

BSU/PGCPS Dual Enrollment Handbook/Resource Guide

Summer 2022

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

<https://outlook.office365.com/owa/calendar/ContinuingEducation@bowiestate.edu/bookings/>



CONTINUING EDUCATION & EXTERNAL PROGRAMS

Thurgood Marshall Library, Room 1128
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Dear Dual Enrollment Student,

Welcome to Bowie State University. We are pleased that you have chosen this university to begin your pursuit of higher education goals. You are joining an institution with a rich and varied history. We are sure that you will have tremendous experiences.

The world is experiencing a major challenge with the Coronavirus pandemic.. We are making many changes to the manner in which we provide our learning experiences. Now, because of challenges experienced during the Pandemic, students in the Dual enrollment program are permitted to take online classes. BSU offers classes in person, online and in a hybrid format.

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 with the Dual Credit courses.*
- *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 semester!

Jerry L. Isaac

Director, Continuing Education

Welcome to Bowie State University

Critical Information

- ◆ Dual Enrollment Students **must** pay their fees once they have been registered. If fees are **not** paid registration may be cancelled during the enrollment cancelation process. You can see your enrollment status in Bulldog Connection.

Students who are participants in the Free and Reduced Meals Program (FARMS program are exempt from this requirement.)

- ◆ The *Entrance Medical History form* **must** be completed and submitted to the Wellness Center two weeks after acceptance into the Dual Enrollment program. Please mail the form to the address printed at the top of the form. Place your BSUID (EmplID) on the form.
- ◆ Students **must** monitor their BSU student email address in order to be aware of critical communications from the University. There may be pertinent information or requirements communicated.
- ◆ Students who verified their participation in the FARMS program will be contacted by Auxiliary Services about the acquisition of their textbooks.
- ◆ Please connect to my website if you need to make an appointment with me. Here is a link to my calendar at: <https://outlook.office365.com/owa/calendar/ContinuingEducation@bowiestate.edu/bookings/>

Dropping a course or withdrawing from the program.

- ♦ June 10, 2022 is the last day for dropping a course offered in Summer Session I. July is the last day for dropping a course offered in Summer Session II. After the last day for dropping a course, a student must complete the course and receive the grade earned. Contact the Office of Continuing Education for assistance.
- ♦ Visit the Bulldog Card Office in the Student Center to obtain your Bulldog Card. This is your student identification card. Your Library access information is included on the card.

A Clarification

When students in the Dual Enrollment program are accepted and placed into the Student Information System (PeopleSoft/Bulldog Connection), there are codes placed into the system which you cannot see.

- The first code is for the *Dual Enrollment program*. This alerts the Office of Student Accounts that the student's tuition will be paid for by PGCPS.
- A second code is placed into the system for those students who are participants in the *Free and Reduced Meals Program*. This code tells the Office of Student Accounts and the Office of Auxiliary Services that the charges for fees and books will also be billed to PGCPS for payment.
- A third code is locate on the Student Accounts pages for accounting instructions

When registration occurs, the charges associated with the number of course credits, are placed on a student's account. The charges are generated by the registration process and **will remain** on the student's account until PGCPS pays the BSU Invoice for payment.

After the second registration period ends, a bill is sent to PGCPS for payment of tuition and fees for the Dual Enrollment students. PGCPS will then send payment to BSU towards the end of the semester. Until then, the tuition will continue to **show** on the student's accounts as being unpaid.

The Office of Auxiliary Services, of which the Bulldog ID Office is a unit, is provided a spreadsheet periodically from the Office of Continuing Education with the names, BSU ID numbers, course registration, for those students in the Free and Reduced Meals program. It is from this list that the text books are acquired from the bookstore for the students in the program. Students will be contacted regarding the method for receiving their books.

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 11th or 12th grade on the first day of the semester in which the course is offered. This will apply to rising 11th and the 12th graders during summer session.
2. Demonstrate, via placement test, college readiness in Math, English and/or Reading. Results of Accuplacer, ACT and SAT may be used to determine readiness for college level-work. Minimum scores for college readiness are listed in 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 PGCPs for both FARMS and non-FARMS students.
9. Fees and textbooks for FARMS students will be billed by BSU to PGCPs.
- 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 **both** the **PGCPs Dual Enrollment** application and the **BSU Dual Enrollment** Application. Both are electronic and found on their respective websites. There is a link to both on the BSU Dual Enrollment webpage.
2. The student takes the placement test (Accuplacer) if offered.
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. PGCPs transmits the data to BSU.

