

BSU/PGCPS Dual Enrollment Handbook/Resource Guide

Spring 2023

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

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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

COVID-19 Protocols for Fall 2022 Return to Campus

Welcome back for the Fall 2022 semester. As we get underway, the more than two years of experience we have managing the pandemic will guide our efforts as we continue to implement best practices to protect the health and well-being of the campus community. Drawing on guidance from university and county health officials, we have been highly successful in limiting transmission of COVID-19 on campus since the initial stages of the pandemic. Advances in vaccines and treatments provide even more resources to help prevent the serious negative effects of the virus.

Everyone on campus has an important role to play to assure that Bowie State continues to maintain a low instance of positive cases. Each member of the campus community must take personal responsibility to monitor your own health and report any exposure to the disease.

Based on our current knowledge of the virus and its variants, in addition to guidance from public health officials, the following campus protocols are currently in place:

Vaccination:

Residential students and athletes must be fully vaccinated. Vaccination and booster shots are strongly recommended for all other members of the campus community when eligible as the most effective measure in preventing serious COVID-19 cases, and decreasing the risk of hospitalization. [Learn more about vaccine options and eligibility on the CDC Website.](#)

Masks:

Masks are strongly encouraged on campus, especially for large indoor activities and for individuals whose health status places them at high risk. Your respect and support of community members who choose to wear masks is an important component of taking-responsibility to protect yourself and others.

Free masks are available to members of the campus community at the Student Center ticket window, police station in McKeldin Gym and Thurgood Marshall Library in room 270 and the IT Help desk.

Symptom Screening and Testing:

Monitor your personal health daily for the following symptoms and get tested each time they occur. In-person [Testing Locations](#) are available on campus and local communities. Free self-test kits are available at the Student Center ticket window, Police Station in McKeldin Gym, and Thurgood Marshall Library in room 270 and the IT help desk.

To stay safe, follow these three steps:

1. Check for Symptoms

Do you have:

- **Cough**
- **Runny nose**
- **Fever**
- **Headache**
- **Body aches**
- **Sore throat**
- **Nausea**
- **Diarrhea**
- **Shortness of breath**

2. Get Tested & Mask

If you or anyone you have come into close contact with have COVID-19 symptoms, you should:

- **Get tested**
- **Wear a high-quality mask until you receive a negative test result**

3. Isolate & Retest

If you test positive:

- **Contact Wellness Center at 301-860-4170**
- **Stay home and isolate from others for at least 5 days**
- **Inform professors or supervisor**
- **Wear a high-quality mask if you must be around others at home**
- **Do not travel**
- **If you have trouble breathing or other serious symptoms, seek medical care immediately**
- **Retest after day 5 of isolation. If you test positive, restart the isolation process.**

We will continue to monitor public health conditions on our campus, in the Prince George's County Area as well as nationally and adjust these protocols as needed.

Welcome back to a new academic year. Thank you for your ongoing support and cooperation as we continue to work together to keep our community safe. Please continue to check your email for updates and regularly check the [Coronavirus Information webpage](#) for the latest information. If you have questions, please email covid19@bowiestate.edu

Critical Information

- ◆ During Spring 2023 , the mandatory fees associated with registration for classes will be paid by PGCPS regardless of participation in the Free and Reduced Meals. This is for Spring 2023 only! It may not be the case in future semesters.
- ◆ 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.

- ◆ Friday February 3, 2023 is the last day for dropping a course offered in Spring 2023. 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. PGCPSS 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, PGCPSS will provide a list of course completers with final grade and an invoice at the end of the semester (session).
15. PGCPSS 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 PGCPSS pays the invoice from BSU after the end of the semester.)***
16. PGCPSS will pay the invoice within 30 days of receipt.
17. PGCPSS 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. PGCPSS will include the grade on the transcript, including a withdrawal, an incomplete or a failure.

19. PGCPSS 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 PGCPSS, 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 (PGCPSS) 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 PGCPSS 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 textbook 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*).

