

Methods of Navigating This Manual:

- A. Press F5 on your keyboard or [click here to open the Bookmarks tab](#). Click on the link appropriate to the section you are looking for.
- B. Press CTRL-F or [click here](#) to open the "Find" window. In the "Find What:" text box, write the title of the section you want to find and check "Match Whole Word Only."
Example search: "Absence from the university"
- C. To move from page to page, use your left and right arrow keys on the keyboard or the scroll bar on the right side of the screen.

Course Listings

Once you have read through the manual, you may [return to the Schedule of Courses](#) page to view the course listings for any of the following schools:

- College of Arts & Sciences
- College of Dentistry
- College of Engrg Arch Comp Sci
- College of Medicine
- College of Pharm Nurs AH Sci
- Division of Allied Health Sci
- Division of Fine Arts
- Division of Nursing
- Extension/Exchange
- Grad School of Arts and Sci
- School of Architect and Design
- School of Business
- School of Communications
- School of Divinity
- School of Education
- School of Law
- School of Pharmacy
- School of Social Work

Note: This manual includes certain official policies, procedures, and practices of the University and supersedes previous editions. Course offerings and other included information are subject to change without prior notice.

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SPECIAL NOTICE
SUMMER I & SUMMER II SECTION KEY

FULL SESSION (SUMMER I & II)
Section Numbers
60 ,61,& 62(PH, ED, LW, SN)

SUMMER SESSION I
Section Numbers
70, 71,72,73,74,75

SUMMER SESSION II
Section Numbers
80,81,82,83,84,85,86

2004 Summer School Calendar

(Except Dentistry, Law and Medicine)

Date Policy: Deadlines are listed according to the calendar date on which they fall. If a deadline occurs on a weekend or legal holiday, the deadline must be met by close of business the next business day.

Session I:
May 14 – June 26
Registration: May 12th and 13th

Session II:
June 28- Aug 7
Registration June 24th and 25th

SESSION I	
May 12, 2004 Wednesday	Residence Halls open for check-in of summer residents
May 12, 2004 Wednesday & May 13, 2004 Thursday	Registration for all students
May 14, 2004 Friday to May 18, 2004 Tuesday	LATE REGISTRATION for all students
May 14, 2004 Friday	FORMAL CLASSES BEGIN
May 14, 2004 Friday to May 18, 2004 Tuesday	CHANGE OF PROGRAM PERIOD (Add or Drop a course without a grade of "W", change from one section to another, change from credit to audit or audit to credit)
May 31, 2004 Monday	MEMORIAL DAY OBSERVED – LEGAL HOLIDAY
June 4, 2004 Friday	LAST DAY TO WITHDRAW FROM A COURSE
June 23, 2004 Wednesday	FORMAL CLASSES END
June 23, 2004 Wednesday	LAST DAY TO COMPLETE A TOTAL WITHDRAWAL FROM THE UNIVERSITY (FOR First Six-Week Session)
June 24, 2004 Thursday to June 26, 2004 Saturday	FINAL EXAMINATIONS (Deadline for instructors to submit final grades to academic deans is 3 calendar days after the scheduled final examination)
June 26, 2004 Saturday	FIRST SIX-WEEK SUMMER SESSIONS ENDS

FINAL EXAMINATION SCHEDULE FOR SESSION I

6:30 AM Classes	June 24, 2004 Thursday	6:30AM - 8:30AM
7:30 AM Classes	June 24, 2004 Thursday	8:00AM -10:00AM
9:15 AM Classes	June 25, 2004 Friday	8:00AM -10:00 AM
9:00 AM Classes Saturday	June 26, 2004 Saturday	9:00AM - 11:00AM
11:00 AM Classes	June 24, 2004 Thursday	11:00AM - 1:00PM
1:00 PM Classes	June 25, 2004 Friday	11:00AM - 1:00PM
2:45 PM Classes	June 24, 2004 Thursday	2:00PM - 4:00PM
4:30 PM Classes	June 25, 2004 Friday	2:00PM - 4:00PM
5:30 PM Classes	June 24, 2004 Thursday	6:00PM - 8:00PM
6:15 PM Classes	June 24, 2004 Thursday	6:00PM - 8:00PM
7:30 PM Classes	June 25, 2004 Friday	6:00PM – 8:00PM
8:00 PM Classes	June 25, 2004 Friday	6:00PM – 8:00PM

SESSION II	
June 24, 2004 Thursday and June 25, 2004 Friday	REGISTRATION for all students
June 28, 2004 Monday and June 29, 2004 Tuesday	LATE REGISTRATION for all students
June 28, 2004 Monday	FORMAL CLASSES BEGIN
June 28, 2004 Monday to June 30, 2004 Wednesday	CHANGE OF PROGRAM PERIOD (Add or drop a course without a grade of "W", change from one section to another, change from credit to audit or audit to credit)
July 5, 2004 Monday	INDEPENDENCE DAY OBSERVED – LEGAL HOLIDAY
July 16, 2004 Friday	LAST DAY TO WITHDRAW FROM A COURSE OR COMPLETE A TOTAL WITHDRAW FROM THE UNIVERSITY (For Second Six-Week Session)
August 4, 2004 Wednesday	FORMAL CLASSES END
August 5, 2004 Thursday to August 7, 2004 Saturday	FINAL EXAMINATIONS (Deadline for instructors to submit final grades to academic deans is 3 calendar days after the scheduled final examination)
August 7, 2004 Saturday	SECOND SIX-WEEK SUMMER SESSIONS ENDS

