

2013
Student Orientation,
Advising & Registration



BGSU[®]

SOAR Family Schedule | Summer 2013

Display Area

101 Olscamp

7:15 to 8:15 a.m.

Enjoy refreshments while visiting with representatives from campus and community departments. Learn about the programs, resources and services available to you and your student.

Education Worth Celebrating

101 Olscamp

8:15 to 9 a.m.

This session begins with a welcome and special message from key BGSU administrators. You will become familiar with the BGSU academic and community expectations, learn about the Pillars of Success, and review your schedule for the day. This session will close with an introduction to the Orientation Leaders.

Know What You Owe

101 Olscamp

9:05 to 9:50 a.m.

This session will provide you with important information about navigating the payment process and helping your student manage his/her college costs. An overview of Bursar bills, payment options and how to ensure student accounts are in good standing to avoid being deregistered and/or having additional fees assessed will be covered. The disbursement of financial aid, the BG1 Card account, and other resources available to assist you in managing your student's college expenses will also be discussed.

Program Specific Meetings

9:05 to 9:50 a.m.

Guests whose students are involved in any meeting listed below are welcome to attend.

- » Honors Program and Learning Community, 119 Olscamp Hall
- » Multicultural Programs and Services, 111 Olscamp Hall
- » Student Athlete Services, 117 Olscamp Hall
- » First Year Commuter Students, 120 Olscamp Hall
- » Transfer and Nontraditional Students, 121 Olscamp Hall

Learning and Theme Communities

9:05 to 9:50 a.m.

Guests whose students are involved in any meeting listed below are welcome to attend.

- » Arts Village, 225 Olscamp Hall
- » Chapman Community @ Kohl, 1010 Business Administration
- » Educators in Context and Community: ECCO, 1011 Business Administration
- » Global Village, 227 Olscamp Hall
- » SEARCH Residential Theme Community, 229 Olscamp Hall

Academic Meeting by College

10 to 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. For all students and guests.

- » Arts and Sciences, 115 Olscamp Hall
- » Business Administration, 1007 Business Administration Building
- » Education and Human Development, 115 Education Building
- » Health and Human Services, 114 Business Administration
- » Musical Arts, 1004 Moore Musical Arts Center
- » Pre-Major Advising, 223 Olscamp Hall
- » Technology, 219 Olscamp Hall
- » University Program for Academic Success, 221 Olscamp Hall

Falcon Family Connection

11:30 a.m. to 12:15 p.m.

Your student's success at BGSU is a community effort based upon strong partnerships among students, families, and the institution. Such collaboration involves purposeful communication, awareness of roles and responsibilities, and utilization of campus programs and services. 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.

Lunch

Carillon Place

12:15 to 1:00 p.m.

Continue conversations with BGSU staff, Orientation Leaders, and family members of other incoming students over an all you care to eat lunch.

Planning with a Purpose

101 Olscamp

1 to 1:45 p.m.

Your student is about to begin an incredible learning experience leading to the attainment of their educational and career goals. This session will introduce you and your student to key resources on campus to help students achieve academic and professional goals, as well as encourage you to consider what you can do to support and encourage their academic and career success.

Student Financials and Billing

Multipurpose Room, 2nd Floor, Bowen-Thompson Student Union
1:45 to 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 the Installment Payment Plan (IPP). Recurring and guided tutorials related to billing, aid, textbooks, money management, and student employment will also be available.

BGSU Dining and Meal Plans

Multipurpose Room, 2nd Floor, Bowen-Thompson Student Union
1:45 to 5 p.m.

Students and family members may meet with representatives from BGSU Dining to discuss meal plans or to make adjustments to meal plan selections.

Veteran Affairs

Multipurpose Room, 2nd Floor, Bowen-Thompson Student Union
1:45 to 5 p.m.

The GI Bill is an educational benefit paid to eligible veterans, reservists or family members of the United States Armed Forces. The Office of Registration and Records assists students eligible to receive veterans benefits by ensuring that the proper paperwork is completed, certified and filed with the Veterans Administration. If you are attending classes at BGSU and have questions regarding your VA benefits, please stop by the Multipurpose Room or 110 Administration Building for assistance.

Open Houses and Tours

1:45 to 5 p.m.

For students and guests, as available. Meet at the location designated below.

- » Campus, Classroom, and Residence Hall Tours, 1st Floor, Jerome Library
- » Library and Learning Commons Tour, 1st Floor, Jerome Library
- » Student Health Center, meet the staff, 116 Health Center Building

BGSU Bookstore

1stnd Floor, Bowen-Thompson Student Union

1:45 to 5 p.m.

