Welcome to Frostburg State University’s Summer Session. Summer Session is designed for FSU students (undergraduate and graduate), students from other higher education institutions, high school students, and adults from the general public who seek higher education as a means for professional and personal development.

Affirmative Action/Equal Opportunity Policies
Frostburg State University is an Affirmative Action/Equal Opportunity institution with respect to both education and employment. The University’s policies, programs, and activities are committed to diversity and conform to pertinent federal and state non-discrimination laws and regulations.

The University maintains the following non-discrimination policies: Affirmative Action/Equal Employment Opportunity Policy; Sexual Harassment Policy; Non-Discrimination/Equal Opportunity Policy. These policies are located in the FSU Catalog, student handbook Pathfinder, Employee Handbook, Faculty Handbook, Administrative Handbook, and the University’s Allegation of Discrimination/Harassment Procedures. Most policies appear on-line at www.frostburg.edu/admin/policies/fsupolicies.htm. University students and employees should direct any inquiries regarding Affirmative Action or an allegation of discrimination/harassment to the ADA/EEO Compliance Office, to the Diversity Center, or to the Office of Human Resources.

Requests for Accommodations
FSU 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, TDD (301) 687-7955.

Please Note:
There are multiple sessions for Summer 2012.
Be sure to register for the correct session.

Summer Session bills for all Sessions are due upon registration or you must enroll in a payment plan.
If your bill is not paid or you are not enrolled in a payment plan within 48 hours of registration, you will be de-registered.

