 Week Session 1 (June 1 - June 25)
March 22 - Registration Begins
May 3 - Registration Deadline (without late fees), Payment Due Date
May 4 - June 2 - Late Registration (Payment is due at time of registration - $30 late payment fee assessed)
May 10 - 17 - Deregistration for Non-Payment; to remove charges after 5/17, course must be dropped by June 2
May 18 - Cancellation Date for Courses with Insufficient Enrollment
May 31 - Memorial Day/Offices Closed, No Classes
June 1 - Classes Begin
June 2 - Last Day to Add Courses
June 2 - Last Day to Withdraw with 100% Tuition Refund
June 7 - Last Day to File Pass/Fail Form
June 15 - Last Day to Withdraw with a “W”
June 25 - Last Day to Withdraw with a “WF”
June 25 - Last Day of Classes

4 Week Session 2 (June 28 - July 23)
March 22 - Registration Begins
June 1 - Registration Deadline (without late fees), Payment Due Date
June 2 - 29 - Late Registration (Payment is due at time of registration - $30 late payment fee assessed)
June 7 - 14 - Deregistration for Non-Payment; to remove charges after 6/14, course must be dropped by June 29
June 15 - Cancellation Date for Courses with Insufficient Enrollment
June 28 - Classes Begin
June 29 - Last Day to Add Courses
June 29 - Last Day to Withdraw with 100% Tuition Refund
July 2 - Last Day to File Pass/Fail Form
July 5 - Independence Day/Offices Closed/ No Classes
July 13 - Last Day to Withdraw with a “W”
July 23 - Last Day to Withdraw with a “WF”
July 23 - Last Day of Classes

4 Week Session 3 (July 26 - August 20)
March 22 - Registration Begins
July 6 - Registration Deadline (without late fees), Payment Due Date
July 7 - 27 - Late Registration (Payment is due at time of registration - $30 late payment fee assessed)
July 1 - 8 - Deregistration for Non-Payment; to remove charges after 7/8, course must be dropped by July 27
July 9 - Cancellation Date for Courses with Insufficient Enrollment
July 26 - Classes Begin
July 27 - Last Day to Add Courses
July 27 - Last Day to Withdraw with 100% Tuition Refund
July 30 - Last Day to File Pass/Fail Form
August 9 - Last Day to Withdraw with a “W”
August 20 - Last Day to Withdraw with a “WF”
August 20 - 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 2021 Calendars - Continued

6 Week Session 1 (June 1 - July 9)

March 22 - Registration Begins
May 3 - Registration Deadline (without late fees), Payment Due Date
May 4 - June 3 - Late Registration (Payment is due at time of registration - $30 late payment fee assessed)
May 10 - 17 - Deregistration for Non-Payment; to remove charges after 5/17, course must be dropped by June 3
May 18 - Cancellation Date for Courses with Insufficient Enrollment
May 31 - Memorial Day/Offices Closed, No Classes

June 1 - Classes Begin
June 3 - Last Day to Add Courses
June 3 - Last Day to Withdraw with 100% Tuition Refund
June 9 - Last Day to File Pass/Fail Form
June 23 - Last Day to Withdraw with a “W”
July 5 - Independence Day Holiday/Offices Closed/No Classes
July 9 - Last Day to Withdraw with a “WF”

July 9 - Last Day of Classes

6 Week Session 2 (July 12 - August 20)

March 22 - Registration Begins
June 11 - Registration Deadline (without late fees), Payment Due Date
June 12 - July 14 - Late Registration (Payment is due at time of registration - $30 late payment fee assessed)
June 16 - 23 - Deregistration for Non-Payment; to remove charges after 6/23, course must be dropped by July 14
June 24 - Cancellation Date for Courses with Insufficient Enrollment

July 12 - Classes Begin
July 14 - Last Day to Add Courses
July 14 - Last Day to Withdraw with 100% Tuition Refund
July 20 - Last Day to File Pass/Fail Form
August 4 - Last Day to Withdraw with a “W”
August 20 - Last Day to Withdraw with a “WF”

