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## Hagerstown Campus Information

### FSU Student Services:

Mrs. Kathy Griemsmann, FSU Program Manager,  
 USMH 305 ..... 240-527-2741  
 Fax: ..... 240-527-2782

**Office Hours**  
 Monday – Friday  
 8:30 A.M. - 4:30 P.M.

*All required forms and applications are available from the FSU Student Services Office.*

## Spring 2019 Academic Calendar

October 22	Registration Guidelines Booklet Available Online
Oct. 29 - Nov. 16	Spring 2019 Registration Period
December 17	Payment Due in Billing Office
January 21	M.L. King - Offices Closed
January 28	Classes Begin
Jan. 28 - Feb. 1	Drop/Add Period and Late Registration All unpaid accounts are charged \$60 for late fees.
February 1	Last Day to Add Courses
February 18	Last Day to File Pass/Fail Option
February 19	Unpaid Accounts Charged an Additional \$100 Late Fee
March 8	Last Day for ANY Grade Change for Fall 2018 and Intersession 2019 (including removal of incomplete grades)
March 16 - 24	Spring Break
March 25	Classes Resume
March 25	Fall 2019 Registration Guidelines Booklet Available Online
March 27	Last Day to Register for Six-Week 2 Intensive Online Courses
April 1	First Day of Six-Week 2 Intensive Online Courses
April 1	Summer 2019 Registration Begins
April 1 - 19	Fall 2019 Registration Period
April 5	Last Day to Withdraw From Undergraduate Courses With “W”
May 14	Last Day to Withdraw From Courses With “WF”
May 14	Last Day of Classes
May 15	Reading Day
May 16 - 17	Final Exams
May 18	Common Finals
May 20 - 22	Final Exams
May 23	Commencement (at Main Campus)

**USMH**.....240-527-2060

### Hagerstown Campus Contacts

Business Administration - *Dr. Martha Mattare* ..... 240-527-2747  
 Educational Professions - *Mrs. Cameron Dennison* ..... 240-527-2738  
 Liberal Studies - *Ms. Linda Steele* ..... 301-687-4137  
   - *Ms. Tamera Shockey* ..... 301-687-4008  
 Psychology - *Dr. Christopher Masciocchi*..... 240-527-2746

### Main Campus Administrative Offices

Admissions (Undergraduate) ..... 301-687-4201  
 Admissions (Graduate) ..... 301-687-7053  
 Financial Aid..... 301-687-4301  
 Registrar’s Office ..... 301-687-4346  
 Student Affairs ..... 301-687-4311  
 University and Student Billing..... 301-687-4321

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

### REGISTRATION DATES

**October 29 - December 17**  
*(No Late Registration Fee)*

**December 18 - February 1**  
*(With Late Registration and Late Payment Fee)*

### 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 registration processes:

- Registrations will take place through PAWS (24/7) beginning on October 29, 2018. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the USMH Information Desk.
- **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 your Enrollment Appointment, which is based on your total earned credits.
3. Check for Service Holds that may prevent you from registering.
4. Meet with your advisor to plan your schedule and be activated for registration.
5. List course numbers on the Registration Form provided in this booklet.
6. Register for Classes.

#### **Self Service > Student Center > Enroll**

- Select Enrollment Term - 2019 Spring.
- Click Continue.
- Select classes to add. Make sure to choose a Campus; Hagerstown or On-Line Courses.
- Classes will be placed in your Shopping Cart.
- When finished selecting classes click Proceed to Step 2 of 3.
- Click Finish Enrolling.
- Check the status of your request(s). Status must read success to be registered.
- When finished, click My Class Schedule to verify enrollment.

7. After December 17th, payment is due upon registration.

### Voice Relay Assistance

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

#### **Please Note:**

Plan to transact these functions in-person at the Hagerstown Campus during Registration and Drop/Add:

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

### DROP/ADD PROCEDURES

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

#### Drop/Add

**October 29 - February 1**

*(Without a "W")*

#### Withdraw from a Class

**February 2 - April 5**

*(With a "W")*

After April 6 all withdrawals must be initiated at the FSU Student Services Office. A grade of "WF" will be assigned at this time.

