1. *Open* your Internet browser and type <u>www.bowiestate.edu</u> in the address bar. *Click* on myBSU at the top of the web page and then *click* the Bulldog Connection link. Then click the Log In button.

myBSU Campus Map Visit Us Library Directory Give Search Q Quick Link BOWIE	
STATE UNIVERSITY 1865 PROSPECTIVE STUDENTS CURRENT STUDENTS FACULTY + STAFF ALUMNI + FRIEL	
ABOUT ADMISSIONS & FINANCIAL AID ACADEMICS & RESEARCH CAMPUS LIFE ATHLETICS ALUMNI	
Home myBSU	
myBSU myBSU	my85U Campus Map Visit Us Library Dre
Student Links	1865 PROSPECTIVE STUDENTS CURRENT STUDENTS ABOUT ADMISSIONS & FINANCIAL AID ACADEMICS & RESEARCH CAMPUS LIFE
Academic Resources 1	Home Building Connection
Bulldog Connection	Bulldog Connection Bulldog Connection
BlackboardiCAN/Starfish	LINKS • Academic Calendar Log In ►
Email	Final Examination Schedule

<i>Type</i> your Username in uppercase and Password in the designated areas.	<i>Click</i> the Logon button.
BOWIE STATE UNIVERSITY 1465	
Secure Logon for Bowie State University	
Username	
Password	
Logon	

3. Click on the Self Service menu. Then click on the Enrollment menu.

Menu 🗖			
Search:	Main Menu > Self Service >		
> My Equarities	The Enrollment		
Self Service	View appointments, plan and emoil in classes, view student and exam schedules.		
 Personal Information Class Search / Browse Catalog Academic Planning 	Enrollment faites www.your enrolment appointments.	View your class schedule for a specified term.	My Weekly Schedule View your weekly schedule in a calendar format.
Academic Planning Enrollment <u>Enrollment Dates My Class Schedule My Wookby Schedule </u>	Enroll in classes from your Shopping Cart.	Enrollment: Drop Classes Drop classes from your schedule.	Enrollment: Edit a Class Change preferences and options for a selected class.
- <u>my vreenty Schedule</u> - <u>Enrollment: Add Classes</u> - <u>Enrollment: Drop</u> <u>Classes</u> - <u>Enrollment: Frit a Class</u>	View My Grades View or print a listing of your grades and check your current grade point average.		
- View My Grades			

- 4. Click Enrollment: Add Classes link.
- 5. If there are more than one term active, *Select* the Term to register for.
- 6. Click CONTINUE button.

	Search	Plan		Enroll	My Academics]		
my	class schedule	add d	drop	edit	term information	L		
Add	l Classes				1-2-3			
Sen								
Sele	ect a term then click Co	ntinue.						
	Term	Career		Institution				
0	Summer 2013	Undergraduate		Bowie State University		1		
0	Fall 2013	Undergraduate		Bowie State University		\square		
	<u> </u>			CONTINUE				
Search Plan Enroll My Academics								
My Class Schedule Add Drop Edit Term Information								
go to	• • 🔊	<u> </u>						

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

	Search	Plan		Enroll	My Academics
	my class schedule	add	drop	edit	term information
	Add Classes				
	1. Select classes to	add			
	To select classes for and with your class selection	other term, select t as, proceed to step	he term and o 2 of 3.	lick Change. When you	u are satisfied
	Fall 2013 Undergraduate	e Bowie State U	niversity	change term	
				🔵 Open	Closed
	Add to Cart:	Fall 2013 Shopp	ing Cart		
	Enter Class Nbr	Y	our enrollmen	t shopping cart is empty	/.
	Glass Search				
	search				
	🔽 My Fall 2013 Class So	chedule			
	Ye	ou are not registered	d for classes in	this term.	
\sim					
(7)	<u>Search Plan Enroll My</u>	Academics			
\searrow	My Class Schedule Add Dr	rop Edit Term In	formation		
_	go to 👻	»)			

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

		1				
Search	Plan		Enroll		My Academics	
my class schedule	add	drop	ec	lit	term information	
Add Classes				_/	1-2-3	
Enter Search Crite	eria			/		
Search for Classes				/		
Bowie State University Fall	2013					
Select at least 2 search cr	iteria. Click Search to v	iew your search	results.			
Class Search		1				
Course Subject	select subject		•			8)
Course Number	is exactly	-		{		
Course Career		-				
	Show Open Classes	Only	_	,		
	Open Entry/Exit Cla	isses Only				
Additional Search Criter	ia					
Return to Add Classes			CLEAR	SEARCH	· •	
Search Blan Enroll M	Acadomics					1
My Class Schedule Add E	prop Edit Term Inform	nation				
go to 👻	©					J

NOTE: the **"Show Open Classes Only**" checkbox is in the checked mode by default which lists only open classes. Uncheck this box 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:



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.

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.