August 20 - Last Day of Classes

12 Week (June 1 - August 20)

March 22 - Registration Begins
May 3 - Registration Deadline (without late fees), Payment Due Date
May 4 - June 3 - Late Registration (Payment is due at time of registration - $30 late payment fee assessed)
May 10 - 17 - Deregistration for Non-Payment; to remove charges after 5/17, course must be dropped by June 3
May 18 - Cancellation Date for Classes with Insufficient Enrollment
May 31 - Memorial Day/Offices Closed/No Classes

June 1 - Classes Begin
June 3 - Last Day to Add Courses
June 3 - Last Day to withdraw with 100% Tuition Refund
June 15 - Last Day to File Pass/Fail Form
July 5 - Independence Day Holiday/Offices Closed, No Classes
July 19 - Last Day to Withdraw with a “W”
August 20 - Last Day to Withdraw with a “WF”

August 20 - 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.
<table>
<thead>
<tr>
<th>Advising Contacts (from off-campus use 301-687 then number listed)</th>
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<td><strong>Addictions Counseling</strong></td>
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<td><strong>Adventure Sports Management</strong></td>
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<td><strong>African American Studies</strong></td>
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<td><strong>Communication Studies</strong></td>
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<td><strong>Computer Information Systems, Computer Science</strong></td>
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<td><strong>Early Childhood/Elementary Education</strong></td>
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<td><strong>Elementary/Middle School Dual Certification</strong></td>
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<td><strong>Fine Arts</strong></td>
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<td><strong>Hospitality Management/Human Resources Management</strong></td>
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<td><strong>Industrial &amp; Organizational Psychology</strong></td>
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<td><strong>Information Technology</strong></td>
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<td><strong>Jazz Studies</strong></td>
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<td><strong>Law, Law and Society, Law School Preparation</strong></td>
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<td><strong>Mechanical Engineering</strong></td>
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<tr>
<td><strong>Medical Technology Preparation</strong></td>
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<tr>
<td><strong>Medicine, Dentistry, Optometry, Veterinary Medicine Preparation</strong></td>
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<td><strong>Nursing, Nursing Preparation</strong></td>
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<td><strong>Occupational Therapy Preparation</strong></td>
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<td><strong>Pharmacy Preparation</strong></td>
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<td><strong>Physical Therapy Preparation</strong></td>
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<td><strong>Physics</strong></td>
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<td><strong>Small Business/Entrepreneurship</strong></td>
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<td><strong>Social Science</strong></td>
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<tr>
<td><strong>Theatre</strong></td>
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<td><strong>Wildlife and Fisheries</strong></td>
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<td><strong>Women’s Studies</strong></td>
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</tbody>
</table>
College Deans and Department Chairs

College of Business
Dr. Sudhir Singh, Dean
Dr. Thomas Sigerstad, Associate Dean
- Accounting, Dr. Chelsea Schrader
- Economics, Dr. David Kiriazis
- Management, Dr. Michael Monahan
- Marketing and Finance, Dr. Carol Gaumer

College of Education
Dr. Boyce Williams, Dean
Dr. Kim Rotruck, Associate Dean
- Educational Professions, Dr. Sally Stephenson
- Kinesiology and Recreation, Dr. Natalia Buta

College of Liberal Arts and Sciences
Dr. T. Kim Hixson, Dean
Dr. Cindy Herzog, Associate Dean
Dr. Keith Terry, Assistant Dean
- Biology, Dr. Rebekah Taylor
- Chemistry, Dr. Matthew Crawford
- Communication, Dr. Keith Terry
- Computer Science, Dr. Michael Flinn
- English and Foreign Languages, Dr. Kevin Kehrwald
- Geography, Dr. Richard Russo
- History, Dr. Gregory Wood
- Mathematics, Dr. Justin Dunmyre
- Music, Dr. Brent Weber
- Nursing, Dr. Kara Platt
- Philosophy, Dr. Skott Brill
- Physics and Engineering, Dr. Jamil Abdo
- Political Science, Dr. Stephen Twing
- Psychology, Dr. Michael Murtagh
- Social Work, Dr. Elizabeth Lean
- Sociology, Dr. Robert Moore
- Theatre/Dance, Ms. Nicole Mattis
- Visual Arts, Dr. Travis English

