

New
Bulldog



CHECKLIST

Fall 2009 SEMESTER

- Receive acceptance letter in the mail.
- Return the Confirmation of Attendance card to the Office of Student Accounts with the non-refundable \$80.00 acceptance fee.
- Receive Bulldog Connect password in the mail.
- Apply for housing for students looking to live on campus only. (Residence Life will not process your housing application if you have not paid your acceptance fee or your room and security deposit.)
- Sign up for the Bowie State University Electronic Emergency System (BEES) at <http://www.bowiestate.edu> (Optional but strongly encouraged).
- Apply for federal student aid online at <http://www.fafsa.ed.gov>
- Return mandatory Entrance Medical History form to the Wellness Center (attached).
- Register for a New Student Orientation Session at www.bowiestate.edu. Click on Register for New Student Orientation.

Note: *Once you register for a New Student Orientation Session, you will automatically be registered for Placement Testing, Academic Advisement, Class Registration and receiving your Bowie (ID) Card.*

- Check on Financial Aid Status/ View your account summary and pay student accounts bill online at www.bowiestate.edu. Or pay in the Office of Student Accounts in the Henry Wise Administration building.

“Congratulations! You’re officially a BSU Bulldog!”

Prepare for the first day of classes.

STEP ONE: OFFICIALLY ENROLL

1. Receive acceptance letter in the mail from the Office of Admissions. If you have any questions, you may contact the Office of Admissions at 301.860.3415.
2. **To Officially enroll, return the Confirmation of Attendance Form with the \$80.00 non-refundable acceptance fee** to the Office of Student Accounts, located on the first floor of the Henry Wise Administration building.

Or mail to: Bowie State University
 The Office of Student Accounts
 Henry Administration Building
 14000 Jericho Park Road
 Bowie, MD 20715

For further information contact the Office of Student Accounts at 301.860.3490.

If you want to be considered for financial aid, you must have completed the Free Application for Federal Student Aid (FAFSA). If you have not applied, you may do so by going online to www.fafsa.ed.gov. If you have already applied, you can check the status of your BSU financial aid package by logging onto www.bulldogconnect.bowiestate.edu and using your bulldog connect username and password.

For further information contact the Financial Aid Office at 301.860.3540.

STEP TWO: GET CONNECTED

The Bulldogconnect password you received in the mail allows you to log on to review your self-service options:

Name, Address, Phone Number, Campus email address
View the BSU Course Catalog and Schedule of Classes
Register, Add, Drop or Swap Classes
View your Academic Advisor
Request Enrollment Verifications
Access your Student Account
Review Financial Information
View and pay your bill-(Only after you have registered for classes will you be able to view your bill.)

To use this service. Log on to www.bowiestate.edu. Click on Bulldog Connection. Click on Log In. Key in your Bulldog ID and Password. If you have questions, please contact the Office of Information Technology at 301.860.4357.

STEP THREE: ORIENTATION DAY

Once you register for an Orientation Session, you will automatically be registered for Placement Testing, Academic Advisement, Class Registration and receiving your Bowie (ID) Card.

Orientation Step A: Placement Testing

Placement Testing will take place on the first day of Orientation. You may practice for the Placement Test online:

- Log onto <http://www.bowiestate.edu>
- Click on "Placement Testing" and read all the information on that link carefully.
- To practice for the Placement Test, you may click on [ACCUPLACER](#) on the "Placement Testing" link and complete the writing, reading, and mathematics sample tests.
- To register for the Placement Test, follow the instructions at the bottom of the "Placement Testing" link.
- Only if you have been admitted to the University and paid the \$80.00 non-refundable acceptance fee will you be able to complete the registration form for Placement Testing, Academic Advisement, and New Student Orientation.

Note: The Placement Test is administered on computers at the testing site on campus. The Placement Test is not accessible off campus. For more information about Placement Testing, please contact University Testing Services at 301.860.3113 or 301.860.3295.

Orientation Step B: Get Advised

Academic Advisement will take place immediately following your placement test.

Angela Williams
Academic Advisement Specialist
College of Professional Studies
CBGS—1326
301.860.4071

Nichole Mason
Academic Advisement Specialist
College of Arts and Sciences
CBGS—1316
301.860.4068

Patrick Toney
Academic Advisement Specialist
College of Arts and Sciences
CBGS-1318
301.860.4069

Michael Hughes
Disability Services Coordinator
and Facilitator
CBGS-1328
301.860.4067

Aileen Hentz
College of Business
Academic Advisement Specialist
CBGS-1306
301.860.4065

Aurora Burke
College of Education
Academic Advisement Specialist
CBGS-1304
301.860.4066

Orientation Step C: Register for Classes

Class Registration will take place immediately following your Academic Advisement session.

