



# Summer Session

## Registration Guidelines

Registration Begins

March 31, 2025



First Session Starts

May 27, 2025

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

**Statement on Non-Discrimination and Equal Opportunity**

Frostburg State University affirms its commitment to a campus environment that values human diversity and respect for all individuals. To that end, Frostburg State University does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, marital status, status as an individual with a disability, veteran status, genetic information (including family medical history), having been party to a previous discrimination/harassment complaint/investigation or other protected classes under applicable state and federal laws. It is the policy of Frostburg State University to ensure all persons have equal opportunity and access to its academic and educational programs, services, activities, and facilities and this commitment shall be an integral part of every aspect of the academic and employment programs and processes, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees.

Any member of the Frostburg State University community has the right to raise concerns or make a complaint regarding discrimination or equal opportunity without regard to personal factors that are irrelevant to the program involved and without fear of retaliation.

Inquiries regarding non-discrimination policies and procedures, as well as complaints of discrimination, harassment and/or retaliation may be directed to the Office of Federal Regulatory Compliance, 126 Hitchins, 301-687-3035 or the United States Department of Education, Office of Civil Rights, <https://www.ed.gov/about/ed-offices/ocr>.

**Requests for Accommodation**

FSU is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodation through the Office of Federal Regulatory Compliance, 126 Hitchins, 301-687-3035.

**Please Note:**

- Fall Financial Aid may not be used for Summer Sessions.**
- Please check the payment due date for each session.**
- Payment must be received by the due date or enrollment in the approved payment plan to remain registered.**
- Registration after the due date requires immediate payment.**

## 2 Calendars

### Summer Session 2025 Calendars

#### 4 Week Session 1 (May 27 - June 20)

March 31	-Registration Begins
May 6	-Registration Deadline (without late fees), Payment Due Date
May 7 - 28	-Late Registration (Payment is due at time of registration - \$50 late payment fee assessed)
May 7	-Deregistration for Non-Payment begins
May 14	-Cancellation Date for Courses with Insufficient Enrollment
May 26	-Memorial Day/Offices Closed, No Classes
<b>May 27</b>	<b>-Classes Begin</b>
May 28	-Last Day to Add Courses
May 28	-Last Day to Withdraw with 100% Tuition Refund
June 2	-Last Day to File Pass/Fail Form
June 10	-Last Day to Withdraw with a "W"
June 19	-Juneteenth/Offices Closed, No Classes
June 20	-Last Day to Withdraw with a "WF"
<b>June 20</b>	<b>-Last Day of Classes</b>

#### 4 Week Session 2 (June 23 - July 18)

March 31	-Registration Begins
June 2	-Registration Deadline (without late fees), Payment Due Date
June 3 - 24	-Late Registration (Payment is due at time of registration - \$50 late payment fee assessed)
June 3	-Deregistration for Non-Payment begins
June 11	-Cancellation Date for Courses with Insufficient Enrollment
<b>June 23</b>	<b>-Classes Begin</b>
June 24	-Last Day to Add Courses
June 24	-Last Day to Withdraw with 100% Tuition Refund
June 27	-Last Day to File Pass/Fail Form
July 4	-Independence Day/Offices Closed/ No Classes
July 7	-Last Day to Withdraw with a "W"
July 18	-Last Day to Withdraw with a "WF"
<b>July 18</b>	<b>-Last Day of Classes</b>

#### 4 Week Session 3 (July 21 - August 15)

March 31	-Registration Begins
June 30	-Registration Deadline (without late fees), Payment Due Date
July 1 - 22	-Late Registration (Payment is due at time of registration - \$50 late payment fee assessed)
July 1	-Deregistration for Non-Payment begins
July 3	-Cancellation Date for Courses with Insufficient Enrollment
<b>July 21</b>	<b>-Classes Begin</b>
July 22	-Last Day to Add Courses
July 22	-Last Day to Withdraw with 100% Tuition Refund
July 25	-Last Day to File Pass/Fail Form
August 4	-Last Day to Withdraw with a "W"
August 15	-Last Day to Withdraw with a "WF"
<b>August 15</b>	<b>-Last Day of Classes</b>

**Summer Session bills for all Sessions are due by payment due date or  
you must enroll in a payment plan.  
Registration after session due date requires immediate payment.**

**Summer Session 2025 Calendars - Continued****6 Week Session 1 (May 27 - July 3)**

March 31	-Registration Begins
May 6	-Registration Deadline (without late fees), Payment Due Date
May 7 - 29	-Late Registration (Payment is due at time of registration - \$50 late payment fee assessed)
May 7	-Deregistration for Non-Payment begins
May 14	-Cancellation Date for Courses with Insufficient Enrollment
May 26	-Memorial Day/Offices Closed, No Classes
<b>May 27</b>	<b>-Classes Begin</b>
May 29	-Last Day to Add Courses
May 29	-Last Day to Withdraw with 100% Tuition Refund
June 4	-Last Day to File Pass/Fail Form
June 18	-Last Day to Withdraw with a "W"
June 19	-Juneteenth/Offices Closed, No Classes
July 4	-Independence Day Holiday/Offices Closed/No Classes
July 3	-Last Day to Withdraw with a "WF"
<b>July 3</b>	<b>-Last Day of Classes</b>

**6 Week Session 2 (July 7 - August 15)**

March 31	-Registration Begins
June 16	-Registration Deadline (without late fees), Payment Due Date
June 17 - July 9	-Late Registration (Payment is due at time of registration - \$50 late payment fee assessed)
June 17	-Deregistration for Non-Payment begins
June 20	-Cancellation Date for Courses with Insufficient Enrollment
<b>July 7</b>	<b>-Classes Begin</b>
July 9	-Last Day to Add Courses
July 9	-Last Day to Withdraw with 100% Tuition Refund
July 15	-Last Day to File Pass/Fail Form
July 30	-Last Day to Withdraw with a "W"
August 15	-Last Day to Withdraw with a "WF"
<b>August 15</b>	<b>-Last Day of Classes</b>

