STUDENT ORIENTATION, ADVISING & REGISTRATION

DIVISION OF STUDENT AFFAIRS
New Student Orientation

BOWLING GREEN STATE UNIVERSITY
SOAR Family Schedule | Summer 2015

Campus Resource Fair
101 Olscamp Hall | 7:15 - 8 a.m.
Visit with representatives from campus and community departments to learn about the programs, resources and services available to you and your student.

Welcome
101 Olscamp Hall | 8 - 8:30 a.m.
Welcome to SOAR. We’re glad you’re here! During this session you will hear from current students and key BGSU administrators who will provide you with an overview of your day and a glimpse into the BGSU experience.

Falcon Family Connection
101 Olscamp Hall | 8:30 - 9:15 a.m.
Your student’s success at BGSU is a community effort based upon strong partnerships among students, families and the institution. This session will summarize mechanisms for families and members of the University community to share information and strategies for supporting students as they emerge into adulthood. At the end of the session, information about the move-in process for students living on-campus will also be shared.

Falcon Dollars and Sense
101 Olscamp Hall | 9:15 - 9:50 a.m.
This session provides important information about financial aid requirements, how to make sure your student’s aid is ready to disburse at the start of each semester and resources to help your student manage college expenses. Learn about Bursar eBills, payment options and keeping your student’s account in good standing to avoid being deregistered from classes or having additional fees assessed.
SOAR FAMILY SCHEDULE | SUMMER 2015

Academic Meeting by College
10 - 11:15 a.m.
This session is designed to introduce you to your student’s college and the academic requirements needed to progress toward degree completion.
- Arts and Sciences, 115 Olscamp Hall
- Business Administration, 117 Olscamp Hall
- Education and Human Development, 115 Education Building
- Firelands Pathway, 223 Olscamp Hall
- Health and Human Services, 113 Olscamp Hall
- Musical Arts, 1004 Moore Musical Arts Center
- Pre-Major and Academic Planning, 223 Olscamp Hall
- Technology, Architecture and Applied Engineering, 201 Olscamp Hall
- University Program for Academic Success, 221 Olscamp Hall

Falcon Family Roundtable
3rd Floor Classrooms, Education Building | 11:30 a.m. - Noon
What can you do to help foster the success of your student? Connect with other family members through small group conversations led by a BGSU staff member to discuss common issues and themes seen throughout a student’s first year. This session will provide you valuable information and useful resources on campus to help support your student during his/her transition and the opportunity to get your questions answered.

Lunch
Carillon Place | 12:15 - 12:45 p.m.
Meet with Orientation Leaders and family members of other incoming students over an all-you-care-to-eat lunch.

Honors College Advising Meeting
024 Founders Hall | 1 - 4 p.m.
From 1-2 p.m., Honors College students are required and their guests are encouraged to attend this meeting to talk about Honors College requirements and advising considerations. Starting at 2pm, students and their guests will divide into two groups. Honors College academic advisors will begin working with individual students to select fall classes. Family members will interact with Orientation Leaders and Honors College staff to answer any remaining questions about the Honors experience. Please note, Honors Learning Community students who are not a part of the Honors College do not need to attend this meeting.

Money Matters-Individual Q&A for Financial Aid & Billing
228 Bowen-Thompson Student Union | 1 - 5 p.m.
Students and family members may meet individually with staff from Student Financial Aid and the Office of the Bursar to discuss financial aid, scholarships, fees, tuition, and payment options, including payment plans.

Veterans Benefits
228 Bowen-Thompson Student Union | 1 - 5 p.m.
The Veterans Administration (VA) provides educational benefits to eligible veterans. The VA School Certifying Officials, located within the Office of Registration and Records, assist students in applying to receive educational benefits by ensuring proper paperwork and applications are completed, certified, and filed with the VA. If your student is registering for classes at BGSU and have questions regarding VA benefits, please stop by or visit the Registration and Records Office, 110 Administration Building, between the hours of 8 a.m. - 5 p.m. Monday through Friday, or call 419-372-9638.

Open Houses and Tours
1 - 4 p.m.
Interested in seeing more of campus? Meet at the location designated below.
- Campus, Classroom, and Residence Hall Tour, Jerome Library
- Career Center and Student Employment Services Open House, 318 Math Science Building
- Falcon Health Center Open House, 838 E. Wooster St.
- Library, Learning Commons and Student Technology Assistance Center (STAC) Tour, Jerome Library

BGSU Dining and Meal Plans
1st Floor, Bowen-Thompson Student Union | 1:30 - 3:30 p.m.
Students and family members may meet with representatives from BGSU Dining to discuss meal plans or make adjustments to meal plan selections.

BGSU Bookstore and Ziggabyte
1st Floor, Bowen-Thompson Student Union | 1 - 3:30 p.m.
Students and family members interested in learning how to save money on textbooks, BGSU spirit wear and technology are encouraged to visit the Bookstore.

U | Belong: Get Involved at BGSU!
208 Olscamp Hall | 1:40 - 2:25 p.m.
With over 300 registered student organizations to meet a variety of interests which include: academic, cultural, honorary, volunteerism, social issues, career preparedness, spiritual, sport clubs and fraternities and sororities, everyone can find where they belong at BGSU. In this session, students and family members will learn how to make the most of their BGSU experience by getting involved outside of the classroom.

Safety First – BGSU Police
208 Olscamp Hall | 2:30 - 3 p.m.
Safety is a shared responsibility between the Police Department, students, faculty, and staff in the various divisions throughout the University. Presenting an inside look at the Department of Public Safety at BGSU, the Police Department will discuss its role in maintaining safety and security on campus. At the end of this session, you can address an officer with any questions you may have regarding public safety.

Multicultural Programs and Services
203 Olscamp Hall | 2:30 - 3 p.m.
All students are invited to learn about retention, mentoring, educational, and cultural programs and services. Students receiving a University Tuition Scholarship for Historically Underrepresented Students are strongly encouraged to attend this meeting to learn about scholarship requirements.

Falcon Internship Guarantee
203 Olscamp Hall | 3:05 - 3:35 p.m.
Bowling Green State University guarantees students who complete the Falcon Internship Preparation Program, and meet the identified criteria, the opportunity to participate in an internship or other experiential learning activity during their undergraduate career. Attend this session to learn more about this program.
Ten Tips for First-Year Student Success

10. Manage stress with exercise and diet
9. Make friends at BGSU
8. Stay on campus the first 2-3 weeks (including weekends)
7. Find the right space and time to study
6. Use the Learning Commons

5. Develop a solid budget/financial plan
4. Form an ongoing relationship with your academic advisor
3. Join at least one student organization
2. Get to know faculty members
1. Go to class. Read. Do all assignments
How and what are you going to communicate as expectations for your student concerning:

- Attending classes and getting involved
- Sharing information with you
- Health and wellness
- Finances
- Using campus resources (e.g., Learning Commons and Resident Advisors)
- Alcohol and social interactions

FALCON FAMILY CONNECTION, 8:30 - 9:15 A.M.

Have you discussed the items found on your student’s To Do List? What are the expectations about checking this list to prevent holds on their account?

Discuss when the Fall 2015 and Spring 2016 semester eBills are due. Who is responsible for making sure these bills are paid on time? Does your student need to sign up for the Extended Payment plan or the Traditional Installment Payment Plan?

Does your student understand what it means to have their account in “good standing”? Who is responsible for making sure the account is in good standing for the August billing statement and ensuring account stays in good standing?

If your student does not have experience handling their finances, where will they go for help?

Discuss expectations for your student to check and respond to their BGSU email and voicemail. Important dates and details will be communicated through this account.

FALCON DOLLARS AND SENSE, 9:15 - 9:50 A.M.

1. Go to class. Read. Do all assignments
2. Get to know faculty members
3. Join at least one student organization
4. Form an ongoing relationship with your academic advisor
5. Develop a solid budget/financial plan
FALCON DOLLARS AND SENSE CHECKLIST

☐ FAFSA – If you have not already done so, file this year’s FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. BGSU School Code is 003018. This should be completed as soon as possible so it is in place well before the fee due date. Make sure to review your To Do List and Holds for any additional paperwork that may be required as part of the application process.

☐ Outside Scholarships – If you have any outside scholarships that BGSU has not already received, make sure to send a copy of your scholarship award letter, with your BGSU ID or SSN on it to the Office of the Bursar, 123 Administration Building or fax to 419-372-7665.

☐ FERPA (Family Educational Rights and Privacy Act) – This form, completed by the student, must be on file indicating who will be permitted to receive information regarding their student account. If we do not have a form on file we cannot release information such as; account balance, payment history or any other specific charge or payment information. A link to the form can be found on the Bursar website http://www.bgsu.edu/bursar.html.

☐ Set up Parent eBill PINs – Authorize parents or other users to view/pay your Bursar eBill. A separate email notification will be sent to Parent PINs you have set up so that the party responsible for paying your bill is notified. Log on to https://my.bgsu.edu, click on View/Pay Bursar eBill then on the Parent PINs link.

☐ Authorize Title IV – If you are receiving Title IV funds (Federal Loans or Grants), we encourage you to complete a Title IV authorization. This authorization allows us to apply Title IV funding to miscellaneous charges on your account (ie. Parking permits, BG1 Card, etc.).

☐ Enroll in eRefund – When financial aid results in an overpayment, a refund will be issued. Refunds may be direct deposited into the checking or savings account of your choice by enrolling in eRefund. A link to enrollment is located on the Bursar Bill View/Pay site. Paper check refunds are processed once a week and mailed to the home address on file.

☐ Student Insurance Requirement – All students enrolled for eight or more hours are required to have health insurance coverage. The insurance will be billed to your account unless you complete the waiver, which can be accessed by logging on to your MyBGSU and clicking on the “Student Insurance Requirement” link. The last day to waive is the end of the first week of September. International students must visit the Student Insurance Office in person with proof of insurance.

☐ Pay Tuition or Enroll in a Payment Plan – BGSU offers two payment plan options to help students and families manage the cost of educational expenses. Extended Payment Plan (10 Installment Plan for the Academic Year) or Installment Payment Plan (4 Month Installment Plan) for the semester.

☐ Review To Do Lists or Holds – Continue to check your “To Do List” or Holds on your Student Center to keep up-to-date on information needed to process your financial aid; including directions on how to sign your student and parent loan documents (ie., Entrance Counseling and Promissory Notes).

☐ Check your bgsu.edu email account regularly – This is the official email address for BGSU communication. Financial Aid notifications and eBills are sent to the bgsu.edu address only.

☐ Sign up for text messaging – Prefer to have a text message rather than phone calls? The Office of Student Financial Aid and the Office of the Bursar encourage you to sign up for text messaging for important messages from either office, Text “Falcon” to 877877 to sign up.
PILLARS OF SUCCESS

**Academic Success** is the outcome of a holistic learning experience and the achievement of goals as a result of the development of a strong foundation of skills, knowledge, routines and actions.

**Career Development** is the life-long process of identifying interests, values and skills while seeking and obtaining experiences and opportunities to identify and pursue possible career paths.

**Leadership & Engagement** is the intentional application of skills and involvement in experiences that support the achievement of personal, academic and career goals while seeking to build stronger communities in our world.

