

**SPRING 2010**

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**REGISTRATION  
INFORMATION**

**FOR**

**CONTINUING  
STUDENTS**

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## LATE REGISTRATION OVERVIEW FOR SPRING 2010

(Registration = Selection of classes and payment)

General Registration (GR) involves having students select and enter their classes and pay their bills. Although the Office of Enrollment Management manages the registration process, GR depends on the collaborative efforts of numerous other campus units, especially the offices of Financial Aid and Student Financial Services.

**Continuing students** were required to select and enter their classes for Fall 2009 during the General Registration which took place November 2<sup>nd</sup> through November 13<sup>th</sup>. **A late registration fee of \$150 is assessed for continuing students who register after the General Registration period.** You have the ability to complete registration:

During late registration

- **January 11<sup>th</sup> – January 15<sup>th</sup>**

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

### MINI CALENDAR

<b>December 2009</b>	Bills mailed to students
<b>December 21, 2009</b>	First deferred payment due for fall 2009
<b>January 6, 2010</b>	Residence halls open for continuing students
<b>January 11<sup>th</sup> – January 15<sup>th</sup></b>	Late registration for all students (late fee assessed)
<b>January 11<sup>th</sup> – January 15<sup>th</sup></b>	Change of program
<b>January 11<sup>th</sup></b>	First day of classes
<b>January 15<sup>th</sup></b>	Last day to change class without a “W”
<b>January 17<sup>th</sup></b>	LAST DAY TO
	<ul style="list-style-type: none"><li>• Request total withdrawal with 100% refund of tuition and fees</li></ul>

## LATE REGISTRATION PROCEDURES

**Continuing Students** = Students who were enrolled at Howard University in Fall 2009 and are eligible to return for Spring 2010.

**Continuing students who did not select courses during General Registration (GR) are assessed a \$150 Late Registration Fee. Students who do not pay the required amount by December 21<sup>st</sup> are assessed a \$75 Late Payment Fee.**

**Follow these steps to register:**

- Select proposed courses from the Spring 2010 *Student Reference Manual and 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 BISON web (<https://banweb.howard.edu>) during one of the late registration periods. 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 2010 is January 15<sup>th</sup>, 2010.**

### **Save and print out your Spring 2010 course schedule.**

- Review your printout carefully to ensure that it reflects the correct courses (including sections, days, and times), credit/audit, and/or pass/fail hours, charges.
- Verify on the web, your account status and the amount of payment due by clicking on BISON WEB at [www.howard.edu](http://www.howard.edu).
- 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 are unable to pay the full amount of your 1st deferred payment, click Request for Financial Validation. **All past due balances from prior semesters must be paid in full.**

All areas of the Request for Financial Validation form must be completed in their entirety prior to submission. The validation status of all approved requests will be updated within 48 hours. Please recheck your validation status following the submission of your application. **Replies to all other inquiries will be forwarded to your Howard University email address ONLY.**

- If you have questions regarding your financial aid, check your status on the web at [www.howard.edu/enrollment/financialaid](http://www.howard.edu/enrollment/financialaid) before contacting the Office of Financial Aid, Scholarships and Student Employment in the Administration Building, Rm. 205.
- Pay your balance due.

## School/College Contact Information

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.

### **College of Arts and Sciences**

Ms. Annette Davis	Educational Advisory Center	<a href="http://www.coas.howard.edu">www.coas.howard.edu</a> 202-806-6987
Ms. Shawn Hart	Division of Fine Arts	202-806-7040

### **School of Business**

Ms. Carol Henley	Office of Student Affairs	<a href="http://www.bschool.howard.edu">www.bschool.howard.edu</a> 202-806-1577
Ms. Jackie Deckard		

### **School of Communications**

Mr. Lincoln Brown	Educational Advisory Center	<a href="http://www.howard.edu/schoolcommunications/">www.howard.edu/schoolcommunications/</a> 202-806-7355
Ms. Bernadette Terry-Williams		202-806-7355

### **School of Education**

Mrs. Raena Coaxum	Office of the Dean	<a href="http://www.howard.edu/schooleducation">www.howard.edu/schooleducation</a> 202-806-7340
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### **College of Engineering, Architecture and Computer Sciences**

Dr. Treva Leiba	Allied Health Sciences	<a href="http://www.founders.howard.edu/CEACS/">www.founders.howard.edu/CEACS/</a> <a href="http://www.cpnahs.howard.edu">www.cpnahs.howard.edu</a> 202-806-6310
Ms. Angela McKnight	Nursing	202-806-6313
Ms. Mary Smith	Pharmacy (graduate)	202-806-4210

### **School of Divinity**

[www.howard.edu/schooldivinity/](http://www.howard.edu/schooldivinity/)

### **School of Social Work**

[www.socialwork.howard.edu/](http://www.socialwork.howard.edu/)

### **Graduate School**

[www.gs.howard.edu/](http://www.gs.howard.edu/)

### **College of Medicine**

[www.med.howard.edu/](http://www.med.howard.edu/)

### **School of Law**

[www.law.howard.edu/](http://www.law.howard.edu/)

## PAYMENT OPTIONS

### 1. PAYMENT IN FULL December 21, 2009

### 2. DEFERRED PAYMENT PLAN (2 payments)

Students who register at least half-time may participate in this plan. Students awarded full tuition scholarships or tuition remission are not eligible for the deferred payment plan. Advance arrangements are not required. Students may acknowledge their desire to participate in this plan by paying the 1<sup>st</sup> deferred payment amount for the semester December 21, 2009. The remaining balance is due by March 16, 2010. **There is a \$50.00 service charge associated with using this plan.** THERE IS NO DEFERRED PAYMENT FOR SUMMER SCHOOL.

