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

Affirmative Action/Equal Opportunity Policies

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

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

Requests for Accommodations

FSU is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodations through the Americans with Disabilities Act Compliance Office, Hitchins 302, (301) 687-4102, TDD (301) 687-7955.

Please Note:

There are multiple sessions for Summer 2009.

Be sure to register for the correct session.

**Summer Session bills for all Sessions are due upon registration.
If your bill is not paid within 48 hours of registration, you will be de-registered.**

2 Phone Numbers

Department/Division Chairs

Accounting	
<i>Ms. Sharon Robinson</i>	4388
African American Studies	
<i>Dr. James Saku</i>	4724
Visual Arts	
<i>Dr. Randall Rhodes</i>	4047
Biology	
<i>Dr. William Seddon</i>	4707
Chemistry	
<i>Dr. Robert Larivee</i>	4091
Communication Studies	
<i>Dr. Marc Routhier</i>	4689
Computer Science	
<i>Dr. Brad Rinard</i>	4719
Dance	
<i>Ms. Mary Yost-Rushton</i>	4781
Economics	
<i>Dr. David Kiriazis</i>	4386
Educational Professions	
<i>Dr. Gary Wakefield</i>	4294
English	
<i>Dr. Charles Ewers</i>	4221
Environmental Analysis and Planning	
<i>Dr. Craig Caupp</i>	4755
Foreign Languages and Literature	
<i>Dr. Maria-Luisa Sanchez</i>	4378
Geography	
<i>Dr. Craig Caupp</i>	4755
Health and Physical Education	
<i>Dr. Art Siemann</i>	4463
History	
<i>Dr. Paul Charney</i>	3120
Honors Program	
<i>Dr. Maureen Connelly</i>	4998
International Studies	
<i>Dr. Sally Boniece</i>	7496
Law and Society	
<i>Dr. Scott Johnson</i>	7432
Liberal Studies	
<i>Dr. Katherine Almquist</i>	4141
Management	
<i>Dr. Michael Monahan</i>	4375
Marketing & Finance	
<i>Dr. Carol Gaumer</i>	4052
Mass Communication	
<i>Dr. John Lombardi</i>	3013
Mathematics	
<i>Dr. Lance Revennaugh</i>	4384
Music	
<i>Dr. Joan Dixon</i>	4115
Philosophy	
<i>Dr. Jean-Marie Makang</i>	4215

Physics	
<i>Dr. Mohammed Eltayeb</i>	4298
Political Science	
<i>Dr. Stephen Twing</i>	3097
Psychology	
<i>Dr. Kevin Peterson</i>	4193
Recreation and Parks Management	
<i>Dr. Robert Kauffman</i>	4474
Social Science	
<i>Dr. Todd Rosa</i>	4338
Social Work	
<i>Dr. Terry Russell</i>	4691
Sociology	
<i>Dr. Robert Moore</i>	4724
Theatre	
<i>Ms. Mary Yost-Rushton</i>	4781
Wildlife and Fisheries	
<i>Dr. William Seddon</i>	4299
Women's Studies	
<i>Dr. Randall Rhodes</i>	4047

Administrative Offices

Ms. Sheila Pappas	
Director of Summer Session	4423
Dr. Ahmad Tootoonchi, Interim Dean	
College of Business	4019
Dr. Kenneth Witmer, Dean	
College of Education	4759
Dr. Joseph Hoffman, Dean,	
College of Liberal Arts and Sciences	4120
Dr. David Gillespie, Director of Library	4396
Dr. Mary Gartner, Associate Provost	4212
Admissions Office (Undergraduate)	4201
Bookstore	4341
Campus Police	4222(Emergencies)/4223
Financial Aid Office	4301
Graduate Admissions and Records Office	7053
Lane Center	4151
Registrar's Office	4346
Residence Life Office	4121
Student and Educational Services	4311
University and Student Billing	4321

Please Note:
Fall Financial Aid may not be used for Summer Session.

Summer Session bills are due upon registration.