9. The student registers for a course or courses.
10. BSU provides a list of students and their courses three weeks prior to the start of the semester.
11. PGCPS will provide students FARMS status to BSU two weeks prior to the start of the semester.
12. The student will participate in the BSU virtual orientation.
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, PGCPS 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 after the end of the semester.)***
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. PGCPS 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 iden-

tified as being participants in the Free and Reduced Meals (FARMS) program by PGCPs, **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.

Bulldog Connection

Bulldog Connection is the student information system which contains all of the information on you, your admissions, registration and progress through the program. You can see the schedule of courses in Bulldog Connection as you work out your class schedule. All of your grades are located in Bulldog Connection as well as your bills.

Please go to this link in order to learn more about Bulldog Connections;

<https://www2.bowiestate.edu/bulldog-connection/bulldog-connection-how-to/>

Help Desk

The Division of Information Technology (DoIT) is responsible for most of the technical/computer aspects of campus and your experiences with them. If you ever have issues concerning your username or password, you would contact the Help Desk for assistance. Any issues or concerns you may have with any computing issues on campus or WiFi connection issues are to be referred and resolved through the Help Desk.

The Help Desk can be contacted at: Helpdesk@bowiestate.edu or (301) 860-HELP (4357).

Academic Computing

The Office of Academic Computing oversees the university's utilization of electronic delivery of coursework and programs. **Blackboard** and its operations are monitored and controlled by this office. If you are having issues with Blackboard, you should contact the Help Desk for assistance. The Help Desk can be contacted at: Helpdesk@bowiestate.edu or (301) 860-HELP (4357).

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 has to be reactivated.

The registration for Dual Enrollment students will always take place within the Office of Continuing Education (CNE). 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 PGCP, the students registration is monitored in order to be in compliance.

Each semester students must work with the CNE to register.

Changes to the selection of classes has to be updated within CNE in order for the required updates with PGCP.

Continuation in the Program

Students will follow the same admissions process they used initially to enter the program. The completion of the 2 applications, 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 Education to keep track of the classes in which students register in order to keep both BSU and PGCP updated on the progress of students in the program

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 continuation process, students will be contacted for clarification.

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 or beginning of April.

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 BSU with the submission of documentation from PGCPS.

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 the collection of books.

NOTE: Participation in the Free and Reduced Meals program *does not include free or reduced meals on the campus of Bowie State University.*

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. Check for 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 can be made by accessing the Self Service portal in 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 list of frequently asked questions (FAQs), [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.

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 as well as the grade reflecting your performance.*** 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 questions 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. It's webpage is: [B.S.U. Bookstore Apparel, Merchandise, & Gifts \(bkstr.com\)](http://bkstr.com)

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. With the books ISBN number, a student can compare prices with other text-book vendors.

Students in the Free and Reduced Meals program will have their books purchased by PGCPs. Books may be obtained from the Bulldog Card Office, located in the Student Center once the semester begins. Changes to the schedule of classes may delay the acquisition of the correct book. If the schedule change occurs after the book has been obtained, please return it to the Bulldog Card office unopened and unused.

Financial Aid

Financial Aid is not available to Non-Degree and Dual Enrollment Students. You must be in a degree 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.

- ◆ *Students in the Dual Enrollment program are **only** required to pay the Mandatory Fees associated with their registration, unless they have verified with this office that they are participants in the Free and Reduced Meals (FARMS) program.*
- ◆ *Codes are entered into the admission/registration system to indicate you are in the Dual Enrollment program. These codes inform the Office of Student Accounts, the office which collects payment, that your tuition will be paid for by PGCPs.*

- ◆ *When a student is registered, a bill is automatically and simultaneously generated. This bill will **always** be associated with the student and the registration until it is paid. The bill is composed of 2 parts, the tuition and the fees. It may be represented by one figure.*
- ◆ *Until PGCPs pays the bill, it will be on the your account. We bill PGCPs for the tuition and fees after the second registration period. In the Fall, it will be at the end of October or beginning of November. Subsequently, PGCPs will pay toward the end of the semester.*
- ◆ *Only then will the tuition portion of the bill, no longer show.*

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	Action
5 Pay Fall - Fall Term Expenses Only	\$30.00	20%	4	\$25.00	Details Select



****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.

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)
- 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.

