

January 2 - 26

October 30, 2017	Registration Begins
December 4, 2017	Payment Due or Payment Plan Enrollment Completed
December 4, 2017	Last Day to Register Without Late Fees
December 5, 2017 – January 3, 2018	Registration With Late Fee (\$30)
December 11, 2017	Deregistration for Nonpayment
December 19, 2017	Course Cancellations
January 2, 2018	Classes Begin
January 3, 2018	Last Day to Add a Course
January 3, 2018	Last Day to Drop Course Without “W”
January 11, 2018	Last Day to Drop a Course With a “W”
January 15, 2018	M.L. King (No Classes) Offices Closed
January 26, 2018	Last Day Of Classes

General Information

Visiting Students

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

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

Student Eligibility

The probation and dismissal policies stipulate that students on probation in the Fall may not register for Intersession courses. You could be dismissed after the Fall 2017 semester and be ineligible to enroll. There are no exceptions to this policy. If you can prove you are off probation, you may enroll (with late fees) in January.

Requests for Accommodation

Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodation through the ADA/EEO Compliance Office, Hitchins 329, 301-687-4102.

Cancellation

The University reserves the right to cancel classes due to insufficient enrollment. You will be notified on or about December 19, 2017, if a course is cancelled.

Credit/Course Limit

Students are limited to six credits or two courses for the Intersession. One three credit course is a full-time load. If you work during Intersession or participate in an intercollegiate sport, one course should be the absolute limit. Before you enroll, see the course syllabus and instructor about course requirements.

Library Hours

The library will remain open during Intersession 2018 according to the following schedule:

- January 2 – 26, 2018
- Mon. – Fri. 7:30 a.m. – 6:00 p.m.
- Sat. Closed
- Sun. 1:00 p.m.– 6:00 p.m.

Closed January 15, Martin Luther King Day.

Final Grades

Paper grades are not mailed to students. Access the PAWS System for grades. **Student Center > Other Academics > Grades**

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

E-Mail - Official Communication Policy Statement

A University-assigned email account shall be used as one of the University’s official means of communication with all students attending FSU as well as Faculty and Staff employed by FSU. Students and employees are responsible for all information sent to them via their University-assigned email account. If a student or employee chooses to forward University email to another account, he or she is responsible for all information, including attachments, sent to the other email account.

Student Responsibilities

You are responsible for checking your University email account and reviewing relevant information on a daily basis. You will be given a maximum of 10 megabytes of storage on the email server. You must purge unnecessary messages from your account to avoid exceeding the storage quota. Exceeding the quota will prevent the delivery of additional email messages.