Students and family members interested in purchasing merchandise and apparel or pre-ordering text-books are encouraged to visit the BGSU Bookstore in the Bowen-Thompson Student Union.

Academic Meeting by College, 10 to 11:15 a.m.





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. Also, please know that having a student at BGSU makes you members of the Falcon Parent & Family Association. Staff from the Office of Campus Activities will provide information about the Association and how you can become involved on the Executive Committee should an interest exist.

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,

Andy Alt
Director

Office of New Student Orientation
& First Year Programs
www.bgsu.edu/newstudent

Chris Bullins
Associate Dean of Students

Office of Campus Activities
Parent & Family Programs
www.bgsu.edu/familyprograms

Important Dates for 2013-2014

July 1

Fall eBill available for viewing

August 1

Check the status of your eBill/
Installment Payment Plan

August 23

New Student Move-in Day

August 23-25

Opening Weekend

August 26

Fall semester classes begin

August 26-September 6

Fall Welcome

September 1

Check the status of your eBill/
Installment Payment Plan

September 2

Labor Day - no classes

September 5

CampusFest

September 21-22

Family Weekend

October 1

Check the status of your eBill/
Installment Payment Plan

October 5

Homecoming

October 10-11

Fall Break - no classes

November 1

Check the status of your eBill/
Installment Payment Plan

November 11

Veterans Day observed - no classes

November 27-29

Thanksgiving break - no classes

December 1

Spring eBill available for viewing.
Check the status of your eBill/
Installment Payment Plan

December 16-20

Exam Week

December 20 & 21

Commencement

December 22-January 12

Semester break - no classes

January 1, 2014

Check the status of your eBill
Installment Payment Plan

January 13

Spring semester classes begin

January 20

Martin Luther King, Jr. Day - no classes

February 1

Check the status of your eBill
Installment Payment Plan

March 1

Check the status of your eBill/
Installment Payment Plan

March 10-14

Spring break - no classes

April 1

Summer eBill available for viewing
Check the status of your eBill/
Installment Payment Plan

May 1

Check the status of your eBill/
Installment Payment Plan

May 5-9

Exam Week

May 9 & 10

Commencement

The College Adjustment

1. Change is Challenging 9
2. Differences Between High School and College 9
3. Just Like Clockwork: The Rhythm of College Life 10
4. Showing Student Support 10

Getting Connected as a Family Member

1. Falcon Parent and Family Association 11
2. Helplines 11
3. Parent and Family Programs 11

The Four Pillars to Your Student's Success

1. Academic Success

Understanding Academics

- > Academic Advising 12
- > Class Level 12
- > Credit Hours 12
- > Dropping and Adding Courses 12
- > Grade Point Average (GPA) 12
- > Grades 12
- > Grievances and Appeals 13
- > Majors 13
- > Registration 13
- > Study Guidelines 13
- > Summer Session 13

Academic Resources

- > University Libraries 13
- > successNet 13
- > Disability Services 14
- > The Learning Commons 14
- > Honors Program 14
- > Service-Learning 14
- > Study Abroad 15
- > The Center for Undergraduate Research and Scholarship... 15

2. Career Development

Career Resources

- > Career Center 15
- > Co-ops and Internships 15
- > Four-Year Action Plan 14
- > Student Employment Services 15

3. Leadership and Engagement

Student Involvement

- > Alumni and Development 16
- > Athletics 16
- > Bowling Green Community 16
- > Campus Activities 16
- > Center for Leadership 16
- > Leaders in Residence 17
- > Office of Multicultural Affairs/Diversity 17
- > SMART Program 17
- > Residence Hall Council 17
- > Residence Student Association 17
- > Undergraduate Student Government 17
- > University Activities Organization 17

4. Personal and Fiscal Responsibility

Finances

- > Billing and Fees 18
- > Financial Aid 18
- > Student Money Management Services 18

Life on Campus

- > BG1 Card 19
- > Benefits of the BG1 Card 19
- > BGSU Dining 19
- > The BGSU Bookstores 19
- > Mail Services 20
- > Parking Services 20
- > Residence Life 20
- > Technology Resources 21

Student Conduct

- > Alcohol Issues 22
- > Drugs 22
- > Legal Services 22
- > Sexual Assault 22

Student Health and Wellness

- > Counseling Center 23
- > Health Insurance 23
- > Student Health Services 23
- > Recreation and Wellness 23

Student Safety

- > Alert BG 24
- > BGSU Police Department 24
- > Emergency Response and Communication 24
- > Emergency Telephones 24
- > Escort Services 24
- > Residence Halls 24
- > Shuttle 24

Understanding the Family Educational Rights and Privacy Act (FERPA)

- > Academics 25
- > Counseling Services 25
- > Emergency Notification 25
- > Parents' and Students' FERPA Rights 26
- > Payroll Information 26
- > Student Accounts 26
- > Student Conduct 27
- > Student Health Services 27

Phone Numbers and Resource Guide 28

Campus Map 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

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

Adapted from Mullendore, R.H. and Hatch, C. (2000). *Helping your first-year college student succeed: a guide for parents*. Columbia, S.C.: OCM. and Texas A&M University (2000).



