Visiting Students

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

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

Student Eligibility

The probation and dismissal policies stipulate that students on probation in the Fall may not register for Intersession courses. You could be dismissed after the Fall 2011 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.

Requests for Accommodations

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodations through the ADA/EEO Compliance Office, Hitchins 302, 301-687-4102.

Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 16, 2011, if a course is canceled.

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, since there is no refund after the registration deadline (December 9, 2011).

Library Hours

The library will remain open during Intersession 2012 according to the following schedule:

January 3 – 23, 2012
Mon. – Fri. 8:00 a.m. – 8:00 p.m.
Sat. 2:00 p.m.– 6:00 p.m.
Sun. 12:00 p.m.– 6:00 p.m.
Closed January 16 Martin Luther King Day.

Final Grades

Paper grades will not be mailed to students. Access the PAWS System for grades. Learner Services > Academics > Academic Record - View My Grades

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

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 their University email to another account, he or she is responsible for all information, including attachments, sent to the other email account.

Student Responsibilities

You will be 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.

Contents of this booklet are subject to change without notice.
Accounting
Ms. Sharon Robinson  FR 337  4388

Addictions Counselor Preparation
Dr. Megan Bradley GC 220  4194

African American Studies
Dr. Alemseged Abbay DH 106  4228

Athletic Training
Mr. John Wright PE 256  4477
Mr. Tony Zaloga PE 128  4497

Visual Arts
Ms. Jackie Brown FA 126A  4319

Biology
Dr. Richard Raesly CH 302  4713

Chemistry
Dr. Robert Larivee CH 351A  4091

Coaching
Dr. Troy Strieby PE 184  7021

Communication Studies
Dr. Elesha Ruminski PA 306  4480

Computer Information Systems
Dr. Brad Rinard LH 216A  4719

Computer Science
Dr. Brad Rinard LH 216A  4719

Criminal Justice (BTPS)
Dr. David Lewis GC 140  4097
Dr. Scott Johnson GC 137  7432