FINAL EXAMINATION SCHEDULE FOR SESSION II

6:30AM Classes	August 5, 2004 Thursday	6:30AM - 8:30AM
7:30AM Classes	August 5, 2004 Thursday	8:00AM -10:00AM
9:15AM Classes	August 6, 2004 Friday	8:00AM -10:00 AM
9:00AM Classes Saturday	August 7, 2004 Saturday	9:00AM - 11:00AM
11:00AM Classes	August 5, 2004 Thursday	11:00AM - 1:00PM
1:00PM Classes	August 6, 2004 Friday	11:00AM - 1:00PM
2:45PM Classes	August 5, 2004 Thursday	2:00PM - 4:00PM
4:30PM Classes	August 6, 2004 Friday	2:00PM - 4:00PM
5:30PM Classes	August 5, 2004 Thursday	6:00PM - 8:00PM
6:15PM Classes	August 5, 2004 Thursday	6:00PM - 8:00PM
7:30PM Classes	August 6, 2004 Friday	6:00PM - 8:00PM
8:00PM Classes	August 6, 2004 Friday	6:00PM - 8:00PM

Frequently Called Numbers

Web site-www.howard.edu

Unit Phone Number

Main Office 202/806-2700
Admissions 202/806-2763
Campus Tours 202/806-2755
Center for Academic Reinforcement 202/806-7634
Financial Aid 202/806-2820
Records 202/806-2712
Student Recruitment 202/806-2755

Other Offices

Athletics 202/806-7140
Blackburn University Center 202/806-5983
Bookstore 202/806-2640
Cashier 202/806-2630
Career Services Office 202/806-7513
Cramton Auditorium 202/806-7199
Educational Advisory Center 202/806-6985
Food Services (Meal Plan) 202/806-7401
Libraries 202/806-7253
Residence Life (Housing) 202/806-6131
Parking 202/806-2000
Post Office 202/806-6121
Safety Services 202/806-1006
Security Services 202/806-1100
Special Student Services 202/806-2420
Student Financial Services 202/806-2570
Student Health Center 202/806-7559
University Telephone Operator 202/806-6100

School/College/Program

Arts and Sciences 202/806-6700
Business 202/806-1500
Communications 202/806-7690
Continuing Education 301/585-2295
Dental Hygiene 202/806-0079
Dentistry 202/806-0409
Divinity 202/806-0500
Education 202/806-7340
Engineering, Architecture, and Computer Sciences 202/806-6638
Graduate School of Arts and Sciences 202/806-5805
Law 202/806-8000
Medicine 202/806-6279
Pharmacy, Nursing, and Allied Health Sciences 202/806-6530
Social Work 202/806-6450

Important Facts at a Glance

Please read the 2004 Summer School *Student Reference Manual and Directory of Classes* thoroughly before you select courses.

Application

Students seeking admission may obtain an Application for Admission and Housing from Enrollment Management/Admission or the University's home page (www.howard.edu)

Tuition and Fees

Application Fee*	\$45
Enrollment Fee*	\$150
Tuition Per Credit	
Undergraduate	\$422.00
Graduate	\$689.00
Late Registration	\$150
Change of Program (per change)	\$20
Matriculation Fee**	\$50
Laboratory Fees (per course)	
Comprehensive Sciences	\$15
Biology	\$25
Chemistry	\$35
Physics	\$25

*Not applicable for continuing students and nonrefundable and nondeductible for other students.

**Students not enrolled in Fall or Spring must pay this fee.

- **All tuition and fees are due upon selecting courses. There is no Deferred Payment Plan or Installment Plan for Summer School. There are no Exceptions.**
- Fees (except Application and Enrollment), tuition, and housing costs may be charged to Discover, MasterCard, Visa, or American Express cards or paid by cash, certified check, or money order. Pay the Cashier in the "A" Building or on-line at www.howard.edu. Click on BISON Web.
- Students wishing to drop courses or withdraw from the University must complete the appropriate form, which is available in the Enrollment Management/Records (Suite 104 "A" Building) or your advisor.

Deadlines - Student-at-Large Application for Admission:

Tuition Refunds	Session I	Session II
100%	May 14	June 28
50%	May 19	June 29 - July 2
25%	May 24	July 3 - July 7
Change of Program	May 14-18	June 28-30
Complete Withdrawal	June 23	July 16

Note: If the University cancels registration for a course, refund is 100%. Refund checks, if applicable, will be mailed.

Note: Entering Freshmen - Persons who have accepted Howard University's offer of admission (by paying the nonrefundable, nondeductible \$150 Enrollment Fee) for Fall 2004, and who are considering getting a head start by attending summer school should contact Enrollment Management/Admission as soon as possible at 202/806-2763.

After registering for Summer School, new entrants (freshman and transfer students) are encouraged to request information about the Fall 2004 Orientation Program from the Office of the Dean for Student Life and Activities, Suite 112 Blackburn University Center (202/806-5990).

Financial Aid

Howard University Students

University scholarship grants are limited for summer sessions. Any available employment or loan funds will be awarded to *degree-seeking students* on the basis of demonstrated financial need. Students interested in receiving summer financial assistance must complete the 2004 Summer Financial Aid Application, available in the Financial Aid Office, Suite 205 "A" Building. There is a separate application for summer employment through Howard University's Student Employment Program, also available from the Financial Aid Office. The priority deadline is April 1, 2004.

Summer financial aid applicants must complete a Free Application for Federal Student Aid (FASFA) for the 2004-2005 award year. Complete and mail the FASFA to the federal processor early enough for the University to receive the data by April 30, 2004. The federal processor usually takes four to six weeks to send the results to Howard University and to send the Student Aid Report (SAR) to you. Applicants must list Howard University on their FASFA as their choice (Code 001448).

Students-at-Large and Continuing Education Students

Students-at-Large and Continuing Education students are not eligible for financial aid from Howard University. Visiting students may contact the financial aid office at their college or university to obtain information about other possible sources of assistance.

About Howard University

The University's Founding

The founding of Howard University, a private institution, can be traced to a meeting of ten members of the First Congregational Society of Washington in November 1866.

After earnest and prayerful deliberation, the society members soon founded the Howard Normal and Theological Institute for the Education of Teachers and Preachers. The institute was named for Major General Oliver Otis Howard, commissioner of the Freedmen's Bureau at the time and one of the ten founding society members. General Howard served as Howard's president from 1869-1873.