Just Like Clockwork: The Rhythm of College Life

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 more clear
- > 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

Adapted from Mullendore, R.H. and Hatch, C. (2000). Helping your first-year college student succeed: a guide for parents. Columbia, S.C.: OCM. and Texas A&M University (2000).

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 shrunken 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.

Getting Connected as a Family Member

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 and the contribution levels, visit www.bgsu.edu/familyassociation.

Helplines

- » **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 11:30 p.m., Saturday, 9:30 a.m. to 11:30 p.m. and Sunday from 11:30 a.m. to 11:30 p.m. Please call this number with any question about academic, personal or co-curricular life at Bowling Green State University. The Parents' Facebook page is operated by the Student Enrollment and Communication Center. It is great for advice, questions, answers, and just hanging out as Falcon parents. Find it on Facebook. <http://www.facebook.com/pages/BGSU-Parents/292144958229?ref=hl>

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. In addition, the toll-free Parents' Help Line (1-800-815-1300) and email address (familyprograms@bgsu.edu) are available for your convenience.

Parent and Family Programs staff produce 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 (preferably 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 (<https://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 Advising Services.

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 class level, please review the Undergraduate Catalog: <http://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: <http://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: <http://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 (<https://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: <http://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. Sometimes a change of major or degree program may also involve a change of college. 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 (<https://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 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

Several tutorials are available on the Libraries' website. These provide assistance with using the research databases, evaluating websites, and more.

Individual Research Appointments (IRAS)

For in-depth individualized assistance, undergraduate students can take advantage of one-hour consultations with a librarian. These are offered on a first-come, first-served basis during peak research times. Look for announcements and advertisements mid-semester.

Summon

The Summon unified discovery service is a search engine that provides a single starting point to find and access the majority of the University Libraries' resources – including books, ebooks, scholarly journals and articles, newspaper articles, dissertations and theses, videos, music scores, digitized items, and more.

OhioLINK

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.

STAC

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/

successNET

At Bowling Green State University we understand that upon admission we are making a four year commitment to you and your student. During these four critical years, through a variety of educational and intervention-based outreach, we pledge to support and facilitate your student's academic and personal success. In return, we ask for a similar commitment from you and your student. We view higher education as a partnership between students, parents and the

institution. Research consistently shows that students who succeed academically at college tend to persist to graduation and meet and exceed career goals at much higher rates than students who do not. Similarly, those students who do persist and succeed have strong support systems at home and high levels of engagement on campus.

Moving from high school to college is a transition that is more difficult for some students than others. Some students embrace and successfully manage new and different expectations, environments, and relationships with relative ease. For others, this transition is much bumpier and fraught with high levels of uncertainty. Often, whatever issues students are experiencing manifest first in their academic performance. That's why it is critical to identify those students academically at risk of not succeeding as early as possible, and to intervene with referrals to academic and other support services early enough in the semester to address any issues before they cause lasting difficulties.

This is why New Student Orientation and First Year Programs manages successNET, BGSU's online academic progress reporting system. Through the utilization of flags and kudos, successNET allows faculty, from the first day of class, to share with your student important information on their academic performance. Faculty consider key indicators of academic success, including quiz and test scores, attendance, and class participation when reporting academic progress. Further, successNET allows instructors, academic advisors, and other academic support personnel to contribute to and access a 360-degree view of your student, allowing for more focused outreach and ultimately better support of your student. successNET creates an online web of support for your student. Please speak with your student about successNET, and encourage them to log on at least once per week to check their profile for any activity on their account.

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 medical disabilities. Our goal is to provide 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 <http://www.bgsu.edu/offices/sa/disability/>.

