



# PARENT HANDBOOK



**FROSTBURG**  
STATE UNIVERSITY

*One University. A World of Experiences.*

# Welcome to Frostburg State University

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## From the President

It is with great pleasure that I welcome you to the Frostburg State University campus community. The Parent Orientation Program recognizes that parents, guardians and other family members play a vital role in the success of our students. It is designed to help you learn more about the many Frostburg State University services, organizations and educational opportunities that are made available to our students. These opportunities for academic and personal growth are essential to making your student's experience the best it can be.



Take a moment to read through the helpful information in this handbook and note the many campus resources, organizations and other sources of support and assistance that are available. This guide also includes an academic calendar, so you can keep track of important deadlines and events and stay informed of your student's busy months ahead and the academic procedures that affect his or her success. Contact names and numbers are also provided, so you have a quick reference on hand for when you need to call or e-mail with additional questions or concerns.

We encourage you to stay in touch with us — and more importantly, with your students — as they embark on one of the most exciting and enriching times of their lives. With your encouragement and involvement, we can work together to guide and empower each and every student to achieve success.

Warmest Regards,

A handwritten signature in black ink that reads "Ronald Nowaczyk". The signature is written in a cursive, flowing style.

*Ronald Nowaczyk*  
President

# From the Vice President for Student Affairs

As your student begins their academic career at Frostburg State University, our faculty and staff stand ready to help them acquire the knowledge and skills they will need to reach their full potential.

Adjustment to university life involves numerous transitions – for both students and parents. There is one course that all first-year students enroll in during their first semester here – Introduction to Higher Education 101. This one-credit orientation course will be part of your students’ learning community and is designed to help them make responsible choices and to succeed, both academically and personally. The instructor of this course will initially serve as the academic advisor for your son or daughter. Academic advisors serve as a source of information and advice as students sort out various decisions. Please encourage your son or daughter to seek out this advice – it can prove to be invaluable.

The university experience is not limited to what occurs in the classroom. Co-curricular activities are an integral part of FSU’s orientation course. Participating in these cultural and educational activities helps students feel more connected to the campus community.

Welcome to Frostburg State University. We look forward to working with your student and wish them every success during their years with us.

Sincerely,

**Thomas L. Bowling**

*Vice President for Student Affairs*

# Welcome to Frostburg

On behalf of the members of the City Council, we welcome you to our community, the City of Frostburg. We are glad that your son or daughter has chosen Frostburg State University, and we hope you feel comfortable and confident about the community and the character of its people.

Of course we are extremely proud of Frostburg State University, not only as a shining gem in the University of Maryland System, but also as our partner in community progress and quality of life. Consequently, we believe that you will soon find our unique community a special place for your student's education and for your own leisure-time activities.

If at any time during your visits to Frostburg you have any questions or concerns, please do not hesitate to contact us at City Hall at 59 E. Main Street or at 301.689.6000 or on the Web at [www.frostburgcity.com](http://www.frostburgcity.com). And again, welcome to Frostburg — Maryland's Mountain City.

With my personal compliments—

**Robert Flanigan**

*Mayor*

*City of Frostburg*

# University Publications

## ***Pathfinder***

This resource includes information that is useful to all students as they work toward reaching their goals. We hope you will pay particular attention to the general policies that are designed to help you. Policies which appear in other official University publications may not appear in this document.

[www.frostburg.edu/pathfinder](http://www.frostburg.edu/pathfinder)

## ***Undergraduate Catalog***

Frostburg State University publishes the *Undergraduate Catalog*, which includes essential information for any individual currently enrolled or contemplating enrollment in an undergraduate study program at FSU. The catalog lists course requirements for all academic programs of study.

[www.frostburg.edu/ungrad/catalog](http://www.frostburg.edu/ungrad/catalog)

## ***Statelines***

A weekly publication through the Office of Communications and Media Relations that provides announcements and event listings.

[www.frostburg.edu/news/statelines](http://www.frostburg.edu/news/statelines)

## ***Profile***

Published two times a year, the alumni magazine is also sent to all parents and families of current FSU students. *Profile* features the pride of Frostburg State University, our graduates and their accomplishments. In addition, the magazine covers top news stories from our campus, faculty spotlights, athletic achievements and more.

[www.frostburg.edu/news/profile-magazine](http://www.frostburg.edu/news/profile-magazine)

## ***Spotlight***

SpotlightOnline is an weekly electronic newsletter promoting campus-wide events and opportunities. It also includes links throughout that are intended to draw students through the email and keep them returning – i.e. world news, tips, advice etc. that students might find interesting. For an up-to-date calendar of events, please visit [events.frostburg.edu](http://events.frostburg.edu).

## ***Policy Statements Booklet***

This booklet has been prepared to inform you of important policies about sexual assault, substance abuse, campus security and the University Standards of Personal and Group Conduct, which includes the Code of Student Conduct.

[www.frostburg.edu/policystatements](http://www.frostburg.edu/policystatements)

## ***Clery Compliance Information***

Each year, the University Police prepares and distributes certain campus security, crime and personal safety information in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

[www.frostburg.edu/admin/police/clery-compliance/](http://www.frostburg.edu/admin/police/clery-compliance/)

# Academic Information

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# Academic Calendar

For all deadlines: Action listed must be completed by 4:30 p.m. on the date specified. Residence Halls open at noon the day before each session begins and will close at 7 p.m. the last day of classes for the session.

A link to the online calendar is available on the parents website at [www.frostburg.edu/parents/](http://www.frostburg.edu/parents/).