**Personal & Fiscal Responsibility** is the acknowledgment of new freedoms and obligations, and the ability to make choices that result in positive outcomes for oneself and the surrounding community.
Welcome to the Bowling Green State University family. From the day of your visit during orientation through your student’s commencement ceremony, we value your contributions to BGSU and welcome your involvement in University activities.

Research has shown that college students will contact their families first in times of need. This handbook is designed to provide you with helpful information as you respond to your student’s concerns and questions, and to show how you can be involved and most effectively support your student. We hope you will keep this handbook and refer to it often during the time your student is at BGSU.

We are truly engaged in a partnership—you, your student and the University. Your involvement in your student’s college experience directly affects his or her academic and personal success. As the family member of a new BGSU student, we want to ensure that you are connected to the campus community well after your orientation experience. The Office of Campus Activities coordinates resources, services and events for parents and family members of BGSU students.

As the fall semester begins, staff from the Office of Campus Activities will communicate with you regularly in a variety of ways. Be sure to check your email regularly for e-newsletters, general campus news and updates, and invitations to a variety of on-campus events.

Please let us know if we can assist you in any way and please take every opportunity to visit the campus, especially on special weekends such as Homecoming and Family Weekend. Once again, welcome to Bowling Green State University!

Sincerely,

Jodi Webb
Dean of Students
www.bgsu.edu/newstudent

Chris Bullins
Associate Dean of Students
Office of Campus Activities
Parent & Family Programs
www.bgsu.edu/familyprograms
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<th>July</th>
<th>October</th>
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<td>Fall Break – no classes</td>
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<td>Fall Break – no classes</td>
<td>Homecoming</td>
<td>Spring semester classes begin</td>
<td>Exam Week</td>
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<td>Opening Weekend</td>
<td>Fall semester classes begin</td>
<td>Martin Luther King, Jr. Day – no classes</td>
<td>Commencement</td>
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<td>Fall Welcome</td>
<td>Thanksgiving break – no classes</td>
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<td>September</td>
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<td>25 - 27</td>
<td>6 &amp; 7</td>
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<td>Thanksgiving break – no classes</td>
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<td>CampusFest</td>
<td>Labor Day – no classes</td>
<td>Spring semester classes begin</td>
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<td>Labor Day – no classes</td>
<td>Family Weekend</td>
<td>Exam Week</td>
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Inside Front Cover
The College Adjustment

Change is Challenging

University life and the experience of a college student is often filled with change, growth, learning and decision making. A college student faces many challenges and opportunities to learn more about themselves and their personal values and beliefs. As your student enters into these experiences, you as parents and family members have a great opportunity to provide effective support and sound guidance.

The transition from high school to college can often be as challenging for family members as it is for college-bound students. As family roles and relationships change, expectations and involvement in each others’ lives may also change. Being prepared for the resulting changes will allow you to most effectively adapt and support your student throughout their years at the University.

Remember that college students often need and desire a greater degree of autonomy, yet at the same time expect just as much guidance and support from you as before. Also, it may be difficult to accept the fact that you are not hearing as much as you’d like about your student’s progress at BGSU. You will no longer find yourself being as involved in the day-to-day affairs of your student. However, you will learn to appreciate being asked for advice on larger personal decisions. Your moral support, active listening and willingness to share in important decisions are essential to your student’s progress. It is important to demonstrate your openness to changes regardless of whether you agree with those changes.

The college years and accompanying experiences can be valuable for the entire family. Maintaining open channels of communication as your son or daughter develops into a mature, self-reliant adult can make these years and experiences even more enjoyable and rewarding.

The Differences Between High School & College

<table>
<thead>
<tr>
<th>Teacher/Student Contact</th>
<th>Contact closer and more frequent (5 days a week).</th>
<th>Faculty members are available during office hours (posted hours each week) and by appointment to address students’ concerns.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition/ Grades</td>
<td>Academic competition is not as strong; good grades can often be obtained with minimum effort.</td>
<td>Academic competition is much stronger; minimum effort may produce poor grades.</td>
</tr>
<tr>
<td>Status</td>
<td>Students establish a personal status in academic and social activities based on family and community factors.</td>
<td>Students can build their status as they wish; high school status can be repeated or changed.</td>
</tr>
<tr>
<td>Counseling/ Dependence</td>
<td>Students can rely on parents, teachers and counselors to help make decisions and give advice. Students must abide by parents’ boundaries and restrictions.</td>
<td>Students rely on themselves; they see the results of making their own decisions. It is their responsibility to seek advice as needed. Students set their own restrictions.</td>
</tr>
<tr>
<td>Motivation</td>
<td>Students receive stimulation to achieve or participate from parents, teachers and counselors.</td>
<td>Students apply their own motivation to their work and activities as they wish. Students have much more freedom.</td>
</tr>
<tr>
<td>Freedom</td>
<td>Students’ freedom is limited. Parents will often help students out of a crisis should one arise.</td>
<td>Students must accept responsibility for their own actions.</td>
</tr>
<tr>
<td>Distractions</td>
<td>There are distractions from school, but these are partially controlled by school and home.</td>
<td>The opportunity for more distractions exists. Time management will become more important.</td>
</tr>
<tr>
<td>Value Judgements</td>
<td>Students often make value judgments based on parental values; thus, many of their value judgments are made for them.</td>
<td>Students have the opportunity to see the world through their own eyes and develop their own opinions and values.</td>
</tr>
</tbody>
</table>

Certain times during the academic year tend to be universally challenging to students. Parents who understand the ups and downs of the first year of college are better able to help their students negotiate the challenges of transitions. Below are some typical adjustment issues faced throughout the first year:

August/September
- Excitement
- Testing new-found freedom
- Frequent calls and visits home
- Homesickness and loneliness
- Anxiety about roommates, professors, classes
- First exams

October
- Roommate problems begin to arise
- Students question: “Do I fit in here?”
- First test grades returned
- Midterm exams
- Love relationships from home remain strong
- Consequences of decision-making experienced

November
- Midterm grades returned
- Roommate challenges become clearer
- Many exams and papers due before Thanksgiving
- Excitement and/or anxiety regarding going home for Thanksgiving
- First series of campus-wide illness (cold, flu, strep, etc.)

December
- Anxiety over preparations for finals
- Excitement and/or anxiety regarding going home for holidays
- Sadness about leaving new friendships and/or love relationships
- Roommate challenges continue

January
- “Fresh Start” mentality sets in with new term
- Satisfaction and/or disappointment with fall term grades
- Homesickness
- Loneliness for love relationships back home
- Relief being away from home and back at school

February
- Feelings of claustrophobia and depression of winter set in
- Potential increase in alcohol and other substance abuse
- Challenges with love relationships back home
- Valentine’s Day brings out loneliness, isolation

March
- Anxiety regarding finding roommate(s) for next year
- Excitement and/or disappointment regarding Spring Break plans
- Midterm exam stress
- Concern over summer employment
- Concern over winter weight gain

April
- Concern over declaring major
- End of semester pressure
- Excitement with arrival of spring

May
- Final exam anxiety
- Apprehension about returning home for summer
- Sadness over leaving new friendships and/or love relationships at school
- Realization of how college influences life decisions


Showing Student Support

Tip # 1: Don’t Ask Them if They’re Homesick
A student once said, “The idea of being homesick didn’t even occur to me, with all the new things that were going on, until my mom called one of the first weekends and asked, ‘Are you homesick?’ Then it hit me.” If homesickness strikes, keep in mind that numerous programs and services exist at BGSU to assist new students throughout their first year of college.

Tip #2: Write (Even if They Don’t Write Back)
Although new college students are typically eager to experience away-from-home independence in those first weeks, most are still anxious for family ties and the security of connection to family. Students love to receive mail. Clippings from the hometown newspaper, packages of cookies and even postcards can be shared with their new-found friends.

Tip #3: Expect Change
Your son or daughter will change. College and the experiences associated with it can bring about changes in many aspects of their lives, including vocational goals, personal behavior, and choices. It’s natural, inevitable and it can be inspiring. At the same time it can be challenging. While you may never understand the changes, it is within your power (and to you and your student's advantage) to accept them. Remember that your son or daughter basically will be the same person that you brought to BGSU, even if he or she returns for Thanksgiving break with a different hairstyle, eats different foods or discusses new thoughts and ideas.

Tip #4: Don’t Worry (Too Much) About Stressed-Out Phone Calls or Email Messages
Parenting can be a thankless job, especially during the college years. When problems become too much for a first-year student to handle (a flunked test, ended relationship and shrunk T-shirt all in one day), one place to turn, write, or dial is home. Unfortunately, this may be the only time that the urge to communicate is felt so strongly that you never get to hear about the “A” paper, the new friend, or domestic triumph.

Be patient with those “nothing-is-going-right-I-hate-this-place” phone calls, emails, or text messages.

You’re providing indispensable care through your advice, while also serving as a sympathetic ear and punching bag. It sometimes can be a role that makes you feel lousy, but it works wonders for a frustrated student.

Tip # 5: Trust Them
Finding oneself is difficult enough without feeling that the people whose opinions you respect most are second guessing your own second guessing. Though you may be skeptical of some of their choices and though they may make mistakes, your love and support will allow them to feel confident in making responsible decisions and learning from their mistakes.

One of the most important things one mom ever wrote to her son in his four years at college was this: “I love you and want for you all the things that make you happiest; and I guess you, not I, are the one who knows best what those things are.” Let them know that you genuinely trust them.
Falcon Parent and Family Association

The Bowling Green State University Falcon Parent and Family Association provides involvement opportunities for parents and family members of BGSU students and enhances the quality of student life at the University. With support from staff in the Division of Student Affairs, the Association facilitates communication between parents and the University and serves in an advisory capacity for BGSU administration. All family members are automatically members of the Association and have basic benefits of membership. For more information about the Association, visit www.bgsu.edu/familyassociation, call 419.372.2147, or send us an email vpsa@bgsu.edu.

Help Lines

- **Campus Fact Line**, 419-372-2445, is an on-campus telephone service that provides accurate, complete, up-to-the-minute information on everything at BGSU. Operators have extensive computer databases at their fingertips and answer thousands of calls annually from both on and off campus.

- **The Parents’ Help Line** is a telephone service available to parents and family members. This toll-free number is 1-800-815-1300 and operates Monday through Friday, 8 a.m. to 5 p.m. Please call this number with any question about academic, personal or co-curricular life at Bowling Green State University. If you prefer email, please send any questions or comments to familyprograms@bgsu.edu.

Facebook Pages The Student Enrollment and Communication Center offers a Parents’ Facebook pages. It is great for advice, questions, answers and just hanging out as Falcon parents.

- BGSU Parents Page: https://www.facebook.com/BGSUParents

Text Messages Parents and families can also opt into a service to receive 3 or 4 text messages per month concerning vital information and important updates.

- To utilize this service, please text the word FALCONPARENT to 877877.

Parent and Family Programs

Parent and Family Programs is a function within the Office of Campus Activities and provides services and resources designed to enhance the partnership between the University, families and their students.

Parent and Family Programs staff produces an online newsletter for family members of current students. The newsletter includes specific items about campus and local activities and events, as well as information about various University programs and offices. Each edition highlights the Four Pillars for your Student’s Success. Falcon Family Weekend, held during the fall, is a weekend for families to gather and enjoy entertainment, food and fun throughout the Bowling Green campus. Sibs N Kids Weekend is hosted each spring, bringing younger brothers and sisters of current students on campus to experience a bit of college life.

