

BSU Dual Enrollment Handbook/Resource Guide

2024—2025

College of Education

John E. Proctor Building, Room 307

14000 Jericho Park Road

Bowie, Maryland 20715

301 860-3991



BSU Dual Enrollment Programs | Bowie State

jisaac@bowiestate.edu

To Schedule virtual appointments:

[Continuing Education \(office365.com\)](http://office365.com)



COLLEGE OF EDUCATION
Room 307 Charles Proctor Building
14000 Jericho Park Rd, Bowie, MD 20715
jisaac@bowiestate.edu
P 301-860-3991

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 Dual Enrollment program is a great opportunity for high school students to begin their higher education career. BSU offers classes in-person, online and in a hybrid format.

Benefits of the program;

- *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 experience as a member of Bowie State University's community!!

Director, Education Pipeline Development



Critical Information

- ◆ Mandatory fees associated with registration for classes are paid by the partner School District.
- ◆ 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 or upload on line to the Wellness Center. 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.
- ◆ Dual Enrollment Students will be contacted by Auxiliary Services about the acquisition of their textbooks.
- ◆ Please connect to my calendar if you would like to make an appointment with me. Here is a link to my calendar at: [Continuing Education \(office365.com\)](https://office365.com)

New Students and 1st Issue

All students are required to have a Bulldog Card while attending BSU. In order to receive a Bulldog Card (student ID), all new students must

- Be registered for classes for the current and/or upcoming semester
- Provide authentic documentation from the University of their assigned student ID number (acceptance letter, copy of unofficial transcript, receipt from the BSU's cashier, etc.)
- Produce photo identification (government-issued ID, driver's license, passport, etc.)

Please bring all documents to the Bulldog Card Office/Office of Auxiliary Services, on the first floor of the Student Center, Room 1025. Prepare to smile and be camera ready.

Online Students

All students are required to have a Bulldog Card while attending BSU. To receive a Bulldog Card (student ID), all new online students must:

- Be registered for classes for the current and/or upcoming semester
- Provide authentic documentation from the University of their assigned student ID number (acceptance letter, copy of unofficial transcript, receipt from the BSU's cashier, etc.)
- Produce photo identification (government-issued ID, driver's license, passport, etc.)

Produce a photo that meets the requirements below:

Photo Requirements

- You must be the only individual in the photo.
- The picture should have a light solid color background
- You should be directly facing the camera (no profiles, please).
- You should NOT be wearing a hat or sunglasses. No filters are allowed.
- Do NOT take a photo of your driver's license, passport, or another photo to submit.
 - Please follow these requirements to avoid denying your request, and you will need to resubmit your application.
 - Please note, once we received and approved your registration form; you will receive your Bulldog Card via USPS.

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 or OSSE.
- A second code (for PGCPs students) 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 located 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 or OSSE 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 with the names, BSU ID numbers, high school ID number, course registration, for those students in the Dual Enrollment 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

Welcome to Bowie State University!! You have decided to take courses at Bowie State University (BSU) in the Dual Enrollment programs with PGCPS and OSSE. This is the Website for the program: [BSU Dual Enrollment Program | Bowie State](#) Your question is:

How do I become a Dual Enrollment student?

Eligibility Criteria

PGCPS

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. PGCPS 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, PGCPS will provide a list of course completers with final grade and an invoice at the end of the semester (session).
15. PGCPS 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 PGCPS pays the invoice from BSU after the end of the semester.)***
16. PGCPS will pay the invoice within 30 days of receipt.
17. PGCPS 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. PGCPS will include the grade on the transcript, including a withdrawal, an incomplete or a failure.