Summer Session 2009 Calendars**For all deadlines - Action listed must be completed by 4:30 P.M. on the date stated.****4 Week Session 1 (May 18 - June 12)**

March 30	-Registration begins
May 8	-Registration deadline (without late fees)
May 9 - May 19	-Late registration (\$60 late fees assessed)
May 19	-Last day to withdraw with 100% tuition
May 11	-Cancellation date for classes with insufficient enrollment
May 18	-First day of classes (day and night classes)
May 19	-Last day to add a class
May 21	-Last day to file Pass/Fail Form
May 25	-Memorial Day - Offices Closed - No Classes
June 1	-Last day to withdraw with "W"
June 12	-Last day to withdraw with "WF"
June 12	-Last day of classes

4 Week Session 2 (June 15 - July 10)

March 30	-Registration begins
June 5	-Registration deadline (without late fees)
June 6 - June 16	-Late registration (\$60 late fees assessed)
June 16	-Last day to withdraw with 100% tuition
June 8	-Cancellation date for classes with insufficient enrollment
June 15	-First day of classes (day and night classes)
June 16	-Last day to add a class
June 18	-Last day to file Pass/Fail Form
June 26	-Last day to withdraw with "W"
July 3	-Independence Day - Offices Closed - No Classes
July 10	-Last day to withdraw with "WF"
July 10	-Last day of classes

4 Week Session 3 (July 13 - August 7)

March 30	-Registration begins
July 3	-Registration deadline (without late fees)
July 4 - July 14	-Late registration (\$60 late fees assessed)
July 14	-Last day to withdraw with 100% tuition
July 6	-Cancellation date for classes with insufficient enrollment
July 13	-First day of classes (day and night classes)
July 14	-Last day to add a class
July 16	-Last day to file Pass/Fail Form
July 24	-Last day to withdraw with "W"
August 7	-Last day to withdraw with "WF"
August 7	-Last day of classes

6 Week Session 1 (May 18 - June 26)

March 30	-Registration begins
May 8	-Registration deadline (without late fees)
May 9 - 20	-Late registration (\$60 late fees assessed)
May 20	-Last day to withdraw with 100% tuition
May 11	-Cancellation date for classes with insufficient enrollment
May 18	-First day of classes (day and night classes)
May 20	-Last day to add a class
May 22	-Last day to file Pass/Fail Form
May 25	-Memorial Day - Offices Closed - No Classes
June 8	-Last day to withdraw with "W"
June 26	-Last day to withdraw with "WF"
June 26	-Last day of classes

6 Week Session 2 (June 29 - August 7)

March 30	-Registration begins
June 19	-Registration deadline (without late fees)
June 20 - July 1	-Late registration (\$60 late fees assessed)
July 1	-Last day to withdraw with 100% tuition
June 22	-Cancellation date for classes with insufficient enrollment
June 29	-First day of classes (day and night classes)
July 1	-Last day to add a class
July 3	-Independence Day - Offices Closed -No Classes
July 6	-Last day to file Pass/Fail Form
July 20	-Last day to withdraw with "W"
August 7	-Last day to withdraw with "WF"
August 7	-Last day of classes

12 Week (May 18 - August 7)

March 30	-Registration begins
May 8	-Registration deadline (without late fees)
May 9 - 20	-Late registration (\$60 late fees assessed)
May 20	-Last day to withdraw with 100% tuition
May 11	-Cancellation date for classes with insufficient enrollment
May 25	-Memorial Day - Offices Closed
May 18	-First day of classes (day and night classes)
May 20	-Last day to add a class
June 19	-Last day to withdraw with "W" - Graduate Students
June 30	-Last day to withdraw with "W" - Undergraduate Students
July 3	-Independence Day - Offices Closed -No Classes
August 7	-Last day to withdraw with "WF"
August 7	-Last day of classes

**Summer Session bills for all Sessions are due upon registration.
If your bill is not paid within 48 hours of registration, you will be de-registered.**

4 Registration Information

All Students

Important Message on Registration Deadline and Financial Obligation

You must register and pay for summer session courses by the deadlines listed on the Summer Session Calendar. If you register or change your schedule after this date, you will be assessed a late registration fee and a late payment fee totaling \$60. Once you are registered and if you choose not to attend, you must submit an official Withdrawal Form to the Registrar's Office. Official withdrawal from all courses in any summer session on or after the first day of classes obliges you to pay a prorated portion or the entire amount of the bill (see Refund Schedule page 6).