If you would like more information, please contact the Office of Campus Activities at 419-372-2343 or visit www.bgsu.edu/familyprograms.
THE FOUR PILLARS TO YOUR STUDENTS’ SUCCESS

1. Academic Success

UNDERSTANDING ACADEMICS

Academic Advising

Academic advisors are an important resource for students as they begin their academic career at BGSU and continue through their degree program. Academic advisors are people who care, people who listen and people who possess a wealth of valuable information. Some are faculty who are experts in their major field of study. Some are staff with advanced degrees in counseling or related fields. Most have long-time experience helping other college students and know the ins and outs of succeeding at BGSU.

Students should contact an academic advisor anytime they have a question about their classes, major, or other academic opportunities, and they should see their advisor at least once each semester (before registering for classes). Advisors can answer all kinds of questions about topics such as studying abroad, registering for next semester’s classes, changing their major, how to graduate in four years, raising their grade point average, going to graduate school and what to do if they are having trouble in a class. Advisors assist students in planning each semester’s schedule and help establish a long-term plan to fulfill requirements for graduation.

Every student can log on to the MyBGSU web portal (my.bgsu.edu) and select his or her Student Center to find the names and contact information for academic advisors, as well as department and college offices. Though advising systems vary across campus, usually once a student declares a major he or she is assigned a faculty advisor in the academic department of that major. Each BGSU college also has professional advisors located in the college office. Students who are undecided about their college and/or major choices receive advising assistance through Pre-Major and Academic Planning. Information on each advising office can be found online at www.bgsu.edu/advising.

Often, academic advisors contact students by email or phone, so students should check their official BGSU email account regularly. Students are expected to make appointments with their advisor when it is time to register for courses. To make the most of the advising experience, students should prepare for advising appointments by maintaining a file of advising materials, keeping track of their academic progress, knowing and completing program requirements, asking questions as they arise and following through on their advisor’s referrals and recommendations.

Academic advisors have one goal – to help students achieve their academic, career and personal goals. Encourage your students to make the most of their BGSU experience by getting to know their academic advisor.

Class Level

Classification of students into the freshman, sophomore, junior and senior categories is determined on the basis of credit hours earned, NOT by semesters of enrollment. In a baccalaureate degree program, the following credit hours are used to determine class status:

- **Freshman**: 0–29 hours
- **Sophomore**: 30–59 hours
- **Junior**: 60–89 hours
- **Senior**: 90 and above hours

Most students enroll for approximately 15 credit hours per semester. No student is allowed to enroll in more than 18 hours without the permission of his or her college dean. Academic policies are subject to change. For information related to credit hours, please review the Undergraduate Catalog: www.bgsu.edu/catalog/

Credit Hours

BGSU courses contribute a certain number of credit hours to a student’s academic record. The number of credits for a course is related to the number of hours spent in class each week. Students normally take four to six classes per semester and generally each class is worth three credit hours. No student is allowed to enroll in more than 18 hours without the permission of his or her college dean. Unless indicated by a specific degree program, 122 credits are required for graduation. The academic schedule should be planned accordingly if a student expects to graduate in four years. Students should regularly review progress toward their degree by viewing their Degree Audit. Academic policies are subject to change. For information related to credit hours, please review the Undergraduate Catalog: www.bgsu.edu/catalog/

Dropping and Adding Courses

Students should work with their Academic Advisor before adding or dropping classes once the semester begins. The Undergraduate Catalog provides an overview of policies related to adding and dropping classes. Academic policies are subject to change. For information related to dropping courses, please review the Undergraduate Catalog: www.bgsu.edu/catalog/

Grade Point Average (GPA)

The grade point average is figured on a system that assigns points to each letter grade as follows:

- **A**: 4 points for each credit hour
- **B**: 3 points for each credit hour
- **C**: 2 points for each credit hour
- **D**: 1 point for each credit hour
- **F**: 0 points

There are no pluses or minuses given as a final grade. The GPA is obtained by dividing the total number of points earned by the total number of hours taken. Complete information on the GPA is included in the online Undergraduate Catalog.

Grades

Letter grades are given to all students who choose to take classes for a grade. The grades are assigned based on the following system:

- **A**: Excellent
- **B**: Good
- **C**: Acceptable
- **D**: Poor/Still passing
- **F**: Failure

The student receives final grades online using the MyBGSU web portal (my.bgsu.edu) and selecting the Student Center link. Academic policies are subject to change. For information related to grading policies, please review the Undergraduate Catalog: www.bgsu.edu/catalog/
Grievances and Appeals
Academic policies are subject to change. For information regarding grievances and grade appeals, please review the Undergraduate Catalog: http://www.bgsu.edu/catalog/

Majors
A majority of students who enter college change their major at least once. During the first year or two, many courses fulfill BG Perspective (general education) requirements and provide an opportunity for students to explore different areas of interest while still making progress toward a degree. A student who wishes to change from a major in one college to a major in another college should consult a college advisor in the intended college about eligibility and requirements for the intended college and degree program. The college advisor can help the student select the degree program that best meets individual needs and interests, and review the requirements of the intended major or degree program to assure that a student’s plan of study will meet the entry and program requirements. In addition to consulting with advisors about a change in major, degree program or college, students are strongly encouraged to contact the Career Center (419-372-2356) for assistance in career planning and to identify careers that align with their interests, values and skills.

Registration
Students who are enrolled for the current semester register for classes using the MyBGSU web portal (my.bgsu.edu), an online course registration system. Instructions and course listings are available each semester at the Search for Classes link on BGSU’s Web page at www.bgsu.edu. Students will access the course registration site via MyBGSU using their BGSU email login username and password at their appropriate registration time.

Study Guidelines
The general recommendation from faculty members is to spend two hours of reading and studying outside of class for every one hour of class time. If a student is working or has other commitments, the total time required to be successful in a class should be considered when deciding each semester’s credit-hour load and work schedule. Academic assistance for all BGSU students is offered free of charge through the Learning Commons on the first of the Jerome Library. Please contact the Learning Commons before you encounter challenges with your coursework.

Summer Session
Summer Session offers academic credit courses to help students get ahead of schedule, graduate on time, lighten their course load, and benefit from smaller classes. Summer courses provide students with the flexibility to stay on track—online, on campus or abroad. Choose from the extensive schedule of undergraduate and graduate courses offered in 3 to 8 weeks. For information on class schedules, fees, FAQs and more, visit http://summer.bgsu.edu.

ACADEMIC RESOURCES
University Libraries
The University Libraries (UL) fosters excitement in the process of discovery and advances learning and scholarship through quality resources and services. The University Libraries is central to the success of the University’s academic mission and has a long history of leadership in library innovation. The collection includes more than 7 million items, including books, journals, sound recordings, government documents, audiovisual materials, archival manuscripts and photographs, and access to online resources. The UL’s extensive special collections are known nationally and internationally.

- 2nd Floor Curriculum Resource Center
- 3rd Floor Music Library & Sound Recordings Archives
- 4th Floor Browne Popular Culture Library
- 5th Floor Center for Archival Collections
- 6th Floor Historical Collections of the Great Lakes
- 7th Floor Group Study and Vending Machines
- 8th Floor Quiet Study and Science Stacks

In addition, the University Libraries provides a wide range of reference and research services to BGSU students, faculty, staff and visiting researchers.

Research & Information Desk: Reference librarians and student assistants staff the first-floor desk during most of the Libraries’ open hours. Stop here if you have any questions—simple or complicated—about the Libraries or their resources.

Online Assistance: Reference librarians and student assistants provide research assistance in a variety of ways, including help by phone, IM chat, texting, and emailing. See http://www.bgsu.edu/library/ask-us-2.html for contact information. Several tutorials are also available on the Libraries’ website. These provide assistance with using the research databases, evaluating websites, and more.

Individual Research Appointments (IRAS): BGSU Libraries offers free individual consultations to students, faculty, and staff. Our librarians provide one-on-one in-depth help with research projects, teach you how to use a specific database or research source, introduce you to research tools at Jerome Library, or just simply give a ‘refresher course’ on library research! Schedule your appointment at https://ira.youcanbook.me/

The Student Technology Assistance Center (STAC): is located in 122 Jerome Library and is available to assist students with the use of a wide range of technologies in support of student learning and success. STAC offers students workshops and personalized assistance with varied technologies as well as Canvas support. For more information, visit www.bgsu.edu/colleges/library/stac.html.

OhioLINK: is a statewide library and information system that enables BGSU students, faculty, and staff to borrow books from other Ohio academic and public libraries and that provides access to more than 220 online research databases. More than 85 Ohio institutions are OhioLINK members.

Disability Services
The Office of Disability Services (DS) offers a variety of services for students with documented disabilities, including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit disorders (ADD/ADHD) and psychiatric or chronic health disabilities. We provide equal access services that empower students to fully participate in both educational and extracurricular opportunities. For students with documented disabilities, DS provides reasonable accommodations, auxiliary aids and support services that are individualized and based upon disability documentation. In order to receive services from DS, students must provide documentation of disability from an appropriate professional. Documentation must demonstrate that the disability substantially limits a major life activity, and it is helpful if the diagnosing professional suggests appropriate accommodations in an academic setting. 504 Plans and IEPs alone may not be acceptable documentation; supporting documentation will most likely be required. For more information please contact DS at 419-372-8495, dss@bgsu.edu, or www.bgsu.edu/disabilityservices.
The Learning Commons

The Learning Commons at Bowling Green State University (BGSU) offers free academic support programs for all students providing the opportunity to enhance their academic experience by taking control of their academic pursuits. The Learning Commons, located on the first floor of the Jerome Library, is designed to augment the classroom learning experience and assist students in achieving their academic goals. Students can obtain services through our webpage [www.bgsu.edu/learningcommons](http://www.bgsu.edu/learningcommons), e-mailing our office at tlc@bgsu.edu, calling our main number at 419-372-2823 and/or in person at our front desk.

Academic Coaches work with students on an individual basis. A weekly meeting with an Academic Coach is one of the best ways to stay on track with your academic pursuits at BGSU. They will assist you in reviewing your course load and come up with strategies for studying and managing your time. Academic Coaches are BGSU undergraduate and graduate students trained by faculty in the School of Intervention Services, which allows them to tailor their individualized help to your specific situation.

Math and Statistics Tutoring is comprised of trained math and statistics tutors who are ready to help students with any math problem or concept as soon as they enter the Learning Commons MATH & STATS Lab. The Learning Commons staff works closely with the Department of Mathematics and Statistics and the Department of Applied Statistics and Operations Research to ensure that course objectives are being met. Math and Statistics Tutoring provides individual tutoring, study groups, exam reviews and self-help materials for all students.

Study Skills Assistance helps students to learn more effective study and textbook reading skills and apply these directly to their college courses. Students have the opportunity to participate in individualized and/or small study groups for course-specific and general academic assistance. Students who have questions about study and textbook reading skills are invited and encouraged to make an appointment with our professional staff.