2 Advising Contacts *(from off-campus use 301-687 then number listed)*

Accounting	Dr. Kathie Shaffer	FR 337	4388	Ethnobotany	Dr. Sunshine Brosi	CH 205	4213	Medical Technology Preparation	Dr. Benjamin Norris	CH 345	4157		
Addictions Counseling	Dr. Lisa Morshead	GC 222	4743	Exercise and Sport Science	Dr. Melody Kentrus	PE 265	4415	Medicine, Dentistry, Optometry, Veterinary Medicine Preparation	Dr. Karen Keller	CH 304	4174		
Adventure Sports Management	Dr. Natalia Buta	PE 268	4458	Film Studies	Dr. Kevin Kehrwald	DH 317	4367	Dr. William Seddon	CH 311	4707	Dr. Matthew Crawford	CH 339C	4940
African American Studies	Dr. Amy Branam Armiento	DH 315C	4225	Finance, Financial Services	Dr. Carol Gaumer	FR 320	4052	Music	Dr. Brent Weber	PA 103	4116		
Animal Behavior	Dr. Erica Kennedy	GC 223	4742	Fine Arts	Ms. Jackie Brown	FA 114	4319	Musical Theatre	Dr. James Reddan	PA 203	4110		
Art and Design, Art History	Ms. Jackie Brown	FA 114	4319	Foreign Languages and Literature	Dr. Maria-Luisa Sanchez	DH 201	4104	Nursing, Nursing Preparation	Dr. Heather Gable	LH 210-3	4894		
Athletic Training	Dr. Natalia Buta	PE 268	4458	Forestry	Dr. Sunshine Brosi	CH 205	4213	Dr. Kara Platt	LH 216	4791			
Biology	Dr. David Puthoff	CH 212	4172	Geography	Dr. James Saku	GU 232	4724	Occupational Therapy Preparation	Dr. Karen Keller	CH 304	4174		
Business Administration	Dr. Carol Gaumer	FR 320	4052	Graphic Design	Ms. Jackie Brown	FA 114	4319	Pharmacy Preparation	Dr. Peggy Biser	CH 356	3193		
	Dr. Michael Monahan	FR 315	3090	Health and Physical Education	Dr. Natalia Buta	PE 268	4458	Philosophy	Dr. Michael Mathias	DH 111	3094		
Chemistry	Dr. Robert Larivee	CH 351A	4091	Health Science	Dr. R. Scott Fritz	CH 247	7020	Physical Therapy Preparation	Dr. Melody Kentrus	PE 265	4415		
Coaching	Dr. Robert Lewis	PE 255	4465	History	Dr. Sally Boniece	DH 107	7496	Physics	Dr. Eric Moore	CH 122	4500		
Communication Studies	Dr. Sheri Whalen	CT 348M	4134	Industrial & Organizational Psychology	Dr. Paul Bernhardt	GU 215	4410	Political Science	Dr. Stephen Twing	GC 135	3097		
Computer Information Systems, Computer Science	Dr. Brad Rinard	CT 274D	4719	Information Technology	Dr. Brad Rinard	CT 274D	4719	PreK-12 Programs	Dr. Jodi Nichols	FR 129	4218		
Cultural Anthropology	Dr. Kara Rogers-Thomas	GC 028	3124	International Studies	Dr. Richard Russo	GU 231	4053	Psychology	Dr. Jennifer Flinn	GC 218	4491		
Dance	Ms. Nicole Mattis	PA 302B	3212	Interpretive Biology and Natural History	Dr. Thomas Lambert	CH 211	4167	Public Relations	Mr. Andrew Duncan	DH 313B	4241		
Dental Hygiene Preparation	Dr. Karen Keller	CH 304	4174	Jazz Studies	Dr. Brent Weber	PA 103	4116	Recreation and Parks Management	Dr. Natalia Buta	PE 268	4458		
Developmental Mathemtaics	Ms. Kimberly Kurek	PH 150	4442	Journalism	Mr. Andrew Duncan	DH 220	4241	Small Business/Entrepreneurship	Dr. Michael Monahan	FR 315	3090		
Early Childhood/Elementary Education	Dr. Fannia Boayue	FR 135	4220	Law, Law and Society, Law School Preparation	Dr. Scott Johnson	GC 137	7432	Secondary Teacher Education	Dr. Jodi Nichols	FR 129	4218		
Earth Science	Dr. James Saku	GU 232	4724	Leadership Studies	Dr. Elesha Ruminski	CT 348L	4480	Secure Computing and Information Assurance	Dr. Brad Rinard	CT 274D	4719		
Economics	Dr. David Kiriazis	GC 145	4386	Liberal Studies	Dr. Thomas Sigerstad	FR 326	4419	Social Science	Dr. Beth Scarloss	FR 110	4472		
Education Advising Center	Dr. William AuMiller	FR 223	4094		Ms. Maureen Lauder	Htch 213	4212	Social Work	Dr. Terry Russell	GC 022	4691		
Elementary Education	Dr. Jodi Welsch	FR 220	3096	Management	Dr. Michael Monahan	FR 315	3090	Sociology	Dr. Robert Moore	GC 027	4995		
Elementary/Middle School Dual Certification	Dr. Jodi Nichols	FR 129	4218	Marketing	Dr. Carol Gaumer	FR 320	4052	Sustainability Studies	Dr. Tracy Edwards	GU 210	7596		
Engineering	Dr. Eric Moore	CH 122	4500	Mass Communication	Dr. Sheri Whalen	CT 348M	4134	Theatre	Ms. Nicole Mattis	PA 310	3212		
English	Dr. Sydney Duncan	DH 309	4293	Mathematics	Dr. Marc Michael	CT 244D	3029	Wildlife and Fisheries	Dr. Thomas Lambert	CH 211	4167		
Environmental Analysis and Planning	Dr. James Saku	GU 232	4724	Mechanical Engineering	Dr. Yi-Zun Julie Wang	CH 103	3208	Women's Studies	Dr. Travis English	FA 126A	4941		

