

SPRING 2012



1867

HOWARD

UNIVERSITY

Continuing Students REGISTRATION MANUAL

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LATE REGISTRATION OVERVIEW FOR SPRING 2012

(Enrollment = Selection of classes and payment)

Continuing students were required to select and enter their classes for spring 2012 during the General Registration period which took place October 31 – November 10. **A late registration fee of \$175 is assessed for continuing students who register after the General Registration period.** You have the ability to complete registration:

- **January 9th – January 13th**

If you have questions, please contact the appropriate office(s) listed on page 5 or your school/college.

IMPORTANT DATES

December 19th	First deferred payment due for spring 2012
January 5th	Residence halls open for continuing students
January 9th – January 13th	Late registration for all students (\$175 late fee assessed)
January 9th – January 13th	Change of program
January 9th	First day of classes
January 13th	Last day to drop class without a “W”
January 15th	Deadline to request a Total Withdrawal for 100% refund of tuition and fees

LATE REGISTRATION PROCEDURES

Continuing Students = Students who were enrolled at Howard University in fall 2011 and are eligible to return for spring 2012.

Continuing students who did not select courses during General Registration (GR) are assessed a \$175 Late Registration Fee. Students who do not pay the required amount by December 19th are assessed a \$100 Late Payment Fee.

Follow these steps to register:

- Select proposed courses from the spring 2012 *Directory of Classes* available on the web. Identify alternate courses in case first choices are not available.
- Consult with an academic advisor and have course selections approved by advisor, Dean, or Dean's designee.
- Enter approved courses into BisonWeb (<https://banweb.howard.edu>). Registration can be completed on any computer with internet access. Computers are available on campus in dormitory ResNet facilities and the iLab. **The last day to register for spring 2011 is January 13, 2012.**

Save and print out your spring 2012 course schedule.

- Review your schedule carefully to ensure that it reflects the correct courses (including sections, days, and times), credit/audit, and/or pass/fail hours, charges.
- Verify on BisonWeb your account status and the amount of payment due.
 - Log in by entering your student identification number and Howard University PIN.
 - If the screen displayed reveals your status as Not Validated, scroll down to view the unpaid amount of your 1st deferred payment (Highlighted).
- If you have questions regarding your financial aid, check your status on the web at www.howard.edu/enrollment/financialaid before contacting the Office of Financial Aid, Scholarships and Student Employment in the Administration Building, Suite 205.
- Pay your balance due.

SCHOOL/COLLEGE CONTACT INFORMATION

College of Arts and Sciences	202-806-6700	www.coas.howard.edu
Annette Davis	202-806-6987	Educational Advisory Center
Linda Jones	202-806-9736	Office of the Dean
Division of Fine Arts	202-806-7040	www.art.howard.edu/
Thelma Paige-DeNeal	202-806-7041	Office of the Dean
School of Business	202-806-1500	www.bschool.howard.edu
Karen Hampton	202-806-1658	Office of Student Affairs
School of Communications	202-806-7690	www.howard.edu/schoolcommunications/
Lincoln Brown	202-806-7355	Educational Advisory Center
Bernadette Terry-Williams	202-806-4044	Educational Advisory Center
School of Education	202-806-7340	www.howard.edu/schooleducation
Raena Coaxum-Morgan	202-806-7340	Office of the Dean
College of Engineering, Architecture, and Computer Sciences	202-806-6565	www.founders.howard.edu/CEACS/
Hallie King	202-806-6639	Office of Student Services
Lawanda Peace	202-806-6638	Office of Student Services
College of Pharmacy, Nursing, and Allied Health Sciences	202-806-6530	www.cpnahs.howard.edu
Trevor Leiba	202-806-6310	College of Allied Health Sciences
Janine Countee	202-806-4859	Division of Nursing
Rajan Ninan	202-806-6530	College of Pharmacy
School of Divinity	202-806-0500	www.howard.edu/schooldivinity/
School of Social Work	202-806-7300	www.socialwork.howard.edu/
Graduate School	202-806-6800	www.gs.howard.edu/
College of Medicine	202-806-5677	www.med.howard.edu/
School of Law	202-806-8000	www.law.howard.edu/