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 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 Program

The University Honors Program prides itself on challenging highly motivated students and promoting their emotional as well as intellectual development. The program 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 program is open to students in any major area of study or who are undecided about a major. First-year students are invited to apply for the program if they are eligible. Continuing students who have a 3.5 GPA or above are encouraged to apply. The University Honors Program is located in 209E Harshman and can be reached at 419-372-8504. For more information, visit our website at www.bgsu.edu/offices/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

2. Career Development

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. Lastly, this office helps connect students through major events such as the Volunteer and Community Partnership Fair and the MLK Jr. Day of Service Challenge. For more information call 419-372-9865, email communityservice@bgsu.edu, or go to www.bgsu.edu/offices/service-learning

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/educationabroad

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 and 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. Both fall and spring semesters students can be awarded up to \$500 to offset the costs associated with project supplies and materials. During the summer semester students will receive a \$2,500 fellowship award and up to \$500 to offset the costs associated with project supplies. Students will also be provided with the opportunity to receive travel grants of up to \$200 to present their research at conferences and symposiums. Students who have a minimum of a 2.5 are encouraged to apply. The CURS Program is located at 209E Harshman and can be reached at (419)372-5401. For more information, visit our website at www.bgsu.edu/curs

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. The Career Center's website is hire.bgsu.edu.

Co-ops 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 theory 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 419-372-2451, email bgsucoop@bgsu.edu or visit online at hire.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. <http://www.bgsu.edu/downloads/enrollment/file74869.pdf>

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, 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. Visit bgsualumni.com to learn more.

Athletics

BGSU is a member of the NCAA and competes in intercollegiate athletics in the Mid-American Conference and Western Collegiate Hockey Association. Men and women participate on 18 intercollegiate athletic teams. For more information on Bowling Green State University's athletic programs, go to www.bgsufalcons.com.

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

From admission to graduation, the Office of Campus Activities (OCA) offers many opportunities for you to make your mark at BGSU.

Student Organizations:

Joining a student organization helps you connect with fellow BGSU students who share similar interests. With over 300 registered student organizations that range from service to spiritual based or career to sport based, there is a place for you at BGSU.

Fraternity & Sorority Life

Empowered by a foundation of brotherhood/sisterhood, joining a fraternity or sorority will help you become a better person and obtain important life skills through a values-based experience. With over 40 registered organizations, 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 OCA staff, student leaders have unique opportunities to plan and coordinate multiple campus-wide major events including Campus Fest, Homecoming, Family Weekend, Sibs N Kids Weekend, and Greek Sing.

Parent and Family Programs

The University's Falcon Parent and Family Association provides involvement opportunities for parents and family members of BGSU students and strives to enhance the quality of student life. With support from staff in the Division of Student Affairs, the Association facilitates communication between families and the University and serves in an advisory capacity to the administration.

For more information on how you can make the most out of your BGSU experience by getting involved, call 419-372-2343, email involved@bgsu.edu or go to www.bgsu.edu/getinvolved

Center for Leadership

The Center for Leadership believes that leadership is learned and promotes leadership development through 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 in educational sessions targeted toward individual values and leadership. The Center for Leadership also sponsors about 75 different leadership workshops that cover a wide range of topics that include: global leadership competencies, time management, conflict resolution, intercultural competent leadership, and servant leadership. 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.



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

BGSU embraces, as an important educational value, the ideal of a diverse institution. The University fosters an environment which reflects and celebrates diversity, promotes inclusion and civility, and embraces healthy interdependence. This commitment to diversity is expressed in a variety of ways and is supported through the delivery of excellent programs and services.

The Office of Multicultural Affairs 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 Safe Zone; National Coalition Building Institute Welcoming Diversity; Prejudice Reduction Workshops; Cross-Cultural Communication Workshops; Diversity Peer Educator workshops; the Black Issues and Latino Issues Conferences; the Mosaic Programs that focus on other areas of diversity such as religion, Native American Culture, Asian culture, multiracial identity, gender, country of origin, socioeconomic class, etc.; the Lesbian, Gay, Bisexual and Transgender Resource Center; the UNIV 1510: Multicultural Success Seminar course; and more. The office offers culturally rich programming experiences and support for diverse student populations, as well as faculty and staff throughout the year.

In addition to the programming and opportunities through the Office of Multicultural Affairs, there are a variety of multicultural fraternities and sororities and other student organizations and initiatives that address racial, cultural, religious, sexual orientation and other diversity aspects. 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 underrepresented populations transition smoothly to BGSU and makes a successful leap into the college experience. Second, third, and fourth-year students (mentors) meet with participating first-year students (mentees) to provide advice, resources, guidance, and an empathetic ear. Through consistent contact and reinforcement, the SMART Staff encourages mentees to fulfill their potential and reach both their personal and their SMART goals. In addition to weekly contact with Mentors, Mentees have the opportunity to participate in various SMART-sponsored academic, social, cultural, and educational events and workshops. Eventually, mentees can apply to become part of the SMART staff. 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 complete the application, log on to <http://smart.bgsu.wikispaces>.