College Deans and Department Chairs

College of Business

<i>Dr. Sudhir Singh, Acting Dean</i>	GC 127.....	4093
-Accounting, Dr. Kathie Shaffer	FR 337.....	4388
-Economics, Dr. David Kiriazis	GC 145.....	4390
-Management, Dr. Michael Monahan	FR 315.....	3090
-Marketing and Finance, Dr. Carol Gaumer	FR 320.....	4052

College of Education

<i>Dr. Boyce Williams, Interim Dean</i>	FR 137.....	4357
<i>Dr. Kim Rotruck, Acting Associate Dean</i>	FR 219.....	4448
-Educational Professions, Dr. Jodi Welsch	FR 220.....	3096
-Kinesiology and Recreation, Dr. Natalia Buta	PE 268.....	4458

College of Liberal Arts and Sciences

<i>Dr. Joseph Hoffman, Dean</i>	CH 241.....	4120
<i>Dr. Cindy Herzog, Associate Dean</i>	CH 241.....	4142
<i>Dr. R. Scott Fritz, Associate Dean</i>	CH 247.....	7020
-Biology, Dr. David Puthoff	CH 212.....	4172
-Chemistry, Dr. Robert Larivee	CH 351A.....	4091
-Communication, Dr. Sheri Whalen	CT 358M.....	4134
-Computer Science, Dr. Brad Rinard	CT 274D.....	4719
-English and Foreign Languages, Dr. Syndey Duncan	DH 309.....	4225
-Geography, Dr. James Saku	GU 232.....	4724
-History, Dr. Sally Boniece	DH 107.....	7496
-Mathematics, Dr. Marc Michael	CT 244D.....	3029
-Music, Dr. Brent Weber	PA 202B.....	4116
-Nursing, Dr. Heather Gable	LH 210-3.....	4894
-Philosophy, Dr. Michael Mathias	DH 111.....	3094
-Physics and Engineering, Dr. Eric Moore	CH 122.....	4500
-Political Science, Dr. Stephen Twing	GC 135.....	3097
-Psychology, Dr. Jennifer Flinn	GC 218.....	4491
-Social Work, Dr. Terry Russell	CH 022.....	4691
-Sociology, Dr. Robert Moore	GC 027.....	4995
-Theatre/Dance, Ms. Nicole Mattis	PA 302B.....	3212
-Visual Arts, Ms. Jackie Brown	FA 114.....	4319

