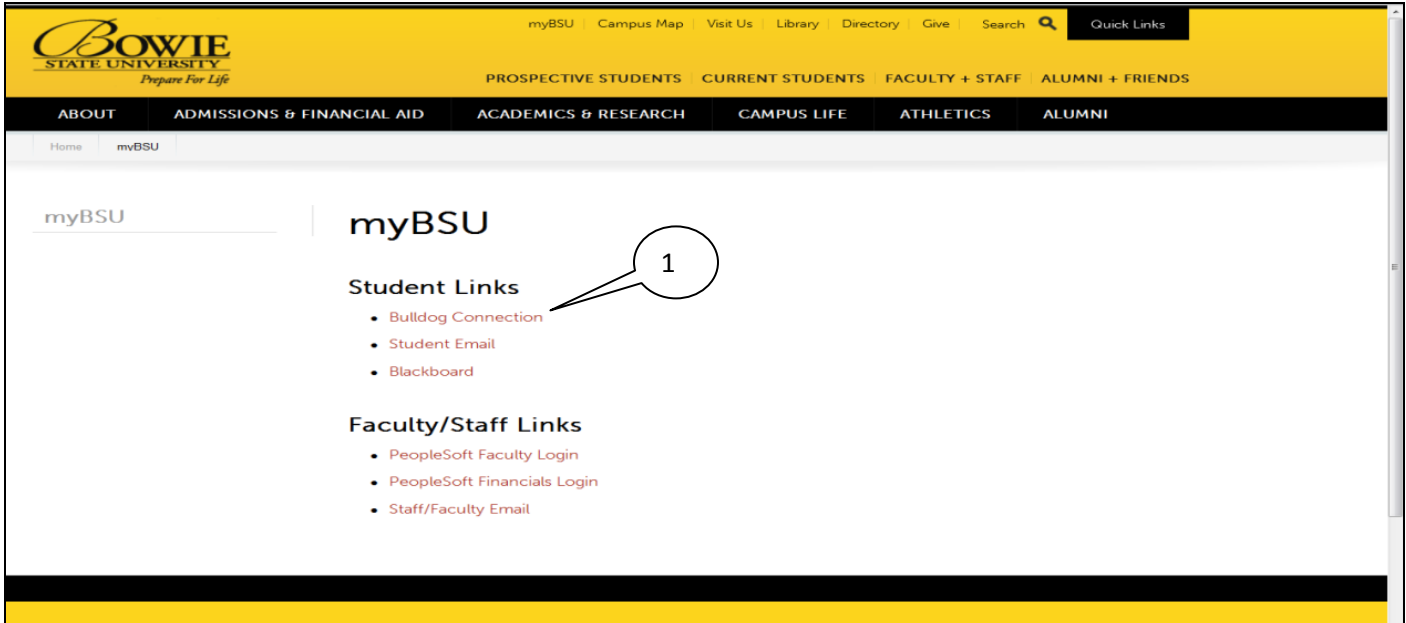
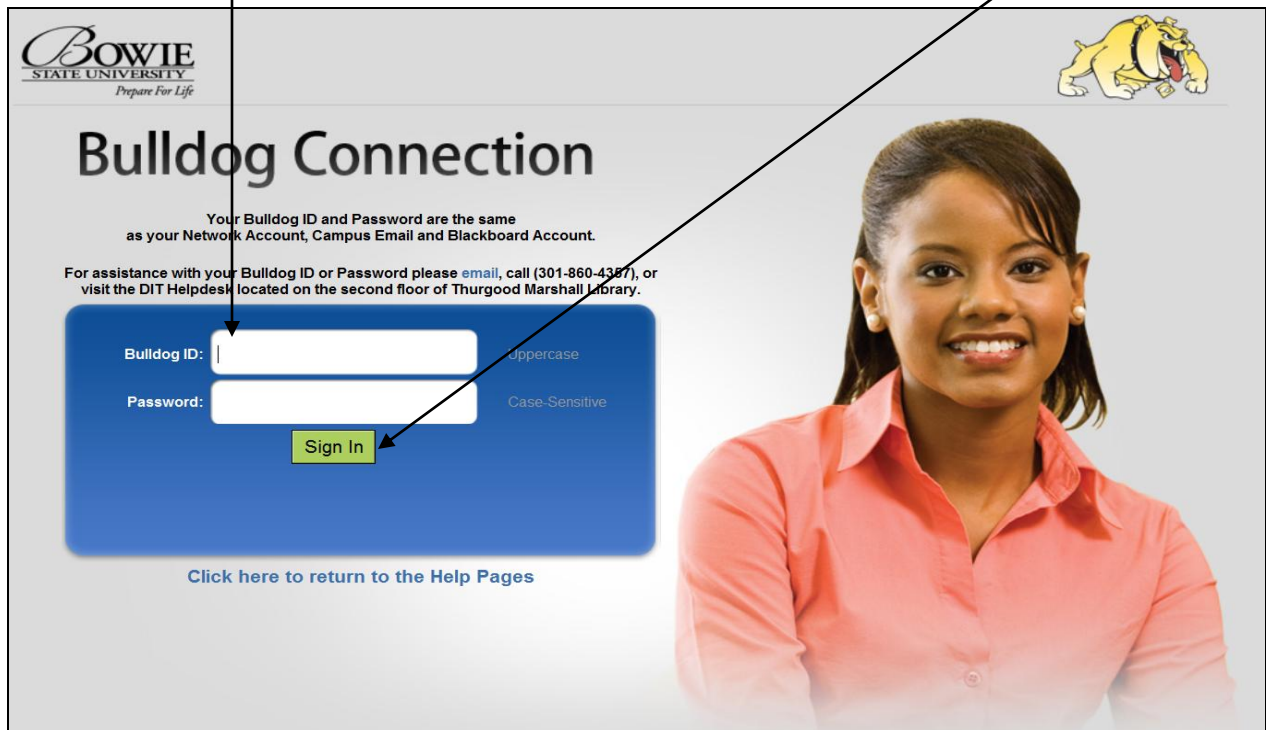