**12 Week (May 27 - August 15)**

March 31	-Registration Begins
May 6	-Registration Deadline (without late fees), Payment Due Date
May 7 - 29	-Late Registration (Payment is due at time of registration - \$50 late payment fee assessed)
May 7	-Deregistration for Non-Payment begins
May 14	-Cancellation Date for Classes with Insufficient Enrollment
May 26	-Memorial Day/Offices Closed/No Classes
<b>May 27</b>	<b>-Classes Begin</b>
May 29	-Last Day to Add Courses
May 29	-Last Day to withdraw with 100% Tuition Refund
June 10	-Last Day to File Pass/Fail Form
June 19	-Juneteenth/Offices Closed, No Classes
July 4	-Independence Day Holiday/Offices Closed, No Classes
July 14	-Last Day to Withdraw with a "W"
August 15	-Last Day to Withdraw with a "WF"
<b>August 15</b>	<b>-Last Day of Classes</b>

**Summer Session bills for all Sessions are due by payment due date or  
you must enroll in a payment plan.  
Registration after session due date requires immediate payment.**

## 4 Advising Contacts (from off-campus use 301-687 then number listed)

<b>Accounting</b>	Dr. Chenchen Huang	FR 337	4158	<b>Exercise and Sport Science</b>	Dr. Jackie Durst	EHSC 465	3228	<b>Multidisciplinary Studies</b>	Dr. Keith Terry	CH 247	7020
<b>Addictions Counseling</b>	Dr. Nicole Andrews	LOW 204	4743	<b>Film Studies</b>	Dr. Kevin Kehrwald	DH 309	4367	<b>Music</b>	Dr. Brent Weber	PA 202B	4116
<b>Adventure Sports Management</b>	Dr. Natalia Buta Lowe	EHSC 461	4458	<b>Finance, Financial Service</b>	Dr. Carol Gaumer	FR 320	4052		Dr. Jay DeWire	PA 115	4115
<b>African American Studies</b>	Dr. James Saku	GU 232	4724	<b>Fine Arts</b>	Dr. Travis English	FA 120	4941		Dr. MacKenzie LaMont	PA 105	7453
<b>Animal Behavior</b>	Dr. Erica Kennedy	LOW 210-3	4742	<b>Foreign Languages and Literature</b>	Dr. Heather Cisneros	DH 201	7690	<b>Musical Theatre</b>	Dr. Brent Weber	PA 202B	4116
<b>Art and Design, Art History</b>	Dr. Travis English	FA 120	4941	<b>Forestry</b>	Dr. David Puthoff	CH 212	4172	<b>Nursing, Nursing Preparation</b>	Dr. Kara Platt	EHSC 425	4791
<b>Athletic Training</b>	Dr. Jacqueline Durst	EHSC 465	3228	<b>Geography</b>	Dr. William Wetherholt	GU 230	4266		Ms. Audra Houser	EHSC 466	3419
<b>Biology</b>	Dr. Rebekah Taylor	CH 303	4355	<b>Global Business</b>	Dr. Carol Gaumer	FR 320	4052	<b>Occupational Therapy Preparation</b>	Dr. Karen Keller	CH 304	4174
<b>Business Administration</b>	Dr. Carol Gaumer	FR 320	4052	<b>Graphic Design</b>	Dr. Travis English	FA 120	4941	<b>Pharmacy Preparation</b>	Dr. Matthew Crawford	CH 339C	4940
	Dr. Michael Monahan	FR 315	3090	<b>Health and Physical Education</b>	Dr. Nicole Bosley	PE 276	4469	<b>Philosophy</b>	Dr. Skott Brill	DH 111	4249
<b>Chemistry</b>	Dr. Matthew Crawford	CH 339C	4940	<b>Health Science</b>	Dr. Karen Keller	CH 304	4174	<b>Physical Therapy Preparation</b>	Dr. Melody Kentrus	EHSC 427	4415
<b>Child &amp; Family Psychology</b>	Dr. Kimberly James	LOW 205-2	4194	<b>History</b>	Dr. Gregory Wood	DH 107	4766	<b>Physics</b>	Dr. Matthew Crawford	CH 339C	4940
<b>Coaching</b>	Mr. Hunter Brakeall	EHSC 455	4464	<b>Hospitality Management/Human Resources Management</b>	Dr. Michael Monahan	FR 315	3090	<b>Plant Science</b>	Dr. Rebekah Taylor	CH 303	4355
<b>Computer Information Systems, Computer Science</b>	Dr. Michael Flinn	CT 274D	4835	<b>Industrial &amp; Organizational Psychology</b>	Dr. Paul Bernhardt	GU 221	4410	<b>Political Science</b>	Dr. John O'Rorke	FR 117A	4277
<b>Criminal and Legal Studies</b>	Dr. Scott Johnson	FR 110	7432	<b>Information Technology</b>	Dr. Michael Flinn	CT 274D	4835	<b>Psychology</b>	Dr. Erica Kennedy	LOW 210-3	4742
<b>Critical Gender &amp; Sexuality Studies</b>	Dr. Angela Luvara	FR 108B	3198	<b>International Studies</b>	Dr. Keith Terry	CH 247	7020	<b>Public Relations</b>	Mr. Andrew Duncan	DH 220	4241
<b>Cultural Anthropology</b>	Dr. Kara Rogers-Thomas	FR 108E	3124	<b>Interpretive Biology and Natural History</b>	Dr. Thomas Lambert	CH 211	4167	<b>Recreation and Parks Management</b>	Dr. Natalia Buta Lowe	EHSC 461	4458
<b>Dance</b>	Ms. Nicole Mattis	PA 302B	3212	<b>Jazz Studies</b>	Dr. Brent Weber	PA 202B	4116	<b>Small Business/Entrepreneurship</b>	Dr. Michael Monahan	FR 315	3090
<b>Dental Hygiene Preparation</b>	Dr. Karen Keller	CH 304	4174	<b>Journalism</b>	Mr. Andrew Duncan	DH 220	4241	<b>Secure Computing and Information Assurance</b>	Dr. Michael Flinn	CT 274D	4835
<b>Developmental Mathematics</b>	Mr. Chris Boyer	CT 244P	4186	<b>Law, Law School Preparation</b>	Dr. Scott Johnson	FR 110	7432	<b>Social Media</b>	Dr. Elesha Ruminski	CT 348L	4480
<b>Early Childhood/Elementary &amp; Elementary/Middle Education</b>	Dr. Janet Mattern	EHSC 473	4429	<b>Leadership Studies</b>	Dr. Elesha Ruminski	CT 348L	4480	<b>Social Science</b>	Dr. Keith Terry	CH 247	7020
<b>Earth Sciences</b>	Dr. William Wetherholt	GU 230	4266	<b>Liberal Studies</b>	Dr. Keith Terry	CH 247	7020	<b>Social Work</b>	Dr. Nancy Giunta	FR 206C	4695
<b>Economics</b>	Dr. Oleg Kucher	FR 203A	4386	<b>Management</b>	Dr. Michael Monahan	FR 315	3090	<b>Sociology</b>	Dr. John McMullen	FR 108G	3162
<b>Elementary/Special Education</b>	Dr. Heather Hoffert	EHSC 460	4757	<b>Marketing</b>	Dr. Carol Gaumer	FR 320	4052	<b>Strategic Communication</b>	Dr. Elesha Ruminski	CT 348L	4480
<b>Emerging Media</b>	Dr. Elesha Ruminski	CT 348L	4480	<b>Mathematics</b>	Dr. Marc Michael	CT 244D	4777	<b>Sustainable Construction Management</b>	Dr. Thomas Cadenazzi	CH 339B	4939
<b>Engineering</b>	Dr. Jamil Abdo	CH 105	7026	<b>Mechanical Engineering</b>	Dr. Jamil Abdo	CH 105	7026	<b>Sustainability Studies</b>	Dr. Phillip Allen	GU 228	4891
<b>English</b>	Dr. Kevin Kehrwald	DH 309	4367	<b>Medicine, Dentistry, Optometry, Veterinary Medicine Preparation</b>	Dr. Karen Keller	CH 304	4174	<b>Theatre</b>	Ms. Nicole Mattis	PA 302B	3212
<b>Environmental Science</b>	Dr. William Wetherholt	GU 230	4266		Dr. William Seddon	CH 311	4707	<b>Wildlife and Fisheries</b>	Dr. Thomas Lambert	CH 211	4167
					Dr. Matthew Crawford	CH 339C	4940	<b>Zoology</b>	Dr. Rebekah Taylor	CH 303	4355

