

## January 2 - 25

October 29, 2018	Registration Begins
December 4, 2018	Payment Due or Payment Plan Enrollment Completed
December 4, 2018	Last Day to Register Without Late Fees
December 5, 2018 – January 3, 2019	Registration With Late Fee (\$30)
December 10, 2018	Deregistration for Nonpayment Begins
December 18, 2018	Course Cancellations/Deregistration for Nonpayment Ends
January 2, 2019	Classes Begin
January 3, 2019	Last Day to Add a Course
January 3, 2019	Last Day to Drop Course Without “W”
January 11, 2019	Last Day to Drop a Course With a “W”
January 21, 2019	M.L. King (No Classes) Offices Closed
January 25, 2019	Last Day Of Classes

### General Information

#### Visiting Students

Visiting Undergraduate students must complete the Registration Form and the Enrollment Permission Form. Send these forms, along with the \$30 Application Fee, to the University Billing Office.

Visiting and new Graduate students must complete the Registration Form and the Application to Graduate Study Form. Send these forms, along with the \$30 Application Fee, to the University Billing Office. For more information concerning Graduate Admissions or to obtain forms, please call 301-687-7053.

#### Student Eligibility

The probation and dismissal policies stipulate that students on probation in the Fall may not register for Intersession courses. You could be dismissed after the Fall 2018 semester and be ineligible to enroll. There are no exceptions to this policy. If you can prove you are off probation, you may enroll (with late fees) in January.

#### Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 18, 2018, if a course is cancelled.

#### Credit/Course Limit

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

#### Library Hours

The library will remain open during Intersession 2019 according to the following schedule:

January 2 – 25, 2019

Mon. – Fri. 7:30 a.m. – 6:00 p.m.

Sat. Closed

Sun. 1:00 p.m. – 6:00 p.m.

Closed January 21, Martin Luther King Day.

#### E-Mail - Official Communication Policy Statement

A University-assigned email account shall be used as one of the University's official means of communication with all students attending FSU as well as Faculty and Staff employed by FSU. Students and employees are responsible for all information sent to them via their University-assigned email account. If a student or employee chooses to forward University email to another account, he or she is responsible for all information, including attachments, sent to the other email account.

#### Student Responsibilities

You are responsible for checking your University email account and reviewing relevant information on a daily basis. You will be given a maximum of 10 megabytes of storage on the email server. You must purge unnecessary messages from your account to avoid exceeding the storage quota. Exceeding the quota will prevent the delivery of additional email messages.

#### Requests for Accommodation

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodation through the ADA/EEO Compliance Office, Hitchins 329, 301-687-4102.