## Bulldog Connection - How to Register for Class

1. **Open** your Internet browser and type [www.bowiestate.edu](http://www.bowiestate.edu) in the address bar. **Click** on **myBSU** at the top of the web page and then **click** the **Bulldog Connection** link.

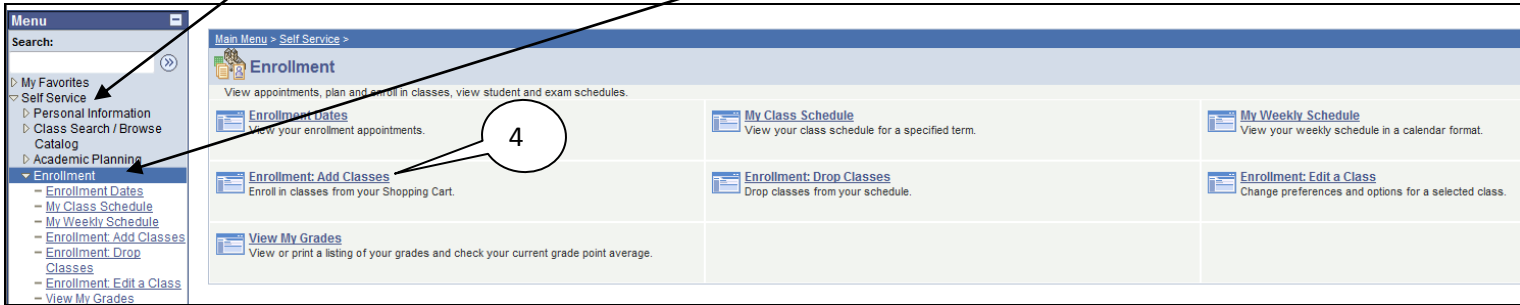


2. **Type** your **Bulldog ID** in uppercase and **Password** in the designated areas. **Click** the **Sign In** button.



