

# *BSU/PGCPS Dual Enrollment Handbook*

*(Spring 2017)*



**BOWIE**  
STATE UNIVERSITY  
—— 1865 ——

*Office of Continuing Education  
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14000 Jericho Park Road  
Bowie, Maryland 20715  
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*<https://www.bowiestate.edu/academics-research/cert-courses-and-continuing-ed/bsu-pgcps-dual-enrollment-prog/>  
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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 150<sup>th</sup> 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. 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 11<sup>th</sup> or 12<sup>th</sup> grade on the first day of the semester in which the course is offered. This will apply to rising 11<sup>th</sup> and the 12<sup>th</sup> 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, 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. PGCPSP 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. PGCPSP 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 PGCPSP pays the invoice from BSU.)***
16. PGCPSP will pay the invoice within 30 days of receipt.
17. PGCPSP 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. PGSP will include the grade on the transcript, including a withdrawal, an incomplete or a failure.
19. PGCPSP 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 PGCPSP, 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 (PGCPSP) 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 PGCPSP 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.***

**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, they are: 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 activated.

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.

**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 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.

Make sure you pay your fees and check your registration.

### **Spring 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.

#### **Main campus**

#### **Classes Begin January 25, 2016-May 11, 2017**

100% Adjustment On/Before January 31, 2017 Tuition and Fees (fulltime/part time)

50% Adjustment On/Before February 14, 2017

Tuition only (part-time only)

No financial adjustment after February 14, 2017

#### **Session I Classes Begin January 25, 2017 -March 17, 2017**

100% Adjustment On/Before January 29, 2017  
Tuition and Fees (fulltime/part-time)

50% Adjustment On/Before February 7, 2017

Tuition only (part-time only)

No financial adjustment after February 7, 2017



#### **Session II Classes Begin March 27, 2017 - May 10, 2017**

100% Adjustment On/Before March 31, 2017 Tuition and Fees (part-time only)

50% Adjustment On/Before April 7, 2017 Tuition only (part-time only)

No refunds/adjustments for courses dropped after April 7, 2017

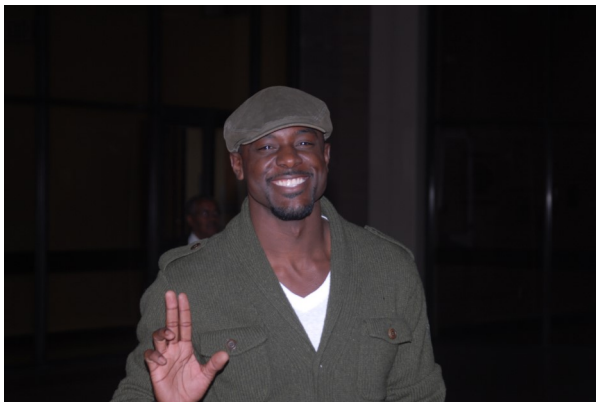
**Special Note** to Undergraduate Fulltime students: If you are registered as a fulltime student (12 credit hours or more) and later drop to a part-time status (less than 12 credits) after the official add/drop date, you will not be entitled to refunds and/or financial adjust-

ments 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/](http://www.bowiestate.edu/admissions/financial_aid/eligibility/r2t4/)

“**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 **will** 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 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](http://efollett.com). 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/> 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](mailto: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](mailto: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](mailto: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. 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. 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 per-

mit 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 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 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)

WCAO/WXYV (600 AM/103FM)

WLIF (101.9FM)

WBAL-TV (11)

WJZ-TV (13)

WNVA Radio 1430

WMAR-TV (2)

#### **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.

## **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](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](http://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](http://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](http://www.bowiestate.edu).) Failure to receive a billing statement does not relieve the student of the payment obligation.