PAYMENT OPTIONS

1. PAYMENT IN FULL (December 19, 2011)

2. HOWARD UNIVERSITY INSTALLMENT PLAN (5 payments each semester)

This plan is open to all undergraduate and graduate students who do not have a past-due balance. Students awarded full tuition scholarships or tuition remission are not eligible for the Installment Plan. This plan is available for fall and spring semesters only. You can sign up for the Spring 2012 five-month installment plan via BisonWeb. Payments begin in November and end in March and are due the 5th of each month. There is a \$30.00 non-refundable fee for participation in this plan. This plan is managed by Nelnet Business Solutions.

3. ACCEPTABLE METHODS OF PAYMENT

Payments may be made by personal check, money order, certified check, traveler's check, cash or credit card (American Express, MasterCard, Visa or Discover). **A \$35.00 fee will be assessed for all returned checks and cancelled credit card transactions; validation will be revoked, and classes will be purged.** Subsequent checks will not be accepted.

Students may submit electronic checks or credit card payments on-line via the Bison Web at www.howard.edu. Please have your student identification number and PIN available.

• ELECTRONIC FUNDS TRANSFER

Electronically transferred funds will be applied automatically to a student's account. Students should go to BisonWeb to review their student account to confirm the transfer. Be sure to include the following information to ensure the proper posting of the funds.

Bank

Bank of America
730 15th Street NW
Washington, DC 20005

ABA Number

026009593

Howard University Account Number

1933194600

Identification

Include student's name and eight-digit Howard University ID number.

Note: All funds from foreign countries must be converted to U.S. dollars prior to transmission.

• FINANCIAL AID

- o Financial aid is awarded to students after they have completed a Free Application for Student Assistance (FAFSA), have demonstrated a need for federal student aid, and have provided all supporting documentation, if required.
- o For students' loan awards to be disbursed, they must have:
 1. Complete their loan entrance interview,
 2. Signed their promissory note(s), and
 3. Be Validated.
- o **Students are responsible for paying any costs that financial aid does not cover.**

REFERENCE INFORMATION

BOOKSTORE ACCOUNTS

- Students may deposit money with the bookstore to open an account.

BISON ONE CARD

- Bison One Card is currently used for identification, security access into buildings, dining plans, assistance at the IT helpdesk and bookstore purchase vouchers. In order to receive an identification card, students must be registered and validated for courses.
 - **New and Transfer Students:** Can obtain their Bison One Card at 2301 Georgia Ave, Washington, DC 20059. The office is located on the first floor of the ILAB in the Laptop Support Center.
 - **Lost or Stolen Cards:** Students are required to pay a charge of \$25.00 replacement fee for lost or stolen cards at the Cashiers Office, 2400 6th Street NW, Suite 115, Washington, DC 20059.

CHANGE OF PROGRAM (ADD/DROP)

- Students must see their advisors for approval before making a change.
- Students receiving scholarships or other financial aid should contact the Office of Financial Aid before finalizing any changes.
- Change of Program may adversely affect students' eligibility for aid.
- Courses cannot be added after **Friday, January 13th, 2012**.

CREDIT BALANCE

- For your convenience and in the interest of safety, Howard University in conjunction with Bank of America has implemented direct deposit for student account credit balances to include credits resulting from federal Parent Plus Loans for ALL STUDENTS. You may identify the bank of your choice or establish a new account with Bank of America free of charge. Please download the direct deposit form from Bison Web, <http://www.howard.edu/bisonweb/announcements/07-05-03directdeposit.pdf>. Otherwise, credit balances issued via a visa cash pay card will be distributed between the hours of 9 a.m. and 3 p.m. Please visit the Assistant Treasurer's Office to pick up your card. Students in professional schools should contact their respective schools for direct deposit information.

COURSE OVERRIDES

- Course overrides allow students with appropriate approval to enroll in a "closed" (full) course.
- Course override requests require the signature of the instructor of record for the course, the department chairperson, and the student's academic advisor.
- Period to complete course overrides is **Monday, January 9th through Friday, January 13th**

COURSE WITHDRAWAL

- **Students should not stop attending** a course without officially withdrawing. It is the policy of Howard University that all faculty, at the midterm, assign a status indicator of "UW" (Unofficial Withdrawal) or NR (Never Reported) to any student who has stopped attending a course or who has never reported to class. Students who fail to officially withdraw will adversely affect their grade point averages through the failing grades they will earn at the end of the semester.