# Bulldog Connection - How to Register for Class

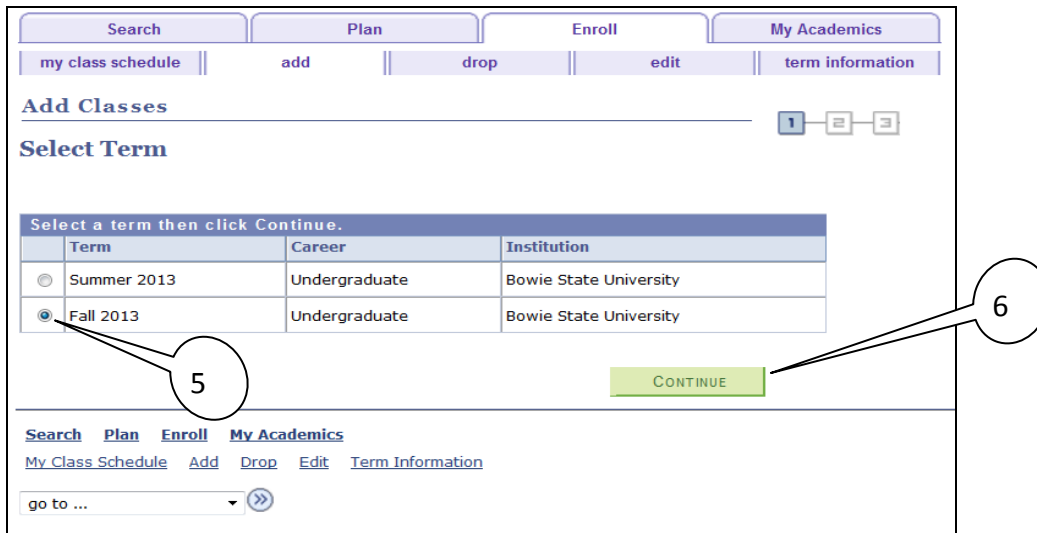
3. **Click** on Self Service under Menu and then **click** Enrollment.



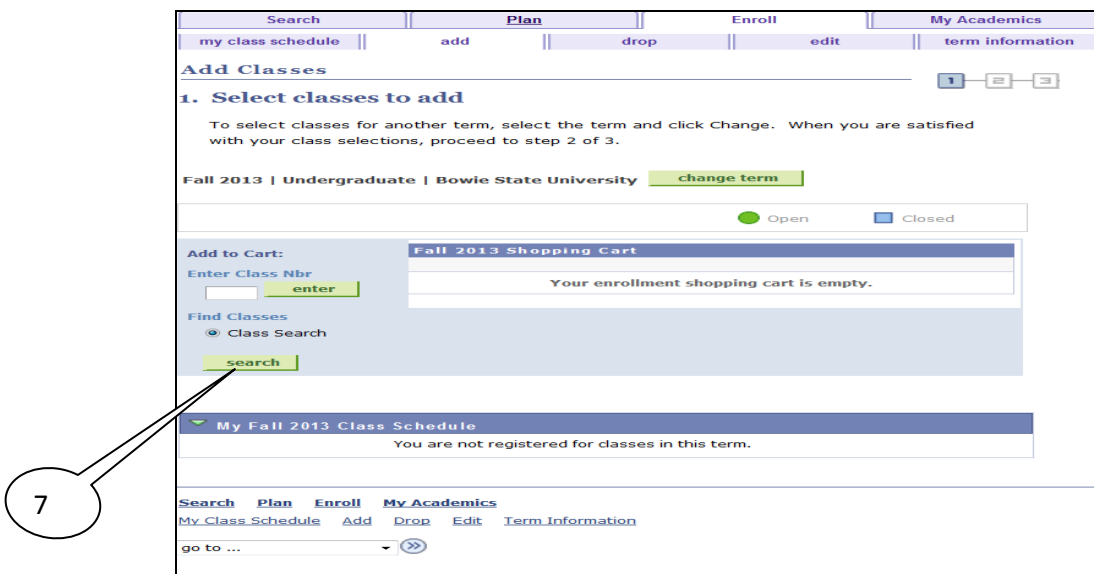
4. **Click** Enrollment: Add Classes.

5. **Select** - if more than one - the Term to register for.

6. **Click** CONTINUE button.



7. **Click** the Search button to look for a desired class to add into your shopping cart.