### Additional PAWS Features

#### Textbook Information

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

#### Mid-semester Warnings

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

#### Final Exams

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

#### Final Grades

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

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

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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 advising 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

### ***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](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 pointing to specific features:

- 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 at the bottom of the page.
- Current Schedule**: Points to the 'This Week's Schedule' table.
- Check Holds**: Points to the 'Holds' section on the right sidebar.
- Enrollment Appointment**: Points to the 'Enrollment Dates' section on the right sidebar.
- Academic Advisor**: Points to the 'Advisor' section on the right sidebar.

**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...

**This Week's Schedule Table:**

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

**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...

**Personal Information Section:**

- Demographic Data
- Emergency Contact
- Names
- User Preferences
- other personal...

**Contact Information Section:**

- Home Address
- Local Mailing Address
- Home Phone
- Campus E-mail

**Other Areas Section:**

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

**Right Sidebar:**

- 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
- details
- News and Voter Info
- Frostburg State Community Voter Registration
- FSU Systems
- Blackboard Login

## Graduation Information

### Applying for Graduation

A system-generated graduation date is entered for all students beginning their freshmen year for the National Student Clearinghouse. The Clearinghouse reports enrollment and anticipated graduation dates for all students at FSU for financial aid/student loan purposes. In most cases, this date is just an estimate and not a reflection of your actual graduation date. You may check your graduation date using PAWS. You should apply one year prior to graduation. You may apply for graduation using PAWS. Go to your Student Center > other academic > Apply for Graduation. You may also apply in person at the Student Services Office.

### Academic Requirements Report

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

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

Please direct any questions concerning your academic requirements report to your academic advisor.

### Student Academic Responsibility

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

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

Other academic regulations and procedures may change during the period of your enrollment, and it is your responsibility to know and follow the academic regulations and procedures currently in effect. All changes in regulations and procedures will be published in official University publications such as the Undergraduate and Graduate Catalogs, the Undergraduate Registration Guidelines and Graduate Schedule Booklet. Prior notice of changes will be provided. The current catalog may be accessed on the web: [www.frostburg.edu/ungrad/catalog.htm](http://www.frostburg.edu/ungrad/catalog.htm).

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

After you declare a major, you are assigned an advisor in that department. It is your responsibility to declare or change your major so that an appropriate advisor can be assigned. Forms for the declaration of a major, change of major, and change of advisors are available at the FSU Student Services Office.

### Commencement

To participate in commencement, you must have successfully completed, or be enrolled during the semester prior to the ceremony, in all course work required for you to complete your degree. If you complete your degree requirements in January or May, you are eligible to participate in the May commencement ceremony. If you complete your degree requirements in August or December, you are eligible to participate in the December ceremony. Exceptions to these rules require a written request to the Registrar's Office at least three weeks prior to the commencement ceremony, accompanied by evidence that you have enrolled in, and paid tuition for, course work that will meet the remaining requirements during the summer session immediately following May commencement or the January Intersession immediately following December commencement. Permission will be granted only if you have no more than two courses totaling no more than nine credits remaining to complete your degree and have a 2.0 cumulative FSU grade point average and a 2.0 cumulative FSU grade point average in your major at the time of the request, as determined by the official degree audit performed by the Registrar.

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

## 6 Academic Policies and Procedures

### Advising

Upon admission to the University you are assigned an advisor. Undergraduate students must have their advisor check their enrollment box prior to registering thru PAWS. Drop/Add Forms must be signed by your Advisor in order to be processed.

### Change/Declaring a Major

To declare or change a major or advisor, please go to the FSU Student Services Office at the Hagerstown Campus.

Once you have declared a major, you are assigned an advisor within the department of your intended major

### Course Overload

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

### Independent Study/Research Paper

If you are enrolling in an Independent Study or for a Research Paper, you must submit a completed Independent Study/Research Paper Form with the Course Registration Form. The form must be signed by the faculty supervisor of the project, the Department Chair and the Dean. This form may be obtained from the academic department offering the course.