- The deadline for 100% refund of tuition/fees is **Sunday, January 15th**.
- **After January 13th** students are assessed a change of program fee and receive a grade of “W” for each course dropped.
- Students who receive financial aid should consult with the Office of Financial Aid, to determine how course withdrawal may affect their award.

LATE REGISTRATION AND LATE PAYMENT FEES

- **Late Registration Fee: \$175.00**
All students who register after November 10th must pay this fee.
- **Late Payment Fee: \$100.00**
All students who do not pay by the due date of December 19th must pay this fee.

OFFICIAL ENROLLMENT

- Official enrollment occurs when:
 - ✓ Course selection has been completed
 - ✓ Payment for tuition, fees and other charges has been made
 - ✓ Student has been validated by Student Accounts.
- Only validated students are officially enrolled at Howard University.
- The appearance of the student’s name on the official class roster as a paid student verifies official student status.
- **Students who are not officially enrolled (validated) are not permitted to participate in class or reside in University housing.**

REGISTRATION HOLDS

Students should contact the following offices to remove holds that prevent them from registering:

Medical	Student Health Center (Georgia Ave. and W St.)	202-806-7559
Admission	Office of Admission (Administration Building, 111)	202-806-2755
Student Financial Services	Student Accounts (Administration Building, 115)	202-806-2705
Special Student Services	Special Student Services (Howard Center Room 725)	202-238-2420

Things You Should Know about Howard University

CHARTERED	1867
SCHOOL COLORS	Red, White, and Blue
MASCOT	Bison

CONTACT NUMBERS

ENROLLMENT MANAGEMENT

Financial Aid	Telephone: 202-806-2820
Student Accounts	Telephone: 202-806-2610 202-806-2600
Student Loans & Collections	Telephone: 202-806-2570
Registrar	Telephone: 202-806-2712
Transcripts	
Academic Recording	
Certification of Enrollment	
Consortium/Domestic Exchange Programs	Telephone: 202-806-2755
Admission:	
Campus Tours	
Recruitment	
International Student Services	Telephone: 202-806-7517

OTHER OFFICES

Athletics	Telephone: 202-806-7140
Bank of America (Located on Georgia Ave.)	Telephone: 202-624-4484
Student Activities	Telephone: 202-806-5990
Residence Life:	Telephone: 202-806-6131 Direct Fax: 202-806-4431
Special Student Services	Telephone: 202-238-2420
Student Health Center	Telephone: 202-806-7559
University Telephone Operator	Telephone: 202-806-6100

SCHEDULE PLANNING WORKSHEET

Select preferred course times based on your characteristics. If you commute, allow time for travel. Be sure to schedule time for lunch and breaks. Be sure that you do not select classes that meet at the same time, and be sure to record the correct CRNs for the classes that you select.

Spring 2012 course offerings can be viewed at <http://www.howard.edu/academics/courses/>

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30						
8:00						
8:30						
9:00						
9:30						
10:00						
10:30						
11:00						
11:30						
12:00						
12:30						
1:00						
1:30						
2:00						
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30						
6:00						
6:30						
7:00						

Complete this sheet and use it when you are ready to enter your classes on the web.

Go to <https://banweb.howard.edu/> to begin entering your classes.

Your computer must have Adobe Acrobat.

Be sure to save and print your final schedule.

PREFERRED SCHEDULE

CRN	SUBJECT/COURSE NAME	SECTION	DAY/TIME	CREDIT HRS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Many of the most popular classes—such as those in Human Health Performance & Leisure Studies, English and Spanish—may be closed. Consequently, you should select some alternatives in case your first choices are closed (already filled to capacity). Be sure that your alternates do not have a time conflict with your other classes.

ALTERNATE COURSES

CRN	SUBJECT/COURSE NAME	SECTION	REPLACEMENT FOR (COURSE)	(CRN)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____