

HUTB Student Handbook 2025-2026

FROSTBURG

STATE UNIVERSITY



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Welcome & Overview

President's Welcome Message

Welcome to Frostburg State University. Whether you are studying with us in Maryland or as part of our academic programs at the Hunan University of Technology and Business, you are a vital member of our FSU community. Together, we share a commitment to student and alumni success, grounded in affordable academic excellence, hands-on learning opportunities, sustainability, and student health and wellbeing.

Our partnership with Hunan University of Technology and Business reflects Frostburg State's dedication to global engagement and cross-cultural learning. Through this collaboration, students gain access to high-quality academic programs while deepening their understanding of global affairs, diverse perspectives, and international collaboration. Studying within this joint environment enriches your academic journey, strengthens cultural awareness, and prepares you to thrive in an increasingly interconnected world.

FSU's academic profile continues to elevate within the higher education landscape, and so does the generosity and engagement of our international partners. As the Chinese saying goes, “志合者，不以山海为远” (Nothing, not even mountains and seas, can separate people with common goals and ideals). With HUTB, we continue to invest in modern, high-quality learning spaces and academic innovations that enhance the student experience. This partnership helps us advance our mission to educate, inspire, and support one another in ways that forge a brighter future not only for our region, but for our global community.

Welcome again—we are honored to support your educational journey and excited to see the impact you will make across cultures and continents.

Dr. Darlene Brannigan Smith
Interim President

Mission & Vision of Frostburg State University

Frostburg State University is a student-centered teaching and learning institution featuring experiential opportunities. The University offers students a distinctive and distinguished baccalaureate education along with a select set of applied master's and doctoral programs. Frostburg serves regional and statewide economic and workforce development; promotes cultural enrichment, civic responsibility, and sustainability; and prepares future leaders to meet the challenges of a complex and changing global society.

HUTB Partnership Introduction

Frostburg State University (FSU) maintains an active educational partnership with the Hunan University of Technology and Business (HUTB). Since 2016, students from HUTB have been able to participate in a joint degree program that allows them to earn an HUTB degree while simultaneously earning an FSU bachelor's degree in economics with a minor in Finance. In 2023, HUTB and FSU added a second joint degree program that allows HUTB students to earn a Bachelor of Fine Arts by completing the requirements for FSU's Art & Design program with a minor in Graphic Design.

University Leadership and Distinguished Faculty



**Darlene Brannigan
Smith, PhD**
Interim President



**Sharman Siebenthal-
Adams, PhD**
Associate Provost



**Michael B. Mathias,
PhD**
Provost



Sudhir Singh, PhD
Dean,
College of Business,
Engineering, and
Computational &
Mathematical Sciences



Lei (Lilly) Ye, PhD
Professor of Marketing
Advisor to Marketing
Club
HUTB/FSU Program
Coordinator



**Wenjuan (Wendy) Xu,
PhD**
Professor of Computer
Science
HUTB/FSU Program

Academic Information

Program Overview (Art & Economics)

Art & Design

Develop and maximize your creative problem-solving skills while you enhance your career opportunities or prepare for graduate school by earning a comprehensive four-year Bachelor of Fine Arts degree from Frostburg State University.

In this intensive studio-based learning experience with multiple curricular options, you will begin to develop your own artistic style, master creative techniques and gain a broad appreciation for the visual arts in a social, historical, and intellectual context.

- Build a pre-professional portfolio that shows original thinking, media mastery, personal style and demonstrates an understanding of what constitutes a serious design project.
- Choose from the following visual arts areas of focus: graphic design, photography, illustration, painting, ceramics, sculpture, or printmaking.
- Add teacher certification to your degree to prepare to teach art in Maryland public schools.

Economics

The Economics Department excels at serving students who benefit from personalized attention, such as first-generation college students. We achieve this by offering small classes taught primarily by full-time faculty who emphasize active and intensive learning experiences and theory-based practical applications.

The department offers two majors:

- The Bachelor of Science in Economics
- The Bachelor of Science in Business Administration with a concentration in Business Economics.
- For students majoring in other fields but interested in economics, we also offer a minor in economics.

The Economics major provides excellent preparation for entry-level employment in both the private and public sectors, as well as for law school or graduate studies. The Business Economics concentration is recommended for students aiming for careers in the private sector or those planning to pursue an MBA degree.

Course Information

If you would like to learn more about FSU's Art and Economics courses, below is a list of all the courses available. ***Click on the links to learn more about each course***

Art & Design

- **Basic Courses** - 15 Total Credits
 - [ART104](#) - Two-Dimensional Design (3)
 - [ART105](#) - Three-Dimensional Design (3)

- [ART207](#) - Graphic Design (3)
- [ART212](#) - Drawing (3)
- [ART412](#) - Drawing II (3)
- **Introductory Studio** - 18 Total Credits
 - [ART202](#) - Ceramics (3)
 - [ART216](#) - Illustration (3)
 - [ART221](#) - Painting (3)
 - [ART235](#) - Photography (3)
 - [ART240](#) - Sculpture (3)
 - [ART307](#) - Computer Graphics (3)
- **Studio Focus Review** - 1 Total Credits
 - [ART291](#) - Studio Focus Review (1)
- **Art History and Critical Studies** – 12 Total Credits
 - [ART301](#) - Artistic Traditions: Asia (3)
 - [ART302](#) - Artistic Traditions: Africa and the Americas (3)
 - [ART360](#) - Western Art History (3)
 - [ART408](#) - 20th-Century Art History (3)
 - [ART415](#) - Art Criticism (3)
- **Advanced Studio Focus or Dual-Media Studio Focus** – 18 Total Credits
 - [ART402](#) - Advanced Ceramics (3)
 - [ART416](#) - Advanced Illustration (3)
 - [ART407](#) - Advanced Graphic Design: Print (3)
 - [ART421](#) - Advanced Painting (3)
 - [ART435](#) - Advanced Photography (3)
 - [ART440](#) - Advanced Sculpture (3)
 - [ART407](#) - Advanced Graphic Design: Print (3)
 - [ART414](#) - Advanced Graphic Design: Interactive Multimedia Design (3)
- **Senior Portfolio** - 3 Total Credits
 - [ART411](#) - Senior Portfolio (3) Co-registration in ART 491 required
- **Senior Review** - 1 Total Credits
 - [ART491](#) - Senior Review (1)

Economics

- Complete at least 1 of the following:
 - [MATH109](#) - Elements of Applied Probability and Statistics (3)
 - [MATH109A](#) - Elements of Applied Probability and Statistics ACHIEVE (4)
 - [MATH110](#) - Honors: Elements of Applied Probability & Statistics (3)
 - [MATH380](#) - Introduction to Probability and Statistics (3)
- Complete at least 1 of the following:
 - [ECON201](#) - Principles of Economics (Macro) (3)
 - [ECON211](#) - Honors: Principles of Macroeconomics (3)
- Complete at least 1 of the following:
 - [ECON202](#) - Principles of Economics (Micro) (3)

- [ECON212](#) - Honors: Principles of Microeconomics (3)
- Complete the following:
 - [ECON351](#) - Intermediate Macro-Economics (3)
 - [ECON352](#) - Intermediate Micro-Economics (3)
 - [ECON460](#) - Introduction to Econometrics (3)
 - [ECON491](#) - Seminar in Economics (3)
- Complete at least 2 of the following:
 - [ECON113](#) - Economics of Race and Gender (3)
 - [ECON200](#) - Basic Economics (3)
 - [ECON300](#) - History of Economic Thought (3)
 - [ECON301](#) - Labor Economics (3)
 - [ECON305](#) - Managerial Economics (3)
 - [ECON306](#) - Money and Banking (3)
 - [ECON307](#) - Government, Business, and Public Policy (3)
 - [ECON309](#) - Comparative Economic Systems (3)
 - [MGMT200](#) - Introduction to Data Analytics (3)
 - [ECON495](#) - Internship in Economics (6 - 12)
 - [ECON492](#) - Internship Research Paper (3)
 - [ECON313](#) - Contemporary Economic Problems (3)
- Complete at least 2 of the following:
 - [ECON490](#) - Special Topics in Economics (1 - 3)
 - [ECON400](#) - International Trade (3)
 - [ECON401](#) - International Finance (3)
 - [ECON405](#) - Economics of Developing Countries (3)
 - [ECON404](#) - Public Sector Economics (3)
 - [ECON408](#) - Urban and Regional Economics (3)
 - [ECON410](#) - Environmental and Resource Economics (3)
- Complete at least 1 of the following:
 - [ECON450](#) - Quantitative Economics (3)
 - [MATH118](#) - Applied Mathematics for Business (3)
 - [MATH118A](#) - Applied Mathematics for Business ACHIEVE (4)
 - [MATH220](#) - Calculus for Applications I (3)
 - [MATH236](#) - Calculus I (4)

Credit Requirements and Class Formats

The University offers courses of study in the Liberal Arts and Sciences, Business, and Education leading to the following degrees:

- Bachelor of Science
- Bachelor of Arts
- Bachelor of Fine Arts

To graduate with a baccalaureate degree, you must earn a minimum of 120 semester hours of credit and fulfill all degree requirements. Carrying a normal load of 15 semester hours of credit each semester, you can complete a degree program in eight semesters.

