

This Guide has been brought to you
by the Graduate Student Association



BSU Grad School Survival Guide

2017-2018 Executive Board

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Welcome to Bowie State University Graduate School! You made the right decision to continue your education at BSU. We know you have been inundated with information about the school and about your program. You are wondering about classes and how to balance work, family, and now school. Our hope is that this survival guide provides you a shortcut to the resources available to you as a graduate student at BSU that you would not necessarily learn about as an incoming student.


Office 365

As a student, you can download Office 365 on up to five computers. You need to provide your BSU email address or get the license from the Student Center. Office 365 includes Word, Excel, PowerPoint, OneNote free of charge. Also 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 also have access to free sites, online document editing and storage, IM, and web conferencing.

There are a few online trainings on Microsoft Office products available on the BSU website at <https://www.bowiestate.edu/it/training/>



All correspondences from Bowie State University will go to your BSU email address. You can forward this email address to your personal email address. To do that:

1. Log into your BSU email address
2. Click on the Settings icon  upper right side to the left of your name
3. Click on Mail
4. Under Accounts, click on the third option, Forwarding

Public Administration

DO NOT take Public Finance before Micro/Macroeconomics (ECON 598) unless you are ready to work like HECK for a B

Dr. Beckett's dynamic, opinionated Intergovernmental Relations Seminar. Be well-prepared to articulate your knowledge in the class

Take INSS 633, Information Technology of Organizations, instead of PUAD 630, Manager of Technological Society (Requires your advisor's signature on a Change of Course form)

Thank you for reading this guide. We hope you found it helpful. If there are any additions, let us know by emailing them to GSAVP@BowieState.edu. If you have any questions that we didn't answer, feel free to email them to the same address.

Have a successful experience here at
Bowie State University!

Notes

Student Veterans Association (BSUSVA)

Faculty Advisors: Professor Barbara Smith and Mr. Jerry Isaac

They provide the Military Resource Center on the main floor of Thurgood Marshall Library (to the left after you enter through the main entrance)

Department Specific Insights

Computer Science

Be sure to register early and get academic advising every semester even though you are a graduate student. Advising will ensure you progress through the program on time.

Counseling

You have to apply for Advancement to Candidacy after your first year (or when you have completed between 12-18 credits). Candidacy requires approval by at least two full-time faculty members, so take as many of your beginning classes as you can with full-time faculty versus adjunct professors.

Take your seminar class before your last semester because many students do not complete the work in one semester. You would hate to have to delay your graduation because you didn't complete the work in seminar in one semester.

Management Information Systems

See your Advisor early in the first semester and make sure you take the classes in the appropriate semester and **STICK** to the plan as much as you can.

If you see that you are failing or have grade issues, don't wait to the last minute to address them, find a tutor or get into a study group. Students that don't keep up their GPAs usually have to retake classes which messes up their graduation and sometimes they have to spend a whole year more because a class they need doesn't come till the following year.

5. Click on the radial button, Start Forwarding, then type the email address and press Save

You can also get your messages from your BSU email address on your phone, the help desk can help you. The Help Desk is located in the basement of the library, Room 090 (through the computer lab). The Help Desk number is 301-860-HELP/(301-860-4357); the email address is helpdesk@bowiestate.edu. Your best bet for the fastest response is to go to the Help Desk rather than calling. Though, they were really quick to answer and resolve issues during the summer.

Navigating the Campus Computers and Computer Labs



- The labs are located on the basement level of the Thurgood Marshall Library, though there are also stations on the main floor of the library as well.
- The labs have both Macs and PCs.
- Stick with the same computer in library and classroom to avoid long computer startup time
- Free Adobe software is on library computers - if it is not there, it can be loaded on computer by calling helpdesk
- Boisterous undergrads use the basement library grad computer lab during daytime after 10:00 a.m.
- Keep noisy undergrads out of the main floor grad lab by saying, "this is the grad lab."