Subject Tutoring is designed to assist students by offering one-to-one and/or group study sessions offered in most courses across the curriculum. Subject Tutors are students who have taken the course and received an “A.” They provide an excellent way for students to augment the classroom learning experience and assist in further understanding the course content. Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically difficult courses. SI is a chance to get together with people in your class to compare notes, discuss important concepts, develop strategies for studying the subject, and to test yourselves before your professor does so you’ll be ready. At each session, you will be guided through this material by your SI Leader, a competent student who has previously taken and succeeded in the course.

Writing Support offers friendly and informed Writing Consultants who provide in-person and online writing support for students from the first day on campus through graduation. The staff is committed to the success of campus and community writers throughout various stages of their writing projects, with primary emphasis on the development of student writers. They will help with first-year composition courses along with all courses across your curriculum.

Honors College

The Honors College prides itself on challenging highly motivated students and promoting their emotional as well as intellectual development. The Honors College offers special classes, two optional learning communities (Honors Learning Community and Honors Scholars), a wide range of enrichment opportunities, and a caring and supportive environment in which students may learn and grow. The Honors College is open to students in any major area of study or who are undecided about a major. The Honors College is located in Founders 024 and can be reached at 419-372-8504. For more information, visit our website at [www.bgsu.edu/honors](http://www.bgsu.edu/honors).

Service Learning

The mission of the Office of Service-Learning is to support student engagement with the community, and to challenge students to become reflective learners and engaged citizens. Service-learning is a great starting point for students to find community service activities and service-learning courses. Students can schedule an appointment or just drop in to meet with one of the Civic Action Leaders, who will help them find an opportunity that matches their interests. Each week a Service Update highlighting local service and community opportunities is sent to students who have opted to receive this communication. The Office of Service-Learning also helps connect students through major events such as the Volunteer and Community Partnership Fair and the Martin Luther King Jr. Day of Service Challenge. For more information call 419-372-9865, email communityservice@bgsu.edu, visit the office in 315 University Hall, or go to [www.bgsu.edu/office-of-service-learning.html](http://www.bgsu.edu/office-of-service-learning.html).

Study Abroad

Students of all majors and minors have the opportunity to gain international experience on one of BGSU’s wonderful study, intern, or volunteer abroad programs. Education Abroad programs are invaluable opportunities for students to experience the world and all it has to offer while continuing to complete their degree requirements and earn BGSU academic credits. There are many scholarship and grant opportunities available for students participating on international programs abroad and Financial Aid may be used to assist eligible students with covering the cost of their programs. For more information, please contact the Office of Education Abroad & International Partnerships at 419-372-0479, email edabroad@bgsu.edu, or visit the website at [www.bgsu.edu/education-abroad.html](http://www.bgsu.edu/education-abroad.html).
The Center for Undergraduate Research and Scholarship (CURS)
The CURS mission is to enhance undergraduate education through the intellectual stimulation of active student participation in meaningful research, scholarly or creative activities in all fields of study. The CURS Program offers funding to all undergraduate students in all disciplines, who might have the desire to conduct research or scholarly/creative activities under the guidance of a faculty mentor. Participation in such activities not only allows the student to learn invaluable general professional skills, but also provides hands-on experience with techniques and skills specific to a student's chosen discipline. Furthermore, such activities allow the student to develop a comprehensive resume and a network of academic references, both of which are vital after graduation in today’s competitive job market as well as when looking at graduate school placement. The center assists students where needed in finding a suitable faculty mentor in their chosen field of study. Both fall and spring semesters students can be awarded up to $500 to offset the costs associated with project supplies and materials. They can also receive a $200 stipend upon completion of their project report. During the summer semester students will receive up to $2,500 as a fellowship award and up to $500 to offset the costs associated with project supplies. Travel grants of up to $200 are also available for students interested in presenting their research or scholarly/creative work at conferences or symposia. Students who have a minimum GPA of a 2.5 are encouraged to apply. The CURS Program is located 104 University Hall. For more information, visit our website at www.bgsu.edu/research-economic-development/center-for-undergraduate-research-and-scholarship.html or contact Dr. Cordula Mora, Director for Undergraduate Research and Scholarship, at cmora@bgsu.edu.

Falcon Internship Guarantee
Bowling Green State University guarantees students who complete the Falcon Internship Preparation Program, and meet the identified criteria, the opportunity to participate in an internship or other experiential learning activity during their undergraduate career. For more details see http://www.bgsu.edu/career-center/falcon-internship-guarantee-no-form.html.

Deciding Student Program
Bowling Green State University offers this targeted program that provides a clear plan for undecided students to help them decide on a major and select a degree program.

2. Career Development
CAREER RESOURCES
Career Center
The Career Center offers comprehensive services and programs to help students clarify their academic and career goals, gain practical experience through internships and cooperative education activities, and secure employment in their chosen profession upon graduation. To help students explore career and major options, the Career Center offers a variety of vocational assessments. FOCUS is an online interactive career exploration and planning tool designed to help students assess their interests, skills, values, and personality. FOCUS also provides an opportunity to explore occupations compatible with their personal qualities, preferences, and needs. FOCUS is available through students’ MyBGSU web portal. Students can gain experience in their chosen field by participating in a co-op or internship. Through co-ops and internships, students develop a clearer understanding of their college major and career options, obtain relevant work experiences, gain valuable professional skills, increase their self-confidence, and improve their post-graduation employment prospects. When students are ready to seek a full-time professional position, Career Center consultants help them obtain information about the employment market for college graduates; develop job search competencies and tools; and connect with prospective employers through career fairs, on-campus interviews, and direct access to job openings posted on WorkNet. For more information, contact the Career Center at 419-372-2356 or via email at careerservices@bgsu.edu or visit online at hire.bgsu.edu.

Cooperative Education and Internships
The Cooperative Education and Internship Program provides opportunities for students to work in academically relevant, supervised, professional positions enabling them to integrate classroom knowledge with practical work experience. Through this program, students gain valuable work experience while applying concepts learned in the classroom, learn new or refine existing professional skills, and grow personally and professionally. For more information contact the Cooperative Education and Internship Program at the Career Center at 419-372-2356 or by email at bgsucoop@bgsu.edu.

Four-Year Career Action Plan
The key to a successful college experience is to be intentional. The Career Center’s Four-Year Career Action Plan outlines the many experiences students can have each year and the steps they can take to achieve their career goals. This Plan offers checklist items for academic planning, campus & community involvement, personal growth, and career & life development activities available to help students make the most of their academic experience. See http://www.bgsu.edu/content/dam/BGSU/career-center/docs/Career-Four-Year-Career-Action-Plan.pdf for details.

Student Employment Services (SES)
A variety of part-time and seasonal employment options are available to BGSU students. Approximately 4,000 students choose to work on campus throughout the year and nearly every BGSU department employs students on a part-time or seasonal basis. Most students who work on campus are employed and paid directly by BGSU. Partnerships with other campus employers (such as BGSU Dining) offer additional and convenient employment opportunities for students on the BGSU campus. Students also work in local communities and return to jobs at home during break periods and summers. Whatever option students choose, the Student Employment Services staff is available to assist students in finding jobs that fit their schedules, interests, and skill levels. Gaining practical work experience helps students develop transferable skills and prepares them for other types of employment, such as co-ops and internships (related to their majors and career interests), and full-time employment after graduation. Most employers will ask for a student’s resume as part of the application process. SES helps students build their first college ready resume — no work experience — no problem! The staff works with students individually to identify their skills and prepare a resume based on their co-curricular activities, volunteer work, and classroom projects. Students view job listings (including Federal Work Study-funded positions) online at WorkNet, BGSU’s job search and resume referral system sponsored by the Career Center. WorkNet is conveniently located within students’ MyBGSU portal. Once registered, students use the search functions to identify job vacancies on and off campus (as well as co-ops, internships and after graduation employment). For additional information, contact us at stuemp@bgsu.edu or call 419-372-2865.
3. Leadership and Engagement

STUDENT INVOLVEMENT

Alumni and Development

The Office of Alumni and Development and BGSU Foundation, Inc. offers more than 100 scholarships and is home to the Student Alumni Connection. This student organization serves as the bridge between students and alumni. It offers professional and leadership development, community service opportunities and promotes campus spirit through Homecoming activities and special event programming. Recruitment takes place each semester and all BGSU students are eligible to apply. The Office of Alumni and Development is also home to the Student Legacy Campaign. The Legacy Campaign invites you to begin building your BGSU Legacy today by becoming a student philanthropist. Every gift, no matter the size, will ensure that future generations of BGSU students have the opportunity for an exceptional University experience. For more information on either program, please visit www.bgsu.edu/alumni.

Athletics

BGSU is an NCAA Division I member, competing at the highest level of intercollegiate athletics. Many of Bowling Green’s teams have won conference titles, been nationally ranked and/or competed in NCAA postseason play in recent history. Students have the opportunity to support and follow one of the elite departments in the country by joining the Falcon Fanatics, the official student section of BGSU Athletics. The Falcon Fanatics define the culture and tradition of student support for our teams and offer a unique social opportunity that enhances the college experience. As well, students receive free admission to all regular season home athletic events and there are “student guest” discounted tickets available for all ticketed sports. For more information on Bowling Green State University’s athletic programs, go to www.bgsufalcons.com or call 877-BGSU-TICKET for ticket information.

Bowling Green Community

The City of Bowling Green and Bowling Green State University form a closely integrated community. Bowling Green has a population of approximately 30,000, including students, and is the county seat of Wood County. The city’s center is at Wooster and Main streets, just a few blocks from the University. For additional information about the city of Bowling Green, log on to www.visitbgohio.org.

The Office of Campus Activities

The Office of Campus Activities provides meaningful opportunities that connect students and families to the University community. We are committed to leadership development, personal growth, and learning experiences that empower students to reach their potential.

Student Organizations

BGSU offers 300+ registered student organizations to meet a variety of interests which include: academic, cultural, honorary, volunteerism, social issues, career preparedness, spiritual, and sport clubs.

Fraternity & Sorority Life

With 40 registered organizations serving multiple populations and interests, the fraternity/sorority community at BGSU aims to develop responsible citizens who are dedicated to lifelong membership and community involvement through commitment to academic excellence, civic engagement, leadership, and positive relationships.

Major Events

The Office of Campus Activities is proud to enhance campus life by providing engaging programs to the community. With the help of student leaders we provide multiple campus-wide major events including Campus Fest, Homecoming, Family Weekend, Sibs N Kids Weekend, and Greek Sing, as well as events for entertainment, personal growth, and leadership development.

Spirit Programs

Cheerleaders, Dance Team members, and Freddie and Frieda Falcon promote school spirit at major University functions and athletic events. Our goal is to increase school spirit and pride among students and parents, as well as faculty, staff, alumni, and guests.

For more information: Office of Campus Activities, 401 Bowen-Thompson Student Union, 419.372.2343
E-mail involved@bgsu.edu or visit www.bgsu.edu/getinvolved

Center for Leadership

The Center for Leadership offers many leadership development opportunities throughout the year in a variety of interactive, educational, and impactful programs by utilizing the social change model of leadership. For emerging leaders, the Leadership Academy is an opportunity to participate in a one-day event taking place during the fall semester. This program engages students through interactive sessions targeted toward individual values and leadership. The Center for Leadership also offers many different individual workshops throughout the year covering a wide range of topics that include: global leadership, conflict resolution, ethical decision making, intercultural competent leadership, and leadership personality assessments. Along with many other offerings from the Center for Leadership, the Leadership Certificate Program is a noteworthy opportunity offered to students interested in earning this distinguished honor throughout their time at BGSU. Earning the Leadership Certificate demonstrates a student’s leadership and team development skills and assists students as they transition to leadership and team roles within the work environment.