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, Community Service Chair, Webmaster and WRSA Movie Channel Coordinator as a way for students to get involved. In addition, hall council representative positions 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 for cabinet positions 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 <http://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, under Financial, click Bursar Services, then click View Bill & Make Payment. Students may authorize parents/others to view their eBills/make payment. Follow the links above, locate the Parent PINS section, and click Add New.

Methods of payment:

On-Line: MasterCard, Discover and American Express (a non-refundable 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, bank check, money order, etc.)

In Person: Checks, money orders, bank checks, cash.

Telephone credit card payments: toll free at 1-866-484-0436 (a non-refundable convenience fee is assessed)

The Installment Payment Plan (IPP) allows you to budget your payments for the semester's fees over monthly installments. An enrollment fee is charged each semester you enroll in the Installment Payment Plan.

Please contact the Office of the Bursar with questions at 419-372-2815, email at bursar@bgsu.edu or visit the website at www.bgsu.edu/offices/bursar.

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 www.bgsu.edu/offices/sfa.

Student Money Management Services

Student Money Management Services (SMMS), located in 205 Moseley Hall, is a student-focused, free-of-charge service available to both undergraduate and graduate students at Bowling Green State University. The focus of Student Money Management Services is to assist students in empowering themselves as they learn about and develop their personal financial objectives. SMMS provides the opportunity for students to prepare themselves to strategically manage their incurred and future debts by offering individual sessions with financial education professionals, group seminars and access to local, state and national resources linked through the SMMS website (www.bgsu.edu/smms). Students may also contact Student Money Management Services' office personnel via the website to schedule an Individual Financial Education Session or to ask any questions they may have pertaining to financial matters.

Individual Financial Education Sessions are completely confidential and free of charge. Students requesting an individual session will meet with a financial education professional. The sessions are focused on the needs of the student and conducted in a nonjudgmental atmosphere. Respect for the student's choices in the management of his/her financial affairs is tantamount. If indicated by the student, in order to assist the student as they work toward their financial goals, referrals to partner offices (i.e., Student Financial Aid, Office of the Bursar, etc.) may be made or specific information (i.e., credit card processes, calculations of annual percentage rates, etc.) may be presented to the student.

Falconomics Group Seminars allow students to participate in learning about topics such as credit cards, spending plans, banking, credit scores and reports, and money management for new professionals. Facilitators, using a multimedia format, encourage students to participate in the seminars. These seminars are also a great tool to encourage students to begin to take control of their financial matters. Should a student, as a result of the information presented in a seminar, desire a more detailed, personalized presentation of the material, the Individual Financial Education Session may also be used for that purpose.

For more information, contact SMMS by telephone at 419-372-2252, by email at smms@bgsu.edu, through our website at www.bgsu.edu/smms and in-person at 205 Moseley Hall.

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.

BGSU Dining

BGSU Dining offers meal-plans for on-campus students, as well as commuters, and faculty and staff. Residential students are required to purchase a 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 meal swipes and Falcon Dollars, to offer value, as well as flexibility, and to take advantage of all that BGSU Dining offers. A “meal” constitutes one visit to a all-you-care-to-eat dining facility and one swipe of the student’s ID. Students can use meal 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 any of the retail 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 occupying two floors of the Student Union is the full service BGSU Bookstore and next door is the Ziggabyte 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 price comparison online service displays the Bookstore’s prices as well as the prices of major online companies such as Amazon.com and Chegg.com, making it easy for students 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 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 pick your textbook order, we pack it, 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.

High Tech Savings: The Ziggabyte technology store has a wide variety of computers, software and accessories to meet your every need, including a complete selection of Apple products such as iPads, iPods, computers, and accessories. Save hundreds of dollars with exclusive academic pricing not available elsewhere on select Apple, Microsoft, and Adobe products. Students who prefer Windows OS computers can choose from Dell and HP, as well as other companies. Ziggabyte supports students beyond the sale by publishing Let Your Major Be Your Guide – coordinating technology recommendations from all academic programs for students based upon their major. The Ziggabyte technology team also offers service and support after the sale, partnering with campus IT and other service companies to get BGSU students back on track if they run into any issues.