Retu	irn to Ad	<u>id Classes</u>		NEW SEARCH	MODIFY SEARCH
				🔵 Open	Closed
•	ACC	T 211 - Princ Of Ac	counting I		
				View All Sections	First 🖪 1-3 of 5 🕨 Last
s	ection	002-LEC(1616)		Status 🔵	select class
s	ession	16R			
		Days & Times	Room	Instructor	Meeting Dates
	_	MoWeFr 1:00PM - 1:50PM	тва	Symon Manyara	09/03/2013 - 12/20/2013
		002 (1617)		Charles .	soloct class
6	occion			Status	Sciect cluss
3	ession	Days & Times	Room	Instructor	Meeting Dates
		TuTh 9:30AM - 10:50AM	тва	Bernard McNeal	09/03/2013 - 12/20/2013
s	ection	004-LEC(1952)		Status 🔵	select class
s	ession	16R			
		Days & Times	Room	Instructor	Meeting Dates
		MoWeFr 8:00AM - 8:50AM	тва	Symon Manyara	09/03/2013 - 12/20/2013
Return		Classes		N.W. SEARCH	MODIEY SEARCH

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

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

Search Plan my class schedule add Add Classes 1. Select classes to add - Enroll	drop ment Pre	Enroll ed	My ccademics it term information				
ACCT 211 - Princ Of Accounting I	7						
ACCT 211-002 Lecture Open	Permission	Nbr Graded		\frown			
Session 16 Week Regular Career Undergraduate	Units	3.00		10B)			
Enrollment Information Accounting 211 Prerequisites: BUAD 100, BUAD 101 or MGMT 101							
		CAN					
Section Component Days & Times	Room	Instructor	Start/End Date				
002 Lecture 1:50PM TBA		Symon Manyara	12/20/2013				
Search Plan Enroll My Academics My Class Schedule Add Drop Edit Term Int go to	formation						

- 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 fr with your class sele ACCT 211 has	or another terr actions, procee 5 been added	n, select the t ed to step 2 of to your Shop	erm and c 3. ping Cart	click Chan	nge. W	'hen you are	satisfied			
Fall 2013 Undergra	duate Bowi	e State Unive	rsity		Ope	n 🗖	Closed			
Add to Cart:	Fall 20:	13 Shopping	Cart							\square
Enter Class Nbr	Delete	Class	MoWeF	r	Room	10:	structor	Units	Status	
enter	Î	(1616)	1:00PM	1	тва	s.	Manyara	3.00		/ 13
Find Classes		(1010)	1:50PM	1					I	
Class Search	Î	ENGL 102-002 (1261)	2:00PM 2:50PM	-r 1 1	тва	в.	DoHarris	з.00	•	
search						1				
						Proce	ED TO ST	ep 2 Of	= 3	
🔽 My Fall 2013 Cla	ss Schedule									
				•	Enro	olled 🛞	Dropped			
Class	Descriptio	n Days/	Times	Roo	m	Instructor	Units	Status	1	
COSC 190-101 (2384)	Intermediate Computer Pro (LectureLab)	g TuTh 4:55 7:25PM	iPM -	тва		D. Stone	4.00	~		
										_

14. <u>Final Step:</u> *Click* the **FINISH ENROLLING** button.

Search	P	lan	Enroll		My Academics	• · · · · · · · · · · · · · · · · · · ·	
my class schedule	add	drop		edit	term informa	ation	
Add Classes 2. Confirm cla Click Finish Enrollin	ISSES	request for the clas	ses listed below	v. To exit	1-2- 0	3	
without adding the	ese classes, click C	ancel.					
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	тва	S. Manyara	3.00	\sum	
ENGL 102-002 (1261)	Argument and Research (Lecture)	MoWeFr 2:00PM - 2:50PM	тва	B. DoHarris	3.00 🔵		
						-	
		CANCEL	PREVIOUS	FINISH	ENROLLING		
Search Plan Enroll							
My Class Schedule Ad	ld Drop Edit Te	erm Information					
go to	-						

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

Search	Plan Enroll My Academics						
my class schedule	add drop edit term information						
Add Classes							
3. View results							
.							
View the following status r	eport for eprollment confirmations and errors:						
Fall 2013 Undergraduate Bow	ie State University						
•	Success: enrolled Kerror: unable to add class						
Class	Message Status						
	Error: Unable to add this class - requisites have not been met.						
ACCT 211	Accounting 211 Prerequisites: BUAD 100, BUAD 101 or MGMT 101						
ENGL 102	Error: Unable to add this class - requisites have not been met.						
	English 102 Prerequisite: ENGL 101						
	MY CLASS SCHEDULE ADD ANOTHER CLASS						
Search Plan Enroll My Ac	adomics						
My Class Schedule Add Drop	Edit Term Information						
go to 👻 🧭							

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.

Menu 🗖			
Search:	Main Menu > Self Service >		
> Mu Fauacitaa			
✓ Self Service	View appointments, plan and enroll in classes, view student and exam schedules.		
 Personal Information Class Search / Browse Catalog Catalog 	Enrollment Dates View your enrollment appointments.	View your class schedule for a specified term.	Wy Weekly Schedule View your weekly schedule in a calendar format.
Forollment Enrollment Enrollment Dates My Class Schedule My Weekk Schedule	Enrollment: Add Classes Enroll in classes from your Shopping Cart.	Enrollment: Drop Classes Drop classes from your schedule.	Enrollment: Edit a Class Change preferences and options for a selected class.
Enrollment Add Classes Enrollment Drop Classes Enrollment Edit a Class	View My Grades View or print a listing of your grades and check your current grade point average.		
- View My Grades			