### Insufficient Registration and Instructor Changes

The University will make every effort to offer scheduled courses. The University reserves the right, however, to cancel a course due to insufficient student registration. It also reserves the right to change instructors from those published in the course listings.

### Pass/Fail Option

To register for a course Pass/Fail (P/F), obtain your advisor's approval on the Pass/Fail Form and submit the form to the Registrar's Office by February 18, 2019.

Please refer to your catalog for the complete governing regulations.

### Undergraduates in Graduate Courses

Undergraduates may take no more than seven credits in graduate courses for graduate credit prior to completion of the bachelor's degree requirements. To enroll in a graduate course, you must be a senior with at least a 2.5 grade point average and must have the recommendation of your advisor and approval of the Graduate Office.

Please see the current Catalog for more details.

### 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.

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

### 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.

- 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/)

## 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.

## Grade Grievance Procedures

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

1. The only basis for filing a grievance under these procedures is arbitrary and capricious grading.
2. You must request that the Department Chair mediate the grade dispute no later than the 15th class day of the semester following the term in which the disputed grade was received (February 15, 2019, for grades received in fall 2018 or Intersession 2019).

3. If mediation does not resolve the dispute, you must file a written grievance with the instructor's school dean no later than the 30th class day of the following semester (March 8, 2019, for grades received in fall 2018 or Intersession 2019).

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

## 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.

## Call to Active Military Duty

A student called to active military duty during a national or international crisis or conflict should inform the University of the reason for his/her withdrawal prior to leaving, including presentation of copies of appropriate military orders, in order to benefit from special policies and procedures governing interruption of one's academic career for such military service. Please contact any one of the following persons, who will assist in facilitating your withdrawal and will contact other offices to insure that special exemptions concerning refunds and W or I grades are applied:

### Ms. Danielle Dabrowski, Coordinator

FSU Veterans Center, 150 Park Avenue  
Phone: 301-687-4409  
Fax: 301-687-4937  
E-mail: dldabrowski@frostburg.edu

### Dr. Thomas Bowling

Student Affairs, Hitchins 116  
Phone: 301-687-4311  
Fax: 301-687-4937  
E-mail: tbowling@frostburg.edu

### Registrar's Office

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

## 8 Academic Policies and Procedures

### Transferring Credits for Continuing Students

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

**If you have 0-89 total credits earned** (including previous transfer credits and credits in which you are currently enrolled at FSU or elsewhere), you must follow these procedures:

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

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

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

have a total of 90 or more credits:

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

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

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

### Distance Education

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

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

For information about distance learning opportunities, contact the Center for Instructional Technologies.

### Online Courses

Online courses at FSU allow students to pursue their degree requirements outside of the traditional classroom setting and can accelerate or enhance their time to degree. They also help students acquire the technical skills and learning strategies important to the pursuit of their academic and career goals. Courses taught online at FSU have most of their class materials (other than textbooks) available electronically and use the web as the

primary means of communication. These courses may require some on-site contact between students and the instructor (e.g., an orientation session or proctored testing) at various times throughout the academic term. Frostburg State University's online courses are open to all eligible students who are prepared to learn in an online environment.

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

### Six-Week 2 Intensive Online Courses

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

Mar. 27 Last day to register

Apr. 1 First day of class

Apr. 5 Last day to file pass/fail option

Apr. 30 Last day to withdraw with a W

May 14 Last day of classes

### Blended Courses

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



*Ebills are sent to registered students the week of November 19. Tuition, fees, and all previous balances are to be paid in full or acceptable financial arrangements made no later than December 17, 2018. No paper bills will be mailed. You must sign up for ebill through PAWS.*

## Payment of Account

It is in your best interest to pay by **certified check, treasurer's check, or cashier's check**. Please do not send cash by mail. Refunds are delayed by 15 days when you pay by personal check. If you receive Senatorial Scholarships (or other awards from the Maryland State Scholarship Board), National Defense Loans, Educational Opportunity Grants, and/or Other Grants those amounts are deducted. If an award is not made by November 13, this amount is unlikely to appear on the bill. In this case, notification is sent from the Financial Aid Office to the University and Student Billing Office. You may deduct this amount from the bill. If official notification is not received until after filing, you must pay the amount shown. A refund is made upon written request from the student.