**College Deans and Department Chairs**

**College of Arts, Humanities, and Social & Behavioral Sciences**

<b>Dr. Michael Mathias, Dean</b>	CH 241-C.....4120
<b>Dr. Keith Terry, Assistant Dean</b>	CH 247..... 7020
-Communication, Dr. Elesha Ruminski	CT 348L..... 4480
-English & Foreign Languages, Dr. Kevin Kehrwald	DH 317..... 4367
-History, Dr. Gregory Wood	DH 107.....4766
-Music, Dr. Brent Weber	PA 202B ..... 4116
-Philosophy, Dr. Skott Brill	DH 111 .....4249
-Political Science, Dr. John O’Rorke	FR 117A ...4277
-Psychology, Dr. Erica Kennedy	LOW 210-3 ..4742
-Sociology, Dr. John McMullen	FR 108G.....3162
-Theatre/Dance, Ms. Nicole Mattis	PA 302B .....3212
-Visual Arts, Dr. Travis English	FA 120.....4941

**College of Business, Engineering, and Computational & Mathematical Sciences**

<b>Dr. Sudhir Singh, Dean</b>	FR 216.....4093
<b>Dr. Ali Ashraf, Associate Dean</b>	FR 217.....4046
-Accounting, Dr. ChenChen Huang	FR 337 .....4158
-Computer Science & Information Technology, Dr. Michael Flinn	CT 274D....4835
-Economics, Dr. Oleg Kucher	FR 208A ....4386
-Engineering, Dr. Jamil Abdo	CH 105.....7026
-Management, Dr. Michael Monohan	FR 315 .....3090
-Marketing & Finance, Dr. Carol Gaumer	FR 320 .....4052
-Mathematics, Dr. Marc Michael	CT 244D....4777
-Recreation & Parks Management, Dr. Natalia Buta Lowe	EHSC 461 ....4458

**College of Education, and Health & Natural Sciences**

<b>Dr. Boyce Williams, Dean</b>	EHSC 405 .... 4357
<b>Dr. Yum Nguyen, Interim Assistant Dean</b>	EHSC 420 ..... 4434
-Biology, Dr. Rebekah Taylor	CH 303 ..... 4355
-Chemistry & Physics, Dr. Matthew Crawford	CH 339C ..... 4940
-Educational Professions, Dr. Janet Mattern	EHSC 473 ..... 4429
-Geography, Dr. William Wetherholt	GU 230.....4266
-Kinesiology, Dr. Jackie Durst	EHSC 465 ..... 3228
-Nursing, Dr. Kara Platt	EHSC 425 ..... 4791
-Social Work, Dr. Nancy Giunta	FR 206C.....4695