Fall Financial Aid may not be used for Summer Sessions.
## Calendars

### Summer Session 2012 Calendars

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<th>Session</th>
<th>Dates</th>
<th>Key Dates</th>
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<td><strong>4 Week Session 1 (May 21 - June 15)</strong></td>
<td>April 2 - Registration begins July 2 - First day of classes (day and night classes)</td>
<td>April 2 - Registration begins May 4 - Registration deadline (without late fees) May 5 - May 22 - Late registration ($60 late fees assessed) May 9 - Cancellation date for classes with insufficient enrollment May 21 - First day of classes (day and night classes) May 22 - Last day to add a class May 22 - Last day to withdraw with 100% tuition May 24 - Last day to file Pass/Fail Form May 28 - Memorial Day - Offices Closed - No Classes May 30 - Last day to withdraw with “W” - Graduate Students June 5 - Last day to withdraw with “W” - Undergraduate Students June 15 - Last day to withdraw with “WF” June 15 - Last day of classes</td>
</tr>
<tr>
<td><strong>4 Week Session 2 (June 18 - July 13)</strong></td>
<td>April 2 - Registration begins June 2 - Registration deadline (without late fees)</td>
<td>April 2 - Registration begins June 15 - Registration deadline (without late fees) June 16 - July 5 - Late registration ($60 late fees assessed) June 20 - Cancellation date for classes with insufficient enrollment July 2 - First day of classes (day and night classes) July 5 - Last day to add a class July 5 - Last day to withdraw with 100% tuition July 9 - Last day to file Pass/Fail Form July 17 - Last day to withdraw with “W” - Graduate Students July 25 - Last day to withdraw with “W” - Undergraduate Students August 10 - Last day to withdraw with “WF” August 10 - Last day of classes</td>
</tr>
<tr>
<td><strong>4 Week Session 3 (July 16- August 10)</strong></td>
<td>April 2 - Registration begins June 29 - Registration deadline (without late fees)</td>
<td>April 2 - Registration begins June 29 - Registration deadline (without late fees) June 30 - July 17 - Late registration ($60 late fees assessed) July 5 - Cancellation date for classes with insufficient enrollment July 16 - First day of classes (day and night classes) July 17 - Last day to add a class July 17 - Last day to withdraw with 100% tuition July 19 - Last day to file Pass/Fail Form July 25 - Last day to withdraw with “W” - Graduate Students July 31 - Last day to withdraw with “W” - Undergraduate Students August 10 - Last day to withdraw with “WF” August 10 - Last day of classes</td>
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<tr>
<td><strong>6 Week Session 1 (May 21 - June 29)</strong></td>
<td>April 2 - Registration begins May 4 - Registration deadline (without late fees) May 5 - May 23 - Late registration ($60 late fees assessed) May 9 - Cancellation date for classes with insufficient enrollment May 21 - First day of classes (day and night classes) May 23 - Last day to add a class May 23 - Last day to withdraw with 100% tuition May 25 - Last day to file Pass/Fail Form May 28 - Memorial Day - Offices Closed - No Classes June 5 - Last day to withdraw with “W” - Graduate Students June 13 - Last day to withdraw with “W” - Undergraduate Students June 29 - Last day to withdraw with “WF” June 29 - Last day of classes</td>
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<tr>
<td><strong>6 Week Session 2 (July 2 - August 10)</strong></td>
<td>April 2 - Registration begins June 15 - Registration deadline (without late fees)</td>
<td>April 2 - Registration begins June 15 - Registration deadline (without late fees) June 16 - July 5 - Late registration ($60 late fees assessed) June 20 - Cancellation date for classes with insufficient enrollment July 2 - First day of classes (day and night classes) July 5 - Last day to add a class July 5 - Last day to withdraw with 100% tuition July 9 - Last day to file Pass/Fail Form July 17 - Last day to withdraw with “W” - Graduate Students July 25 - Last day to withdraw with “W” - Undergraduate Students August 10 - Last day to withdraw with “WF” August 10 - Last day of classes</td>
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<tr>
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<td>April 2 - Registration begins May 4 - Registration deadline (without late fees) May 5 - 23 - Late registration ($60 late fees assessed) May 9 - Cancellation date for classes with insufficient enrollment May 21 - First day of classes (day and night classes) May 23 - Last day to add a class May 23 - Last day to withdraw with 100% tuition May 28 - Memorial Day - Offices Closed - No Classes June 22 - Last day to withdraw with “W” - Graduate Students July 4 - Independence Day - Offices Closed - No Classes July 9 - Last day to withdraw with “W” - Undergraduate Students August 10 - Last day to withdraw with “WF” August 10 - Last day of classes</td>
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Summer Session bills for all Sessions are due upon registration or you must enroll in a payment plan.
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<th>Office Location</th>
<th>Phone</th>
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<td>Dr. Susan Gray</td>
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<td>Health Science Administration (BTPS)</td>
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<td>Dr. Paul Charney</td>
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<td>Honors Program</td>
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<td>Fuller Hse 4998</td>
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<td>Women’s Studies</td>
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<td>Dr. Randall Rhodes</td>
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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
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- Early Childhood/Elementary Education
- Elementary Education
- Exercise and Sport Science
- Health and Physical Education
- Recreation and Parks Management

College of Liberal Arts and Sciences
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Dr. Cindy Herzog, Associate Dean
Compton Hall 241-A ........................................................4120

Dr. Randall Rhodes, Assistant Dean
Compton Hall 247............................................................4120
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- 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 Summer Session, Ms. Sheila Pappas
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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. Your 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
All Students

Important Message on Registration Deadline and Financial Obligation

You must register and pay for summer session courses or enroll in a payment plan by the deadlines listed on the Summer Session Calendar. If you register or change your schedule after this date, you will be assessed a late registration fee and a late payment fee totaling $60. Once you are registered and if you choose not to attend, you must submit an official Withdrawal Form to the Registrar’s Office. Official withdrawal from all courses in any summer session on or after the first day of classes obliges you to pay a prorated portion or the entire amount of the bill (see Refund Schedule page 10).

Course Load

You may register for two courses, or a maximum of seven semester hours of credit per session. If you are on Academic Probation, you cannot register for the third four week session.

Distance Education (DE)

FSU’s distance education program uses live interactive video and multimedia technology to transmit learning activities to and from up to three geographically distinct locations in real time (without delay).

Instructors will be available for individual teleconference time at the beginning and end of each class period. Instructors originate a portion of the classes from each site.

A student facilitator at each classroom site will provide support by setting up and operating the system components and assisting instructors with course materials and proctoring exams.

See the course offerings listed as “telecourse.”

These are not on-line courses. See Page 16 for on-line course information.