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

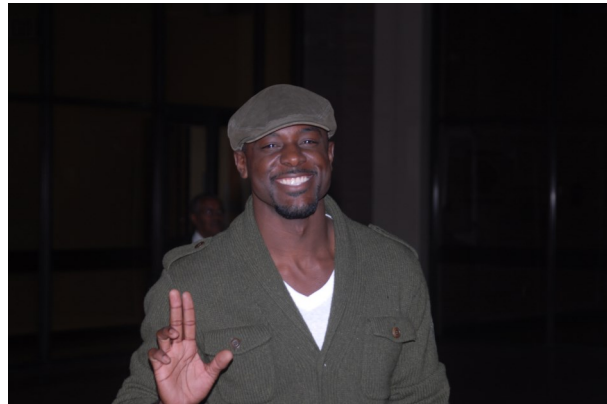
All students are required to submit the Entrance Medical History form to the Henry Wise Wellness Center. The form captures information on Immunizations, vaccinations and your medical history. For more information, contact the Wellness Center at 301 860-4170.

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 two 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 disabili-

ties 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.

Disability Support Services
Thurgood Marshall Library
Phone: 301-860-4067
Fax: 301-860-4086
DSS@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 up 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)

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)

WBAL-TV (11)

WUSA-TV channel 9

WJZ-TV (13)

WTTG Fox 5

WNVA Radio 1430

WJLA-TV Channel 7

WMAR-TV (2)

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 can be found at this web address: [consent-to-disclosure-to-parents-ferpa.pdf \(bowiestate.edu\)](https://www.bowiestate.edu/consent-to-disclosure-to-parents-ferpa.pdf) The student completes and submits to the Office of the Registrar 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 (Bulldog Connection). Once you sign in using your username and password, you will be able to print out an unofficial transcript.

Official transcripts may be obtained through 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/registrar-office/transcript-services/>

The cost of a transcript is \$10.



Campus Bookstore – [B.S.U. Bookstore Apparel, Merchandise, & Gifts \(bkstr.com\)](http://B.S.U. Bookstore Apparel, Merchandise, & Gifts (bkstr.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

<i>Monday – Thursday</i>	<i>8 am – 11 pm</i>
<i>Friday</i>	<i>8 am – 5 pm</i>
<i>Saturday</i>	<i>9 am – 6 pm</i>
<i>Sunday</i>	<i>1 pm – 9 pm</i>

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 Office of Continuing Education. Any adjustment in charges will follow the policy presented in the *Schedule of Classes* (www.bowiestate.edu).

Returning students will not be permitted to register for a subsequent semester until all financial obligations, including current semester fees, parking violations, library fines, and any other outstanding charges, have been paid. Account balances must be cleared before students will be allowed to participate in future registrations and graduation or to receive transcripts or diplomas. Only the Director of Student Accounts may issue a waiver to maintain the student's registration when payment requirements have not been satisfied or allow a student to register with a prior outstanding balance.

Cancellation of a student's registration **may occur** if the bill is not paid in full or if approved arrangements have not been made to cover the outstanding balance. Bill due dates and class cancellation dates are published on the University website.

(www.bowiestate.edu.) Failure to receive a billing statement does not relieve the student of the payment obligation.

Summer 2022 Semester

First Day of the Summer Session (for sessions I and III) Tuesday, May 31

Last Day to Add/Drop Courses (for sessions I and III) Friday, June 3

Last Day to Withdraw with a grade of 'W' (for session I) Friday, June 10

Juneteenth Observance Day (No classes) Monday, June 20

Summer Session I Ends Friday, July 1

Last Day to Apply for Summer (August) 2022 Graduation Friday, July 1

4th of July Holiday (No classes) Monday, July 4

Summer Session II Begins Tuesday, July 5

Final Grades are Due (for session I) Wednesday, July 6

Last Day to Add/Drop Courses (for session II) Friday, July 8

Last Day to Withdraw with a grade of 'W' (for sessions II and III) Friday, July 22

Last Day of Summer Sessions II and III Friday, August 5

Final Grades are Due (for sessions II and III) Wednesday, August 10

	In-state, per credit	Out-of-state, per credit
Tuition	\$253.00	\$694.00
Activity fee	\$7.50	\$7.50
Wellness Center Health Services fee	\$6.20	\$6.20
University Construction fee	\$7.16	\$7.16
Student Center fee	\$48.75	\$48.75
Technology fee	\$10.81	\$10.81
Intramural & Recreation	\$1.70	\$1.70
Sustainability fee	\$2.00	\$2.00
Bowie card fee	\$8.60 (One time flat fee per semester)	\$8.60 (One time flat fee per semester)
Total Tuition and Mandatory Fees (per credit)	\$345.72	\$786.72

Part-Time
(Less th

In addition to the mandatory fees listed above, you may need to pay [Parking Fees](#) and/or [Lab and Exam Fees](#).