My Account Make Payment Payment Plans Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term: Fall 2018 Select

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

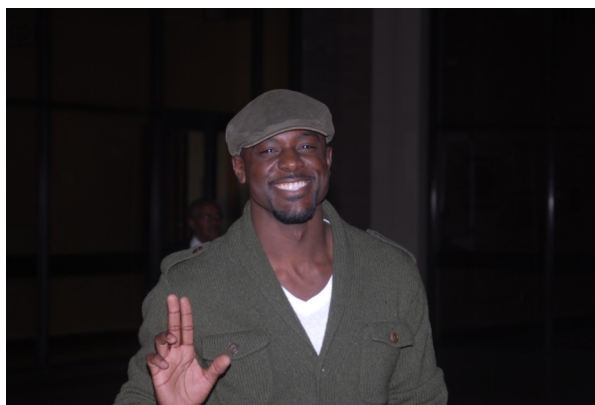
All students are required to submit the Entrance Medical History form to the Henry Wise Wellness Center. The form captures information on Immunizations, vaccinations and your medical history. For more information, contact the Wellness Center at 301 860-4170.

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.

	In-state, per credit	Out-of-state, per credit
Tuition	\$258.00	\$701.00
Activity fee	\$7.95	\$7.95
Wellness Center Health Services fee	\$6.65	\$6.65
Athletic Fee	\$35.45	\$35.45
University Construction fee	\$7.16	\$7.16
Student Center fee	\$48.95	\$48.95
Technology fee	\$11.04	\$11.04
Intramural & Recreation	\$1.75	\$1.75
Sustainability fee	\$2.00	\$2.00
Bowie card fee	\$9.10 (One time flat fee per semester)	\$9.10 (One time flat fee per semester)
Total Tuition and Mandatory Fees (per credit)	\$388.05	\$831.05

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.

*Fall 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 date of the term.

16 Week Session

Classes Begin August 29 -December 13, 2022

100% Adjustment On/Before September 9, 2022 Tuition and Fees (fulltime/part time)

50% Adjustment On/Before September 19, 2022 Tuition only (part-time and graduate)

No financial adjustment after September 19, 2022

8 Week Session I Classes Begin August 29 – October 21, 2022

100% Adjustment On/Before September 9, 2022 Tuition and Fees (fulltime/part-time)

50% Adjustment On/Before September 12, 2022 Tuition and Fees (part-time only)

No financial adjustment after September 12, 2022

8 Week Session II Classes Begin October 24, 2022 - December 13, 2022

100% Adjustment On/Before October 28, 2022 Tuition and Fees (part-time only)

50% Adjustment On/Before November 4, 2022 Tuition only (part-time only)

No refunds/adjustments for courses dropped after November 4, 2022

If you choose not to attend Bowie State University, you must notify the Registrar's Office and drop by the end of the change of schedule period in order to receive 100% refund of tuition and fees. **Notification to the instructor does not constitute a proper withdrawal.**

****The Spring 2023 Refunds Schedule will appear in the next edition of the Handbook in January 2023***

All refund percentages are based on the official start date of the term. 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/

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*

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
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

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.



Fall 2022 Semester

First Day of Classes (for the 1 st eight week and 16 week sessions)	Monday, August 29
Last Day to Add/Drop Courses (for the 1st eight week session)	Friday, September 2
Labor Day Holiday (No classes)	Monday, September 5
Last Day to Add/Drop Courses (for the 16 week session)	Friday, September 9
Fall 2022 Convocation	Wednesday, September 14
Last Day to Withdraw with a grade of 'W' or Audit a course (for the 1 st eight week session)	Friday, September 23
Last Day to Remove Spring 2022 Incomplete Grades for Undergraduates	Friday, October 7
Last Day to Apply for Fall (December) 2022 Graduation	Friday, October 7
Graduate Comprehensive Exam	Saturday, October 8
Midterm Evaluation for Undergraduate Students	Monday, October 17 thru Friday, October 21
Last Day of the 1 st Eight Week Session	Friday, October 21
2 nd Eight Week Session Begins	Monday, October 24
Midterm Grades Due for Undergraduate Students	Wednesday, October 26
Final Grades Due (for 1 st eight week session)	Wednesday, October 26
Last Day to Add/Drop Courses (for the 2 nd eight week session)	Friday, October 28
Undergraduate Advising for Freshmen and Sophomore Students (under 60 credits in the Academic Advising Center; excluding these majors – COSC/CTEC/ENGL/NURS/SOWK)	Monday, October 31 – Wednesday, December 14
Last Day to Withdraw with a grade of 'W' or Audit a Course (for the 16 week session)	Friday, November 4
Advisement Week for Undergraduate Students (for students with 60 or more credits)	Monday, November 7 - Friday, November 11
Winter and Spring 2023 Registration Opens	Monday, November 14
Last Day to Withdraw with a grade of 'W' or Audit a Course (for the 2 nd eight week session)	Friday, November 18
Thanksgiving Break (No classes)	Thursday, November 24 - Friday, November 25