**Administrative Offices**

**Director of Summer Sessions,**

Ms. Brittini Kaetzel, Pullen Hall 144 .....	4727
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, Pullen Hall 110 .....	4403
Center for Academic Advising & Retention, Pullen Hall 140 .....	3404
Center for International Education, Pullen Hall 108 .....	4714
Counseling and Psychological Services, EHSC, 1st floor .....	4234
Diversity Center, Hitchins Adm Bldg 116 .....	4050
Financial Aid & Student Employment, Pullen Hall 114.....	4301
FSU IT Computing Help Desk, Gira CCIT 123K .....	7777
Health Services, Student Health Center, EHSC, 1st floor .....	4310
ID Services/Bobcat Office, Pullen Hall 101 .....	4196
Office of Federal Regulatory Compliance, Hitchins 126.....	3035
Ort Library .....	4395
President’s Office, Hitchins Adm Bldg 218 .....	4111
Programs Advancing Student Success, Pullen Hall 150.....	4441
Provost’s Office, Hitchins Adm Bldg 213.....	4211
Registrar’s Office, Pullen Hall 144 .....	4346
Registrar’s Assistant, Registration, Drop/Add, Grades .....	4281
Associate Registrar’s Assistant, Undergraduate Graduation, Degree Audits, Transcripts, Verification of Enrollment, Change of Grades .....	4736
Residence Life, Pullen Hall 104 .....	4121
S.A.F.E. Office, Pullen Hall 109 .....	4761
Special Academic Services, Pullen Hall 144 .....	4727
Student Accessibility Services, Pullen Hall 150 .....	3064
Student Affairs, Hitchins Adm Bldg 116.....	4311
Student & Community Involvement Office, Lane Center 231 .....	4411
Student Support Services, Pullen Hall 133 .....	4481
Technology Services, Gira CCIT 123 .....	7090
Tutoring Center, Pullen Hall 151 .....	4066
University and Student Billing, Pullen Hall 148 .....	4321
University Police	
Emergencies.....	4222
All other calls.....	4223
Lost & Found.....	4223
University System of Maryland at Hagerstown.....	240-527-2060
Veterans Services Center, 150 Park Avenue .....	301-687-4409

## 6 PAWS Information for Students

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### About PAWS

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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.

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### Accessing PAWS

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

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### Login Details

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#### 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](mailto:jasmith0@frostburg.edu)

#### *Don't know your username?*

Please contact the FSU IT Computing Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

#### Password

Please visit [password.frostburg.edu](http://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.

The Help Desk staff can assist you with resetting your own password by telephone, or by visiting the office located in CCIT 123 (please be prepared to show photo id). Normal hours of operation are:

Sunday 3:00 p.m. - 7:00 p.m.

Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 1:00 p.m. - 5:00 p.m.

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### FSU ID and SSN

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You are assigned a FSU ID Number (also known as Empl ID), 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>

Use the Side Panel to View Options or the Menu Button

The screenshot displays the PAWS student portal interface with several callout boxes highlighting key features:

- Drop/Add Final Exam Schedule:** Points to the 'Academics' section.
- View Grades Transcript: Request/View:** Points to the 'Academics' section.
- Menu Button:** Points to the vertical ellipsis menu icon in the top right of the 'Academics' section.
- FERPA: Release of Info:** Points to the 'Academic Records' menu item in the left sidebar.
- FERPA: Restrictions:** Points to the 'Personal Information' menu item in the left sidebar.

The interface includes a left sidebar with navigation options: Student Center, Catalog, Enrollment, Academic Planning, Academic Records, Finances, Personal Information, Degree Progress, Transfer Credit, Miscellaneous, and Logout. The main content area is divided into sections: Academics (2023 Spring Schedule, SCHEDULE, DEADLINES, Weekly Schedule, Units Taken for Progress), Finances (Account Summary, My Account, Financial Aid), Personal Information (Contact Information, Local Mailing Address, Home Address, Home Phone, Campus E-mail, Demographic Data, Emergency Contact, Names, User Preferences), and Other Areas (Change Password, Library Acct Info, Athletics, Student Voting Information, PRAXIS Test Scores, SGA Voting Booth, Credential File Inventory). A right sidebar contains search and utility options: Search for Classes, Holds, To Do List, Enrollment Dates, Advisor, Program Advisor, News and Voter Info, FSU Systems, and Canvas Login.

## 8 Registration Information

### All Students

#### Important Message on Registration Deadline and Financial Obligation

You must register and pay for summer session courses or enroll in a payment plan by the deadlines listed on the Summer Session Calendar. If you register or change your schedule after this date, you will be assessed a late fee of \$50. Once you are registered and if you choose not to attend, you must submit an official Withdrawal form to the Registrar's Office. Official withdrawal from all courses in any summer session on or after the first day of classes obliges you to pay a prorated portion or the entire amount of the bill (see Refund Schedule page 11).

#### Course Load

You may register for two courses, or a maximum of seven semester hours of credit per session.

#### Distance Education (DE)

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

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

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

See the course offerings listed as "telecourse."

**These are not online courses. See Page 17 for online course information.**

#### Course Descriptions

You may visit our website to access the [FSU catalog](#) which includes programs and course descriptions.

### Independent Study/Research Paper

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

### Final Grades

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

### Graduate Students

#### Permission to Register

Graduate courses may be taken as a degree seeking or non-degree seeking student.

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

Master's and Doctoral cohort programs may follow different summer registration guidelines. Please contact the Office of Graduate Services for questions by telephone at 301-687-7053 or by email at [gradservices@frostburg.edu](mailto:gradservices@frostburg.edu).

#### Advisement

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

### Undergraduate Students

#### Permission to Register

Students having regular admission to the University may enroll in the Summer Session. If you are from another college or university, a high school student entering your senior year, or an area adult, you may register for Summer Session by completing an online admissions application and the registration form (included in this booklet) or by registering for courses using the PAWS Internet based system upon admissions. If you are a high school student who will become a senior in the next school year, you must obtain a recommendation from your high school counselor or principal.

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

#### Advisement

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

#### Course Repetition and Grading

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

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

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

## REGISTRATION PROCEDURES

### PAWS Internet Registration System

Registration will be conducted using the [PAWS](#) Internet based registration system. You will view your academic record, service holds, the Schedule of Classes, registration time period (Enrollment Appointment) and register for classes using this system.

