

*BSU/PGCPS Dual Enrollment
Handbook*



BOWIE
STATE UNIVERSITY
— 1865 —

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*Office of Continuing Education
and External Programs*

Dear Dual Enrolled Student,

Welcome to Bowie State University. We are pleased that you have chosen this university to begin your higher education academic pursuit. We are celebrating our 150th year of providing educational opportunities to the citizens of Maryland and the world. You are joining an institution with a rich and varied history. We are sure that you will have tremendous experiences here.



The Dual Enrollment program is a great opportunity for high school students to begin their higher education career. ***Benefits of the program;***

- *Once approved by Prince Georges County Public Schools (PGCPS), students accepted into the program will have their tuition paid for by the county.*
 - *Students will be responsible for paying for the mandatory fees and any lab fees that are associated with the registration*
- *Students who are part of the Free And Reduced Meals Students (FARMS) will have both their fees and books paid for by the county.*

This handbook has been designed to provide you with information which will assist you while studying at Bowie. 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 to have a place for you to go when you have a question or need assistance.

We hope you enjoy taking courses at Bowie and enjoy your experiences. Have a great year!

Jerry L. Isaac

Director, Continuing Education

Welcome to Bowie State University

You have decided to take courses at Bowie State University (BSU) in the Dual Enrollment program with PGCPS. Your question is:

How do I become a Dual Enrollment student?

Eligibility Criteria

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, Compass, ACT and SAT may be used to determine readiness for college level-work. Minimum scores for college readiness are listed I 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, Compass, 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 the PGCPS/BSU Dual Enrollment Application and submit to the office of Continuing Education and External Programs.
2. The student takes the placement test.
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 will participate in the BSU hybrid orientation.
10. The student registers for a course or courses.
11. BSU provides a list of students and their courses three weeks prior to the start of the semester.
12. PGCPS will provide students FARMS status to BSU two weeks prior to the start of the semester.

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, PGCC will provide a list of course completers with final grade and an invoice at the end of the semester (session).
15. PGCCPS 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 PGCCPS pays the invoice from BSU.)***
16. PGCCPS will pay the invoice within 30 days of receipt.
17. PGCCPS 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. PGCCPS will include the grade on the transcript, including a withdrawal, an incomplete or a failure.
19. PGCCPS 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 PGCCPS, students may use unofficial grades, printed via Bull Dog Connection, as evidence of successful completion of a course.

Some important additional information that you need to know.

This information will also be helpful to you as you seek admission and registration.

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 question about the policy, please follow the link or obtain a copy from the Office of Continuing Education.



Financial Aid

Financial Aid is not available to Non-Degree and Dual Enrollment Students. You must be in a degree seeking program in order to apply for and receive financial aid.

Billing

Dual Enrollment students 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.

Steps To Enrolling In The Tuition Pay Payment Plan

1. Log into Bulldog Connect
2. Select the Self-Service drop-down list
3. Select the Student Center link
4. Scroll down and select the yellow **Sallie Mae Payment Plan or Tuition Pay** hyperlink
5. Follow the corresponding steps

If the page does not load, please ensure the pop-up blocker is **disabled**. DO NOT click the **Make Payment** link.

Note: Please follow steps below to make all subsequent payments.

Steps To Make Your Monthly Payments To Tuition Pay

1. Log into Bulldog Connection
2. Click on Self Service
3. Click on Student Center

4. Click on yellow Tuition Pay Link
5. Once you get to the enrollment scroll down and click submit. You are not required to enter in any information.
6. Once you get to the next page click on the link RETURN HOME on the left hand side of the page.
7. Then click on MANAGE YOUR ACCOUNT on the right hand side of the page.
8. Once you get to the login screen there is a link that says CREATE LOGIN under the login box.
9. Enter all the required information.

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 the 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



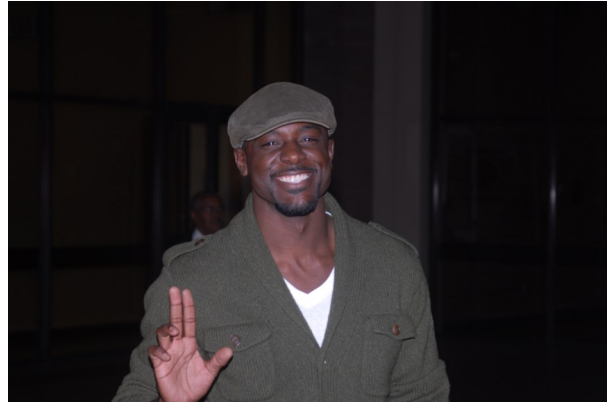
Live@edu to Office 365 for Education

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.