For International Students

- International and exchange students must enroll in **at least 12 credits per semester** to maintain visa status.
- **At least 9 of those credits must come from in-person (face-to-face) classes.**
- This usually means taking **four courses worth 3 credits each** per semester.
- Failure to meet this requirement may result in **loss of legal student status** in the U.S.

Minimum Passing Grades (with updated table)

FSU's grading system may differ slightly from HUTB's. Below are some requirements and a score table. Simple word: **Letter Grade C is the minimum passing grade!**

- **Grades A, B, and C** count toward your graduate degree. Students are allowed to earn a “D” in some courses and still meet degree requirements.
- **Grade F** is the only grade **below C** and **does not count** toward degree requirements.
- **Grade I (Incomplete)** is given in exceptional cases when you cannot complete course requirements on time.
- International students studying in the U.S. may not receive grades of NC, FX, or WF.

Grade	Meaning	GPA Value / Notes
A	Superior	4.0 GPA
B	Satisfactory	3.0 GPA
C	Marginal	2.0 GPA
F	Failure	0.0 GPA
I	Incomplete	Must be resolved by the end of the next semester or becomes an F
P	Pass	Not calculated into GPA
NC	No Credit	Not calculated into GPA
FX	Unofficial Withdrawal	0.0 GPA
W	Withdrew	No GPA impact
WF	Withdrew Failing	0.0 GPA
N	Non-Pass	Not calculated into GPA
CE	Credit by Examination	Credit granted without GPA impact
NR	Grades not reported	Instructor has not submitted a final grade
CS	Continuing Study	Used for courses in progress

Admissions Process

Applying to Frostburg State as an International Student

New HUTB cohorts typically apply as **non-degree seeking** students in the month of March prior to their first semester of FSU courses.

International applicants follow the same [application process](#) as U.S. students.

To be academically accepted as a non-degree-seeking international student, HUTB students must provide:

- A completed application
- A transcript from HUTB (in English)
- A valid passport

Step 1: Instructions for Completing Online Application

Before starting your application, have the following information ready:

1. Chinese pinyin.

- Example: **San Zhang** (San is first name, Zhang is Last Name. Double check the upper and lower-case letters.)

2. Mobile number.

- Example: +86 13068594561. (Add country code +86)

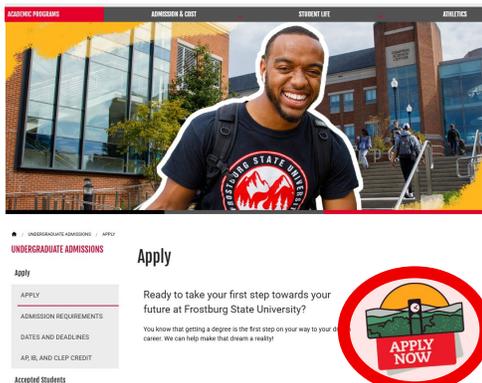
3. Personal email.

- Example: sanzhang@outlook.com (We strongly recommend using Outlook or Hotmail as your personal email. **Do not use QQ email.** Remember your personal email account information, including your password!)

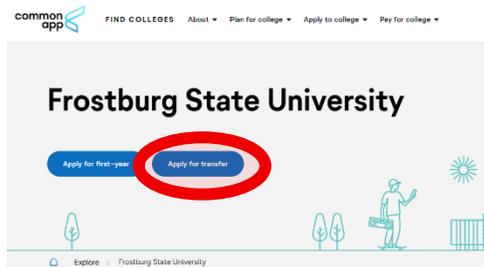
4. Your home address.

1. Follow this link to the online application: [FSU Online Application](#).

- Click the “Apply Now” graphic. It will take you to our application.

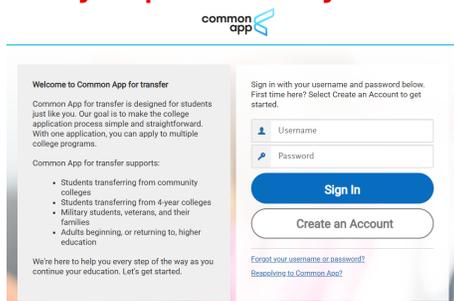


2. From this page, click on “Apply for transfer.



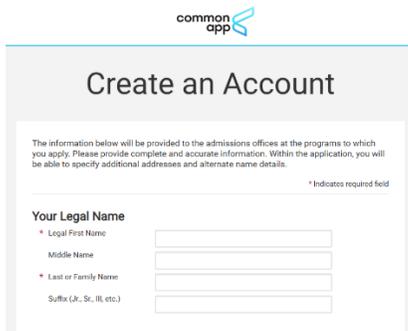
3. Enter your email address and create a password. Click “Create an account”

- **Frostburg State University recommends you DO NOT use your qq.com email address. Our system may be unable to send emails to these addresses**
- **Save your password so you can log in again later!**



4. Complete the information on the “Create an Account page.”

- **You must use your full legal name.**
- **Double check spelling and use of upper/lower case letters. Do not use all capital letters.**
- **“First name” is your given name, “last name” is your surname/family name.**
- **You will have to enter the email and password you just created.**



On this page, you will be prompted for a “Text and Phone Authorization.” You can leave this box unchecked. Frostburg State University will not call or text you.

Text and Phone Authorization

I agree to the [Terms of Service](#) and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, the association or institution for this Centralized Application Service.

5. You must check the box indicating that you agree to the Terms and Conditions and that you are not located in a European Union country. Then click **“Create my account.”**

The screenshot shows a form with two main sections. The first section is titled "Terms and Conditions" and contains a text area with the text: "These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at". Below this text is a checkbox labeled "I agree to these terms" which is checked. The second section is titled "European Union Data Protection" and contains the question: "Are you currently located in a European Union country, Iceland, Liechtenstein, Norway, or Switzerland?". Below this question are two radio buttons: "Yes" and "No". The "No" radio button is selected. At the bottom of the form is a blue button labeled "Create my account".

6. Answer the **“Extended Profile”** questions (no screen shot provided):

- Number of college credits earned
 - **Include ALL college credits, no matter where you earned them.**
- Indicate whether or not you were born before January 1, 2003
- Degree status
 - Select **“I will have completed college classes without earning a degree.”**
- Community college status
 - Select **“No”**
- Degree goal
- U.S. Military history status
 - Select **“No”**
- Click **“Save Changes”**

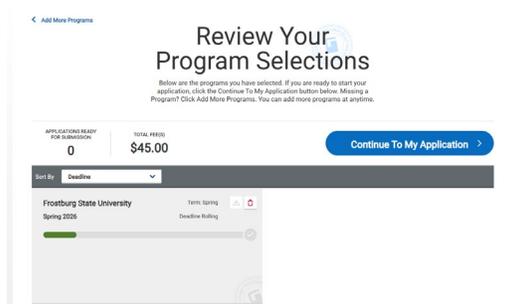
7. Add Program:

- Search for **“Frostburg State University”**
- Select **Spring 2026**
- Click **“Continue”**

The screenshot shows the "Add Programs" page on the common app website. At the top left is the "common app" logo. Below it is a navigation bar with a back arrow and the text "Back to Extended Profile". The main heading is "Add Programs". Below the heading is a search bar with the text "Find Program" and "View Selected Programs". The search bar contains the text "Frostburg State University" and a search icon. Below the search bar is a table of results. The table has columns for "Add", "Program Name", "Country", "City", "State", "Start Term", "Deadline Display", and "App". The table lists four programs from Frostburg State University: "Fall 2026", "Spring 2026", "Summer 2026", and "Winter 2026". The "Spring 2026" row is highlighted with a red circle. The search bar and the "Spring 2026" row are also highlighted with a red box.

Add	Program Name	Country	City	State	Start Term	Deadline Display	App
	FROSTBURG STATE UNIVERSITY						
+	Fall 2026	United States of Am...	Frostburg	MD	Fall	Rolling	45
+	Spring 2026	United States of Am...	Frostburg	MD	Spring	Rolling	45
-	Summer 2026	United States of Am...	Frostburg	MD	Summer	Rolling	45
+	Winter 2026	United States of Am...	Frostburg	MD	Winter	Rolling	45

8. Click **“Continue to My Application”**

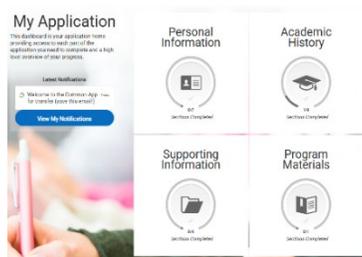


9. Next, you will complete these four sections.

- You can save and exit at any point. You will return to this screen and select from each section where you would like to begin. “Program Materials” refers to the Frostburg State University specific questions.
- Each section has a menu on the left side of the screen. You will move down each of these items and complete them. When you are done with a section, a green check will appear. Example:



- **Start by clicking “Personal Information”**



10. Complete “Communication Preferences” (No screenshots provided)

- Communication from Colleges – Select “Yes”
- Communication from Common App for transfer – Select “Yes”
- Save and continue to the next section.