Course Load

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

Distance Education (DE)

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

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

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

See the course offerings listed as "telecourse."

These are not on-line courses. See Page 14 for on-line course information.

Course Descriptions

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

Independent Study/Research Paper

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

Final Grades

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

Graduate Students

Permission to Register

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

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

Advisement

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

Undergraduate Students

Permission to Register

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

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

Advisement

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

Course Repetition and Grading

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

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

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

REGISTRATION PROCEDURES

PAWS Internet Registration System

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

Please note the following:

- Most registrations will take place through PAWS (24/7) beginning on March 30, 2009. Some transactions such as independent study registration and load limit over-rides will still be conducted in person at the Registrar's Office.
- **All Undergraduate students and Graduate Biological Science students must contact their advisor prior to attempting to register so that he or she can authorize registration.** Make sure to check for prerequisites with your Advisor. The system will prevent you from registering if you do not have the proper prerequisites.
- Academic Departments will conduct over-rides to permission-only courses, class limits and/or course prerequisites where applicable.
- If you are on Academic Probation, you cannot register for the Third Four Week Session.

Registration Procedures

1. Login to PAWS.
2. Check for Service Holds that may prevent you from registering.
3. Undergraduate students and Graduate Biological Science students meet with your advisor to plan your schedule.
4. List course numbers on the Registration Form provided in this booklet.
5. Register for Classes.
Self Service > Student Center > Enroll
 -Select Enrollment Term - 2009 Summer.
 -Click Continue.
 -Select classes to add. Make sure to choose a Campus, Frostburg or On-Line Courses.
 -Classes will be placed in your Shopping Cart.
 -When finished selecting classes click Proceed to Step 2 of 3.
 -Click Finish Enrolling.
 -Check the status of your request(s). Status must read success to be registered.
 -When finished, click My Class Schedule to verify enrollment.
6. Pay your bill. **Bills are due upon registration.**

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 of bill to the University and Student Billing Office, Frostburg State University, 101 Braddock Road, Frostburg, Maryland 21532-1099.

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

Any registrations received with a postmark dated after May 8, 2009, must pay the amount listed for *Late Registration* on the chart on page 9.

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.

6 Cancellation/Withdrawal/Refund Information

Course Cancellation

While the University makes every effort to offer the courses listed in the schedule, the University reserves the right to cancel a course because of insufficient enrollment or other unforeseen circumstances. Every effort will be made to phone students registered in classes when cancellations occur.

Be certain to record your telephone number on the Summer Session Registration Form or verify your address and phone number in PAWS. Refer to the Summer Session Calendar (page 3) for cancellation dates.

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

Course Withdrawal

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

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

Withdrawal Dates

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

May 19 – 4 Week Session 1
 June 16 – 4 Week Session 2
 July 14 – 4 Week Session 3
 May 20 – 6 Week Session 1
 July 1 – 6 Week Session 2
 May 20 – 12 Week

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

June 1 – 4 Week Session 1
 June 26 – 4 Week Session 2
 July 24 – 4 Week Session 3
 June 8 – 6 Week Session 1
 July 20 – 6 Week Session 2
 June 30 – 12 Week (Undergrad.)
 June 19 – 12 Week (Grad.)

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

Refunds and Course Withdrawal

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

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

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

Fees are non-refundable.

Refund Schedule

4 Week - Session 1

100% tuition May 19
 80% tuition before May 21
 40% tuition before May 28
 no refund May 28 and after

4 Week - Session 2

100% tuition June 16
 80% tuition before June 18
 40% tuition before June 24
 no refund June 24 and after

4 Week - Session 3

100% tuition July 14
 80% tuition before July 16
 40% tuition before July 22
 no refund July 22 and after

6 Week - Session 1

100% tuition May 20
 80% tuition before May 26
 40% tuition before June 3
 no refund June 3 and after

6 Week - Session 2

100% tuition July 1
 80% tuition before July 7
 40% tuition before July 15
 no refund July 15 and after

12 Week - Session

100% tuition May 20
 80% tuition before May 26
 40% tuition before June 3
 no refund June 3 and after

Frostburg State University
 Office of the Registrar

SUMMER DROP/ADD FORM

Effective Date

Paws ID Number:

Name:

Last

First

Middle

Student Signature

Please return this form to the Registrar's Office for processing

	DEPT ABBREV	COURSE NO.	SECTION NO.	COURSE TITLE	CREDITS	OFFICE USE	AUTH. SIGNATURE REQ'D
A							
D							
D							
R							
O							
P							

Credit Hours Before Change _____

After Change _____

Signature of Advisor (REQUIRED) _____

Important PAWS Information For Students

Accessing PAWS

Access PAWS from the University Online Services Website at: <http://www.frostburg.edu/computing/onlineservices/>
OR directly from the PAWS URL at: <http://paws.frostburg.edu/students>

Login Details

Username

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

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

If you do not know your FSU email username, please contact the FSU Help Desk on-campus at x-7777 or off-campus at 301-687-7777.

Password

Initial password is as follows: first character of your first name in uppercase, followed by the first character of your last name in lowercase, followed by last 4 digits of your social security number.

Example: Js7785 for Joe Smith with social security number 353-54-7785

Forget your password?

To eliminate the risk of identity theft, the Help Desk staff will not reset your password over the phone. You will be asked to show photo id to have your password reset. Passwords will be reset in Pullen Hall 103 weekdays from 8:30am to 4:30pm.

FSU ID and SSN

Students have been assigned a new FSU ID (also known as EmplID), which will be used as their primary identification code. This ID will replace the use of the social security number as an identification code. Students will keep their FSU ID throughout their educational career at FSU. Please memorize or make note of this ID.

Browser Requirements

- Internet Explorer 6 on Windows 98, NT 4, Windows 2000, and Windows XP
 - Internet Explorer 5 on Mac OS 7.5 and above
 - Netscape Communicator 4.72 on Mac OS 7.6.1 and above
 - Netscape Navigator 6.2 on Mac OS 9/X
 - Netscape Communicator 4.72 on Linux
-

PC Requirements

PAWS will function on platforms meeting the manufacturer's minimum requirements for a given web browser and operating system combination. You will experience better results if you have a workstation that exceeds the minimum requirements.

PAWS Quick Reference for Students

1. Access PAWS from the University Online Services Website at:
<http://www.frostburg.edu/computing/onlineservices/> OR directly from the PAWS URL at: <http://paws.frostburg.edu/>
2. Sign In.
3. Click Self Service.
4. Click Student Center.

PAWS Student Center

The screenshot shows the PAWS Student Center interface for a user named Matthew. The interface includes a navigation menu on the left, a central 'Your Schedule at a Glance' section with a table of current classes, and a right-hand sidebar with various service links. Callout boxes are placed over the interface to identify key features.

Navigation and Search:

- Menu:** Search, My, Self Service, Class Search / Browse, Catalog, Enrollment, Campus Finances, Campus Personal Information, Academic Records.
- Search Schedule of Classes:** A search box is located at the top left.
- Sign Out:** Located in the top right corner.

Academics Section:

- Your Schedule at a Glance:** A table showing the current week's schedule.
- Apply for Graduation:** A dropdown menu with options like 'Apply for Graduation', 'Class Schedule', 'Course History', 'Degree Progress Rep', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Swap', 'Exam Schedule', 'Grades', 'Release of Informat', 'Transcript: Request', 'Transcript: View Unc', 'Transfer Credit: Rep', and 'What-if Report'.
- View Grades:** A link in the dropdown menu.
- Enroll in a Class:** A link in the dropdown menu.
- Drop & Swap Classes:** A link in the dropdown menu.
- View & Print Your Schedule:** A link in the dropdown menu.

Right Sidebar:

- SEARCH FOR CLASSES:** A green button.
- Check Holds:** A section with 'No Holds.'
- To Do List:** A section with 'No To Do's.'
- View Enrollment Appointment:** A section with 'Open Enrollment Dates'.
- Academic Advisor Information:** A section for the 'Program Advisor' Jesse Ketterman, with contact info '301/687-4311 Ext 4311' and a 'details' link.
- News and Info:** A section with links for 'Frostburg State Community' and 'Blackboard Login'.

Bottom Section:

- Units Taken for Progress:** 16,000 weekly schedule.
- View E-Bill:** A link in the 'Finances' section.
- Pay Your Bill:** A link in the 'Finances' section.
- Message:** 'We are unable to display your account at this time. To access this information, contact the Help Desk to complete your account profile.'

