

# *Non-Degree Student Handbook*

## *Summer 2018*



### *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*

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## The Office of Continuing Education and External Programs

Welcome to Bowie State University. We appreciate your decision to select Bowie State for the continuation of your education. We offer many programs and courses that will assist you in reaching both your education and professional goals.

This handbook has been prepared to provide you with some key information that will assist you in navigating your way around Bowie. We want to make sure that most of the questions that a new student, particularly a non-degree or certificate seeking student are answered.

The purpose of Bowie State University as stated in our mission statement is:

*Bowie State University provides high-quality and affordable educational opportunities at the bachelor's, master's and doctoral levels for a diverse student population of Marylanders and the global community. Building on its legacy as the state's oldest historically black institution, Bowie State is a regional comprehensive university with liberal arts educational programs designed to broaden the knowledge base and skill set of students across disciplines and to enable students to think critically, value diversity, become effective, socially responsible leaders, function competently in a highly technical world, and pursue graduate and professional study.*

The administration, faculty and staff of the university are committed to this mission and serve the nation, state, community and students by adhering to five Core Values:

**Excellence**

**Civility**

**Integrity**

**Diversity**

**Accountability**

We look forward to working with you so that you reach your goals!

You have decided to take courses at Bowie State Uni-



versity (BSU). You do not want to earn a degree, but you either saw a course or courses you wanted to take or you need a course and want to take it at BSU. Your question is,

### **How do I take a course, even though I do not want to earn a degree?**

#### **Step 1**

Look at our courses on the BSU website. The course schedules are available online so that you can see which courses are offered during the semester and on what day and time. The web address is:

<http://bulldogconnect.bowiestate.edu/>

The schedules are listed on the left side of the page. You will see at least three for each semester. During the Fall and Spring, we will have a 16 week schedule, and two 8-week schedules. The 16 week schedule lists all courses that meet for the full semester, of course that means the 8-week schedules are for the 8 –week classes. (Most of the 8 week classes are either off-campus or meet on Friday, Saturday and Sunday.)

#### **Step 2**

Apply for admission as a non-degree student. The application form can be found at this web address: <http://www.bowiestate.edu/files/resources/bsu-non-degree-application-form-3.pdf>

Complete the form and turn it into the Office of Continuing Education and External Programs. We are located on the first floor of the Thurgood Marshall Library in room 1128, or you may fax the form to 301 860-4081. There is a \$17 application fee due the first time you register as a non-degree student. The fee is to be paid to the Office of Student Accounts. The number for the cashier is 301 860-3495.

There is space on the application form for you to include the information on the courses for which you would like to register. Please include all of this information on the application, the Office staff will register you for the courses during the admissions process.

#### **Step 3**

**[Pay for classes or make approved arrangements for payment of tuition and fees at the time of registration.](#)**



During the registration period, the university conducts a series of enrollment cancellations that remove students from class registration if tuition and fees have not been paid. Once removed from class registration, there is no guarantee that you will be able to re-register. In many cases a class will fill quickly after an enrollment cancellation.

Bowie State University contracts with Sallie Mae to offer an installment payment plan during the fall and spring semesters. Access to Sallie Mae is done within the student's Bulldog Connection account. Once registered, a student will login to bulldog and use the link for Sallie Mae to establish the installment payment plan. This is **only** for enrollment during the Spring and Fall semesters.

#### **Step 4**

Print a new schedule close to the first day of class. This will allow you to verify your enrollment and the location of the class. If there are any changes to the class, the re-printed schedule will reflect them.

**Some important additional information that you need to know.** This information will also be helpful to you as you seek admission and registration.

#### **Residency**

Bowie State University is a member of the University System of Maryland (USM). As a State supported institution, we are required to follow the USM Board of Regents policies, including the one on residency.

An individual has to be a resident of Maryland for at least 12 consecutive months to fulfill part of the requirements for residency. The policy can be viewed at the following link:

<http://www.usmd.edu/regents/bylaws/SectionVIII/> and select policy VIII 270

Once the decision of residency is made during the application process, your rate of tui-



tion will be determined. Out of State students pay more. If you have any question about the policy, please follow the link or obtain a copy from the Office of Continuing Education.

## Financial Aid

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

## Billing

Billing (this section is intentionally redundant)

As a continuing education student, payment is **due at the time of registration**. Please remit payment in full. For further information, please contact the Office of Student Accounts.

