

# *BSU/PGCPS Dual Enrollment Handbook*

*Fall 2018*



*Office of Continuing Education*

*Thurgood Marshall Library, Room 1128*

*14000 Jericho Park Road*

*Bowie, Maryland 20715*

*301 860-3991*

*301 860-4081 (fax)*

*<https://www.bowiestate.edu/academics-research/cert-courses-and-continuing-ed/bsu-pgcps-dual-enrollment-prog/>*

*[jisaac@bowiestate.edu](mailto:jisaac@bowiestate.edu)*





## CONTINUING EDUCATION & EXTERNAL PROGRAMS

Thurgood Marshall Library, Room 1128  
14000 Jericho Park Rd, Bowie, MD 20715  
jisaac@bowiestate.edu

P 301-860-3991

F 301-860-4081

*Dear Dual Enrolled Student,*

Welcome to Bowie State University. We are pleased that you have chosen this university to begin your pursuit in higher education. We are celebrating our 153<sup>rd</sup> year of providing educational opportunities to the citizens of Maryland and the world. You are joining an institution with a rich and varied history. We are sure that you will have tremendous experiences here.

The Dual Enrollment program is a great opportunity for high school students to begin their higher education career. ***Benefits of the program;***

- *Students accepted into the program will have their tuition paid for by the Prince Georges County Public Schools (PGCPS). Students will be responsible for paying the mandatory fees and any lab fees associated with the registration*
- *Students who are part of the Free And Reduced Meals Students (FARMS) will have both their fees and books paid for by the county.*
- *Students in high school will be able to earn college credit, and in some cases, high school credits.*
- *Students will have the opportunity to explore college and college life as college students. The ability to use BSU as a resource in learning more about higher educations to figuring out how it will impact their lives and careers*

This handbook has been designed to provide information to assist you while studying at Bowie. Please use it as a reference guide.

The other major source of assistance is the Office of Continuing Education. We are here to serve and provide guidance and insight. As a Dual Enrollment, Concurrent Enrollment or Non-Degree student, we want you to become part of our community and we are here when you have questions or need assistance.

We are sure you will enjoy being a Bowie State University student and will participate in the activities of campus and interact with other students and our faculty. Have a great year!

Jerry L. Isaac

Director, Continuing Education

## Welcome to Bowie State University

Welcome to Bowie State University!! You have decided to take courses at Bowie State University (BSU) in the Dual Enrollment program with PGCPs. This is the Website for the program: <https://www.bowiestate.edu/academics-research/cert-courses-and-continuing-ed/bsu-pgcps-dual-enrollment-prog/>

Your question is:

### **How do I become a Dual Enrollment student?**

#### **Eligibility Criteria**

PGCPs students must meet the following requirements in order to be eligible for dual enrollment at BSU:

1. Be enrolled in the 11<sup>th</sup> or 12<sup>th</sup> grade on the first day of the semester in which the course is offered. This will apply to rising 11<sup>th</sup> and the 12<sup>th</sup> graders during summer session.
2. Demonstrate, via placement test, college readiness in math, English and/or Reading. Results of Accuplacer, Compass, ACT and SAT may be used to determine readiness for college level-work. Minimum scores for college readiness are listed I Appendix D.
3. Maintain a 2.5 high school cumulative GPA.

#### **Description**

In the event that a PGCPs student wishes to be enrolled in a course at BSU, the following process will be followed:

1. The student must take a placement test. The student may take the Accuplacer, SAT or ACT. PGCPs will administer Accuplacer in the spring for the following fall to all potential dually enrolled students. Students who fail to meet the cut scores may take a test prep course in the summer which will include a retest. A fall administration of Accuplacer will be available to any student who meets the eligibility criteria for community college entrance. SAT and ACT administration through PGCPs will follow current schedules.
2. The student must complete a request for dual enrollment at the high school to verify qualifications/criteria for dual enrollment are met for each semester.
3. The student must secure the approval of the counselor to allow the course to be considered for dual credit.
4. Seniors taking a dual credit course in the spring of senior year will not have the course grade applied to the calculation of valedictorian or salutatorian status.
5. All seniors must be enrolled for a minimum of two credits in the public school,

or two courses at BSU, or a combination of the two in each semester of their senior year.

6. The PGCPS personnel must verify enrollment, qualifying placement score, and Free and Reduced Meals (Farms) Status. Enrollment, student ID, FARMS, DOB, GPA, placement score and dual credit course will be uploaded into a school system database. PGCPS will send a file of potential applicants to BSU that will designate them in the BSU registration database.
7. The student must register for a course.
8. Tuition at the rates designated in the MOU will be paid by PGCPSS for both FARMS and non-FARMS students.
9. Fees and textbooks for FARMS students will be billed by BSU to PGCPSS.
- 10. If a non-FARMS student, the student will pay applicable fees and will pay for their own textbooks.**
11. If students receive a minimum 2.5 GPA, earn 6 credits toward degree, and have a minimum 900 SAT score (Critical Reading and Math) or 19 ACT Composite, they will automatically be admitted to Bowie State University upon graduation.



### **Process Flow**

1. The student must complete the PGCPSS/BSU Dual Enrollment Application and submit to the office of Continuing Education and External Programs.
2. The student takes the placement test.
3. A student who meets the GPA and placement test completes the request for dual enrollment and submits the request to the principal and/or counselor for signature.
4. The school counselor verifies the enrollment in high school, the placement test score, and records the request in the dual enrollment database.
5. The counselor approves dual credit designation.
6. The school uploads the information into a database.
7. FARMS status is verified.
8. PGCPSS transmits the data to BSU.
9. The student will participate in the BSU hybrid orientation.
10. The student registers for a course or courses.
11. BSU provides a list of students and their courses three weeks prior to the start

of the semester.