Cultural Anthropology
Dr. Kara Rogers-Thomas TH 211  3124

Dance
Ms. Nicole Mattis PA 310  3212

Dental Hygiene Preparation
Dr. Karen Keller CH 304  4174

Developmental Math Courses
Ms. Beth Stallings PH 150  4441

Earth Science
Dr. Fritz Kessler GU 230  4369

Economics
Dr. David Kiriazis GC 145  4386

Educational Professions
Dr. Gary Wakefield FR 221  4294

Engineering (Mechanical)
Dr. Yi-Zun Julie Wang CH 246  4298

Engineering (FSU)
Dr. Mohammed Eltayeb CH 426  4298

English
Dr. Sydney Duncan DH 309  4221

Environmental Analysis & Planning
Dr. Fritz Kessler GU 230  4369

Environmental Humanities
Dr. Charles Ewers DH 315A  4221

Environmental Policy
Dr. Stephen Hartlaub GC 141  4387

Ethnobotany
Dr. Sunshine Brosi CH 205  4213

Exercise and Sport Science
Dr. Fred Sargent PE 278  4488

Film Studies
Dr. Kevin Kehrvald DH 301C  4367

Foreign Languages & Literature
Dr. Maria-Luisa Sanchez FA 215  4378

Forestry
Dr. Daniel Fiscus CH 308  4170

Geography
Dr. Fritz Kessler GU 230  4369

Health & Physical Education
Dr. Art Siemann PE 259  4463

Health Promotion
Dr. Susan Gray PE 255  4475

Health Science Administration (BTPS)
Dr. Mary Gartner ADM 213  4212

History
Dr. Paul Charney DH 107  3120

Honors Program
Dr. Maureen Connelly Fuller Hse 4998

Information Technology
Dr. Brad Rinard LH 216A  4719

Information Technology Management
Dr. Mohsen Chitsaz GC 237  4787

International Studies
Dr. Sally Boniece DH 102A  4796

Interpretive Biology and Natural History
Dr. Sunshine Brosi CH 205  4213

Journalism
Dr. A. Franklin Parks DH 317  4088

Law and Society
Dr. Scott Johnson GC 137  7432

Law Bachelors/Juris Doctor Program
Dr. Scott Johnson GC 137  7432

Law School Preparation
Dr. Scott Johnson GC 137  7432

Leadership Studies
Dr. Elesha Ruminski PA 306  4480

Liberal Studies
Dr. Randall Rhodes CH 247  4047

Management
Dr. Michael Monahan FR 315  4375

Marketing and Finance
Dr. Carol Gaumer FR 320  4052

Mass Communication
Dr. John Lombardi GC 109-1  3013

Mathematics
Dr. Marc Michael DH 207C  4384

Medical, Dental, Optometry, Veterinary Preparation
Dr. Mary Mumper CH 347  4359

Music
Dr. Mark Gallgher PA 104  4381

Nursing (RN to BSN)
Ms. Heather Gable PA 127B  4894
Ms. Kara Platt PA 127E  4791

Nursing Preparation
Ms. Heather Gable PA 127B  4894
Ms. Kara Platt PA 127E  4791

Occupational Therapy Preparation
Dr. Karen Keller CH 304  4174

Orientation
Dr. Thomas Bowling ADM 116  4311

Pharmacy Preparation
Dr. Mary Mumper CH 347  4359

Philosophy
Dr. Jean-Marie Makang DH 111  4215

Physical Therapy Preparation
Dr. Art Siemann PE 259  4463

Politics
Dr. Mohammed Eltayeb CH 426  4298

Political Science
Dr. Stephen Twing GC 135  3097

Psychology
Dr. Kevin Peterson GC 207B  4193

Public Relations
Dr. A. Franklin Parks DH 317  4088

Recreation and Parks Management
Dr. Robert Kauffman PE 270  4474

Social Science
Dr. Todd Rosa FR 108  4338

Social Work
Dr. Terry Russell GC 022  4691

Sociology
Dr. Robert Moore GC 027  4724

Sustainability Studies
Dr. Henry Bullamore GU 234  4413

Theatre
Ms. Nicole Mattis PA 310  3212

Urban and Regional Planning
Dr. Henry Bullamore GU 234  4413

Wildlife and Fisheries
Dr. Sunshine Brosi CH 205  4213

Women’s Studies
Dr. Julie Hartman GC 030  3198
Dr. Randall Rhodes CH 247  4047
College of Business  
**Dr. Ahmad Tootoonchi, Dean**  
Guild Center 127 ........................................ 4019

**Dr. Sudhir Singh, Associate Dean**  
Guild Center 009 ........................................ 4019
- Accounting  
- Business Administration  
- Economics  
- Health Science Administration

College of Education  
**Dr. Clarence Golden, Interim Dean**  
Framptom 137 ........................................ 4294

**Dr. William Childs, Interim Associate Dean**  
Framptom 216 ........................................ 4294
- Athletic Training  
- Early Childhood/Elementary Education  
- Elementary Education  
- Exercise and Sport Science  
- Health and Physical Education  
- Recreation and Parks Management

College of Liberal Arts and Sciences  
**Dr. Joseph Hoffman, Dean**  
Compton Hall 241-C ................................ 4120

**Dr. Cindy Herzog, Associate Dean**  
Compton Hall 241-A ................................ 4120

**Dr. Randall Rhodes, Assistant Dean**  
Compton Hall 247 ..................................... 4120
- Art and Design  
- Biology  
- Chemistry  
- Communication Studies  
- Computer Information Systems  
- Computer Science  
- Criminal Justice  
- Earth Science  
- Engineering  
- English  
- Environmental Analysis and Planning  
- Ethnobotany  
- Foreign Languages & Literature  
- Geography  
- History  
- Information Technology  
- Information Technology Management  
- International Studies  
- Interpretive Biology and Natural History  
- Law and Society  
- Liberal Studies  
- Mass Communication  
- Mathematics  
- Mechanical Engineering (in collaboration with UMCP)  
- Music  
- Nursing (RN to BSN)  
- Philosophy  
- Physics  
- Political Science  
- Psychology  
- Social Science  
- Social Work  
- Sociology  
- Theatre  
- Urban and Regional Planning  
- Wildlife and Fisheries

**Administrative Offices**

**Director of Intercession, Ms. Sheila Pappas**  
Library 512 ........................................ 4423

- Academic Affairs, Hitchins 213 .......................... 4212
  - Academic Standards, Hitchins 213 .................. 4212
- Academic Computing, Pullen Hall ................... 7090
- Administrative Services, Hitchins 309 ............... 4335