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

The payment deadline is **December 17, 2018**. If payment is not received you may be deregistered from all classes, removed from previously assigned room and board services, where applicable, and your bill voided. **Deregistration is not a method of withdrawal. If you are not planning to attend after you register, you must officially withdraw.** Once deregistered, to attend classes at the University for the 2019 Spring Semester you must request housing, if required, reregister in person with appropriate signature, verify that financial aid is available, and pay the new bill immediately. A \$30 late registration fee and a \$30 late payment fee will be assessed. The \$60 non-refundable fees may not be deferred.

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

**E-bills are available through your PAWS Student Center. No bills are mailed.**

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

## Payee Designation

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

## Application Fee

First time FSU students, please include an additional separate check for the \$30.00 Application Fee, along with the completed Application Form.

## Employer Paid Tuition/Fees

Students must present written verification of employer's intent to pay during the period when bill payment is due. Student must also fill out a Deferred Payment Form (no charge) and pay any difference.

## Employee Tuition Remission

To take advantage of the employee and/or dependent tuition remission, obtain the form at the Office of Human Resources. Return the completed form to the University and Student Billing Office with the required approvals of the immediate supervisor and verification of employment by the Office of Human Resources. Failure to submit an employee tuition remission form makes you ineligible to take advantage of the remission and you will be billed the normal amount for your course(s). You must complete and have approved a waiver form every semester.

## Previous Balance

You must pay previous balances and obligations in full before registering and attending a subsequent semester.

A previous balance results in the withholding of a student's transcript and other University services.

## Credit Balances

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

## Payment Plan

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

## 4-Pay Plan\*

Enrollment in the 4-pay plan is for one semester. The total billed amount less anticipated financial aid is divided by four. Cost of the plan is \$45/semester. Fall due dates: August 1, September 1, October 1 and November 1. Spring due dates; January 1, February 1, March 1 and April 1.

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

All students with a balance due who are not enrolled in a payment plan, have 3rd party payment, or financial aid are assessed an additional late payment fee after February 19, 2018.

## STAFFORD LOANS

### Federal Stafford Loans

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

### Unsubsidized Federal Stafford Loans

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

### How to Apply

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

### Please Note:

Federal regulations require your written permission to deduct, from your financial aid on an **annual basis**, miscellaneous institutional charges such as library fines, etc. The form is available online through PAWS self-service accept/decline financial aid. If you choose **not** to complete the permission form, you will be responsible for paying the miscellaneous obligation(s) from personal funds by the bill payment deadline date. The University may not apply your loan funds to any charge(s) assessed to you in a prior award year.

## 10 Billing Information

### Undergraduate Tuition and Fees

Per Semester

#### TUITION

##### Full-Time (12 hours or more)

Tuition: In-State .....	\$3,300
Tuition: Out-of-State .....	\$10,160
Tuition: Regional Tuition .....	\$7,594

##### Part-Time (Under 12 hours)

Tuition: In-State (per credit hour) .....	\$272
Tuition: Out-of-State (per credit hour) .....	\$570
Tuition: Regional Tuition (per cr hr) .....	\$432

#### FEES

Activity Fee (per credit hour) .....	\$1
Technology Fee (per credit hour) .....	\$17

(Fees are non-refundable after February 1)

#### Other Fees, Non-Refundable

Application Fee .....	\$45
Returned Payment Charge .....	\$30
After published deadlines, you pay	
-Late Registration Fee .....	\$30
-Late Payment Fee .....	\$30
Preview Fee .....	\$125

#### 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

#### Chemistry

100, 113, 201 .....	\$20
202, 304, 305, 320, 411, 420, 421, 446, 456, 493, 499 .....	\$25
Computer Science 100, 110, 220, 330 .....	\$25

#### Developmental Mathematics

095 .....	\$40
100 .....	\$45

#### Engineering

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

#### Geography

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

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

401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496 .....	\$8 per credit hour
Orientation 101 .....	\$120
Physical Science 101, 203 .....	\$20