Please note the following:

- There are multiple sessions for Summer 2025. Be sure to register for the correct session.
- Most registrations will take place through PAWS (24/7) beginning March 31, 2025. Some transactions such as independent study registration will still be conducted in person at the Registrar's Office.
- **All Undergraduate students and Graduate Biological Science students must contact their faculty mentor or university advisor prior to attempting to register so that he or she can authorize registration.** Make sure to check for prerequisites. 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. Undergraduate students and Graduate Biological Science students meet with your faculty mentor or university advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.  
**Student Center > Enroll**
  - Select Enrollment Term - 2025 Summer.
  - Click Continue.
  - Select classes to add. Make sure to choose a Campus.
  - Classes will be placed in your Shopping Cart.
  - When finished selecting classes click Proceed to Step 2 of 3.
  - Click Finish Enrolling.
  - Check the status of your request(s). Status must read success to be registered.
  - When finished, click My Class Schedule to verify enrollment.
6. Pay your bill or enroll in a payment plan by the session due date or pay within 48 hours if enrolling after the due date.

### Mail-In Registration

If you register by mail, your registration must be received postmarked by the deadlines. You should mail your Summer Session Course Registration Form and payment or payment plan form to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-2303.

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

Any registrations received with a postmark dated after the Payment Due Date for that session, must pay a late fee of \$50. Use the chart on page 13 to calculate your bill.

### Workshop Courses:

#### Registration and Withdrawal

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

#### Important Notice about Course Prerequisites

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

#### 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 Compliance 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 *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 forms in PAWS. To release information, go to Student Center > Academic Records > Release of Information. To restrict, go to Student Center > Personal Information > FERPA Restrictions. Release of Information forms are purged at the completion of each academic year.

## 10 Billing and Financial Information

### Financial Information Tuition and Fees

#### Undergraduate Tuition

In-State.....	\$304 per credit
Out-of-State .....	\$628 per credit
Regional Tuition.....	\$474 per credit

#### Graduate Tuition

In-State.....	\$474 per credit
Out-of-State.....	\$615 per credit

#### Nurse Practitioner Tuition

In-State.....	\$532 per credit
Out-of-State.....	\$732 per credit
Regional Tuition.....	\$602 per credit

#### Physician's Assistant Tuition

In-State.....	\$579 per credit
Out-of-State.....	\$844 per credit
Regional Tuition.....	\$692 per credit

#### Doctoral Tuition

In-State.....	\$667 per credit
Out-of-State.....	\$838 per credit

#### Mandatory Fees , Non-Refundable

*University Fee.....	\$100
Technology Fee.....	\$18 per credit
*one-time fee regardless of the number of sessions attended	

#### Other Fees, Non-Refundable

Acceptance Fee (UGRD).....	\$150 (non-refundable)
Application Fee .....	\$45 (one-time fee charged to those who have never previously attended FSU)
Check Re-Issue Fee.....	\$30
Directed Practice Fee.....	\$200 per cr
Late Payment Fee.....	\$50
Nursing Program Fee.....	\$55/Semester
Returned Payment Fee.....	\$30
Private Music Instruction.....	\$200 per cr
Parking - see page 14 for details.....	\$40
Phys. Assist. Prog. Fee.....	\$100/Semester
Student Teaching Internship.....	\$50-\$400

#### Special Instruction Fees

All fees are per course unless otherwise noted.

##### Accounting

305.....	\$25
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##### Art

110.....	\$10
207, 209, 212, 216, 240, 412, 416 .....	\$25
307, 336, 407, 414.....	\$30
232.....	\$35
235, 435, 635.....	\$45
104, 105, 432, 440, 602, 621, 622, 632....	\$50
452, 640.....	\$60
202, 402.....	\$65
221, 421.....	\$100

##### Biology

109, 128, 149, 160, 161, 200, 211, 230, 302, 304, 309, 310, 313, 321, 322, 327, 328, 330, 334, 340, 401, 404, 405, 406, 409, 410, 411, 412, 414, 417, 421, 422, 423, 425, 426, 427, 430, 435, 438, 439, 440, 445, 456, 460, 484.....	\$20
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##### Business Administration

BMIS 320.....	\$25
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##### Chemistry

322.....	\$25
100, 113, 150, 201, 202.....	\$35
304, 305, 312, 320, 411, 420, 421, 445, 446, 456, 493, 499, 545, 546, 560.....	\$25

##### Computer Science

100, 110, 220, 330.....	\$25
-------------------------	------

##### Developmental Mathematics (certain sections)

095.....	\$40
099.....	\$45

##### Education

EDUC 497, 697; SCED 496, 697 .....	\$200
EDUC 391, 392, 696; SCED 696 .....	\$400
ELED 307.....	\$50
ELED 494; SCED 462 .....	\$400
ELED 495; HPED 497.....	\$200
SCCO 612.....	\$75
SCCO 693.....	\$67/credit
SCED 462.....	\$300

##### Engineering

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

##### Geography

103, 113, 413, 430, 433, 470.....	\$20
207, 340.....	\$25

##### Mass Communications

101, 213, 250, 287, 313, 326, 350, 387, 388, 465, 487, 488, 499.....	\$75
--	------

##### Mathematics (Certain Sections)

104, 109, 119, 350, 432.....	\$53
380.....	\$45.90
236, 237, 238.....	\$61.20
104A, 109A, 118A, 119A.....	\$70.55

##### Music Applied

100, 102, 103, 204, 205, 305, 401 .....	\$25
319, 321, 327, 329, 330, 331, 335, 336, 337, 339, 340 .....	\$10
389, 390, 493.....	\$150
490.....	\$300

##### Music

315, 370.....	\$10
---------------	------

##### Nursing

401, 402, 403, 404, 405, 406, 407, 410, 412, 490, 491, 495, 496.....	\$8 per credit
651.....	\$72 per credit
660, 665, 668, 670, 671.....	\$123 per credit
627, 630, 632, 634, 636, 638..	\$143 per credit
Master of Nursing Course Fees --	\$8 per credit

##### Physician Assistant - DPAM

601, 602, 603, 641, 642, 643.....	\$140
695.....	\$1065
700, 701, 702, 703, 704, 705, 706, 707....	\$40
709.....	\$484

##### Orientation

101.....	\$120
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##### Physical Science

101, 203, 211.....	\$35
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##### Physics

262.....	\$20
215, 216, 263, 320, 331, 332, 350, 492, 499.....	\$40

##### Sociology/Social Work

310.....	\$25
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##### Theatre

202, 304, 307.....	\$15
203.....	\$20
204, 306.....	\$25
207, 305, 360.....	\$50

#### 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.**

Only certified checks, money orders, or cash may be presented in payment of the statement of fees. Please do not send cash through the mail. Make payee designation on certified checks and money orders "Frostburg State University." Present to the University and Student Billing Office checks and money orders with adequate identification for the individual whose bill is to be credited for payment. Delays of refunds will occur if other than the above methods of payment are used. Refunds must be requested in writing; otherwise, the funds will be credited to your account.