Fall 2022 Semester

Classes Resume	Monday, November 28
Last Day of Classes (for the 16 week session)	Tuesday, December 13
Reading Day	Wednesday, December 14
Final Exam Week (for all undergraduate students)	Thursday, December 15 – Wednesday, December 21
Last Day to Change Fall 2021 Graduate Incomplete Grades	Friday, December 16
Last Day of the 2 nd Eight Week Session	Friday, December 16
Fall 2022 (December) Commencement Ceremony and the End of the Semester	Thursday, December 22
Final Grades are Due (for the 2 nd eight week and 16 week sessions)	Monday, December 26

Winter 2023 Semester

University Reopens	Monday, January 2
First Day of the Winter Session	Monday, January 2
Last Day to Add/Drop Courses (for fall 2022)	Monday, January 2 – Friday, January 6
Last Day to Add/Drop Courses (for the winter session)	Tuesday, January 3
Last Day to Withdraw with a grade of 'W' (for the winter session)	Friday, January 6
Martin Luther King Jr. Holiday (No classes)	Monday, January 16
Last Day of the Winter Session	Friday, January 20
Final Grades are Due (for the winter session)	Wednesday, January 25

Spring 2023 Semester

First Day of Classes (for the 1 st eight week and regular 16 week sessions)	Monday, January 30
Last Day to Add/Drop Courses (for the 1 st eight week session)	Friday, February 3
Last Day to Add/Drop Courses (for the 16 week session)	Friday, February 10
Spring 2023 Convocation	Wednesday, February 15
Last Day to Apply for Spring (May) 2023 Graduation	Friday, February 24
Last Day to Withdraw with a grade of 'W' (for the 1 st eight week session)	Friday, February 24
Last Day to Remove Fall 2022 Incomplete Grades for Undergraduates	Friday, March 3
Midterm Evaluation for Undergraduate Students	Monday, March 13 - Friday, March 17
Last Day of the 1 st Eight Week Session	Friday, March 17
Graduate Comprehensive Exam	Saturday, March 18
Midterm Grades Due for Undergraduate Students	Wednesday, March 22
Spring Break (No classes)	Monday, March 20 - Friday, March 24
Classes Resume	Monday, March 27
2 nd Eight Week Session Begins	Monday, March 27
Final Grades Due (for 1 st eight week session)	Wednesday, March 29
Last Day to Add/Drop Courses (for the 2 nd eight week session)	Friday, March 31
Undergraduate Advising for Freshmen and Sophomore Students (under 60 credits in the Academic Advising Center; excluding these majors – COSC/CTEC/ENGL/NURS/SOWK)	Monday, April 3 – Friday, May 12
Last Day to Withdraw with a grade of 'W' or Audit a Course (for the 16 week session)	Friday, April 7
Advisement Week for Undergraduate Students (for students with 60 or more credits)	Monday, April 10 - Friday, April 14
Summer and Fall 2023 Registration Opens	Monday, April 17
Founder's Day	Wednesday, April 19

Spring 2023 Semester

Last Day to Withdraw with a grade of 'W' or Audit a Course (for the 2 nd eight week session)	Friday, April 21
Last Day of Classes	Tuesday, May 16
Reading Day	Wednesday, May 17
Final Exam Week (for all undergraduate students)	Thursday, May 18 - Wednesday, May 24
Last Day of the 2 nd Eight Week Session	Friday, May 19
Spring (May) 2023 Commencement Ceremony	Friday, May 26
Final Grades are Due (for 2 nd eight week and regular 16 week sessions) and End of the Semester	Friday, May 26
Graduation Clearance (for spring 2023)	Tuesday, May 30 - Friday, June 2