Independent Study/Research Paper

For independent studies, research papers or projects, you must submit your completed proposal form when you register. The proposal form requires approval signatures by the faculty supervisor and the Department Chair. These forms may be obtained from the academic department chair.

Final Grades

Paper grades are not mailed to students. Access the PAWS System for grades. If you need an official copy of your grades, you will need to order a transcript.

Graduate Students

Permission to Register

Graduate courses may be taken toward completion of one of the master’s degree programs, credit beyond the master’s degree, master’s equivalency, or professional development as a non-degree student.

All graduate students must file an Application for Graduate Study. You may obtain an application from the Office of Graduate Services, Pullen Hall, Room 141, phone 301-687-7053. Should 18 months elapse without a registration, you must submit a new application.

Advisement

You are assigned an advisor upon admission. Assistance is also available from the Department Chair and Graduate Program Coordinator. A student enrolled in the Biological Sciences Programs must meet with his/her Advisor for registration activation.

Undergraduate Students

Permission to Register

Students having regular admission to the University may enroll in the Summer Session. If you are from another college or university, a high school student entering your senior year, or an area adult, you may register for Summer Session by completing the Summer Session Enrollment Permission Form and Registration Form (included in this booklet). This form contains instructions for processing. If you are a high school student who will become a senior in the next school year, you must obtain a recommendation from your high school counselor or principal.

Permission to enroll in the Summer Session in no way constitutes admission to undergraduate programs at the University.

Advisement

Before you register you must meet with your Advisor for registration activation.

Course Repetition and Grading

Any course taken at Frostburg State University for the Core Skills Requirements of the General Education Program must be repeated until a satisfactory grade is achieved - at least a C in all courses.

A course may be counted toward graduation requirements only once regardless of how many times it is repeated unless the officially approved course description states that the course can be repeated for credit.

Beginning with courses repeated in fall 2007 and after, when you repeat coursework in which you earned a grade of A, B, C, D, F, FX or WF, the last grade earned, whether higher or lower, will count in your cumulative grade point average. Only a grade of A, B, C, D, F, FX, WF, or P (in courses where all students are graded P/F) can replace the previous grade earned. The earlier grade will continue to appear on your transcript, but the credit hours attempted or earned and the grade earned in the previous attempt will not be used in calculating the cumulative grade point average and cumulative credits. The coursework must be repeated at Frostburg State University.
Registration Information Procedures

REGISTRATION PROCEDURES

PAWS Internet Registration System
Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, the Schedule of Classes, registration time period (Enrollment Appointment) and register for classes using this system. Go to http://paws.frostburg.edu/students to log-in.

Please note the following:

- Most registrations will take place through PAWS (24/7) beginning on April 2, 2012. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar’s Office.
- All Undergraduate students and Graduate Biological Science students must contact their advisor prior to attempting to register so that he or she can authorize registration. Make sure to check for prerequisites with your Advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits and/or course prerequisites where applicable.
- If you are on Academic Probation, you cannot register for the Third Four Week Session.

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Undergraduate students and Graduate Biological Science students meet with your advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.
   Self Service > Student Center > Enroll
   - Select Enrollment Term - 2012 Summer.
   - Click Continue.
   - Select classes to add. Make sure to choose a Campus: Frostburg, 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.
6. Pay your bill or enroll in a payment plan.

Mail-In Registration

If you register by mail, your registration must be received postmarked by the deadlines. You should mail your Summer Session Course Registration Form and payment or payment plan form to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-1099.

Registrations by mail will not be accepted without the payment or payment plan form enclosed.

Any registrations received with a postmark dated after the Registration Deadline for that session, must pay late fees of $60. Use the chart on page 11 to calculate your bill.

Workshop Courses: Registration and Withdrawal
The policies and procedures for workshops will be the same as those of the session in which the workshop is scheduled.

