Office of Continuing Education
Thurgood Marshall Library, Room 1128
14000 Jericho Park Road
Bowie, Maryland 20715
301 860-3991
301 860-4081 (fax)


jisaac@bowiestate.edu
Dear Dual Enrolled Student,

Welcome to Bowie State University. We are pleased that you have chosen this university to begin your pursuit in higher education. We are celebrating our 152nd 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:**

- **Students accepted into the program will have their tuition paid for by the Prince Georges County Public Schools (PGCPS). 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.**

- **Students in high school will be able to earn college credit, and in some cases, high school credits.**

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 are here when you have a question 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 year!

Jerry L. Isaac

Director, Continuing Education
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 program with PGCPS. This is the Website for the program: https://www.bowiestate.edu/academics-research/cert-courses-and-continuing-ed/bsu-pgcps-dual-enrollment-prog/

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 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 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. 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.)**

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. PGPS 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**
Some important additional information that you need to know.

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

**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 in the system 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 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/](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 Educa-
tion to keep track of the classes in which students register in order to keep both BSU and PGCPS updated on the progress of students in the program.

Participants will use the *Dual Program Readmit Form*, found in the Student Handbook and on the *BSU/PGCPS Dual Enrollment Program* pages.

The readmit form is to be submitted to the Office of Continuing Education for processing. The form will be processed and the students will be registered, conditionally, for the courses requested. If any questions are raised during the readmit process, students will be contacted for clarification.

The registration is conditional on the performance in the 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 during 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.

**Free and Reduced Meals Program (FARMs)**

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 PGCPS. Participation is verified by PGCPS before it acknowledged and accepted by Bowie.

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 collection of the books.

**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, and check for email 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 been completed. Please note that all account payments are available by accessing Bulldog Connection.

**New Online Student Accounts Payment System**

Beginning May 2017, Bowie State University will implement 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 frequently asked questions (FAQs) list, 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.
Fall 2017 Refund Withdrawal Schedule

Refunds are allowed for full-time and part-time undergraduate and graduate students. Refund percentages are based on the official start of the term.

**16 Week Session**
Classes Begin August 28 - December 11, 2017

100% Adjustment On/Before September 1, 2017 Tuition and Fees (fulltime/part-time)
50% Adjustment On/Before September 15, 2017 Tuition only (part-time and graduate)
No financial adjustment after September 15, 2017

**8 Week Session I**
Classes Begin August 31 – October 23, 2017

100% Adjustment On/Before September 1, 2017 Tuition and Fees (fulltime/part-time)
50% Adjustment On/Before September 8, 2017 Tuition only (part-time only)
No financial adjustment after September 8, 2017

**8 Week Session II**
Classes Begin October 23, 2017 December 14, 2017

100% Adjustment On/Before October 27, 2017 Tuition and Fees (part-time only) 50% Adjustment On/Before November 3, 2017 Tuition only (part-time only)
No refunds/adjustments for courses dropped after November 3, 2017

**Special Note to Undergraduate Fulltime students:** If you are registered as a fulltime student (12 credit hours or more) and later drop to a part-time status (less than 12 credits) after the official add/drop date, you will not be entitled to refunds and/or financial adjustments based on a per credit hour charge. Charges for the term shall remain at the fulltime rate.

If you are a financial aid recipient, the Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), are dismissed, or take a leave of absence. As a result all financial aid recipients are subject to review as mandated by the U.S. Department of Education. For further details, please visit link: http://www.bowiestate.edu/administration/financial_ais/eligibility/r214

“**NOTE:** Notwithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University System of Maryland Board of Regents.”
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. 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 question 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. The Bookstore hours for the Fall 2016 semester are:

Monday, Tuesday, Thursday  8:30 am—6 pm
Wednesday 8:30 am—7 pm
Friday 8:30 am—4 pm
Saturday Noon—4 pm

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 books. 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.

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/](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 will 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.
- Type in student email address (example: doej0911@students.bowiestate.edu)
- 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
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.

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 three 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.