Administrative Offices

Director of Summer Sessions,
Ms. Brittni Kaetzel, Pullen Hall 144 ............................... 4423

ADA/EOO & 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

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Registrar’s Office, Pullen Hall 144 .............................. 4346

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Lost & Found............................................... 4223

University System of Maryland at Hagerstown .......... 240-527-2060

Veterans Services Center, 150 Park Ave ....................... 301-687-4409
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

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 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
- My Account
  - Account Inquiry
  - Make a Payment
  - Promissory Note / Deferral
  - Setup Direct Deposit
- Financial Aid
  - View Financial Aid
  - Accept/Decline Awards
- Other Areas
  - Change Password
  - Library Act Info
  - Athletics
- Contact Information
  - Home Address
  - Local Mailing Address
  - Other Preferences
    - Home Phone
    - Campus E-mail
  
- Other Areas
  - Change Password
  - Library Act Info
  - Athletics

You have no outstanding charges at this time.
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 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 request an FSU catalog which includes course descriptions by calling the Admissions Office at 301-687-4201 or visiting our website at www.frostburg.edu.

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, 301-687-7053 or 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 2021. Be sure to register for the correct session.
- Most registrations will take place through PAWS (24/7) beginning March 22, 2021. 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 advisor prior to attempting to register so that he or she can authorize registration. Make sure to check for prerequisites with your Advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits and/or course prerequisites where applicable.
- 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 advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.
   Self Service > Student Center > Enroll
   - Select Enrollment Term - 2021 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 21532-1099.

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)

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 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.
### Financial Information

#### Tuition and Fees

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<td>Out-State</td>
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<td>Regional Tuition</td>
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<th>Graduate Tuition</th>
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<td>$560 per credit</td>
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<tr>
<th>Nurse Practitioner Tuition</th>
<th>In-State</th>
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<th>Physician’s Assistant Tuition</th>
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<tbody>
<tr>
<td>Out-State</td>
<td>$766 per credit</td>
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</table>

#### Mandatory Fees, Non-Refundable

- *University Fee* $85
- **Technology Fee** $15 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. | $25
---|---
| Accounting  | $25
| $10
| $25
| $30
| $35
| $45
| $50
| $60
| Biology  | $25
| $20
| $25
| $25
| $25
| $25

### 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
| 699 |
| Education |
| EDUC 391, 392, 497, 696, 697 | $300
| ELED 307 | $50
| ELED 494, 495 | $300
| SCCO 612 | $75
| SCCO 695 | $67/cr hr
| SED 462, 696, 697 | $300
| Engineering |
| ENEE 206, ENES 100, ENME 331, 332 | $20
| 350, 351, 382 |
| ENEE 307, 408, 471, 476 | $25
| ENES 425, 472, 488 |
| Geography |
| 103, 113, 431, 430, 433, 470 | $20
| 207, 340 | $25
| Health & Physical Education |
| HPED 497 | $300
| 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 | $8 per credit
| 496 | $72 per credit
| 660, 665, 667, 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 6, 2021.
- The final payment of tuition and fees July 6, 2021.
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 cancelled courses. Refer to the Summer Session Calendar (pages 2-3) for cancellation dates.

In the event a course is cancelled 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 June 2
80% tuition .............. Until June 5
40% tuition .............. Until June 8
no refund .............. After June 8

4 Week Session 2
100% tuition .............. Until June 29
80% tuition .............. Until July 1
40% tuition .............. Until July 4
no refund .............. After July 4

4 Week Session 3
100% tuition .............. Until July 27
80% tuition .............. Until July 30
40% tuition .............. Until Aug 2
no refund .............. After Aug 2

6 Week Session 1
100% tuition .............. Until June 3
80% tuition .............. Until June 7
40% tuition .............. Until June 14
no refund .............. After June 14

6 Week Session 2
100% tuition .............. Until July 14
80% tuition .............. Until July 18
40% tuition .............. Until July 25
no refund .............. After July 25

