

January 2 - 24

October 28, 2019	Registration Begins
December 4, 2019	Payment Due or Payment Plan Enrollment Completed
December 4, 2019	Last Day to Register Without Late Fees
December 5, 2019 – January 3, 2020	Registration With Late Fee (\$30)
December 11, 2019	Deregistration for Nonpayment Begins
December 18, 2019	Course Cancellations/Deregistration for Nonpayment Ends
January 2, 2020	Classes Begin
January 3, 2020	Last Day to Add a Course
January 3, 2020	Last Day to Drop Course Without “W”
January 13, 2020	Last Day to Drop a Course With a “W”
January 20, 2020	M.L. King (No Classes) Offices Closed
January 24, 2020	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 \$45 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 \$45 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 2019 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, 2019, 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 2020 according to the following schedule:

January 2 – 24, 2020

Mon. – Fri. 7:30 a.m. – 6:00 p.m.

Sat. Closed

Sun. 1:00 p.m. – 6:00 p.m.

Closed January 20, 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)*

Accounting	Dr. Kathie Shaffer	FR 337	4388
Addictions Counseling	Dr. Anne Murtagh	GC 225	4743
Adventure Sports Management	Mr. Andrew Hershey	PE 263	4460
African American Studies	Dr. James Saku	GU 232	4724
Animal Behavior	Dr. Erica Kennedy	GC 220	4742
Art and Design, Art History	Dr. Travis English	FA 120	4941
Athletic Training	Dr. Jacqueline Durst	PE 259	3228
Biology	Dr. David Puthoff	CH 212	4172
Business Administration	Dr. Carol Gaumer	FR 320	4052
	Dr. Michael Monahan	FR 315	3090
Business Advising Center	Ms. Tamara Shockey	FR 319	4008
Chemistry	Dr. Robert Larivee	CH 351A	4091
Coaching	Dr. Robert Lewis	PE 255	4465
Communication Studies	Dr. Keith Terry	CT 348N	4134
Computer Information Systems, Computer Science	Dr. Brad Rinard	CT 274D	4719
Cultural Anthropology	Dr. Kara Rogers-Thomas	7 American Ave	3124
Dance	Ms. Nicole Mattis	PA 302B	3212
Dental Hygiene Preparation	Dr. Karen Keller	CH 304	4174
Developmental Mathematics	Ms. Kimberly Kurek	PH 150	4442
Early Childhood/Elementary Education	Dr. Fannia Boayue	FR 135	4220
Earth Science	Dr. Richard Russo	GU 231	4053
Economics	Dr. David Kiriazis	GC 145	4386
Education Advising Center	Dr. Janet Mattern	FR 223	4094
Elementary Education (P-9)	Dr. Jodi Welsch	FR 220	3096
Elementary/Middle School Dual Certification	Dr. Jodi Eirich	FR 129	4218
Engineering	Dr. Eric Moore	CH 122	4500
English	Dr. Sydney Duncan	DH 309	4225
Environmental Analysis and Planning	Dr. Richard Russo	GU 231	4053
Ethnobotany	Dr. Sunshine Brosi	CH 205	4213
Exercise and Sport Science	Mr. Hunter Brakeall	PE 257	4464
Film Studies	Dr. Kevin Kehrwald	DH 317	4367
Finance, Financial Services	Dr. Carol Gaumer	FR 320	4052
Fine Arts	Dr. Travis English	FA 120	4941
Foreign Languages and Literature	Dr. Heather Cisneros	DH 207A	7690
Forestry	Dr. Sunshine Brosi	CH 205	4213
Geography	Dr. Richard Russo	GU 231	4053
Global Business	Dr. Carol Gaumer	FR 320	4052
Graphic Design	Dr. Travis English	FA 120	4941
Health and Physical Education	Dr. Rebecca Gallagher	PE 277	7401
Health Science	Dr. Karen Keller	CH 304	4174
History	Dr. Sally Boniece	DH 107	7496
Hospitality Management/Human Resources Management	Dr. Michael Monahan	FR 315	3090
Industrial & Organizational Psychology	Dr. Paul Bernhardt	GU 221	4410
Information Technology	Dr. Brad Rinard	CT 274D	4719
International Studies	Dr. Suzanne McCoskey	GC 236	4897
Interpretive Biology and Natural History	Dr. Thomas Lambert	CH 211	4167
Jazz Studies	Dr. Brent Weber	PA 202B	4116
Journalism	Mr. Andrew Duncan	DH 220	4241
Law, Law and Society, Law School Preparation	Dr. Scott Johnson	GC 137	7432
Leadership Studies	Dr. Elesha Ruminski	CT 348L	4480
Liberal Studies	Ms. Linda Steele	CH 238	4137
	Ms. Tamera Shockey	FR 319	4008
Management	Dr. Michael Monahan	FR 315	3090
Marketing	Dr. Carol Gaumer	FR 320	4052
Mass Communication	Dr. Keith Terry	CT 348M	4134
Mathematics	Dr. Justin Dunmyre	CT 244D	7086
Mechanical Engineering	Dr. Yi-Zun Julie Wang	CH 102	3208
Medical Technology Preparation	Dr. Benjamin Norris	CH 345	4157
Medicine, Dentistry, Optometry, Veterinary Medicine Preparation	Dr. Karen Keller	CH 304	4174
	Dr. William Seddon	CH 311	4707
	Dr. Matthew Crawford	CH 339C	4940
Music	Dr. Brent Weber	PA 202B	4116
Musical Theatre	Dr. Brent Weber	PA 202B	4116
Nursing, Nursing Preparation	Dr. Heather Gable	LH 210-3	4894
	Dr. Kara Platt	LH 216	4791
	Ms. Lindsey Staggers-Gardner	LH 221	3419
Occupational Therapy Preparation	Dr. Karen Keller	CH 304	4174
Pharmacy Preparation	Dr. Peggy Biser	CH 356	3193
Philosophy	Dr. Skott Brill	DH 111	4249
Physical Therapy Preparation	Dr. Melody Kentrus	PE 265	4415
Physics	Dr. Eric Moore	CH 122	4500
Political Science	Dr. Stephen Twing	GC 135	3097
PreK-12 Programs	Dr. Jodi Eirich	FR 129	4218
Psychology	Dr. Michael Murtagh	GC 217	4446
Public Relations	Mr. Andrew Duncan	DH 220	4241
Recreation and Parks Management	Dr. Natalia Buta	PE 252	4458
Small Business/Entrepreneurship	Dr. Michael Monahan	FR 315	3090
Secondary Teacher Education	Dr. Jodi Eirich	FR 129	4218
Secure Computing and Information Assurance	Dr. Brad Rinard	CT 274D	4719
Social Science	Ms. Linda Steele	CH 238	4137
Social Work	Dr. Terry Russell	7 American Ave	4691
Sociology	Dr. Robert Moore	7 American Ave	4995
Sustainability Studies	Ms. Tracy Edwards	GU 210	7596
Theatre	Ms. Nicole Mattis	PA 302B	3212
Wildlife and Fisheries	Dr. Thomas Lambert	CH 211	4167
Women's Studies	Dr. Jennifer Earles	7 American Ave	3198

