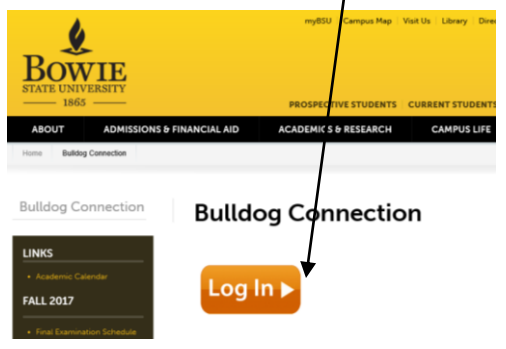
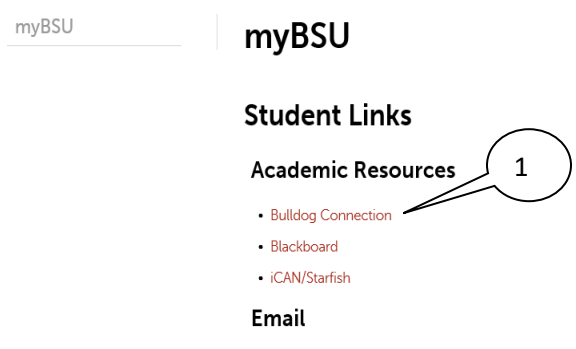
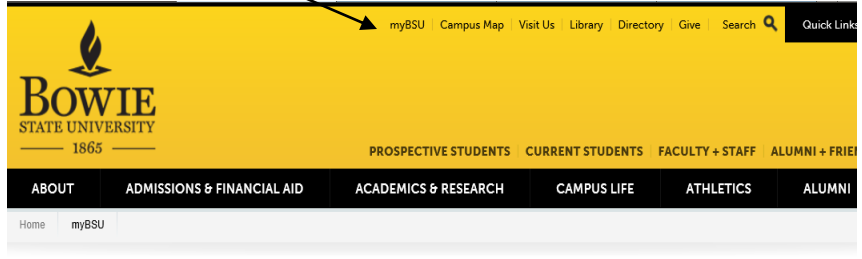


Bulldog Connection - **How to Register for Class**

1. **Open** your Internet browser and type www.bowiestate.edu 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.

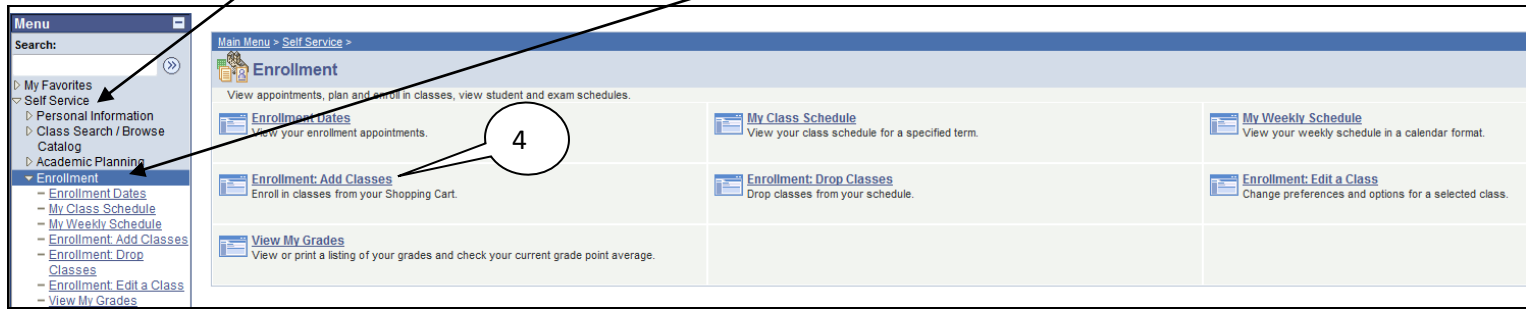


2. **Type** your **Username** in uppercase and **Password** in the designated areas. **Click** the **Logon** button.