12. PGCPS will provide students FARMS status to BSU two weeks prior to the start of the semester.
13. BSU will provide an updated list of students and their courses three weeks prior to the start of the semester.
14. Upon completion of the course, PGCC will provide a list of course completers with final grade and an invoice at the end of the semester (session).
15. PGCPS uploads the list and pays the tuition invoice. ***(Please Note: The student accounts of those in the program will continue to show tuition and fees owed until PGCPS pays the invoice from BSU.)***
16. PGCPS will pay the invoice within 30 days of receipt.
17. PGCPS will record the course on the student transcript. If the course is part of the approved graduation credit agreement (Appendix C), the course will count toward graduation credit and be included in the student GPA as a weighted grade. If the course is not part of the approved graduation credit matrix, the course will not appear on the high school transcript but will not be counted as a graduation requirement or be calculated as part of the cumulative GPA. If the student fails to attend the course, the college transcript will indicate F.
18. PGPS will include the grade on the transcript, including a withdrawal, an incomplete or a failure.
19. PGCPS reserves the right to not approve future dual enrollment courses in the event a student withdraws, fails the course, or receives an F grade for non-attendance.
20. Until official grades are received by PGCPS, students may use unofficial grades, printed via Bull Dog Connection, as evidence of successful completion of a course.

**PLEASE NOTE:** Although the agreement with Prince Georges County Public School (PGCPS) requires it to pay the tuition for all students identified as being in the Dual Enrollment program, the generated expenses belongs to the student. ***Hence, the expenses will continue to remain on the students bill until PGCPS pays the invoice which contains the student's tuition.***

Those students who are required to pay the mandatory fees, those who have not been identified as being participants in the Free and Reduced Meals (FARMS) program by PGCCPS, ***are required to pay the fees***



*once registration has been completed.*

**Some important additional information that you need to know.**

This information will also be helpful to you as you seek admission and registration.

**Registration**

Bowie State University has three registration categories: 1) graduate degree seeking students, 2) undergraduate degree seeking students, and 3) non-degree students. Students in the Dual Enrollment program are registered as non-degree students. Simply stated, the students in this program are not currently seeking a degree therefore we have to indicate as such in the student information system (PeopleSoft).

The non-degree student category or designation is a temporary one. It is only viable for the term in which a student is registered. Each semester that a student takes classes as a non-degree the student's account in the system has to be reactivated.

The registration for Dual Enrollment students will always take place within the Office of Continuing Education (CNED). Although a student has a username and password with



access to Bulldog Connection, because of the limitations spelled out in the memorandum of understanding with PGCPSS, the students registration is monitored in order to be in compliance.

Each semester students must work with the CNED to register. Changes to the selection of classes has to be updated within CNED in order for the required updates with PGCPSS.

**Continuation in the Program**

Students are required to work with the Office of Continuing Education to continue in the program each semester. Using the listing of courses available to Dual Enrollment Students, the course schedules for each semester will be available for viewing on the Bulldog Connection page (<https://www.bowiestate.edu/bulldogconnection/>) and can also be seen with the student's Bulldog Connection account using their username and password to access.

Students *cannot* register themselves into classes. It is necessary for Continuing Educa-



tion to keep track of the classes in which students register in order to keep both BSU and PGCPS updated on the progress of students in the program

Participants will use the ***Dual Program Readmit Form***, found on the *BSU/PGCPS Dual Enrollment Program* pages.

The readmit form is to be submitted to the Office of Continuing Education for processing. An updated copy of the student's high school transcript must also be submitted to verify the students continue gpa qualification of 2.5. The form will be processed and the students will be registered, conditionally, for the courses requested. If any questions are raised during the readmit process, students will be contacted for clarification.

The registration is conditional on the performance in the college courses taken during each semester. Students should begin the process as soon as the registration process opens. Meeting with Continuing Education is encouraged for assistance and counseling.

### **Registration Periods**

Registration for the Spring semester begins during the third week of November. The schedule of classes will be available toward the end of October.

Registration for the Summer and Fall sessions takes place in April. The Schedule of classes will be available at the end of March.

### **Free and Reduced Meals Program (FARMS)**

Students in the Dual Enrollment program who are participants in the Free and Reduced Meals (FARMS) program in their high school will have their fees paid and books purchased by PGCPS. Participation is verified by PGCPS before it acknowledged and accepted by Bowie.

Books will be purchased from the bookstore by the university and held for pickup in the Bulldog Card office. Picture identification will be required for collection of the books.

### **Payment of Fees**

Make sure that fees associated with your classes have been paid after your registration is complete. The University performs Enrollment Cancellations before the beginning of the semester or session cancelling the enrollment of students if their account reflects monies



are owed.

If additional classes are added subsequently, make sure that the additional fees are paid. Faculty may not always check the roster for their class after the first day. You could be dropped during an enrollment cancellation and not be aware until it is **too** late to be re-registered, and check for email updates on your BSU student email account and/or check into your Bulldog Connection account to see your status.

***Make sure you pay your fees and check your registration.***

Prince Georges County Public Schools (PGCPS) will pay your tuition. If you are a part of the Free and Reduced Meals (FARMS) program PGCPS will also cover your fees and will purchase your textbooks. Fees are to be paid once registration has be completed. Please note that all account payments are available by accessing Bulldog Connection.



### **Online Student Accounts Payment System**

Beginning May 2017, Bowie State University implemented a new online system that provides students with a secure, fast and efficient way to submit student account payments.

TouchNet is a one-stop online portal for all student account activities, with direct access from [Bulldog Connect](#) and the following new features:

- Real-time, 24/7 account accessibility using any desktop or mobile device
- Ability to provide permission to parents or other designated individuals to view your bill and make payments on your behalf
- Detailed account information with the ability to view your payment history and balance by academic term
- Secure profile to store payment methods and complete transactions more efficiently
- Convenient options to pay your bill using eCheck payment (no fee) and credit or debit card payments (2.75% convenience fee)

For a detailed frequently asked questions (FAQs) list, [visit the Student Accounts website.](#)

Using either Internet Explorer or Google Chrome, go to Bulldog Connection, select *Self Service*, and go to the *Student Center*. Under *Account Inquiry*, select the **Green** link to



make a payment. You may contact the Office of Student Accounts at 301 860-3490 for more information or the process for making a payment online.

### **Fall 2018 Refund Withdrawal Schedule**

Refunds are allowed for full-time and part-time undergraduate and graduate students. Refund percentages are based on the official start of the term.