Important Notice about Course Prerequisites
PAWS will check to be sure that you have successfully completed all prerequisite courses before allowing you to register in a subsequent course. Students and advisors should check current prerequisites during course selection. The prerequisites listed in course descriptions in the current Undergraduate Catalog apply to all students.
## Financial Information

### Tuition and Fees

**Tuition (In–State)**

- Undergraduate: $219 per credit
- Graduate: $317 per credit

**Tuition (Out–of–State)**

- Undergraduate: $427 per credit
- Graduate: $386 per credit

### Mandatory Fees, Non-Refundable

- University Fee: $60
- Technology Fee: $11 per credit
- University Fee: $60

### Other Fees, Non-Refundable

- Application Fee: $30
- Late Registration Fee: $30
- Returned Check Fee: $30
- Parking: see page 12 for details

### Special Instruction Fees

- Accounting 305: $25
- Biology 109, 149: $20
- Chemistry 100, 101, 113: $20
- Computer Science 100, 110, 220: $25
- Dev. Math - DVMT 095, 100: $100
- Geography 103, 113, 207, 340, 413, 430: $20
- Mass Communications 101: $20
- Mathematics 102, 104, 209: $20

### Music Applied

- 390: $100
- 490: $150
- 315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340: $10
- Orientation 101: $120
- Physical Science 101, 203: $20
- Physics 215, 261: $20
- Sociology - SOCI/SOWK 310: $25

### 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.

### Payment Plan Option

You must fill out a form in the Billing Office to request a payment plan. You will then make payments are follows:

- Upon registration 1/3 of tuition and fees, plus a $30 enrollment fee are due.
- The second 1/3 of tuition and fees June 6, 2012.
- The final payment of tuition and fees July 6, 2012.

Any payment received more than five days after the due date is subject to a $10 late payment penalty. Once enrolled in a payment plan you must drop/withdraw from a course to be removed.

### Charges for Collection of Fees

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

If a previous balance is due, transcripts are withheld pending payment and further registration is not allowed.

### Fall Financial Aid

may not be used to pay for summer session enrollment.
Course Cancellation

While the University makes every effort to offer the courses listed in the schedule, the University reserves the right to cancel a course because of insufficient enrollment or other unforeseen circumstances. Every effort will be made to phone students registered in classes when cancellations occur. **Be certain to record your telephone number on the Summer Session Registration Form or verify your address and phone number in PAWS.** Refer to the Summer Session Calendar (page 2) for cancellation dates.

In the event a course is cancelled by the University, you must write the University and Student Billing Office to request a refund for the course. Otherwise, the refund amount will be applied to your subsequent semester’s account.

Course Withdrawal

You are responsible for your own course withdrawals. No instructor can take care of it for you. To withdraw from a course officially, you must report to the Registrar’s Office for processing or mail the enclosed Drop/Add Form (below) to the Registrar’s Office. A mailed Drop/Add Form must include signatures (for undergraduate students) from you and your advisor. The course withdrawal will be effective on the date the form is received by the Registrar’s Office or date postmarked if mailed. In–person course withdrawal forms must be signed by the instructor and advisor.

If you wish to withdraw from an on-line course, you may fax a written request or the Drop/Add Form below to the Registrar’s Office (301-687-4597). In this case, your signature will be the only one required.

Withdrawal Dates

Last date to Withdraw without a “W”:

**Undergraduate and Graduate Students**
- May 22 – 4 Week Session 1
- June 19 – 4 Week Session 2
- July 17 – 4 Week Session 3
- May 23 – 6 Week Session 1
- July 5 – 6 Week Session 2
- May 23 – 12 Week

Last date to Withdraw with a “W”:

**Undergraduate Students**
- June 5 – 4 Week Session 1
- July 3 – 4 Week Session 2
- July 31 – 4 Week Session 3
- June 13 – 6 Week Session 1
- July 25 – 6 Week Session 2
- July 9 – 12 Week

**Graduate Students**
- May 30 – 4 Week Session 1
- June 27 – 4 Week Session 2
- July 25 – 4 Week Session 3
- June 5 – 6 Week Session 1
- July 17 – 6 Week Session 2
- June 22 – 12 Week

Failure to withdraw officially from a course will result in a grade of “FX.” The grades of “WF” and “FX” are included in G.P.A. computations. See Refund Schedule to see if a refund applies.