Summer 2023 Semester

First Day of the Summer Session (for sessions I and III)	Monday, June 5
Last Day to Add/Drop Courses (for sessions I and III)	Friday, June 9
Juneteenth Observance Day (No classes)	Monday, June 19
Last Day to Withdraw with a grade of 'W' (for session I)	Friday, June 23
4 th of July Holiday (No classes)	Tuesday, July 4
Summer Session I Ends	Friday, July 7
Last Day to Apply for Summer (August) 2022 Graduation	Friday, July 7
Summer Session II Begins	Monday, July 10
Final Grades are Due (for session I)	Wednesday, July 12
Last Day to Withdraw with a grade of 'W' (for session III)	Friday, July 14
Last Day to Add/Drop Courses (for session II)	Friday, July 14
Last Day to Withdraw with a grade of 'W' (for session II)	Friday, July 28
Last Day of Summer Sessions II and III	Friday, August 11
Final Grades are Due (for sessions II and III)	Wednesday, August 16



Office of the University Registrar
Henry Administration Building, Suite 12000
14000 Jericho Park Road
Bowie, Maryland 20715
Phone: 301-860-3730 Fax: 301 -860-3438
www.bowiestate.edu

Bowie State University
Office of the Registrar

STUDENT CONSENT FOR ACCESS TO EDUCATION RECORD

STUDENT INFORMATION

LAST NAME FIRST NAME STUDENT ID #

CONTACT # EMAIL ADDRESS

Under the Family Educational Rights and Privacy Act (FERPA), Bowie State University is permitted to disclose information from your education records to your parent if, one of your parents claim you as a dependent for federal tax purposes. Please indicate whether your parents claims you as a tax dependent.

Please click the appropriate answer:

- Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
 No. I certify that my parents do not claim me as a dependent for federal income tax purpose.

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that Bowie State University may disclose information from your education records to your parents please sign the following consent.

I consent to the disclosure of any personally identifiable information from my education records to a **third party, including parents or guardian(s)**, for reasons determined by Bowie State University as appropriate.

INDIVIDUAL TO RELEASE INFORMATION TO (You may add more than one. Enter all of the contact information for each below.)

LAST NAME	FIRST NAME	CONTACT #	RELATIONSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This authorization is valid until canceled. The student may cancel this release at any time by submitting another FERPA form to Bowie State University, Office of the Registrar.

To release your FERPA hold please check the box below:

<input type="checkbox"/>	CANCEL PREVIOUS RELEASE	<i>Cancels any previous request.</i>
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STUDENT SIGNATURE DATE

Bowie State University
Henry Wise Wellness Center
14000 Jericho Park Rd., Bowie, MD 20715-9465
ENTRANCE MEDICAL HISTORY FORM

Mail to the above address or fax to (301)860-4179; Please call (301)860-4170 for questions

DUE: June 1st or 30 days after admission

Incomplete forms will NOT be processed and will delay your registration

Make a copy of these documents for your personal files.

Section A (Required): To be completed by ALL students. Print legibly.

Name (Last) _____ (First) _____ (Middle) _____
Your 1st BSU enrollment (Semester, Year) _____ Last 4 digits of SSN _____ Date of Birth _____
Empl ID # _____ E mail Address _____
Student Status: U.S. Citizen Permanent Resident International
Permanent Address _____
Home Phone _____ Cell Phone _____
Emergency Contact _____ Telephone Number _____

Section B (Required): To be completed by ALL students born after 1957.

MMR #1 Date: _____ and MMR #2 Date: _____

OR

MEASLES TITER: Date: _____ Results: _____

Section C (Required): To be completed by ALL students.

Meningitis: Date: _____ (Vaccine/waiver required for students living in dormitories. Commuters are required to sign the waiver. **See reverse for meningitis waiver only.**)

Section D (Recommended): Please record other immunizations you have received.

Tetanus-Diphtheria (Td) (within 10 years) Date: _____

Polio (oral): Date #1 _____ Date #2 _____ Date #3 _____ Date #4 _____

Hepatitis B: Date #1 _____ Date #2 _____ Date #3 _____

Varicella (Chicken Pox) Date #1 _____ Date #2 _____

OR history of disease Date: _____

Section E: Required for international students. Complete sections A, B, C and D.

Tuberculin Skin Test:

a.) T.B Skin Test within 12 months: Date Given: _____ Date Read: _____

Results: **Induration** _____ mm. (if no induration, write "0") Positive Negative

b.) **If PPD (TB Skin Test) is positive, a recent Chest x-ray is required (within 5 years, report must be in English).**

Date of chest x-ray: _____ Results: Normal Abnormal

Section F (Required): Health care provider signature or documentation required for ALL students.