1. Go to Bulldog Connection and login using your Bulldog username and password.
2. Review Bulldog Connection for the desired classes for your degree requirements.
3. Obtain the 4-digit class number for the class section(s).
4. Click the SUBMIT button once you have added your classes. SUCCESS is an acknowledgement of obtaining a seat in the class. Verify your success by "VIEW MY SCHEDULE."
5. Print your schedule, make your payment and attend your classes!

Orientation Step D: Attend New Student Sessions

The New Student Sessions are designed to encourage students to take full advantage of University programs and services; familiarize students with University regulations and policies; provide the opportunity to meet with faculty, staff and peer leaders; and make the students' transition to Bowie State University as smooth as possible.

Freshman Student Orientation

Freshman Student Orientation is a two-day overnight program. Freshman Orientation dates are: [June 17 & 18, 2009](#), [July 1 & 2, 2009](#), [July 8 & 9, 2009](#), [July 22 & 23, 2009](#), [August 3 & 4, 2009](#). Students must register for one of the sessions.

Transfer and Non-traditional Student Orientation

Transfer and Non-Traditional Students will attend the one-day Orientation Session. (*Non-traditional student is a term referring to students who are older than the historically typical undergraduate student, usually aged 18-25, and had interrupted their studies earlier in life.*)

Transfer Orientation includes Orientation Sessions, Academic Advising, Class Registration, and Bowie (ID) Cards for all students. Transfer Orientation Session Dates are: [June 30, 2009](#), [July 21, 2009](#), students must register for one of these dates.

Parent/Guardian Orientation

The Parent/Guardian Orientation is designed to acclimate Parents/Guardians to Bowie State University and give Parents/Guardians an opportunity to meet with Faculty, Staff and current Students. The dates for the Parent/Guardian Orientation Sessions are June 17, 2009, June 30, 2009, July 1, 2009, July 8, 2009, July 21, 2009, July 22, 2009, August 3, 2009.

Fees

- All students must have paid the \$80 Enrollment Acceptance Fee prior to registering for Orientation to secure your enrollment as a BSU student.
- The New Student Orientation fee is \$125, which is automatically billed to your student account. (*You do not need to remit a separate payment.*)
- The Parent/Guardian Orientation fee is \$10 per adult. Please bring this payment with you on the date of your scheduled Orientation. Acceptable forms of payment are cash or check.

Remember: The New Student Orientation fee of \$125 will bill automatically to your student account.

If you have any questions contact: The Office of Student Life at 301-860-3835 or email Monica Tetteh at mtetteh@bowiestate.edu.

Orientation Step E: Get Your Bowie Card (ID Card)

Bowie Cards may be obtained on the first day of Orientation.

Frequently Asked Questions

How do I obtain a BowieCard?

You must bring a valid form of ID and have your student ID number
Your Fall 2009 account must have a zero balance or a negative balance
You will take a photo and be issued a new BowieCard

How do I place funds on my BowieCard from financial aid?

You can add financial aid to your BowieCard in two ways:

- Fax or mail in a Request form that can be found at www.bowiestate.edu/officesandservices (Click on **Auxiliary Services**, next click on the **Forms** page, then print out the **Financial Aid Transfer Request Form** and follow the instructions.)
- You can also pick the form up in the BowieCard Office, fill it out and leave it in the drop box.

How do I place funds on my Bowie Card from cash, check, debit, or credit card?

Go directly to the cashier with your funds to obtain a student accounts receipt.
Bring the receipt to the Bowie Card Office to have the funds placed on the Bowie Card.

Where can I use my Bowie Card?

Student restaurant and the retail venues, copy machines in the library, beverage vending machines, Campus Safety (parking permits and fines), and the BSU bookstore.

What are other uses for the Bowie Card?

Library card
Athletic access card
Check cashing card in the BSU Bookstore

How do I activate my meal plan?

Your meal plan will be activated for you and all you have to do is check your account summary and make sure that you are charged for the correct meal plan.

How do I change my meal plan?

This process starts in the Residence Life Office, in Haley Hall with a meal plan change form.
Fill out the meal plan change form and the form must be recorded in the Residence Life Office.
Take the signed meal change form to Student Accounts to pay any additional funds or receive any credits due on your account.
You can change your meal plan option during the first two weeks of the semester. After the first two weeks of the semester, you can only upgrade.

For further information contact the Bowie Card Office at Wiseman Centre Room 118 or call 301-860-3793.

STEP FOUR: CHECK FINANCIAL AID STATUS

- Complete the FAFSA online at www.fafsa.ed.gov for priority consideration by March 1.
- Apply for your personal identification number (PIN), online at www.pin.ed.gov so that your FAFSA can be electronically signed. If you are a dependent student, your parent must also apply for a PIN.
- Submit the FAFSA even if you have not received your admissions decision yet.
- Bowie State University's **school code** is 002062.
- **Maryland Residents** who applied for aid from Maryland Higher Education Commission by completing the FAFSA by March 1, 2009 and who were granted aid must request that information be sent to Bowie State University(002062). Please contact MHEC at (800) 974-1024 / (410) 260-4565 or via email at ofsamail@mhec.state.md.us for additional information.
- If you have already applied, you can check the status of your application or to see if you have been awarded by using your bulldog connect password. You must access the site through www.bulldogconnect.bowiestate.edu. If you have questions or concerns you may contact the Financial Aid office at 301-860-3540. Financial Aid Counselors are available to assist with financial aid questions and or concerns, please visit www.bowiestate.edu/admissions/financialaid to determine who your FA counselor is. Counselors are assigned by your last name.