***Students are responsible for the payment of all tuition and fees.***

## Enrollment Cancellation

The university drops students from classes for non-payment of tuition and fees. Please refer to the Bulldog Connection for enrollment cancellation dates.

- This process is conducted to eliminate from class rosters students who did not commit to their registration through the payment of tuition and fees.
- This process opens up space in classes so that others have an opportunity to enroll.
- ***Once the late registration ends, no one will be allowed to re-register and pay for classes.***

If a student is dropped from class during the enrollment cancellation, there is no guarantee that he/she will be able to re-register for the course. Many courses fill quickly as seats become available.

Make sure that you are on the class roster during the first meetings of the class and before



the published date of the end of late registration. If you are unsure about your registration, you can login into Bulldog Connection with your BSU Username and password to check your registration status.

***Once registration closes at the end of late registration, no student will be re-registered.***

### **Dropping a Course**

There is a natural 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 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 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 on for removing yourself from the course. I would recommend that you print out a copy of the page which shows that you have removed yourself from the course.

If you do not follow this process of officially removing yourself from the course you **will** receive a failing grade and be responsible for full payment for the course.

### **Summer 2018 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.

#### **Session I**

Classes Begin May 29- June 29, 2018

100% Adjustment On/Before June 1, 2018 Tuition and Fees (fulltime/ part time)

50% Adjustment On/Before June 7, 2018 Tuition only (part-time only)

No financial adjustment after June 7, 2018

#### **Session II**

Classes Begin July 2 -August 3, 2018

100% Adjustment On/Before July 6, 2018 Tuition and Fees (fulltime/ part-time)

50% Adjustment On/ Before July 13, 2018 Tuition only (part-time only)

No financial adjustment after July 13, 2018

### Session III

Classes Begin May 29 -August 3, 2018

100% Adjustment On/Before June 1, 2018 Tuition and Fees (part-time only)

50% Adjustment On/Before June 13, 2017 Tuition only (part-time only) check date

No refunds/ adjustments for courses dropped after June 13, 2018

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.

"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."

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.

### **Username/Password/Email**

All students are issued a username (Bulldog ID) and password. This information will be sent by email shortly after your Non-degree 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).

## **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. For more details, see the links below:

[What's Included in Office 365](#)

[Stay connected to your learning community from anywhere](#)

### **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:
  1. 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](mailto: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 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. Your picture will be taken and the card will be generated.

The BulldogCard has to be activated in the library in order to access the physical and electronic library collections. Go to the front desk in the library to complete a form for the library to activate your BulldogCard. The LIB # on the BulldogCard is your library identification number.

Note: The BulldogCard is also referred to as the BowieCard.

### **Parking**

***All students, faculty, staff, part-time and contractual employees, vendors, contractors, telecommuters, visitors and guests must obtain a parking permit to be allowed to park a vehicle on the Bowie State University campus.***

**There are three options to obtain a parking permit:**

1. The current year fees may be paid at the Office of Student Accounts.





2. Payment may be made using the Interactive Voice Response (IVR) by calling 1-866-364-5826. Please have your student or staff employee identification number to process your transaction.

3. Students, faculty or staff may pay with their Bowie Card, if funds are available, at the Department of Public Safety (DPS)

Communications Office in Robinson Hall or the DPS Parking Office in McKeldin Gym.

The valid receipt or confirmation number is given to the DPS Parking Office located in Robinson Hall or McKeldin Gym; an *Application for a Parking Permit* is filled out; and the permit is issued. A refund will be issued **only** if a scheduled class has been canceled and that is the only class in which the student is enrolled.

### **Special Medical Arrangements:**

To utilize handicap spaces on campus, a driver must meet the state requirements and purchase/display a Bowie State University parking permit.

### **Valid Parking Permit:**

A permit is valid only when it corresponds to the license plate number registered at the BSU Parking Office. The parking permit must be displayed properly, visible, and not suspended, altered, or revoked. A parking permit is transferable only to vehicles listed on the registration card. If the permit is affixed to an unregistered vehicle, the owner of the vehicle will be subject to a \$100 fine, and the owner of the permit is subject to revocation of parking privileges (with no refund). All permits must hang from the rearview mirror with the expiration date visible from the front of the vehicle. Motorcycles must be registered.