19. PGCPS 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 PGCPS, 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 (PGCPS) 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 PGCPS pays the invoice which contains the student's tuition.***

Those students who are required to pay the mandatory fees, those who have not been identified as being participants in the Free and Reduced Meals (FARMS) program by PGCPs, **are required to pay the fees once registration has been completed!**

Office of the State Superintendent of Education—Washington, DC

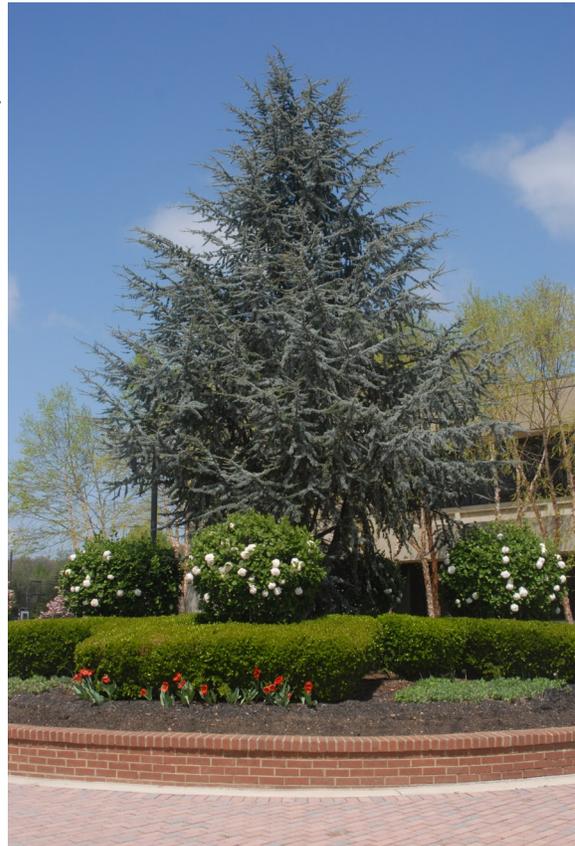
The Office of the State Superintendent of Education (OSSE), in partnership with local education agencies (LEAs) and institutions of higher education (IHEs) in the greater Washington, DC area, seeks to create a dual enrollment consortium to promote increased equity and access to dual enrollment opportunities for District of Columbia ("District") public and public charter school students. As the state education agency, OSSE will serve as facilitator and administrator of the Consortium in furtherance of SA DCMR §2400, *et seq.*

OSSE is committed to providing high-quality dual enrollment opportunities for District students in public and public charter schools. Dual enrollment programs allow high school students to experience the academic rigor of college courses, and understand better what is required of them to succeed in college by enabling high school students to enroll in approved college courses, taken at a postsecondary institution, and earn college and/or high school credit.

OSSE is creating a Dual Enrollment Consortium in order to increase the number of high-quality dual enrollment opportunities and to reduce the programmatic and administrative burden on participating IHEs and LEAs.

The purposes of this Agreement are: (1) for Bowie State University to enter into the Consortium;

(2) to describe general program guidelines and roles and responsibilities of OSSE and consortium members; and (3) serve as the Dual Enrollment Partnership Agreement in furtherance of SA DCMR §2400, *et seq.* by and among OSSE, the participating IHEs and the participating LEAs. By



entering into this Agreement, Bowie State University, as a Consortium member, and OSSE, as facilitator and administrator of the Consortium, agree to the terms described herein.

This Agreement is in accordance with SA DCMR § 2401.1, which requires that a dual enrollment partnership agreement include mutually agreed upon eligibility requirements, student support mechanisms, admission and enrollment processes, and the rights and responsibilities assigned to the LEA, IHE, dual enrollment students, and their parents or legal guardians.

Admission Criteria and Eligibility.

To be considered for admission, students are required to provide the information listed in Appendix A. Annually, OSSE will determine the format and process for students to submit the information listed in Appendix A. Bowie State University will use that information to determine each student's eligibility for Consortium courses.

Status. Students accepted to and enrolled in courses at Bowie State University through the Consortium maintain their status as high school students at their enrolled LEA.



Cost of Tuition and Other Expenses

Pursuant to SA DCMR § 2401.3, students and their families shall not be held responsible for the cost of tuition for courses taken as part of a recognized Dual Enrollment Program. Accordingly, participating students shall not be charged tuition or any other fees to take dual enrollment courses as part of the Consortium.

Tuition, books, and fees will be jointly supported by OSSE and each participating IHE through appropriate cost sharing as mutually-agreed upon between OSSE and each participating IHE.

