

SPRING 2012



1867

HOWARD

UNIVERSITY

New Student
REGISTRATION MANUAL

TABLE OF CONTENTS

Registration Overview and Mini Calendar	3
Registration Checklist	4
Self-Advising Guidelines for New Freshmen	5
School/College Contact Information	6
Course Placement Guidelines	7
Payment Options	8
Electronic Funds Transfer	
Credit Card	
Deferred Payment Plan	
Financial Aid	
Reference Information	9-10
Bookstore Accounts	
Bison One Card	
Change of Program (Add/Drop)	
Credit Balance	
Course Overrides	
Course Withdrawal	
Late Registration and Late Payment Fees	
Official Enrollment	
Registration Holds	
Things to Know about Howard	
Contact Numbers	11
Office of the Registrar	
Admission	
Campus Tours	
Consortium and Domestic Exchange Program	
Student Accounts	
Financial Aid	
Student Financial Services	
Athletics	
Bank of America	
International Student Services	
Student Activities	
Residence Life (Student Housing)	
Special Student Services (Orientation)	
Student Health Center	
University Telephone Operator	
Schedule Planning Worksheet	12-13

NEW REGISTRATION OVERVIEW FOR SPRING 2012

(Enrollment = Selection of classes and payment)

- **Freshmen students** entering spring 2012 will register **January 5th – January 6th**.

New and transfer students should follow the instructions that are on BisonWeb. New and transfer students can register between 9AM and midnight EST during the scheduled registration periods. Once they arrive on campus, new and transfer students can speak directly with advisors to discuss the appropriateness of and/or modify their course selection.

Graduate students and former students returning who are entering in spring 2012 must register while on campus during orientation. They must meet with their academic advisors prior to registering. Advisors will be available beginning Thursday, January 5th.

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

MINI CALENDAR

December 19th	First deferred payment due for Spring 2012 for continuing students
January 4th	Residence halls open for new and transfer students
January 5th - 6th	Web available to new and transfer students to select and enter classes
January 9th	First day of classes
January 9th - 13th	Late Registration for all students (\$175 late fee assessed)
January 9th - 13th	Change of Program (add/drop period)
January 15th	Deadline to request a Total Withdrawal for 100% refund of tuition and fees

REGISTRATION CHECKLIST

Have you.....

- ✓ Memorized your Howard University ID number?
- ✓ Requested that your final high school transcript showing proof of graduation be sent to the Office of Admission?
- ✓ Responded promptly to all offices that have contacted you – e.g. Admission, Residence Life, Financial Aid, Scholarships and Student Employment, Student Accounts, Student Health Center, and Special Student Services?
- ✓ Completed your Health History form and submitted it to the Student Health Center?
- ✓ Completed the Math Placement Exam online?
- ✓ Completed a Free application for Federal Student Aid if you are seeking financial aid and provided all requested documents?
- ✓ Applied for a dormitory room if you plan to reside on campus?
- ✓ Organized all documents (including a form of identification that bears your picture)
- ✓ Obtained access to a computer so that you can register online?

Read the following information carefully before you proceed to your school/college website.

Be sure to follow directions precisely.

SELF-ADVISING GUIDELINES for NEW FRESHMEN

COURSE SELECTION

Your school/college web site provides information that will help you plan your academic program, register for courses, and answer questions about academic procedures. **It is your responsibility** to check with your counselor/advisor or other contact person whenever you have questions about academic matters. Your success as a student depends in part on how well you listen to your advisor's or counselor's advice.

- o College of Arts and Sciences www.coas.howard.edu
- o School of Business www.bschool.howard.edu
- o School of Communications <http://www.howard.edu/schoolcommunications>
- o School of Education www.howard.edu/schooleducation
- o College of Engineering, Architecture and Computer Science wwwFOUNDERS.howard.edu/ceacs
- o College of Pharmacy, Nursing, and Allied Health Sciences www.cpnahs.howard.edu

Be sure that you have requested your final high school transcript be sent to Howard University. If you have received Advanced Placement scores, SAT II Writing score, or new SAT I or ACT scores, be sure to provide them also, so that you are placed appropriately in your classes.

If you are unsure whether your final high school transcript has been received by the University, please contact the Office of Admission. If you have other questions, please contact the appropriate office(s) listed at www.howard.edu/academics.

WORKSHEET

At the end of this manual is a schedule planning worksheet, which will assist you in developing your class schedule. Print out the worksheet and carefully complete it as you read this manual. Be sure that you do not select classes that meet at the same time, and be sure to record the correct CRN's (course reference numbers) for the classes that you select.

IMPORTANT NOTE

Be sure to have your Howard University ID number with you when you contact us.

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/

COURSE PLACEMENT GUIDELINES

ENGLISH: The SAT II Writing Test is used for placement purpose.

- If you scored 440 or above on this test, place yourself in English 002
- If you scored below 400, place yourself in CAR-Verbal
- If you have not completed the SAT II test, place yourself in English 002.

During your first week of classes the English department will administer a diagnostic examination to place unevaluated students at the appropriate level.

MODERN LANGUAGES: The following chart is for students who studied the same foreign language in high school grades 9-12.

Year(s) of High School Study	Placement Level
0 – 1 Year	Language Level 001
0 – 2 Years	Language Level 002
2 – 3 Years	Language Level 003
3 – 4 Years	Language Level 004

Any student may petition to take an exit examination to gain exemption from the foreign/second language requirements in the College of Arts and Sciences or in any other College or School that has a foreign/second language requirement. The dates of the exit examination will be set by the department and will be announced at the beginning of the semester.

International students should contact the departmental Language Section Coordinators and/or the Department Chairperson when they arrive on campus if they have any questions about appropriate placement.

MATHEMATICS: All students are required to take the Math Placement Examination prior to coming to campus in the fall. The results of this examination will be used to facilitate placement in the appropriate math course. To obtain instructions and to take the exam, go to www.mpe.howard.edu. Your scores will be immediately available to you on the web once the examination is completed. If you feel that your placement as indicated by the examination is inappropriate, contact your school/college.

ADVANCED PLACEMENT: Students who received a score of 3 or higher (except biology which requires a score of 4) on any of the Advanced Placement (AP) examinations of the College Entrance Examination Board may be eligible, in the areas of each examination, for advanced placement credit toward graduation as determined by the appropriate department. Please consult your counselor/advisor regarding specific courses and credits that you may be eligible to receive.

PAYMENT OPTIONS

1. PAYMENT IN FULL (December 19, 2011 – CONTINUING STUDENTS)

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.

- **From Monday, January 9th through Friday, January 13th** students may officially withdraw from courses without a “W”.
- The deadline for 100% refund of tuition/fees is **Sunday, January 15th**.
- **After Friday, 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**
New students who register during late registration (**January 9th - 13th**) must pay this fee.
- **Late Payment Fee: \$100.00**
Continuing 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 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)	202-806-2600
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)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____