STEP FIVE: VIEW & PAY YOUR STUDENT ACCOUNTS BILL

Now that you have registered for classes, you may view, print, and pay your student account bill.

The Office of Student Accounts offers students 3 options to pay their account balances.

1. Pay your bill through the Bulldog connection website.

Access the following website: <https://csweb.bowiestate.edu:8082/psp/student/?cmd=login>

Click on Finances

Click on Make a payment

2. Pay your bill through the Interactive Response System (IVR).

Call 1-866-364-5826

Follow the prompts (students will need their 7-digit id number to use this system)

3. Pay your bill in person.

Go to the cashier's window inside the Henry Wise Administration building. The hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m. and Wednesday from 8:00 a.m. to 6:30p.m.

Acceptable forms of payment

The Office of Student Accounts accepts the following methods of payment: cash, credit card (Visa, Mastercard, American Express, Discover), personal checks*, cashier's check, and money orders. For students making payments via Bulldog connect, this system will accept credit cards **only**. For students making payments via IVR, this system will accept credit cards and checks **only**.

***NOTE:** There will be a \$30.00 insufficient fee for returned checks

Payment Plans

Students who have enrolled in classes and are interested in establishing payment plans and other payment alternatives should explore the following options:

TuitionPay/AMS (Academic Management Services), a monthly payment plan offered through Sallie Mae (this is not a loan). Students may enroll in the monthly payment plan at www.tuitionpayenroll.com, please follow prompts. It is important that you provide a total balance or the difference of your financial aid because your (5) monthly payments will be based on this amount. Enrollment for tuition pay/AMS will begin in July and end on the last day of late registration.

STEP SIX: RESIDENCE HALLS CHECK-IN (Optional)

This step is only for students who have applied for housing accommodations with the Office of Residence Life and have received a room assignment.

Check-In Day for New Resident Students is August 26, 2009 from 9am to 4pm. Please Report to McKeldin Gym.

The arrival date and step by step instructions for the check-in process will be mailed to students that receive a room assignment. The resident's total bill must be paid in full or payment arrangements must be made prior to checking in. All payments are made through the Office of Student Accounts. **No one will be allowed to check in with a balance on their account. No exceptions!**

Transfer students with a minimum of 24 credit hours are eligible to reside in Christa McAuliffe Residential Community. Please contact CMRC directly at 301-352-1600 or visit <http://www.bsu-cmrc.com/BSU/> to make arrangements.

Students who have not applied to live on campus and desire to do so may contact the Office of Residence Life to request an application. The cost to apply is a \$100.00 room deposit and a \$50.00 security deposit. Please be advised that accommodations to live on campus are very limited and assignment is not guaranteed. Only students that have been admitted to the University may apply to live on campus. If you have any questions, please contact the Office of Residence Life at 301-860-5000 or email us at housing@bowiestate.edu.

STEP SEVEN: Attend Classes

AFTER ALL MY STEPS ARE DONE ... What now?

- **Return the mandatory Entrance Medical History form to the Henry Wise Wellness Center. If you have any questions, you may contact the Wellness Center at 301. 860. 4170 or 4171. If you have not completed the history form and shown proof of immunizations you will be dropped from your classes on the second Monday in September.**
- **Resident students must go to the Bowie Card Office in order to activate their meal plan. You must present your statement of account showing that you do not have a balance or payment arrangements have been made. The Bowie Card Office is located in the Wiseman Student Centre, Room 118.**
- **Commuter students that desire a meal plan may come to the Office of Residence Life (ORL) to sign-up for a meal plan. The ORL is located in the Alex Haley Hall in room 160. Payment for the meal plan is done through The Office of Student Accounts. In order to activate your meal plan you must present your statement of account showing that you do not have a balance or payment arrangements have been made to the Bowie Card Office. The Bowie Card Office is located in the Wiseman Student Centre, Room 118.**

**BOWIE STATE UNIVERSITY
WELCOMES
OUR NEW BULLDOGS!!!**

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 _____ | |

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"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Hospitalization within 6 months <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Nervous or emotional problems <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke cigarettes or chew tobacco <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Drink alcohol <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | High blood pressure <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Seizure disorder <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Malaria <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Bleeding disorder <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |

Please explain any yes answers here (include year).

| | |
|--|--|
| | |
| | |
| | |

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.**

NOTES