#### **16 Week Session**

Classes Begin August 27 -December 13, 2018

100% Adjustment      On/Before August 31, 2018 Tuition and Fees (fulltime/part time)  
50% Adjustment      On/Before September 17, 2018 Tuition only (part-time and graduate)  
No financial adjustment after September 17, 2018

#### **8 Week Session I**

Classes Begin August 27 – October 19, 2018

100% Adjustment      On/Before August 31, 2018 Tuition and Fees fulltime/part-time)  
50% Adjustment      On/Before September 7, 2018 Tuition only (part-time only)  
No financial adjustment after September 7, 2018

#### **8 Week Session II**

Classes Begin October 22, 2018 December 13, 2018

100% Adjustment      On/Before October 26, 2018 Tuition and Fees (part-time only)  
50% Adjustment      On/Before November 5, 2018 Tuition only (part-time only)  
No refunds/adjustments for courses dropped after November 5, 2018

Special Note to Undergraduate Fulltime students: If you are registered as a fulltime student (12 credit hours or more) and later drop to a part-time status (less than 12 credits) after the official add/drop date, you will not be entitled to refunds and/or financial adjustments based on a per credit hour charge. Charges for the term shall remain at the fulltime rate.

If you are a financial aid recipient, the Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), are dismissed, or take a leave of absence. As a result all financial aid recipients are subject to review as mandated by the U.S. Department of Education. For further details, please visit link: [http://www.bowiestate.edu/admissions/financial\\_aid/eligibility/r2t4/](http://www.bowiestate.edu/admissions/financial_aid/eligibility/r2t4/)

If additional classes are added subsequently, make sure that the additional fees are paid. Faculty may not always check the roster for their class after the first day. You could be dropped during an enrollment cancellation and not be aware until it is too late to be re-

registered,, and check for email updates on your BSU student email account and/or check into your Bulldog Connection account to see your status.



### **Dropping a Course**

There is a process for dropping a course. Simply to stop attending a course or telling the professor that you no longer want to take the course is ***not*** officially dropping a course. ***You will continue***

***to be held responsible for the payment and/or charges associated with the course.***

When deciding to drop the course you should look at the *Refund/Withdrawal Schedule* included in this handbook to see the dates for refund. You should then consult the academic calendar which is located on the website related to the Office of the Registrar.

Using your username and password login to Bulldog Connection and navigate to the section related to Academics. It is in this section that you will be allowed to either drop or withdraw from a course. Follow the instructions provided for removing yourself from the course. It is recommended that you print out a copy of the page which shows that you have removed yourself from the course. Alert the Director of the Dual Enrollment program of this action. You may also contact the Office of Continuing Education for completing the Drop/Withdrawal process.

If you do not follow this process of officially removing yourself from the course you ***will*** receive a failing grade and you may be responsible for full payment for the course.

### **Transfer of Coursework**

Bowie State University is regionally accredited by the Middle States Higher Education Commission. Because of our status, our coursework is acknowledged and accepted anywhere in the world. However, the decision to accept a course for transfer is the responsibility and decision of the other institution. Higher Education institutions make the decision on whether or not to accept a course within their intuitions. They may choose to not accept a course because it does not fit in with their curriculum or ideology or they may want their students to only have the experience and exposure to the curriculum they have developed and offer.

In most cases, particularly when it involves a course required for the major, a grade of 'C' or better is required for transfer. The grade of 'D' is usually not acceptable for transfer and never the grade of 'F'.

## Residency

Bowie State University is a member of the University System of Maryland (USM). As a State supported institution, we are required to follow the USM Board of Regents policies, including the one on residency.

An individual has to be a resident of Maryland for at least 12 consecutive months to fulfill part of the requirements for residency. The policy can be viewed at the following link:

<http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html?t=print.php>

Once the decision of residency is made during the application process, your rate of tuition will be determined. Out of State students pay more. If you have any question about the policy, please follow the link or obtain a copy from the Office of Continuing Education.

## Books

BSU contracts with the Follett company to manage our bookstore. The bookstore is located in the Student Center. The Bookstore hours for the Fall 2016 semester are:

Monday, Tuesday, Thursday 8:30 am—6 pm

Wednesday 8:30 am—7 pm

Friday 8:30 am—4 pm

Saturday Noon—4 pm

Follett offers all of the books required for classes at the university which the faculty have instructed them to have in stock. In order to reduce costs used books can be purchased for most classes and students may also lease book. College bookstores are also required to provide the ISBN number for each book. You can obtain this number from Follett in the store or on their website at [efollett.com](http://efollett.com). With the books ISBN number, a student can compare prices with other textbook vendors.

## Financial Aid

***Financial Aid is not available to Non-Degree and Dual Enrollment Students. You must be in a degree seeking program in order to apply for and receive financial aid.***

## Billing

Dual Enrollment students who are ***not*** a part of the FARMS program ***are responsible for the mandatory fees associated with tuition.*** Fees are **due at the time of registration**. Please remit payment in full or make payment arrangements through Tuition Pay. For further information, please contact the Office of Student Accounts.



Payment Plan  
Make Paying Tuition Easier!

Beginning July 2018, Bowie State University implemented a new online payment plan system through TouchNet. Enroll in a tuition payment plan to pay your tuition in manageable installments. The features of the payment plan are:

- More Time to Pay – Make monthly payments over time
- Avoid High Interest Rates
- Flexible Payment Option – set up a plan to cover your entire bill, or just the amount remaining after financial aid.
- To setup a payment plan, please follow this navigation from Bulldog Connect (<http://www.bowiestate.edu/bulldogconnection>).

**Self Service>Student Center>Account Inquiry>Make A Payment Button**

The system will automatically redirect you to TouchNet. Please follow these navigation steps:

**Payment Plans>Enroll Now>Select Term** (*your payment schedule will automatically calculate*).

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee
5 Pay Fall - Fall Term Expenses Only	\$30.00	20%	4	\$25.00

\*\*\*\*Pop blockers must be disabled.

\*\*\*\*Use web browsers Internet Explorer or Google Chrome.

\*\*\*\*A 2.85% convenience fee is assessed for credit card transactions only.

\*\*\*\*No convenience fee for check payment – use routing and account number.



\*\*\*\*If you receive a credit card processor issue message, please verify the credit limit with your bank. Daily credit card limits apply.

All applicable payment plan options, fees and disclosure will be presented to you during enrollment. Enrollment in and availability of plans may be subject to state law limitations. The enrollment fee is considered a finance charge which is defined by federal regulations as the cost of consumer credit as a dollar amount.