- Admissions  
  - Undergraduate, Pullen 114 ......................... 4201
  - Graduate, Pullen 141 ................................ 7053
- Advising Center, Sand Spring Hall 124 ............... 3132
- Athletics, PE Cordts Center ........................... 4455
- Bookstore, Lane Center ................................ 4341
- Career Services, Sand Spring Hall ................... 4403
- Computing/PAWS Help Desk ......................... 7777
- Counseling and Psychological Services, Sand Spring Hall 4234
- Disability Support Services, Pullen 150 ............. 4483
- Diversity Center, Hitchins 122 ....................... 4050
- Financial Aid, Pullen 114 .............................. 4301
- Health Services, Brady Health Center ................ 4309
- International Students, Fuller House, 19 Braddock Road 4714
- Learning Assistance Center, Pullen 150 ............. 4441
- Lost and Found, University Police Department .... 4223
- Lane Center and Student Activities .................. 4411
- Library ................................................ 4395
- Programs for Academic Support and Study, Pullen 150 4441
- Provost’s Office, Hitchins 213 ......................... 4211
- Registrar’s Office, Pullen 144 ......................... 4346
  - Change of Grade/Removal of Incompletes ....... 4281
  - Registrar’s Assistant ............................... 4736
  - Registration, Drop/Add, Verification of Enrollment 3145
  - Transcript Clerk .................................... 3145
  - Undergraduate Graduation, Degree Audits, .......
  - Associate Registrar’s Assistant .................... 4736
- Residence Life, Annapolis Hall ......................... 4736
- Study Abroad, Fuller House, 19 Braddock Road .... 4714
- Tutoring Center, Pullen 150 .......................... 4066
- University and Student Billing, Pullen 148 ......... 4321
- University Police  
  - Emergencies ........................................ 4222
  - All other calls ....................................... 4223
- University System of Maryland at Hagerstown.... 240-527-2060
- Veterans Affairs, Sand Spring Hall .................. 4409
Important PAWS Information For Students

Accessing PAWS

Access PAWS from the Current Students Website at:  http://students.frostburg.edu OR directly from the PAWS URL at: http://paws.frostburg.edu.

Login Details

Username:
A username and password are required to log into PAWS.  Yours PAWS username matches your FSU email username, including the numerals.

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

If you do not know your FSU email username, please contact the FSU Help Desk on-campus at x7777 or off-campus at 301-687-7777.

Password
Initial password is as follows: first character of your first name in uppercase, followed by the first character of your last name in lowercase, followed by last 4 digits of your social security number.

Example: Js7785 for Joe Smith with social security number 353-54-7785.

Frostburg State University requires users to update their password on regular intervals. Passwords expire every 60 days.

Forgot your password?
To eliminate the risk of identity theft, the Help Desk staff will not reset your password over the phone.  You will be asked to show a photo ID to have your password reset.  Passwords will be reset in Pullen Hall 105C weekdays from 8:00am to 4:30pm, or online at http://www.frostburg.edu/computing/passwords.htm.

FSU ID and SSN

Students have been assigned a new FSU ID (also known as EmplID), which will be used as their primary identification code.  This ID will replace the use of the social security number as an identification code.  Students will keep their FSU ID throughout their educational career at FSU.  Please memorize or make note of this ID.

Browser Requirements

Internet Explorer 6 or higher on Windows XP and Windows Vista
Internet Explorer 5 or higher on Mac OS 10.3 and above
Safari 4 and higher on Windows XP, Vista and Mac OS 10.3 and above
Mozilla Firefox 3 or higher on Windows XP, Vista and Mac OS 10.3 and above

PC Requirements

PAWS will function on platforms meeting the manufacture’s minimum requirements for a given web browser and operating system combination.  You will experience better results if you have a workstation that exceeds the minimum requirements.
PAWS Quick Reference for Students

1. Access PAWS from the University Online Services Website at:  
   http://www.frostburg.edu/computing/onlineservices/ OR directly from the PAWS URL at:  http://paws.frostburg.edu/
2. Sign In.
3. Click Self Service.
4. Click Student Center.