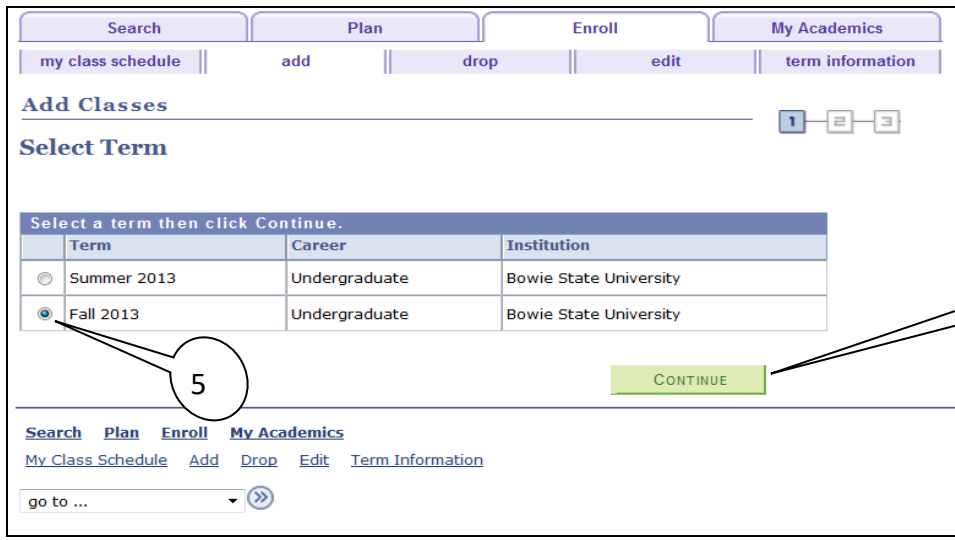


Bulldog Connection - **How to Register for Class**

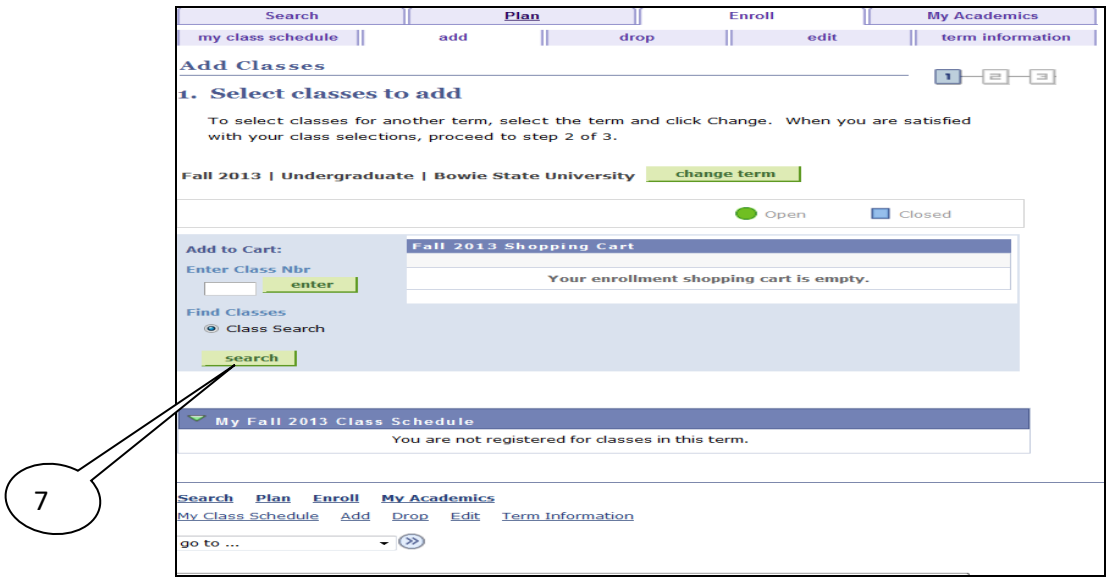
3. Click on the **Self Service** menu. Then click on the **Enrollment** menu.



- 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.