**Calendar is subject to change without notice.**

## Fall 2016

August 9	Last Day to Register without Late Fees
August 9	Fall Tuition Payment must be received in Billing Office
August 10	De-Registration May Occur – Late Payment Begins
August 25	Non-Registered Transfers Testing, Advising, and Registration and Freshmen Testing
August 25	Residence Halls open for non-registered new students
August 26	Non-Registered Freshmen Advising and Registration
August 27	Residence Halls open for registered new students at noon
August 28	Residence Hall open for registered returning students at 9 a.m.
August 28	First ORIE Class and Freshman Welcome Events
August 29	Classes Begin
August 29-Sept 2	Drop/Add Period and Late Registration (PAWS and Academic Departments) All unpaid accounts are charged \$60 in late fees
September 2	Last Day to Add Courses
September 5	Labor Day – No Classes, Offices Closed
September 16	Last Day to File Pass/Fail Option for Undergraduate Courses
September 16	Unpaid Accounts assessed \$150 payment fee
October 7	Last Day for Undergraduate Grade Changes for Spring 2016 and Summer 2016 (Including Removal of "I" Grades)
October 10	Mid-Semester Warnings Available in PAWS
October 24	Last Day to Register for Six-Week Intensive Web Courses
October 24	Spring 2017 Registration Guidelines Booklet Available
October 24	Last Day to Register for Six-Week 2 Intensive Web Courses
October 31	First Day of Six-Week 2 Intensive Web Courses
Oct 31-Nov 18	Spring 2017 Registration (Without Payment)
Oct 31-Dec 5	Intersession 2017 Registration (Without Late Fee)
November 4	Last Day to Withdraw from Undergraduate Courses with a "W"
November 18	Last Day to Register for Spring 2017 without Late Fees
November 22	Residence Halls Close 7:00 p.m.
November 23-27	Thanksgiving Recess
November 27	Residence Halls Open at noon
November 28	Classes Resume
December 5	Intersession Payment Due Date
Dec 6 -Jan 4	Intersession Registration with Late Fees (\$30)
December 12	Last Day to Withdraw from Courses with "WF"
December 12	Last Day of Classes
December 13-16	Final Exams
December 16	Spring Tuition Payment Due
December 17	Common Exams
December 19	Final Exams
December 19	Residence Halls Close at 7:00 p.m.
December 20	Commencement

## Interession 2017

October 31, 2016	Registration Begins
December 5	Interession Payment must be received in Billing Office
Dec 6- Jan 4	Registration with Late Fees (\$30)
December 12	Deregistration for Non-Payment Begins
December 19	Cancellation Date for Courses with insufficient enrollment
January 3	Classes Begin
January 4	Last Day to Add a Course
January 4	Last Day to Withdraw with a Refund
January 4	Last Day to Drop Course without a "W"
January 12	Last Day to Drop a Course with a "W"
January 16	M.L. King Holiday – No Classes, Offices Closed
January 27	Last Day of Classes

## Spring 2017

January 26	Residence Halls Open for Non-Registered New Students
January 26	Testing (New Non-Registered Students Only)
January 27	Advising and Registration (New Undergraduate Non-Registered Students Only)
January 29	Residence Halls Open at 9:00 a.m.
January 30	Classes Begin
January 30-Feb 3	Drop/Add Period and Late Registration (PAWS and Academic Departments) All unpaid accounts are charged \$60 in late fees
February 3	Last Day to Add Courses
February 17	Last Day to File Pass/Fail Option for Undergraduate Courses
February 20	Unpaid Accounts assessed \$150 Payment Plan Fee
March 10	Last Day for any Undergraduate grade change for Fall 2016 and Interession 2017 (including removal of incomplete grades)
March 13	Mid-Semester Warnings Available in PAWS
March 17	Last Day to Register for Spring 2017 Six-Week Intensive Courses
March 17	Residence Halls Close at 7:00 p.m.
March 18-26	Spring Break – No classes
March 26	Residence Halls Open at noon
March 27	Classes Resume
March 27	Last Day to Register for Six-Week 2 Intensive Web Courses
April 3-21	Fall 2017 Undergraduate Registration Period
April 3	Summer 2017 Registration Begins
April 3	First Day of Six-Week 2 Intensive Web Courses
April 7	Last Day to Withdraw from Undergraduate Courses with a "W"
May 16	Last Day to Withdraw from Courses with a "WF"
May 16	Last Day of Classes
May 17	Reading Day
May 18-19	Final Exams
May 20	Common Finals
May 22-24	Final Exams
May 24	Residence Halls Close at 7:00 p.m.
May 25	Commencement

## Summer 2017

See the Summer Session Schedule Booklet for complete calendar.



# Grading Policies and Student Privacy Rights (FERPA)

Provost's Office, 213 Hitchins

301.687.4211

[www.frostburg.edu/ungrad/catalog](http://www.frostburg.edu/ungrad/catalog) (page 253)

What is FERPA? The Family Educational Rights and Privacy Act (FERPA) of 1974 (commonly referred to as the “Buckley Amendment”) is designed to protect the confidentiality of education records and to give students access to their records to assure the accuracy of their contents. FERPA affords students certain rights with respect to their education records. A student's rights begin when the student registers. With limited exceptions, FERPA regulations give privacy protection to all student education records. Examples of student records entitled to protection include grade reports, transcripts and most disciplinary files. Frostburg State University generally will not release any student records to any third party, including parents, without consent from the student. Parents often express concern about their student's academic progress. We urge parents to establish open communication with their student. Students who wish to release grades or other information to their parents complete a Release of Information form in PAWS, the University's online student information system, each year requesting that their parents have access to their grades. Students may receive academic warnings when performing at the D and F levels at midterm in 100- and 200-level courses. Students are responsible for taking appropriate action to correct their performance at that time or consider dropping the course within a specified period without penalty. Students are advised to discuss their concerns with the instructor, their advisor or other staff.

## Helping Students to Be Academically Successful

We are eager to help students have a successful academic experience. Many factors influence the success of students, including high school background, motivation, academic ability, study habits, proper use of leisure time and the student's attitude toward college. The University has many resources to assist students.