Refunds and Course Withdrawal

Please be advised that if you officially withdraw on or after the first day of class, it will cost you money (See Refund Schedule).

In the case of courses offered in a format different than the standard six-week session, the refund schedule for the session in which the course falls is applied.

You are responsible for making an official withdrawal from class. Your signed Drop/Add Form is effective on the date received by the Registrar’s Office or the date postmarked if mailed.

Fees are non-refundable.

**Refund Schedule**

<table>
<thead>
<tr>
<th>Session</th>
<th>Tuition Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4 Week - Session 1</strong></td>
<td>100% tuition</td>
<td>May 22</td>
</tr>
<tr>
<td></td>
<td>80% tuition</td>
<td>before May 28</td>
</tr>
<tr>
<td></td>
<td>40% tuition</td>
<td>before May 31</td>
</tr>
<tr>
<td></td>
<td>no refund</td>
<td>May 31 and after</td>
</tr>
<tr>
<td><strong>4 Week - Session 2</strong></td>
<td>100% tuition</td>
<td>June 19</td>
</tr>
<tr>
<td></td>
<td>80% tuition</td>
<td>before June 24</td>
</tr>
<tr>
<td></td>
<td>40% tuition</td>
<td>before June 28</td>
</tr>
<tr>
<td></td>
<td>no refund</td>
<td>June 28 and after</td>
</tr>
<tr>
<td><strong>4 Week - Session 3</strong></td>
<td>100% tuition</td>
<td>July 17</td>
</tr>
<tr>
<td></td>
<td>80% tuition</td>
<td>before July 22</td>
</tr>
<tr>
<td></td>
<td>40% tuition</td>
<td>before July 26</td>
</tr>
<tr>
<td></td>
<td>no refund</td>
<td>July 26 and after</td>
</tr>
<tr>
<td><strong>6 Week - Session 1</strong></td>
<td>100% tuition</td>
<td>May 22</td>
</tr>
<tr>
<td></td>
<td>80% tuition</td>
<td>before May 28</td>
</tr>
<tr>
<td></td>
<td>40% tuition</td>
<td>before June 3</td>
</tr>
<tr>
<td></td>
<td>no refund</td>
<td>June 3 and after</td>
</tr>
<tr>
<td><strong>6 Week - Session 2</strong></td>
<td>100% tuition</td>
<td>July 3</td>
</tr>
<tr>
<td></td>
<td>80% tuition</td>
<td>before July 9</td>
</tr>
<tr>
<td></td>
<td>40% tuition</td>
<td>before July 16</td>
</tr>
<tr>
<td></td>
<td>no refund</td>
<td>July 16 and after</td>
</tr>
<tr>
<td><strong>12 Week - Session</strong></td>
<td>100% tuition</td>
<td>May 22</td>
</tr>
<tr>
<td></td>
<td>80% tuition</td>
<td>before May 28</td>
</tr>
<tr>
<td></td>
<td>40% tuition</td>
<td>before June 3</td>
</tr>
<tr>
<td></td>
<td>no refund</td>
<td>June 3 and after</td>
</tr>
</tbody>
</table>
## Calculate Tuition and Fees

### UNDERGRADUATE

| In-State      | $219 x _____ no. of credits = |  
| Out-of-State  | $427 x _____ no. of credits = |  
| +Technology Fee | $11 x _____ no. of credits = |  
| +University Fee | +60 |  

**TOTAL DUE UPON EARLY REGISTRATION**

| Late Fees | +60 |  

**TOTAL DUE WITH LATE REGISTRATION**

### GRADUATE

| In-State      | $317 x _____ no. of credits = |  
| Out-of-State  | $386 x _____ no. of credits = |  
| +Technology Fee | $11 x _____ no. of credits = |  
| +University Fee | +60 |  

**TOTAL DUE UPON EARLY REGISTRATION**

| Late Fees | +60 |  

**TOTAL DUE WITH LATE REGISTRATION**

---

**Frostburg State University**  
**Office of the Registrar**

### SUMMER DROP/ADD FORM

<table>
<thead>
<tr>
<th>Paws ID Number:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last</td>
</tr>
</tbody>
</table>

**Student Signature**

*Please return this form to the Registrar’s Office for processing*

<table>
<thead>
<tr>
<th>DEPT ABBREV</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>OFFICE USE</th>
<th>AUTH. SIGNATURE REQ'D</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit Hours Before Change: __________  
After Change: __________

Signature of Advisor (REQUIRED):____________________
Brady Health Center

The summer school clinic hours for the Brady Health Center are 9:00 a.m. - 1:00 p.m., Monday through Friday, by appointment. All students enrolled for summer are eligible to use the services, full-time or part-time status, living on or off campus. Call 301-687-4310 for an appointment.