For more information: Center for Leadership, 301 Bowen-Thompson Student Union, 419.372.9623
E-mail leadership@bgsu.edu or visit www.bgsu.edu/leadership
Leaders in Residence

The Leaders in Residence (LIR) and Advanced Leaders in Residence (ALIR) programs within the Office of Residence Life offer in-hall classes on leadership development for all residential students. These classes assist students in developing their leadership skills and abilities in order to become successful leaders in various organizations and areas at BGSU. In LIR, students learn about the Student Leadership Challenge. In ALIR, students explore multiple leadership models and create their own personal leadership philosophy. Please contact the Office of Residence Life at 419-372-2011 for more information.

Office of Multicultural Affairs/Diversity

The Office of Multicultural Affairs is part of the area of Access, Diversity, and Inclusion Programs. The department provides diversity education, multicultural programs, and personal, social and cultural support to students. This is achieved through offering diversity education, workshops, and programs such as National Coalition Building Institute Welcoming Diversity; Prejudice Reduction Workshops; Cross-Cultural Communication Workshops; Diversity student peer-led workshops; a multicultural conference; heritage month programs; diversity dialogues that focus on religion, Native American Culture, Asian culture, multiracial identity, gender and gender expression, sexual orientation, country of origin, socioeconomic class, etc. The area also includes a Multi-Ethnic Student Center and offers diversity courses and retention programs. For more information, the Office of Multicultural Affairs staff can be reached by telephone at 419-372-2642, email at oma@bgsu.edu or visit www.bgsu.edu/offices/sa/oma.

SMART Program

The Office of Residence Life SMART Program (Students of Color Mentoring, Aiding, Retaining, and Teaching) is a peer mentoring program designed to help residential underrepresented populations transition smoothly to BGSU and makes a successful leap into the college experience. SMART pairs student Mentors with first year students (Mentees) to provide advice, resources, guidance, and an empathetic ear. Weekly contact, monthly mentor meetings, and monthly All-SMART meetings help encourage mentees to fulfill their potential and reach both their personal and their SMART goals. Mentees also have the opportunity to participate in various events and workshops, submit an application for a book scholarship at the end of the year, and apply to become part of the SMART staff for the following year. The time commitment varies from less than one hour up to three hours each week, depending upon individual investment in the program. There is no cost to participate in SMART, and although programs and conversations will always be approached from an underrepresented perspective, all people are welcome to join SMART. For more information, or to sign up for the program visit: http://www.bgsu.edu/residence-life/residence-education/smart-program.html or smart.bgsu.wikispaces.net

Residence Hall Council

Each residence hall sets up its own system of governance and students are encouraged to become involved in their residence hall community. Each Hall Council assists residence hall staff in building community and planning educational and social events for the hall. Many upper-class students say their involvement in co-curricular activities at BGSU began with their involvement in Hall Council and its umbrella organization, the Resident Student Association.

Resident Student Association

The Resident Student Association (RSA) is the coordinating body of the residential community. The goal of RSA is to work with residence halls, Greek and on-campus councils, hall staff, and administration to improve the quality of residential life at Bowling Green State University through the development and improvement of residential policies, procedures, programs and facilities. All on-campus residents automatically become members of RSA and are encouraged to become involved in the many leadership opportunities available within the organization. Specific opportunities include functional roles in RSA such as the Diversity Coordinator, Webmaster and WRSA Movie Channel Coordinator as a way for students to get involved. In addition, hall council representative and liaison positions with various campus organizations and committees are also available.

Undergraduate Student Government

Undergraduate Student Government (USG) is the voice of the undergraduate student body. USG represents the concerns of BGSU students to the University administration and Board of Trustees. In doing so, the members of USG are afforded the opportunity to interact and work with upper-level University administrators and staff. Students can get involved as early as their first semester through attending meetings, aiding in committee work, or serving on the Senate. Elections occur in the spring semester through a process that includes campaigning, a presidential/vice presidential debate, and week-long voting period. For more information, visit the USG website at www.bgsu.edu/usg/.

University Activities Organization

The University Activities Organization (UAO), 408 Bowen-Thompson Student Union, is the student programming board on campus. UAO’s mission is to “provide diverse, entertaining, quality events that instill pride and lasting memories in the hearts of BGSU students.” UAO has done this by providing concerts, a popular movie series, comedians, speakers, and other large-scale events. For more information call the UAO office at 419-372-2486.
4. Personal and Fiscal Responsibility

FINANCES

Billing and Fees

The Office of the Bursar is responsible for billing students for their semester tuition and fees. Students will receive eBill notifications on or around the first day of each month. This notification is sent to the student's BGSU email address. For students who have not viewed their eBill, a second notification email goes out approximately seven days later. Students can access the eBill and make payments by logging into MyBGSU—Students>Financials>View Bill & Make Payment. Students may authorize parents/others to view their eBills/make payment. Follow the navigation above, locate the Parent PINS section, and click Add New.

Methods of payment:

• On-Line: MasterCard, Discover, American Express, and Visa (a nonrefundable convenience fee is assessed) and electronic debits from either checking or savings accounts (no fee assessment for these transactions)
• Mail: Any form of check payment (personal, cashier’s check, money order, etc.) Checks can be mailed to: Office of the Bursar 132 Administration 1001 E. Wooster St. Building Bowling Green, OH 43403
• In Person: Checks, money orders, cashier’s checks, cash. Telephone Credit Card Payments: toll free at 1-866-484-0436 (a non-refundable convenience fee is assessed)

Payment Plans Offered:

• The Installment Payment Plan (IPP) allows you to budget your payments for the semester over four monthly installments. An enrollment fee is charged each semester you enroll in the Installment Payment Plan.
• The Extended Payment Plan (EPP) allows you to budget your payment for the Fall and Spring semesters over 10 monthly installments. A one-time enrollment fee will be charged at the time of enrollment.

Please contact the Office of the Bursar with questions at 419-372-2815, email at bursar@bgsu.edu, or visit our website at www.bgsu.edu/bursar. In person at 132 Administration Building 1001 E. Wooster St. Bowling Green, OH 43403.

Financial Aid

Students interested in receiving federal student aid must complete the Free Application for Federal Student Aid (FAFSA) on an annual basis.

Financial aid will be disbursed to your bursar account charges no sooner than the first day of the semester, provided that your application is complete and you have met the requirements for each aid type. Prior to the start of the semester your financial aid will be listed as an “anticipated aid” credit against the charges on your bill. One form of aid that will not appear as anticipated aid against your Bursar bill is Federal Work Study (FWS). FWS funds are earned through work and are paid to students directly in the form of a paycheck without being applied against your Bursar bill. If your student aid is not sufficient to cover your charges you will need to either pay the balance of the charges or make payment arrangements with the Office of the Bursar.

Aid will only disburse if all necessary eligibility criteria are met. Students are notified of requirements that must be completed for aid to disburse through their Student Center “To Do List” found in the MyBGSU web portal (https://my.bgsu.edu). First-time federal student loan borrowers will need to complete a student loan Entrance Counseling requirement and Electronic Master Promissory Note online by visiting www.studentloans.gov.

When the semester begins, anticipated aid is replaced by actual, disbursed aid on your bursar account, provided you are registered for the appropriate number of credit hours and have met individual program requirements. Financial aid is packaged based on the assumption that students will be enrolled at full-time status (12+ credit hours for Undergraduates and 8+ hours for Graduates). Aid will not disburse if a student is enrolled in less-than full-time status unless the student notifies Student Financial Aid that they plan on remaining below full-time status. Students can notify SFA of their enrollment plans online at www.bgsu.edu/offices/sfa by completing the “Term Enrollment Reporting Form.” Enrollment below full-time status may result in changes to the financial aid awarded.

Federal financial aid will first be used to pay your University housing, meals, instructional, general, and non-resident fees. Some forms of aid, especially federal student aid, are restricted as to what portion of your bill they can pay. Allowable charges for federal aid include, but are not limited to, the instructional and general fees, housing, and meals. Other miscellaneous charges, such as the legal fee or parking fee may not be covered. You could be issued a refund for excess student aid after allowable charges are covered, but yet still owe a bill to the University for other miscellaneous charges. We encourage you to review your bill regularly, and contact the Office of the Bursar with any questions. Visit the SFA website for more details on the financial aid process for first-time aid recipients at http://www.bgsu.edu/financial-aid.html.

Financial Literacy Resources

PNC Bank, located on the first floor of the Bowen-Thompson Student Union, is dedicated to providing premiere financial education resources to help all members of the BGSU community understand their money, and inspire confidence to decide what is best for their own needs. In 2015, PNC Bank began managing support services for BGSU Financial Literacy inquiries. If you have questions on anything from basic budgeting, to how to protect your identity or react to a fraud incident, to graduating with a plan on how you’ll repay your debt – PNC is here to help. As a strong partner in the field of higher education, PNC’s mission is to help students become responsible for their financial decisions.

Each month PNC Bank and BGSU will host a financial education seminar on campus on topics most relevant to the community. To look at this year’s schedule, or to find out what PNC and BGSU can help you with, check out www.bgsu.edu/financial-literacy or send an email to BGSUFinancialLiteracy@pnc.com to set up an individual financial education session and talk to a professional about your specific needs. Additionally, PNC Bank has launched an online experience of its Foundations of Money Management course customized for BGSU. Students’ BGSU email addresses will enable them to complete the course and give them exclusive access to content tailored to their needs. BGSU students DO NOT need to be a customer of PNC Bank to take advantage of any of the services or programs offered; they are offered at no charge.

PNC and BGSU want you to have the knowledge and confidence to manage your money. Take advantage of the resources available to you to ensure you’re making the most of your time on campus!

For more information, contact PNC Bank by telephone at 419-353-4090, by email at BGSUFinancialLiteracy@pnc.com, through the BGSU Financial Literacy website at www.bgsu.edu/financial-literacy, or in-person at the PNC Bank branch on the first floor of the Bowen-Thompson Student Union.
LIFE ON CAMPUS

BG1 Card
As a BGSU student, you are required to obtain and carry your official University ID—the BG1 Card. This wallet-size card has many high-tech, exciting features that can help make your life at BGSU a bit easier.

The BG1 Card provides easy access to BGSU resources and packs a wealth of innovative technologies into one powerful and convenient card! Many departments use the BG1 Card as a means to grant access to their information and services. From the libraries allowing students to check out library books, to a teacher requiring the BG1 Card to take a test, to the BGSU Bookstore requiring it to allow purchases for discounted software, the card is a necessity of everyday campus life.

Every BGSU student with a BG1 Card can use the card to make purchases in select locations on and off campus. BG1 Card accounts are activated by making a deposit to one of the card accounts available to all users. This includes the meal plan program offered by BGSU Dining Services for use at on-campus dining locations, as well as the BG Bucks stored value account. BG Bucks can be used anywhere the BG1 Card is accepted.