As the concept of Howard as more than a mere institute grew, so did plans for Congressional support. On January 8, 1867, the Board of Trustees voted to change the name to Howard University. About three weeks later, Congress passed a bill officially incorporating the University. On March 2, 1867, during the last session of the 39th Congress, a charter was given to the University organizing a board of trustees, president, secretary, treasurer, and executive committee. The charter specified the following departments: normal and preparatory, collegiate, theological, medical, law and agriculture.

A Special Commitment

Renowned as an international resource of academic excellence and committed to uplifting mankind, Howard University is the only truly comprehensive predominantly black institution of higher education in the world.

Among Howard University's more than 60,000 living alumni are the highest percentages of the nations black doctors, lawyers, business leaders, politicians, social workers, engineers, artists,

musicians, and other professionals. Many alumni are recognized the world over as the foremost experts in their respective fields.

Schools and Colleges

Along with an array of institutes and centers, Howard University has 12 schools and colleges offering degree programs in more than 100 specialized subjects, with doctorates offered in more than 20 areas:

- College of Arts and Sciences
- School of Business
- School of Communications
- College of Dentistry
- School of Divinity
- School of Education
- School of Engineering, Architecture and Computer Sciences
- Graduate School of Arts and Sciences
- School of Law
- College of Medicine
- College of Pharmacy, Nursing and Allied Health Sciences
- School of Social Work

The Continuing Education program offers flexible, Non-degree opportunities for professionals, administrators, entrepreneurs, technical personnel, paraprofessionals, and other adults seeking advancement and enrichment through credit and non-credit courses.

Faculty

Howard University faculty members are a microcosm of the world population of scholars. Among them are national scholars and a rapidly increasing number of scholars from Europe, Asia, Africa, the Middle East, and South and Central America. Many faculty frequently receive awards

and scholarships. Many study abroad or otherwise enhance their educational experience.

Students

In the 1999-00 academic year, Howard University students came from across the nation and 118 countries. The resulting campus and classroom atmosphere is a fascination blend of cultures, customs, and languages and is said to be unequalled on any other college campus in the world.

Howard University consistently ranks high among major colleges and universities. Many students, after enrolling at Howard University, go on to receive some of the most prestigious awards and scholarships. Many study abroad or otherwise enhance their educational experience.

University Accreditations

Howard University is accredited by the Middle States Association of Colleges and Schools/Commission on Higher Education. Professional accrediting bodies are the Accrediting Commission on Education for Health Services Administration, the American Assembly of Collegiate Schools of Business, the American Bar Association, the American Chemical Society, and the American Council on Education for Journalism-Mass Communications, the American Council or Pharmaceutical Education, the American Dietetic Association, the American Medical Association, the Association of American Medical Colleges (Liaison Committee on Medical Education), the American Occupational Therapy Association, the American Physical Therapy Association, The American Psychological Association, the American Speech-Language-Hearing Association, the American Society of Hospital Pharmacists, the Accreditation Board for Engineering and Technology, the Association of American Law Schools, the Association of Research Libraries, the Association of Theological Schools in the U.S. and Canada, the Commission on Dental Accreditation of the American Dental Association, the Committee on Allied Health Education and Accreditation, the Council for Professional Development, the Council on Social Work Education, the Joint Review Committee on Education in Radiologic Technology, the National Accreditation Agency for Clinical Laboratory Science, the National Architectural

Accreditation Board, the National Association for Music Therapy, the National Association of Schools of Art and Design, the National Association of Schools of Music, the National Association of Schools of Public Affairs and Administration, the National Association of State Directors of Teacher Education and Certification and the National League for Nursing.

Resources and Facilities

The University operates four campuses. Most of the dormitories, administrative offices, classroom buildings and academic resources are located on the 89-acre Main Campus, which is just five minutes from downtown Washington, DC. The hilly 22-acre West Campus near Rock Creek Park houses additional administrative offices, centers, institutes, and the School of Law. The School of Divinity is on a 22-acre site in northeast Washington. The 108-acre Beltsville, Maryland campus houses research and development projects. Continuing Education is located in Silver Spring, Maryland.

The University Libraries

The University Libraries System consists of a central library complex, located in the Founders Library and the contiguous undergraduate library buildings, and branches located in professional schools and colleges: Business, Divinity, and Social Work. The Channing Pollock Theatre collection on the first floor Founders Library, is a special collection in humanities and performing arts.

The University Libraries System's primary mission is to provide information resources and services to the University community. The Libraries System is administered and staffed by professional librarians, subject specialists, and support personnel.

Central Library Complex Summer School Hrs.

(Note: Closed at 5pm July 3, 2004)
Mon -Thur 8AM-7PM / Fri 8AM-5PM
Sat 9AM-5PM / Sun Closed

Branch library hours may vary. Changes are posted or available by telephone (202/806-7252). For information about library collections and services, inquire at the main Reference Desk (2nd Floor Founders Library), or contact the appropriate branch library.

The University Libraries System has large and diverse resources incorporated in almost every discipline, and is one of the best libraries in the Metropolitan Washington, D.C., area.

University-wide holdings include more than 2.3 million volumes, more than 14,000 current serial titles, and about 2.7 million microforms. The Media Center (Undergraduate Library) contains a rich collection of audio and video recordings, films, slides and art prints, which may be used for instructional and study purposes. Photocopiers are located at major service points.

Access to the collections is through STERLING, the library's online catalog. STERLING provides listings of library materials at Howard University, as well as citations to periodical articles in selected indexes. Libraries provide free direct access to bibliographic and full-text databases, various application software, and the wealth of resources on the World Wide Web. Library tours (self-guided) and instructional sessions are offered regularly. Visit the Libraries homepage (wwwFOUNDERS.howard.edu) for additional information.