### **Username/Password/Email**

All students are issued a username (Bulldog ID) and password. This information will be sent by email shortly after your admissions process has been completed.

Students also receive a Bowie State University email address. The address will be included in the correspondence transmitting your BSU username and password.

**All electronic correspondence from the university will be sent to the BSU email address.** The BSU email address is also used by the university for transmitting information concerning your matriculation. All information concerning your student account, status, campus announcements, alerts and other relevant information will come to you through your BSU email. Students should check their BSU email address daily to see if there are any messages from the university.

To access your BSU Email, follow this link: <http://www.bowiestate.edu/mybsu/> and click on Student Email under the Student Links section. You will be able to use your email address with the password provided.

If you ever change your password, either for the Bulldog ID or BSU email, it will still work with both. If you ever have trouble with logging in, please contact the DIT Helpdesk at 301 – 860-HELP (4357) or [HelpDesk@bowiestate.edu](mailto:HelpDesk@bowiestate.edu).

***Since the BSU email is managed by Microsoft students have access to Microsoft Office 365.***

### **Office 365 for Students**

#### **Live@edu to Office 365 for Education**

Office 365 for Education combines the familiar Office Web Apps from Live@edu and gives students the ability to access additional services such as Exchange Online, SharePoint Online, and Lync Online. With Office 365, students will have free email, sites, online document editing and storage, IM, and web conferencing.

#### **If Accessing Office 365 for the First Time**



If this is your first attempt to access your Office 365 account, please follow the steps below: Go to [myBSU](#) and click on [Student Email](#)

- In Internet Explorer, open an InPrivate browser session.
  - Log on to Office 365 using these steps:
  - Right-click the Internet Explorer icon on your desktop or **Start** menu, and then click **Start InPrivate Browsing**.
1. Type in student email address (example:

[doej0911@students.bowiestate.edu](mailto:doej0911@students.bowiestate.edu))

2. Enter your live@edu password/bulldog connect password

**Do not copy the student email/username or the password and paste into the portal. Doing so may cause issues.**

After several attempts and you have not accessed your account, please click the [Can't access your account?](#) link. This link is located under the "Sign in" button. Please follow the steps indicated by Microsoft to reset your password.

Once you complete the password reset, you will receive a temporary password which will be sent to your alternate email account that you were instructed to provide on the Microsoft portal.

*(Note: Temporary passwords are valid for 90 days. Once you have successfully signed in with your temporary password, you can create new passwords by following the instructions on the sign in page.)*

Now you should have access to your Office 365 account. If you continue to experience difficulties and need additional information, contact the **HelpDesk at (301) 860-HELP (4357)** or email us at [Helpdesk@bowiestate.edu](mailto:Helpdesk@bowiestate.edu).

### ***Linking Campus Email to Personal Email Accounts***

For instructions on linking your BSU student email to your personal email account, please use the directions found at this link:

<http://www.bowiestate.edu/files/resources/how-to-redirect-your-bsu-email-to-your-personal-em-2.pdf>

### **Medical History**

All students are required to submit the Entrance Medical History form to the Henry Wise



Wellness Center. The form captures information on Immunizations, vaccinations and your medical history. For more information, contact the Wellness Center at 301 860-4170.

### **Transfer of Courses**

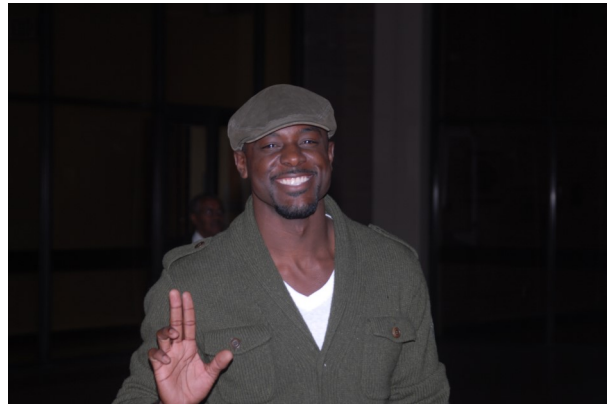
Bowie State University is a regionally accredited institution and as such its courses are accepted by other colleges and universities. You must contact your home institution to determine if the courses you take will be allowed to transfer into your degree program.

### **Bulldog Card**

Non-Degree students may obtain a BulldogCard. This card serves as the identification card for Bowie students, faculty and staff. The card will also allow you to obtain library privileges and access to other campus activities.

To get the card, obtain your student identification number that is listed on your admissions confirmation letter and take it to the Office of Auxiliary Services located in Student Center. You will need to provide the admissions letter and an official picture identification card to the office. Your picture will be taken and the card will be generated.

***The BulldogCard has to be activated in the library in order to access the physical and electronic library collections.*** Go to the front desk in the library to complete a form for the library to activate your BulldogCard. The LIB # on the BulldogCard is your library identification number.



**Note:** The BulldogCard is also referred to as the BowieCard.

### **Parking**

***All students, faculty, staff, part-time and contractual employees, vendors, contractors, telecommuters, visitors and guests must obtain a parking permit to be allowed to park a vehicle on the Bowie State University campus.***

**There are three options to obtain a parking permit:**

1. The current year fees may be paid at the Office of Student Accounts.
2. Students, faculty or staff may pay with their Bowie Card, if funds are available, at the Department of Public Safety (DPS) Communications Office in Robinson Hall or the DPS Parking Office in McKeldin Gym.

The valid receipt or confirmation number is given to the DPS Parking Office located in Robinson Hall or McKeldin Gym; an *Application for a Parking Permit* is filled out; and the permit is issued. A refund will be issued **only** if a scheduled class has been canceled and that is the only class in which the student is enrolled.

**Special Medical Arrangements:**

To utilize handicap spaces on campus, a driver must meet the state requirements and purchase/display a Bowie State University parking permit.

**Valid Parking Permit:**

A permit is valid only when it corresponds to the license plate number registered at the BSU Parking Office. The parking permit must be displayed properly, visible, and not suspended, altered, or revoked. A parking permit is transferable only to vehicles listed on the registration card. If the permit is affixed to an unregistered vehicle, the owner of the vehicle will be subject to a \$100 fine, and the owner of the permit is subject to revocation of parking privileges (with no refund). All permits must hang from the rearview mirror with the expiration date visible from the front of the vehicle. Motorcycles must be registered.