Administrative Offices

Director of Intersession

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.....	7053
Athletics, Cordts PE Center 284.....	4462
Bookstore, Lane Center.....	4341
Career & Professional Development Center, Sand Spring Hall 124.....	4454
Center for Academic Advising & Retention, Pullen Hall 140.....	3404
Center for International Education, Fuller House.....	4714
Counseling and Psychological Services, Sand Spring Hall 101.....	4234
Disability Support Services, Pullen Hall 150.....	4483
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Financial Aid & Student Employment, Pullen Hall 114.....	4301
FSU IT Computing Help Desk, Gira CCIT 123K.....	7777
Health Services, Brady Health Center.....	4310
Office of Gender Equity, Hitchins Adm Bldg 126.....	3117
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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
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Registration, Drop/Add, Verification of Enrollment.....	3145
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Residence Life, Annapolis Hall.....	4121
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Student & Community Involvement Office, Lane Center 231.....	4411
Student Support Services, Pullen Hall 133.....	4481
Technology Services, Gira CCIT 120A.....	7090
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All other calls.....	4223
Lost & Found.....	4223
University System of Maryland at Hagerstown.....	240-527-2060
Veterans Center, 150 Park Ave.....	301-687-4409

4 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

Access PAWS directly at <http://paws.frostburg.edu>.

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?

Immediately 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.

PAWS Quick Reference for Students

Access PAWS at: <http://paws.frostburg.edu/>

Student Center

The screenshot shows the PAWS Student Center interface with several callout boxes providing instructions:

- Scheduling Assistant – Plan the perfect schedule here!**: Points to the 'Scheduling Assistant' link in the Academics menu.
- Academic and Enrollment Information**: Points to the 'Academic Planner' link in the Academics menu.
- FERPA Release of Info**: Points to the 'FERPA-Release of Info' link in the Academics menu.
- FERPA Restrict Directory Info**: Points to the 'FERPA-Restrict Directory Info' link in the Academics menu.
- Billing Information**: Points to the 'My Account' section in the Finances menu.
- Financial Aid Information**: Points to the 'Financial Aid' section in the Finances menu.
- Personal Information**: Points to the 'Personal Information' section in the bottom menu.
- Current Schedule**: Points to the 'This Week's Schedule' table.
- Check Holds**: Points to the 'Holds' section in the right-hand sidebar.
- Enrollment Appointment**: Points to the 'Enrollment Dates' section in the right-hand sidebar.
- Academic Advisor**: Points to the 'Advisor' section in the right-hand sidebar.

Academics Section:

- Search
- Plan
- Enroll
- My Academics
- Scheduling Assistant
- Academic Planner
- Academic Requirements
- Academic Strategy
- Advising Notes
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Swap
- Exam Schedule
- FERPA-Release of Info
- FERPA-Restrict Directory Info
- Grades
- Transcript: Request Official
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Finances Section:

- My Account
- View E-Bill
- Account Inquiry
- Make a Payment
- Promissory Note / Deferment
- Setup Direct Deposit
- Financial Aid
- View Financial Aid
- Accept/Decline Awards
- other financial...

Personal Information Section:

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

Other Areas Section:

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

Right-Hand Sidebar:

- SEARCH FOR CLASSES
- Holds: No Holds.
- To Do List: No To Do's.
- Enrollment Dates: Open Enrollment Dates
- Advisor: Program Advisor Melody Kentrus 301/687-4415
- News and Voter Info: Frostburg State Community Voter Registration
- FSU Systems: Blackboard Login

Table: This Week's Schedule

Class	Schedule
CHEM 202-001 EC (4117)	MoWeFr 11:00AM - 11:50AM Compton Hall, Room 224
CHEM 202-004 AB (4163)	Tu 1:00PM - 3:50PM Compton Hall, Room 329
XSS 303-001 EC (5717)	TuTh 8:00AM - 9:15AM Physical Ed. Center, Room 102
XSS 341-001 EC (5562)	MoWeFr 12:00PM - 12:50PM Physical Ed. Center, Room 220B
HYS 215-004 EC (4196)	MoWeFr 1:00PM - 1:50PM CCIT, Room 222
HYS 215-006 AB (5834)	Tu 5:00PM - 7:30PM Compton Hall, Room 124

Units Taken for Progress: 14.000 weekly schedule ▶

6 Registration Procedures

PAWS Internet Registration System

*October 30 - December 4
(No Late Fee)*

*December 5 – January 3
(With \$30 Late Fee and Payment is Due Within 48 hrs.)*

Registration will be conducted using the PAWS Internet based registration system. You will view your academic record, service holds, advisor assignment, and register for classes using this system. Go to <http://paws.frostburg.edu/students> to log-in beginning October 30, 2017.