Permits for an academic year must be in place by September 1st and expire August 31st. Note expiration date on hangtag.

**Parking Lot Designations:** The parking permit designates the lots eligible to park in. If parked in a lot other than the designated lot, the vehicle could be subject to a citation and/or towed at owner's expense.

**Bowie State University Parking Office**

301-860-4040

**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., Blackberry, Palm Treo), 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> web-



sites.

**Note:** Some cell phone carriers charge for text messaging and some do not. We will only send emergency messages. For any questions and/or concerns please contact Director of Public Safety at 301-860-4051

### Local Media Outlets

If a decision is made to close or delay the opening of the university, please tune into one of the following radio or TV stations.

#### Baltimore area:

WBAL Radio 11 (1090 AM/97.9FM)

WCAO/WXYV (600 AM/103FM)

WLIF (101.9FM)

WBAL-TV (11)

WJZ-TV (13)

WNVA Radio 1430

WMAR-TV (2)

#### Baltimore area:

##### DC Area

WBAL Radio 11 (1090 AM/97.9FM)  
AM/107.7)

WCAO/WXYV (600 AM/103FM)  
(98.7FM)

WLIF (101.9FM)

WBAL-TV (11)

channel 9

WJZ-TV (13)

WNVA Radio 1430  
nel 7

WMAR-TV (2)  
8)

#### Washington, D.C. area:

WTOP (1500 AM/107.7)

WMZQ (98.7FM)

WRC-TV (4)

WUSA-TV channel 9

WTTG Fox 5

WJLA-TV Channel 7

News Channel 8

#### Washington

WTOP (1500

WMZQ

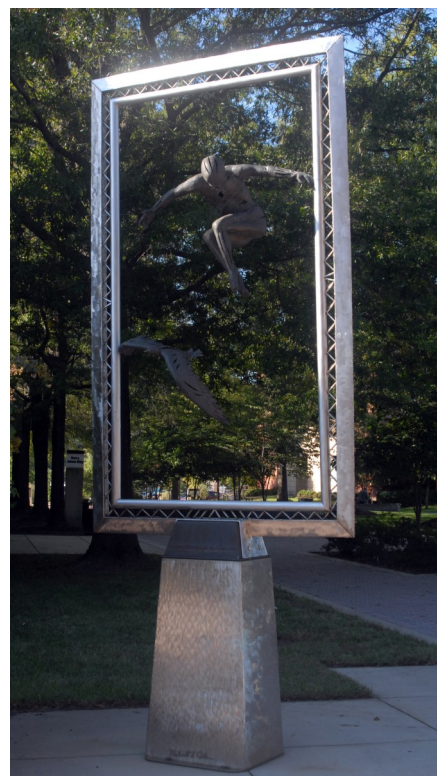
WRC-TV (4)

WUSA-TV

WTTG Fox 5

WJLA-TV Chan-

News Channel



In addition, the Associated Press (AP) wire service disseminates the information to other stations.

### **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. Please follow the link below to the Transcript Services page of the Registrar's site for instructions on obtaining a transcript.

<https://www.bowiestate.edu/academics-research/registrars-office/transcript-services/>

The cost of a 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.

Open 1<sup>st</sup> Saturday 11am-3pm

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. This guide will give you a quick introduction to many of our collections and services.

### ***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. The date the withdrawal is received determines the amount of refund. 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 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 the Registrar's Office. 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.

### **Veterans Information**

Non-degree students may request VA enrollment certification under the following conditions:

- The student is a visiting student if taking courses/credits to fulfill graduation requirements of his degree-awarding school.
- The student is in pursuit of his FIRST teacher's certification in a discipline and has enrolled at BSU in order to fulfill such requirements.
- The student completed and submitted an Application for Admission into a degree program to the Office of Admissions at BSU. However, the application after the deadline for admissions processing. As a result, he/she applied to the university as a "non-degree student" during the initial semester. In this case, the VA allows for enrollment certification for up to one (1) year. However, upon the expiration of the one year period, if an admissions decision is not made or the student is denied admission into a degree program, subsequent enrollment(s) may not be.

For additional information please contact:

Office of the Registrar - Veteran Services  
Henry Administration Building, Suite 1200  
14000 Jericho Park Road  
Bowie, Maryland 20715  
301 860-3432                      301 860-3438 Fax  
[hmills@bowiestate.edu](mailto:hmills@bowiestate.edu)