## Credit Course Crosswalk

<b>BSU Course</b>	<b>BSU Course Title</b>	<b>PGCPS Course Equivalent</b>	<b>Yes=will meet graduation requirement for PGCPS; ELECTIVE  ONLY=credit will be offered as elective</b>
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 history to 1865	African-American Studies I— 234000	ELECTIVE ONLY
HIST 115	Afro-American history 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 Reasoning	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,	Additional Considerations
Reading		
Accuplacer Reading	79	
SAT Critical Reading	Old: 450 New: 490	
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	Old: 450 New: 490	





**Office of the University Registrar**  
Henry Administration Building, Suite 1200  
14000 Jericho Park Road  
Bowie, Maryland 20715  
Phone: 301-860-3730 Fax 301-860-3438  
www.bowiestate.edu

### **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 transcript(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)**


*Revised 02/2015*

Electronic Transcript Partnering Schools
ARTSYS Evaluation (MD)
Abilene Christian University (TX)
Aiken Technical College (SC)
Albany State University (GA)
Allegany College of Maryland (MD)
Alvin College (TX)
Amarillo College (TX)
American Society for Engineering Ed
Angelina College (TX)
Angelo State University (TX)
Anne Arundel Community College (MD)
Arkansas Dept of Higher Ed (AR)
Arkansas Northeastern College (AR)
Arkansas State Beebe (AR)
Arkansas State Mountain Home (AR)
Arkansas State Searcy (AR)
Arkansas State Univ Newport (AR)
Arkansas State University - Jonesbo
Arkansas Tech University (AR)
Armstrong Atlantic State Univ (GA)
Atlanta Metropolitan College (GA)
Austin Community College (TX)
Bakersfield College (CA)
Baltimore City Community College (M
Baptist Health Schools LR (AR)
Bergen Community College (NJ)
Berkeley College (NJ)
Bevill State Community College (AL)
Black River Technical College (AR)
Blinn College (TX)
Bloomfield College (NJ)
Bowie State University (MD)
Brazosport College (TX)
Brevard Community College (FL)
Brookdale Community College (NJ)
Broward College (FL)
Burlington County College (NJ)
Cal State Univ San Marcos (CA)
Caldwell College (NJ)
Calif State Univ Fullerton (CA)
California State U East Bay (CA)
Camden County College (NJ)
Capitol College (MD)
Carroll Community College (MD)
Catonsville Community College (MD)
Cecil College (MD)
Centenary College (NJ)
Central Baptist College (AR)
Central Florida Community Coll (FL)
Central Texas College (TX)
Chesapeake College (MD)
Chipola Junior College (FL)
Cisco Junior College (TX)
Clackamas Community College (OR)
Clarendon College (TX)
Coastal Bend College (TX)
College of Saint Elizabeth (NJ)
College of Southern Maryland (MD)
College of the Ouachitas (AR)
Collin County Community College (TX
Comm College of Baltimore County (M
Community College of the Air Force
Concordia University (TX)
Coppin State University (MD)
Cossatot Comm Coll of UArk (AR)
County College of Morris (NJ)
Crowleys Ridge College (AR)
Cumberland County College (NJ)
Dallas Cty. Comm. College District
Daytona Beach Community Coll (FL)
DeVry University (NJ)
Docufide Inc (CA)
Dundalk Community College (MD)
Dyersburg State Community College (
East Arkansas Community College (AR
Edison Community College (FL)
El Paso Community College (TX)
Essex Community College (MD)
Essex County College (NJ)
Excelsior College (NY)
Fairleigh Dickinson Flo (NJ)
Fairleigh Dickinson Metro (NJ)
Felician College (NJ)
Florida Bureau of Educ Cert (FL)
Florida International Univ (FL)
Florida Keys Community College (FL)
Florida Memorial University (FL)
Florida Public PostSecondary (FL)