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

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

<b>Accounting</b>	Dr. Kathie Shaffer	FR 337	4388	<b>Exercise and Sport Science</b>	Mr. Hunter Brakeall	PE 257	4464	<b>Medical Technology Preparation</b>	Dr. Benjamin Norris	CH 345	4157		
<b>Addictions Counseling</b>	Dr. Lisa Morshead	GC 225	4743	<b>Film Studies</b>	Dr. Kevin Kehrwald	DH 317	4367	<b>Medicine, Dentistry, Optometry, Veterinary Medicine Preparation</b>	Dr. Karen Keller	CH 304	4174		
<b>Adventure Sports Management</b>	Mr. Andrew Hershey	PE 263	4460	<b>Finance, Financial Services</b>	Dr. Carol Gaumer	FR 320	4052	Dr. William Seddon	CH 311	4707	Dr. Matthew Crawford	CH 339C	4940
<b>African American Studies</b>	Dr. James Saku	GU 232	4724	<b>Fine Arts</b>	Dr. Travis English	FA 120	4941	<b>Music</b>	Dr. Brent Weber	PA 202B	4116		
<b>Animal Behavior</b>	Dr. Erica Kennedy	GC 220	4742	<b>Foreign Languages and Literature</b>	Dr. Maria-Luisa Sanchez	DH 201	4104	<b>Musical Theatre</b>	Dr. Brent Weber	PA 202B	4116		
<b>Art and Design, Art History</b>	Dr. Travis English	FA 120	4941	<b>Forestry</b>	Dr. Sunshine Brosi	CH 205	4213	<b>Nursing, Nursing Preparation</b>	Dr. Heather Gable	LH 210-3	4894		
<b>Athletic Training</b>	Dr. Jacqueline Durst	PE 259	3228	<b>Geography</b>	Dr. Richard Russo	GU 231	4053	Dr. Kara Platt	LH 216	4791			
<b>Biology</b>	Dr. David Puthoff	CH 212	4172	<b>Global Business</b>	Dr. Carol Gaumer	FR 320	4052	<b>Occupational Therapy Preparation</b>	Dr. Karen Keller	CH 304	4174		
<b>Business Administration</b>	Dr. Carol Gaumer	FR 320	4052	<b>Graphic Design</b>	Dr. Travis English	FA 120	4941	<b>Pharmacy Preparation</b>	Dr. Peggy Biser	CH 356	3193		
Dr. Michael Monahan	FR 315	3090	<b>Health and Physical Education</b>	Dr. Rebecca Gallagher	PE 277	7401	<b>Philosophy</b>	Dr. Michael Mathias	DH 111	3094			
<b>Chemistry</b>	Dr. Robert Larivee	CH 351A	4091	<b>Health Science</b>	Dr. Karen Keller	CH 304	4174	<b>Physical Therapy Preparation</b>	Dr. Melody Kentrus	PE 265	4415		
<b>Coaching</b>	Dr. Robert Lewis	PE 255	4465	<b>History</b>	Dr. Sally Boniece	DH 107	7496	<b>Physics</b>	Dr. Eric Moore	CH 122	4500		
<b>Communication Studies</b>	Dr. Sheri Whalen	CT 348M	4134	<b>Hospitality Management/Human Resources Management</b>	Dr. Michael Monahan	FR 315	3090	<b>Political Science</b>	Dr. Stephen Twing	GC 135	3097		
<b>Computer Information Systems, Computer Science</b>	Dr. Brad Rinard	CT 274D	4719	<b>Industrial &amp; Organizational Psychology</b>	Dr. Paul Bernhardt	GU 221	4410	<b>PreK-12 Programs</b>	Dr. Jodi Eirich	FR 129	4218		
<b>Cultural Anthropology</b>	Dr. Kara Rogers-Thomas	7 American Ave	3124	<b>Information Technology</b>	Dr. Brad Rinard	CT 274D	4719	<b>Psychology</b>	Dr. Michael Murtagh	GC 217	4446		
<b>Dance</b>	Ms. Nicole Mattis	PA 302B	3212	<b>International Studies</b>	Dr. Suzanne McCoskey	GC 129	4897	<b>Public Relations</b>	Mr. Andrew Duncan	DH 220	4241		
<b>Dental Hygiene Preparation</b>	Dr. Karen Keller	CH 304	4174	<b>Interpretive Biology and Natural History</b>	Dr. Thomas Lambert	CH 211	4167	<b>Recreation and Parks Management</b>	Dr. Natalia Buta	PE 252	4458		
<b>Developmental Mathematics</b>	Ms. Kimberly Kurek	PH 150	4442	<b>Jazz Studies</b>	Dr. Brent Weber	PA 202B	4116	<b>Small Business/Entrepreneurship</b>	Dr. Michael Monahan	FR 315	3090		
<b>Early Childhood/Elementary Education</b>	Dr. Fannia Boayue	FR 135	4220	<b>Journalism</b>	Mr. Andrew Duncan	DH 220	4241	<b>Secondary Teacher Education</b>	Dr. Jodi Eirich	FR 129	4218		
<b>Earth Science</b>	Dr. James Saku	GU 232	4724	<b>Law, Law and Society, Law School Preparation</b>	Dr. Scott Johnson	GC 137	7432	<b>Secure Computing and Information Assurance</b>	Dr. Brad Rinard	CT 274D	4719		
<b>Economics</b>	Dr. David Kiriazis	GC 145	4386	<b>Leadership Studies</b>	Dr. Elesha Ruminski	CT 348L	4480	<b>Social Science</b>	Ms. Linda Steele	CH 238	4137		
<b>Education Advising Center</b>	Dr. Janet Mattern	FR 134	4429	<b>Liberal Studies</b>	Ms. Linda Steele	CH 328	4137	<b>Social Work</b>	Dr. Terry Russell	7 American Ave	4691		
<b>Elementary Education (P-9)</b>	Dr. Jodi Welsch	FR 220	3096	Ms. Tamera Shockey	FR 319	4008	<b>Sociology</b>	Dr. Robert Moore	7 American Ave	4995			
<b>Elementary/Middle School Dual Certification</b>	Dr. Jodi Eirich	FR 129	4218	<b>Management</b>	Dr. Michael Monahan	FR 315	3090	<b>Sustainability Studies</b>	Dr. Tracy Edwards	GU 210	7596		
<b>Engineering</b>	Dr. Eric Moore	CH 122	4500	<b>Marketing</b>	Dr. Carol Gaumer	FR 320	4052	<b>Theatre</b>	Ms. Nicole Mattis	PA 310	3212		
<b>English</b>	Dr. Sydney Duncan	DH 309	4225	<b>Mass Communication</b>	Dr. Sheri Whalen	CT 348M	4134	<b>Wildlife and Fisheries</b>	Dr. Thomas Lambert	CH 211	4167		
<b>Environmental Analysis and Planning</b>	Dr. James Saku	GU 232	4724	<b>Mathematics</b>	Dr. Justin Dunmyre	CT 244D	7086	<b>Women's Studies</b>	Dr. Jennifer Earles	7 American Ave	3198		
<b>Ethnobotany</b>	Dr. Sunshine Brosi	CH 205	4213	<b>Mechanical Engineering</b>	Dr. Yi-Zun Julie Wang	CH 102	3208						