The University accepts online payments through PAWS or through the [Student Billing website](#).

If you are under a plan for third party billing, you must enclose proof of such an agreement with your registration form. Third party must pay based on registration at the beginning of the term/session.

**Employee Tuition Remission**

Tuition remission benefits are available for permanent faculty, staff, and retirees (including their spouses and dependent children) of Frostburg State University as determined by University policy. Eligible faculty and staff applying for Tuition Remission will use the [online system](#) for themselves and their eligible dependents. Retirees and schools not participating in the online process will continue to submit the paper form to HR. The application should be completed as early as possible and no later than the last day of registration to afford proper credit and automated processing through the billing system. A new application for Tuition Remission must be completed for each term. Fees are due by the payment due date. See the quick links section on the above listed website for additional information.

**Payment Plan Option**

You must fill out a form in the Billing Office to request a payment plan. You will then make payments as follows: Upon registration 1/3 of tuition and fees, plus a \$45 enrollment fee are due.

- The second 1/3 of tuition and fees June 4, 2025.
- The final payment of tuition and fees July 4, 2025.

Any payment received more than three days after the due date is subject to a \$50 late payment penalty. Once enrolled in a payment plan you must drop/withdraw from a course to be removed.

**Fall Financial Aid may not be used to pay for summer session enrollment.**

**Charges for Collection of Fees**

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

**If a previous balance is due, further registration is not allowed. A guaranteed form of payment is required to immediately release your hold (i.e. cash, money order, or credit card).**

**Refunds**

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

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

**Fees are nonrefundable.**

**Refund Schedule**

**4 Week Session 1**

100% tuition ..... Until May 28  
 80% tuition ..... Until May 30  
 40% tuition ..... Until June 3  
 no refund ..... After June 3

**4 Week Session 2**

100% tuition ..... Until June 24  
 80% tuition ..... Until June 26  
 40% tuition ..... Until June 30  
 no refund ..... After June 30

**4 Week Session 3**

100% tuition ..... Until July 22  
 80% tuition ..... Until July 24  
 40% tuition ..... Until July 28  
 no refund ..... After July 28

**6 Week Session 1**

100% tuition ..... Until May 29  
 80% tuition ..... Until June 2  
 40% tuition ..... Until June 8  
 no refund ..... After June 8

**6 Week Session 2**

100% tuition ..... Until July 9  
 80% tuition ..... Until July 13  
 40% tuition ..... Until July 19  
 no refund ..... After July 19

**12 Week Session**

100% tuition ..... Until May 29  
 80% tuition ..... Until June 2  
 40% tuition ..... Until June 8  
 no refund ..... After June 8

**Course Cancellation**

While the University makes every effort to offer the courses listed in the schedule, the University reserves the right to cancel a course because of insufficient enrollment or other unforeseen circumstances. Email notification will be sent to students registered for canceled courses. Refer to the Summer Session Calendar (pages 2-3) for cancellation dates.

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

**Course Withdrawal**

**You are responsible for your own course withdrawals.** No instructor can take care of it for you. You may access the PAWS System to initiate course withdrawals.

**Withdrawal Dates**

**Undergraduate/Graduate/Doctoral Students**

Last date to Withdraw **without** a "W":

- May 28 – 4 Week Session 1
- June 24 – 4 Week Session 2
- July 22 – 4 Week Session 3
- May 29 – 6 Week Session 1
- July 9 – 6 Week Session 2
- May 29 – 12 Week Session

Last Date to Withdraw **with** a "W":

- June 10 – 4 Week Session 1
- July 7 – 4 Week Session 2
- Aug. 4 – 4 Week Session 3
- June 18 – 6 Week Session 1
- July 30 – 6 Week Session 2
- July 14 – 12 Week Session

Failure to withdraw officially from a course will result in a grade of "FX." The grades of "WF" and "FX" are included in G.P.A. computations.

## 12 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 a fee and placed into a payment plan that splits the amount due into two payments. Additionally, the student will be assessed a late payment and a late registration fee. Each subsequent late payment will result in an additional fee.
4. ***It is the student's responsibility to review their bill and submit payment in a timely manner.*** Students are notified each semester through their Frostburg email account that the e-bill is available for viewing. The student 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, diploma, etc.) to persons who have any outstanding obligations with the University or who has an account that was submitted to the Maryland State Central Collection Unit.
6. In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.
7. If payment is in the form of a check (or E-Check) and the check is returned by the bank for any reason, a \$30 fee will be charged to the account. If payment is not made, the student's account may be submitted to the Maryland State Central Collection Unit.
8. Students leaving FSU prior to the 60% point in the semester, officially or unofficially, are obligated to return the federal aid received for that semester in accordance with the University's Return of Title IV Funds Policy. Failure to return that portion of federal aid received may result in the amount owed being transferred to the Maryland State Central Collection.
9. Any debt owed to FSU as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by the FSU catalog will be a breach of the terms and conditions of this contract. Failure to respond to demands for payment made by FSU may result in such debts being transferred to the Maryland State Central Collection Unit.
10. Any debts transferred to the Maryland State Central Collection Unit will be assessed a 17% collection fee at the time of transfer and this information will become part of a student's credit report.