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

When in doubt, or if you have a problem, contact the Office of Continuing Education: jisaac@bowiestate.edu or (301) 860-3991
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)  

**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

**Baltimore area:**  
WBAL Radio 11 (1090 AM/97.9FM)  

**Washington DC Area**  
WTOP (1500 AM/107.7)
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 is attached for usage by the student 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. 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

*When in doubt, or if you have a problem, contact the Office of Continuing Education: jisaac@bowiestate.edu or (301) 860-3991*
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**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday–Thursday</td>
<td>8 am – 11 pm</td>
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<td>Friday</td>
<td>8 am – 5 pm</td>
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<tr>
<td>Saturday</td>
<td>9 am – 6 pm</td>
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<tr>
<td>Sunday</td>
<td>1 pm – 9 pm</td>
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</table>

*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:
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 their 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.
<table>
<thead>
<tr>
<th>BSU Course</th>
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<td>Earth and Space Science—493003</td>
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<td>MATH 126</td>
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<td>August 28- September 1</td>
<td>Late Registration</td>
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<td>September 13</td>
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<td>English Proficiency Examination 1st Eight Week Session</td>
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<td>September 22</td>
<td>Last Day to Withdraw 1st Eight Week Courses</td>
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<td>October 6</td>
<td>Last Day to Remove Spring 2017 Grades of “I” (Incomplete) Undergraduates Students</td>
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<td>October 13</td>
<td>Last Day to Apply for December 2017 Graduation</td>
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<tr>
<td>October 14</td>
<td>Graduate Comprehensive Examination</td>
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<td>October 16 - 20</td>
<td>Mid -Term Evaluation for Undergraduates</td>
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<tr>
<td>October 20</td>
<td>End of 1st Eight Week Classes (Grades Due Within 72 Hours)</td>
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<tr>
<td>October 23</td>
<td>Second Eight Week Classes Begin</td>
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<td>October 24</td>
<td>Mid Term Grades for Undergraduate Due by 5 p.m.</td>
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<td>October 27</td>
<td>Last Day to Add Drop for 2nd Eight Week Session</td>
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<td>November 2, 3, 4</td>
<td>English Proficiency Examination 2nd Eight Weeks</td>
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<td>November 6-10</td>
<td>Advisement Week (Undergraduates)</td>
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<td>November 13</td>
<td>Winter/Spring 2018 Registration Opens</td>
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<td>November 17</td>
<td>Last Day to Change from Credit to Audit</td>
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<td>Last Day to Drop With Grade of “W”</td>
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<td>November 17</td>
<td>Last Day to Withdraw or Audit 2nd Eight Week Course</td>
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<td>November 23 - 24</td>
<td>Thanksgiving Recess</td>
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<td>Classes Resume</td>
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<td>December 1-7</td>
<td>Final Exams for December Graduation Candidates</td>
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<td>December 8</td>
<td>Grades for ALL December Graduation Candidates due by Noon</td>
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<td>Last Day of Classes</td>
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<td>December 11 - 14</td>
<td>Graduation Clearance</td>
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<td>December 12</td>
<td>Reading Day</td>
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<td>December 13 - 20</td>
<td>Fall 2017 Final Examinations for Non Graduating Students</td>
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<td>2nd Eight Week Classes End</td>
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<td>December 14</td>
<td>Commencement Rehearsal</td>
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<td>December 14</td>
<td>Last Day to Change Fall 2016 Graduate Incomplete grades</td>
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<td>December 15</td>
<td>December 2017 Graduation</td>
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<td>Last Day to Submit Final Grades for Non Graduating Students</td>
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<td>December 23</td>
<td>End of Semester</td>
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</table>

All dates are subject to change
WINTER SESSION 2018
January 2       University Reopens
January 2       Winter Session Classes Begin
January 2 & 3   Winter Session Late Registration
January 5       Last Day to W/D from Winter Session
January 15      Martin Luther King Jr. Holiday (No Classes)
January 22      Last Day of Winter Classes
January 25      Final Winter Grades Due by 5 p.m.

SPRING SEMESTER 2018
January 24      First Day of Classes (Regular and 1st Eight Week Session)
January 24-30   Late Registration
January 25      Final Winter Grades Due by 5 p.m.
January 30      Last Day to Add/Drop, or Register for Classes
February 7      Spring 2018 Convocation
February 8,9    English Proficiency Exam 1st Eight Week Session
February 16     Last Day to Apply for May 2018 Graduation
February 16     Last Day to Withdraw 1st 8 Week Courses
March 2         Last Day to Remove Fall 2017 Incomplete Grades
                For Undergraduates
March 10        Graduate Comprehensive Qualifying Examination
March 12-16     Mid-Term Evaluation for Undergraduates
                Mid-Term Grades posted 72 Hours After Examination
March 16        End of 1st Eight Week Classes
March 19-23     Spring Break
March 26        Classes Resume
March 26        2nd Eight Week Classes Begin
March 30        Last Day for Add/Drop for 2nd Eight Week Session
April 5,6,7     English Proficiency Exam 2nd Eight Week Session
April 9-13      Advisement Week (Undergraduates)
April 11        Founder’s Day
April 13        Last Day to Withdraw with (W) or Change From Credit to Audit
April 16        Summer/Fall 2018 Registration Begins
April 20        Last Day to Withdraw from 2nd Eight Week Session
May 4 – 10      Final Exams for May 2018 Graduation Candidates
May 10          Last Day of Classes
May 11          Grades for Graduating Students Due by NOON.
May 11          Reading Day
May 14 - 18     Graduation Clearance
May 14-18       Final Exams for Continuing Students Grades Due Within 72 Hours
May 18          Graduation Rehearsal
May 18          End of 2nd Eight Week-Session
May 21          Final Grades for Non-Graduating Students Due by 5:00 p.m.
May 22          Commencement Xfinity Center
May 23          End of the semester
## SUMMER SESSION 2018

