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 online 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 329, (301) 687-4102.

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**Please Note:**
There are multiple sessions for Summer 2016. Be sure to register for the correct session.

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Fall Financial Aid may not be used for Summer Sessions.

Please check the payment due date for each session.

Payment must be received by the due date or enrollment in the approved payment plan to remain registered.

Registration after the due date requires payment within 48 hours.
### 4 Week Session 1 (May 23 - June 17)
- **March 28**: Registration begins
- **April 29**: Payment due date/Registration deadline (without $30 late payment fee)
- **April 30 - May 24**: Late Registration (Payment is due within 48 hours)
- **May 6**: Deregistration begins
- **May 13**: Cancellation date for classes with insufficient enrollment
- **May 23**: First day of classes (day and night classes)
- **May 24**: Last day to add a class
- **May 24**: Last day to withdraw with 100% tuition
- **May 27**: Last day to file Pass/Fail Form
- **June 7**: Last day to withdraw with "W" - Graduate/Doctoral Students
- **June 7**: Last day to withdraw with "W" - Undergraduate Students
- **June 17**: Last day to withdraw with "WF"
- **June 17**: Last day of classes

### 4 Week Session 2 (June 20 - July 15)
- **March 28**: Registration begins
- **June 3**: Payment due date/Registration deadline (without $30 late payment fee)
- **June 4 - 21**: Late Registration (Payment is due within 48 hours)
- **June 7**: Deregistration Begins
- **June 14**: Cancellation date for classes with insufficient enrollment
- **June 20**: First day of classes (day and night classes)
- **June 21**: Last day to add a class
- **June 21**: Last day to withdraw with 100% tuition
- **June 24**: Last day to file Pass/Fail Form
- **July 4**: Independence Day: Offices Closed/No Classes
- **July 6**: Last day to withdraw with "W" - Graduate/Doctoral Students
- **July 6**: Last day to withdraw with "W" - Undergraduate Students
- **July 15**: Last day to withdraw with "WF"
- **July 15**: Last day of classes

### 4 Week Session 3 (July 18 - August 11)
- **March 28**: Registration begins
- **June 28**: Payment due date/Registration deadline (without $30 late payment fee)
- **June 29 - July 19**: Late Registration (Payment is due within 48 hours)
- **July 4**: Deregistration Begins
- **July 8**: Cancellation date for classes with insufficient enrollment
- **July 18**: First day of classes (day and night classes)
- **July 19**: Last day to add a class
- **July 19**: Last day to withdraw with 100% tuition
- **July 22**: Last day to file Pass/Fail Form
- **August 1**: Last day to withdraw with "W" - Graduate/Doctoral Students
- **August 1**: Last day to withdraw with "W" - Undergraduate Students
- **August 11**: Last day to withdraw with "WF"
- **August 11**: Last day of classes