## College Deans and Department Chairs

### College of Business

<b>Dr. Sudhir Singh, Dean</b>	GC 127.....4093
<b>Dr. Thomas Sigerstad, Associate Dean</b>	GC 231.....4419
-Accounting, Dr. Kathie Shaffer	FR 337.....4388
-Economics, Dr. David Kiriazis	GC 145.....4390
-Management, Dr. Michael Monahan	FR 315.....3090
-Marketing and Finance, Dr. Carol Gaumer	FR 320.....4052

### College of Education

<b>Dr. Boyce Williams, Interim Dean</b>	FR 137.....4357
<b>Dr. Kim Rotruck, Acting Associate Dean</b>	FR 219.....4448
-Educational Professions, Dr. Sally Stephenson	FR 219.....4448
-Kinesiology and Recreation, Dr. Natalia Buta	PE 252.....4458

### College of Liberal Arts and Sciences

<b>Dr. Dorothy Campbell, Interim Dean</b>	CH 241.....4120
<b>Dr. Cindy Herzog, Associate Dean</b>	CH 241.....4142
<b>Dr. R. Scott Fritz, Associate Dean</b>	CH 247.....7020
-Biology, Dr. David Puthoff	CH 212.....4172
-Chemistry, Dr. Robert Larivee	CH 351A.....4091
-Communication, Dr. Sheri Whalen	CT 358M.....4134
-Computer Science, Dr. Brad Rinard	CT 274D.....4719
-English and Foreign Languages, Dr. Ralph Brewer	DH 307C.....4227
-Geography, Dr. Richard Russo	GU 231.....4053
-History, Dr. Sally Boniece	DH 107.....7496
-Mathematics, Dr. Justin Dunmyre	CT 244D.....7086
-Music, Dr. Brent Weber	PA 202B.....4116
-Nursing, Dr. Heather Gable	LH 210-3.....4894
-Philosophy, Dr. Michael Mathias	DH 111.....3094
-Physics and Engineering, Dr. Eric Moore	CH 122.....4500
-Political Science, Dr. Stephen Twing	GC 135.....3097
-Psychology, Dr. Michael Murtagh	GC 218.....4446
-Social Work, Dr. Terry Russell	7 American Ave.....4691
-Sociology, Dr. Robert Moore	7 American Ave.....4995
-Theatre/Dance, Ms. Nicole Mattis	PA 302B.....3212
-Visual Arts, Dr. Travis English	FA 120.....4941