There is a $10 fee for each visit to the health center. There are additional charges for diagnostic tests, immunizations, physicals and prescription medications. Charges are posted at the health center. Payment may be made at the center by cash, check, or Bobcat Express Card.

Additional information is available in the center’s brochure or on the Health Center’s Website at www.frostburg.edu/brady.

Career Services

The Career Services Office is located in Sand Spring Hall behind the Children’s Center Building. Assistance is offered to individuals and groups of students having career concerns.

Counseling and Psychological Services

The Counseling and Psychological Services Center, located in Sand Spring Hall, remains open during the summer months providing services to all Summer Session students. Services include personal, career, and educational counseling. All counseling interviews are private and confidential and in no way relate to your academic standing or records. Appointments may be made in person or by telephone Monday through Friday, 8:00 a.m. to 5:00 p.m. at 301-687-4234. Services are provided without charge.

Veterans Affairs

The Veterans’ Affairs Office is located in Sand Spring Hall. For assistance, please telephone 301-687-4409 for the office hours.

Bookstore

The Bookstore hours are 8:30 a.m. to 4:15 p.m., Monday through Friday and is located in the Lane University Center.

Identification Cards

By attending a summer session, you have the opportunity to receive a University Identification Card. A card provided during the regular academic year will continue to be valid. Any student entering Frostburg State University during the summer as a first-time student has the opportunity to receive a University Identification Card upon presentation of proof of registration. These cards are necessary to use the University’s library.

The University’s Identification Card Office is located in the south lobby of Chesapeake Hall (opposite Cambridge Hall) and is open 8:30 a.m. – 4:30 p.m., Monday through Friday. The first card issued a student is free; all replacements carry a charge of $10.00.

Dining Services

No meal plans are offered during the summer sessions. From Mid-June to Mid-July the University’s Lane Center Appalachian Station is open Monday through Thursday from 11:00am until 1:00pm and Sunday through Wednesday from 8:00pm until 10:00pm featuring Taco Bell, Chick-Fil-A, and Montague’s Deli. In addition, meals are available in Chesapeake Hall whenever the University is hosting conferences and groups.

Bobcat Express Debit Program

As a Summer Session student, regardless of place of residence, the University’s Bobcat Express debit card program is available to you. With this service, your I.D. card may be used to access your funds on a declining-point basis for utilization in the Greenhouse, the Bookstore, and other campus and off campus locations. Please contact the I.D. Office located in the south lobby of Chesapeake Hall or call 301-687-4196 for more information.

Housing

Students attending Summer Sessions may apply to live in Edgewood Commons. Housing assignments are based on the date the application for space is received. Room fees will be:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Occupancy</td>
<td>$541 per 4 week session</td>
</tr>
<tr>
<td></td>
<td>- $721 per 6 week session</td>
</tr>
</tbody>
</table>

Television cable and telephone hook-ups are also included. You will need to supply your own television and telephone. You must furnish a pillow, blanket, sheets, spread, pillowcases, towels, wash clothes, soap, drinking glass, wastepaper basket, clothes hangers, and any other articles required. Laundry, lounge, and kitchen facilities are available in the residence halls for your use.

Anyone living in Edgewood Commons agrees to abide by the policies of Edgewood Commons and the University. Housing is available to students without regard to race, color, religion, or national origin.

To apply for residence hall space, return the form on page 15 by May 5, 2012, to Edgewood Commons, One University Drive, Frostburg, Maryland 21532.

Please note: Room fees are non-refundable as of the first day of each summer session.