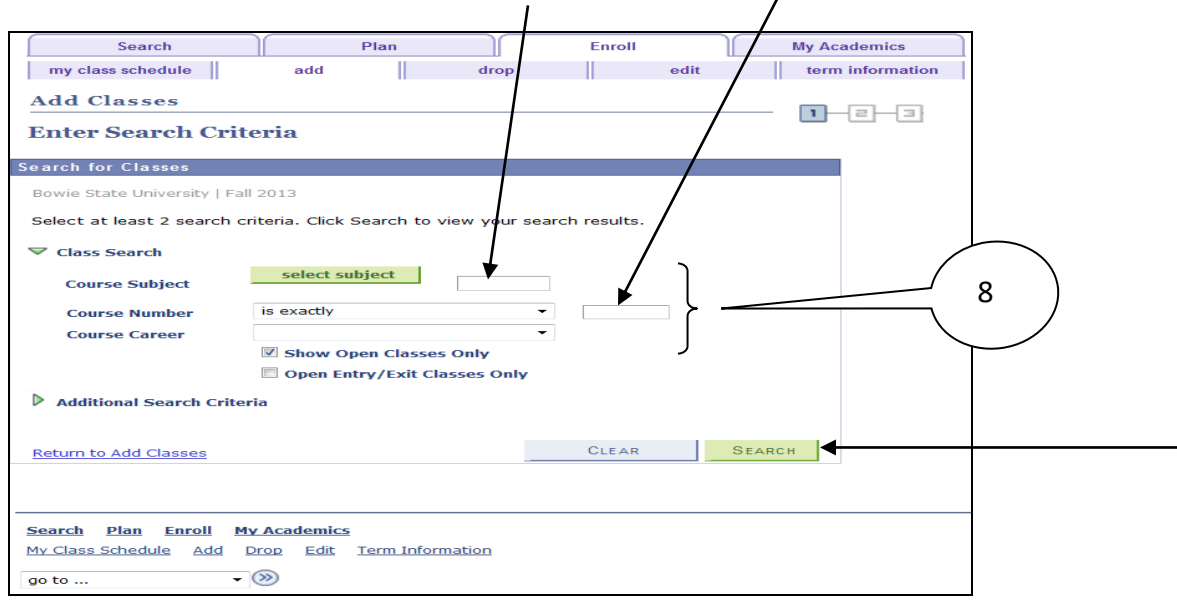


7. Click the Search button to look for a desired class to add into your shopping cart.



Bulldog Connection - **How to Register for Class**

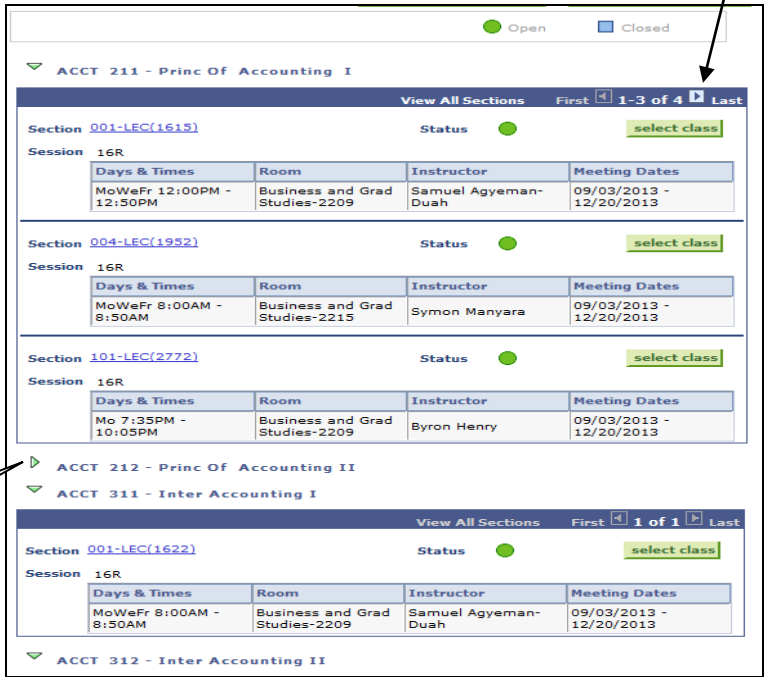
8. After entering your search criteria (Course Subject e.g ACCT, Course Number, e.t.c.), **click** on the Search button.



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:

OR



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 | 002-LEC(1616) | Status | <input type="button" value="select class"/> |
|---------------|-------------------------|----------------------------------|---|
| Session | 16R | <input checked="" type="radio"/> | |
| Days & Times | MoWeFr 1:00PM - 1:50PM | Room | TBA |
| Instructor | Symon Manyara | | |
| Meeting Dates | 09/03/2013 - 12/20/2013 | | |

| Section | 003-LEC(1617) | Status | <input type="button" value="select class"/> |
|---------------|-------------------------|-----------------------|---|
| Session | 16R | <input type="radio"/> | |
| Days & Times | TuTh 9:30AM - 10:50AM | Room | TBA |
| Instructor | Bernard McNeal | | |
| Meeting Dates | 09/03/2013 - 12/20/2013 | | |

| Section | 004-LEC(1952) | Status | <input type="button" value="select class"/> |
|---------------|-------------------------|-----------------------|---|
| Session | 16R | <input type="radio"/> | |
| Days & Times | MoWeFr 8:00AM - 8:50AM | Room | TBA |
| Instructor | Symon Manyara | | |
| Meeting Dates | 09/03/2013 - 12/20/2013 | | |

[Return to Add Classes](#)

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

10

10A

*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 your 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 | <input checked="" type="radio"/> 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 ...

10B

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 | |

PROCEED TO STEP 2 OF 3

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 ...

- 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 ...

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.

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

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2013 | Undergraduate | Bowie State University

Success: enrolled Error: unable to add class

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

MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics
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: >>

- My Favorites
- Self Service
 - Personal Information
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Enrollment Dates
 - My Class Schedule
 - My Weekly Schedule
 - Enrollment: Add Classes
 - Enrollment: Drop Classes
 - Enrollment: Edit a Class
 - View My Grades

Main Menu > Self Service > Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

- Enrollment Dates: View your enrollment appointments.
- My Class Schedule: View your class schedule for a specified term.
- My Weekly Schedule: View your weekly schedule in a calendar format.
- 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.
- View My Grades: View or print a listing of your grades and check your current grade point average.