Florida State College of Jacksonvil
Florida State University (FL)
Fort Valley State University (GA)
Frank Phillips College (TX)
Frederick Community College (MD)
Frostburg State University (MD)
Garrett College (MD)
George Mason University (VA)
Georgia Gwinnett College (GA)
Georgia SW State University (GA)
Georgia State University (GA)
Georgian Court University (NJ)
Gloucester County College (NJ)
Goucher College (MD)
Grayson County College (TX)
Greenville Technical College (SC)
Gulf Coast Community College (FL)
Hagerstown Community College (MD)
Hardin Simmons University (TX)
Harding University (AR)
Harford Community College (MD)
Hawkeye Community College (IA)
Henderson State University (AR)
Hood College (MD)
Houston Baptist University (TX)
Houston Comm College System (TX)
Howard College (TX)
Howard Community College (MD)
Howard Payne University (TX)
Hudson County Comm. College (NJ)
Indian River State College (FL)
Iowa State University (IA)
Jacksonville University (FL)
Jarvis Christian College (TX)
John Brown University (AR)
Johns Hopkins U - Advanced Academic
Johns Hopkins U - Carey Business Sc
Johns Hopkins U - Engineering Profe
Johns Hopkins U - Professional Stud
Johns Hopkins U - School of Educati
Kean University (NJ)
Kilgore College (TX)
Kirkwood Community College (IA)
Lake City Community College (FL)
Lake Sumter CC (FL)
Lamar Institute of Technology (TX)
Lamar State College (TX)
Lamar University Beaumont (TX)
Lane Community College (OR)
Lee College (TX)
Liberty University (VA)
Lone Star College System (TX)
Loyola University Maryland (MD)
Lyon College (AR)
Mary Hardin-Baylor (TX)
Maryland Institute College of Art (
Maryland State Dept of Education (M
McDaniel College (MD)
McLennan Community College (TX)
McMurry University (TX)
Medical College of Georgia (GA)
Mercer County Comm. College (NJ)
Miami-Dade CC Kendall (FL)
Mid-South Community College (AR)
Middlesex County College (NJ)
Midland College (TX)
Midlands Technical College (SC)
Midwestern State University (TX)
Monmouth University (NJ)
Montclair State University (NJ)
Montgomery College - Germantown (MD
Montgomery College - Rockville (MD)
Montgomery College - Takoma Park (M
Montgomery College Central Admin (M
Morgan State Univ. Grad School (MD
Morgan State University (MD)
Morgan State University Grad Adm (M
Mount Saint Marys University (MD)
Mt. Hood Community College (OR)
NCAA Eligibility Center
NW Arkansas Community College (AR)
NW Shoals Community College (AL)
National Student Clearinghouse (VA)
Natl Park Community College (AR)
Navarro College (TX)
New College of Florida (FL)
New Jersey City University (NJ)
New Jersey Inst. of Technology (NJ)
North Arkansas College (AR)

North Central Texas College (TX)
Northeast Alabama Comm Coll (AL)
Northeast Lakeview College (TX)
Northwest Florida State College (FL
Notre Dame of Maryland University (
Ocean County College (NJ)
Ohio State University (OH)
Oregon Department of Education (OR)
Oregon Student Asst Commission (OR)
Oregon Teacher Standards (OR)
Oregon University System (OR)
Ouachita Baptist University (AR)
Our Lady of the Lake Univ (TX)
Ozarka College (AR)
Panola College (TX)
Paris Junior College (TX)
Pasco-Hernando Community Coll (FL)
Passaic County Comm College (NJ)
Pensacola Community College (FL)
Phillips Community College/U of A (
Pima Community College (AZ)
Polk Community College (FL)
Prairie View A&M University (TX)
Prince Georges Community College (M
Pulaski Technical College (AR)
RTI Intl Educ Studies Div (NC)
Ramapo College of New Jersey (NJ)
Ranger College (TX)
Raritan Valley Comm. College (NJ)
Reverse Transfer (MD)
Rich Mountain Community College (AR
Rider University (NJ)
Rowan University (NJ)
Rutgers University (NJ)
SUNY Jefferson (NY)
SUNY-Oswego (NY)
Saint Peters College (NJ)
Saint Petersburg Jr College (FL)
Salem Community College (NJ)
Salisbury University (MD)
Sam Houston State University (TX)
San Diego State University (CA)
San Francisco State University (CA)
San Jacinto College District (TX)
San Jose State University (CA)
Santa Fe Community Coll (FL)
Seminole State College of Florida (
Seton Hall University (NJ)
Shelton State Community College(AL)
Snead State Community College (AL)
South Carolina College of Pharmacy
South Florida Comm College (FL)
South Plains College (TX)
South Texas College (TX)
Southeastern Louisiana University (
Southeastern Oklahoma State Univer
Southern Arkansas University (AR)
Southern Arkansas University Tech (
Southern Union Comm College (AL)
Southwest Career College (TX)
Southwest Miss Comm Coll (MS)
Southwestern College (CA)
Southwestern University (TX)
St Edwards University (TX)
St Edwards University (TX)
St Johns River Comm Coll (FL)
St Marys College of Maryland (MD)
St Marys University (TX)
St Thomas University (FL)
State Tech College of Memphis (TN)
Stephen F Austin State U (TX)
Stetson University (FL)
Stevenson University (MD)
Sul Ross State University (TX)
Sussex County Comm. College (NJ)
TRIAND CORP (TX)
Tallahassee Community Coll (FL)
Tarleton State University (TX)
Tarrant County College (TX)
Tennessee Board of Regents (TN)
Texas A&M University (TX)
Texas A&M University-Corpus Christ
Texas A&M-Commerce (TX)
Texas A&M-International (TX)
Texas A&M-International (TX)
Texas A&M-Texarkana (TX)
Texas Board of Prof Engineers (TX)
Texas Lutheran University (TX)
Texas Southern University (TX)