## Administrative Offices

### Director of Intersession

Ms. Brittni Kaetzel, Library 512.....	4423
ADA/EEO Compliance Office, Hitchins Adm Bldg 329.....	4102
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Veterans Center, 150 Park Ave.....	301-687-4409

## 4 PAWS Information for Students

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### About PAWS

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

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### Accessing PAWS

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

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### Login Details

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#### Username

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

Example: jasmith0 for Joe Allen Smith with FSU email address [jasmith0@frostburg.edu](mailto:jasmith0@frostburg.edu)

#### *Don't know your username?*

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

#### Password

Please visit [password.frostburg.edu](http://password.frostburg.edu) to setup your password and security questions. To do so you will need your FSU Username and FSU ID Number.

#### *Forgot your password?*

Reset password through the password and account management portal

or

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

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.

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### FSU ID and SSN

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

## PAWS Quick Reference for Students

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

### Student Center

The screenshot shows the PAWS Student Center interface with several callout boxes providing instructions:

- Scheduling Assistant – Plan the perfect schedule here!**: Points to the 'Scheduling Assistant' link in the Academics menu.
- Academic and Enrollment Information**: Points to the 'Academic Planner' link in the Academics menu.
- FERPA Release of Info**: Points to the 'FERPA-Release of Info' link in the Academics menu.
- FERPA Restrict Directory Info**: Points to the 'FERPA-Restrict Directory Info' link in the Academics menu.
- Billing Information**: Points to the 'My Account' section in the Finances area.
- Financial Aid Information**: Points to the 'Financial Aid' section in the Finances area.
- Personal Information**: Points to the 'Personal Information' section.
- Current Schedule**: Points to the 'This Week's Schedule' table.
- Check Holds**: Points to the 'Holds' section.
- Enrollment Appointment**: Points to the 'Enrollment Dates' section.
- Academic Advisor**: Points to the 'Advisor' section.

**Academics Section:**

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

**Finances Section:**

- My Account
  - View E-Bill
  - Account Inquiry
  - Make a Payment
- Promissory Note / Deferment
- Setup Direct Deposit
- Financial Aid
  - View Financial Aid
- Accept/Decline Awards
- other financial... [dropdown]

**Personal Information Section:**

- Demographic Data
- Emergency Contact
- Names
- User Preferences
- other personal... [dropdown]

**Other Areas Section:**

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

**Right Side Navigation:**

- SEARCH FOR CLASSES
- Holds
  - No Holds.
- To Do List
  - No To Do's.
- Enrollment Dates
  - Open Enrollment Dates
- Advisor
  - Program Advisor
  - Melody Kentrus
  - 301/687-4415
  - details ▶
- News and Voter Info
  - Frostburg State Community Voter Registration
- FSU Systems
  - Blackboard Login

## 6 Registration Procedures/Textbooks/Grades

### PAWS Internet Registration System

*October 29 - December 4  
(No Late Fee)*

*December 5 – January 3  
(With \$30 Late Fee and Payment is Due Within 48 hrs.)*

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, advisor assignment, and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in beginning October 29, 2018.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning on October 29, 2018, and ending December 4, 2018, to avoid a late fee. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar's Office.
- **You must see your advisor prior to attempting to register so that he or she can authorize your access to register for classes.** Make sure to check for prerequisites with your advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits, and/or course prerequisites where applicable.

### **Registration Procedures**

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your 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 - 2019 Intersession.
  - Click Continue.
  - Select classes to add. Make sure to choose a Campus, Frostburg or Online Courses.
  - Classes will be placed in your Shopping Cart.
  - When finished selecting classes click Proceed to Step 2 of 3.
  - Click Finish Enrolling.
  - Check the status of your request(s). **Status must read SUCCESS to be registered.**
  - When finished, click My Class Schedule to verify enrollment.
6. **You must pay your bill or enroll in a payment plan (25% of total due + \$30 fee) by December 4, 2018. After December 4, 2018 payment or enrollment in a payment plan must be completed within 48 hours of registration.**

### In-Person Registration

*October 29 - December 4  
(No Late Fee)*

*December 5 – January 3  
(With \$30 Late Fee)*

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

### Mail-In Registration

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

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

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

**Reminder:** Undergraduate students must secure their advisor's approval prior to registration.

### **TDD or Voice Relay Assistance**

During regular business hours, you may register for classes with the assistance of the Registrar's Office staff by using a Voice Relay Operator (1-800-735-2258). Also, you may contact the ADA/EEO Compliance Office, Hitchins 329, (301-687-4102).