Printing on Campus

- You can print on campus for free at the labs in the library. Beware, the computers are automatically set to print double-sided. So be sure to change it before you start printing.
- Never use the 4 key in for your secure print code on the main

floor library printer because the key sticks

Accessing Library Services

To access some BSU services, such as checking out books from the library and searching online databases at home or at school, you will need to obtain a Bowie card, also known as the Bulldog card. The card office is located on the first floor of The Student Center, Room 1025. You will need to present a government-issued picture ID and your student number. Your student number would be on your receipt, transcript, or acceptance letter. Unless you contact the library annually—either in person or over the phone—you will not be able to use BSU’s online databases or obtaining books from the library.

You access the online database through the link on the BSU website, <https://www.bowiestate.edu/academics-research/library/>

Funding Your Graduate Education On Campus



Look for various ways to apply for a job on campus as soon as you arrive at school, meet professors and ask them if they are recipients of grants and offer to do research for them while you get paid etc.

- ✓ Apply for a Graduate Assistant (GA) positions and keep applying every semester until you get it, (maintain at least a 3.75 GPA, the requirements are lower, but you are more likely to get it, the higher your GPA) that way the major part of your tuition fee is covered. The application is available on the BSU website, search Graduate Assistantships. Hard copies of the application are usually available in the Graduate School Office and in many of the graduate department’s administrative offices. Recommendations can come from former employers and teachers since you are new and faculty members do not have a working relationship with you yet.

GSA.

Each executive board member of GSA holds office hours in Suite 3006 of the Student Center. Check the glass door for office hours or the BSU website.

GSA meetings are held monthly usually on Tuesdays, 4:00—5:00 p.m. Check out the BSU website for meeting dates and other GSA relevant information, <https://www.bowiestate.edu/about/admin-and-governance/graduate-student-association/>

GSA Sponsored Student Organizations

African Psychology Student Association (APSA)

Faculty Advisor: Dr. Otis Williams

Association of Christian Leadership (ACL)

Faculty Advisor: Dr. Masica Jordan

Chi Sigma Iota International Counseling Honor Society (CSI)

Faculty Advisor: Dr. Jake Johnson

Communications Graduate Students Caucus (CGSC)

Faculty Advisor: Professor Lorna Saxton

Evolve Human Resources Development Society (HURD)

Faculty Advisor: Dr. Marsha Jackson

International Student Association (ISA)

Faculty Advisors: Dean Robert Batten and Dr. Shirley Subryan

NCE/CPCE Prep Club

Faculty Advisor: Dr. Jake Johnson

PSI CHI

Faculty Advisor: Dr. Cubie Bragg

Project Management Association (PMA)

Faculty Advisor: Dr. Petrina Shateen

Student Adlerian Association (SAS)

Faculty Advisor: Dr. Cubie Bragg

- ◆ Primary Care such as evaluation and treatment of acute and chronic illnesses;
- ◆ Sexual Assault/Intimate Partner Violence
- ◆ Women's Health examinations such as pregnancy testing, well woman exams, screening for STI/HIV and contraception counseling

They are located at Christa McAuliffe Residence Hall, Lower Level, and their phone number is 301-860-4170



Need help with a writing assignment or paper? **The Writing Center** at Smith Vidal Literacy and Language Center (address below) helps all Bowie State University students through any stage of the writing process. Here's how:

- Log onto www.bowiestate.mywconline.com
- Make an appointment with a writing consultant in an available 1-hour block
- Come to the Writing Center with your assignment, your draft, and your questions
- Get help with brainstorming, thesis writing, outlining, revising, citing, and more!

The Writing Center is located in Room 204 of the MLK Building. For more information, contact them at (301) 860-3720, writingcenter@bowiestate.edu, or visit www.bowiestate.edu/writingcenter.