Signature of Health Care Provider

Print Name Here

Date

Acceptable documentation in lieu of health care provider signature:

- A copy of your high school immunization record (in English).
- Personal medical records from your physician (in English).

For Staff Only	
UID# _____	Semester/Year of Enrollment _____
Chart _____	EMH Hold _____
Initial, Date _____	
<input type="checkbox"/> MMR <input type="checkbox"/> MEN <input type="checkbox"/> WAIVER	
<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Contacted, Date _____	

Section G: Meningitis Vaccine Waiver.

Vaccine or waiver required for All BSU students. See page 1 for vaccine. See below for waiver.

About Meningococcal Vaccine

A Meningococcal Vaccine is available for protection against most strains of the bacteria that causes meningitis. Meningitis is inflammation of the covering of the brain and spinal cord that is fatal in 10 – 15 % of the cases. Although the disease is rare, college students living in dormitories and individuals with weak immune systems can be more susceptible to the disease. The immunization requires one injection in the arm and is 85 – 90 % protective against strains A, C, Y, and W-135, but not type B. Most meningococcal diseases in the U.S. are caused by type B or C.

I understand that under Maryland law, student enrolled in a Maryland institution of higher education and who reside in on-campus student housing are required to be vaccinated against meningococcal meningitis disease, or may seek exemption from this law. I have read the meningitis material where the risks are detailed. In addition, I acknowledge the detrimental health effects of the disease. Lastly, I have read and understand the availability and effectiveness of the vaccine, which is available possibly from Prince George County Health Department or from my personal physician.

I have read about the Meningococcal Disease. I have read and understand the benefits of the vaccine for Meningococcal Meningitis. I **do not wish** to receive the vaccine and I voluntarily agree to release, discharge, indemnify and hold harmless the State of Maryland, the University, its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of loss or personal injury that might result from my non-compliance with the law.

Signature _____
(Parent or guardian must sign for student who is younger than 18.) Print Name _____ Date _____

Section H (Required): Personal Health History to be completed by ALL students.

Have You Ever Had Or Do You Now Have Any Of The Following:

- | Yes | No | Yes | No |
|--------------------------|-----------------------------------------------------------|--------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> Drug allergy (Specify) | <input type="checkbox"/> | <input type="checkbox"/> Other allergy (Specify) |
| <input type="checkbox"/> | <input type="checkbox"/> Hospitalization within 6 months | <input type="checkbox"/> | <input type="checkbox"/> Disability which requires assistance |
| <input type="checkbox"/> | <input type="checkbox"/> Nervous or emotional problems | <input type="checkbox"/> | <input type="checkbox"/> Travel abroad within last 6 months |
| <input type="checkbox"/> | <input type="checkbox"/> Smoke cigarettes or chew tobacco | <input type="checkbox"/> | <input type="checkbox"/> Use street drugs |
| <input type="checkbox"/> | <input type="checkbox"/> Drink alcohol | <input type="checkbox"/> | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> | <input type="checkbox"/> Seizure disorder | <input type="checkbox"/> | <input type="checkbox"/> Sickle cell disease or trait |
| <input type="checkbox"/> | <input type="checkbox"/> Malaria | <input type="checkbox"/> | <input type="checkbox"/> Cancer/ Leukemia |
| <input type="checkbox"/> | <input type="checkbox"/> Bleeding disorder | <input type="checkbox"/> | <input type="checkbox"/> Sexually transmitted infections (Specify) |

Please explain any yes answers here (include year).

Please list All current medications, including vitamins, birth control pills, nutritional supplements.	Please list any illness, injury, disability, or surgery not mentioned above, include tonsillectomy, appendectomy, and psychiatric treatment or counseling.

Section I (Required): ALL students or parents / guardians must sign the form.

Student Signature _____ Print Name _____ Date _____

Parental Permit (for students under age 18 on the first day of admission to BSU)

I give my permission for such diagnosis and therapeutic procedures as may be deemed necessary for my son/daughter and agree to present information concerning his/her medical condition to other responsible officials when deemed necessary.

Parent / Guardian Signature _____ Relationship _____ Date _____

Print Name _____

- It is recommended that all students have health insurance; a policy is available through the University.
- Failure to submit a completed entrance medical history form will result in registration block for the future semester.