### **Additional PAWS**

#### **Features -**

#### **Textbook Information**

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

#### **Final Grades**

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

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

## Family Educational Rights and Privacy Act (FERPA) Information

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

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

You may complete the Release of Information and Directory Restrictions Form in PAWS. Go to your Student Center > other academic drop down > FERPA Restrict Directory Info or FERPA Release of Info. Release of Information Forms are purged at the completion of each academic year.

## Statement on Non-Discrimination and Equal Opportunity

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

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

- Inquiries regarding non-discrimination policies and procedures and complaints of discrimination, harassment and retaliation may be directed to Beth Hoffman, Director of ADA/ EEO & Immigration Compliance, 329 Hitchins, 301-687-4102; [bhoffman@frostburg.edu](mailto:bhoffman@frostburg.edu).
- Inquiries regarding Title IX policies and procedures and complaints of sexual harassment, sexual assault and other forms of sexual misconduct may be directed to the Office of Gender Equity, 126 Hitchins, 301-687-3035.
- Inquiries concerning application of Title IX and its implementing regulation may be referred to the Office of Gender Equity, 126 Hitchins, 301-687-3035 or to the U.S. Department of Education, Office for Civil Rights, 100 Penn Square East, Philadelphia, PA 19107; [www2.ed.gov/about/offices/list/ocr/](http://www2.ed.gov/about/offices/list/ocr/)

## 8 Billing Information

### Billing

Payment or enrollment in a payment plan is due by December 4, 2018. After the due date of December 4, 2018, payment is due within 48 hours of registration. The last day to register without a late fee is December 4, 2018.

Registration is from December 10 to December 18.

If you register after December 17, you are liable for the bill unless you drop the course. Degradation for non-payment ends December 18.

The University is offering a payment plan for Intersession 2019.\*

To join:

- Complete an enrollment form, pay 1/3 of the total amount due, plus \$30 enrollment fee, by December 4, 2018 or within 48 hours of registration.

-1/3 by December 15, 2018

-1/3 by January 3, 2019

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

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

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

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

### Refunds – Tuition Only 100% thru January 3, 2019

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

### Tuition and Fees

#### Undergraduate Tuition

(per credit hour)	
In-State.....	\$272
Out-Of-State.....	\$570
Regional Tuition.....	\$432

#### Graduate Tuition

(per credit hour)	
In-State.....	\$433
Out-Of-State.....	\$557

#### Nurse Practitioner Graduate Tuition

(per credit hour)	
In-State.....	\$485
Out-Of-State.....	\$660
Regional Tuition.....	\$545

#### Doctorate

(per credit hour)	
In-State.....	\$597
Out-Of-State.....	\$747

#### Undergraduate & Graduate Fees

(All fees are non-refundable)	
Application Fee (New students only) .	\$45
Late Fee.....	\$30
(Late fee assessed after December 4, 2018)	
Planning Fee (New students only) ....	\$125
Technology Fee (Per Credit Hour).....	\$17

#### Special Instruction Fees

Accounting 305 -----	\$25
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#### Art

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

#### Biology

109, 149 -----	\$20
128, 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
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#### Chemistry

100, 113, 201 -----	\$20
202, 304, 305, 320, 411, 420, 421, 446, 456, 493, 499 -----	\$25

Computer Science 100, 110, 220, 330 -----	\$25
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#### Developmental Mathematics

095 -----	\$40
100 -----	\$45

#### Engineering

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

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

Interdisciplinary Studies - IDIS 150

Outdoor Leadership -----	\$115
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#### Mass Communications