College Deans and Department Chairs

College of Business

<i>Dr. Sudhir Singh, Dean</i>	GC 127..... 4093
<i>Dr. Thomas Sigerstad, Associate Dean</i>	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

<i>Dr. Boyce Williams, Interim Dean</i>	FR 203-5.. 4357
<i>Dr. Kim Rotruck, Associate Dean</i>	FR 203-2.. 4216
-Educational Professions, Dr. Sally Stephenson	FR 219.....4448
-Kinesiology and Recreation, Dr. Natalia Buta	PE 252.....4458

College of Liberal Arts and Sciences

<i>Dr. T. Kim Hixson, Dean</i>	CH 241..... 4120
<i>Dr. Cindy Herzog, Associate Dean</i>	CH 241..... 4142
<i>Dr. R. Scott Fritz, Associate Dean</i>	CH 247..... 7020
-Biology, Dr. David Puthoff	CH 212.....4172
-Chemistry, Dr. Robert Larivee	CH 351A.....4091
-Communication, Dr. Keith Terry	CT 348N.....4134
-Computer Science, Dr. Brad Rinard	CT 274D.....4719
-English and Foreign Languages, Dr. Sydney Duncan	DH 309.....4225
-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. Skott Brill	DH 1114249
-Physician Assistant Studies, Dr. Beth Smolko	USMH 303..... 240-527-2752
-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, Pullen Hall 140.....	4423
ADA/EEO Compliance Office, Hitchins Adm Bldg 329.....	4102
Administration & Finance, Hitchins Adm Bldg 309	4335
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President's Office, Hitchins Adm Bldg 218	4111
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University System of Maryland at Hagerstown.....	240-527-2060
Veterans Center, 150 Park Ave.....	301-687-4409

4 PAWS Information for Students

About PAWS

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

Accessing PAWS

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

Login Details

Username

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

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

Don't know your username?

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 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! (Callout for Academics menu)

Academic and Enrollment Information (Callout for Academics menu)

FERPA Release of Info (Callout for Academics menu)

FERPA Restrict Directory Info (Callout for Academics menu)

Billing Information (Callout for Finances menu)

Financial Aid Information (Callout for Finances menu)

Personal Information (Callout for Personal Information menu)

Current Schedule (Callout for This Week's Schedule table)

Check Holds (Callout for Holds section)

Enrollment Appointment (Callout for Enrollment Dates section)

Academic Advisor (Callout for Advisor section)

SEARCH FOR CLASSES (Callout for Search button)

Academics

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

This Week's Schedule

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

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

Finances

My Account

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

You have no outstanding charges at this time.