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Length</th>
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<tbody>
<tr>
<td>Session I</td>
<td>May 29 – June 29</td>
<td>5 week</td>
</tr>
<tr>
<td>Session II</td>
<td>July 2 – August 3</td>
<td>5 week</td>
</tr>
<tr>
<td>Session III</td>
<td>May 29 – August 3</td>
<td>10 week</td>
</tr>
</tbody>
</table>

- May 29: Session I and III Classes Begin
- June 1: Last Day to Drop/Add for Sessions I and III
- June 8: Last Day to Withdraw from Session I
- June 22: Last day to Apply for August Graduation
- June 29: Session I Classes End
- July 2: Session II Classes Begin
- July 3: Session I Grades Due
- **July 4**: 4th of July Holiday Observed
- July 6: Last Day to Drop/Add Session II
- July 13: Last day to Withdraw from Sessions II and III
- Aug 3: Session II and III Classes End
- Aug 7: Session II and III Grades Due

All dates are subject to change
STUDENT CONSENT FOR ACCESS TO EDUCATION RECORD

STUDENT INFORMATION

LAST NAME

FIRST NAME

STUDENT ID #

CONTACT #

EMAIL ADDRESS

Under the Family Educational Rights and Privacy Act (FERPA), Bowie State University is permitted to disclose information from your education records to your parent if, one of your parents claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please click the appropriate answer:

☐ Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

☐ No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that Bowie State University may disclose information from your education records to your parents please sign the following consent.

I consent to the disclosure of any personally identifiable information from my education records to a third party, including parents or guardian(s), for reasons determined by Bowie State University as appropriate.

INDIVIDUAL TO RELEASE INFORMATION TO (You may add more than one. Enter all of the contact information for each below.)

LAST NAME

FIRST NAME

CONTACT #

RELATIONSHIP

______________________________________________

______________________________________________

______________________________________________

______________________________________________

This authorization is valid until canceled. The student may cancel this release at any time by submitting another FERPA form to Bowie State University, Office of the Registrar.

To release your FERPA hold please check the box below:

☐ CANCEL PREVIOUS RELEASE  Cancels any previous request.

STUDENT SIGNATURE

DATE

Revised 6/2014
# FALL 2017 - SCHEDULE OF CHARGES

All charges are subject to change without prior notice

### Undergraduate (In State)

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<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Mandatory Fees</th>
<th>Total</th>
<th>Credits</th>
<th>Tuition</th>
<th>Mandatory Fees</th>
<th>Total</th>
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### Undergraduate (Out of State)

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### Full-Time Mandatory Fees

| Activity Fee | 82.40 |
| Athletic Fee | 385.00 |
| Wellness Center Health Services Fee | 72.50 |
| University Construction Fee | 86.00 |
| Student Center | 560.50 |
| Technology Fee | 122.50 |
| Sustainability Fee | 2.00 |
| Bowie Card Fee | 7.60 |

### Laboratory Fees (Per Course)

| Applied Computer Science | 30.00 |
| Applied Music | 55.00 |
| Applied Science | 25.00 |
| Art Course Fee | 50.00 |
| Media Studio Fee | 35.00 |
| Computer Supported Writing Fee | 25.00 |
| Developmental Education Fee | 150.00 |
| Graduate Practicum Fee | 150.00 |
| Nursing / Clinical Lab | 52.00 |
| Nursing ATI | 97 TO 95 |