Financial Information

Tuition and Fees

Tuition (In-State)

Undergraduate \$207 per credit
 Graduate \$317 per credit

Tuition (Out-of-State)

Undergraduate: \$427 per credit
 Graduate: \$364 per credit

Mandatory Fees, Non-Refundable

*University Fee \$50
 **Technology Fee \$10 per credit
 *one-time fee regardless of the number of sessions attended

Other Fees, Non-Refundable

Application Fee \$30
 (one-time fee charged to those who have never previously attended FSU)
 Late Registration Fee \$30
 Late Payment Fee \$30
 Returned Check Fee \$30
 Private Music Instruction \$100 per credit
 Parking - see page 8 for details \$10

Special Instruction Fees

Accounting 305 \$25
Art
 110 \$10
 202, 235, 236, 307, 407, 414, 435, 635. \$30
 402, 421, 432, 440, 602, 621, 632, 640. \$40
 207, 209, 212, 221, 232, 240, 412 \$25
 452 \$60
 Biology 109, 149 \$20
 Business Administration - BMIS 320 ... \$25
 Chemistry 100, 101, 113 \$20
 Computer Science 100, 110, 220, 330 ... \$25
 Dev. Math - DVMT 095, 100 \$100
 Geography 103, 113 \$20
Mass Communications
 101 \$20
 212, 213, 250, 313, 465, 499
 (Audio Projects) \$30
 311, 487, 488, 499 (Video Projects) \$40
 Mathematics 102, 104, 209 \$20
 Orientation 101 \$120
 Physical Science 101, 203 \$20
 Physics 215, 261 \$20
 Sociology - SOCI/SOWK 310 \$25

Note: Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.

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 on-line payments through PAWS or www.frostburg.edu/admin/billing. Phone in ACH payments to 866-881-3015 or credit card (Master Card, American Express, Discover) to 866-881-3016.

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.

Employee Tuition Remission

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

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

Summer Session bills are due upon registration.

Important Message on Registration Deadline and Financial Obligation

You must register and pay for summer session courses by the deadlines listed on the Summer Session Calendar. If you register or change your schedule after this date, you will be assessed a late registration fee and a late payment fee totaling \$60. Once you are registered and if you choose not to attend, you must submit an official Withdrawal Form to the Registrar's Office. Official withdrawal from all courses in any summer session on or after the first day of classes obliges you to pay a prorated portion or the entire amount of the bill (see Refund Schedule page 6).

Charges for Collection of Fees

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

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

Calculate your tuition & fees

UNDERGRADUATE

In-State	\$207 x _____	no. of credits = _____	= _____
Out-of-State	\$427 x _____	no. of credits = _____	= _____
+Technology Fee	\$10 x _____	no. of credits = _____	= _____
+University Fee			+50
TOTAL DUE UPON EARLY REGISTRATION			_____
Late Fees			+60
TOTAL DUE WITH LATE REGISTRATION			_____

GRADUATE

In-State	\$317 x _____	no. of credits = _____	= _____
Out-of-State	\$364 x _____	no. of credits = _____	= _____
+Technology Fee	\$10 x _____	no. of credits = _____	= _____
+University Fee			+50
TOTAL DUE UPON EARLY REGISTRATION			_____
Late Fees			+60
TOTAL DUE WITH LATE REGISTRATION			_____

Brady Health Center

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

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

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

Career Services

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

Counseling and Psychological Services

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

Veterans Affairs

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

Lane Center

The summer hours for the Reservation/Campus Activities Office and the Lane Center building are 8:00 a.m. to 4:30 p.m. Monday through Friday (any other hours by prior approval only).

Bookstore

The Bookstore hours are 8:30 a.m. to 4:15 p.m., Monday through Friday. Extended Bookstore hours are 8:30 a.m. to 6:00 p.m. on May 30.

Identification Cards

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

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

Dining Services

No meal plans are offered during the summer sessions. Meals are available in the Lane Center's Greenhouse (8:00 a.m. - 2:00 p.m., Monday through Friday). In addition, meals are available in Chesapeake Hall whenever the University is hosting conferences and groups.