11. Complete “Biographic Information” (No screenshots provided)

- Share a different first name? – Select “No”
- Former Name? – Select “No”
- Complete gender, sex, pronoun questions
- Birth Information
 - **Date format goes Month/Day/Year**
 - A pop-up will ask to confirm your age.
- Enter birth location (country, city)
- Save and continue to the next section.

12. Complete “Contact Information”

- Enter your home address in China as in this example:

Click “Save and Continue”

13. Complete “Nationality Information” (See screenshot below)

- Citizenship Status – Select “Citizen of non-U.S. country” from the drop-down menu.
- Non-U.S. country of citizenship – Select “China”
- Do you currently hold a valid U.S. Visa? – Select “No”
- Do you intend to apply for a new or different U.S. visa? – Select “Yes”
- Visa Type – F-1 Student
- Residency Information
 - Legal state of residence – Select “International” from the drop-down menu.
 - How long have you lived in the U.S.? – Select “0”

Save and continue to the next section.

14. Complete “Race and Ethnicity”

- Do you consider yourself to be of Hispanic/Latino origin
- Race
- Save and continue to the next section.

15. Complete “Other Information”

- Language Proficiency – Select your first language and add English and any additional languages.
- SSN – Leave blank
- Family Educational Background
- Household
- Career interest (select from drop down) – leave text field blank.
- Highest degree you intend to earn
- Responsibilities and circumstances – Your admissions decision will not be impacted by this answer. You can select “none of these” at the bottom of the list.

- Please select which circumstances you’ve experienced – **Your admissions decision will not be impacted by this answer. You can select “none of these” at the bottom of the list.**
- Additional Information
 - Details about challenges – Select “No”
 - Additional details or qualifications – Select “No”
- Save and continue to the next section.

16. Common App Fee Waiver Section (See Screenshot)

- **For the fee waiver section, select yes and type your full name.**

Common App Fee Waiver

You are eligible for application fee waivers if you meet one or more of the following criteria:

- Your annual family income falls within the income eligibility guidelines set by the USDA Food and Nutrition Service.
- Your family receives public assistance.
- You are enrolled in a federal, state, or local program that aids students from low-income families (e.g., GEAR UP, TRIO such as Upward Bound or others).
- You live in a federally subsidized public housing, a foster home or are homeless.
- You have received or are eligible to receive a Pell Grant.
- You can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.

* Do you meet one or more of the [Common App fee waiver](#) eligibility criteria?

Yes No

I certify that I understand and meet the eligibility requirements to request an admission application fee waiver.

* Fee Waiver Signature:

UStrive Mentoring

[UStrive](#) is a Common App partner that connects you with free, qualified mentors online. UStrive mentors can help you:

- Apply to college
- Navigate the financial aid process
- Transition into college
- Get your degree
- Find a job after graduation

Would you like to connect with a UStrive mentor?

Yes No

Save and continue to the next section.

17. Enter your high school information. (See screenshot below.) **If you can’t find your school, click “Can’t find your school” and put the information in manually.**

* Country
China

* State, city, zip code, or CEEB code
Q Schools in Changsha

Schools in Changsha
Select your school from the list below or narrow your search further

CHANGJUN HIGH SCHOOL OF CHANG...
CHANGSHA 410013

CHANGSHA AIBO SCHOOL
CHANGSHA 410100

- Select dates attended and click “Save this school”
- Select “I have my diploma” and select the school and graduation date.
- Select “Save and Continue” and continue to the next section

18. Enter your HUTB college information. **You will need to manually type in “Hunan University of Technology and Business” and select “Can’t find school.”**

- Select “Unlisted French Speaking Canadian or Other Foreign Institution”
- Please provide school’s country: China

- Enter your degree as **in progress** and personalize **HUTB** degree type/date/major to your plans.

The screenshot shows a sidebar on the left with navigation options: High Schools Attended, Colleges Attended, College Coursework, GPA Entries, Standardized Tests, Continuing Education Courses, SAT Subject, Senior Secondary Leaving Examinations, and Community-Based Organizations. The main content area is titled 'Degree Info' and includes the following fields:

- What college or university did you attend?**: Human University of Technology and Business
- If you can't find your school in our list, select one of the options below:**
 - Unlisted English-Speaking Canadian Institution
 - Unlisted US Institution
 - Unlisted French-Speaking Canadian or Other Foreign Institution
- Please provide your school's country:** China
- Did you obtain or are you planning to obtain a degree from this college or university?**
 - Yes
 - No
- Degree Info**
 - Degree Awarded
 - Degree In Progress
- What type of degree are you planning to earn?**: Bachelor of Science
- When will you earn that degree?**: May 2026
- What is your major?**: Business Administration
- What is your minor?**: None
- Check if you were a double major

- **Finish the college questions:**
 - Type of term – Select “Semester”
 - Tuition status – Select “Not applicable”
 - Are you still attending – Select “Yes”
 - When did you attend? **Answer for when you started at HUTB.**
 - Click “Save and Continue”

19. Enter GPA information

- Click “Add GPA”
- Click “+Add A GPA”
- Select “Undergraduate,” enter your number of credits, and add your GPA.
- Click “Save”
- Click “Save and Exit”

20. On the left, click “Standardized Tests” and select “I am not adding any standardized tests”

21. On the left, click “Continuing Education Courses” and select “I am not adding any continuing education courses.”

22. On the left, click SAT Subject, you can enter an SAT score if you have taken it. **We will not use this score to affect your admissions decision, so you can select “0.”** Click “Save and Continue” and “Continue to Next Section.”

23. Complete Senior Secondary Leaving Examinations – Select “0” and click “Save and Continue” and “Continue to the next section.”

24. Community Based Organizations – Select “0” and “Save and Continue” and “Continue to Next Section”

25. Experiences – Select “I am not adding any experiences”

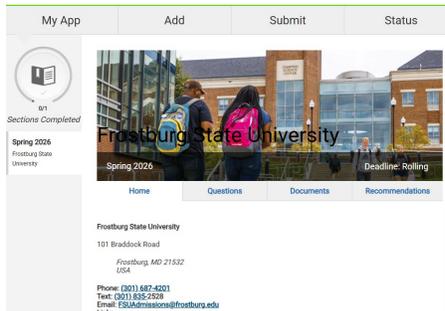
26. On the left, click “Achievements” – Select “I am not adding any achievements”

27. On the left, click “Documents” – Select “I am not adding any documents”

28. On the left, click “Affirmation Statements”

- Read these statements and click “I Affirm” for all the statements.
- Type your full legal name for “Applicant Signature”
- Click “Save and Continue”
- Click “Continue to Next Section”

You should now be at the Frostburg State University specific questions. Click “Questions” under your start term. (Here, it shows Spring 2026. Yours may say Fall 2027.)



1. Answer general questions.

- Preferred Admissions Plan – Select “Rolling”
- Do you plan to enroll as a full time student? – Select “Full-time”
- Do you plan to live on campus? – Select “Yes”
- Would you like to be considered for scholarships – Select “Yes”
- What is your intended major? – Select “Non-Degree Seeking” OR if you are coming to FSU campus, select “Economics” or “Art & Design”
- Activities – You can leave these blank or select activities that interest you.

2. Answer “Contacts” questions.

- Have you previously applied to Frostburg State? – Select “No”
- How have you learned about Frostburg State University?
- Mobile texting consent – Select “I DO NOT consent” – FSU will not text you.

3. Answer “Family” questions.

- I am a first-generation student – Select “Unknown”
- Have any relatives ever attended Frostburg State? – Select “None”
- I am a parent/legal guardian – Select “No”

4. Answer “Residency” questions.

- Do you wish to be considered for in-state tuition status? – Select “No”
- Please choose one: I am financially independent.

* Please choose one:

I am financially independent. I provide 50% ... ▾

I am financially independent. I provide 50% or more of my own living and educational expenses

* I am financially dependent on another person who has claimed me as a dependent on his/her m

I am not financially independent (I do not provide 50% or more of my own living and educational

† Permanent address

- For the residency items marked 1-9, please answer the following:

1. Question 1 has several parts:

- For permanent address, use the same address you already typed on the application.

- Write the years you've been living at this address.
- For months, enter "0"
- Skip the "If less than 12 months" and years/months at previous address.

2. For the following (2-9) answer as in the screenshots below:

2. Did you move to Maryland primarily to attend an educational institution?

No

3. Are all, or substantially all of your possessions in Maryland?

No

4. Do you possess a valid driver's license?

No

5. Do you own/lease any motor vehicles?

No

6. Are you registered to vote?

No

7. Have you filed a Maryland state income tax return for the most recent year?

No

If a Maryland tax return has not been filed within the last 12 months, state reason(s):

NA

8. Is Maryland state income tax currently being withheld from your pay?

No

If no, provide explanation:

NA

For the final part of the Residency section, you need to type your name and enter the date.