### Examination Fees (Per Session)

| Graduate Comprehensive Fee | 5.00 |
| English Proficiency Exam Fee | 5.00 |

### Room Charges

| Alex Haley - Double | 3,193.00 |
| Alex Haley - Quad | 2,844.00 |
| Alex Haley - Single | 3,590.00 |
| Kennard - Double | 2,637.00 |
| Kennard - Single | 2,858.00 |
| Kennard - Triple | 2,364.00 |
| Towers - Single | 2,920.00 |
| Towers- Double | 2,713.50 |
| Tubman & Holmes - Double | 2,597.00 |
| Tubman & Holmes - Single | 2,819.00 |
| Tubman & Holmes - Triple | 2,330.50 |
| Goodloe Single | 3,322.00 |
| Goodloe Double | 3,080.00 |

### Board Charges

| 14 Meal Plan with flex dollars | 2,080.00 |
| 19 Meal Plan | 2,080.00 |
| Gold 12 Meal W/ Flex | 1,820.00 |
| 7 Meal Plan CMRC | 1,030.00 |
| 7 Meal Plan CMRC W/$50 | 1,080.00 |
| Commuter 100 Plan | 1,065.00 |
| Commuter 50 Plan | 745.00 |

### Other Applicable Housing Charges

| Resident Hall Deposit Fee | 200.00 |
| Resident Hall Security Fee (Per Year) | 100.00 |
| Residential Hall Association | 5.00 |

"NOTE: Notewithstanding any other provision of this or any other University publication, the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University System of Maryland Board of Regents."
Fall 2017 Refund Withdrawal Schedule

Refunds are allowed for full-time and part-time undergraduate and graduate students. Refund percentages are based on the official start of the term.

16 Week Session

Classes Begin August 28 - December 11, 2017

100% Adjustment On/Before September 1, 2017 Tuition and Fees (fulltime/part time)

50% Adjustment On/Before September 15, 2017 Tuition only (part-time and graduate)

No financial adjustment after September 15, 2017

8 Week Session I

Classes Begin August 31 – October 23, 2017

100% Adjustment On/Before September 1, 2017 Tuition and Fees (fulltime/part-time)

50% Adjustment On/Before September 8, 2017 Tuition only (part-time only)

No financial adjustment after September 8, 2017

8 Week Session II

Classes Begin October 23, 2017 December 14, 2017

100% Adjustment On/Before October 27, 2017 Tuition and Fees (part-time only)

50% Adjustment On/Before November 3, 2017 Tuition only (part-time only)

No refunds/adjustments for courses dropped after November 3, 2017

Special Note to Undergraduate Fulltime students: If you are registered as a fulltime student (12 credit hours or more) and later drop to a part-time status (less than 12 credits) after the official add/drop date, you will not be entitled to refunds and/or financial adjustments based on a per credit hour charge. Charges for the term shall remain at the fulltime rate.

If you are a financial aid recipient, the Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), are dismissed, or take a leave of absence. As a result all financial aid recipients are subject to review as mandated by the U.S. Department of Education. For further details, please visit link: http://www.bowiestate.edu/admissions/financial_aid/eligibility/r2t4/

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OFFICIAL TRANSCRIPT REQUEST FORM

NOTE: There is no fee for transcripts that are mailed.
“While You Wait” service is available on Wednesdays 8:30 a.m. – 6:30 p.m.
(Summer Hours: Wednesdays 8:30 a.m. - 4:30 p.m.)
“While You Wait” service fee $10.00

Student ID: ___________________________  OR  Last four digits of SSN: ___________________________

Present Name: ________________________  ______________________  ______________________
                  Last                     First                     MI

Former/Maiden name used while attending BSU: __________________________________________

Current Address: _________________________________________________________________
                                    _________________________________________________________________
                                    _________________________________________________________________

Telephone: ___________________________  Email: ______________________________________

Are you currently enrolled? □ Yes  □ No  - If no, dates of attendance __________ to __________

If no, was degree awarded? □ Yes  □ No

I am requesting ______ official transcripts(s) (limit of 3)
□ Graduate  □ Undergraduate  □ Both

□ Mail within 3 business days  (Records prior to 1990 take 10 days)

□ While-You-Wait ($10.00 per transcript, Wednesdays only)

□ Hold until semester grades are posted

□ Hold until degree is posted

□ Send Electronically (Schools listed on the back of this form)

All financial obligations must be cleared before a transcript request is processed.
Transcript requests are not processed during commencement week.

I authorize BSU to release my transcript to the addressee listed below.
I am responsible for the complete address of the receiving party.

Signature: _____________________________  Date: _____________________________

PLEASE PRINT NAME & FULL ADDRESS OF RECIPIENT (ONE FULL RECIPIENT ADDRESS PER FORM)