As a graduate student, you are automatically a member of the **Graduate Student Association (GSA)**; however, to get funds to attend career/industry-relevant conferences you need to be considered an active member. An active member is one who attends at least two GSA meetings or events, serves as a program liaison to the GSA, or volunteers on one of the GSA committees. Participating in your department's or other GSA-sponsored student organizations does not count toward active member consideration for the

- ✓ To minimize your time, you should make an appointment with your financial advisor to fix any financial aid issues.
- ✓ There are graduate school specific scholarships (primarily need-based). Find them on the BSU website by searching scholarships.
- ✓ There are textbook scholarships available for graduate students, based on need. You need to complete the scholarship form on the BSU website at <https://www.bowiestate.edu/about/admin-and-governance/adminfin/office-of-auxiliary-services/bulldog-card/bsu-textbook-scholarship/>
- ✓ All BSU scholarships require you to complete a FAFSA to be considered for the application

The Career Development Center

The Career Development Center on the third floor of the Student Center. They are a good resource to look for jobs and internships. On-campus jobs are advertised on **Bulldogs4Hire**, <https://bowiestate-csm.symplicity.com/>. You will have to register and wait for them to confirm your registration in order to search for the jobs.

To find on-campus jobs specifically, you will have to search for Bowie State University as the employer.

The Career Center also sponsors a Career Fair usually every semester.

Dining on Campus



Most food services are not geared for us; however, there are a few places if you can get to campus before 8:00 p.m. The cafeteria/dining hall is located on the second floor of The Student Center. For one price, you can select anything from the buffet and go

back for seconds or more. The dinner hours are 4:00 p.m.—8:30 p.m. weekdays.

There are pre-packaged foods for sale on the first floor of Martin Luther King building, the Center for Business and Graduate Studies, and The Student Center. The times are located on the BSU website, <http://bsu.dinetray.com/dininglocations>



The cupcakes and cookies are delicious!

General Tips

The cafeteria serves the best food during the summer

New graduate students can claim a 30% discount at the BSU Bookstore—does not apply to textbooks :-)

Great gear can be found in the bookstore during Maryland Back to School week (deep discounts and no taxes)

CGBS stands for Center for Business & Graduate Studies building

L123 stands for room lab, which in case of CGBS is a room with computers

Tickets to games can be purchased online by clicking on tickets at <http://bsubulldogs.com/index.aspx> (Note this website is different from the BSU website. It will take you to another website to complete the transaction. Select will call tickets to save on service fees. Also, be prepared to pay for parking. Currently it is \$10/game.

Parking permits are required to park on campus. The fees may be paid at the Office of Student Accounts or students can pay with their Bowie Card (if funds are available) at the Department of Public Safety Parking Office in McKeldin Gym.

The valid receipt is taken 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 is-

sued only if a scheduled class has been canceled and that is the only class in which the student is enrolled.

There is a meditation room located on the third floor of the Student Center (enter through the double doors in front of the elevator and make a right down the hallway and find the room on your left)

Success happens when you have a group around you. Make sure to link up with some people. Form a group with people you have met in your classes and stick with them as much as you can. Help one another, study together and make use of the resources each person has to succeed.

Summer classes tend to get dropped, so if you need six credits for the summer semester sign up for extra and then keep an eye out for what drops

Also, pre-plan your academic schedule ahead of time. Preplan at least a semester in advance. Just so you have an idea of what classes you need and who you want to take. Just a way to keep you one, organized and two, motivated.

As a student of BSU, you have free access to **Counseling Services** on the third floor of MLK. Ready to fly off with some curse words or you need a compassionate listen ear, call Dr. Tonya Swanson in Counseling Services. Her number is 301-860-4161, tsawson@bowiestate.edu.

The Henry Wise Wellness Center is a resource and service center for all matriculating students, including graduate students. They offer appointments and walk-in visits for medical services including

- ◆ Allergy and Immunology such as flu, tetanus booster and PPD (tuberculin) vaccinations.
- ◆ HIV Testing and Counseling
- ◆ Nutrition and Health Promotion