Other Libraries at Howard

Other campus information facilities that are administered independently are the Moorland-Spingarn Research Center (Founders Library, First Floor West); Afro-American Studies Resource Center (Founders Library, Third Floor); Health Sciences Library (Russell Dixon Building); and the Allen Mercer Daniel Lay Library (West Campus).

Afro-American Studies Resource Center

The Afro-American Studies Resource Center acquires and disseminates information on the African-American experience. Material emphasizes the progressive movements in the world. The Center's holdings consist of books, periodicals, tapes, records, and films.

Moorland-Spingarn Research Center

The Moorland-Spingarn Research Center collects, preserves, and provides for review millions of artifacts, books, manuscripts, newspapers, photographs, prints, recordings, and other materials documenting the history and culture of Black people in Africa, Europe, Latin America, the Caribbean, and the United States from antiquity to the present. Recognized as one of the largest and most comprehensive repositories of its kind in the world, the Center contains such significant research units as the Jesse E. Moorland Collection, the Arthur B. Spingarn Collection, the Ralph J. Bunche Oral History Collection, the Howard University Museum, and Howard University Archives. Professional staff provides manuscript, reference, photo duplication, and other library services. Books and other

used in the Center. Summer hours are 9:00AM to 4:45PM, Mon.-Thurs., 9:00AM to 4:30PM on Fri.

Radio and Television Stations

The University's radio station, WHUR-FM (96.3), and television station, WHUT (Channel 32), have made significant contributions to the Washington area, meeting its news, entertainment, and broadcast needs while training Howard University students in these fields. The 50,000-watt radio station consistently rates at the top of the charts, and the television station – is a frequent recipient of Emmy nominations and awards for program excellence.

Howard University Press

The Howard University Press, formally organized in 1972, has published more than 90 books in a variety of disciplines, including history, the humanities, and education.

Institutes and Centers

Addressing a wide range of national and local concerns, Howard University institutes and centers focus on such areas as housing, academic reinforcement, banking, economics, cancer, child development and family life, drug abuse and addiction, the physically and mentally challenged, small business development, international affairs, and sickle cell disease.

Special Services

Academic Advisors

Students should confer with academic advisors in their school or college about course selections and registration. The Dean's office in each school/college is able to provide information regarding the school's advisement system. Students are encouraged to seek such assistance early and regularly. Academic advisors can also serve as resources of information regarding other student services at the University (e.g., health services, veterans affairs, international student services). Academic advising for Students-at-Large should be done by their home institutions.

International Students

The Office of International Student Services (Suite 119 Blackburn University Center) assists international students in matters concerning housing, immigration, employment, scholarship and loan documents, finance, and any other areas of concern students wish to discuss. The office

materials do not circulate; they must be
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provides an orientation program for new international students shortly before the registration period each semester. The office also offers activities and programs for international students and publishes a quarterly newsletter, updates, and an *International Student Handbook*. For information and assistance during the summer, please call (202/806-7517) or visit M-F 8:30AM-5:00PM.

Persons with Disabilities

Disabled students or prospective students with special needs or concerns are invited to contact the Office of Special Student Services Suite 725 Howard Center (202/238-2420).

Veterans Affairs

Howard University is approved by the District of Columbia State Approving Agency to enroll veterans, service personnel, reservists, and dependents of deceased or disabled veterans who are eligible for educational assistance from the Department of Veterans Affairs (VA).

With the exception of VA-approved disabled veterans, all beneficiaries of educational benefits from the Department of Veterans Affairs are personally responsible for paying their bills to the University. These individuals should be financially prepared to pay tuition and fees at the time of registration to meet all living expenses until VA education allowances (checks) are received (after approximately 60 days).

Additional information is available from the Office of Special Student Services Suite 725 Howard Center (202/238-2420).

Parking

The number of parking spaces on campus lots is limited. The fee is \$12 per month for June, July, and August. For Howard University students who pay the second semester fee or the full year fee during the current academic year, no additional fee is required for parking during Summer School. Students must complete their vehicle registration during the registration period. Registration for Summer School alone does not give students authority to park on campus. The Parking Branch, Physical Facilities Management, is located in Suite B-11 "A" Building (202/806-2000).

Campus Security

The Security unit of Student Affairs is located in the University's Service Center (10th Street and Florida Avenue NW). The Operations Section of Security is

Immediately report any accident, incident, and/or criminal offense requiring campus security or Metropolitan Police involvement to Security's Operations (202/806-1100).

University Student Health Center

The University Student Health Center provides individual, confidential medical care for validated students who need help resolving their physical and emotional problems.

The \$50 health fee covers medical care at the Howard University Student Health Center and the Counseling Center only. An identification card with a current validation sticker is required to determine eligibility for the following services: general health, sickness, accidents, preventive medicine, health education, mental health, and social services. Services related to routine eye examinations, replacing or fitting glasses, and orthopedic appliances are not provided. Most medicine dispensed at the University Student Health Center is available to the student at no cost. Special prescribed medicines that are not available at the University Student Health Center may be obtained from the student's preferred pharmacy, with the student defraying the cost.

The University Student Health Center's main clinic is located at Sixth and College Streets NW (202/806-7540), and is open Mon.-Fri., 8:00AM-5:00PM. Emergency medical care is available at the Howard University Hospital whenever the University Student Health Center is closed.

Students enrolled only in Summer School are not covered by the University Student Health Insurance Program. Treatment beyond the capability of the University Student Health Center, such as hospitalization, is the student's financial responsibility unless they were enrolled in Spring 2004, in which case their insurance continues through August 1, 2004.

For further information, please refer to "A Guide to Health Services"; copies can be obtained from the University Student Health Center.

open 24 hours per day, seven days per week.
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Howard University Bookstore

The Howard University Bookstore provides services, books, general supplies, equipment, and instruments to support the University's academic programs.