Benefits of the BG1 Card
• It’s safer than carrying cash – money is secure. All accounts are frozen if a card is reported lost or stolen.
• It’s easy to manage accounts – check balances online 24/7.
• Family can make deposits from home 24/7 through a secure online web page using an American Express, Visa, Discover or MasterCard debit or credit card. Transactions are processed in real-time allowing for immediate access to deposited funds.
• No expiration – funds carry forward from semester to semester and from year to year.
• It complements the meal plan – if students run out of meal plan funds, on-campus dining registers will automatically default to the BG1 account.
• It can be linked to an existing PNC bank account so it can also work as a PNC bank card.

Deposits to the BG1 Card also can be made at BG1 Card Services located at 130 Bowen-Thompson Student Union, at unattended Account Management Centers in the Student Union (adjacent to the Information Desk), Jerome Library and by mail or fax to BG1 Card Services. For more information, call BG1 Card Services at 419-372-4127 or visit the BG1 Card website: www.bgsu.edu/bg1card.html.

BGSU Dining
BGSU Dining offers meal-plans for on-campus students, as well as commuters, and faculty and staff. All residential students are required to purchase a residential meal plan.

This requirement alleviates one of the biggest worries for a student as they are venturing away from home. Meal plans assure parents and students alike that food will be available for them, so they may focus on academic success.

To assist in this transition to independence, BGSU Dining has dedicated a First-Year Custom Dining Plan to address several issues that new students face. The plan will provide opportunities for students to socialize with other students, expose them to healthy meal options, and help students learn to budget and make good choices on their own.

This Custom Dining Plan includes a combination of swipes and Falcon Dollars, to offer value, as well as flexibility, and to take advantage of all that BGSU Dining offers. A “swipe” constitutes one visit to an all-you-care-to-eat dining facility and one swipe of the student’s ID. Students can use swipes at the Oaks and at Carillon Place, which are the all-you-care-to-eat (AYCE) facilities. Falcon Dollars are used on a “declining balance” meaning you pay only for what you take to the register. These dollars may be used in all BGSU Dining locations, including convenience stores, locations within the Bowen-Thompson Student Union, residential dining locations, and may also be used to purchase all-you-care-to-eat meals by paying the door price.

If you have any questions regarding meal plans, please contact the BGSU Dining Accounting Office at 419-372-7933, by email at dining@bgsu.edu or by visiting the BGSU Dining Administrative Office on the 2nd floor of the Oaks. Students who are awarded a scholarship meal plan should contact BGSU Dining for details about their specific plan.

The BGSU Bookstores
BGSU operates stores in four locations offering many convenient services and a variety of merchandise including textbooks, tee shirts, and technology products. The flagship store located in the Student Union is the full service BGSU Bookstore and next door is the Zigabyte tech store, an Apple Authorized Campus Store. The Firelands Bookstore serves customers at the BGSU Firelands campus in Huron and the newest store location is the Falcon Team Store at the new Stroh Center, offering a wide variety of BGSU clothing and gifts. Each physical store location also has a virtual store online, offering a wide variety of merchandise and services.

Making Textbooks Affordable: Textbooks and other course materials required for classes can be expensive, so the Bookstore does everything possible to reduce these high costs for BGSU students, including selectively discounting prices to better align with online prices. The BGSU Choose online price comparison displays the Bookstore’s prices, as well as, the prices of major online companies such as Amazon and Chegg, making it easy for student to reserve books for pickup at the Bookstore or order from another online source and get the best possible value. In addition to selling traditional new textbooks, students can also save 60% or more by choosing one of over 600 rental textbooks, save up to 50% on a digital textbook, or access a 100% free online open source book. Used textbooks are sold at a minimum of a 25% savings and can be sold back for cash during the end-of-term “buyback” period reducing the net cost even more. By reserving textbooks online through the Bookstore web site you can save time and money – you relax, we process your textbook order, and it is ready for pick up when you are – and this service is free! There is even a Price Match Guarantee insuring we have the best local price or we’ll refund you 125% of the difference.
Mail Services
Student mail is handled by the Campus Post Office from all carriers. BGSU has a unique zip code, 43403, and all USPS mail with this zip code will be delivered to campus.

Student mail must be addressed with a full, formal name and residence hall address, including room number.

Paper mail, such as envelopes and magazines, is delivered to the front desk of each residence hall each day Monday – Friday. There is no pickup of USPS mail on Saturdays or University Holidays.

Packages, and items with tracking numbers, from all carriers, including USPS, UPS, and FedEx, will be processed daily Monday through Friday at the Student Package Center located at the Information Desk on the 1st floor of the Bowen-Thompson Student Union. Overnight UPS and FedEx packages will also be processed on Saturdays.

Please visit our website at www.bgsu.edu/postal for additional details.

The university also operates Stamper’s Mail and Copy Center, which offers a wide variety of USPS services, money order sales, UPS shipping and black and white and full color printing services. We also offer finishing work such as cutting, creasing, folding, inserting, laminating and bindery services for any organizational, personal or educational purpose. Please visit our website at www.bgsu.edu/stampers for additional details.

Parking Services
Although a car is not necessary at BGSU, any student may bring a car to campus provided it is properly displaying a BGSU parking permit or it’s parked in a prepay space with adequate time purchased. A permit may be obtained on a daily, weekly, monthly, semester or annual basis for students, as well as short-term options for visitors who will have a vehicle on campus. Parents and visitors do have the option of parking in Lots 13 or 20 (no permit necessary and no overnight parking) and riding the shuttle into campus.

Fines are assessed for not following parking regulations. Anyone who receives a parking violation has the option of filling out an online appeals form, available from the Parking Services website. For further information please visit www.bgsu.edu/offices/parking/ or call Parking Service at 419-372-2776.

Residence Life
The Office of Residence Life administers all aspects of on-campus living, including the day-to-day operation of each residence facility. The office can be reached by calling 419-372-2011, emailing reslife@bgsu.edu, or on the web at www.bgsu.edu/reslife.

Living on campus is an exciting part of the college experience. Living on campus gives students the opportunity to building life-long friendships and also supports academic success. BGSU has an academically based two-year live on requirement. Statistics show that students who live on campus generally have a higher GPA and feel more connected to campus, which can help students stay enrolled in college and graduate in fewer semesters than their off campus peers.

BGSU has nine residential complexes on campus. All of our residence halls are supervised by a live-in fulltime Hall Director. The Hall Director, along with the rest of the hall staff, including student Resident Advisors, is always a resource for students and can assist students with academic or personal issues. Hall staff should always be the first point of contact for students (or parents) if they are experiencing any challenges. Residents are encouraged to stay on campus as much as possible to make new friends and get involved on campus.

Living with a new person can be one of the most rewarding experiences of college life. It is possible to have a positive roommate relationship without sharing many common interests or being best friends. The hall staff will work with the residents to help them get involved, introduce them to academic resources, and help them adjust to their new “home away from home.”

Technology Resources
Technology is certainly a part of a college student’s life and an integral part of the education experience. The Office of the Chief Information Officer (CIO) at BGSU is committed to supporting technology resources for students, faculty and staff. Several of the key technology resources available to students are highlighted here and you are invited to access additional information at: www.bgsu.edu/its.

Technology Support Center (TSC)
The TSC is the central point of contact for questions regarding technology on campus. Located in 110 Hayes Hall, they may be contacted by phone at 419-372-0999, by email at tsc@bgsu.edu or by visiting their office during open hours. Students may also contact the TSC via the Live Chat at: http://www.bgsu.edu/its/remote. Via Live Chat, a TSC support specialist can assist students in troubleshooting problems, assist with hardware or software questions or provide requested information.

The TSC website, www.bgsu.edu/its provides a wide variety of resources including links to self-help documentation for topics such as email, the MyBGSU portal, mobile device setup and virus protection as well as information about hardware, software and other services provided within Information Technology Services (ITS).

MyBGSU portal
The MyBGSU enterprise portal available at My.BGSU.edu provides access to academic and administrative resources including class scheduling, grades, progress reporting, advisor information as well as Bursar and Student Financial Aid information.
Email/Online Storage
A BGSU email account is provided to all BGSU students. Students should expect that official University correspondence will come to them through their BGSU provided email account. Students are responsible for information distributed in this manner and should access their BGSU provided email account on a regular and timely basis. BGSU also offers students access to OneDrive, an online file storage platform with up to 1 Terabyte of free storage, along with various other online tools for Microsoft Office.

Information Security Office
As the location for information technology security resources, BGSU’s information Security Office (InfoSec) provides users with data protection information and resources. Their web presence at www.bgsu.edu/infosec supplies users with data protection information, links to security resources, and also details the Digital Copyright Safeguards program as it relates to the Digital Millennium Copyright Act (DMCA) and peer to peer file sharing. InfoSec also provides a Data Destruction & Recycling service for safe and secure destruction of sensitive information and recycling of hardware and accessories. For more details, please visit: www.bgsu.edu/its/services/computer/personal/data-destruction-and-recycling.

Student and Remote Printing
Student printing at campus locations is covered under the Remote Print program. Students are encouraged to setup remote print on their devices to make printing at campus locations quick and easy. However, there is a cost associated with printing on campus and details are available by referencing www.bgsu.edu/its/services/computer/labs/remote-printing.html.

Computer Labs
Computer Labs are located throughout campus and offer a variety of hardware and software for student use. Information on hours and software available in these labs can be found at: http://www.bgsu.edu/its/services/computer/labs.
STUDENT CONDUCT

The authority to enforce regulations of the University rests with the Board of Trustees. The responsibility for enforcing regulations and imposing sanctions is delegated to the President and her designees. The Office of the Senior Vice President for Academic Affairs and Provost hold students responsible for academic misconduct which includes: cheating, fabrication or plagiarism on examinations or other assignments, using a person or agency to prepare papers, possession and/or use of stolen examinations and misrepresentation of academic credentials.

The Office of the Vice President for Student Affairs is the principal agency for administering the nonacademic Code of Student Conduct. Authority has been delegated to the Associate Dean of Students who is responsible for enforcing the Bowling Green State University Code of Student Conduct, available at www.bgsu.edu/studenthandbook. This code describes University expectations for students and the processes available when a student fails to adhere to these expectations. Other than University suspension and expulsion, conduct sanctions are not part of a student’s permanent academic record but are part of the student’s conduct record.

Alcohol Issues

BGSU permits the consumption, possession, serving and sale of alcoholic beverages only in accordance with the laws of the state of Ohio. Only persons of legal age may consume, possess, serve or sell alcohol. These policies are strictly enforced in the University residences, as well as off campus. Bowling Green State University utilizes a progressive sanction policy for alcohol violations. This policy is described in detail in the Policies and Procedures Section of the Student Handbook located online at www.bgsu.edu/studenthandbook.

Drugs

In order to ensure the University’s commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and drugs. Conduct action may be taken up to and including suspension or expulsion from the University and possible criminal prosecution for drug offenses. Certain convictions for the possession or sale of illegal drugs may affect a student’s eligibility for federal student financial aid.