Each student has an assigned academic advisor who is available to assist students in making use of these resources. Each freshman is required to take an Introduction to Higher Education class (ORIE101); the instructor of this class serves as the student's academic advisor for the first semester or until the student has declared a major and been assigned to an academic department. In addition, we all encourage students to take advantage of the counseling, career development services and academic advising offices and to use the library, which has ample spaces for quiet study. In addition, free tutoring services are available to students in 100- and 200-level classes as well as some upper-level classes. We want to make sure that students know where they stand in their classes. Students can usually gauge their success by evaluations received on papers and tests and by comments from the professors. Many professors use the Blackboard learning system where students can see their grades as they are posted. Many students, however, tend to overestimate their grades. When discussing your students' academic progress with them, we hope you will be able to help them be more realistic in their assessments. After the first six weeks of classes during the semester, students enrolled in 100- and 200-level courses will receive warnings in most classes where they are not doing at least “C” work. Students can view these warnings in their PAWS (student information system) account. Students who receive warnings are asked to meet with their professors and advisor. Warnings are often based on limited work; students can

improve these grades prior to the end of the semester if they take appropriate action. Many faculty and staff advise students on steps to take to improve their academic performance.

Following are some of the suggestions made to students; you may find these helpful as you talk with your student.

- Talk to your instructor(s) to determine if your grade is improving and if you can be successful in earning a passing grade before the semester is over.
- Talk with your advisor about the steps you might take to improve your academic performance.
- Take advantage of the University's policy for withdrawing from courses you believe you may not pass. Students may withdraw from a course by a designated date with a "W" (no penalty), and this may be a wise decision for some students. (Students who have any type of federal financial aid should check with the FSU Financial Aid Office before withdrawing from a class to be sure they are meeting federal requirements for Satisfactory Academic Progress by earning credits at an appropriate rate.)
- Students may need to reassess their reasons for being in college, especially if they are not attending classes.

If they think they are not enrolled in a class because they do not attend class, they should know that they must go through the University's withdrawal process. Students may withdraw themselves from a class through their PAWS account; however the wise student will consult with his/her instructor, advisor and the Financial Aid Office, if appropriate, before withdrawing. Student athletes are not able to withdraw on their own through PAWS; they must see an official in the Athletics Department as their eligibility may be affected if they drop below a specified number of credits. Otherwise, their record will reflect FX's or F's for classes in which they are enrolled but are not attending. These grades may make it impossible to get into a college later in life when they are ready to resume college work.

## **Early Warning System**

The University uses a program, known as Beacon, to help faculty and staff identify students who may be struggling with a variety of issues. A student may have difficulty adjusting to living with a roommate or managing "free" time, for instance. Other students may not understand the importance of attending classes or seeking tutoring services if they are struggling in a course. Through Beacon, faculty and staff can "raise an alert" about a student so that other faculty and staff connected with the student, such as other class instructors, the student's advisor, athletic coaches, etc., can reach out to the student with assistance, advice and information about appropriate campus resources. The goal is to help students solve problems and address issues before they negatively impact academic performance and satisfaction with their college experience.

# Academic Assistance Network

The Network is a strategic partnership of programs focused on student success and achievement. We are an experienced group of professionals dedicated to helping students graduate from FSU and collaborating with faculty and staff to support student learning. [www.frostburg.edu/academic-success-network](http://www.frostburg.edu/academic-success-network)

## Advising

### **Beth Stallings, Director of Freshman Advising and Retention**

Center for Academic Advising and Retention - CAAR

140 Pullen Hall

301.687.3407

[bstallings@frostburg.edu](mailto:bstallings@frostburg.edu)

All freshmen will be advised by their ORIE instructor during their first semester and until they affirm their major by declaring their intention with an academic department.

Advising services sponsored by CAAR include: Introduction to Higher Education course (ORIE 101), assistance with academic planning, peer mentoring to support freshmen transitioning to college expectations, and programming and advising for students on academic warning or probation. The Center maintains for each FSU major an 8-Semester Plan of Study to assist students in understanding program requirements. These plans are available on the Academic Success Network's website.

## Registration

### **Dr. Jay Hegeman, Associate Provost and Registrar**

144 Pullen Hall

301.687.4597

[jhegeman@frostburg.edu](mailto:jhegeman@frostburg.edu)

[www.frostburg.edu/admin/regoff/](http://www.frostburg.edu/admin/regoff/)

Detailed instructions for enrolling in classes are published each term in the "Registration Guidelines," which are distributed to the Residence Halls and also are available at the Registrar's Office in 144 Pullen Hall. Registration is conducted primarily using the PAWS Internet based registration system at <http://paws.frostburg.edu/students>. Undergraduate students register by appointment online after receiving authorization from their Academic Advisor.

In-person registration at the Registrar's Office is required for independent study and load limit overrides. Academic departments will conduct overrides to permission-only courses, closed classes and course prerequisites where applicable.

## Learning Assistance Programs

### **Programs Advancing Student Success – PASS**

150 Pullen Hall

301.687.4441

[www.frostburg.edu/clife/pass/](http://www.frostburg.edu/clife/pass/)

The PASS office provides a comprehensive set of services intended to help students adjust to the academic demands of the University. Prior to registration, the PASS office administers competency tests to incoming students to assess their skills in mathematics, reading and writing. Results are used to place some students in basic skills courses and

to advise all students so they take courses consistent with their skills. PASS also offers an extensive peer and professional tutoring program for students who need assistance in understanding and learning course material. The Tutoring Center offers individual tutoring for content courses at the 100- and 200-levels in the natural sciences, computer science math and business courses, as well as writing assistance for any course. The Peer-Assisted Learning (PAL) program guides students in developing learning strategies that will help them succeed in social science, humanities and other liberal arts courses. PASS programs and services include:

## **Academic Skills Development**

150 Pullen Hall  
301.687.3064

- New student competency assessment and placement – reading and writing
- Support services for students on academic probation
- Learning strategies/study skills programming and instruction

## **Developmental Mathematics**

### **Kimberly Kurek, Director**

150 Pullen Hall  
301.687.4442  
Kmkurek@frostburg.edu

The Developmental Mathematics Program is designed to help students develop math skills and abilities that enable them to complete mathematics courses necessary for their plan of study. Personalized instruction, self-pacing, and mastery learning characterize the instruction in these classes.