Location and Hours of Operation* University Bookstore 2225 Georgia Avenue, NW 202/238-2640	Thursday	9:00AM-7:00PM
	Monday-Friday	9:00AM-6:00PM
	Saturday	10:00AM-4:00PM
	Sunday	Closed

(Extended hours during the first week of each summer session)

*Hours are subject to change. Please call or visit the store to verify hours.

About Washington, DC

Howard University is located in the nation's capital, one of the most important and cosmopolitan cities in the world. Washington's attractions range from national monuments, museums, parks, and a zoo to unique educational and social resources. Among the education resources in the Washington area are the Supreme Court, the National Archives, the Library of Congress, the National Institute of Health, the Folger Shakespeare Library, the National Library of Medicine, the National Gallery of Art, the Phillips Collection, the Corcoran gallery of Art, and the Smithsonian Institution (Museum of Natural History, the National Museum of African Art, National Museum of History and Technology, National Air and Space Museum, National Portrait Gallery, Freer Gallery, Joseph H. Hirschhorn Museum and Sculpture Garden, and U.S. Holocaust Memorial Museum).

Washington DC's reputation as the power center of the world gives students an opportunity to observe and participate in the political process, corporate and nonprofit organizations, and major television network bureaus. Lectures by local, national, and international leaders are a common part of the Howard University education experience. There are also opportunities to see touring Broadway productions, to hear renowned musicians, and to see other artists, showcased in numerous venues. International cuisine may be sampled in the city's many restaurants that range in cost from economical to expensive, many of which become sidewalk cafes in the spring and summertime.

Many cultural and social opportunities are offered through the John F. Kennedy Center for the Performing Arts, Arena Stage, the National Symphony Orchestra, National Theater, Ford Theater, regional theaters, and the USAir Arena. Professional Sports may be viewed at the MCI Center, Jack Kent Cooke Stadium, and the Robert F. Kennedy Memorial Stadium.

Admission Information

Degree-seeking and nondegree-seeking students can be admitted to and select courses for Summer School, unless they are:

- On academic probation or in conditional status and have not received special permission.
- Not in good standing at the last institution attended.

Student Seeking a Degree at Howard University

Continuing Students

Continuing students are those enrolled at Howard University in Spring 2004 as degree-seeking students. Continuing students do not need to apply for admission to enroll in courses during Summer School. However, continuing students who are on academic probation or in a conditional status may not register for courses in Summer School without special permission.

New Entrants/Freshmen

Students who have been admitted to Howard University for Fall 2004 and are interested in taking courses during 2004 Summer School, please contact Enrollment Management/Admission. Students interested in summer course work only may apply directly for Summer School admission. Applications are due April 1, 2004.

Transfer Students

Transfer students (i.e., students who have applied to Howard University and who seek admission with advanced standing) must submit by April 1, 2004 an Application for Admission and official transcripts of college work for each institution attended.

Former Students Returning (FSR)

FSR are students who were formerly enrolled at Howard University, who did not graduate, and were not enrolled during Spring 2004. Prospective FSR interested in returning as degree-seeking students for 2004 Summer School must complete an Application for Admission by April 1, 2004. FSR do not pay Application or Enrollment Fees.

Students Not Seeking a Degree at Howard University

Students-at-Large (SAL)

SAL are visiting students enrolled in a degree program at other colleges or universities. SAL must apply using the standard Application for Admission

and Housing no later than April 1, 2004. **SAL admitted for Summer School are not given special preference nor guaranteed admission as degree candidates for the Fall and Spring semesters.** Students previously enrolled at Howard University as continuing or unclassified students may not register as SAL. Howard University students who were academically dismissed for poor scholarship are not permitted to register as SAL; they must reapply as FSR. SAL applicants do not need to provide official transcripts. SAL must pay all required fees, including the \$45 Application Fee and \$150 Enrollment Fee.

Continuing Education Students (CE)

CE students are those not seeking an academic degree at H.U. nor taking courses for academic credit. On a space-available basis, CE students may enroll in academic courses for credit if they have satisfied the course prerequisites at Howard University or the equivalent at another institution. Courses taken for academic credit by CE students may not be applied toward a degree.

Formerly enrolled Howard University students who complete successfully course work in Summer School as CE students are not guaranteed reinstatement to any Howard University program. For additional information, contact:

Howard University
Continuing Education Program
Sixth Floor
1100 Wayne Avenue
Silver Spring, MD 20910
301/585-2295

Unclassified Students

Unclassified students are non-degree-seeking students who have been admitted upon recommendation from the dean of the respective school/college. Unclassified students in a conditional status must have special permission to enroll in Summer School. Unclassified students are subject to the same entrance regulations, fees and course prerequisites as regular degree-seeking students. Credits earned are not automatically transferable to a degree program at Howard University.

Note: Applicants seeking admission to Howard University are required to submit accurate and complete credentials as requested by the University. Failure to do so will result in denial of admission or in dismissal from the University, regardless of classification, when discrepancies are discovered. **Application fee waivers are not granted.**

Registration Information

Registration Procedures

BISON Web is available to continuing students, Students-at-Large, new entrants and FSR's who have Howard University ID numbers.

Bison Web is available
April 12th – April 25th
9AM-Midnight, Daily

Immunization

In compliance with District of Columbia Law 3-20, enrolled students must have in their Howard University medical records documentation showing immunizations for: measles (two), mumps and rubella (two each), tetanus, and diphtheria. Students not in compliance are placed on Medical Hold and are not permitted to register until they have been immunized or have provided documented proof of immunity (i.e., proof of immune titer, full date (month, day, year) of vaccinations after 1969, physician's statement attesting to having never had the disease. A physician's statement for measles and rubella alone is not acceptable; the titer is required. Howard University's Student Health Center can provide the immunizations to students who have not met the health requirement. DC Law 3-20 does not apply to students who are over age 40.