PAWS Student Center

- Search Schedule of Classes
- Enroll in a Class
- Drop & Swap Classes
- View Grades
- Apply for Graduation
- View & Print Your Schedule
- View E-Bill
- Pay Your Bill
- Sign Out
- Check Holds
- View Enrollment Appointment
- Academic Advisor Information

PAWS Student Center Menu

- Search
  - Schedule
  - Self Service
  - Student Center

Search Schedule of Classes

Enroll in a Class

Drop & Swap Classes

View Grades

Apply for Graduation

View & Print Your Schedule

View E-Bill

Pay Your Bill

Sign Out

Check Holds

View Enrollment Appointment

Academic Advisor Information

We are unable to display your account at this time. To access this information, contact the help desk to complete your account profile.
6 Registration Procedures

PAWS Internet Registration System

**October 31 - December 9**
(No Late Fees)

**December 10 – January 4**
(With $30 Late Registration and $30 Late Payment Fee)

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 31, 2011.

Please note the following registration processes:

-Registrations will take place through PAWS (24/7) beginning on October 31, 2011, and ending December 9, 2011, to avoid late fees. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar’s Office.

-After December 9, 2011, you may change your schedule with the payment of the $30 Late Registration Fee.

-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 - 2012 Intersession.
   -Click Continue.
   -Select classes to add. Make sure to choose a Campus, Frostburg 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.
6. You must pay your bill at the time of registration or enroll in a payment plan (25% of total due + $30 fee) at time of 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 302.

In-Person Registration

**October 31 - December 9**
(No Late Fees)

**December 10 – January 4**
(With $30 Late Registration and $30 Late Payment 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. Registrations must be paid immediately, 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.

Payment is due at time of registration.
No bills are sent.
Billing

Payment is required at the time of registration. If your bill is not paid within 48 hours of registration, you will be deregistered. The last day to register without late fees is December 9, 2011. When you reregister after December 9, 2011, you must pay the late registration ($30) and late payment ($30) fees.

If you register after December 9, 2011 you are liable for the entire bill plus late fees.

The University is offering a payment plan for Intersession 2012. To join, a completed enrollment form plus 25% total amount due plus $30 enrollment fee are due within 48-hours of registration.

The due dates for the remainder of the plan -
- 25% by December 1, 2011
- 25% by December 15, 2011

Registration after December 1, 2011, require a 50% payment of total due plus $30 enrollment fee.

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

You may pay online using MasterCard, American Express, or Discover (a convenience fee applies) or ACH (electronic check) via PAWS. Phone payments: ACH 866-881-3015, Credit Cards 866-881-3016.

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.

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Tuition</strong></td>
<td></td>
</tr>
<tr>
<td>(per credit hour)</td>
<td></td>
</tr>
<tr>
<td>In-State</td>
<td>$219</td>
</tr>
<tr>
<td>Out-Of-State</td>
<td>$427</td>
</tr>
<tr>
<td><strong>Graduate Tuition</strong></td>
<td></td>
</tr>
<tr>
<td>(per credit hour)</td>
<td></td>
</tr>
<tr>
<td>In-State</td>
<td>$317</td>
</tr>
<tr>
<td>Out-Of-State</td>
<td>$386</td>
</tr>
<tr>
<td><strong>Undergraduate &amp; Graduate Fees</strong></td>
<td></td>
</tr>
<tr>
<td>(All fees are non-refundable)</td>
<td></td>
</tr>
<tr>
<td>Application Fee (New students only)</td>
<td>$30</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$30</td>
</tr>
<tr>
<td>(Late fees assessed after December 9, 2011)</td>
<td></td>
</tr>
<tr>
<td>Planning Fee (New students only)</td>
<td>$125</td>
</tr>
<tr>
<td>Technology Fee (Per Credit Hour)</td>
<td>$11</td>
</tr>
</tbody>
</table>