#### Physics

215, 216, 261, 262, 263, 331, 332, 350 .....	\$20
320, 492, 499 .....	\$25
Sociology - SOCI/SOWK 310 .....	\$25

#### Theatre

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

### Six-Week 2 Intensive Courses

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

### Tuition Refunds

1. If you are registered for a full schedule and drop courses after the end of the registration period, you are not entitled to a refund based on a credit-hour change.
2. The date on which the Withdrawal form is received by the Hagerstown Center or the Office of the Registrar determines the amount of the credit and/or refund (Postmarked date will be used for withdrawal received through the mail.)
3. The refund schedule on this page shows dates on which each proportionate refund applies. Please familiarize yourself with this policy before dropping a course or withdrawing from the University.
4. The Board Plan Fee is pro-rated weekly.
5. Any unpaid charges on a student's financial account with the University will be subtracted from the refund due prior to processing the refund request.
6. If you are dismissed by the University for disciplinary reasons, you are not entitled to a refund of tuition and fees.

7. You must request a refund in writing from the University and Student Billing Office.

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

### Refund Schedule

Tuition	Fees	Room	Dates
100%	*100%	**100%	Until 2-1-19
80%	None	None	Until 2-10-19
60%	None	None	Until 2-16-19
40%	None	None	Until 2-23-19
20%	None	None	Until 3-4-19
None	None	None	After 3-4-19

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

#### Note:

See information on page 7 concerning call to Active Military Duty.

See information on page 13 related to Implications of Withdrawal for Title IV Recipients.

### Charges for Collection Fees

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

If you register and fail to make payment or withdraw you will automatically be enrolled in a payment plan. A \$100 additional late payment fee, \$30 late registration and \$30 late payment will be assessed.

#### Please Note:

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

## FROSTBURG STATE UNIVERSITY FINANCIAL RESPONSIBILITY POLICY

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

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

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

**ONCE YOU REGISTER FOR COURSES, YOU ARE AFFILIATING WITH FROSTBURG STATE UNIVERSITY (FSU), AND YOU ARE A PARTY TO A CONTRACT WITH FSU AND TO THE TERMS AND CONDITIONS DESCRIBED ABOVE. YOU ARE FURTHER AGREEING THAT YOU HAVE READ, UNDERSTAND AND WILL BE BOUND BY SUCH TERMS AND CONDITIONS.**

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

### Law Governing Financial Aid and Withdrawal

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

### Implications Of Withdrawal From The University

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

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

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

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

### Financial Aid Satisfactory Progress Standards

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

### Procedures for Verification of Enrollment for Students

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

### Procedures for Verification of Enrollment for Companies and/or Organizations

Companies and/or organizations that need to inquire about degrees awarded or enrollment data may contact the National Student Clearinghouse directly at:

Web: [www.studentclearinghouse.org](http://www.studentclearinghouse.org)  
Phone: 703-742-4200  
Fax: 703-742-4239  
E-Mail: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)  
Mail: National Student Clearinghouse  
13454 Sunrise Valley Drive  
Suite 300  
Herndon, VA 20171

## **Textbook Ordering Procedures for Undergraduates Frostburg State University at USMH**

Textbooks may be purchased in person in the Bookstore on the Frostburg State University main campus or online at the Bookstore's web site.

The bookstore places orders for textbooks from publishers when they are received by the department/faculty who teaches the specific class. We do not stock textbooks until it is known what books are going to be used for the class. As the textbooks are received from the publishers, they are priced and put on sale. Typically textbooks for the upcoming semester are not available for sale more than two weeks prior to the first day of class.

If you choose to make your purchases in person, bookstore staff is always available for assistance. Please have your class schedule with you for faster service. Regular bookstore hours are Monday-Friday 8:00am to 4:15pm. During the first two weeks of the semester there are extended hours, usually until 6:30pm.