Permits for an academic year must be in place by September 1st and expire August 31st. Note expiration date on hangtag.

**Parking Lot Designations:** The parking permit designates the lots eligible to park in. If parked in a lot other than the designated lot, the vehicle could be subject to a citation and/or towed at owner's expense.

**Bowie State University Parking Office**

301-860-4040

**Disability Support Services**

The mission of Disability Support Services (DSS) is to ensure that students with disabilities have full access to all programs and services at Bowie State University.

The office coordinates services that impact directly students who have disabilities. These services are based on the specific needs of individuals according to their disabilities. Services consist of, but are not limited to, notification to professors regarding recommended accommodations for courses, extended time on tests, note takers, scribes and readers, taped texts, alternative testing, consultation with professors, physicians, psychologists and other specialists, vocational rehabilitation referrals, and sign language interpreters.

This office also seeks to educate faculty, staff, and administrators regarding disabilities in an effort to create greater sensitivity towards individuals who are disabled. Moreover, we attempt to provide the necessary support systems and skills for effective communication throughout the campus community.

Additionally, DDS houses the ADA Resource Center (adaptive technology lab), located in the Thurgood Marshall Library RM# 092-E. The Adaptive Technology Lab provides a supportive and accessible environment with the latest technology and software for students with disabilities to study and meet a range of different academic needs.

DSS restates the rights and responsibilities of the University and of individuals with disabilities, in an effort to reach equitable resolutions to problems that are free of contempt and opposition for concerned parties.

Dr. Michael Hughes, Coordinator  
Disability Support Services  
Thurgood Marshall Library  
Phone: 301-860-4067  
Fax: 301-860-4086  
mhughes@bowiestate.edu

## **Emergency Alerts and Information**

### **The BEES System (Bowie Electronic Emergency Systems)**

BEES is a mass emergency notifications system that empowers BSU to send instant alerts to all students, faculty and staff via email, pager, cell phone, smart phone (e.g., iPhone, Android, Microsoft phone), Personal Digital Assistant (PDA), college web pages and to Google, Yahoo!, and AOL home pages simultaneously.

The BEES system includes a cross-carrier mobile content server that allows it to work with any phone provider. Alerts are sent as sort text messages to mobile phones and on multiple wireless carrier networks. Receive Notification of university closings, weather advisories and emergency broadcast messages instantly in addition to receiving emergency information via radio and television.

**To sign on will take about 3-5 minutes.**

#### **Instructions:**

Click on the link <http://www.bowiestate.edu/about/bees.asp> and sign-up as a new user. After you have signed up you will receive a validation code immediately on your cell phone. **BEES** can also be accessed from:

- Human Resources <http://www.bowiestate.edu/about/ohr.asp>,
- Student Affairs <http://www.bowiestate.edu/groups/sacl.asp>,
- Department of Safety <http://www.bowiestate.edu/about/finance/pscp.asp>,
- External Relations <http://www.bowiestate.edu/about/external.asp>, and
- Administration and Finance <http://www.bowiestate.edu/about/finance.asp> websites.



***Note:** Some cell phone carriers charge for text messaging and some do not. We will only send emergency messages. For any questions and/or concerns please contact Director of Public Safety at 301-860-4051*

**Local Media Outlets**

If a decision is made to close or delay the opening of the university, please tune into one of the following radio or TV stations.

**Baltimore area:**

- WBAL Radio 11 (1090 AM/97.9FM)
- WCAO/WXYV (600 AM/103FM)
- WLIF (101.9FM)
- WBAL-TV (11)
- WJZ-TV (13)
- WNVA Radio 1430
- WMAR-TV (2)

**Baltimore area:**

- WBAL Radio 11 (1090 AM/97.9FM)
- WCAO/WXYV (600 AM/103FM)
- WLIF (101.9FM)
- WBAL-TV (11)
- WJZ-TV (13)
- WNVA Radio 1430
- WMAR-TV (2)

**Washington, D.C. area:**

- WTOP (1500 AM/107.7)
- WMZQ (98.7FM)
- WRC-TV (4)
- WUSA-TV channel 9
- WTTG Fox 5
- WJLA-TV Channel 7
- News Channel 8

**Washington DC Area**

- WTOP (1500 AM/107.7)
- WMZQ (98.7FM)
- WRC-TV (4)
- WUSA-TV channel 9
- WTTG Fox 5
- WJLA-TV Channel 7
- News Channel 8)

In addition, the Associated Press (AP) wire service disseminates the information to other stations.

**Family Education Rights and Privacy Act (FERPA)**

BSU adheres to the policies and procedures as defined by the Family Education Rights and Privacy Act (FERPA) as well as requests made under the Public Information Act and those made through official requests by a government agency. It is acknowledged that prior consent



from the student is not required by school or government officials who have been determined to have legitimate education interests. School officials include instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate objective. Legitimate educational interests include those directly related to the academic environment. It is further acknowledged that BSU is the custodian of a student's college records during the time that the student is enrolled in that institution.

The student FERPA form is attached for usage by the student to provide permission to BSU to share information with specifically named individuals or organizations.



### **Transcripts**

Students of Bowie State University may obtain unofficial copies of their transcripts from the student information system, PeopleSoft. Once you sign in using your username and password, you will be able to print out an unofficial transcript.

Official transcripts may be obtained from the Office of the Registrar. Please follow the link below to the Transcript Services page of the Registrar's site for instructions on obtaining a transcript.

<https://www.bowiestate.edu/academics-research/registrars-office/transcript-services/>

The cost of a transcript is \$10.

### **Campus Bookstore – Follett (efollett.com)**

Wiseman Center - 301-860-4350

The university bookstore is operated by the Follett Higher Education Group. Textbooks, apparel and gifts, gift cards and computer products are available in the store and can be ordered online at efollett.com. The bookstore is located in the Wiseman Center.

Regular Hours: Monday- Friday 9am-6pm

Saturday 11am-4pm

### **Thurgood Marshall Library**

The Thurgood Marshall Library provides access to scholarly resources in order to support

teaching, learning, and research at Bowie State University. The library houses a vast collection of book and periodical titles. Electronic databases and journals provide full-text access to additional titles both on and off-campus.