- New Student Basic Competency Assessment and Placement - Mathematics
- Pre-Algebra Mathematics Courses
- Intermediate Algebra Courses
- Academic Advising
- Professional Mathematics Tutoring

## **Tutoring Center**

### **Mark Smith, Director**

151 Pullen Hall  
301.687.4066  
msmith@frostburg.edu

Free tutoring for 100 and 200-level courses in:

- Natural Sciences
- Math
- Computer Science
- Accounting
- Economics
- Select courses in the humanities and social sciences
- Writing assistance for every type of assignment

**Math and Science Center**

Pullen Hall 139  
301.687.3051

**Writing and Business Center**

Pullen Hall 151  
301.687.3077

*Peer tutors are trained and certified.*

**TRiO Student Support Services – SSS****Tam Lowry, Director**

133 Pullen Hall  
301.687.4481  
TLowry@frostburg.edu  
www.frostburg.edu/clife/sss

TRiO Student Support Services (SSS) is a federally-funded program that provides first generation and/or low income college students and/or students with disabilities assistance with academic and personal adjustment to Frostburg State University. The program's mission is to foster a supportive environment for participant's retention and graduation from the University. Services include:

- Freshman learning communities
- Professional tutoring
- Academic advising
- Financial aid and financial literacy assistance
- Graduate School application assistance
- Cultural activities

All services are provided free of charge for eligible students.

**Disability Support Services – DSS****Holly H. Veith, Director**

150 Pullen Hall  
301.687.4483  
hhveith@frostburg.edu  
www.frostburg.edu/clife/dss

The DSS mission is to facilitate equal academic opportunity and enhance functional learning for students with any type of disability. Frostburg State University is committed to providing equal access to all University facilities, programs and activities for students with disabilities. The services provided include:

- Extended time for testing
- Isolated rooms in which to take exams
- Note-taking services
- Alternative test forms

- Electronic tests
- Advocacy

## Academic Procedures

[www.frostburg.edu/academic](http://www.frostburg.edu/academic)

Each student who is admitted to FSU receives a copy of the undergraduate catalog, which is also online at [www.frostburg.edu/ungrad/catalog](http://www.frostburg.edu/ungrad/catalog). Students are responsible for meeting the graduation requirements of the catalog in effect when they first enroll. (See sections of the catalog which address Graduation Requirements). It is important to note that students are ultimately responsible for meeting departmental and University requirements; academic advisors, staff and administrators at FSU are available to help students plan their programs of study and answer questions about academic regulations. Students are encouraged to become familiar with their catalog and to read the sections on academic procedures, standards and regulations since those sections have information on attending classes, withdrawing from courses, transferring credits from other institutions, institutional standards and other important matters.

For instance, students can drop courses and add courses that have openings during the first week of a semester (or the equivalent proportion of class days in a session that is shorter than a semester). After the drop/add period but during the first eight weeks of a full semester or the first half of a course less than a semester in length, students can drop a course without penalty and receive a ‘W’ grade which is not used in computing the grade point average. After that time period, the Dean of the College offering the course can grant approval for a ‘W’ under exceptional circumstances such as serious illness. See the pages which address “Academic Regulations and Procedures” in the Undergraduate Catalog.

Students are encouraged to read the grade grievance procedures. They can seek review of final course grades alleged to be arbitrary and capricious. See pages of the Undergraduate Catalog which address “University Procedures for Review of Alleged Arbitrary and Capricious Grading.” The definition of arbitrary and capricious is provided as well as information about how to file a grade grievance. Steps for mediation and formal grievances are provided for students along with deadlines.

Students should note the academic calendar and deadlines provided for them. The academic calendar is also found online at [www.frostburg.edu/academic/calendar](http://www.frostburg.edu/academic/calendar). Students can contact their advisors, faculty members, department chairs or deans if they have any questions about academic procedures or timelines. The FSU faculty and staff are available to assist.

## University Honors Program

**Dr. Gregory Wood, Director**

Associate Professor, Department of History

Honors/International House – Fuller House

301.687.4998

[GWood@frostburg.edu](mailto:GWood@frostburg.edu)

[www.frostburg.edu/honors](http://www.frostburg.edu/honors)

Students who have demonstrated a high degree of academic skill, creative talent and motivation have the opportunity to participate in the University’s Honors Program. Membership in the program depends on completing Honors courses. Many of the Honors

courses are variants of courses included in the University's General Education Program (GEP). These variant courses are intended to be taken during a student's first and second years. Honors classes are smaller and emphasize active learning experiences. For juniors and seniors participating in the program, the Honors Seminars and Thesis provide unique opportunities for learning and research.

In addition to academics, the Honors Program offers a host of co-curricular activities, including the participating in regional and national honors conferences, collaborating with faculty in research and teaching, and travel/study explorations of Washington, D.C., New York City, Pittsburgh and other locales. All students who are active members of the Honors Program receive priority registration and can reside in Honors housing. Frost and Diel halls, which are for first-year students, have single and double rooms; Cambridge Hall is for upper-class students and features all single rooms.

## Information Technology

**Troy Donoway, CIO**

Office of Information Technology

301.687.7090

[dtndonoway@frostburg.edu](mailto:dtndonoway@frostburg.edu)

[www.frostburg.edu/computing](http://www.frostburg.edu/computing)

The Office of Information Technology (OIT) promotes and supports the use of information technology in instruction, research and public services at the University. The OIT consists of several computing labs, both Windows and Macintosh, that are connected to the fiber backbone and have direct access to the Internet. OIT also supports a 24/7 computer lab. All computer labs offer students access to word processing, spreadsheet, presentation, database and statistical software packages, scanning and high-quality laser printing services.

Students in the residence halls have high speed Internet access wired directly to their room and wireless capability in all academic buildings and residence hall lounges. Students who bring a computer on campus are required to have the computer up to date on all virus protection and software patches. This will protect everyone on the FSU network against virus exploits. Students residing off-campus can acquire high speed Internet access through Verizon DSL and Comcast Cable connections.

Parents who wish to purchase a computer for their students should buy from a trusted manufacturer. Purchase as much memory as is affordable and, if possible, include a multi-year warranty. FSU will help students get connected to the campus network and will troubleshoot issues, but any repair or warranty work should be done through the computer's manufacturer.