See Billing Chart Below on Next Page

Special Instruction Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 305</td>
<td>$25</td>
</tr>
<tr>
<td>ART 110</td>
<td>$10</td>
</tr>
<tr>
<td>ART 402, 421, 432, 440, 602, 621, 632, 640</td>
<td>$40</td>
</tr>
<tr>
<td>ART 207, 209, 212, 216, 221, 232, 240, 412, 416</td>
<td>$25</td>
</tr>
<tr>
<td>ART 452</td>
<td>$60</td>
</tr>
<tr>
<td>BIOL 109, 149</td>
<td>$20</td>
</tr>
<tr>
<td>BMIS 320</td>
<td>$25</td>
</tr>
<tr>
<td>CHEM 100, 101, 113</td>
<td>$20</td>
</tr>
<tr>
<td>COSC 100, 110, 220, 330</td>
<td>$25</td>
</tr>
<tr>
<td>DVMT 095, 100</td>
<td>$100</td>
</tr>
<tr>
<td>GEOG 103, 113</td>
<td>$20</td>
</tr>
<tr>
<td>IDIS 150 (Outdoor Leadership)</td>
<td>$115</td>
</tr>
<tr>
<td>MCOM 101</td>
<td>$20</td>
</tr>
<tr>
<td>MCOM 212, 213, 250, 313, 465, 499 (Audio Projects)</td>
<td>$30</td>
</tr>
<tr>
<td>MCOM 311, 487, 488, 499 (Video Projects)</td>
<td>$40</td>
</tr>
<tr>
<td>MATH102, 104, 209</td>
<td>$20</td>
</tr>
<tr>
<td>MUSA 390</td>
<td>$100</td>
</tr>
<tr>
<td>MUSA 490</td>
<td>$150</td>
</tr>
<tr>
<td>MUSC 315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340</td>
<td>$10</td>
</tr>
<tr>
<td>ORIE 101</td>
<td>$120</td>
</tr>
<tr>
<td>PHSC 101, 203</td>
<td>$20</td>
</tr>
<tr>
<td>PHYS 215, 261</td>
<td>$20</td>
</tr>
<tr>
<td>SOCI/SOWK 310</td>
<td>$25</td>
</tr>
</tbody>
</table>

Refunds – Tuition Only
- 100% Through December 9, 2011
- No Refunds After December 9, 2011

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. As you know, if you withdraw from the course even on the first day of class, you will not be eligible for a refund.
### In-State Charges | Out-Of State Charges

**Registration – No Late Fees**

*(Registration and Payment By December 9, 2011)*

<table>
<thead>
<tr>
<th>No. Credits</th>
<th>Graduate Total Payment</th>
<th>Undergraduate Total Payment</th>
<th>No. Credits</th>
<th>Graduate Total Payment</th>
<th>Undergraduate Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$328</td>
<td>$230</td>
<td>1</td>
<td>$397</td>
<td>$438</td>
</tr>
<tr>
<td>2</td>
<td>$656</td>
<td>$460</td>
<td>2</td>
<td>$794</td>
<td>$876</td>
</tr>
<tr>
<td>3</td>
<td>$984</td>
<td>$690</td>
<td>3</td>
<td>$1191</td>
<td>$1314</td>
</tr>
<tr>
<td>4</td>
<td>$1312</td>
<td>$920</td>
<td>4</td>
<td>$1588</td>
<td>$1752</td>
</tr>
<tr>
<td>5</td>
<td>$1640</td>
<td>$1150</td>
<td>5</td>
<td>$1985</td>
<td>$2190</td>
</tr>
<tr>
<td>6</td>
<td>$1968</td>
<td>$1380</td>
<td>6</td>
<td>$2382</td>
<td>$2628</td>
</tr>
</tbody>
</table>

### Late Registration and Late Payment Fees

*($30 each) Assessed (Registration and Payment December 10, 2011 – January 4, 2012)*

<table>
<thead>
<tr>
<th>No. Credits</th>
<th>Graduate Total Payment</th>
<th>Undergraduate Total Payment</th>
<th>No. Credits</th>
<th>Graduate Total Payment</th>
<th>Undergraduate Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$388</td>
<td>$290</td>
<td>1</td>
<td>$457</td>
<td>$498</td>
</tr>
<tr>
<td>2</td>
<td>$716</td>
<td>$520</td>
<td>2</td>
<td>$854</td>
<td>$936</td>
</tr>
<tr>
<td>3</td>
<td>$1044</td>
<td>$750</td>
<td>3</td>
<td>$1251</td>
<td>$1374</td>
</tr>
<tr>
<td>4</td>
<td>$1372</td>
<td>$980</td>
<td>4</td>
<td>$1648</td>
<td>$1812</td>
</tr>
<tr>
<td>5</td>
<td>$1700</td>
<td>$1210</td>
<td>5</td>
<td>$2045</td>
<td>$2250</td>
</tr>
<tr>
<td>6</td>
<td>$2028</td>
<td>$1440</td>
<td>6</td>
<td>$2442</td>
<td>$2688</td>
</tr>
</tbody>
</table>

Spring financial aid may not be used for Intersession.
Frostburg State University Undergraduate Registration Form - Intersession 2012

FSU ID

Last Name, First Name, Middle I.