Note: In the interest of protecting the health and safety of our campus community, Bowie State University reserves the right to provide some or all instruction and related activities through alternative methods of delivery, including remote delivery. The university also reserves the right to change the method of delivery before or during an academic year in the event of a health or safety emergency or other circumstance when it determines that such change is in the best interest of the campus community. Tuition and mandatory fees will not be reduced or refunded in the event of a change in delivery method during the academic year.

Summer 2022 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.

Session I

Classes Begin May 31 – July 1, 2022

100% Adjustment On/Before June 3, 2022 Tuition and Fees (fulltime/part-time)
50% Adjustment On/Before June 9, 2022 Tuition only (part-time only)

No financial adjustment after June 9, 2022

Session II

Classes Begin July 5 -August 5, 2022

100% Adjustment On/Before July 8, 2022 Tuition and Fees (fulltime/part-time)
50% Adjustment On/Before July 14, 2022 Tuition only (part-time only)

No financial adjustment after July 14, 2022

Session III

Classes Begin May 31 -August 5, 2022

100% Adjustment On/Before June 3, 2022 Tuition and Fees (part-time only)
50% Adjustment On/Before June 13, 2022 Tuition only (part-time only) check date
No refunds/adjustments for courses dropped after June 13, 2022

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.

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

Bowie State University Test Score Proficiency Chart

College Placement Exam	Required Score
READING	
Next Generation Accuplacer Reading	263 (or higher) Reading not required
Classic Accuplacer Reading	79
SAT Reading	500
ACT Reading	19
WRITING	
Next Generation Accuplacer Writer Placer	5 (or higher) = ENGL 101 placement
Classic Accuplacer Sentence Structure	69
MATH	
Next Generation Accuplacer Math	272 (or higher on Math Test Part 1 – Quantitative Reasoning, Algebra and Statistics (QAS) = college math placement (125, 127, 141, 150 etc. and is based on scores from part 1 and possibly part 2 (advanced Algebra and Functions))
Classic Accuplacer Math	45 + 75 on Elementary Algebra
SAT Math	500

BSU Course	PGCPS Dual Enrollment Course #	PGCPS High School Graduation Credit
ANTH 102 - Introduction to Anthropology	290640 - Anthropology DE	.50 elective credit
BIOL 101 - Biological Science	420413 - Biology DE	1.0 Biology/Life Science credit
CHEM 107 - General Chemistry 1	430033 - Chemistry DE	1.0 Physical Science credit
COMM 101 - Oral Communications	122113 - Speech 1 DE	1.0 elective credit
COMM 103 - Public Speaking	122123 - Speech 2 DE	1.0 elective credit
COSC 112 - Computer Science I	390013 - Intro to Computer Science DE	1.0 elective credit
ENGL 101 - Expository Writing	106513 - English 12 DE	English 12 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
MATH 125—College Algebra	353263—Foundations of College Algebra DE	1.0 Mathematics Credit
MATH 155 - Intro to Probability & Statistics	TBD - Probability and Statistics DE	.50 Mathematics credit
MATH 225 - Calculus 1	380023 - Calculus AB DE	1.0 Mathematics credit
MATH 226 - Calculus 2	395110 - Calculus 2 DE	.50 Mathematics credit
MATH 232 - Multivariable Calculus	395310 - Calculus 3 DE	.50 Mathematics credit
MATH 300 - Differential Equations	396010 - Differential Equations DE	.50 Mathematics credit
MATH 141 – Pre-Calculus I	381040 - Pre-Calculus I: College Algebra DE	.50 Mathematics credit
MATH 142 – Pre-Calculus II	TBD - Pre-Calculus II: Trig and Analytic Geometry DE	.50 Mathematics credit
PHIL 101 - Introduction to Philosophy	290710 - Intro Philosophy DE	.50 elective credit
PHSC 101 - Earth Science I	493013 - Earth Space Science DE	1.0 Earth and Space Science credit
PHYS 251—Principles of Physics 1*	440113—Physics DE	1.0 Physical Science Credit
PSYC 101 - General Psychology	200010 - Psychology DE	.50 elective credit
SOCI 101 - Introduction to Sociology	290630 - Sociology DE	.50 elective credit

Summer 2022

Part-Time (Less than 12 credits) Tuition & Mandatory Fees

	In-state, per credit	Out-of-state, per credit
Tuition (per credit)	\$253.00	\$694.00
Activity fee	\$7.50	\$7.50
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