The FSU Help Desk is available to help with any technology related question at 301-687-7777. FSU and the University System of Maryland provide heavily discounted or free software for Microsoft, Adobe, and Anti-Virus Protection. Please visit our website for specifics [www.frostburg.edu/computing.htm](http://www.frostburg.edu/computing.htm)

# StudentLife

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# Career & Professional Development Center

**Dr. Robbie Cordle, Director**

**Amy Shimko, Director of Student Development**

124 Sand Spring Hall

301.687.4403

[careerservices@frostburg.edu](mailto:careerservices@frostburg.edu)

[www.frostburg.edu/clife/career](http://www.frostburg.edu/clife/career)

The Career & Professional Development Center is dedicated to helping students create pathways to success. Professional development is encouraged through the process of exploring majors/careers, gaining career-related experience through internships, learning how to network successfully in today's job market and so much more. All students, beginning in their freshman year, are encouraged to pursue career development activities that will enable them to formulate their academic and career goals. Through the Center, multiple events are offered, including Frostburg State University's Career Expo Day (an opportunity for current students to meet and network with successful alumni), the annual Majors Fair, the annual Career & Internship Fair as well as many programs on topics such as Resume Writing, Interviewing, Networking, etc.

## Counseling & Psychological Services

**Dr. Shawn Golden-Llewellyn, Director**

101 Sand Spring Hall

301.687.4234

[CAPS@frostburg.edu](mailto:CAPS@frostburg.edu)

Counseling and Psychological Services, located in Sand Spring Hall, offers a variety of counseling and developmental services to students. The services are accredited by the International Association of Counseling Services and are staffed by licensed psychologists and counselors. The services include individual and group counseling, personal development programs, consultation, substance abuse prevention, standardized testing programs and crisis intervention.

There are no fees for counseling services. Counseling is a confidential service. Students can make an appointment by calling 301.687.4234 or in person at Sand Spring Hall 101.

## Financial Management

**Angie Hovatter, Director**

Student Financial Aid, 114 Pullen Hall

301.687.4301; FAX 301.687.7074

[fsufinaid@frostburg.edu](mailto:fsufinaid@frostburg.edu)

[www.frostburg.edu/aid](http://www.frostburg.edu/aid)

For most students, college is the first opportunity to manage their own finances and execute their own budget. While some manage without any difficulty, there are a few things you should know before embarking on the four-year journey.

The bill that you will receive in July for Fall semester and in November for Spring semester covers only tuition, fees, room and board. This means that once the bill is paid the

student's basic financial responsibilities to the University are finished; however, there still remains a financial need for additional expenses and travel. We estimate costs to be:

- Books \$1,300 for the year
- Personal \$1,000
- Transportation \$700-\$1,000 (allowance varies for out-of-state students)

Students should be prepared to pay for books and supplies from their own resources at the beginning of each semester.

To meet these additional costs, a student may want to consider employment. If a student is eligible for Federal College Work Study, he/she will receive a letter offering assistance from this program, as well as information about job placement. In addition to federally funded college work study jobs, there are state-funded jobs for those students who are not eligible for federal need-based CWS; interested students should check with the Financial Aid Office about this type of employment.

Other on-campus employment opportunities: Our food vendor (an independent agency that does its own hiring) offers employment. Students interested in working in the dining hall should check with Chartwells Dining Services. The FSU Foundation, Inc., hires students to conduct the annual fund telemarketing campaign. Hours are compatible with student schedules. For more information, contact the University Advancement Office at 301.687.4161.

In summary, financial management by the student should be well-planned, and we are glad to advise students on financial alternatives available to them.

## Health Services

### **Darlene Smith, CRNP, Director**

Brady Health Center

301.687.4310

[DCSmith@frostburg.edu](mailto:DCSmith@frostburg.edu)

[www.frostburg.edu/brady](http://www.frostburg.edu/brady)

Brady Health Center is located on campus, providing convenient health services for Frostburg State University students. Brady Health is accredited by AAAHC with licensed and experienced health care providers who specialize in diagnosis and treatment of college health problems. Brady Health Center's mission is to provide students convenient, cost-effective health care, to promote life-long patterns of healthy behavior and to empower students to be self-directed and well-informed consumers of health care services.

The Health Center is an ambulatory facility, much like a doctor's office or small clinic, where medical personnel can treat routine illnesses and minor injuries by scheduled appointments. There is a visit fee of \$15.00 for most visits and also some miscellaneous charges such as diagnostic tests, immunizations and prescription medications. The health center does not bill private insurances but accepts cash, checks, Bobcat Express or bursar billing for services.

Additional health care services in the area:

- Frostburg Health Center, Frostburg Plaza
- Health Matters Urgent Care, Cumberland
- MedExpress Urgent Care, LaVale
- Western MD Regional Medical Center, 12500 Willowbrook Road, Cumberland

# Housing & Residence Life

**Dr. Dana Severance, Director**

Residence Life Office, Annapolis Hall (Ground Floor)

301.687.4121

rlo@frostburg.edu

[www.frostburg.edu/housing](http://www.frostburg.edu/housing)

## Residence Life Office Mission Statement

The Department of Residence Life strives to provide FSU students with a living environment conducive to academic success, community development and personal growth.

Through campus collaboration, the staff promotes scholastic achievement, encourages respect for self and others and prepares students to find their place in the larger community.

## Residence Hall Staff

Each residence hall houses trained student staff to assist students in their transition into college life. This staff is responsible for hall safety and policy enforcement as well as social and educational activities for students to participate in as a floor and as an entire building. Student staff also provides programming opportunities for students to participate in as a floor and as an entire building. A student supervisor lives in each building. There is also a professional staff member on call at all times in case of emergency.

## Residence Hall Amenities

Each student living on campus is provided a bed, dresser, desk, micro-fridge (one per room) and lockable closet. Students will also have access to wired internet access, free cable, and there is free wireless Internet in all hall lounges. Free parking, laundry, and kitchen access are also perks of living on campus.

## Frequently Asked Questions:

### **Do I have to move all my student's belongings out over the winter semester break?**

If the student is returning to the same room, he/she may leave belongings in the room. If the student is changing rooms for the spring semester, they may need to remove their items and return with them at the beginning of the semester.