**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.**

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

**Calculate Tuition and Fees**

**UNDERGRADUATE**

In-State	\$304 x _____	no. of credits =	_____
Out-of-State	\$628 x _____	no. of credits =	_____
Regional Tuition	\$474 x _____	no. of credits =	_____
+Technology Fee	\$18 x _____	no. of credits =	_____
+University Fee			+100

TOTAL DUE UPON EARLY REGISTRATION \_\_\_\_\_

Late Payment Fee \_\_\_\_\_ +50

TOTAL DUE WITH LATE PAYMENT \_\_\_\_\_

**GRADUATE**

In-State	\$474 x _____	no. of credits =	_____
Out-of-State	\$615 x _____	no. of credits =	_____
+Technology Fee	\$18 x _____	no. of credits =	_____
+University Fee			+100

TOTAL DUE UPON EARLY REGISTRATION \_\_\_\_\_

Late Payment Fee \_\_\_\_\_ +50

TOTAL DUE WITH LATE PAYMENT \_\_\_\_\_

**NURSE PRACTITIONER**

In-State	\$532 x _____	no. of credits =	_____
Out-of-State	\$732 x _____	no. of credits =	_____
Regional Tuition	\$602 x _____	no. of credits =	_____
+Technology Fee	\$18 x _____	no. of credits =	_____
+University Fee			+100

TOTAL DUE UPON EARLY REGISTRATION \_\_\_\_\_

Late Payment Fee \_\_\_\_\_ +50

TOTAL DUE WITH LATE PAYMENT \_\_\_\_\_

**PHYSICIAN'S ASSISTANT**

In-State	\$579 x _____	no. of credits =	_____
Out-of-State	\$844 x _____	no. of credits =	_____
Regional Tuition	\$692 x _____	no. of credits =	_____
+Technology Fee	\$18 x _____	no. of credits =	_____
+University Fee			+100
+Program Fee			+100

TOTAL DUE UPON EARLY REGISTRATION \_\_\_\_\_

Late Payment Fee \_\_\_\_\_ +50

TOTAL DUE WITH LATE PAYMENT \_\_\_\_\_

**DOCTORAL**

In-State	\$667 x _____	no. of credits =	_____
Out-of-State	\$838 x _____	no. of credits =	_____
+Technology Fee	\$18 x _____	no. of credits =	_____
+University Fee			+100

TOTAL DUE UPON EARLY REGISTRATION \_\_\_\_\_

Late Payment Fee \_\_\_\_\_ +50

TOTAL DUE WITH LATE PAYMENT \_\_\_\_\_

**THIS CHART DOES NOT INCLUDE COURSE FEES.**

## 14 Services and Resources

### Student Health Center

The summer session clinic hours for the Student Health Center are 9:00 a.m. - 4:00 pm., Monday through Friday, by appointment. All students enrolled for summer are eligible to use the services, full-time or part-time status, living on or off campus. Call 301-687-4310 for an appointment. There is no online scheduling for the summer.

There is a \$20 visit fee to be seen at the health center. Additional charges for diagnostic tests, immunizations, physicals, and prescription medications may apply. Charges are posted at the health center and on our website. Payment may be made at the health center by cash, check, Bobcat Express, or Bursar billed through the Paws account. Additional information is available on the [Student Health Center's](#) website.

### Career Services

The Career and Professional Development Center is located in Pullen Hall 110. Assistance is offered to individuals and groups of students having career concerns.

### Counseling and Psychological Services

The Student Counseling Center remains open during the summer months for the provision of counseling services and crisis support. Services can be provided in person or over telehealth and are available for all eligible students located in Maryland. If you are out of state, please contact the center to determine if we are able to meet with you at this time. All counseling sessions are private and confidential and are in no way connected to your academic standing or records. Appointments may be made by telephone Monday through Friday, 8:00 a.m. to 4:30 p.m. at 301-687-4234. The cost of most services are included in your student fees.

### Veterans Services

The FSU Veterans Services Center is located at 150 Park Avenue. For assistance, please telephone 301-687-4409 or email [vets@frostburg.edu](mailto:vets@frostburg.edu).

### University Bookstore

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

### Identification Cards

By attending a summer session, you have the opportunity to receive a University Identification Card. A card provided during the regular academic year will continue to be valid. Any student entering Frostburg State University during the summer as a first-time student has the opportunity to receive a University Identification Card upon presentation of proof of registration. Students MUST carry their ID cards with them at all times and should be ready to surrender their cards upon request of any University official (including Dining Service management). Many university facilities (e.g. Lane Center, Library, P.E. Center, and Student Health Center) require ID cards to be presented for admission to/for their respective facilities/services.

The University's Identification Card Office is located in Pullen Hall 101 and is open 8:30 a.m. - 4:30 p.m., Monday through Friday. The first card issued a student is free; all replacements carry a charge of \$20.

### Dining Services

No meal plans are offered during the summer sessions. Meals are available in Chesapeake Hall whenever the University is hosting conferences and groups.

### Bobcat Express Debit Program

As a Summer Session student, regardless of place of residence, the University's *Bobcat Express* debit card program is available to you. With this service, your I.D. card may be used to access your funds on a declining-point basis at locations both on and off campus. Please contact the I.D. Office located in Pullen Hall 101 or call 301-687-4196 for full details.

### 24/7 Computer Lab

A computer lab is available for use to all Frostburg State University students during the Summer Session. The lab is currently located in CCIT 133. Access is available 7 days a week, 24 hours a day.

### Housing

Students attending Summer Sessions may apply to live in Edgewood Commons Apartments. For more information call 301-689-1370 or visit their website at [Edgewood Commons](#). Housing assignments are based on the date the application for space is received. Room fees will be:

#### Single Occupancy

-\$450 per 4 week session

-\$675 per 6 week session

-\$1350 12 week session

Edgewood Commons apartments include single rooms, kitchen, laundry, cable hook-up, and common living space to be shared among four students. Students supply their own television and cable wire and their own linens to fit a Twin XL mattress.

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

To apply for residence hall space, return the form on page 16 by May 1, 2025, to Edgewood Commons, One University Drive, Frostburg, Maryland 21532.

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

### Parking

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

A parking fee of \$40 covers all summer sessions. The fee is not reduced for students registering for one session only. If you have paid the annual parking fee, you need not re-register or pay the summer parking fee.