Permanent Address          Phone

Local Address During Intersession        Phone

If you are not registered at FSU for the Fall semester you must complete the Enrollment Permission Form.
If 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.

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 - 2012 Intersession.
   -Click Continue.
   -Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, or On-Line.
   -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

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catlg Nbr</th>
<th>Sect</th>
<th>Units</th>
<th>Days</th>
<th>Times</th>
<th>Dept Appr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).
Intersession 2012 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 Intersession, but such permission in no way constitutes admission to any program of the University. Graduate students must complete an Application For Graduate Study. Re-entry students must complete a Re-entry Application with the Admissions Office.

I am currently a student at: ________________________________

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

Name _____________________________ Social Security No. __________________

Permanent Address
Street
City __________________________________ State __________________ Zip __________
County ____________________________ Phone Number __________________

Intersession Address __________________________ Phone Number __________________

Birth Date ____________________________

Citizenship: U.S. (Yes/No) ☐ Other __________________ Visa Type __________ Exp. Date __________
Country __________________________

How did you hear about opportunities at FSU? Indicate ALL that apply.
☐ Admissions Counselor Visited My School ☐ Facebook ☐ Postcard
☐ Alumni ☐ Friends ☐ Radio ☐ Restaurant
☐ Brochure ☐ Guidance Counselor ☐ Internet Search ☐ Theatre
☐ College Fair ☐ Magazine ☐ Newspaper ☐ TV
☐ Employer ☐ Magazine ☐ TV ☐ Other - Please Explain
☐ Family ☐ Newspaper

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 Intersession Enrollment Permission Form

In-Person: Upon completion of this form, submit it to the University and Student Billing Office, Pullen Hall 148, where you will pay the $30 application fee (fee is waived if you already have been admitted for the following fall or spring semester). The form then is to be taken to the Office of Admissions, Pullen Hall 114, where it will be processed. You will proceed to the Office of the Registrar, Pullen Hall 144, and complete the Registration Form and then report to the University and Student Billing Office, Pullen Hall 148, where you will pay your bill.

Mail-In: Upon completion of the form, mail it, along with registration form, payment of tuition and fees (included in the Intersession Booklet), plus $30 for the application fee, to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-1099. Two separate checks are required: one for the application fee and another check for tuition and other fees.
INTERSESSION 2012
January 3 – 23

Check-In - January 2, 2012
1:00 P.M.

On-Campus housing is offered during Intersession. You must complete the application below and submit it to the Residence Life Office by December 9, 2011. If you are currently living on campus, you will not necessarily be housed in your current assignment during Intersession. Due to limited staff at this particular time, we may be consolidating Intersession residents into one residence hall.

The fee for on-campus housing for Intersession will be $313 for a double and $408 for a single. Singles will only be available if space permits.

There are no meals offered in Chesapeake Hall or Appalachian Station during Intersession. Students are responsible for their own meals. Microfridge units are provided in each room; this is a small microwave, refrigerator and freezer unit.

---

**PLEASE PRINT:**

Name ____________________________ PAWS ID # ____________________________

Home Address ____________________________ Campus Address ____________________________

Home Phone ____________________________ Campus Phone ____________________________

Cell Phone ____________________________ E-Mail ____________________________

Request: *Single ______ Double ______

*Singles available only if space permits.

**NOTE: No smoking is permitted in Frostburg State University residence halls.

---

For Office Use Only

Date Received: ____________________________ Assignment: ____________________________
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

System Requirements

The Blackboard Learning System is a web-based learning environment which students log onto via an Internet browser. Students and instructors navigate the University Blackboard web site according to standard web site practices. Therefore, there are certain minimum software requirements that a user’s computer must meet in order for them to navigate and utilize Blackboard courses successfully. All computers available in the student computer labs on campus meet these software requirements.

Refer to www.frostburg.edu/blackboard/requirements.cfm for specific requirements and recommendations of Internet, Hardware, Software, and Browsers.

How to find On-Line Courses in PAWS

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

Registration Information

• The registration deadline is December 9, 2011. Registration after this date carries a late registration/payment penalty of $60.

• 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 for intersession courses must be made at time 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.