12 Week Session
100% tuition .............. Until June 3
80% tuition .............. Until June 7
40% tuition .............. Until June 14
no refund .............. After June 14

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”:
June 2 – 4 Week Session 1
June 29 – 4 Week Session 2
July 27 – 4 Week Session 3
June 3 – 6 Week Session 1
July 14 – 6 Week Session 2
June 3 – 12 Week Session

Last Date to Withdraw with a “W”:
June 15 – 4 Week Session 1
July 13 – 4 Week Session 2
Aug. 9 – 4 Week Session 3
June 23 – 6 Week Session 1
August 4 – 6 Week Session 2
July 19 – 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.
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, transcript request, 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. 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.
### Calculate Tuition and Fees

#### UNDERGRADUATE

<table>
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<tr>
<th>Category</th>
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<td>+ Technology Fee</td>
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<tr>
<td>+ University Fee</td>
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<td><strong>TOTAL DUE UPON EARLY REGISTRATION</strong></td>
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<td>Late Payment Fee</td>
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#### GRADUATE

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<td>+ University Fee</td>
<td>+85</td>
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<td><strong>TOTAL DUE UPON EARLY REGISTRATION</strong></td>
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#### NURSE PRACTITIONER

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<td>+ Technology Fee</td>
<td>$15</td>
<td>______</td>
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<tr>
<td>+ University Fee</td>
<td>+85</td>
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<td><strong>TOTAL DUE UPON EARLY REGISTRATION</strong></td>
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<td>Late Payment Fee</td>
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#### PHYSICIAN’S ASSISTANT

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<tr>
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THIS CHART DOES NOT INCLUDE COURSE FEES.
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 $15 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 are provided over telehealth at this time and are available for all eligible students residing 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 interviews are private and confidential and in no way relate 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. Services are provided without charge.

Veterans Services

The FSU Veterans Services Center is located at 150 Park Avenue. For assistance, please telephone 301-687-4409 or email dldabrowski@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.
Frostburg State University Undergraduate Registration Form - Summer 2021

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. If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.

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 advisor to plan your schedule and be activated for registration.
4. List course numbers below.
5. Register for Classes.

Self Service > Student Center > Enroll
- Select Enrollment Term - 2021 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

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 2021 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.
☐ Admissions Counselor Visited My School ☐ Family
☐ Alumni ☐ Facebook
☐ Brochure ☐ Friends
☐ Bus Sign ☐ Guidance Counselor
☐ College Fair ☐ Internet Search
☐ Employer ☐ Magazine
☐ Other - Please Explain ☐ Newspaper
☐ Postcard ☐ Radio
☐ Newsletter ☐ Restaurant
☐ Bus Sign ☐ TV
☐ Magazine ☐ 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 21532-1099. Two separate checks are required: one for the application fee and another check for tuition and other fees.
Vehicle Registration/Application for Residence Life

Frostburg State University
Vehicle Registration Form – Summer

**Please Print All Information**

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<th>Business Office Use Only</th>
<th>Permit Number</th>
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<tr>
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<td>Vehicle License No. (Tag)</td>
<td>State</td>
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<table>
<thead>
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<th>Local Telephone Number</th>
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<tr>
<th>Driver’s License Number</th>
<th>State</th>
<th>Social Security Number or Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Name & Address of Owner of Vehicle

<table>
<thead>
<tr>
<th>Make of Vehicle</th>
<th>Body Style</th>
<th>Year</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Resident Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commuter Student</td>
</tr>
</tbody>
</table>

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 2021 Application for Housing

Please print or type. Return by May 1, 2021.

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: ___
(Check all that apply)

- 4 Week Session 1 (June 1 - June 25) ___
- 4 Week Session 2 (June 28 - July 23) ___
- 4 Week Session 3 (July 26 - August 20) ___
- 6 Week Session 1 (June 1 - July 9) ___
- 6 Week Session 2 (July 12 - August 20) ___
- 12 Week Session (June 1 - August 20) ___

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.

Return to:

Edgewood Commons Apartments
1 University Drive
Frostburg, Maryland 21532-1099

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 - PAWS Course Search