Please note the following registration processes:

- Registrations will take place through PAWS (24/7) beginning on October 30, 2017, and ending December 4, 2017, to avoid a late fee. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar's Office.
- **You must see your advisor prior to attempting to register so that he or she can authorize your access to register for classes.** Make sure to check for prerequisites with your advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits, and/or course prerequisites where applicable.

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Meet with your advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.

Self Service > Student Center > Enroll

- Select Enrollment Term - 2018 Intersession.
 - Click Continue.
 - Select classes to add. Make sure to choose a Campus, Frostburg or Online Courses.
 - Classes will be placed in your Shopping Cart.
 - When finished selecting classes click Proceed to Step 2 of 3.
 - Click Finish Enrolling.
 - Check the status of your request(s). **Status must read SUCCESS to be registered.**
 - When finished, click My Class Schedule to verify enrollment.
6. **You must pay your bill or enroll in a payment plan (25% of total due + \$30 fee) by December 4, 2017. After December 4, 2017 payment or enrollment in a payment plan must be completed within 48 hours of registration.**

In-Person Registration

*October 30 - December 4
(No Late Fee)*

*December 5 – January 3
(With \$30 Late Fee)*

You are to complete the Registration Form included in this booklet and bring it to the Registrar's Office (Pullen 144), Monday thru Friday between the hours of 9 a.m. and 4 p.m. or the USMH Information Desk between 9 a.m. and 5 p.m. You must pay your bill at the time of registration or enroll in a payment plan in the University Billing Office (Pullen 148) or at the USMH Information Desk.

Mail-In Registration

If you register by mail, you must include your payment with your Registration Form. If you fail to include your payment, your registration will be returned to you.

Complete the Registration Form included in this booklet. Mail the form with payment to:

University Billing Office
Frostburg State University
101 Braddock Road
Frostburg, MD 21532-1099

Reminder: Undergraduate students must secure their advisor's approval prior to registration.

Voice Relay Assistance

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

Family Educational Rights and Privacy Act (FERPA) Information

Annually, Frostburg State University informs students of the Family Educational Rights and Privacy Act of 1974, (Buckley Amendment). This act, with which the University intends to comply fully, was enacted to protect the privacy of education records, to establish the right of students to inspect their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy and Regulations Office concerning alleged failures by the University to comply with the Act.

The University's Policy on the Disclosure of Student Records explains in detail the procedures used for compliance with the provisions of the Act and lists educational records maintained by the University. A summary of The University's Policy on the Disclosure of Student Records is printed in the *Pathfinder* and *FSU Catalog*. In addition, copies of the complete policy are available in the Registrar's Office, Pullen 144.

You may complete the Release of Information and Directory Restrictions Form in PAWS. Go to your Student Center > other academic drop down > FERPA Restrict Directory Info or FERPA Release of Info. Release of Information Forms are purged at the completion of each academic year.

Billing

Payment or enrollment in a payment plan is due by December 4, 2017. After the due date of December 4, 2017, payment is due within 48 hours of registration. The last day to register without a late fee is December 4, 2017.

If you register after December 4, 2017 you are liable for the entire bill plus any fees.

The University is offering a payment plan for Intersession 2018.*

To join:

- Complete an enrollment form, pay 1/3 of the total amount due, plus \$30 enrollment fee, by December 4, 2017 or within 48 hours of registration.

-1/3 by December 15, 2017

-1/3 by January 3, 2018

*International students are not eligible to enroll in a payment plan.

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

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

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.