Reinvesting in BGSU: The Bookstores devote significant financial resources to support campus programs – hundreds of thousands of dollars yearly. ALL net income is reinvested into the University, a commitment without parallel in private business. All money spent at the BGSU Bookstores stays on campus to help fund scholarships and grants, sponsorships and donations for campus organizations, and other programs. Scholarship support is offered by supporting the Civic Action Leaders program, partnering with the Office of Service Learning and Center for Teaching & Learning to fund a faculty service learning community, and sponsoring book loans for first year students from the local communities. In addition, Bookstore support partnerships include BGSU Departments such as the Bowen-Thompson Student Union, BGSU Falcon Athletics, Recreation & Wellness Programs, and the Offices of Admissions and Alumni. The Bookstore is also a sponsor for many campus events including Homecoming; Student Orientation, Advising, and Registration and Family Weekend—just to name a few, as a way to say “Thank You” for our customer’s support and loyalty.

Stay Connected: The Bookstore offers several web-based and mobile applications to keep customers in the know, offer added convenience, or earn rewards. Sign up for one of the Events That Matter email lists and be the first to know about Secret Sales, special events, and new products or find us on Facebook to learn about special offers, contests, and sales. Students can check textbook buyback prices with a Sell Books BGSU mobile app or register for a Buyback Alert at the Bookstore web site to receive email updates. The fee-free MyBGpoints program rewards customer loyalty for purchases and textbook buyback by awarding points that can be redeemed for BGSU merchandise or gift cards. There is even a “BG4Me” gift registry service which makes graduation and special occasion gift shopping easier, allowing students to choose gifts they most want to get.

Value, Innovation, Spirit, & Service: The BGSU Bookstore knows that today’s customer has many options to choose from when it comes to buying textbooks, technology products, supplies, and BGSU spirit merchandise. This is why they strive to innovate and go beyond just “selling stuff” typical of every campus bookstore with the goal of providing customers the latest and greatest products and services available at the best possible prices. When it comes to providing the best overall value, only one service option gives back so much to the BGSU community and students—the BGSU Bookstore. Customers pay the Bookstore a huge compliment when trusting us with their business and this trust is critical. The BGSU Bookstores look forward

to serving you and being your first choice – the one trusted source – that can meet your needs and support your success.

For more information, please visit the BGSU Bookstore web site <http://Bookstore.BGSU.edu>, email Bookstore@BGSU.edu, or call 419-372-2851.

Mail Services

Student mailboxes are provided in all on-campus residences. USPS mail is delivered Monday through Friday to each residence hall and Greek unit by the Campus Post Office. No USPS mail is delivered on weekends or University holidays. UPS and Fed Ex deliver directly to each residence hall and Greek unit. Student mail should be addressed as directed by the Office of Residence Life. An example would be: John Doe, Room 123 Offenhauer West, 522 Thurstin Ave., Bowling Green State University, Bowling Green, OH 43403. The University also operates Stampers, a full-service post office and copy center located on the second floor of the Bowen-Thompson Student Union. For more information on mail delivery on campus, visit the Postal Services website: www.bgsu.edu/postal.

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 and visitors who will have a vehicle on campus. Parents and visitors do have the option of parking in Lots 13 or 20 (no overnight parking) with a free permit from the Visitor Information Center 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 <http://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/housing.

A professional staff member supervises each University residence hall and is responsible for promoting a positive living and learning environment through educational initiatives, recreational and social activities. A Resident Advisor, an upperclass student on each floor, assists students in adjusting to college. He or she will also work with the residents on his or her floor to build a community where everyone interacts and respects one another.



Residence hall custodians clean all public areas, including hallways, lounges, restrooms, and showers. Students are responsible for cleaning their own rooms, including emptying trash. A student's residence hall room is "home" for the academic year and most students personalize his or her room with his or her favorite items.

Adjusting to living with a new person can be one of the most rewarding experiences of the college life. It is possible to have a positive roommate relationship without sharing common interests or being best friends. The staff in a student's residence hall should be the first point of contact for the student with any questions about his or her living experience on campus. The 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. The TSC website, www.bgsu.edu/tsc provides a wide variety of resources included links to self-help documentation, information about hardware, software and other services provided within Information Technology Services (ITS).

Students may also contact the TSC via the Live Chat at: <http://www.bgsu.edu/tsc>. Via Live Chat a TSC support specialist can assist students in troubleshooting problems, assist with hardware or software questions or provide requested information.

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

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.

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/infosec/ddrs.