### **My student is interested in living in an apartment, but I would like for them to stay on campus. Do you have any suggestions?**

Yes! Edgewood Commons is an apartment complex on campus. Edgewood Commons offers many of the same amenities found in the traditional residence halls as well as student staff and live-in professional staff. For more information, call 301.689.1370.

### **My student doesn't get along with the roommate(s). What should I do?**

The student first needs to talk with the RA and complete a roommate agreement outlining the mutually agreeable standards for the room. The RA can also talk with the student about other options to resolve the problem.

### **My student stays in the room all the time and is having trouble making friends. What do you suggest?**

Encourage your student to attend programs in the building, Hall Council Meetings, and

campus-wide functions. If you are still concerned, you may call the Residence Life Office at 301.687.4121, and we can help connect your student with their RA.

### **Something is broken/not working in my student's room. Who should the student contact?**

The student may go to the RA during the evening or the Residence Life Office (between 8 a.m. and 4:30 p.m.) and a work order will be entered into our computer system and addressed as soon as possible.

### **If I want to send my student mail or a care package, what is the address?**

[Student's Name]  
Frostburg State University  
[Their hall and room number]  
1 Sandspring Dr.  
Frostburg, MD 21532-3104

If you have a question about mail delivery on campus, you may write to studentmail-room@frostburg.edu and our mail room staff will assist you.

## **Greek Life**

### **Ms. Jamie Winters, Assistant Director for Student Activities**

Lane University Center  
301.687.7398  
jwinters@frostburg.edu

**Philosophy:** Social Greek-letter organizations (fraternities/sororities) are an integral part of the Frostburg State University community. As organizations, they offer students opportunities for development in the areas of leadership, community service, social life, philanthropy, scholarship and personal values. To this end, the University supports a strong Greek system.

First-semester freshmen are not eligible to join a fraternity or sorority. In order to be eligible to join a Greek organization, students must meet the following requirements:

- Successfully complete of a minimum of 12 credit hours as a full-time student at FSU or another accredited college or university during the previous semester (Note: First-semester freshmen may not join a Greek organization.)
- A cumulative and previous semester GPA of 2.5 or higher
- Status as a full-time (12+credit hours) registered FSU student.

**The following Greek organizations are recognized by Frostburg State University (as of Spring 2016)**

Alpha Phi Omega	ΑΦΩ
Alpha Sigma Alpha	ΑΣΑ
Alpha Sigma Tau	ΑΣΤ
Delta Omicron	ΔΟ
Delta Sigma Pi	ΔΣΠ
Delta Sigma Theta	ΔΣΘ
Delta Zeta	ΔΖ
Iota Phi Theta	ΙΦΘ
Kappa Alpha Psi	ΚΑΨ
Kappa Delta Rho	ΚΔΡ
Kappa Pi	ΚΡ
Omega Psi Phi	ΩΨΦ
Phi Beta Sigma	ΦΒΣ
Phi Mu Alpha	ΦΜΑ
Phi Mu Delta	ΦΜΔ
Phi Sigma Pi	ΦΣΠ
Pi Lambda Phi	ΠΛΦ
Sigma Alpha Epsilon	ΣΑΕ
Sigma Alpha Iota	ΣΑΙ
Sigma Tau Gamma	ΣΤΓ
Tau Kappa Epsilon	ΤΚΕ

In addition, some organizations have academic requirements which exceed those set by Frostburg State University.

Only those fraternities and sororities which are recognized by the appropriate body — North American Inter-Fraternity Council (NIC), National Panhellenic Conference (NPC) and National Pan Hellenic Council (NPHC) — or who are nationally affiliated professional/service/social Greek-lettered fraternities or sororities are recognized by the University.

The University does not recognize groups not affiliated with national or independent groups defined as above. Such groups do form off campus and use Greek letters, but are in no way Greek or affiliated with the University or enjoy privileges or resources provided by the University. We urge students to be cautious about joining such groups since they exist with no formal structure or leadership from the University. Additional information can be found on Bobcat Connect: <https://frostburg.collegiatelink.net>.

## Student Involvement

### **Robert Cooper, Director of Student Activities and Greek Life**

Office of Student & Community Involvement, Lane University Center

301.687.4411

[involvement.frostburg.edu](http://involvement.frostburg.edu)

[rncooper@frostburg.edu](mailto:rncooper@frostburg.edu)

Frostburg State University strives to provide all students with extracurricular opportunities. The University has over 100 student organizations that include: honor societies, religious, special interest, multicultural, community service, academic and Greek. The four major organizations are: Black Student Alliance, Residence Hall Association, Student Government Association and University Programming Council. In addition, students are represented by *Bittersweet* (literary magazine), *The Bottom Line* (student newspaper) and WFWM (campus radio station). A complete listing of student organizations and more information can be found on Bobcat Connect at <https://frostburg.collegiatelink.net>

## Office of Civic Engagement

### **Patrick O'Brien, Director of Civic Engagement**

301.687.4210

[www.frostburg.edu/volunteerism](http://www.frostburg.edu/volunteerism)

[pobrien@frostburg.edu](mailto:pobrien@frostburg.edu)

The Office of Civic Engagement is a coordinated effort to bridge learning with experience, and service with social change. Our mission is to prepare and empower our students for the world they will find after college. Combining leadership development, volunteerism, and civic engagement, we hope to promote critical and creative thinking and most importantly, inspire action. Conceptually, this program integrates volunteerism with social justice, promotes local involvement and global awareness, and emphasizes significant action that leads to meaningful change. Our goal is to help students understand public policy and actively participate in the political process. Through this office your son or daughter will have the chance to serve, lead and be transformed!

There are a wide variety of programs offered throughout the year and we encourage your son or daughter to become involved with our organizations, events, and activities.

Students have volunteered in programs ranging from tutoring children, to providing recreational activities for seniors serving in over 40 area non-profit agencies and community and faith-based organizations.

The Student Center for Volunteerism is proud to serve the Western Maryland Appalachian community and beyond. SCV is an umbrella student organization that includes the Best Buddies Program, Campus Girl Scouts, and Colleges Against Cancer. Throughout the year, students have an opportunity to volunteer with Family Weekend and Homecoming Service projects, Frostburg's Day of Caring and Sharing, Sponsor-a-Family for Thanksgiving, FSU "Toys for Happiness" Drive, Special Olympics Maryland Winter Games, Relay for Life and many more!