Once you have obtained your Bulldog card from the Bulldog Card Office in the Student Center you are to bring it to the main desk in the Thurgood Marshall Library in order to have it registered. Registration will provide you with access to all of the library services including the online databases.

### ***Hours of Operation***

*Monday – Thursday*                      *8 am – 11 pm*

*Friday*                                        *8 am – 5 pm*

*Saturday*                                    *9 am – 6 pm*

*Sunday*                                      *1 pm – 9 pm*

*Hours vary during holidays and interim semester periods. Please call or visit the library website for the most current hours of operation.*

### **More Financial Information**

#### **Withdrawals and Refunds**

Students wishing to receive a course refund are responsible for officially withdrawing. You can drop or withdraw yourself from your classes by signing into PeopleSoft. The amount of refund is determined by the date the withdrawal procedure begins. Students withdrawing from the University after completing registration are not entitled to the refund of any fees.

Refunds for all courses offered whether 16-week, 8-week, weekend or workshop format shall be awarded based upon a schedule established by the Office of Student Accounts for each semester. There is a refund schedule is located at this link:

<http://bulldogconnect.bowiestate.edu/>

#### **Financial Requirements for Registration**

All students who register for classes incur a financial obligation to the Bowie State University. Students are responsible for all charges incurred at the University. Failure to attend classes **does not** constitute withdrawal from the institution or a class. Students must formally withdraw from the University or a class through there Bulldog Connection account or by contacting the





<b>BSU Course</b>	<b>PGCPS Dual Enrollment Course #</b>	<b>PGCPS High School Graduation Credit</b>
ENG 101 Expository Writing	106513 English 12 DE	1.0 English 12 credit
COMM 101 Oral Communications	122113 Speech 1 DE	1.0 elective credit
COMM 103 Public Speaking	122203 Speech 2 DE	1.0 elective credit
BIO 101 Biological Science	420413 Biology DE	1.0 Science credit
CHEM 107 General Chemistry 1	430033 Chemistry DE	1.0 Science credit
COSC 112 Computer Science I	Intro to Computer Science DE	1.0 elective credit
PHSC 101 Earth Science I	493013 Earth Space Sci DE	1.0 Science credit
ANTH 102 Introduction to Anthropology	290640 Anthropology DE	.50 elective credit
GEOG 101 Element of Geography I	291510 Geography DE	.50 elective credit
HIST 114 African American History to 1865	234020 African Am Stud 1 DE	.50 elective credit
HIST 115 African American History from 1865	234030 African Am Stud 2 DE	.50 elective credit
PHIL 101 Introduction to Philosophy	290710 Intro Philosophy DE	.50 elective credit
PHIL 103 Introduction to the Principles of Reasoning	290720 Intro Reasoning DE	.50 elective credit
PSYC 101 General Psychology	200010 Psychology DE	.50 elective credit
SOCI 101 Introduction to Sociology	290630 Sociology DE	.50 elective credit
MATH 118 Finite Mathematics	399013 Finite Mathematics DE	1.0 Mathematics credit
MATH 126 Precalculus	381043 Precalculus DE	1.0 Mathematics credit
MATH 155 Intro to Probability & Statistics	373113 Probability and Statistics DE	1.0 Mathematics credit
MATH 232 Multivariable Calculus	39510 Calculus 3 DE	.50 Mathematics credit
MATH 300 Differential Equations	Differential Equations DE	.50 Mathematics credit



**Bowie State University  
Office of the Registrar  
Academic Calendar  
2018– 2019**

**FALL SEMESTER 2018**

August 27	First Day of Classes (Regular and 1 <sup>st</sup> Eight Week Session)
August 27- August 31	Late Registration
August 31	Last Day to Add/Drop, or Register for Class
<b>September 3</b>	<b>Labor Day</b>
September 12	Matriculation Convocation
September 13, 14, and 15 <sup>th</sup>	English Proficiency Examination 1 <sup>st</sup> Eight Week Session
September 21	Last Day to Withdraw 1 <sup>st</sup> Eight Week Courses
October 5	Last Day to Remove Spring 2018 Grades of “I”(Incomplete) Undergraduates Students
October 12	Last Day to Apply for December 2018 Graduation
October 13	Graduate Comprehensive Examination
October 15 – 19	Mid -Term Evaluation for Undergraduates
October 19	End of 1 <sup>st</sup> Eight Week Classes (Grades Due Within 72 Hours)
October 22	Second Eight Week Classes Begin
October 23	Mid Term Grades for Undergraduate Due by 5 p.m.
October 26	Last Day to Add Drop for 2 <sup>nd</sup> Eight Week Session
November 1 <sup>st</sup> and 2 <sup>nd</sup>	English Proficiency Examination 2 <sup>nd</sup> Eight Weeks
November 5-9	Advisement Week (Undergraduates)
November 12	Winter/Spring 2019 Registration Opens
November 16	Last Day to Change from Credit to Audit Last Day to Drop With Grade of “W”
November 16	Last Day to Withdraw or Audit 2 <sup>nd</sup> Eight Week Course
November 22 - 23	Thanksgiving Recess
November 26	Classes Resume
November 30-December 5	Final Exams for December Graduation Candidates
December 7	Grades for <b>ALL</b> December Graduation Candidates due by <b>Noon</b>
December 10	Last Day of Classes
December 10 - 13	Graduation Clearance
December 11	Reading Day
December 12 - 19	Fall 2018 Final Examinations for Non Graduating Students
December 13	2nd Eight Week Classes End
December 13	Commencement Rehearsal
December 13	Last Day to Change Fall 2017 Graduate Incomplete grades
December 14	December 2018 Graduation
December 21	Last Day to Submit Final Grades for Non Graduating Students
December 22	End of Semester

All dates are subject to change

## WINTER SESSION 2019

January 2	University Reopens
January 2	Winter Session Classes Begin
January 2 & 3	Winter Session Late Registration
January 4	Last Day to W/D from Winter Session
<b>January 21</b>	Martin Luther King Jr. Holiday (No Classes)
January 23	Last Day of Winter Classes
January 25	Final Winter Grades Due by 5 p.m.