* I certify that the information provided is complete and correct. I understand that the University reserves the right to request additional information if necessary. In the event the University discovers that false or misleading information has been provided, the Student Applicant may be billed by the University retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

Signature:

* Signature Date:

 MM/DD/YYYY

3. Complete "Other Information" section

Other Information

- * -I certify that the statements made in this application are correct and complete.
- I understand that discovery of false information is grounds for immediate dismissal and forfeiture of all financial payments and academic credits.
- If admitted, I agree to comply with all policies and regulations of Frostburg State University in effect while I am a student, and to assume responsibility for any financial obligations that I may incur.
- I understand that all information furnished to the Office of Admissions in connection with this application will be treated confidentially and will be disclosed to University officials having a legitimate educational interest. Should I be admitted to and enrolled at Frostburg State University, reports and recommendations on my behalf will not become a part of my permanent student record.
- In making this application, I accept and agree to abide by the policies and regulations of Frostburg State University concerning drug and alcohol abuse and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.
- If the answers to any questions on this application change, or if the conditions affecting my residency status change, I will notify the University, in writing, within fifteen (15) days of such change.

I understand and agree with all the above statements

* Have you ever received formal disciplinary action or a dishonorable discharge from any branch of the military?

Yes No

After you enter all the required fields, a "Save and continue" button will appear at the top of the page. Click it! Then click "Save" on the "Are you sure" pop up screen. Then click "Close" on the next pop-up screen.

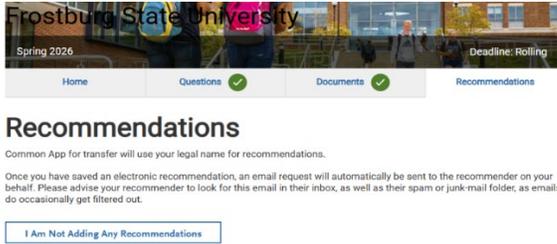
Click the "Documents" tab, scroll to the bottom and select "I am not adding any documents"



Documents

In the optional document titled "Military Papers", please submit documentation based on what you answered for the question "Do you qualify for any of the following exceptions? (If any of the categories below apply, please check the appropriate box, provide requested information and/or document, and go to the next section)."

Click the “Recommendations” tab and select “I am not adding any recommendations”



Click “Submit Application” at the top of the screen. (See screenshot)

- Click “Continue.”
- You will be asked to acknowledge the completion of your application.
- Click “Continue” again.

Congratulations! You have completed your Frostburg State University application!

PLEASE DO NOT SUBMIT MULTIPLE APPLICATIONS. Once you submit one, you are done with the application process!

Step 2: Account Activation

Once you are officially admitted to FSU, you will receive an automatically generated email within a few days at the email address you provided on your application.

The email should look similar to the example below:

From: FSU Account Information (newfsuaccount@frostburg.edu)
Sent: Saturday, April 15, 2023, 7:45 PM
To: name@outlook.com
Subject: FSU Network Account

John L. Doe, your FSU network account has been created. This email will provide your initial password and instructions to get started.

Email Address: jldoe0@frostburg.edu
Username: jldoe0
Student ID: 4140441
Initial Password: lXigBq6UaPVMiT5~

Once you have located the email from **newfsuaccount@frostburg.edu**, go to <https://password.frostburg.edu> and click the Activate your FSU network account link.

Activate Your FSU Network Account

You will be asked to create a new password and to supply additional information. It may take up to 24 hours for your account to become fully active across all systems.

If you **do not** receive the email, follow these steps:

- Check your junk, spam, and blocked email.
- If you still do not have your FSU email address, username, student ID, and initial password, contact your classroom teacher and provide the following information:
 - Chinese name such as 张三
 - Chinese Pinyin such as San Zhang
 - Cell phone number such as +86 13068594561 (add country code +86)
 - Personal email such as sanzhang@outlook.com
 - FSU ID such as 3456654 (7-digit number)
 - Grade and class such as 2022H2, ECON 407-001
 - FSU Email such as szhang0@frostburg.edu

If you have the above information but still have problems activating your account, email your classroom teacher and explain your problem. For example:

- You have the email account and password, but cannot log in. Provide any error messages, this will help with troubleshooting the issue.

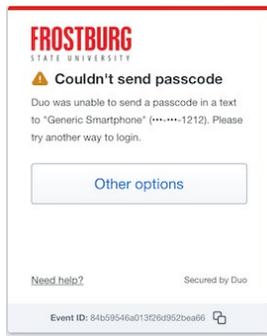
The teacher should contact FSU, and the Help Desk will provide the email account and a temporary password for you. You need to get this password from your classroom teacher.

Step 3: Multifactor Authentication

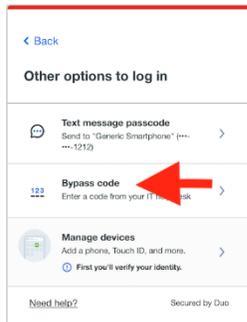
This section is for both New and Returning Students

All HUTB students are assigned a unique **Duo Bypass Code** for logging into their FSU Account. The Program Coordinator will distribute Duo bypass codes to the classroom teachers and students. If a student is not included on the provided bypass code list, the Program Coordinator should contact the FSU Help Desk at helpdesk@frostburg.edu to request a Duo Bypass Code for that student.

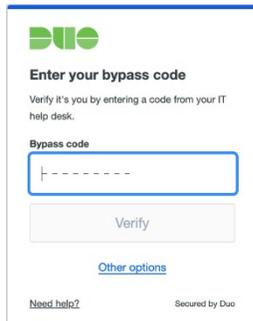
1. Navigate to either your FSU Email or Canvas and enter your FSU email address and password. You will then be redirected to the **Duo Other options** window. When prompted, select **Other options**.



2. Next you will see **Other options to log in**, select **Bypass code**.



3. Enter your Duo bypass code provided by the Program Coordinator, confirm it is correct, and click **Verify**.



4. Troubleshooting: if you cannot pass this step, contact your classroom teacher, including any error messages. Explain the problems in detail. For example:
- Bypass code is not being recognized.
 - Error Message: Invalid Bypass code.

Step 4: Account Management

This section is for both New and Returning Students

1. How to reset your password.

Method 1: Open this link

<https://www.frostburg.edu/information-technology/Services/password-management.php>,

select **Change Your Password**, read the next screen for the password complexity requirements. Click Change Your Password a second time to proceed with changing your password:

Password Management Options

Change Your Password

Update Phone Number or Alternate Email for Password Resets

Password Complexity Requirements

Your username and password are your gateway to critical campus resources including, email, PAWs, and Canvas.

- Individuals are responsible for keeping passwords secure and confidential.
- Choosing a strong password is an important part of protecting access to your University account.

Frostburg State University has a **Password Policy** that requires you to create your password using the following complexity criteria:

Passwords **must**:

- Be a minimum of twelve (12) characters in length
- Contain at least one (1) character from three (3) of the following categories:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Number (0-9)
 - Special character (-!@#%&*~.-+*\|(){};":'<>?,/)
- Be private.

Passwords **must not**:

- Contain a common word, proper name, your username, your email address, your first or last name.
- Have been used in the last ten (10) password.

Method 2: Contact FSU Help Desk

After students finish all the steps in account setup, if there are still any issues about the student account, contact your classroom teacher. Provide all personal information and explain your difficulty. Your classroom teacher will contact the FSU Help Desk to help you.

2. Using your FSU account: Students should check their account at least one week prior to class starting. Especially, you need to double check to see if you can successfully login to Canvas and check if you are in the correct classes. Check the following to facilitate your study.
 - Check your FSU email account to make sure you can communicate with the course instructor.
 - Students should check their Canvas *every day*. Especially, familiarize yourself with the Canvas structure including.
 - Syllabi
 - Announcements
 - Module
 - To do
 - Grade
 - Students can further learn how to use Canvas in the following link, [Canvas Community](#)
3. FSU has been supporting a full list of tools including Webex, OneDrive, Teams etc. Click the following link to learn more [Office of Information Technology](#)

Applying to Study on the FSU Campus or to Become Degree-seeking

Before an HUTB student changes from non-degree to degree-seeking status, the FSU Admissions Office requires students to complete a new application declaring their major. This must be completed before students come to the FSU campus or before their final FSU semester.