Transfer of Courses

Bowie State University is a regionally accredited institution and as such its courses are accepted by other colleges and universities. You must contact your home institution to determine if the courses you take will be allowed to transfer into your degree program.

Bowie State University graduate programs will only accept six (6) credits for transfer whether the courses are taken at another university or at Bowie.

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. 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 three options to obtain a parking permit:

1. The current year fees may be paid at the Office of Student Accounts.
2. Payment may be made using the Interactive Voice Response (IVR) by calling 1-866-364-5826. Please have your student or staff employee identification number to process your transaction.

3. 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.

Dr. Michael Hughes, Coordinator
Disability Support Services
Thurgood Marshall Library, lower-level, RM#078
Phone: 301-860-4067
Fax: 301-860-4086
mhughes@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 short 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 on 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)

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

WNVA Radio 1430
WMAR-TV (2)

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.

Transcripts

Students of Bowie State University may obtain unofficial copies of their transcripts from the student information system, PeopleSoft. Once you sign in using your username and password, you will be able to print out an unofficial transcript.

Official transcripts may be obtained from the Office of the Registrar. Submit to the Office of the Registrar a *Transcript Request Form*. There is no cost for a transcript that is ordered. The form can be obtained at the following link:http://www.bowiestate.edu/files/resources/new-transcript-request-form_02-2015.pdf

For transcripts that need to be obtained on the spot, the Office of the Registrar will accept requests transcripts on Wednesday. The cost of the transcript is \$10.

Campus Bookstore – Follett (efollett.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

Monday – Thursday *8 am – 11 pm*

Friday *8 am – 5 pm*

Saturday *9 am – 6 pm*

Sunday *1 pm – 9 pm*

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.

Credit Course Crosswalk

BSU Course	BSU Course Title	PGCPS Course Equivalent	Yes=will meet graduation requirement for PGCPS; ELECTIVE ONLY=credit will be offered as elective
COMM 101	Oral Communications	Speech I = 122103	ELECTIVE ONLY
COMM 103	Public Speaking	Speech II—122203	ELECTIVE ONLY
PHSC 100	Physical Science	Integrating The Sciences— 418103, 418263, 418153, 418173, 418193	Yes
PHSC 101	Earth Science I	Earth and Space Science—493003	Yes
ANTH 102	Introduction to An-	Anthropology—290600	Yes
GEOG 101	Elementary Geogra-	Geography—291500	Yes
HIST 114	Afro-American histo- ry to 1865	African-American Studies I— 234000	ELECTIVE ONLY
HIST 115	Afro-American histo- ry from 1865	African American Studies II— 234010	ELECTIVE ONLY
PHIL 101	Introduction to Phi-	Philosophy—290620	ELECTIVE ONLY
PHIL 103	Introduction to the Principles of Reason- ing	Philosophy—290620	ELECTIVE ONLY
PSYC 101	General Psychology	Psychology—220000	ELECTIVE ONLY
SOCI 101	Introduction to Sociol-	Sociology—290610	ELECTIVE ONLY
MATH 118	Finite Mathematics	Finite Math—399013	Yes
MATH 126	Precalculus	Pre-Calculus—375203	Yes
MATH 155	Introduction to Prob-	Probability/Statistics—3773103	Yes

Placement Scores Required for College Level Courses

Test	Core Necessary to be Considered College-Ready and Enroll in College-Level, Credit-Bearing Courses	Additional Considerations
Reading		
Accuplacer Reading	79	
SAT Critical Reading	450	
ACT Composite	19	
Compass Reading	N/A	
Writing		
Accuplacer Sentence Structure	-69	
Math		
Accuplacer College-Level Math	45+ 75 CLM (Combined score of 120 and above)	MATH 125, 126, 127, 128 & 141 (minimum combined score to take these courses)
SAT Mathematics	450	