### 3. 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. Payments begin in June and end in March and are due the first of each month. There is a \$50.00 non-refundable fee for participation in this plan. Students may enroll in the plan for the Spring 2010 semester only up to December 21, 2009. However, the November and December payments, with the \$50.00 application fee, must be paid upon submission of your initial application. You may download an application and budget worksheet at [www.howard.edu/studentfinancialservices](http://www.howard.edu/studentfinancialservices) and click on Printable Forms.

### 4. 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 Credit card payments on-line via the Bison web at [www.howard.edu](http://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 Bison web to check payment on their student account to confirm transfer. Funds may be transferred electronically by using the information below to ensure proper posting:

#### 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

- 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.
- For students' loan awards to be disbursed, they must have:
  1. Completed their loan entrance interview, and
  2. Signed their promissory note(s).
- **Students are responsible for paying any costs that financial aid does not cover.**

## REFERENCE INFORMATION

### BOOKSTORE ACCOUNTS

- Students with enough financial aid on their account may report to the bookstore to initiate an account.
- Students may deposit money with the bookstore to open an account.

### CAPSTONE CARDS

- Capstone cards are official Howard University photo ID/access cards for students and staff.
- Validated Howard University students with a current *CapstoneCard* and a driver's license ID card can cash any Howard University-issued checks at any Bank of America. The branch nearest to the main campus is at 3500 Georgia Avenue N.W. (202-624-4484).

### 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 Financial Aid, Scholarships and Student Employment before finalizing any changes. Program changes may adversely affect students' eligibility for aid.
- Courses cannot be added after **January 15<sup>th</sup>, 2010**.

### CREDIT BALANCE

- Credit balance checks will be distributed by the Office of the Treasurer, 510 College Street, (behind WHUR). Call for dates and times (202-806-2050). Students in professional schools should contact their respective schools for direct deposit information.

### COURSE OVERRIDES

- Overrides allow students with appropriate approval to enroll in a "closed" (full) course or to enroll in classes with reasonable time schedule conflicts.
- The Academic Dean designates individuals to approve overrides according to the procedure(s) of the respective school or college. Students should contact the appropriate person in their school or college for approval.

### COURSE WITHDRAWAL (DROP)

- **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 grade of "UW" (Unofficial Withdrawal) or NR (Never Reported) to any student 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 January 11<sup>th</sup> through January 15<sup>th</sup>** students may officially withdraw from courses without penalty.
- **After January 15<sup>th</sup>** 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, Scholarships and Student Employment to determine how course withdrawal may affect their award.

#### LATE REGISTRATION AND LATE PAYMENT FEES

- **Late Registration Fee: \$150.00**  
All students who register after **November 13<sup>th</sup>** must pay this fee.
- **Late Payment Fee: \$75.00**  
All students who do not pay by the due date 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; and the student has been validated by Student Accounts.
- **Only validated students are officially enrolled at Howard University.**
- **Only 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.)    | 806-7559 |
| • Admission            | EM/Admission (Administration Building Room 111)   | 806-2755 |
| • Address              | EM/Records (Administration Building Room 104)     | 806-2705 |
| • Special Student Svcs | Special Student Services (Howard Center Room 725) | 238-2420 |

#### THINGS YOU SHOULD KNOW ABOUT HOWARD

- |                        |  |
|------------------------|--|
| * <b>CHARTERED</b>     | 1867   |
| * <b>MISSION</b>       | To provide an educational experience of exceptional quality to students of high academic potential |
| * <b>CORE VALUES</b>   | Excellence, Leadership, Service, and Truth   |
| * <b>VISION</b>        | Strategic Framework for Action II  |
| * <b>SCHOOL COLORS</b> | Red, White, and Blue   |
| * <b>MASCOT</b>        | Bison  |

## **CONTACT NUMBERS**

### **ENROLLMENT MANAGEMENT**

Records 202-806-2705

Main fax 202-806-4466

Admission 202-806-2755

Admission fax 202-806-4467

Campus Tours 202-806-2755

Consortium and Domestic Exchange Program 202-806-2709

### **OTHER OFFICES**

Athletics 202-806-7140

Bank of America (Georgia Ave.) 202-624-4484

Financial Aid 202-806-2820

International Student Services 202-806-7517

Orientation 202-806-5990

Residence Life (Student Housing) 202-806-6131

Residence Life Fax 202-806-4431

Special Student Services 202-238-2420

Student Financial Services 202-806-2570/2610/2600

Student Health Center 202-806-7559

University Telephone Operator 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 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 physical education, 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)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____