If you choose to make your purchases online, visit <http://bookstore.frostburg.edu> and choose textbooks, then follow the prompts to complete your order. Textbooks may be either shipped to you by UPS ground (shipping charges apply), picked up at USMH-Office 305, or picked-up in person in the bookstore. For USM Hagerstown pick-up and for using financial aid funds for textbook purchases, please contact Kathy Griemsmann for procedures, 240-527-2741. Please have your class schedule with you when you go online as the textbooks are listed by Dept. Course and Section Number. If your particular Section Number is not listed it is probably because we didn't receive a request from the department/faculty for a textbook.

# **WARNING!**

## **LOSS OF YOUR BOOKSTORE RECEIPT COULD BE HAZARDOUS TO YOUR POCKET BOOK!!**

RETURN POLICIES FOR SPRING 2019

### **Textbooks**

Full textbook refunds will be made for the Spring Semester through February 1, 2019\*. A **Receipt** is required for refunds. **No Receipt-No Refund!** These dates are for refunds for any reason including course drops, incorrect purchase, etc. New books will be accepted for full refund only if they are returned in new condition—no names or markings of any sort are accepted. If marked, the refund will be 75% of their original purchase price; the books will be resold as "used". Used books that were already marked will not be penalized for additional markings. Software packaged as part of a new textbook must be unopened and intact in order for the book to be considered new. Shrink-wrapped materials, such as cases or lab packages, may not be returned if opened unless class is cancelled. The shipping costs for books being returned for refund, is the responsibility of the person mailing the return. For check/cash refunds via the mail, the cost of a bank money order will be subtracted from the amount refunded.

\*Exception - For classes lasting two weeks or less, the last day for refunds is the day after the class begins.

### **Returns - Other Than Textbooks**

Full refunds for merchandise other than textbooks will be made up to 14 days from date of purchase if you present your receipt and the items are in original condition and intact original packaging. **No Receipt-No Refund!** Any item bought on clearance sale, is Non-Returnable for either refund or exchange. **Software** may be returned only if packaging is intact and unopened.

**Frostburg State University Bookstore, Lane Center**  
**Phone 301-687-4341**

*Remember to check out <http://bookstore.frostburg.edu>  
for special educational pricing on Microsoft Products and Computers.*

Frostburg State University at USMH - Spring 2019

FSU ID \_\_\_\_\_

Last Name, First Name, Middle I. \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Check this box if this is your first term enrolled at FSU.  
 Last Term you attended FSU Hagerstown Center: Spring \_\_\_\_ Summer \_\_\_\_ Fall \_\_\_\_

Check this box if your address or phone has changed since your last registration.  
 Bachelor's Degree Program in Which Enrolled (check one): \_\_ Business Administration \_\_ Early Childhood/Elementary Education  
 \_\_ Liberal Studies \_\_ Psychology

**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 Spring.
- Click Continue.
- Select classes to add. Make sure to choose a Campus - 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

\_\_\_\_\_ *Total Units*

I have read and understand the Statement of Financial Responsibility for Students.

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

\_\_\_\_\_ *Advisor Approval*  
 Required of all Undergraduate Students

For updated course information, please log into your PAWS account.

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/registrar-office](http://www.frostburg.edu/about-frostburg/Administrative-Offices/registrar-office)  
Go to Academic Information - Class Schedules - PAWS Course Search

For additional information or questions,  
contact FSU at the USMH Campus.

FROSTBURG STATE UNIVERSITY  
OFFICE OF THE REGISTRAR

**DROP/ADD FORM**

EFFECTIVE DATE
MO. DAY YR.

FSU ID NUMBER		NAME			
		LAST	FIRST	MIDDLE	
TERM	<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> WINTER <input type="checkbox"/> SUMMER	STUDENT SIGNATURE			

PLEASE RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR FOR PROCESSING

	DEPT ABBREV	COURSE NO.	SECTION NO.	COURSE TITLE	CREDITS	OFFICE USE	AUTH. SIGNATURE REQ'D
A D D							
D R O P							

CREDIT HOURS BEFORE CHANGE \_\_\_\_\_ AFTER CHANGE \_\_\_\_\_  
SIGNATURE OF ADVISOR (REQUIRED) \_\_\_\_\_

**Mail to: Frostburg State University at USMH**  
**32 West Washington Street**  
**Hagerstown, MD 21740**  
Attn: "Your Advisor's Name"