Course/Credit Load

The normal course load in each of the sessions is seven credit hours. Students may take more than seven credit hours with special permission from their school or college. Senior-level students who have earned at least 114 credit hours and 228 grade points may take as many as 10 credit hours in each session if successful completion of the courses would make them eligible for summer graduation. Students whose last semester's grade point average was at least a 3.0 may register for up to 10 credit hours excluding physical education courses in each of the two six week sessions.

Students-at-Large may take more than seven credits per session only if the student's home school or college official provides in advance to Enrollment Management/Admission a statement allowing the student to take such a program.

Registration Tips

- If students select courses using BISONWeb and do not pay tuition, fees, and other charges indicated by deadlines, the University will purge the selected courses and students cannot attend classes.
- Register as soon as possible because some classes have limited enrollment.
- Pay in Full (there is no deferred or partial payment) for tuition, fees, and housing (if applicable) by cash, certified check, money order, MasterCard, Visa, or American Express. Personal checks will be accepted providing no return checks or Enrollment Fees.
- Students must meet with their Consortium Coordinator on their home campus.

Procedures for Taking Courses at Consortium Institutions

Howard University is a member of the Consortium of Universities of the Washington Metropolitan Area (CUWMA), a cooperative arrangement in post secondary education that permits sharing academic resources by member institutions. The consortium offers qualified students the opportunity to enroll at other institutions for courses not available on their own campus. Member institutions are American University, Catholic University, Gallaudet University, George Mason University, George Washington University, Georgetown University, Marymount College of Virginia, Southeastern University, Trinity College, University of the District of Columbia, and the University of Maryland at College Park.

Howard University Students

Eligibility Requirements

- Enrolled as a degree-seeking student
- good academic standing

Restrictions

Students cannot:

- Take courses in dentistry, law and medicine
- Take a course if Howard University offers it during the academic year
- Take Consortium courses totaling more than 40 percent of the total hours required for the degree.

Procedures for Taking Courses at Consortium Institutions cont.

- Audit courses
- Use Remission and Tuition (employees and dependents) to pay for Consortium courses

Note: The Consortium Agreement does not cover lab fees and special fees (e.g., fees charged for private instruction in music or tutorial study). Individuals are responsible for paying these fees directly to the institution administering the course.

Step-by-Step Registration Procedures

Students register for Summer School by using the BISON Web. **Registration is available daily from April 12th - April 25th from 9AM – Midnight.**

General Instructions

1. You must be admitted to the University before you can register.
2. Follow instructions on the BISON Web Worksheet (page 14).
3. Complete course overrides and pay cashier tuition, fees, and other charges. Payment for Session I is due by close of business 05/14/04. Payment for Session II is due by close of business 06/25/04. If you register for Sessions I and II during the Session I registration period, payment is due by close of business 05/14/04 for both sessions. **There are no deferred payments.**
4. Obtain your validation sticker from the cashier.
5. Place the validation sticker on the back of the student Capstone Card.

Note: Classes will be purged for students who have not paid the full balance due at registration. To re-enter purged classes, students must re-register.

Special Instructions

Former Students Returning (FSR)

Before registering for Summer School, FSR must:

1. Reapply to the University.
2. Obtain an Acceptance Letter from Enrollment Management/Admission.

Students-at-Large (SAL) and First Time in College (FTIC) Freshmen

Before registering, SAL and FTIC freshmen must:

1. Apply to the University not later than April 1, 2004.
2. Obtain an Acceptance Letter from Enrollment Management/Admission.

Transfer Students

Before registering, transfer students must:

1. Apply to the University not later than April 1, 2004. Provide official transcripts showing your most recent college coursework.
2. Obtain a Permit to Register from Enrollment Management/Admission.

Continuing Education Students

Contact the School of Continuing Education (301/585-2295) for instructions.

Howard University Course Reservation Worksheet

Welcome to BISON Web.

BISON Web provides Howard University students with a fast and convenient way to reserve classes.

BISON Web provides access to courses, registration, student accounts, financial aid, grades and transcript information via the web.

You must be academically and financially eligible and currently enrolled.

SPECIAL NOTE:

You must pay for all reserved classes to be officially enrolled.

Requirements

1. See your academic advisor and obtain advisor's approval signature for courses selected.
2. Complete the Course Reservation Worksheet.

Information Required Before Accessing BISON Web

1. Your **ID Number** contains 9 characters.
Example: @01012345
2. **PIN** (Personal Identification Number). Your PIN is your date of birth.
Example: DOB February 14, 1990
PIN: 021490
3. **CRN** (Course Reference Number). This is a 5 digit number that replaces department, course, and selection numbers.

BISON Web is located www.howard.edu and is available between 9AM and Midnight.

Use the Online Student Reference Manual and Directory of Classes to select the Course Reference Number (CRNs) of courses for which you want to register. Select alternate CRNs in case your first choice is not available.

TO ADD:

CRN	Subj./Course	Section	Credit	Day/Time	Grade Mode

*1=Audit, 2=P/F, 3**=Standard Letter (ie., Credit)

**If you choose to register for courses to earn credit, remember to press "3".

TO DROP:

CRN	Subj./Course	Section	Credit	Day/Time	Grade Mode

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CALL 202/806-2705.

Step-by-Step Registration Procedures Continued

Registration Steps For Consortium

1. Complete Howard University registration.
2. Use student ID, to obtain Consortium Registration form from the Consortium Coordinator in Suite 105 Administration Building.
3. List courses on Consortium Registration form.
4. Obtain academic approval from department chair and dean.
5. Obtain administrative approval from the Consortium Coordinator.
6. Submit completed form to the Consortium Coordinator.
7. Obtain validated student copy of the Consortium Registration form.
8. Show validated student copy of the Consortium Registration form to the instructor at visited institution.

To drop a course, see the Consortium Coordinator in Suite 105 Administration Building to obtain and complete a Consortium withdrawal form. Grades for Howard University students automatically become part of their academic records. Howard University's rules, regulations, and procedures for course repeats and incompletes apply to Consortium course repeats and incompletes.