Summer Session bills for all Sessions are due by payment due date or you must enroll in a payment plan. Registration after session due date requires payment within 48 hours.
College Deans
College of Business
Dr. Sudhir Singh, Acting Dean
Guild Center 231
Ph 202-8 7452
Dr. Phillip Klickman
Nursing (RN to BSN)
Ms. Heather Gable
LH 210-3 4894
Ms. Kara Platt
LH 216 4791
Nursing Preparation
Ms. Heather Gable
LH210-3 4894
Ms. Kara Platt
LH 216 4791
Occupational Therapy Preparation
Dr. Karen Keller
CH 304 4174
Physical Therapy Preparation
Dr. Michael Mathias
DH 211 3094
Dr. Robert Lewis
PE 235 4465
Dr. Lisa Simpson
PE 276 4473
Physics
Dr. Eric Moore
CH 122 4500
Political Science
Dr. Stephen Teeg
GC 135 3097
Psychology
Dr. Jennifer Film
GC 218 4491
Public Relations
Dr. Todd Rosa
FR 108 4338
Recreation and Parks Management
Dr. Lisa Simpson
PE 276 4473
Social Science
Dr. Terry Russell
GC 022 4691
Sociology
Dr. Robert Moore
GC 072 4724
Sustainability Studies
Dr. Henry Ballamore
GU 234 4413
Theatre
Ms. Nicole Mattis
PH 310 3212
Urban and Regional Planning
Dr. Henry Ballamore
GU 234 4413
Wildlife and Fisheries
Dr. Thomas Lambert
CH 211 4167
Women’s Studies
Dr. Julie Hartman-Lock
GC 030 3198
College of Liberal Arts and Sciences
Dr. Joseph Hoffman, Dean
Compton Hall 241-C
Frankfort, Kentucky 40601-1142
Ph 241-7 4120
Dr. Cindy Harlow, Associate Dean
Compton Hall 241-A
Ph 241-7 4120
Dr. B. Scott Fritz, Associate Dean
Compton Hall 241-B
Ph 241-7 4120
- Art and Design
- Biology
- Chemistry
- Communication Studies
- Computer Information Systems
- Computer Science
- Earth Science
- Environmental Studies
- Environmental Analysis and Planning
- Ethnobotany
- Foreign Languages and Literature
- Geography
- Health Sciences
- History
- Information Technology
- 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
- Psychology
- secure Computing and Information Assurance
- Social Work
- Sociology
- Theatre
- Urban and Regional Planning
- Wildlife and Fisheries
College Deans/Administrative Offices
Director of Summer Sessions, Ms. Brittni Kaetzel
Library 512.................................................4423
ADA/EEO Compliance Office, Hitchins Adm Bldg 329............................................4102
Administration & Finance, Hitchins Adm Bldg 309.......................................................4335
Admissions
Undergraduate, Pullen Hall 114.................................................4201
Graduate, Pullen Hall 141.........................................................7055
Athletics, Cordts PE Center 284.........................................................4462
Career & Professional Development Center, Sand Spring Hall 124........................................4454
Center for Academic Advising & Retention, Pullen Hall 140........................................4304
Center for International Education, Fuller House.........................................................4714
Counseling and Psychological Services, Sand Spring Hall 101.........................................4234
Disability Support Services, Pullen Hall 150.........................................................4483
Diversity Center, Hitchins Adm Bldg 126.........................................................4050
Financial Aid & Student Employment, Pullen Hall 114..................................................4301
FSU IT Computing Help Desk, Gira CCT Bldg 123K......................................................7777
Health Services, Brady Health Center.............................................................................4310
Ort Library .......................................................................................................................4395
President’s Office, Hitchins Adm Bldg 218..............................................................4111
Programs Advancing Student Success, Pullen Hall 150..................................................4441
Provost’s Office, Hitchins Adm Bldg 213.............................................................4211
Registrar’s Office, Pullen Hall 144..............................................................4346
Change of Grade/Removal of Incompletes..............................................................4281
Registrar’s Office..............................................................4348
Registration, Drop/Add, Verification of Enrollment......................................................3145
Transcripts .....................................................................................................................3145
Undergraduate Graduation, Degree Audits, Associate Registrar’s Assistant.....................................4736
Residence Life, Annapolis Hall.........................................................................................4121
S.A.E.F. Office, Sand Spring Hall 111..............................................................................4761
Special Academic Services, Ort Library 512..............................................................4423
Student Affairs, Hitchins Adm Bldg 141........................................................................4316
Student & Community Involvement Office, Lane Center 231............................................4411
Student Support Services, Pullen Hall 133..................................................................4481
Study Abroad, Fuller House.........................................................................................4714
Technology Services, Gira CCT 120A...........................................................................7090
Tutoring Center, Pullen Hall 151......................................................................................4066
University and Student Billing, Pullen Hall 148............................................................4321
University Police
Emergencies..................................................................................................................4222
All other calls................................................................................................................4223
Lost & Found..................................................................................................................4223
University Store, Lane Center.......................................................................................4341
University System of Maryland at Hagerstown..................................................................240-527-2060
Veterans Center, University Drive..................................................................................4409
PAWS Information for Students

About PAWS

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

Accessing PAWS


Login Details

Username

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

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

Don’t know your username?