## SPRING SEMESTER 2019

January 28	First Day of Classes (Regular and 1 <sup>st</sup> Eight Week Session)
January 28-February 1	Late Registration
February 1	Last Day to Add/Drop, or Register for Classes
February 6	Spring 2019 Convocation
February 14, 15, and 16th	English Proficiency Exam 1 <sup>st</sup> Eight Week Session
February 15	Last Day to Apply for May 2019 Graduation
February 15	Last Day to Withdraw 1 <sup>st</sup> 8 Week Courses
March 1	Last Day to Remove Fall 2018 Incomplete Grades For Undergraduates
March 9	Graduate Comprehensive Qualifying Examination
March 11-15	Mid-Term Evaluation for Undergraduates Mid- Term Grades posted 72 Hours After Examination
March 18 - 22	Spring Break
March 25	Classes Resume
March 29	End of 1 <sup>st</sup> Eight Week Classes
April 1	2 <sup>nd</sup> Eight Week Classes Begin
April 5	Last Day for Add/Drop for 2 <sup>nd</sup> Eight Week Session
April 4 <sup>th</sup> and 5 <sup>th</sup>	English Proficiency Exam 2 <sup>nd</sup> Eight Week Session
April 8-12	Advisement Week (Undergraduates)
April 10	Founder's Day
April 12	Last Day to Withdraw with (W) or Change From Credit to Audit
April 15	Summer/Fall 2019 Registration Begins
April 19	Last Day to Withdraw from 2 <sup>nd</sup> Eight Week Session
May 3 – 9	Final Exams for May 2019 Graduation Candidates
May 10	Last Day of Classes
May 10	Grades for Graduating Students Due by NOON.
May 13	Reading Day
May 13 - 16	Graduation Clearance
May 15-22	Final Exams for Continuing Students Grades Due Within 72 Hours
May 16	Graduation Rehearsal
May 17	<b>Commencement</b>
May 22	End of 2nd Eight Week-Session
<b>May 23</b>	<b>Final Grades for Non-Graduating Students Due by 5:00 p.m.</b>
May 23	End of the semester



## SUMMER SESSION 2019

<b>Session I</b>	<b>May 28 – July 1</b>	<b>5 week</b>
<b>Session II</b>	<b>July 2 – August 5</b>	<b>5 week</b>
<b>Session III</b>	<b>May 28 – August 5</b>	<b>10 week</b>

May 28	Session I and III Classes Begin
June 3	Last Day to Drop/Add for Sessions I and III
June 10	Last Day to Withdraw from Session I
June 21	Last day to Apply for August Graduation
July 1	Session I Classes End
July 2	Session II Classes Begin
July 3	Session I Grades Due
<b>July 4</b>	<b>4<sup>th</sup> of July Holiday Observed</b>
July 8	Last Day to Drop/Add Session II
July 15	Last day to Withdraw from Sessions II and III
Aug 5	Session II and III Classes End
Aug 7	Session II and III Grades Due

All dates are subject to change





*Office of Continuing Education and External Programs*

## ***BSU/PGCPS Dual Enrollment Program Registration Worksheet***

Student Information	
<b>Name:</b>	BSU Student ID# _____
<b>High School</b>	<b>School Classification</b>

Course Selections						
Prefix	Course #	Class #	Section	Course Title	Class Day(s)	Class Time
Ex. COUN	833	1272	190	Advanced Techniques in Psychotherapy	W	5:00 PM – 10:00 PM

**APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THE FOLLOWING QUESTIONS. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.**

**PLEASE CHECK ONE:**

**I am financially independent.** I have earned taxable income and I have not been claimed as a dependent on another person's most recent income tax returns.

**I am financially dependent** on another person who has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the State of Maryland. If a ward of the State, please submit documentation and go to item 10.

Name of person upon whom dependent and relationship to applicant: \_\_\_\_\_

a. How long have you been dependent upon this person? \_\_\_\_\_

b. Is the person a resident of Maryland?  Yes  No

c. Address of this person: \_\_\_\_\_

d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income?  Yes  No

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

\_\_\_\_\_

e. Signature of this person: \_\_\_\_\_

**The Student Applicant is responsible for completing items 1 - 10.**

**1. Permanent address:** \_\_\_\_\_

Length of time at permanent address \_\_\_\_\_ years \_\_\_\_\_ months

If less than 12 months, provide previous address: \_\_\_\_\_

Length of time at previous address \_\_\_\_\_ years \_\_\_\_\_ months

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

Yes  No

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

Yes  No

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

Yes  No

a. If yes, initial date of issue \_\_\_\_\_ b. In what state? \_\_\_\_\_

c. Most recent date of issue \_\_\_\_\_ d. In what state? \_\_\_\_\_

**5. Do you own any motor vehicles?**

Yes  No

a. If yes, initial date of registration? \_\_\_\_\_ b. In what state? \_\_\_\_\_

b. Most recent date of registration \_\_\_\_\_ d. In what state? \_\_\_\_\_

**6. Are you registered to vote?**

Yes  No

a. If yes, in what state? \_\_\_\_\_ b. Date of registration: \_\_\_\_\_

c. Were you previously registered to vote in another state? \_\_\_\_\_

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

Yes  No

b. If you did not file a tax return in Maryland within the last 12 months, state reason(s):