Students Registered at Other Consortium Institutions

Contact your home school's Consortium Coordinator for procedures on registering at Howard University.

Special Programs and Services

Center for Academic Reinforcement

The Center for Academic Reinforcement (CAR) is the University's academic support unit which provides a multitude of services for its students. The Center offers summer courses in Mathematics, English, and Study Skills. Courses are designed for high school graduates entering college for the first time who want to strengthen their skills. These courses also address the academic needs of Howard University students whose programs require them to meet satisfactorily the objectives of one or more CAR courses. The learning opportunities CAR provides are multidimensional and yield an academic

foundation that is cumulative in its rewards. Students enrolled in a Mathematics course, for example, have the opportunity to explore areas of Mathematics extending from format methods and habits of performance courses to fundamentals for reliably determining the type and sequence of courses most suitable for success in their programs. CAR's English and Study Skills courses provide similar opportunities.

CAR stresses interaction between its students and faculty and offers each student the opportunity to receive expert guidance from a team of consultants.

This interaction focuses on quality contact time structured to be responsive to individual student needs. Before registering for a basic Mathematics course, students must report to CAR (Academic Support Building B) for assessment. For additional information on CAR, contact:

Mr. Roland L. Byrd
Assistant Director
Center for Academic Reinforcement
School of Education
Howard University
Washington, DC 20059
Telephone: 202/806-7634
Fax: 202/387-3481

School of Law Summer Abroad Program -

This program housed at the University of the Western Cape in Cape Town, South Africa, Constitution in Comparative Perspective, International Business Transactions, and Contemporary Developments in Comparative and International Law.

School of Law Summer Abroad Program – Continued

The program, which is approved by the American Bar Association, is open to second-or third-year Law students and legal professionals with a JD or L.L.B. For information and application, contact:

South Africa Summer Program
Howard University
School of Law
Office of Admission
2900 Van Ness Street NW
Washington, DC 20008
Telephone: 202/806-8008
Fax: 202/806-8162

Cape Town, one of the most beautiful cities in the world, is the legislative capital of South Africa. Participation in the program includes visits to the South African Parliament, Supreme Court, Magistrates Court, and Law Associations. Tours of Cape Town, the Cape Peninsula, and historic sites are also included.

The 2004 Thurgood Marshall Scholarship Summer Test Preparation Program

This summer program offers courses designed to prepare juniors, seniors, and graduates from Historically Black Colleges and Universities to take the qualifying exams for law (LSAT), medical (MCAT), and graduate (GRE) schools. The LSAT and GRE courses are five weeks. The MCAT course is seven weeks. Each course is limited to 30 students and requires a \$50 Application Fee that is credited toward the cost. The Application Fee is refundable only if the applicant is not admitted.

Further information can be obtained from:

Contact: Kofi Appiah-Kubi

Phone/Fax: 917/663-2221

Housing and Meal Information

University Housing

Students enrolled in Summer School are eligible for University housing based on availability.

Howard University Students who were housed on campus during Spring 2004, who need housing for 2004 Summer School must submit completed Housing Applications not later than **April 23, 2004**.

Applications are available in residence halls and in the Office of Residence Life. **Students who resided on campus during Spring 2004 are not required to pay an application fee.**

All other Students, who were not housed on Campus during Spring 2004- who required housing for 2004 Summer School must file a completed Application for Admission and Housing for the required session(s) not later than **April 30, 2004**. For your convenience, a copy of the Application can be found on web at www.howard.edu.

Continuing students who wish to reside in University Housing should complete the one-page Summer School Housing Application

Applications should be mailed to:

Residence Life
Howard University
2401 4th Street, NW
Washington, DC 20059

Sample Of Suite Rates

Suite Type	One Summer 2004 Session (Six Weeks)
Cook Hall	
Single Full Bath	\$892.00
Single Shared Bath	\$842.00
Double Full Bath	\$630.00
Double Shared Bath	\$606.00
Howard Plaza Towers West	
Double Efficiency	\$702.00
Double One Bdrm	\$820.00
Triple Three Bdrms	\$885.00
Double (D Studio)	\$907.00
Triple (T Studio)	\$702.00
Mays Hall	
Single Regular*	\$658.00
Single Large*	\$685.00
Slowe	
Single Regular	\$776.00
Double Regular	\$567.00
Dean for Residence Life: Charles Gibbs Office 202-806-6131 or 202-806-4431	

* Indicates that this Suite type is available in limited numbers
All Rates subject to change without notice.

Cancellations and Refunds

Applicants who want to cancel Suite reservations and housing agreements must provide written notice not later than **April 30, 2004** to the Office of Residence Life.

The \$50 application fee will be refunded if the applicant (a) is not offered admission to the University or (b) cancels that Housing Agreement on or before the established **April 30, 2004** deadline.

Physically Challenged Students

Applicants for University housing who are physically challenged to the extent that special accommodations are required should advise the Office of Residence Life in writing at the time of application.

Meals

The University offers dining services during the summer. Please check with the Dining Services Office in the Blackburn University Center (202/806-7400) for locations.

There is a cafeteria on the second floor in the Howard University Hospital. All Howard University students receive a 30% discount.

Meal Schedule:	
Breakfast	7:30AM-8:30AM
Lunch	11:30AM-1:00PM
Dinner	4:00PM-5:00PM

Essential Notes for University Housing Residents

- Suite rent must be **paid in full** on or before the registration date to confirm University housing assignments and to complete registration.
- Students are required to furnish their own bed linens.
- **Cooking is not permitted in bedroom.**
- Prospective residents should bring only those articles of clothing necessary for the summer. Expensive items of jewelry, electronic musical equipment, cameras, etc., are discouraged.
- Due to scheduled summer renovations, it is possible that residents will be relocated within a building or, much less likely, to another building.