Your son or daughter can become involved in a myriad of volunteer experiences ranging from a one-time volunteer experience to volunteering weekly. To find out more contact the Braddock House at 301.687.4210.

## **Office of Leadership and Experiential Learning**

**Doug Baer, Director of Leadership and Experiential Learning**

301.687.7013

[www.frostburg.edu/clife/leadership](http://www.frostburg.edu/clife/leadership)

[djbaer@frostburg.edu](mailto:djbaer@frostburg.edu)

The Office of Leadership and Experiential Learning is a coordinated effort to bridge learning with experience. Our mission is to prepare and empower students for the world they will find after college. Combining leadership development with experience, we hope to promote critical and creative thinking and most importantly, inspire action. Conceptually, this program integrates leadership activities with experiences that will broaden a student's views on the world. As an example of Frostburg State University's commitment to experiential learning and leadership, Frostburg has sent members of the Presidents Leadership Circle to the Amazon Rain Forest in Ecuador, Prague, Dubai and India, and have a history of sending students to assist in providing education on sanitation and the importance of clean water in the country of Uganda.

This office promotes local and global involvement and emphasizes that significant action leads to meaningful change. Through this office students will have the chance to serve, lead and be transformed! They can become involved in a myriad of leadership experiences ranging from a one-time experience to a long-term commitment and everything in between. Our freshmen-exclusive opportunity is the Freshmen Leadership Retreat that happens in September. To find out more, students should contact the Office of Leadership and Experiential Learning at 301.687.7013 or stop by the second floor of the Braddock House.

# Athletics

## **Noah Becker, Director of Athletic Communications**

Cordts Physical Education Center

301.687.4371

[NZBecker@frostburg.edu](mailto:NZBecker@frostburg.edu)

[www.frostburgsports.com](http://www.frostburgsports.com)

Frostburg State University has one of the finest and most comprehensive varsity sports programs in the country. FSU offers 21 intercollegiate sports; 11 for women, 10 for men. Women's sports include basketball, cross country, field hockey, lacrosse, soccer, softball, swimming, tennis, indoor and outdoor track and field, and volleyball. Men compete in baseball, basketball, cross country, football, lacrosse, soccer, swimming, tennis, and indoor and outdoor track and field.

Competing in Division III of the National Collegiate Athletic Association (NCAA), Frostburg State University is a member of the Eastern College Athletic Conference (ECAC), the Capital Athletic Conference (CAC) and the New Jersey Athletic Conference (NJAC/football). Frostburg State has won championships in the NCAA, ECAC, AMCC, CAC and the Mason-Dixon Conference. As a member of NCAA Division III, FSU can offer no athletic scholarships. Hundreds of FSU athletes have earned All-American honors over the years.

As a result of paying an athletic fee, students are admitted free of charge to home athletic events, have access to recreation facilities and may participate in intramural and club sports. The athletic department administers and funds the intramural and club sports programs at the University. A wide variety of intramural activities are held each year for both men and women.

# Other Programs, Policies and Services

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# Student Conduct

## Student Affairs

116 Hitchins  
301.687.4311

**Dr. Jeff Graham**, Assistant Vice President for Student Affairs  
jlgraham@frostburg.edu

## Our Philosophy

Our basic philosophy at Frostburg State University is one of education, focusing upon the growth and development of the individual student and of the University community. Disciplinary procedures and sanctions for violations of the code are designed for the guidance towards and education of acceptable behavior rather than punishment.

## Our Vision

The Student Conduct system is designed to ensure that students are viewed as mature individuals who are responsible for accepting and understanding the appropriate standards of conduct that have been established. Students are treated with dignity, respect, care and concern.

## If a student is found responsible for misconduct, what happens?

A sanction will be administered that reflects the best interest of the student and the community. Sanctions address the cause of the inappropriate behavior and will be situational dependent upon the referred student's attitude, level of self-responsibility and the circumstances.

A sanction of suspension may be the result of violations of conduct that endanger the health, safety, or welfare of the individual or the community. Examples of these violations may include, but are not limited to, possession of illegal substances, academic dishonesty, violence to persons or for multiple offenses of conduct.

## Code of Conduct

[www.frostburg.edu/policystatements](http://www.frostburg.edu/policystatements)

# Alcohol and Drug Prevention

## Don Swogger, Coordinator of Alcohol & Drug Education

Sand Spring Hall 111

301.687.4761

Dswogger@frostburg.edu

FSU is committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. Frostburg has a comprehensive alcohol and drug abuse prevention program and consistently enforces its student behavior code. The Student Code of Conduct clearly states that use of drugs or alcohol severely limits their potential to achieve educational, career, and personal goals and jeopardizes the safety of the individual and the University community. Students who violate the policy receive strict sanctions and their parents are notified of their violation.

The University prevention program has been nationally recognized for its comprehensive effort to address substance use. The program has six major components. These are:

- **Peer Education** – the BURG peer Education Network is an active student group that sponsors educational and social programs on campus.
- **Policy & Enforcement** – fair policies and consistent enforcement are important elements in maintaining a positive campus environment supporting student non-use. University staff meets regularly with law enforcement and community officials.
- **Social Marketing** – the campus' Healthy Choices campaign uses campus media to communicate that the majority of FSU students choose not to abuse alcohol or use drugs and do make positive choices. The campaign uses current student data to develop its message and to confront negative campus stereotypes.
- **Social Programming** – the University offers a comprehensive and diverse array of programs and services to provide positive co-curricular and social experiences for FSU students.
- **Education Programs** – the University schedules a series of speakers and offers two on-line alcohol education programs, AlcoholEdu and e-Chug, for students. The SAFE Office is a resource for prevention materials.
- **Early Intervention** – students can participate in individual or group counseling to address substance use issues.