Legal Services

Students have access to legal advice and representation through the non-profit Student Legal Services (SLS) law firm located on campus. Three experienced attorneys are available to students who have paid the participation fee. No additional attorney fees are charged to the student for representation on issues including traffic violations, landlord/tenant disputes, misdemeanor criminal charges, consumer debt collections, etc. Notary services are also available through SLS free of charge. For details regarding the services and limitations, contact the office at 419-372-2951 or visit the website at www.bgsu.edu/studentlegalservices.

Sexual Assault

It is important to discuss sexual assault with your student. The majority of sexual assaults that occur on a college campus involve alcohol and first-year women, with the victim knowing the attacker. Stress the importance of open, honest communication in any relationship. Encourage your daughter or son to use all campus safety precautions in place and to set healthy limits in relationships. Since most sexual assaults involve alcohol, encourage your student to abstain from alcohol and drink responsibly after age 21. If you or your daughter or son would like more information or help with sexual assault, please contact the Falcon Health Center at 419-372-2271, Public Safety at 419-372-2346, the Counseling Center at 419-372-2081, the Wellness Connection at 419-372-9355, or the Office of the Dean of Students at 419-372-2843.
STUDENT HEALTH AND WELLNESS

Counseling Center
The staff of the BGSU Counseling Center’s mission is to promote the psychological wellbeing of students from different backgrounds; to foster their development, learning and academic success; and to provide appropriate intervention when students are experiencing serious mental health concerns. The staff accomplishes this mission by providing a variety of psychological services, including consultation, counseling (group, individual and couples), crisis intervention, alcohol and other drug education and prevention, psychoeducational programming, training and supervision, online psychological resources, case management, advocacy, and referral.

The Counseling Center staff includes psychologists and other mental health professionals who are experienced in helping students address a wide array of issues, including but not limited to depression, anxiety, low self-esteem, trauma and abuse, sexual assault, relationship concerns, stress management, body image concerns, eating disorders, coping with change, grief and loss issues, homesickness, and study/test-taking concerns. Students can obtain services by visiting the Center during walk-in hours or by calling for an appointment. During operating hours, a counselor is also available for emergencies.

Parents and family members are welcome to consult with staff about mental health concerns pertaining to their students. They may also find it helpful to check out the resources on the Center’s website. From the home page, click the “Parent Resources” link.

For further information about Counseling Center services and resources, visit our office on campus, call 419-372-2081, or view our website at www.bgsu.edu/counseling.

Health Insurance
All domestic students enrolled in eight or more credit hours on main campus and all international students are required to have health insurance coverage. If you already have health insurance provided by a parent, spouse, employer, or other party, you are able to opt out of (waive) the BGSU Student Health Insurance and subsequent charges.

• Visit www.bgsu.edu/studentinsurance or www.uhcsr.com to learn more about the BGSU sponsored student health insurance plan and the health insurance requirement
• 24-48 hours after you register for classes you will have access to waive or enroll (on line access opens June 4, 2015) through your My BGSU
• If you have other health insurance that meets the US federal requirements through the Affordable Care Act, you can WAIVE out of BGSU’s plan
• If you do not have other health insurance, you will want to enroll into the BGSU Student Health Plan
• Students under age 18 should request a paper waiver at orientation or email your request to: studentins@bgsu.edu
• Contact the Student Insurance Office with your questions 419-372-7495

Student Health Services
Student Health Service became the Falcon Health Center moving to a new facility in Fall 2013. BGSU partnered with Wood County Hospital to provide high quality, easily accessible, and cost effective health care for a diverse student population. This new facility is located at 838 East Wooster Street (corner of E. Wooster St. and S. College Ave.). The center is staffed with physicians, nurse practitioners, nurses and other medical professionals to provide primary care services for all patients. This includes illness, minor injury, preventative, travel, allergy shots and more. Several specialty services are available including psychiatry, gynecology, lab and radiology. For more information, visit the website at www.falconhealth.org.

Recreation and Wellness Programs
Diverse programs provided by Recreation and Wellness motivate students to seek active and healthy lifestyles. Recreational pursuits, including more than 26 intramural sports such as basketball, football, inner-tube water polo, whiffle ball and badminton, encourage involvement and provide fun ways to reduce stress. Personal training and group exercise classes such as spinning, Zumba and Yoga support physical health and well-being. Twenty-eight active sport clubs afford students leadership and competitive prospects in a variety of endeavors including ice hockey, ultimate Frisbee, equestrian, rugby and more. Outdoor adventures and trips ranging from rock-climbing and rappelling to kayaking, backpacking and whitewater rafting are presented each semester. Within the Wellness Connection, peer education explores pertinent and timely health and wellness topics including nutrition, alcohol, stress, sexual health, body image and assault, while late-night activities give students safe entertainment alternatives.

Health and safety classes and various professional certifications are offered annually. Complementing the student agenda, community members, faculty and staff collaborate and participate in the varied wellness and recreation based departmental initiatives.

The newly renovated Student Recreation Center and Perry Field House offer indoor running tracks and swimming pools, basketball courts, weight rooms, and a 70-yard, artificial turf football field. The departmental facilities are complemented by the 18-hole Forrest Creason Golf Course and Practice Center which includes a driving range, chipping and putting areas. Over 250 students gain practical work and career development opportunities from entry-level to leadership positions offered in Recreation and Wellness’ eight program and three facility areas. Students may apply throughout the year for jobs with wages based on experience and certifications required to enter the position and the leadership, decision-making and supervisory functions necessary to perform each role.
The safety of the campus community is important to everyone at BGSU. The University has a Comprehensive Emergency Management Plan that is reviewed regularly and can be implemented quickly in the event of a crisis or emergency. Specific staff members are trained and ready to respond should the need arise.

AlertBG
AlertBG is the campus text-message alert system in which students, faculty and staff can be quickly notified in the event of an emergency on campus, such as crime in progress, building closures, severe weather and classes canceled. Only registered cell phone numbers with enabled text-messaging can be contacted. Students may register multiple phone numbers, including numbers for parents and family members, through MyBGSU.

BGSU Police Department
The BGSU Police Department provides the campus with 24-hour police protection by a fully certified staff of police officers, detectives and dispatchers. The department ascribes to the University’s Core Values and continually seeks ways to improve the quality of service the campus receives by working in partnership with students, faculty and staff to enforce the law, provide quality services, reduce fear of crime and promote joint problem-solving. Students must also accept responsibility for their personal safety by locking residence hall room doors when gone or sleeping and by reporting suspicious behavior to the BGSU Police and residence hall staff.

The most recent information about crime prevention, the law enforcement authority of the BGSU Police, policies for reporting crime on campus and crime statistics for the most recent three-year period are available online at www.bgsu.edu/offices/safety.

Emergency Response and Communication
In the event of a campus-wide crisis, information will be communicated to students, faculty and staff through Alert BG, by text message, blast email messages, digital signage throughout campus, www.bgsu.edu, campus police, residence hall directors and staff members, campus media (BG 24 News, WBGU-FM 88.1, WFAL-AM 1610), and main stream media outlets (local television and radio stations).

Emergency Telephones
The campus police along with the BGSU Information Technologies Services maintain emergency help telephones located throughout the campus. Easily distinguished by their color, the blue light emergency telephones can be used by students and visitors to summon immediate police assistance when needed.

Student Safety Services
Campus Service Officers (CSO’s) are students that work for BGSU Police will provide walking escorts to and from any on campus location between the hours of 8:00 p.m. and 4:00 a.m. every day of the week. All student CSO’s are carefully screened prior to employment and wear a uniform shirt and ID Badge when working. The service can be reached at (419) 372-8360.

Residence Hall
Our residence halls have multiple safety policies in place for the benefit of our residents. During evening hours, night clerks require residents and their guests to check in with appropriate identification through designated doors. Unescorted guests are not allowed in the buildings at any time. All residences require personal entry devices (PEDs or Prox Cards) to gain access to the living area.

Students are also responsible for helping to maintain a secure environment by keeping doors locked and reporting suspicious behavior. Quiet hours are enforced in each residence hall and “courtesy hours” are in effect 24 hours a day. All guests must abide by the University Code of Student Conduct and residence hall policies. All residents are asked to follow these policies for their own safety and that of the entire residential community.

Shuttle Services
The University offers a shuttle service to help students get around campus between residence halls, parking lots and academic buildings. The shuttle runs throughout campus on a regular schedule and is available until 1:00 a.m. Monday, Tuesday and Wednesday nights and until 2:30 a.m. Thursdays and Fridays. There are also additional route times throughout the weekend. More information is available at www.bgsu.edu/parking-services/shuttle-services.html.
UNDERSTANDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s education record. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records until the child reaches age 18 or attends a school beyond the high school level when rights then transfer to the student or former student. Students and former students to whom the rights have transferred are called eligible students.

FERPA complies with all FERPA regulations. For this reason, there is no automatic notification to parents or students about a student’s academic difficulties. It is the student’s responsibility to speak with the instructor if the student is having problems in class.

In the case of student conduct records, the University will contact parents or legal guardians of students under the age of 21 who are found responsible a second time for violating institutional policies on the use or possession of alcohol or on any violation involving a controlled substance. If a Bowling Green State University student is found responsible for violating the Code of Student Conduct for behavior that constitutes a “crime of violence” under federal law or a nonforcible sex offense (incest or statutory rape), the University may release the student’s name, the violation committed and any conduct sanction imposed by the University. BGSU will provide this information to any person who requests it.

For more detailed information on FERPA and the BGSU Code of Student Conduct, please refer to the following websites www.ed.gov/policy/gen/guid/fpco/ferpa/index.html and www.bgsu.edu/studenthandbook.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that provides access to certain education records and also protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The U.S. Department of Education enforces FERPA.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Parents’ and Students’ FERPA Rights

“How can I learn how my student is doing?”

The best approach is to ask your son or daughter directly. Communicating with young adults isn’t easy; they are not always as forthcoming as we would like. The college years, however, are a period of remarkable growth and maturation. The ability and willingness of students to share information and insights usually grows, especially as they acquire the confidence that comes with assuming greater responsibility for their own lives. (Syntax Weekly Report, July 2, 2001)

“Does the University have a written policy about information from student records that can be shared with parents?”

Yes. We encourage you to visit the following websites for more information: www.bgsu.edu/studenthandbook.

Academics

Registration and Records, 419-372-8441

“What don’t I receive a copy of my student’s grades? I’m paying the bill.”

Although parents may be paying the bills, students are entitled to the confidentiality of their personal academic records. If a student desires, he or she can sign a waiver allowing parental access to his or her financial records. This waiver, the Student Release of Information Form, is available from the Office of the Bursar, 419-372-2815. Parents of a dependent child may request information by signing the Parent’s Request for Information Form each term with the Office of Registration & Records stating that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.

“Will I be notified if my student received a low grade? How will I know how my son or daughter is doing academically?”

No, you will not be notified if your student received a low grade. FERPA requires that the University maintain the confidentiality of all student education records, therefore BGSU does not notify parents about student academic performance or progress. Direct communication with your student is the number one way to stay informed and help your student succeed. Research has shown that parental communication about academic expectations and support of successes and failures throughout a student’s academic career directly affects his or her personal and academic growth.

If your student seems to be struggling, encourage him or her to take responsibility for scheduling an appointment or using open office hours to speak directly with instructors.

“Can I access my student’s grades electronically through MyBGSU?”