Tuition and Fees

Undergraduate Tuition

(per credit hour)

In-State.....	\$267
Out-Of-State.....	\$556
Regional Tuition.....	\$422

Graduate Tuition

(per credit hour)

In-State.....	\$413
Out-Of-State.....	\$531

Doctorate

(per credit hour)

In-State.....	\$569
Out-Of-State.....	\$712

Undergraduate & Graduate Fees

(All fees are non-refundable)

Application Fee (New students only) .	\$45
Late Fee.....	\$30
(Late fee assessed after December 4, 2017)	
Planning Fee (New students only)	\$125
Technology Fee (Per Credit Hour).....	\$16

Refunds – Tuition Only

100% thru January 4, 2018

Intersession is a compressed time in which to complete a course. Before you enroll, talk with the course instructor about the syllabus for the course to ensure that you can complete the requirements in a compressed timeframe, especially if you are uncertain about your abilities or background in the course content. If you work or play an intercollegiate sport during Intersession, you may only enroll in one course for 3 credits.

Special Instruction Fees

Accounting 305 -----	\$25
<u>Art</u>	
110 -----	\$10
100, 111, 301, 302, 360, 370, 380, 408, 415, 430, 460 -----	\$15
207, 209, 212, 216, 240, 412, 416 -----	\$25
307, 336, 407, 414 -----	\$30
221, 232 -----	\$35
602, 620, 640 -----	\$50
202, 235, 435, 635 -----	\$45
402, 421, 432, 440, 621, 622, 632 -----	\$50
452 -----	\$60
<u>Biology</u>	
109, 149 -----	\$20
128, 160, 161, 200, 211, 230, 302, 304, 305, 309, 310, 313, 314, 321, 322, 327, 328, 330, 334, 340, 401, 404, 406, 410, 411, 412, 414, 417, 421, 422, 423, 425, 426, 427, 430, 435, 438, 439, 440, 445, 456, 460, 484 -----	\$20
Business Administration - BMIS 320 -----	\$25
<u>Chemistry</u>	
100, 113, 201 -----	\$20
202, 304, 305, 311, 320, 321, 411, 420, 421, 446, 456, 493, 499 -----	\$25
Computer Science 100, 110, 220, 330 -----	\$25
<u>Developmental Mathematics</u>	
095 -----	\$40
100 -----	\$45
<u>Engineering</u>	
ENEE 206; ENES 100; ENME 331, 332 350, 351, 382 -----	\$20
ENEE 307, 408, 417, 461; ENES 310, 320, 401; ENME 425, 472, 488 -----	\$25
<u>Geography</u>	
103, 113, 413, 430, 433, 470 -----	\$20
207, 340 -----	\$25
Interdisciplinary Studies - IDIS 150	
Outdoor Leadership -----	\$115
<u>Mass Communications</u>	
101, 287 -----	\$50
213, 250, 313, 387, 465, 499 (Audio Projects)-----	\$50
287, 487, 488, 499 (Video Projects)-----	\$50
Mathematics 119 -----	\$45
<u>Music Applied</u>	
389, 390, 493 -----	\$150
490 -----	\$300
<u>Music</u>	
315, 319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340, 370 -----	\$10
493 -----	\$150
<u>Nursing</u>	
401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 494, 495, 496 -----	\$8 per credit hour
Orientation 101-----	\$120
Physical Science 101, 203 -----	\$20
<u>Physics</u>	
215, 216, 261, 262, 263, 331, 332, 350 -----	\$20
320, 492, 499 -----	\$25
Psychology 150 -----	\$72
Sociology - SOCI/SOWK 310 -----	\$25

8 Financial Responsibility Policy

FROSTBURG STATE UNIVERSITY FINANCIAL RESPONSIBILITY POLICY

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

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

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

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

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

Course Minimum Requirements & Information

- Attendance at course orientation is required for each online course (contact instructor for details)
- FSU email account
- Regular and reliable access to the Internet (computer labs are available for students)
- Basic tech skills: working with electronic files (locate, open, rename, save, attach to email), connecting to the Internet and Web navigation
- Download, install and troubleshoot any course-specific plug-ins and software applications on your computer

System Requirements

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

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

How to find Online Courses in PAWS

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

Registration Information

- The registration deadline is December 4, 2017. Registration after this date carries a late penalty of \$30.
- You may register in person or, if you are a continuing student, online using PAWS at <http://paws.frostburg.edu/students>. Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

If you are not a current FSU student, you may register for Intersession by completing the Enrollment Permission Form and Registration Form, which is included in this booklet.