Academic Information

Academic Credit

Degree Candidates

Summer School is part of the regular degree program at Howard University. Credits earned count toward a degree.

Students-at-Large (SAL)

Courses taken by Students-at-Large may not be used to fulfill requirements for a degree at Howard University. However, credit earned is recorded and is available for transfer purposes. Students from other institutions are responsible for securing clearance from their own schools for transfer credit. At the end of the session(s) you should request that Enrollment Management/Records forward the official transcript to your college or university. (A small fee is charged for this service.)

Major and Minor Requirements for Arts and Sciences Students

All degree-seeking candidates are required to follow a program of concentration consisting of a major and minor sequence. A major sequence is a series of courses prescribed by a given department as necessary for concentration in that department. A major ordinarily includes 30 to 39 credits earned in a single department or in closely related departments. A minor sequence is defined as the combination of courses to broaden the student's perspective and buttress his major area of concentration. A minor consists of 15-18 credits earned in one or more areas outside the student's department.

Note: All students in the College of Arts and Sciences should meet with their academic advisor to discuss the requirements in English, Speech, Foreign Language, Philosophy, Physical Education, and Mathematics. Counselors in the Education Advisory Center (EAC, Rm 110 Locke Hall) assist freshmen and sophomores with their academic programs and scheduling.

Auditing Classes

Students who audit classes may participate in discussions but are not responsible for papers or examinations. Auditors pay the same fees as those taking courses for credit.

Grading System

The following grading system is used:

A (90 and above)	D (60 to 69)
B (80 to 89)	F (Below 60 is failure)
C (70-79)	I (Incomplete)

The grade "I" indicates that the work, otherwise satisfactory was incomplete at the time of the report. The alternate grade, which must be during the grading period, is calculated in the students grade point average. Students who receive grades of "I" must complete the work whether an examination or other obligation - by their next semester in residence.

Placement Examination

Placement examinations in English, Mathematics, and Foreign Language are required for all freshmen and transfer students who have not completed required courses in those areas prior to enrollment. Students placed in Academic Reinforcement – Verbal and/or Basic Mathematics I or II may not in Freshman English and/or other other Mathematics courses.

Program for Freshmen

Students entering the College of Arts and Sciences, the Division of Fine Arts, or the Division of Nursing as freshmen may begin their course of study in Summer School. Freshmen in the College of Arts and Sciences who intend to pursue the B.S. or B.A. degree should select their courses from those listed under General Education and Divisional requirements. All freshmen will have an opportunity to consult with an advisor who will assist them in preparing their programs.

Equal Opportunity Policy

Howard University is committed to equal opportunity and treatment in all aspects of its relations with Faculty, students, and staff members, without regard to race, color, national origin, gender, marital status, religion, age, or disability. The requirement not to discriminate in education programs and activities extends to employment and admission.

Direct inquiries regarding accessibility for handicapped persons, equal opportunity, and Title IX to the Office of the Assistant Vice President for Human Resource Management at (202/806-5770).

Building Abbreviations

A Mordecai Wyatt Johnson (Administration)
ANI Annex I (Division of Allied Health Sciences and Division of Nursing)
AN3 Annex 3 (Graduate School of Arts and Sciences)
APE Annex (Women's Physical Education)
ASA Academic Support Building A
ASB Academic Support Building B
BUC Blackburn University Center
BUR John Burr (Main Physical Education)
CAR* Carnegie
CBP C.B. Powell
CB4 Classroom Building 4 (School of Business)
CCH Chauncy I. Cooper Hall
CHB Chemistry
DCG D.C. General Hospital
DEN College of Dentistry
DGH Douglas Hall
DIV School of Divinity
EJH Ernest E. Just Hall
FAA Fine Arts Annex
FSQ Freedmen's Square
HCR Holy Cross Hall
HEC Human Ecology
HMB Howard H. Mackey
HUH Howard University Hospital
HUS Houston Hall
ILH Inabel Burns Lindsay Hall (School of Social Work)
LIB Founders Library
LKD Lewis K. Dowing Building (School of Engineering and Computer Sciences)
LKH Alaine J. Locke Hall (Classroom Building 2)
LVC Lulu Vere Childers Hall (Division of Fine Arts)
MED College of Medicine
PCL Re-Clinical Building (Medicine)
RAN Rankin Chapel
SGM Seeley G. Mudd (Medicine)
SSB Silver Spring Building
TKH Thirkield Hall
WHM WHUT Television Station

Suite Abbreviations

ALAB Athletic Laboratory
ALLY Bowling Alley
AUDI Auditorium
AVRM Audiovisual Suite, School of Business
BINR Broadcast Information Network Suite
CAMP
CHAP Chapel
CLIN Clinic
CLLB Clinical Laboratory
CNFR Conference Suite
CORT Courts (Phys. Ed.)
DLAB Dance Laboratory
DSTD Dance Studio
ECLR East Classroom (in APE)
GALL Art Gallery
GNRM Green Suite
GYMN Gymnasium
HPLB Human Performance Laboratory
IRAT Ira Aldridge Theatre
LEC1 Lecture Suite 1
LIGH Light Booth
LNGE Lounge
LVRM Living Suite
MGYM Main Gymnasium
NGYM North Gymnasium
OFF
OSCL Out Service Clinic
POOL Swimming Pool
RTBA Suite to be Announced
RTCR Radio Training Classroom
RTDR Radio Training Demonstration Suite
SCRE Screen Suite East
SCRW Screen Suite West
SCUP Sculpture Studio
SGYM South Gymnasium
STDC Studio C
STUD Studio
VIDO Video Editing Suite
VLRM Visitor's Locker Suite
WCLR West Class Suite (in APE)
WRRM Wrestling Suite
WTRM (Physical Education Building)

*Please note that CAR is also used as the abbreviation for the Center for Academic Reinforcement.
Campus (with "off" means off campus)
Off (with "CAMP" means off campus)
Weight Suite (Women's or Men's)