Students’ grades and academic progress reports are considered education records under FERPA. Students receive mid-term and final grades online by connecting to the MyBGSU web portal using their personal BGSU username and password. In addition to student grades, successNET (see page 13) provides faculty members with the ability to record non-graded academic performance and progress reports. Because students grades and academic records are protected by FERPA and password protected in MyBGSU, you cannot access your student’s grades or academic progress reports. The Office of Registration and Records encourages you to discuss your student’s academic performance with him or her throughout the semester.

Counseling Services

Counseling Center, 419-372-2081

“Are counseling records part of a student’s education record?”

No. Counseling records, like medical records, are separate from a student’s education records and are not available to parents even if the student is tax dependent. If your student is 18 years of age or older, counseling records are confidential and, except under very special circumstances, can be released only when the student has provided his or her counselor with written consent.

“Are a student’s counseling records protected by FERPA?”

No. Students’ counseling records are actually protected by state and federal laws that prohibit the release of counseling information except under very limited circumstances. This protection is actually more extensive than the protection afforded by FERPA.

Emergency Notification

Registration and Records, 419-372-8441

“Emergency Notification

BGSU Police Department, 419-372-2346

“In an emergency, how can I reach my student?”

Parents can contact the BGSU Police Department or the Office of Registration and Records. In a true emergency the BGSU Police Department makes reasonable attempts to contact the student and deliver a message.
Payroll Information
Payroll Accounting, 419-372-2201

“Can I verify a student’s employment at BGSU?”
Just as access to student records is restricted under FERPA, so is access to student employment records. Upon the student’s written request and authorization, Payroll Accounting will provide the following information:

- Beginning and ending dates of employment
- Pay rate (if paid hourly)
- The department for which the student worked
- Total annual earnings

Each inquiry must include the student’s name, name at the time of attendance (if different) and BGSU student ID number or Social Security number. Performance records (including the reason for leaving) are the responsibility of the supervising department.

“My student is working on campus. Can you tell me exactly how many hours per week my student works?”
Details regarding the number of hours worked and job location are all considered part of the student’s education record and subject to FERPA.

Student Accounts
Office of the Bursar, 419-372-2815
bursar@bgsu.edu
www.bgsu.edu/bursar

“As a parent of a BGSU student, can I obtain information about my son’s or daughter’s account?”
Unfortunately, BGSU cannot discuss with you your son or daughter’s account information without a completed FERPA (Financial Release) Form. The FERPA form can be obtained from the Bursar’s Office website or by stopping into the office. Please have your son or daughter complete one of these forms.

“How does the student receive a refund of excess financial aid?”
BGSU encourages students to sign up for direct deposit to a checking or savings account of their choice. Direct deposit is faster and safer. Students can sign up for direct deposit online through their MyBGSU. Checks are issued when there is no bank account information on file. Parent loan refunds are issued to the parent unless there is a request on the PLUS Loan application that the funds should be issued to the student. Miscellaneous charges such as parking tickets, fines, health insurance, legal services fee, green fee and bookstore opt-in cannot be paid with federal, Title IV aid (Pell Grant, SEOG, Perkins Loans, Direct Subsidized and Unsubsidized Loans) unless the student completes a Title IV authorization form. The completion of this form (online) allows BGSU to cover these miscellaneous charges with these Title IV funds. Students may access the Title IV authorization form online through MyBGSU. The authorization remains in effect until written notification to cancel is received.

“I have a question about my student’s 1098 T Tax Form (American Opportunity Act/Lifetime Learning Tax Credit).”
A completed FERPA (Financial Release) Form must be on file with the Office of the Bursar, with you listed as someone the student authorized to receive financial information. The Bursar’s Office may then provide you with the 1098 T information. The student can also access the tax information on his/her MyBGSU and provide you with a copy.

Student Conduct
Office of the Dean of Students, 419-372-2843

“Can you tell me why my student was in your office for a conduct matter?”
As a parent whose son or daughter has been involved in the student conduct process it is important that you talk to your student about the reasons he or she was involved in a student conduct meeting. If you continue to have questions, the student conduct staff member should be your primary contact. FERPA provides confidentiality for students’ conduct records. If your student is willing to come to the Office of the Dean of Students and sign the Consent to Release Information Form, we can discuss the case with you.

Additional information available from:
FERPA
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-0498
1-800-USA-LEARN (1-800-872-5327)

Student Health Service
Falcon Health Center, 419-372-2271

“Will I be informed if my child seeks medical treatment at the Falcon Health Center?”
There are state and federal privacy regulations (HIPAA) protecting medical information. Medical and counseling records are separate from a student’s educational records. All medical treatment provided to students 18 years and older is completely confidential and cannot be disclosed to anyone including a parent or guardian without written authorization from the student.

If your child is under the age of 18, you may have access to his or her medical information upon request and when allowed by State and/or Federal law.
WELCOME TO THE FALCON FAMILY!
Phone Numbers & Resource Guide

*All phone numbers begin with the area code (419)*

Academic Advising .......................... 372-5533
www.bgsu.edu/advising

Academic Calendar
g02.bgsu.edu/choose/academics/calendar

Academic Honors ............................ 372-8441
www.bgsu.edu/catalog/academic-policies/academic-honors.html

Admissions ................................. 372-2478
www.bgsu.edu/admissions.html

Alcohol Policy Information
www.bgsu.edu/recowell/wellness-connection/alcohol-education/policies-and-laws.html

Alumni & University Advancement
www.bgsu.edu/alumni/alumni-services.html

Athletics .......................... 372-2401
www.bgsufalcons.com

BGI Card Services ........................ 372-4127
www.bgsu.edu/bgi1card.html

BGSU Firelands .............................. 433-5560
www.firelands.bgsu.edu

Bookstore ................................ 372-2851
www.bgsu.edu/bookstore.html

Bowling Green
Chamber of Commerce .............. 353-7945
www.bgchamber.net

Bowling Green, City of ............ 354-6204
www.bgohio.com

Bowling Green City Police ........ 352-2571

Bursar ................................ 372-2815
www.bgsu.edu/bursar

Campus Activities ...................... 372-2343
www.bgsu.edu/getinvolved

Career Center .......................... 372-2356
hire.bgsu.edu

College of Arts & Sciences ........ 372-2015
www.bgsu.edu/arts-and-sciences.html

College of Business Administration 372-2747
www.bgsu.edu/business.html

College of Education & Human Development 372-7372
www.bgsu.edu/education-and-human-development.html

College of Health & Human Services 372-8242
www.bgsu.edu/college-of-health-and-human-services.html

College of Musical Arts 372-2181
www.bgsu.edu/musical-arts.html

College of Technology, Architecture & Applied Engineering 372-7581
www.bgsu.edu/technology-architecture-and-applied-engineering.html

Counseling Center .................. 372-2081
www.bgsu.edu/counseling

Dean of Students .................. 372-2843
www.bgsu.edu/dean-of-students.html

BG SU Dining ............................. 372-2891
www.dineoncampus.com/bgsu

Disability Services .................. 372-8495
www.bgsu.edu/disability-services.html

Education Abroad ...................... 372-0479
www.bgsu.edu/education-abroad.html

Escort Services .................. 372-8380
www.bgsu.edu/escort-services.html

Fact Line ................................ 372-2445

Falcon Parent & Family Association 372-2147
www.bgsu.edu/familyassociation

Financial Aid .................. 372-2651
www.bgsu.edu/financial-aid.html

Fraternity & Sorority Life ........... 372-2343
www.bgsu.edu/greek

Grading Policies .................. 372-8841
www.bgsu.edu/catalog/academic-policies/grading-policies.html

Falcon Health Center ................. 372-2271
www.falconhealth.org

Honors College .................. 372-8504
www.bgsu.edu/honors

Information Technology Services 372-0999
www.bgsu.edu/its.html

Internships & Co-ops ............... 372-2356
www.bgsu.edu/career-center.html

Learning Commons ................. 372-2823
www.bgsu.edu/learning-commons.html

LGBT Resource Center .............. 372-2642
www.bgsu.edu/multicultural-affairs/services/lgbt-resource-center.html

Multicultural Affairs ............... 372-2642
www.bgsu.edu/multicultural-affairs.html

New Student Orientation ........ 372-0353
www.bgsu.edu/newstudent

Nontraditional & Transfer Student Services 372-8136
www.bgsu.edu/nontraditional-and-transfer-students.html

Off-Campus Student Services .... 372-2843
www.bgsu.edu/off-campus-student-services.html

Parent & Family Programs .... 372-2343
www.bgsu.edu/familyprograms

Parents’ Help Line ............. 1-800-815-1300
www.bgsu.edu/parents-help-line.html

Parking Services ...................... 372-2776
www.bgsu.edu/parking-services.html

Pharmacy at Falcon ............. 372-7443
falconhealth.org/services/pharmacy

Post Office (Stampers) .......... 372-9633
www.bgsu.edu/finance-and-administration/business-operations/stampers.html

Pre-Major Academic Planning .... 372-8943
www.bgsu.edu/pre-major-academic-planning.html

Recreation & Wellness (Student Recreation Center) 372-2000
www.bgsu.edu/recowell/student-recreation-center.html

Registration & Records .............. 372-8441
www.bgsu.edu/registration-records.html

Residence Life ...................... 372-2011
www.bgsu.edu/residence-life.html

Shuttle Information ............. 372-0236
ww.bgsu.edu/parking-services/shuttle-services.html

SMART Program ................. 372-2011
www.bgsu.edu/residence-life/residence-education/smart-program.html

Student Conduct ................. 372-2843
www.bgsu.edu/student-conduct.html

Student Employment Services .... 372-2865
www.bgsu.edu/student-employment-services.html

Student Insurance ............... 372-7495
www.bgsu.edu/studentinsurance

Student Legal Services .......... 372-2951
www.bgsu.edu/student-legal-services.html

Student Union (Bowen-Thompson Student Union) .... 372-9000
www.bgsu.edu/bowen-thompson-student-union.html

University Libraries ............. 372-2051
www.bgsu.edu/library.html

University Police .................. 372-2346
www.bgsu.edu/public-safety/bgsu-police.html

University Program for Academic Success (UPAS) 372-8943
www.bgsu.edu/pre-major-and-academic-planning/university-program-for-academic-success.html

Vision, Mission, & Core Values
www.bgsu.edu/strategy-plan/vision-mission-core-values.html

Wellness Connection ............ 372-9355
www.bgsu.edu/recowell/wellness-connection.html

Women’s Center .................... 372-7227
www.bgsu.edu/womens-center.html
**WIRELESS GUEST ACCESS**

Did you know guests can now access the BGSU wireless network?

**Step 1**  
Select BGSU Guest from the list of wireless networks available on your device.

**Step 2**  
Open a web browser and attempt to load a website.

**Step 3**  
Follow the instructions on the redirected website.

*Please note you will need a cell phone with SMS/Text capabilities. If you do not have this option, or do not wish to use this option, please contact the Technology Support Center.*
Join the BGSU Parents Facebook group!
www.facebook.com/BGSUParents

New Student Orientation
301 Bowen-Thompson Student Union
Bowling Green, OH 43403
(419) 372-0353
www.bgsu.edu/newstudent
orientation@bgsu.edu

Join the BGSU Parents Facebook group!