



Bowie State University
Office of Continuing Education and External Programs

Non-Degree Application

Thank you for your interest in taking classes at Bowie State University. As the oldest Historically Black institutions of higher education in the State of Maryland, Bowie State has a long and distinguished history of providing high-quality educational programs. Bowie State is also one of only six institutions in the nation that was awarded a model Institutions of Excellence grant to enhance and improve our technological capabilities.

There is some basic information you should know about attending the University as a Non-Degree student. In addition, the Non-Degree Student Handbook will provide more detailed information to guide you through your studies at the University.

Important things a Non-Degree Student should know.

- Payment for classes is due at the time of registration.
- Admission to the University as a Non-Degree student is for only **one** term. A non-degree application must be completed for each term in which classes are to be taken.
- Non-Degree Students are not eligible to receive Financial Aid.
- All students must complete the **Entrance Medical History Form** once they have been admitted into the University. This form must be turned into the Henry Wise Wellness Center.
- Only 6 credits of coursework, at the graduate level, may be eligible for acceptance into a BSU graduate program, whether take at another university or at BSU while the student is classified as non-degree.
- Some courses and programs require additional application material. (For instance, if an individual seeks the sequence of courses leading to certification as an Administrator 1 by Maryland State Department of Education, the applicant must submit a transcript showing the awarding of the Masters degree; proof of three (3) years teaching, and a copy of their current (valid) teaching certificate.) Please inquire with the Continuing Education Office about other programs or course sequences.
- Students must purchase a parking permit. Payment for the permit can be made with the cashier in the Office of Student Accounts. The permit may be obtained with the payment receipt in either the security office in Robinson Hall or in the Police Station in McKeldin Gymnasium.
- All registered students must obtain a Bulldog Card. This card serves as the university's identification card and provides access to the Thurgood Marshall Library. The card will also allow access to the University System of Maryland Library Consortium of Libraries.
- Register for **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, Personal Digital Assistant (PDA), college web pages and to email addresses. 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

Please keep this top page for your information.

Registration Form

LIST YOUR DESIRED COURSES BELOW. ACCURACY IS ABSOLUTELY NECESSARY. IT IS YOUR RESPONSIBILITY TO LIST ALL INFORMATION CLEARLY. YOU MUST HAVE A BACHELOR'S DEGREE TO TAKE GRADUATE COURSES.

Subject	Catalog Number	Section	Course Number	Description	Hrs	Day	Time
ANTH	102	001	2592	Intro to Anthropology	3	TR	9:30 – 10:30

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

Military Service: To receive credits for your military service, you must be degree seeking.

Have you ever served in the United States Military: Yes No

Branch of Service: Air Force Army Coast Guard Marines National Guard Navy

Active (current duty station): _____ Separation (Discharged) Date: _____

VA Benefit Eligibility: Yes No

RESIDENCY INFORMATION

Do you wish to be considered for in-state tuition status? Yes No (If yes, you must complete this section of the application.)

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENT, AND GO TO ITEM 10.

I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.

Please indicate relationship: _____

Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military _____.

I am a veteran of the United States Armed Forces who resides in Maryland and received an honorable discharge. Please attach proof of honorable discharge.

I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation from my company commander for consideration.

IF NONE OF THE ABOVE IS CHECKED, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

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

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

Name of person upon whom dependent and relationship to applicant: _____

- a. How long have you been dependent upon this person? _____
- b. Is the person a resident of Maryland? Yes No
- c. Address of this person: _____
- d. Is this person a citizen of the United States? Yes No
- i. If no, type of visa: _____ ii. Expiration date of visa: _____
- iii. Alien Registration No. _____ iv. Date of Issuance: _____
- e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland? Yes No
- If yes, list actual years Maryland income tax returns have been filed within the past 3 years.
- i. Years filed: _____
- ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____
- f. Signature of this person: _____

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

- 1. Permanent address:** _____
- Length of time at permanent address _____ years _____ months
- If less than 12 months, provide previous address: _____
- Length of time at previous address _____ years _____ months
- 2. Are you residing in Maryland primarily to attend an educational institution?** Yes No
- 3. Are all, or substantially all of your possessions in Maryland?** Yes No
- 4. Do you possess a valid driver's license?** Yes No
- a. If yes, initial date of issue _____ b. In what state? _____
- c. Most recent date of issue _____ d. In what state? _____
- 5. Do you own any motor vehicles?** Yes No
- a. If yes, initial date of registration? _____ b. In what state? _____
- b. Most recent date of registration _____ d. In what state? _____
- 6. Are you registered to vote?** Yes No
- a. If yes, in what state? _____ b. Date of registration: _____
- c. Were you previously registered to vote in another state? _____
- 7. Have you filed a Maryland state income tax return for the most recent year? List the years you have filed Maryland income tax returns within the past 3 years.** Yes No
- a. Years filed: _____
- b. If you did not file a tax return in Maryland within the last 12 months, state reason(s): _____
- 8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation.** Yes No
- _____
- 9. Do you receive any public assistance from a state or local agency other than one in Maryland?** Yes No
- a. If yes, please explain _____

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

10. Applicant's Signature: _____ Date: _____

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