- Please be aware that payment or enrollment in a payment plan for intersession courses is due by December 4, 2017 or within 48 hours of registration. Full details on payment methods and deadlines are provided in this booklet.
- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may fax a written request to the Registrar's Office (301-687-4597). In this case, your signature will be the only one required.

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 Registrar's Office Website
www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office
 Go to Academic Information > Class Schedules > PAWS Course Search

Frostburg State University Undergraduate Registration Form - Intersession 2018

FSU ID								
Last Name, First Name, Middle I.								
Permanent Address						Phone		
Local Address During Intersession						Phone		
<p>If you are not registered at FSU for the Fall semester you must complete the Enrollment Permission Form. If you were ever dismissed by FSU, you must be readmitted by the Academic Standards Committee. Continuing Undergraduate Students - before you register, meet with your advisor for registration activation.</p>								
Registration Procedures								
<p>To Register Using PAWS</p> <ol style="list-style-type: none"> 1. Login to PAWS http://paws.frostburg.edu/students. 2. Check for Service Holds that may prevent you from registering. 3. Meet with your advisor to plan your schedule and be activated for registration. 4. List course numbers below. 5. Register for Classes. <p>Self Service > Student Center > Enroll</p> <ul style="list-style-type: none"> -Select Enrollment Term - 2018 Intersession. -Click Continue. -Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, or Online. -Classes will be placed in your Shopping Cart. -When finished selecting classes click Proceed to Step 2 of 3. -Click Finish Enrolling. -Check the status of your request(s). Status must read SUCCESS to be registered. -When finished, click My Class Schedule to verify enrollment. 					<p>To Register By Mail</p> <ol style="list-style-type: none"> 1. Fill out the information listed below beginning with Class Number. 2. Mail Form with payment to: University and Student Billing Office Frostburg State University 101 Braddock Road Frostburg, MD 21532 			
Class Nbr	Subject	Catlg Nbr	Sect	Units	Days	Times	Dept Appr	Date

Student Signature/Date

Advisor Approval
**Required by all Undergraduate Students and
Biological Science Graduate Students.**

I understand that submission of this course request to FSU obligates me to pay the bill generated, that upon official withdrawal from all courses for Intersession on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to submit an official withdrawal, a drop slip, at the Registrar's Office or at the USMH Information Desk results in a grade of F or FX and obliges me to pay the entire bill (See Drop Procedure included in this booklet).
 I have read and understand the Statement of Financial Responsibility.

**INTERSESSION 2018
January 2 – 26**

**Check-In - January 1, 2018
1:00 P.M.**

On-Campus housing is offered during Intercession. You must complete the application below and submit it to the Residence Life Office by December 4, 2017. If you are currently living on campus, you will not necessarily be housed in your current assignment during Intercession. Due to limited staff at this particular time, we may be consolidating Intercession residents into one residence hall.

The fee for on-campus housing for Intercession will be \$389 for a double and \$502 for a single. Singles will only be available if space permits.

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

PLEASE PRINT:

Name _____	PAWS ID # _____
Home Address _____ _____	Campus Address _____ _____
Home Phone _____	Campus Phone _____
Cell Phone _____	E-Mail _____

Request: *Single _____ Double _____

*Singles available only if space permits.

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

For Office Use Only

Date Received: _____ Assignment: _____