## Bulldog Connection - How to Register for Class

8. After entering your search criteria (Course Subject e.g ACCT, Course Number, e.t.c.), **click** on the Search button.

The screenshot shows the 'Enter Search Criteria' form for searching classes. It includes a 'Search for Classes' section with the following fields and options:

- Course Subject:** A dropdown menu with 'select subject' as the current selection.
- Course Number:** A dropdown menu with 'is exactly' as the current selection.
- Course Career:** A dropdown menu.
- Additional Search Criteria:**
  - Show Open Classes Only
  - Open Entry/Exit Classes Only

At the bottom of the form, there are 'CLEAR' and 'SEARCH' buttons. A callout bubble labeled '8' points to the 'SEARCH' button.

**NOTE:** the “Show Open Classes Only” checkbox is in the checked mode by default which lists only open classes. Uncheck to include closed class sections in the resulting list.

9. Class options will appear on the screen in one of two ways:

- A. If the course number has more than 3 open section(s), the first 3 classes will appear in a detailed list and the remaining sections can be accessed by clicking the arrow at the top of the class group:

OR

The screenshot shows the search results for ACCT 211 - Princ Of Accounting I. The results are displayed in a table format with columns for Section, Status, Days & Times, Room, Instructor, and Meeting Dates. A callout bubble labeled '9A' points to the '1-3 of 4' arrow, and another callout bubble labeled '9B' points to the 'select class' button.

Section	Status	Days & Times	Room	Instructor	Meeting Dates
001-LEC(1615)	Open	MoWeFr 12:00PM - 12:50PM	Business and Grad Studies-2209	Samuel Agyeman-Duah	09/03/2013 - 12/20/2013
004-LEC(1952)	Open	MoWeFr 8:00AM - 8:50AM	Business and Grad Studies-2215	Symon Manyara	09/03/2013 - 12/20/2013
101-LEC(2772)	Open	Mo 7:35PM - 10:05PM	Business and Grad Studies-2209	Byron Henry	09/03/2013 - 12/20/2013

- B. If the course number **does not have** open section(s), course(s) will appear in the list and details can be seen by clicking the green arrow next to the class.

## Bulldog Connection - How to Register for Class

10. Select the course that fits into your schedule from the available day and time slots by **clicking** the select class button for that class section.

The following classes match your search criteria Course Subject: **Accounting**, Course Number is exactly **211**, Show Open Classes Only: **Yes**

[Return to Add Classes](#)

Open  Closed

ACCT 211 - Princ Of Accounting I

[View All Sections](#) First 1-3 of 5 Last

Section	Status	<a href="#">select class</a>
002-LEC(1616) Session 16R Days & Times: MoWeFr 1:00PM - 1:50PM Room: TBA Instructor: Symon Manyara Meeting Dates: 09/03/2013 - 12/20/2013	<span style="color: green;">●</span>	<input type="button" value="select class"/>
003-LEC(1617) Session 16R Days & Times: TuTh 9:30AM - 10:50AM Room: TBA Instructor: Bernard McNeal Meeting Dates: 09/03/2013 - 12/20/2013	<span style="color: grey;">●</span>	<input type="button" value="select class"/>
004-LEC(1952) Session 16R Days & Times: MoWeFr 8:00AM - 8:50AM Room: TBA Instructor: Symon Manyara Meeting Dates: 09/03/2013 - 12/20/2013	<span style="color: green;">●</span>	<input type="button" value="select class"/>

[Return to Add Classes](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

\*Open class sections are noted by a green dot status.

- Click** the select class button.
- Check to confirm class selection and **click** the NEXT button. (**NOTE: Class Permission Numbers** (if applicable) can be added on this page before **clicking** the NEXT button.)
- Class will appear in shopping cart.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[my class schedule](#) || [add](#) || [drop](#) || [edit](#) || [term information](#)

**Add Classes**

1. Select classes to add - Enrollment Preferences

Fall 2013 | Undergraduate | Bowie State University

ACCT 211 - Princ Of Accounting I

Class Preferences

ACCT 211-002	Lecture	<span style="color: green;">●</span> Open	Permission Nbr	<input type="text"/>
Session	16 Week Regular		Grading	Graded
Career	Undergraduate		Units	3.00

Enrollment Information

- Accounting 211 Prerequisites: BUAD 100, BUAD 101 or MGMT 101

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	MoWeFr 1:00PM - 1:50PM	TBA	Symon Manyara	09/03/2013 - 12/20/2013

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Edit](#) [Term Information](#)

go to ...