The following documents are required for HUTB students who will complete classes on the FSU campus or earn a degree from FSU:

1. Complete a degree-seeking application here: [Online Application](#)
2. Use the same instructions as above.

- For the intended major, select “Economics” or “Art & Design.”
3. Provide a passing English language proficiency score
 - [DuoLingo](#) Undergraduate 85
 - [TOEFL](#) Undergraduate and Exchange (500P/173C/61iBT)
 - [IELTS](#) Undergraduate and Exchange (5.5)
 - [LADO](#) International Institute Graduate and Undergraduate Level 10
 - [iTEP](#) Undergraduate (3.6, no sub-score below 3.5), Exchange (3.5)
 4. Provide a copy of a valid passport
 5. Email all up-to-date transcripts to fsuinternational@frostburg.edu

For students who wish to come to the FSU campus:

6. Provide proof of financial support
7. [FINANCIAL CERTIFICATION FORM](#) (click link)
8. **BANK STATEMENT** - Bank Statement or Bank Letter showing enough funding for one year of study (Tuition and Fees, Room and Board, Health Insurance, Books, and Personal Expenses)
 - Please request two copies of your bank statement or financial letter.
One copy you will take to your Visa appointment, the other will be given to the CIE Office upon your arrival at FSU.
 - The name on the bank statement must *match* the name of the person signing the *Financial Certification Form*.
 - The bank statement must include the bank’s contact information (branch location, address and phone number).
 - The bank statement must be less than six months old at the time FSU issues the I-20 document.
 - Bank *letters* must be signed by a bank officer and printed on official letterhead paper.
 - Photocopies and account statements printed off the internet are not acceptable.

Apply for an F-1 Student Visa

For students who plan to study on the FSU campus:

Contact the local U.S. Consulate or Embassy to ask about how to get an F-1 international student visa. A list of Consulates and Embassies can be found at <https://www.usembassy.gov/>.

Pay a SEVIS I-901 fee for each program of study. Students must provide receipt of this payment at the time of their interview at the US Embassy/Consulate. To make a SEVIS payment, go to <https://www.fmjfee.com/i901fee/>.

Complete an online Nonimmigrant Visa Application Form DS-160, which can be found at <https://ceac.state.gov/genniv/>. Follow the instructions to apply and pay the associated fees.

10 Tips for the Visa Interview Process

1. Proof That You Plan to Return Home

- You need to be able to show that you plan to return to your home country after you complete your program of study. The officer may ask what you plan to do after graduation or long-range career plans.

2. English Language Ability

- Be prepared for the visa interview to be in English, not your native language. Practice conversations in English before you go, but do not deliver a prepared speech.
- 3. Speak for Yourself**
 - You need to be able to speak for yourself about your plans for studying. Do not bring parents or family members to the visa interview.
 - 4. Know About Frostburg State University and Why You Are Coming Here**
 - You need to be able to answer questions about Frostburg State University and its programs. Where is Frostburg located? Why did you choose our school?
 - 5. Be Clear and Concise**
 - Your answers need to be short and to the point. Officers do not have much time to decide, so what you say first is very important.
 - 6. Additional Documents**
 - Be sure to bring all required documents with you; Passport, FSU acceptance letter, I-20 issued by Frostburg State University, Financial Documents, Language Score, a receipt for the DS-160 form, a receipt for the SEVIS I-901 fee. You need to have everything ready and organized; you will only have a short time with the officer.
 - 7. Not All Countries Are the Same**
 - Students applying from countries where previous students have overstayed their visas will have more difficulty obtaining a visa. There may be more questions regarding job opportunities at home after completing your program of study.
 - 8. Your "Job" Is to Be a student**
 - You need to be able to show that you are coming to the U.S. to study, not to work. During your program of study, you may only work on campus. There are other work opportunities you may apply for, but your main reason for entering the U.S. is to receive an education.
 - 9. Dependents Staying in Your Home Country**
 - If you are leaving a spouse or children in your home country, you will need to be able to show how they will support themselves while you are away.
 - 10. Remain Calm and Be Positive**
 - Do not argue with the officer. If you are denied a student visa, ask for the reason in writing and the list of documents needed to reapply.

Health & Wellness

Study Health Center Information

Students can find the Student Health Center (SHC) webpage here: [Student Health Center](#). To contact the SHC directly either email studenthealthcenter@frostburg.edu or call 301-687-4310. The Student Health Center provides treatment of minor illnesses and injuries, women's and men's health issues and programs that emphasize wellness. When necessary, the Student Health Center staff can refer students to community agencies, hospitals and specialists.

HOURS	LOCATION
Monday - Friday 9am to 4pm Summer & Intersession 9am to 4pm	We are located in the Education Health Science Center (EHSC) 1st floor
Schedule an appointment online through the patient portal or call 301-687-4310	Campus Map

Required Vaccinations and TB Testing

The Student Health Center at Frostburg State University is responsible for making sure all students meet the university's immunization and tuberculosis screen requirements. Below you will find the requirements that you are responsible for:

Required Vaccinations

Immunization Requirements-All immunizations must be translated to English to be accepted.

All students must provide proof of the following immunizations:

- 2 doses of MMR (measles, mumps, rubella): The first dose must be on or after your 1st birthday. The second dose must be a minimum of 28 days after the first dose.
- Tdap or Td (tetanus): This vaccine must have been received within the last 10 years. If you received it longer than 10 years ago, you must receive another vaccine. These provide immunity for 10 years.

With all the immunization, you should upload your medical information to this link [Student Health Patient Portal](#). (You will need to login into your account and upload the information)

If you do not provide documentation of your immunizations, you will be scheduled to have the required immunizations given to you upon arrival on campus.

Cost for Immunizations at the Student Health Center:

- MMR vaccine (each): \$95.00
- Td or Tdap vaccine: \$55.00
- Follow this link for [Schedule of Fees](#) (More Fee information)

TB Testing Screening Requirements

- Tuberculosis Risk Assessment Form (TB Screening)
 - This form is found in your patient portal. Follow the link above for this form.
- **IMPORTANT:** If you are from a country identified by the World Health Organization as having a high risk for Tuberculosis, additional actions are required. A blood test (T-SPOT, IGRA, or Quantiferon Gold) for Tuberculosis must be done no earlier than 6 months before your arrival to campus. **If you do not have this done in your country, the Student Health Center will require you to have a T-SPOT blood test completed at health center upon arrival.**
- Cost for this testing at the Student Health Center is as follows:
 - TSPOT: \$105.00 (this includes visit fee and blood test.)
 - If the T-SPOT blood test result is positive, a Chest x-ray is required.
 - Cost of chest X-ray: \$50.00 - \$70.00
 - The Student Health Center does not accept insurance. The student will be given a reimbursement form that they can submit to their insurance company.

Housing & Dining

On-Campus Housing Application Process

Edgewood Commons

Edgewood is the dormitory of choice for most HUTB students. You can choose to continue living with your friends from China or choose to live with new foreign friends as roommates.

Overview:

Edgewood Commons, a privately managed apartment complex located on campus, offers suite style living with individual bedrooms, furnished living areas and kitchens. Residents have access to a fitness gym and a game lounge. Edgewood's courtyard features a volleyball court and a small amphitheater.

Edgewood fulfills the on-campus residency requirement; however, it is not considered on-campus for some scholarships and billing.

Room Details:

Furnishings	Fully furnished including kitchen appliances, dining table and chairs, beds, dressers, closets, desks and chairs in each bedroom.
Bed Size	Twin XL
Cable TV	Yes, with HBO
Phone Jack	Upon request

Application Instructions for Edgewood Commons

Before applying for the housing. Be sure to have your FSU account activated!

Step 1: It is important to decide on your roommate, whether foreign or Chinese, and confirm with your friends in advance!

Step 2: Follow the link <https://edgewoodfsu.com/>, you can access the Edgewood website interface. You can see the big “Floor Plans”, select it and you can get the room and floor information, which includes Costs, Room Type, and Pictures.

Step 3: Go back to Step 2 link. You will see the **Apply Now** button at the top of the main page Next to a Green Star, select it and get into the online application.

You will need to create an account as in the screenshot below:

Your legal *first* name is your given name. Your legal *last* name is your family name. Do not use a qq.com email address.

The screenshot shows the Edgewood Commons website interface. At the top, there is a navigation bar with links: HOME, FLOOR PLANS, PHOTOS & TOUR, AMENITIES, RESIDENTS, CONTACT, FAQs, and APPLY NOW. Below the navigation bar, there are two main sections. The left section is titled "Create an Account to Begin" and contains a form with fields for "Legal First Name", "Last Name", and "Phone Numbers". The right section is titled "Have a quote id?" and "Already have an account?" and contains a form with fields for "Email / Quote id" and "Password".

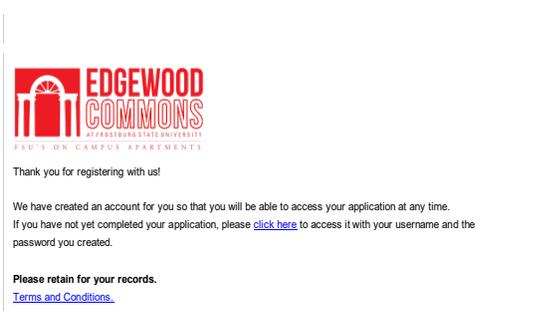
Primary Phone Number
 + [Add Another Phone Number](#)
 Email *

 Password *
 Confirm Password *

 How did you hear about us? *

 * I acknowledge that I have read and agree to the [Terms & Conditions](#)
 * I acknowledge that I have read and agree to the [Privacy Policy](#).

