Office of Residence Life Spring 2016 Check-in Procedures

Residence hall check in for new 1st Year, transfer, Upper College residents in traditional housing

Friday, January 22, 2016 10:00 a.m. until 4:00 p.m.

Classes for the “SPRING 2016 SEMESTER” will begin on, Monday January 25, 2016.

Please report to the Office of Residence Life, located on the first floor of the Alex Haley residence hall in room 160. You must have a valid form of photo id. If you are under the age of 18, you must have your legal guardian with you to sign a Contract Acceptance Form. Your account must be paid in full and you must be registered as a full time student in order to check in.

Please make sure you have been billed for a room, meal plan and tuition and fees. You must have a zero balance or credit on your account. Bills can be paid with personal funds, financial aid, if eligible, or payment arrangements. All payments or payment arrangements must be made through the Office of Student Accounts. The Office of Student Accounts is located on the 1st floor of the Henry Administration Building. You can reach them at 301-860-3490 or 3491.

No one will be allowed to check in with a balance on their account. No exceptions! All payments or payment arrangements are can only be made with the Office of Student Accounts.

Once you have received your clearance card from our office, you will need to proceed to your assigned residence hall to complete the check in process. The building staff will give you a Room Condition Form (RCR) and personal data sheet to complete. You will need to complete the RCR and return it to the front desk along with the data sheet in order to receive your key. Next you will be given a Key Inventory Card along with your key. Complete the Key Inventory Card and turn it in. Please note you are not officially checked in until you have turned in all the documentation that was given to you and receive your room key. You will also receive a booklet and Roommate Agreement form. You are expected to work with your new roommate to complete the roommate agreement and then return it to your Resident Assistant.

Students who do not report for check in on the designated date may have their room cancelled and be charged a severance fee up to the amount of the cost of the room. Please keep in mind there is no early check-in or check in on Saturday or Sunday. If you need to request a late check-in date, send an email to housing@bowiestate.edu by Friday, January 15, 2016. Please include your name, student ID #, your assignment, the reason for checking in late and the date you will return. After Friday, January 22nd, the next available date to move in is Monday, January 25th from 10 am- 12 pm and 1pm -4 pm.
IF YOU HAVE CHANGED YOUR MIND AND DO NOT WANT HOUSING, YOU MUST SUBMIT IN WRITING A LETTER OF CANCELLATION PRIOR TO FRIDAY, JANUARY 22, 2016 TO AVOID A SERVERNE FEE.

If you have any questions, please contact the Central Office staff at 301-860-5000 or send us an email at housing@bowiestate.edu and we will be happy to assist you. We look forward to serving you at Bowie State University.

Welcome to the Bowie State University On-Campus Community!