101, 213, 250, 287, 313, 326, 350, 357, 387, 465, 487, 488, 499 -----	\$75
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#### Mathematics

119 (Certain Sections) -----	\$40
350, 380, 432 -----	\$45
236, 237 -----	\$50

#### Music Applied

389, 390 -----	\$150
490 -----	\$300

#### Music

315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340, 370 -----	\$10
100, 102, 103, 204, 205, 305, 401 -----	\$25
493 -----	\$150

#### Nursing (All fees per credit hour)

401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496 -----	\$8
651 -----	\$72
660, 665, 668, 670, 671 -----	\$123
627, 630, 632, 634, 636, 638 -----	\$143
Master of Nursing Course Fee -----	\$8
Orientation 101 -----	\$120
Physical Science 101, 203 -----	\$20

#### Physics

215, 216, 261, 262, 263, 331, 332, 350 ----	\$20
320, 492, 499 -----	\$25

Sociology - SOCI/SOWK 310 -----	\$25
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#### Theatre

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



**FROSTBURG STATE UNIVERSITY FINANCIAL RESPONSIBILITY POLICY**

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

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

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

**ONCE YOU REGISTER FOR COURSES, YOU ARE AFFILIATING WITH FROSTBURG STATE UNIVERSITY (FSU), AND 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](mailto:billingoffice@frostburg.edu) or call the Bursar's Office at 301-687-4321.

## 10 Online Course Information

### 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 now 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 deadline is December 4, 2018. Registration after this date carries a late penalty of \$30.
- You may register in person or, if you are a continuing student, online using PAWS at <http://paws.frostburg.edu/students>. Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

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

- Please be aware that payment or enrollment in a payment plan for intersession courses is due by December 4, 2018 or within 48 hours of registration. Full details on payment methods and deadlines are provided in this booklet.
- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may fax a written request to the Registrar's Office (301-687-4597). In this case, your signature will be the only one required. You may also send an email to [reginfo@frostburg.edu](mailto:reginfo@frostburg.edu) from your Frostburg State University email account.

For updated course information, please check PAWS.

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

**Frostburg State University Undergraduate Registration Form - Intersession 2019**

<b>FSU ID</b>	
<b>Last Name, First Name, Middle I.</b>	
<b>Permanent Address</b>	<b>Phone</b>
<b>Local Address During Intersession</b>	<b>Phone</b>
<p><b>If you are not registered at FSU for the Fall semester you must complete the Enrollment Permission Form.</b>  <b>If you were ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.</b>  <b>Continuing Undergraduate Students - before you register, meet with your advisor for registration activation.</b></p>	

**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 - 2019 Intersession.
- Click Continue.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, or Online.
- Classes will be placed in your Shopping Cart.
- When finished selecting classes click 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

\_\_\_\_\_  
*Student Signature/Date*

\_\_\_\_\_  
*Advisor Approval*  
**Required by all Undergraduate Students and  
 Biological Science Graduate Students.**

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

I have read and understand the Statement of Financial Responsibility.

## Interession 2019 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 Fall semester. You may be permitted to enroll in Interession, 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

Name \_\_\_\_\_ SSN or Student ID# \_\_\_\_\_

Permanent Address \_\_\_\_\_  
   Street

\_\_\_\_\_

City    State    Zip

County \_\_\_\_\_ Phone Number \_\_\_\_\_

Interession 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"/> Facebook           | <input type="checkbox"/> Postcard               |
| <input type="checkbox"/> Alumni                                 | <input type="checkbox"/> Friends            | <input type="checkbox"/> Radio                  |
| <input type="checkbox"/> Brochure                               | <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Restaurant             |
| <input type="checkbox"/> College Fair                           | <input type="checkbox"/> Internet Search    | <input type="checkbox"/> Theatre                |
| <input type="checkbox"/> Employer                               | <input type="checkbox"/> Magazine           | <input type="checkbox"/> TV                     |
| <input type="checkbox"/> Family                                 | <input type="checkbox"/> Newspaper          | <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 Interession 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 \$30 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 Interession Booklet), plus \$30 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.**