**Frostburg State University Undergraduate Registration Form - Summer 2025**

FSU ID	
Last Name, First Name, Middle I.	
Permanent Address	Phone
Local Address During Summer	Phone
If you are not registered at FSU for the Spring semester you must complete an <a href="#">application for admission</a> . If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.	

**Summer Session Bills for all Sessions are due by the payment due date or you must enroll in a payment plan.  
 After the due date, payment is due within 48 hours of registration.  
 Enrollment approved after late registration deadline requires payment before registration.**

**Registration Procedures**

**To Register Using PAWS**

1. Login to [PAWS](#).
2. Check for Service Holds that may prevent you from registering.
3. Meet with your faculty mentor or university advisor to plan your schedule and be activated for registration.
4. List course numbers below.
5. Register for Classes.

**Student Center > Enroll**

- Select Enrollment Term - 2025 Summer.
- Click Continue.
- Select classes to add. Make sure to choose a Campus: Frostburg, Hagerstown, Arundel Mills, 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.

**To Register By Mail**

1. Fill out the information listed below beginning with Class Number.
2. Mail Form with payment to:  
 University and Student Billing Office  
 Frostburg State University  
 101 Braddock Road  
 Frostburg, MD 21532

Class Nbr	Subject	Catlg Nbr	Sect	Units	Days	Times	Dept Appr	Date

	<i>Total Units</i>
--	--------------------

\_\_\_\_\_  
*Student Signature/Date*

\_\_\_\_\_  
*Faculty Mentor or University Advisor Approval*

Required of all Undergraduate Students and  
 Biological Science Graduate Students

I understand that submission of this course request to FSU obligates me to pay the bill generated, that upon official withdrawal from all courses for the Summer on/or after the bill payment deadline obliges me to pay a prorated portion of the entire amount of the bill (See Refund Policy included in this booklet), and that failure to officially withdraw obliges me to pay the entire bill (See Course Withdrawal included in this booklet).

# Vehicle Registration/Application for Residence Life 16

Frostburg State University  
 Vehicle Registration Form – Summer

**Please Print All Information**

**Business Office Use Only**                           Permit Number

Person Registering Vehicle	Vehicle License No. (Tag)	State
Local Address	Local Telephone Number	
Driver's License Number      State	Social Security Number or Student ID	
Name & Address of Owner of Vehicle		
Make of Vehicle      Body Style Year	Classification	<input type="checkbox"/> Resident Student <input type="checkbox"/> Commuter Student
A copy of the FSU Parking Regulations is issued with each permit. I agree to abide by those regulations. I understand that fines may be imposed and my permit may be revoked (subject to due process) should I violate these regulations. I understand that the University is not responsible for damage to my motor vehicle while parked on University property.		
Signature _____		Date _____

Check one:	
Faculty	___
Staff	___
Concessionaire	___
Freshman	___
Sophomore	___
Junior	___
Senior	___
Graduate Student	___
Evening Student	___
Other	___

**Registration of Vehicles**

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

**Return form to the University and Student Billing Office.**

If registering by mail, you are to include a separate check in the amount of \$40 for the parking fee along with the registration form and check for tuition and fees and mail them to the University and Student Billing Office.

## Summer 2025 Application for Housing

Please print or type. Return by May 1, 2025.

Name		
Campus Address		
Home Address		
Student ID# _____	Home Phone _____	Cell Phone _____
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Single \$450 per 4 week session <input type="checkbox"/> Single \$675 per 6 week session <input type="checkbox"/> Single \$1350 12 week session		
Housing Needed For: <input type="checkbox"/> 4 Week Session 1 (May 27 - June 20) <input type="checkbox"/> 4 Week Session 2 (June 23 - July 18) (Check all that apply) <input type="checkbox"/> 4 Week Session 3 (July 21 - August 15) <input type="checkbox"/> 6 Week Session 1 (May 27 - July 3) <input type="checkbox"/> 6 Week Session 2 (July 7 - August 15) <input type="checkbox"/> 12 Week Session (May 27 - August 15)		
Return to: Edgewood Commons Apartments 1 University Drive Frostburg, Maryland 21532-2303		<p><b>Dining Services</b>                  No meal plans are offered during the summer sessions. Meals are available in the Lane Center and in Chesapeake Hall whenever the University is hosting conferences and groups. Edgewood apartments include single rooms, a kitchen, a laundry room, and common living space to be shared among four students .</p>

Date Received in Edgewood \_\_\_\_\_

## 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

## Canvas Learning Management System

The Canvas Learning Management System is a web-based learning environment which students log onto via an Internet browser. Students and instructors navigate the web site according to standard web site practices. More information can be found on our website at [Canvas Learning Management System](#).

## System Requirements

There are certain minimum software requirements that a user's computer must meet in order for them to navigate and utilize Canvas courses successfully. All computers available in the student computer labs on campus meet these software requirements. More information can be found on our website at [Technology Requirements](#).

## How to find Online Courses in PAWS

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

## Registration Information

- The registration and payment deadlines are listed on the Summer Session Calendar, Pages 2-3.
- You may register in person or, if you are a continuing student, online using [PAWS](#). Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

If you are not a current FSU student, you may register for Summer by completing an online admissions application. See the [Summer Session website](#) for more details. Once you have your FSU student ID, you can register for Summer Session classes in PAWS. A registration form is included in this booklet with procedures for registering for classes.

- Each online course requires a minimum number of students in order for the course to be offered. If, for some reason, the course you have selected does not have adequate enrollment, you will be notified by the Registrar's Office. Course tuition will be reimbursed (fees are reimbursable if you are not enrolled in another course); however, you must write the University and Student Billing Office to request a refund. Otherwise, the refund amount will be applied to your subsequent semester's account.
- If you wish to withdraw from an online course you may do so using PAWS or send an email to [reginfo@frostburg.edu](mailto:reginfo@frostburg.edu) from your Frostburg State University email account.

**For updated course information, please check PAWS.**

If you are not a current FSU student you may access a copy of the schedule of classes by going to the [FSU Registrar's Office Website](#)

Go to Academic Information - Class Schedules - Class Availability in Real-Time