Bowie State University has agreed to offer 25 seats to DC high school juniors and seniors beginning in the 2022-2023 school year at the cost of \$1,138.26 for tuition and up to

\$300.00 for books, for a maximum total cost of\$ 1,438.26 per student.

Students can take up to two (2) courses, with each course offering up to four (4) credits for a total of 8 credits each semester depending on funding availability.

The total cost of tuition, books and any associated fees shall not exceed \$35,956.50 each academic semester (as defined by Bowie State University), subject to funding availability.

Dual Enrollment and Dual Credit

Participating LEAs may offer courses as either Dual Enrollment or Dual Credit as defined in Section X below.

If the Participating LEA offers Dual Credit for coursework, grades and credits will be reported on both the student's official post-secondary transcript as well as the high school

transcript. All students who are registered in Dual Credit-eligible courses will be given the opportunity, prior to the start of the semester, to complete paperwork to take the course as Dual Credit.

Students will be able to earn both postsecondary and high school credit for approved Dual Credit courses taken and passed with a minimum grade of "C-" or better at Bowie State University.

Bowie State University will grade Dual Credit students on the same basis as traditional college students in the same course.

For dual credit courses, grades and credits earned will be reported on both the student's official postsecondary transcript and the high school transcript as specified in SA DCMR

§§ 2402 and 2403. For dual credit and dual enrollment courses, Bowie State University will provide LEAs and OSSE with an official record of enrolled courses, grades and credits earned for each student participating in the Dual Enrollment Program each semester. Upon request,



the student will be provided with his or her official university transcript by Bowie State University. For dual credit courses, LEAs will transfer college grades and credits earned in the Consortium Dual Enrollment Program to the student's high school transcript.

Participating LEAs do not guarantee awarding of credit or satisfaction of graduation

requirements for courses not approved by the LEA.

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 (CNED). 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 PGCPs, the students registration is monitored in order to be in compliance.

Each semester students must work with the CNED to register. Changes to the selection of classes has to be updated within CNED in order for the required updates with PGCPs.

Continuation in the Program

Students will follow the same admissions process they used initially to enter the program. **The completion of the 2 application.** 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 PGPCS 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 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) (PGCPS)

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 PGPCS. Participation is verified by BSU with the submission of documentation from PGPCS.

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://www.bsucampus.com/bkstr)

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 (PGCPS) 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 Touch-Net. 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:

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	<input type="button" value="Details"/> <input type="button" value="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 your 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.

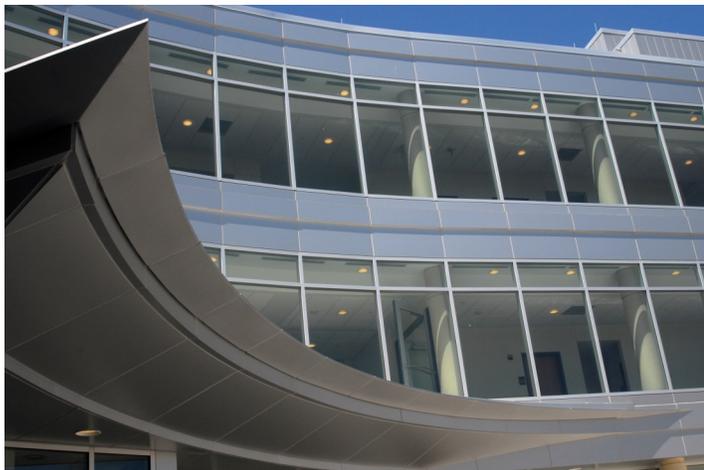
Bowie State University Parking Office

301-860-4040

Disability Support Services

The mission of Disability Support Services (DSS) is to ensure that students with disabilities 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)

WBAL-TV (11)

WJZ-TV (13)

WNVA Radio 1430

WMAR-TV (2)

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)

WUSA-TV channel 9

WTTG Fox 5

WJLA-TV Channel 7

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-dsclosure-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.

[Transcript Services | Bowie State](#)

The cost of a transcript is \$10.

Campus Bookstore – [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.

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