Once you create your account, you should receive an email like the one below:



**In the application, you should be taken to the following screen:
Click the “Return to Complete Application” box under the Online Applications heading**

Online Leases

Property	Application #	Term	Floor Plan	Status
Edgewood Commons	104358	Academic Term	4BR	Inactive You have been removed from this application. For questions, please contact our leasing office at 240-860-1460.

Online Applications

Property	Application #	Term	Floor Plan	Status
Edgewood Commons	106852	*	*	Application: Started Your application has been started, but not completed. <input type="button" value="RETURN TO COMPLETE APPLICATION"/>

On the next screen: Choose the Academic Term

Housing Application 1 Log Out

Location
 Options
 Basic Info
 Add Info
 Roommates
 People
 Contacts
 Summary
 Payment

Location

On this step you will select a term, a floor plan, a unit space type, and your desired optional amenities.

1. Select your lease term

Academic Term (08/05/2025 - 05/29/2026)
 Academic Term (08/01/2025 - 05/20/2027)

Then select a floor plan and click Save & Continue:

2. Select a Floor Plan

2 Bedroom **2** 4 Bedroom **1**

4BR 4 Bedroom / 2 Bathroom 1143 Sq. Ft.

Room Types	Rate
<input type="radio"/> Private	\$9064.00

On the next screen, “Options”, choose semester billing, then Save & Continue:

Location > **Options** > Basic Info > Add Info > Roommates > People > Contacts > Summary > Payment

Options

No rental options are currently available.

Select a Installment Plan

<input type="radio"/> Installment Billing	Installment Billing
<input checked="" type="radio"/> Semester Billing	Semester Billing

Location z Change

Edgewood Commons Details

4BR

Rent/Options U

Housing Fee \$8,756.00

Other Charges

Due Now \$150.00 V

Due Later \$50.00 V

Special Promotions

Promo Code

On the next screen, “Basic Info”, complete the following information.

Personal Information

Legal First Name *

This field is required.

Middle Name *

I don't have one.

Last Name *

This field is required.

Gender Identity *

Pronouns

Preferred Name

Email *

karitzperry@frostburg.edu

Phone Number *

Mobile V

Primary Phone Number

+ Add Another Phone Number

Send me text messages with application status updates. i

Secure Information

SIN# ID#*

Do you have an SIN#?

Yes No

[See next Page](#) **SAVE & CONTINUE**

Your Birth date should be entered Month/Day/Year. Click the box “No” in answer to the question, “Do you have an SSN?”

On this screen below, choose the type of Identification you will provide and upload it.

Additional Identification Types

---Select Identification Type---

Government Issued Picture ID *

Document Upload Proof * (accepted document types: .pdf, .img-all)

Add a File

Issue Date * Expiration Date *

mm/dd/yyyy mm/dd/yyyy

Country:

China

On the “Additional Information” screen, enter your home address in China:

Permanent Address

Country:

China

*Address Line 1:

Address Line 2:

Address Line 3:

District:

*City:

*Province:

Select One

*Postal:

Then answer this question and click Save & Continue:

[View our Parking Policy](#)

Do you have vehicles? *

Yes No

Save and Exit

SAVE & CONTINUE

On the “Roommates” screen, if you select “Yes” to the first question, complete the invitation:

INVITE ROOMMATES

Would you like to invite roommates to join your group?

No Yes

New Roommate

First Name * Last Name *

Email * Primary Phone

SEND INVITATION

If you select yes or “No”, complete this section below and click Save & Continue

INTERESTS

The following questions will help us find your ideal room placement.

General

Legal Gender
Choose One v

What gender of roommate(s) do you want to live with? Select both male and female for Co-ed. *

Male Female

On the “People” screen, enter a guarantor (usually a parent).

Guarantors

A guarantor is an individual who agrees to be financially responsible for the terms of your license agreement if you are ever unable to satisfy those obligations.

i We require at least 1 guarantor.

Guarantor 1

Legal First Name *

Last Name *

Phone Number * Mobile v

Primary Phone Number

+ Add Another Phone Number

Birth Date *

Invite this person via email to complete their own personal information.

I will complete this person's information myself.

ENTER INFORMATION

You must choose “Invite this person via email to complete their own personal information” OR “I will complete this person’s information”. If you chose the second, you must click “Enter Information” to proceed.

On the “Contacts” screen, please complete the required information:

Emergency Contact

First Name *

Last Name *

Relationship *

Phone *

Email *

Then click Save & Continue

The “Summary” screen should look like the screen shot below before you can electronically sign the application and submit it:

Application Summary

<ul style="list-style-type: none"> #Location #Basic Info #Options #Additional Info #Roommates #People #Contacts 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Unit Information Edit Location</p> <hr/> <p>Location</p> <p style="text-align: center;">Lease Academic Term</p> <p style="text-align: center;">Floorplan 4BR</p> </div>
--	---

Sign and Pay the Application Fee

Digital Signature

Electronic signatures have the same legal effect as ink signatures on hard copies. By typing my name in the following box I certify the above statements to be true and correct, to the best of my knowledge.

Full name (Kristin Ritz-Perry): *

Please note that you will not be able to start another application for this property until **60** day(s) after the completion of this application.

If you have any questions please contact our leasing office at +1 3016891370

You will be taken back to the start page where you will need to choose to review & sign your lease as in the screenshot below.

Review & Sign Your Lease

Log Out

Sign Online

Terms and Conditions for Electronic Document Delivery

Agreement to Conduct an Electronic Transaction

The parties to this agreement ("Agreement") are the renewal tenant or prospective tenant ("you") and the owner or manager of the property (collectively "us" or "we"). The parties agree to the following:

1. **Electronic Signature Agreement.** By selecting the "I Accept" button, you are agreeing to sign this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar action, or to otherwise provide us instructions electronically, or making any acceptance of any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereinafter referred to as "signature"). acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your signature or any resulting contract between you and us. You also represent that you are authorized to enter into this Agreement. You further agree that each

▼

Yes, I agree to the Terms and Conditions of Electronic Document Delivery.

Documents in this lease

1. FST Spring License
2. FST License Fee Collections Policy
3. FST Acknowledgement Page
4. FST Payment Installment Addendum

Download Lease

2

Download to review or print the lease. If you choose to sign offline, please contact the office.

~ Download

You will also receive an email that looks like this:



EDGEWOOD COMMONS
AT FROSTBURG STATE UNIVERSITY
FSU'S ON CAMPUS APARTMENTS

Lease Agreement for Kristin Ritz-Perry

To: karitzperry@frostburg.edu

Dear Kristin,

Lease documents for Kristin Ritz-Perry at Edgewood Commons are ready for your signature! Click on the link below to log in and follow the instructions to review and sign. If you have any questions, or need help along the way, contact the leasing office at (301) 689-1370.

Login ID: karitzperry@frostburg.edu

[Click here](#) to review and sign your lease.

Please retain for your records.

IF YOU REQUIRE ANY ASSISTANCE WITH THIS APPLICATION, YOU MUST EMAIL TO info@edgewoodfsu.com

Meal Plan



Housing and a meal plan are included in the total price that HUTB students pay to FSU. Students must apply for and be assigned housing and a meal plan *prior to* arrival on campus. HUTB students should email to the Billing Office at billingoffice@frostburg.edu with their name and FSU student ID number to select a meal plan.

For HUTB Students, the meal plan you should choose is:

Bobcat White Bonus– 14 meals per week plus 100 Bonus Dollars per semester

Any changes to the meal plan must be paid for before the change will be made

Paying Your Student Bill

Tuition Payment Deadlines & Late Fees

Semester Bills Must Be Paid in Full by The End of The First Week of Classes.

Any outstanding balance after this date will result in late fees being added to your student bill. The costs will be \$75 late fee.

How to Pay (Flywire, Credit Card & ACH)

Flywire

We recommend that tuition payments are made directly to Frostburg State University through Flywire.

Flywire Payment Option (for International Students only)

Frostburg State University has partnered with Flywire to streamline the tuition payment process for international students. You can pay from any country, in your home currency, and track the payment process online. Excellent exchange rates, lower fees, and 24/7 multilingual support make this a convenient option. Use this link to access **FLYWIRE**

Credit Card / Online Payments

FOR U.S. BASED ACCOUNTS ONLY. The credit card/online payment option allows credit card payments for a reasonable convenience fee per transaction. An electronic funds transfer (ACH) is also available through the PAWS account for a small fee of \$0.50 per transaction. Use this link to make payment or learn more [Your Bill and Payments](#)

Refund Policies

The following regulations govern refunds available upon withdrawal from the University or when other changes of status take place. To withdraw from the University, you must complete an official withdrawal card and file it in the Registrar's Office before you are entitled to any refund. Because refund amounts change depending upon when you file, the date used to determine refunds will be the date on which you submit the final filing or change of status to the Registrar's Office.