Texas State Univ San Marcos (TX)
Texas Tech Health Sciences C (TX)
Texas Tech University (TX)
Texas Womans University (TX)
The Art Institute of Houston (TX)
The Citadel (SC)
The College of New Jersey (NJ)
Thomas Edison State College (NJ)
Towson University (MD)
Towson University Graduate School (
U of Arkansas Comm at Hope (AR)
U of Houston - Clear Lake (TX)
U of Houston - University Park (TX)
U of MD - Baltimore County (MD)
U of MD - Baltimore County Grad Sch
U of MD - College Park (MD)
U of MD - College Park Grad School
U of MD - College Park Shady Grove
U of MD - Eastern Shore (MD)
U of MD - University College (MD)
U of MD - University College Grad S
U of MD Baltimore - Graduate School
U of MD Baltimore - Nursing (MD)
U of MD Baltimore - Records Office
U of MD Baltimore - School of Socia
U of South Carolina - AIKEN (SC)
U of South Carolina - BEAUFORT (SC)
U of South Carolina - COLUMBIA (SC)
U of South Carolina - LANCASTER (SC
U of South Carolina - SALKEHATCHIE
U of South Carolina - SPARTANBURG (
U of South Carolina - SUMTER (SC)
U of South Carolina - UNION (SC)
U of TX Medical Branch - Galveston
U of Texas HSC Houston (TX)
UMDNJ - School of Health Related Pr
UMDNJ - School of Nursing (NJ)
UNT Dallas (TX)
USM LDS Collection Site
UT MD Anderson Cancer Center (TX)
Univ of Arkansas Batesville (AR)
Univ of Arkansas Ft Smith (AR)
Univ of Arkansas at Pine Bluff (AR)
Univ of Oklahoma Health Sciences C
Univ of West Florida (FL)
University Incarnate Word (TX)
University Of California SD (CA)
University System of Maryland Offic
University of Alabama (AL)
University of Alabama - Birmingham
University of Arizona (AZ)
University of Arkansas CC at Morrill
University of Arkansas at Little R
University of Arkansas-Monticello (
University of Baltimore (MD)
University of Central Arkansas (AR)
University of Houston - Victoria (T
University of Iowa (IA)
University of Miami (FL)
University of New Mexico (NM)
University of North Texas (TX)
University of Northern Iowa (IA)
University of Phoenix (AZ)
University of Southern California (
University of St. Thomas (TX)
University of Texas - Austin (TX)
University of Texas - Pan American
University of Texas El Paso (TX)
University of Texas at Arlington (T
University of Texas at Brownsville
University of Texas at Dallas (TX)
University of Texas at San Antonio
University of Texas of the Permian
University of the Ozarks (AR)
Valencia Community College (FL)
Victoria College (TX)
Vincennes University (IN)
Wallace State Comm College (AL)
Warren County Comm College (NJ)
Washington College (MD)
Waukesha County Technical College (
Waycross College (GA)
West Texas A&M University (TX)
Western Texas College (TX)
Wharton County Junior College (TX)
William Paterson University (NJ)
Williams Baptist College (AR)
Winthrop University (SC)
Wor-Wic Community College (MD)