Personal Information

Contact Information

- Home Address
- Local Mailing Address
- Home Phone
- Campus E-mail
- other personal... ▼▶▶

Other Areas

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

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

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 28 - 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 28, 2019.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning on October 28, 2019, and ending December 4, 2019, 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 - 2020 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, 2019. After December 4, 2019 payment or enrollment in a payment plan must be completed within 48 hours of registration.**

In-Person Registration

*October 28 - 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 the ADA/EEO & Immigration Compliance Office, 329 Hitchins, 301-687-4102.
- 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/

8 Billing Information

Billing

Payment or enrollment in a payment plan is due by December 4, 2019. After the due date of December 4, 2019, payment is due within 48 hours of registration. The last day to register without a late fee is December 4, 2019.

Deregistration is from December 11 to December 18.

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

The University is offering a payment plan for Intersession 2020.*

To join:

-Complete an enrollment form, pay 1/3 of the total amount due, plus \$30 enrollment fee, by December 4, 2019 or within 48 hours of registration.

-1/3 by December 15, 2019

-1/3 by January 3, 2020

*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.

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, 2020

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.....	\$276
Out-Of-State.....	\$584
Regional Tuition.....	\$442

Graduate Tuition

(per credit hour)	
In-State.....	\$437
Out-Of-State.....	\$560

Nurse Practitioner Graduate Tuition

(per credit hour)	
In-State.....	\$490
Out-Of-State.....	\$670
Regional Tuition.....	\$553

Physician's Assistant Tuition

(per credit hour)	
In-State.....	\$516
Out-Of-State.....	\$750
Regional Tuition.....	\$616

Doctorate Tuition

(per credit hour)	
In-State.....	\$612
Out-Of-State.....	\$766

Fees, Non-Refundable

Application Fee (New Students Only) ..	\$45
Late Fee.....	\$30
(Late fee assessed after December 4, 2019)	
Returned Payment Fee	\$30
Phys. Assist. Prog. Fee.....	\$100/Semester
Technology Fee.....	\$15 per credit

Special Instruction Fees

All fees are per course unless otherwise noted.

<u>Accounting</u>	
305	\$25

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

<u>Biology</u>	
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

<u>Business Administration</u>	
BMIS 320	\$25

<u>Chemistry</u>	
100, 113, 201	\$20
202, 304, 305, 320, 411, 420, 421, 446, 456, 493, 499	\$25

<u>Computer Science</u>	
100, 110, 220, 330	\$25

<u>Developmental Mathematics</u>	
095	\$40
099	\$45

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

<u>Geography</u>	
103, 113, 413, 430, 433, 470	\$20
207, 340	\$25

<u>Mass Communications</u>	
101, 213, 250, 287, 313, 326, 350, 387, 465, 487, 488, 499	\$75

<u>Mathematics (Certain Sections)</u>	
119	\$40
350, 380, 432	\$45
236, 237	\$50

<u>Music Applied</u>	
389, 390	\$150
490	\$300

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

<u>Nursing</u>	
401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496	\$8 per credit
651	\$72 per credit
660, 665, 668, 670, 671	\$123 per credit
627, 632, 634, 636, 638	\$143 per credit
Master of Nursing Course Fees --	\$8 per credit

<u>Physician Assistant - DPAM</u>	
601, 602, 603, 641, 642, 643	\$140
695	\$395
700, 701, 702, 703, 704, 705, 706, 707	\$40
709	\$399

<u>Orientation</u>	
101	\$120

<u>Physical Science</u>	
101, 203	\$20

<u>Physics</u>	
215, 216, 261, 262, 263, 331, 332, 350	\$20
320, 492, 499	\$25

<u>Sociology/Social Work</u>	
310	\$25

<u>Theatre</u>	
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 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 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, 2019. 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, 2019 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 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
Go to Academic Information > Class Schedules > PAWS Course Search

Frostburg State University Undergraduate Registration Form - Intersession 2020

FSU ID	
Last Name, First Name, Middle I.	
Permanent Address	Phone
Local Address During Intersession	Phone
<p>If you are not registered at FSU for the Fall semester you must complete the Enrollment Permission Form. If you were ever dismissed by FSU, you must be readmitted by the Academic Standards Committee. Continuing Undergraduate Students - before you register, meet with your advisor for registration activation.</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 - 2020 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 2020 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 Online

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 \$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 Interession 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.**