If you register for a full schedule (12 credits or more) and you drop courses to 11 credits or fewer after the end of the registration period, you are not entitled to a refund based on a credit-hour charge. Students dismissed for disciplinary reasons are not entitled to any tuition or fee refund.

Non-refundable Fees

The following fees are non-refundable after the end of each registration period including the summer session:

- Room rent fee
- Voluntary (Block meal plans)
- Auxiliary Facilities fee
- Activities fee
- Athletic fee
- Directed Practice fee
- Transportation fee
- Private Music fee
- Student Union Operating fee
- University fee
- Vehicle Registration fee
- Special Instruction Fee
- Course/class fees
- Late fees
- Payment plan fees

Billing Office Contact Information

Location: Pullen Hall, room 148

Hours: (cashier)Monday-Friday 8:00 a.m. to 4:00 p.m.

(email and phone)Monday-Friday 8:00 a.m. to 4:30 p.m.

Phone: 301-687-4321

Email: billingoffice@frostburg.edu

Arrival & Orientation

Travel Guidelines (Airport Pickup, Dates, Times)

All International students must arrive at least a week prior to the start of the semester. The CIE office will provide the arrival and pick up date for students in their acceptance email.

All flights must arrive at Dulles International Airport before 2:00 pm.

What should you do after booking your ticket?

Once students have booked their flight ticket, they must email the flight details to fsuinternational@frostburg.edu from their Frostburg student email account.

What to Pack & Bring to the U.S.

Essential Documents (**Very Important!!!**)

- Valid passport and F-1 visa
- I-20 Form (signed by FSU and you)
- Admission letter from Frostburg State University
- Proof of financial support (bank statements and financial certification form)
- Receipt for payment of SEVIS I-901 fee
- Vaccination and health records
- Emergency contact list (U.S. and home country)
- Copies of all documents (keep both physical and digital backups)

Money & Financial Tools

- U.S. dollars for arrival expenses (~\$200–\$300)
- Credit/debit cards that work internationally
- Bank information if transferring funds or opening a U.S. account
- Currency exchange information (optional, but helpful)

Clothing

- Comfortable everyday clothes (layers are best)
- Warm winter coat, gloves, hat, and boots (FSU has cold winters!)
- Formal wear (for presentations or events)
- Gym/workout clothes and sneakers
- Sleepwear and undergarments
- Umbrella and raincoat

Living Essentials (for dorms)

Most dormitory supplies can be purchased here, so there is no need to bring too much.

- Power strip (U.S. voltage: 110–120V)
- Alarm clock or phone charger

Medical & Health

It is not as easy to buy medicine abroad as it is in China. Most medicines require a doctor's prescription, so it is important to bring some everyday medicines with you.

- Any prescription medications (with English-labeled documentation)
- Health insurance card and info
- Glasses/contact lenses and related supplies
- Basic first-aid kit (band-aids, fever medicine, etc.)

Technology

- Laptop/tablet and charger
- Unlocked mobile phone + charger
- U.S. plug adapter and/or voltage converter
- USB drive or external hard drive

Comfort & Personal Items

- Photos of family/friends
- Cultural items (snacks, flag, traditional clothing)

- Books, journals, or favorite items from home
- Small gifts (for roommates or new friends)

Do Not Bring

- Large appliances (e.g. rice cookers or kettles—buy in the U.S.)
- Too many clothes or unnecessary electronics
- Items restricted by U.S. customs (e.g. meats, fruits, liquids over 100ml in carry-on)

Orientation Schedule

Mandatory Orientation

Each semester there is a mandatory three-to-four-day orientation session provided by the Center for International Education. These sessions cover billing, meal plans, institutional rules, visa regulations, academic expectations, health and safety issues, insurance, and available resources.

Students must bring the following documents to orientation:

- Passport
- Visa
- Original, signed I-20

Students will need to provide the documents mentioned above **within ten (10) days** of beginning their studies at FSU.

The Orientation is scheduled during the week before school starts, which depends on the start day of the semester.

Using FSU Systems

Canvas Overview & Login Help

What is Canvas?

[Canvas](#) is Frostburg State University's Learning Management System (LMS) that allows users to access course materials, announcements, assignments, tests, grades, recordings, and to collaborate online through discussion boards, blogs, and wikis.

When will I use Canvas?

Your instructor will let you know if they are using Canvas and Cisco Webex for your course. All online courses require the use of Canvas.

What will I do in Canvas?

Instructors have the liberty to tailor how they use Canvas and Cisco Webex for course materials and activities. Some things you may be able to do in your Canvas course include:

- View course documents and presentations
- Submit assignments
- Take exams or quizzes
- Check/view grades and progress
- Participate in discussions
- Access recordings

How do I access Canvas?

1. Go to the [Login page](#). (Click link)

2. Log in with your FSU credentials
3. Your course will appear under the Courses module when the instructor makes the course available to you.

Want to learn more about using Canvas? Click on each link below:

- Student Guide: [Student-Guide](#)
- Base Guide: [Basics Guide](#)
- Canvas Video Guide: [Video Guide](#)

Email & PAWS

Email

Email is the Official Communications Method. Your FSU email is the official method for the University to communicate with you regarding important issues including student billing, campus emergencies, news, and events.

More Email Information, click on the link: [Email Access](#)

PAWS

PAWS is Frostburg State University's Internet Records system. You can view your academic record, unofficial transcript, service holds, schedule of classes, academic advising report, academic advisor, and student bill.

More PAWS information, click on the link: [Accessing PAWS to Register](#)

Technical Support Contacts

The IT Help Desk is FSU's main provider of technology support to all students, faculty and staff University-wide, on or off-campus. We are committed to delivering quality customer service and technical solutions in support of campus-wide technology.

Any critical Incident or Service Request should be initiated by calling the IT Help Desk directly.

Other technical problems can be reported via the [Help Desk Portal](#).

IT Help Desk Contact information:

Location: Gira Center Room 123

Hours: Available 24/7

Phone: 301.687.7777

Email: helpdesk@frostburg.edu

Transcript Requests

How to Order Official Transcripts

Frostburg State University has partnered with Parchment Exchange for a more convenient method for ordering and in the delivery/sending of your transcript. Check the website for the current pricing. [Transcript Requests](#)

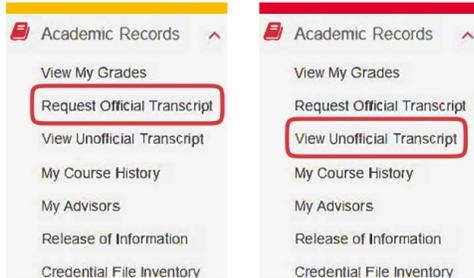
Electronic Transcripts – Allow up to 60 minutes for processing*

Paper Transcripts – Allow 2-3 days for processing during normal business hours

*Although 60 minutes is the allotted timeframe for electronic transcript requests, allow additional processing time for orders placed during peak hours and during peak times throughout the Semester.

For Current Students

Current Students can view unofficial transcripts or request an official transcript through their PAWS account. To do so, log into PAWS and follow this path: **Student Center > Academic Records > Request Official Transcript OR View Unofficial Transcript**



Unofficial Transcripts are for viewing purposes only.

For Former Students

Former Students will request transcripts through Parchment. Frostburg State University has authorized Parchment Exchange to provide transcript ordering via the web. Upon initial log in, you will be prompted to set up an account. You must use a valid email account. Avoid using your FSU email account. (The accounts issued while a student at Frostburg will only remain active during your enrollment and for a short period after your final semester.)

- Required information for authentication includes:
 - Date of Birth
 - Year Graduated or Year Last Attended
 - Degree Received or Sought
 - Name while Attending

This link is for the former students to request the transcripts: [Request Transcript Online](#)

For further information and assistance, contact the **Registrar's Office**:

Location: Pullen Hall, Room 144

Hours: Monday – Friday 8:00 am – 4:30 pm

Phone: 301-687-4597

Email: reginfo@frostburg.edu

Campus Life & Support

Life on Campus (Events, Clubs, Game Room, Fitness)

Cultural Events Series

The Frostburg State University **Cultural Events Series (CES)** provides opportunities for cultural, educational and economic engagement through its dedication to bringing diverse and multi-cultural performing artists to the tri-state region. Community members of all ages celebrate the arts through live performance, educational outreach, and experiential education; and discover global understanding through appreciation and acceptance of cultural differences.

You can find many interesting activities on the school's website, CES. Most of the activities are free, but some off-campus activities require students to purchase tickets. Link for CES: [Cultural Events Series](#)

CES Contact Information

Location: University Box Office, Lane University Center 203
Hours: Monday-Friday 10AM-4PM
Phone: 301.687.3137
Email: ces@frostburg.edu

Clubs

Getting involved in student clubs and organizations at Frostburg State University is one of the best ways to meet new people, build leadership skills, and enrich your university experience. FSU offers over 90 student-run clubs, including cultural associations, academic societies, service organizations, sports clubs, and arts groups. *As an international or exchange student, joining a club is a great way to connect with the campus community, practice English, and explore new interests.* You'll also have opportunities to attend social events, workshops, game nights, volunteer activities, and campus traditions like Homecoming. Whether you're joining a dance team, student government, or international student group, there's a place for everyone to get involved and feel at home.