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 to setup your password and security questions. To do so you will need your FSU Username and FSU ID Number.

Forgot your password?

Reset password through the password and account management portal or Contact the FSU IT Computing Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

To eliminate the risk of identity theft, the Help Desk staff will only reset your password over the phone with three identifying components. You will be asked to show photo id in person to have your password reset. Passwords will be reset in CCIT 123K during normal hours - Sunday 3:00 P.M. - 10:00 P.M.; Monday - Thursday 8:00 A.M. - 10:00 P.M.; Friday 8:00 A.M. - 5:00 P.M.; Saturday 1:00 P.M. - 5:00 P.M.

FSU ID and SSN

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

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 fee of $30. 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 11).

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 may not 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 student's academic program. All distance education courses are completed in a 16-week format, with a two-week period of in-class review immediately following the teleconference and the final exam. Instructors may also be available via e-mail.

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

See the course offerings listed as “telecourse.”

These are not online courses. See Page 18 for online course information.

Course Descriptions
You may request an FSU catalog which includes course descriptions by calling the Admissions Office at 301-687-4201 or visiting our website at www.frostburg.edu.

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 as a degree seeking or non-degree seeking 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.

Master’s and Doctoral cohort programs may follow different summer registration guidelines, please contact the Office of Graduate Services for questions. 301-687-7053 or gradservices@frostburg.edu.

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 Program 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 Requirement 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 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 March 28, 2016. 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 may not 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 - 2016 Summer.
-Click Continue.
-Select classes to add. Make sure to choose a Campus.
-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 by the session due date or within 48 hours after the due date.

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 Payment Due Date for that session, must pay a late fee of $30. Use the chart on page 13 to calculate your bill.
Financial Information

Tuition and Fees

**Tuition (Undergraduate)**
- In-State: $257 per credit hour
- Out-of-State: $514 per credit hour
- Contiguous County: $390 per credit hour

**Tuition (Graduate)**
- In-State: $382 per credit hour
- Out-of-State: $491 per credit hour

**Mandatory Fees, Non-Refundable**
- University Fee: $65
- Technology Fee: $14 per credit hour
- One-time fee regardless of the number of sessions attended
- Other Fees, Non-Refundable:
  - Application Fee: $30 (One-time fee charged to those who have never previously attended FSU)
  - Late Payment Fee: $30
  - Returned Check Fee: $30
  - Private Music Instruction

**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.

**Special Instruction Fees**
- Accounting 505: $25
- Art 108: $10
- Biology 109, 114: $20
- Chemistry 100, 113, 201: $20
- Computer Science 202, 304, 305, 311, 320, 321, 412, 421, 442, 446, 457, 493, 499: $25
- Engineering ENEE 206, ENEE 100, ENME 331, 332, 350, 351, 382: $20
- Physics 212, 235, 435, 635: $45
- Psychology 401, 402, 403, 404, 405, 406, 407, 491, 495, 496: $6 per credit hour
- Sociology 10 - 300: $25
- Sociology 309 - 3030: $25
- Sociology 30: $25

For more information, please visit the University's Billing and Financial Information website at www.frostburg.edu/admin/billing.

Employee Tuition Remission

Tuition remission benefits are available for permanent faculty, staff, and retirees (including their spouses and dependent children) of Frostburg State University as determined by University policy. Eligible persons may obtain a Request for Tuition Remission Form from the Office of Human Resources. The form is to be completed, signed by employee's supervisor, and returned to the Office of Human Resources for employment verification and forwarding to the University and Student Billing Office for processing. The form should be completed as early as possible and not later than the last day of registration to afford proper credit and automated processing through the billing system. A new request for Tuition Remission must be completed for each session. Fees are due by the payment due date.