Parking

Vehicle registration is required for on-campus parking. To register your vehicle, bring your vehicle Registration Form with you to the University and Student Billing Office, from 8:00 a.m. to 4:30 p.m.

A parking fee of $10 covers all summer sessions. The fee is not reduced for students registering for one session only. If you have paid the annual parking fee, you need not re-register or pay the summer parking fee.
### Registration Procedures

**To Register Using PAWS**
1. Login to PAWS [http://paws.frostburg.edu/students](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 Summer.
   - 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

### Summer Session Bills for all Sessions are due upon registration or you must enroll in a payment plan. If your bill is not paid or you are not enrolled in a payment plan within 48 hours of registration, you will be de-registered.

### Advisor Approval
Required of 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 the Summer on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to submit an official withdrawal, a drop slip, at the Registrar’s Office or at the Hagerstown Center results in a grade of F or FX and obliges me to pay the entire bill (See Drop Procedure included in this booklet).
Summer 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 Spring semester. You may be permitted to enroll in Summer, but such permission in no way constitutes admission to any program of the University. Graduate students must complete an Application For Graduate Study. Re-entry students must complete a Re-entry Application with the Admissions Office.

I am currently a student at: ________________________________

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

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

□ Brochure □ Guidance Counselor □ Restaurant

□ College Fair □ Internet Search □ Theatre

□ Employer □ Magazine □ TV

□ Family □ Newspaper □ Other - Please Explain

The following information is optional and is being requested for reporting purposes only:

Sex (M/F) ___________ Ethnic: □ American Indian □ Asian □ Black

□ Hawaiian □ Hispanic □ NS □ White

Submission Procedure for 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 Summer 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.
Frostburg State University
Vehicle Registration Form – Summer

Please Print All Information

<table>
<thead>
<tr>
<th>Person Registering Vehicle</th>
<th>Business Office Use Only</th>
<th>Permit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address</td>
<td>Local Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Driver’s License Number</td>
<td>State</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Name &amp; Address of Owner of Vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make of Vehicle</td>
<td>Body Style Year</td>
<td>Classification</td>
</tr>
</tbody>
</table>

A copy of the FSU Parking Regulations is issued with each permit. I agree to abide by those regulations. I understand that fines may be imposed and my permit may be revoked (subject to due process) should I violate these regulations. I understand that the University is not responsible for damage to my motor vehicle while parked on University property.

Signature ___________________________ Date ___________________________

Check one:

Faculty __
Staff __
Concessionaire __
Freshman __
Sophomore __
Junior __
Senior __
Graduate Student __
Evening Student __
Other __

Registration of Vehicles

All vehicles brought to campus must be registered.
1. Students living on-campus will register as ‘Resident Student.’
2. Students living off-campus will register as ‘Commuter Student.’
Fill out vehicle registration form completely.

Return form to the University and Student Billing Office.

If registering by mail, you are to include a separate check in the amount of $10 for the parking fee along with the registration form and check for tuition and fees and mail them to the University and Student Billing Office.

Summer 2012 Application for Residence Hall Space

Please print or type. Return by May 5, 2012.

Name ___________________________

Campus Address ___________________________

Home Address ___________________________

Student ID# ___________________________
Home Phone ___________________________
Cell Phone ___________________________

__ Male ___ Female

Single $736 per 6 week session
Single $552 per 4 week session

Housing Needed For:
4 Week Session 1 (May 21 - June 15)
4 Week Session 2 (June 18 - July 13)
4 Week Session 3 (July 16 - August 10)
6 Week Session 1 (May 21 - June 29)
6 Week Session 2 (July 2 - August 10)
12 Week Session (May 21 - August 10)

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

Date Received in Edgewood _________________

Dining Services
No meal plans are offered during the summer sessions. Meals are available in the Lane Center. In addition, meals are available in Chesapeake Hall whenever the University is hosting conferences and groups. Edgewood includes a kitchen, laundry, and commons living space.
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 website 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 for each summer session is listed on the Summer Session Calendar, Page 2. 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 summer 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 or the Drop/Add Form included on Page 11 to the Registrar’s Office (301-687-4597). In this case, your signature will be the only one required.