- How to Apply for Club?

If you want to find a club that suits you, click this link: [Bobcat Connect](#) is a website for students to find and join clubs. It allows you to better find various activities, clubs, and organizations. *Students need to log in with their school email address to use Bobcat Connect.*

Game Room

Located on the First Floor of the Lane University Center, the Game Room's central location on the Frostburg State University campus makes it the ideal location to relax and unwind between classes. Visitors will instantly notice the pool table, comfortable seating areas, and TV lounge view spaces, but did you also know the Game Room features the following amenities?

- (2) Xbox 360 Consoles
- (4) Xbox One Consoles
- (4) PS4 Consoles
- Wii Consoles
- Sega Genesis Classic Console
- Super NES Classic Console
- A large and frequently updated video game library
- Board Games
- Corn Hole
- Foosball
- Billiards Table
- Table Tennis
- Cell Phone Charging Station
- Sound System with eight (8) in-ceiling speakers

All the above activities are FREE with your FSU Student ID

Fitness

The AstraZeneca Fitness Center in the Lane University Center is located on the **second floor** and features a wide variety of options to meet your wellness goals and needs. It features state-of-the-art equipment and is open during building hours to Frostburg State University students, staff, and faculty.

The fitness center has a wide variety of equipment including, but not limited to:

- Cardio Equipment includes seven treadmills, four stationary bikes, and nine elliptical trainers.
- Two (2) multi-station weight training system
- Adjustable dumbbells and various free weights

You can also find the fitness center in Edgewood Commons, located on the First Floor.

Transportation

Bus

The school will provide guidance on using public transportation on the first day of orientation so students can go to a nearby shopping center to buy groceries and essentials. A public bus also makes stops around campus during the semester.

- You can click this link to get the Bus Schedule and more information:
<https://www.alleganygov.org/1634/Bus-Schedule-Details>

Taxi

The school *does not* provide taxi services. If you need this type of service, you can use Uber or book a local taxi service. Students will need to pay these fees themselves, and this is not cheap.

- The local taxi service is Queen City Taxi
Location: 825 Virginia Ave, Cumberland, MD 21502
Phone: 301-722-2800
Email: queencitytaxi@aol.com

Amtrak

Amtrak is the national railroad company in the United States. If you need to travel to distant destinations such as Washington, New York, or airports, the railroad is a better option than taxis. This is because train tickets are generally cheaper than taxi fares. However, it is important to note that train journeys take longer, so it is advisable to plan your schedule in advance. Click this link is for Amtrak information: [Amtrak](#)

Greyhound

Greyhound is a national bus company. If you need to travel to distant destinations such as Washington, New York, or airports, a bus is cheaper than the train, taxi service, or Uber. However, it is important to note that buses make multiple stops, which makes the journey much longer than a train. It is advisable to plan your trip in advance. Click this link is for Greyhound information: [Greyhound](#)

Bay Runner Shuttle

BayRunner Shuttle is a Maryland-based shuttle service that provides daily transportation to and from BWI Thurgood Marshall Airport, the BWI Amtrak/MARC station, and the Baltimore Greyhound Bus station, as well as other locations across the state. It offers safe and convenient options for travel between hubs like Salisbury and Baltimore, Ocean City, and Western Maryland. There is a bus stop right on the FSU campus! Click this link for BayRunner Shuttle information: [BayRunnerShuttle](#)

Student Support Services (Academic, Counseling, Advising)

The school also provides students with a lot of additional support, including Academic, Counseling, and advising.

Academic: Tutoring Center

We are always ready to help you make your time at FSU as effective and valuable as possible. The FSU Tutoring Center offers support and personalized guidance to meet students' academic needs. Our dedicated staff provides individualized sessions to strengthen students' skills and aid their success at FSU. We are committed to helping all students excel in their coursework. We offer individual sessions and presentations focused on building skills for academic success.

Types of Tutoring Services:

- **Content Peer Tutoring:** Students experiencing difficulty in 100- and 200-level courses can schedule appointments for help in select classes.
- **Writing Tutoring:** Peer writing tutors are available for students who want to improve their writing in any class. Writing tutors can help you generate and organize ideas, use correct grammar, learn proofreading techniques, and correctly document your sources.
- **Professional Tutoring:** Tutoring provided by the professional staff assists students whose problems are more general than those addressed by peer tutoring. Some students need to improve their overall approach to learning and studying. Others need to develop specific studying and learning skills, such as textbook reading, note taking, time management, or test preparation, to cope with course expectations.

If you encounter difficulties in your studies, don't hesitate to seek help from the tutoring center.

Tutoring Center Contact Information

Location: Pullen Hall, room 151

Hours: Monday to Thursday 10:00 am – 9:00 pm, Friday 10:00 am – 5:00 pm

Phone: 301.687.3077

Email: tutoringcenter@frostburg.edu

Student Counseling Center

Student Counseling Center offers brief but comprehensive counseling services to Frostburg State University students, including individual and group therapy. Student Counseling Center is committed to providing culturally sensitive clinical services in a timely manner to our students. Our center is staffed by a variety of licensed mental health providers and trainees under supervision. Student Counseling Center facilitates the academic, career, and personal development of students at Frostburg State University. Services are provided by appointment and at no charge to FSU students.

If you are feeling distressed or experiencing difficulties outside of your studies, do not hesitate to contact the Counseling Center.

Student Counseling Center Contact Information

Location: Education and Health Science Center, Room 118

Hours: Monday to Friday, 8:00 am to 4:30 pm
Phone: 301-687-4234
Fax: 301-687-3065
Email: SCC@frostburg.edu

Crisis Support is available in the evenings, weekends, and holidays by calling University Police at [301-687-4223](tel:301-687-4223)

Academic Advising

Academic advising at Frostburg State University is designed to assist you in the development of meaningful educational plans that are compatible with your life goals. You are ultimately responsible for making decisions about your educational plans/life goals, as well as knowing and meeting the graduation requirements based on the catalog you are following. Additionally, faculty/staff academic advisors provide powerful and critical assistance by helping you identify alternatives and assessing the consequences of decisions.

If you need advice on your studies or courses, don't hesitate to ask for Advising.

Center for Academic Advising and Retention Contact Information

Location: 140 Pullen Hall
Hours: Monday – Friday, 8:00 am - 4:30 pm
Phone: 301-687-3404
Email: caar@frostburg.edu

Center for International Education

The Center for International Education (CIE) is the first stop for globalization at Frostburg State University. The CIE works with international students on campus, U.S. students wishing to study abroad and faculty who are focusing on globalization or wish to lead a study abroad trip. Most importantly, the CIE works to inspire global leadership through international experiences across campus. The primary goal of the CIE is to develop global leaders and to provide opportunities for students to develop professionally and internationally.

Location: Pullen Hall, Room 108
Hours: Monday to Friday 8:00 am to 4:30 pm
Phone: 301-687-4714
Email: FSUInternational@frostburg.edu

Campus Map & Facilities Overview

Campus Map

Welcome to FROSTBURG STATE UNIVERSITY



FROSTBURG
STATE UNIVERSITY

www.frostburg.edu

Facilities Overview



Gira Center for Communications and Information Technology



Lewis J. Ort Library



Compton Science Center



Framptom Hall



Chesapeake Dining Hall



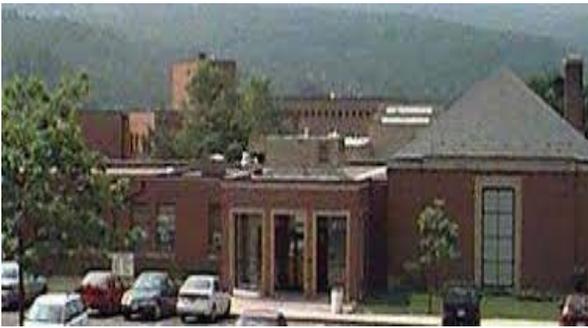
Cordts Physical Education Center



Lane Center



Performing Arts Center



Pullen Hall



Fine Arts/Roper Gallery



Chesapeake Dining Hall



Dunkle Hall



Lane Center Game Room



Swimming Pool



Climbing Wall

Reference Links

Here is the HUTB Student vlog: [HUTB Student vlog](#)

Source Links

Source <https://www.frostburg.edu/>

Admissions: <https://www.frostburg.edu/admissions-and-cost/undergraduate/apply/index.php>

Marketing and Finance <https://www.frostburg.edu/academics/colleges-and-departments/department-of-marketing-and-finance/faculty.php>

Economics <https://www.frostburg.edu/academics/colleges-and-departments/department-of-economics/faculty.php>

Art and Design <https://www.frostburg.edu/departments/visual-arts/faculty-and-staff.php>

HUTB webpage on FSU's website <https://www.frostburg.edu/student-life/campus-services/center-for-international-ed/hutb/index.php>