Payment Plan Option

- You must fill out a form in the Billing Office to request a payment plan.
- You will then make payments as 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, 2016.
  - The final payment of tuition and fees July 6, 2016.

Any payment received more than three days after the due date is subject to a $20 late payment penalty. Once enrolled in a payment plan you must drop/withdraw from a course to be removed.
**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 a 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 their bill and submit payment in a timely manner. Students are notified each semester through their Frostburg email account that the e-bill is available for viewing. 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 persons who have 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.

**Calculate Tuition and Fees**

**UNDERGRADUATE**

- **In-State**: $257 x no. of credits =
- **Out-of-State**: $514 x no. of credits =
- **Contiguous County**: $390 x no. of credits =
- **Technology Fee**: $14 x no. of credits =
- **University Fee**: +$65
- **TOTAL DUE WITH LATE PAYMENT**: +$30
- **TOTAL DUE UPON EARLY REGISTRATION**:

**GRADUATE**

- **In-State**: $382 x no. of credits =
- **Out-of-State**: $491 x no. of credits =
- **Technology Fee**: $14 x no. of credits =
- **University Fee**: +$65
- **TOTAL DUE UPON EARLY REGISTRATION**:
- **TOTAL DUE WITH LATE PAYMENT**: +$30

**DOCTORAL**

- **In-State**: $526 x no. of credits =
- **Out-of-State**: $658 x no. of credits =
- **Technology Fee**: $14 x no. of credits =
- **University Fee**: +$65
- **TOTAL DUE UPON EARLY REGISTRATION**:
- **TOTAL DUE WITH LATE PAYMENT**: +$30

**Tuition and Fees**

- **Calculate Tuition and Fees**

**THIS CHART DOES NOT INCLUDE COURSE FEES.**
Services Center, located in Sand Spring Hall, provides identification cards for students. Veterans Affairs Services are available Monday through Friday, 8:00 a.m. to 5:00 p.m. at 301-687-4409 or email dldabrowksi@frostburg.edu.

Career Services are currently located in Sand Spring Hall. Assistance is offered to individuals and groups of students having career concerns. Counseling and Psychological Services are located in the Lane University Center. The Counseling and Psychological Services Center, located in Sand Spring Hall, remains open during the summer months.

Dining Services offer no meal plans during the summer sessions. Meals are available in Chesapeake Hall whenever the university is hosting conferences and groups. From mid-June (June 15th) to mid-July (July 17th) the Lane Center will be open to all students.

Housing students attending Summer Sessions may apply to live in Edgewood Commons Apartments. More information is available at 301-687-1370 or go to www.edgewoodSU.com. Housing assignments are based on the date the application for space is received.

The University’s Identification Card 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 $20.

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, 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.

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

To apply for residence hall space, refer to the form on page 17 by May 1, 2016, 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 services are available 7 days a week, 24 hours a day. A computer lab is available for use during the summer sessions. The lab is accessible to all Frostburg State University students.

Bobcat Express Debit Program is available to all Frostburg State University students during the Summer Session. The lab is currently located in CCIT 133. Access is available 7 days a week, 24 hours a day.

Bobcat Express Debit Program, which is currently located in Sand Spring Hall, provides identification cards for students. Veterans Affairs Services are available Monday through Friday, 8:00 a.m. to 5:00 p.m. at 301-687-4409 or email dldabrowksi@frostburg.edu.

University Store is available Monday through Friday, 8:00 a.m. to 4:15 p.m., 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 $20.

Dining Services offer no meal plans during the summer sessions. Meals are available in Chesapeake Hall whenever the university is hosting conferences and groups. From mid-June (June 15th) to mid-July (July 17th) the Lane Center will be open to all students.