## Safety and Security

### University Police Department

Cynthia R. Smith, Chief

Non-Emergency Calls: 301.687.4223

Emergency: 301.687.4222

police@frostburg.edu

The University Police Department is responsible for the safety and security of all who learn, live, work and visit the campus. Frostburg State University Police are sworn, certified police officers as required by Maryland state law. All officers have attended and completed a 24-week Maryland Police Training Commission certified police academy and complete mandated in-service training annually. University police have enforcement authority on

all University property and concurrent jurisdiction in the surrounding community north and west of campus. The enforcement authority of campus police is derived from the Annotated Code of Maryland Education Article 13-601. Officers are on duty 24 hours a day, 365 days a year.

University Police officers embrace a community policing philosophy with proactive efforts and viewing the prevention of crime as a high priority. The officers believe their interactions with students are a part of the overall educational and learning experience.

## **Parking**

When visiting campus, please stop by University Police to pick up a visitor parking permit.

# Parents' Survival

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## **This may or may not be your first experience**

of having your son or daughter leave home to experience living “on their own.” No matter how many times you have been through it, each time creates a need for adjustment on your part and that of your college student. The following is intended primarily to assist you in your adjustment to a new environment. The students will have all types of supportive people to turn to on the campus for assistance with their concerns and adjustments — indeed, they will have these services and personnel available during their entire stay in the college environment. The big plus is they still have **YOU** to turn to, to share with, and with whom they can maintain a new relationship — all through your individual and mutually continued growth and development.

Think of this time as an opportunity for you — you may have some new freedom and you most certainly have the chance to experience these college experiences through your son or daughter. So, let’s start liberating you and your student.

## **Love**

Love means letting go — not holding on and smothering. You may feel you are losing too much too soon. Check out why you feel this way. Is your identity too wrapped up in being “Mother” or “Father”? Have you lost sight of the other unique facets of yourself? If so, now is the time to start expanding yourself, discovering yourself anew — growing in ways you’ve felt you had to stifle until now. In other words, it’s time to start paying equal attention to yourself and preparing for your future. If we accept that love means letting go and having and giving room to breathe and be our unique selves, then we can survive the changes that are occurring and actually enjoy them.

## **New Relationship**

Your relationship with your daughter or son will be different. You are both in new situations, so don’t try to keep it the same. Learn from each other and grow together in your new roles, establishing a new relationship which will be even more rewarding to both of you. Don’t pretend that things are the same!

## **Communication**

Students want their parents to talk with them as adults. Look at your son or daughter in as objective a way as you can (perhaps an adult who is close to them, but outside the family, can help here) — think of them in terms of adult friends you have and treat them accordingly in your communication. Adults share life, joys and problems together. Be honest with them—let them know what the family financial situation is — accurately. Tell them what the family illnesses and troubles are; however, watch your motivations — don’t indulge in this type of communication to make them feel guilty or totally responsible. As adults, we accept our own responsibility, but share for added strength to carry out that responsibility. Students want to be considered fully responsible, equal adult members of the family, but they also have a personal responsibility to their college commitment.

## Listening

There is a phrase coined by psychoanalyst Theodor Reik called “listening with the third ear.” We all need this kind of listening and respond to it positively. Your student is going to experience identity seeking and will need to be heard beneath the words that are verbally expressed. The confusion, questioning, evaluating of new freedoms and values and responsibilities being confronted will create a need for good listening and hearing. Be patient and take time to listen before you speak — hear and respond to the feelings behind the words — the frustration, anger, unexpected joy. Talk with them and not at them. Appreciate what they are going through.

## Assertion

You also have needs that should be heard. Don't expect your college student to dig out your concerns — you have a responsibility to assert yourself, to be honest with them when you need them to listen to you. Don't be passive and hide your feelings — if this is done for too long a period, you may find yourself becoming aggressive in your behavior toward them and this will do nothing but create guilt in yourself and lack of good communications between you. Don't expect miraculous changes in your daughter's or son's behavior as a result of your assertiveness — the most you can expect from assertive behavior is to feel good about yourself for having recognized your right to express yourself honestly and for doing it appropriately without violating the rights of the other person.

## Trust/Risk

Sure, you have lived longer, experienced more and have a better perspective on the pains and frustration experienced in life, but you have not lived your son's or daughter's life — only your own. Relax and trust their intelligence, sensitivity and need to be responsible for themselves. They have no more desire to hurt themselves or others than you have for them to do so. Trust that they will turn to you when their plans don't work out, but don't be afraid to let them make the final decision after you have discussed the alternative. How many times did you watch them fall as they were learning to walk? Let them grow through experience and learn to be responsible for their own life, as you are for yours.

## Respect

Neither self-respect nor mutual respect in a relationship is “due” to any of us—it is earned. Our acceptance, consideration and trust in each other build a mutual respect. Your acceptance of your son's/daughter's new friends of both sexes, your consideration you show them by letting them know when you want to visit them at college and your trust in them if they want to change their major, etc., show you respect them. Their regard for your personal plans, your financial status, their respect for you as a unique person in addition to being a parent, their feelings of pride in you when you visit campus and don't go on and on about their past and their accomplishments indicates a true respect of you.

So, relax! Look forward to a new and more rewarding relationship between adults and allow yourself to trust—the benefits are mutually rewarding.

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**Now Go Out and Enjoy Your Freedom!**



# Miscellaneous

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## **Local Lodging, Restaurants, and Attractions**

Allegheny County Tourism Department

1.800.425.2067

[www.mdmountaininside.com](http://www.mdmountaininside.com)

It's never too early to make plans to visit Frostburg. We encourage you to make your reservations well in advance for Homecoming, Autumn Glory, graduation or any other time.

## **FSU Dining Services**

[www.dineoncampus.com/frostburg](http://www.dineoncampus.com/frostburg)

The "Love from Home" program is designed to make it easy for families and friends to send a little love to their student away in college. Our gift baskets, balloons, cakes and treats are a great way to deliver an encouraging word, a good luck on finals or simply to say, "I miss you."

## **Visit Frostburg**

[www.visitfrostburg.com](http://www.visitfrostburg.com)

This site is brought to you by the Frostburg Business and Professional Association. Information is available on local businesses and the community including the Great Allegheny Passage, Mountain Maryland Trails and the Allegheny Arts Council.