Academic Resource Center (ARC)

During 2013, the Academic Resource Center located in 103 Olscamp Hall will be relocating to 122 Jerome Library and will be renamed the Student Technology Assistance Center. Throughout this transition the office will continue to be available to assist students in learning how technology may be used to a student's academic advantage. The Student Technology Assistance Center offers workshops, tutorials and Learning Management System (LMS) support for faculty as well as students. It helps students understand how various campus technologies can streamline and improve their studies.

Wireless Network

Wireless access to the network is provided at strategic campus locations. The wireless coverage area is continually examined, evaluated and expanded. A map of wireless access locations and the method to authenticate to the wireless network is available at www.bgsu.edu/offices/its/network/index.html.

Print Responsibly

Student printing in campus locations is covered under the Print Responsibly program. There is a cost associated with printing and details are available by referencing www.bgsu.edu/printresponsibly.

Computer Labs

Computer Labs are located throughout campus and offer a variety of hardware and software for student use. The location and hours of these labs may be found at www.bgsu.edu/its/labs/index.html.

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 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 \$7 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/offices/sls.

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 Student Health Service 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 taking eight or more credit hours on the BGSU's main campus and all international students are required to have health insurance coverage. Under the "required hard waiver" program, students will be need to have health insurance coverage that meets basic minimum guidelines.

If students do not wish to purchase the BGSU sponsored health insurance plan, students will need to decline the coverage by submitting information through our online waiver system. The online waiver provides documentation that students have alternative and comparable health insurance coverage. Waivers must be submitted once per academic year. After registering for 8 or more credit hours, domestic students can log into their MYBGSU account and select the "Student Insurance Requirement" link to complete the waiver or enrollment verification.

Please watch your Student Center on MYBGSU for checklists, and be sure to check your BGSU emails for important reminders and instructions regarding the health insurance requirement. For more information about the Student Insurance Requirement or about the Student Insurance Plan, Please visit the Student Insurance website at www.bgsu.edu/studentinsurance

Student Health Services

Student Health Service will become the Falcon Health Center moving to a new facility in the Fall 2013. BGSU has partnered with Wood County Hospital to provide high quality, easily accessible and cost effective health care for a diverse student population. This new facility will be located at 838 East Wooster Street (corner of E. Wooster

St. and S. College Ave.). The center will be 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. A few specialty services will also be available including psychiatry, gynecology and radiology. For more information, visit the website at www.falconhealth.org after July 1, 2013.

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, whiffleball and badminton, encourage involvement and provide fun ways to reduce stress. Personal training and group exercise classes such as spinning, Pilates and aerobics 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. 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 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 the 18-hole Forrest Creason Golf Course and Driving Range. 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.



STUDENT SAFETY

The safety of the campus community is important to everyone at BGSU. The University has an 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. In addition to the information in this section, more details related to the University's Emergency Procedures can be found online at www.bgsu.edu/offices/mc/page34754.html.

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 closure, severe weather and classes cancelled. 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 or 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 blast email messages, digital signage throughout campus, www.bgsu.edu, campus police, residence hall directors and staff members, and campus media (BG 24 News, WBGU-FM 88.1, WFAL-AM 1610).

Emergency Telephones

The campus police 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.

Escort Services

Student Campus Service Officers (CSO's) 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) 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

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/offices/parking/page25627.htm.



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.

BGSU 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.

Academics

Registration and Records, 419-372-8441

"Why 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
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 BGSU's Department of Public Safety makes reasonable attempts to contact the student and deliver a message.

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.

(Synfax 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:

BGSU Student Handbook

www.bgsu.edu/studenthandbook

BGSU Office of the Bursar

www.bgsu.edu/offices/bursar

If you do not have access to the Internet please contact BGSU's Parent and Family Programs at 419-372-2343 for more information.

Payroll Information

Payroll Accounting, 419-372-2201

322 Administration Building

“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/offices/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?”

BBGSU 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:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-0498
1-800-USA-LEARN (1-800-872-5327)
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Student Health Service

Student Health Service, 419-372-2271

“Will I be informed if my child seeks medical treatment at the Student Health Service?”

No. 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.