## Bulldog Connection - How to Register for Class

11. **Repeat** steps 8 through 14 to search for and select additional classes.
12. When finished with adding classes, classes will appear in your shopping cart.
13. Once classes appear in your shopping cart, **click** the PROCEED TO STEP 2 OF 3 button.

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ACCT 211 has been added to your Shopping Cart.

Fall 2013 | Undergraduate | Bowie State University

Open Closed

**Add to Cart:**  
 Enter Class Nbr:    
 Find Classes:  Class Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACCT 211-002 (1616)	MoWeFr 1:00PM - 1:50PM	TBA	S. Manyara	3.00	●
	ENGL 102-002 (1261)	MoWeFr 2:00PM - 2:50PM	TBA	B. DoHarris	3.00	●

**My Fall 2013 Class Schedule**  
 Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
COSC 190-101 (2384)	Intermediate Computer Prog (LectureLab)	TuTh 4:55PM - 7:25PM	TBA	D. Stone	4.00	✓

Search Plan Enroll My Academics  
 My Class Schedule Add Drop Edit Term Information  
 go to ...

13

14. **Final Step:** **Click** the FINISH ENROLLING button.

Search Plan Enroll My Academics  
 my class schedule || add || drop || edit || term information

**Add Classes** 1 2 3

**2. Confirm classes**

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Fall 2013 | Undergraduate | Bowie State University

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 211-002 (1616)	Princ Of Accounting I (Lecture)	MoWeFr 1:00PM - 1:50PM	TBA	S. Manyara	3.00	●
ENGL 102-002 (1261)	Argument and Research (Lecture)	MoWeFr 2:00PM - 2:50PM	TBA	B. DoHarris	3.00	●

Search Plan Enroll My Academics  
 My Class Schedule Add Drop Edit Term Information  
 go to ...

14

## Bulldog Connection - How to Register for Class

15. Enrollment success will be indicated with a green check mark. Errors will be indicated with a red X mark.

The screenshot shows the 'Add Classes' section of the Bulldog Connection system. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are sub-tabs: my class schedule, add, drop, edit, and term information. The main heading is 'Add Classes' with a sub-heading '3. View results'. A message states: 'View the following status report for enrollment confirmations and errors:'. Below this, it says 'Fall 2013 | Undergraduate | Bowie State University'. A summary bar shows a green checkmark for 'Success: enrolled' and a red X for 'Error: unable to add class'. A table below lists the classes and their messages:

Class	Message	Status
ACCT 211	<b>Error:</b> Unable to add this class - prerequisites have not been met. Accounting 211 Prerequisites: BUAD 100, BUAD 101 or MGMT 101	✗
ENGL 102	<b>Error:</b> Unable to add this class - prerequisites have not been met. English 102 Prerequisite: ENGL 101	✗

At the bottom of the table, there are two buttons: 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. Below the table, there are navigation links: Search, Plan, Enroll, My Academics, My Class Schedule, Add, Drop, Edit, Term Information, and a 'go to ...' dropdown menu.

**NOTE:** When you receive an ERROR message; please read the message and see your Department Chair.

### On a side note:

In the event you need to Drop a class, navigate through Self Service > Enrollment > Enrollment: Drop class and follow the prompts.

The screenshot shows the 'Self Service > Enrollment' page. On the left is a 'Menu' sidebar with a search bar and a list of options: My Favorites, Self Service, Personal Information, Class Search / Browse Catalog, Academic Planning, and Enrollment. The Enrollment section is expanded, showing: Enrollment Dates, My Class Schedule, My Weekly Schedule, Enrollment: Add Classes, Enrollment: Drop Classes, and View My Grades. The main content area has a header 'Main Menu > Self Service > Enrollment' and a description: 'View appointments, plan and enroll in classes, view student and exam schedules.' Below this are several tiles: Enrollment Dates, My Class Schedule, My Weekly Schedule, Enrollment: Add Classes, Enrollment: Drop Classes, and View My Grades. An arrow points from the text above to the 'Enrollment: Drop Classes' tile.