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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, 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.

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

To apply for residence hall space, refer to the form on page 17 by May 1, 2016, to Edgewood Commons, One University Drive, Frostburg, Maryland 21532.

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Bobcat Express Debit Program is available to all Frostburg State University students during the Summer Session. The lab is currently located in CCIT 133. Access is available 7 days a week, 24 hours a day.

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 officially withdraw obliges me to pay the entire bill (See Course Withdrawal included in this booklet).
Summer 2016 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 ____________________________

Summer 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 ☐ Family ☐ Newspaper

☐ Alumni ☐ Facebook ☐ Postcard

☐ Brochure ☐ Friends ☐ Radio

☐ Bus Sign ☐ Guidance Counselor ☐ Restaurant

☐ College Fair ☐ Internet Search ☐ TV

☐ Employer ☐ Magazine ☐ 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 Summer 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 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 ____________________________

Summer 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.

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Vehicle Registration/Application for Residence Life

Frostburg State University

Vehicle Registration Form – Summer

Please Print All Information ____________________________ Business Office Use Only ____________________________ Permit Number ____________________________

Person Registering Vehicle ____________________________ Vehicle License No. (Tag) State ____________________________

Local Address ____________________________ Local Telephone Number ____________________________

Driver’s License Number ____________________________ State ____________________________ Social Security Number or Student ID ____________________________

Name & Address of Owner of Vehicle ____________________________

Make of Vehicle ____________________________ Body Style/Year ____________________________ Classification ____________________________

Resident Student ____________________________ Commuter Student ____________________________

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:

☐ Student ID# ____________________________ Home Phone ____________________________ Cell Phone ____________________________

☐ Male ____________ Female ____________ Single $477 per 4 week session ____________ Single $716 per 6 week session ____________ Single $1431 12 week session

Housing Needed For: ____________________________ (Check all that apply)

☐ 4 Week Session 1 (May 23 - June 17) ____________________________ 4 Week Session 2 (June 20 - July 15)

☐ 4 Week Session 3 (July 18 - August 11) ____________________________ 6 Week Session 1 (May 23 - July 1)

☐ 6 Week Session 2 (July 5 - August 11) ____________________________ 12 Week Session (May 23 - August 11)

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.

Summer 2016 Application for Residence Hall Space

Please print or type. Return by May 1, 2016.

Name ____________________________

Campus Address ____________________________

Home Address ____________________________

Student ID# ____________________________ Home Phone ____________________________ Cell Phone ____________________________

☐ Male ____________ Female ____________ Single $477 per 4 week session ____________ Single $716 per 6 week session ____________ Single $1431 12 week session

Housing Needed For: ____________________________ (Check all that apply)

☐ 4 Week Session 1 (May 23 - June 17) ____________________________ 4 Week Session 2 (June 20 - July 15)

☐ 4 Week Session 3 (July 18 - August 11) ____________________________ 6 Week Session 1 (May 23 - July 1)

☐ 6 Week Session 2 (July 5 - August 11) ____________________________ 12 Week Session (May 23 - August 11)

Return to:

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

Date Received in Edgewood ____________________________

Dining Services
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Course Minimum Requirements & Information
- Students must Log-in and actively participate in the course, including the online orientation, before the drop/add deadline. Otherwise, they might be deregistered from the class.
- 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 Online Courses in PAWS
When searching for online courses in PAWS you will find them all listed in one location. Using the Basic Class Search feature under Campus choose Online Courses. This will list all available online courses.

Registration Information
- The registration and payment deadlines are listed on the Summer Session Calendar, Pages 2-3.

- 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 Summer by completing the Enrollment Permission Form and Registration Form, which is included 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 do so using PAWS.

For updated course information, please check PAWS.

If you are not a current FSU student you may access a copy of the schedule of classes by going to the FSU Website www.frostburg.edu. Scroll down to Quick Links > Summer Session > Courses.