University Children's Center

Frostburg State University operates a licensed Pre-School/Extended Child Care Program for the children of students, employees, and community residents. Developmentally appropriate experiences are provided. For more information, call Mrs. Denise Payne at 301-687-4027.

Bobcat Express Debit Program

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

Housing

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

Single Occupancy
-\$680 per 6 week session
-\$510 per 4 week session

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

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

To apply for residence hall space, return the form on page 11 by May 8, 2009, to Edgewood Commons, One University Drive, Frostburg, Maryland 21532.

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

Parking

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

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

Frostburg State University Summer 2009 Registration Form

FSU ID	Local Address During Summer	Graduate Students Only Degree Program: _____ Courses taken at: <input type="checkbox"/> FSU <input type="checkbox"/> HAG
Last Name, First Name, Middle I.	Phone (Local)	
Permanent Address	Phone (Home) (Work)	

If you are not registered at FSU for the Spring semester you must complete the Enrollment Permission Form.

If ever dismissed by FSU, you must be readmitted by the Academic Standards Committee.

Undergraduate Students and Graduate Biological Science Students - before you register, meet with your advisor for registration activation.

Summer Session Bills for all Sessions are due upon registration. If your bill is not paid within 48 hours of registration, you will be de-registered.

To Register Using PAWS

Login to PAWS <http://paws.frostburg.edu/students>

-Enter your FSU ID and Password.

Register for Classes.

Self Service > Student Center > Enroll

-Select Enrollment Term - Summer 2009.

-Click Continue.

-Select classes to add. Make sure to choose a Campus, Frostburg or On-LineCourses.

-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 Session.

2. Mail Form with payment to:
 University and Student Billing Office
 Frostburg State University
 101 Braddock Road
 Frostburg, MD 21532

Session	Class Nbr	Subject	Catlg Nbr	Sect	Units	Course Title	Days	Times	Dept. Appr.

Total Units

I understand that submission of this course request to FSU obliges 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 in the Summer Schedule Booklet), and that failure to submit an official withdrawal, a drop slip, at the Registrar's Office or at the Hagerstown Center results in a grade of F or FX and obliges me to pay the entire bill (See Drop Procedure in the Summer Schedule Booklet).

Advisor Approval

Required of all Undergraduate Students and Biological Science Graduate Students.

Student Signature/Date

Online Courses

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 will be available for residential 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 course-specific plug-ins and software applications on your computer

Web Browsers:

Windows: Internet Explorer 6.0, Netscape 7.1,

Mac 10.2: Internet Explorer 5.2, Netscape 7.1, Safari 1.0

Mac 10.3: Netscape 7.1, Safari 1.1

Note: AOL's Browser is not supported by Blackboard, you may connect to AOL then open up Internet Explorer to use Blackboard

Minimum Software Requirements

Operating System:

Windows 2000, XP

or Mac OS 9, Mac OS X

Microsoft Office 2000 or later

Adobe Acrobat Reader

Minimum Hardware Requirements

Blackboard developers recommend the following hardware specifications:

PC Configuration:

400 Megahertz Intel Pentium III Processor (933 preferred)

64 Megabytes RAM (128 or more preferred)

6-Gigabyte Hard Drive

17" Monitor

56.6 Kbps Modem (or Cable Modem / DSL if available)

Mac Configuration:

400 Megahertz iMac (933 preferred)

64 MB RAM (128 or more preferred)

6 Gigabytes Hard Drive

56.6 K Modem (or Cable Modem / DSL if available)

17" Monitor

Macintosh OS 9

Software 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. Javascript, Java and cookies must be enabled (turned on).

Registration Information

- The registration deadline for summer courses is listed on the Summer Session Calendar, Page 3. Registration after this date carries a late registration/payment penalty of \$60.
- You may register in person or, if you are a continuing student, online using PAWS at <http://paws.frostburg.edu/students>. Make sure to change the campus to **ONLINE** when searching for courses to access the online course offerings.

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

- Please be aware that payment for summer courses must be made at time of registration. Full details on payment methods and deadlines are provided in the summer schedule 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 on-line course you may fax a written request or the Drop/Add Form included on Page 6 to the Registrar's Office (301-687-4597). In this case, your signature will be the only one required.