**8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation.**

Yes  No

\_\_\_\_\_

**9. Do you receive any public assistance from a state or local agency other than one in Maryland?**

Yes  No

a. If yes, please explain \_\_\_\_\_

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

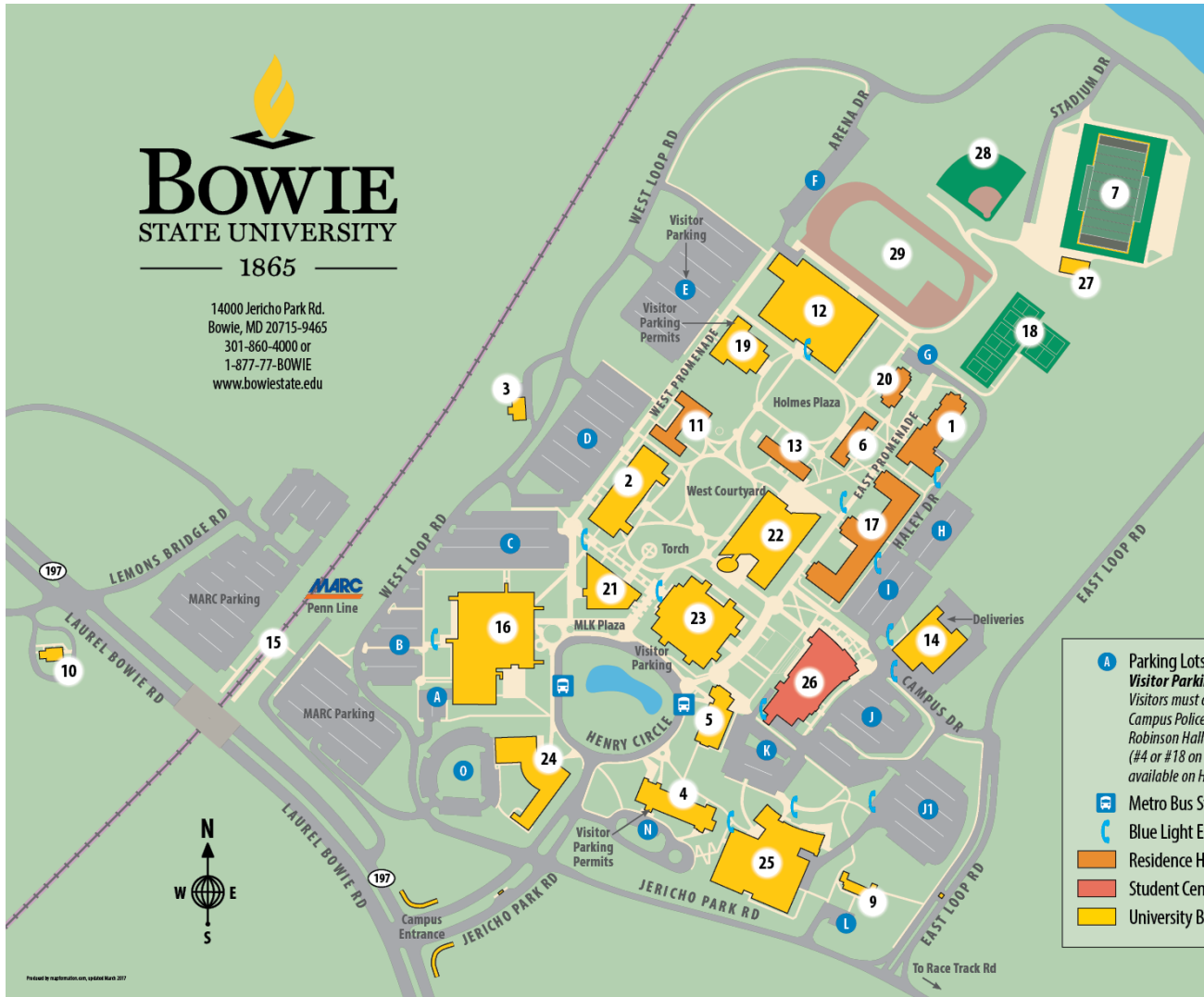
**10. Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAYMENT OF FEES FOR CLASSES ARE DUE AT THE TIME OF REGISTRATION.**  
**CHECK THE OFFICIAL ROSTER FOR YOUR ENROLLMENT ON THE FIRST DAY OF CLASS**





14000 Jericho Park Rd.  
 Bowie, MD 20715-9465  
 301-860-4000 or  
 1-877-77-BOWIE  
 www.bowiestate.edu



- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1 Alex Haley Residence Hall</li> <li>2 James E. Proctor Jr. Building<br/>COLLEGE OF EDUCATION<br/>COLLEGE OF PROFESSIONAL STUDIES</li> <li>3 Power Plant</li> <li>4 Charlotte Robinson Hall<br/>HUMAN RESOURCES<br/>MARYLAND CENTER<br/>VISITOR PARKING PERMITS</li> <li>5 Computer Science Building<br/>COLLEGE OF ARTS AND SCIENCES</li> <li>6 Dwight Holmes Residence Hall</li> <li>7 "Bulldog" Football Stadium</li> <li>9 Goodloe Apartments</li> <li>10 Goodloe House<br/>ALUMNI RELATIONS</li> <li>11 Harriet Tubman Residence Hall</li> <li>12 Leonidas S. James Physical Education Complex</li> <li>13 Lucretia Kennard Residence Hall</li> </ol> | <ol style="list-style-type: none"> <li>14 Facilities Management Building<br/>DELIVERIES<br/>PROCUREMENT</li> <li>15 MARC Station</li> <li>16 Martin Luther King Jr. Communication Arts Center<br/>BSU-TV<br/>SAMUEL L. MYERS AUDITORIUM</li> <li>17 Christa McAuliffe Residential Community<br/>HENRY WISE WELLNESS CENTER</li> <li>18 Tennis and Basketball Courts</li> <li>19 Theodore McKeldin Gymnasium<br/>CAMPUS POLICE</li> <li>20 Towers Residence Hall</li> <li>21 William E. Henry Administration Building<br/>ADMISSIONS<br/>FINANCIAL AID<br/>STUDENT ACCOUNTS<br/>UNIVERSITY ADMINISTRATION</li> <li>22 Center for Natural Sciences, Mathematics and Nursing</li> <li>23 Thurgood Marshall Library<br/>ACADEMIC ADVISING<br/>DIV. OF INFORMATION TECHNOLOGY</li> <li>24 Center for Business and Graduate Studies<br/>BOWIE BUSINESS INNOVATION CENTER<br/>COLLEGE OF BUSINESS<br/>THE GRADUATE SCHOOL</li> <li>25 Fine &amp; Performing Arts Center</li> <li>26 Student Center<br/>BOOKSTORE<br/>CAREER CENTER<br/>CONFERENCE SERVICES</li> <li>27 Field House</li> <li>28 Softball Field</li> <li>29 Track and Field</li> </ol> |
|---|---|

**A** Parking Lots  
**Visitor Parking (Parking Pass Required)**  
 Visitors must obtain a temporary parking permit from the Campus Police Department on the upper level of Charlotte Robinson Hall or in the Theodore McKeldin Gymnasium (#4 or #18 on map). Visitor parking space is usually available on Henry Circle and in Parking Lot E.

**B** Metro Bus Stops

**C** Blue Light Emergency Phones

**D** Residence Halls

**E** Student Center

**F** University Buildings



Produced by mapinformation.com, updated March 2017