Phone Numbers & Resource Guide

All phone numbers are area code 419

Academic Calendar
<http://go2.bgsu.edu/choose/academics/calendar>

Academic Honors
www.bgsu.edu/catalog/Acad_policies/Acad_policies3

Admissions 372-2478
<http://choose.bgsu.edu>

Alcohol Policy Information
www.bgsu.edu/studenthandbook

Alumni & Development 372-2424
www.bgsu.edu/offices/alumni

Athletics 372-2401
www.bgsu.edu/offices/athletics

BG1 Card Services 372-4127
www.bgsu.edu/bg1card

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

Bookstore
 (BGSU Bookstore) 372-2851
www.bgsu.edu/offices/bookstore

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

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

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

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

Career Center 372-2356
hire.bgsu.edu

Code of Student Conduct 372-2843
www.bgsu.edu/studenthandbook

College of Arts & Sciences 372-2015
www.bgsu.edu/colleges/as

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

College of Education
 & Human Development 372-7372
www.bgsu.edu/colleges/edhd

College of Health
 & Human Services 372-8242
www.bgsu.edu/colleges/hhs

College of Musical Arts 372-2181
www.bgsu.edu/colleges/music

College of Technology 372-7581
www.bgsu.edu/colleges/technology

Cooperative Education 372-2451
www.bgsu.edu/offices/career/page75023.html

Core Values
www.bgsu.edu/catalog/University/University8a.html

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

Dean of Students 372-2843
www.bgsu.edu/offices/sa/life

BGSU Dining 372-2891
www.dineoncampus.com/bgsu

Disability Services 372-8495
www.bgsu.edu/offices/sa/disability

Education Abroad 372-2247
educationabroad.bgsu.edu

Escort Services 372-8360
www.bgsu.edu/offices/safety/page25629.html

Fact Line 372-2445

Falcon Parent
 & Family Association 372-2343
www.bgsu.edu/familyassociation

Financial Aid 372-2651
www.bgsu.edu/offices/sfa

Fraternity & Sorority Life 372-2843
www.bgsu.edu/greek

Grading Policies
www.bgsu.edu/catalog/Acad_policies/Acad_policies15

Health Service 372-2271
www.bgsu.edu/health

Honors Program 372-8504
www.bgsu.edu/offices/honors

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

The Learning Commons 372-2823
www.bgsu.edu/learningcommons

LGBT Resource Center 372-9140
www.bgsu.edu/offices/sa/oma/lgbtaq_resource_center/
www.bgsu.edu/offices/learningcommons

New Student Orientation &
 First Year Programs 372-0353
www.bgsu.edu/newstudent

Nontraditional and
 Transfer Student Services 372-8136
www.bgsu.edu/ntss

Off-Campus
 Student Services 372-2843
www.bgsu.edu/offcampus

Office of Multicultural
 Affairs 372-2642
www.bgsu.edu/offices/sa/oma

Parent & Family Programs 372-2343
www.bgsu.edu/offices/sa/families

Parents' Help Line 1-800-815-1300

Parking Services 372-2776
www.bgsu.edu/offices/parking

Pharmacy (BGSU) 372-7408
www.bgsu.edu/pharmacy

Police (Public Safety) 372-2346
www.bgsu.edu/offices/safety

Post Office (Stampers) 372-9633
www.bgsu.edu/offices/sa/union/page10563.html

Pre-Major Advising 372-8943
www.bgsu.edu/offices/pma

Recreation and Wellness
 (Student Recreation Center) 372-2000
www.bgsu.edu/offices/sa/recwell

Registration and Records 372-8441
www.bgsu.edu/offices/registrar

Residence Life 372-2011
www.bgsu.edu/housing

Safety and Security 372-2346
www.bgsu.edu/offices/safety

Shuttle Information 372-RIDE
www.bgsu.edu/offices/safety

Phone Numbers & Resource Guide

SMART Program..... 372-2011
www.bgsu.edu/offices/sa/reslife/page15506.html

Student Conduct..... 372-2843
www.bgsu.edu/studenthandbook

Student Employment Services..... 372-2865
hire.bgsu.edu

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

Student Legal
Services, Inc..... 372-2951
www.bgsu.edu/offices/sls

Student Money
Management Services 372-2252
www.bgsu.edu/smms

Student Union (Bowen-Thompson
Student Union)..... 372-2741
www.bgsu.edu/offices/sa/union

Telephone Services 372-0999
www.bgsu.edu/its/phones

University Libraries 372-6943
www.bgsu.edu/colleges/libraries

University Program for Academic
Success (UPAS)..... 372-8943
www.bgsu.edu/offices/pma/upas

Useful Info (Information about
BGSU academics & services)
<http://go2.bgsu.edu/choose/welcome>

Vision Statement
www.bgsu.edu/offices/oed/page7745.html

Wellness Connection 372-9355
www.bgsu.edu/offices/sa/recwell/wellness

Women's Center 372-7227
www.bgsu.edu/offices/women





Join the BGSU Parents Facebook group!



New Student Orientation & First Year Programs
104K University Hall
Bowling Green, OH 43403
(419) 372-0353
www.bgsu.edu/newstudent
orientation@bgsu.edu