

**SPRING 2010**

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**REGISTRATION**

**INFORMATION**

**FOR**

**NEW STUDENTS**

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## NEW 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.

- **New freshman students** entering in Spring 2010 will register January 7<sup>th</sup> through 8<sup>th</sup>.

**New freshman students**, who decide to register through the web, should follow the instructions that are included in this document. New freshmen can register between 9AM and midnight EST during the scheduled registration periods. Once they arrive on campus, new freshmen students can speak directly with advisors to discuss the appropriateness of and/or modify their course selection.

**All other new students (transfer students and graduate students) and former students returning** who are entering in Spring 2010 must register while on campus during orientation. They must meet with their academic advisors prior to registering. Advisors will be available beginning Monday, January 7<sup>th</sup>.

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

### **MINI** **CALENDAR**

<b>December 21<sup>st</sup></b>	First deferred payment due for Spring 2010 for continuing
<b>January 7<sup>th</sup> – 8<sup>th</sup></b>	Web available to new freshmen to select and enter classes
<b>January 6<sup>th</sup></b>	Residence halls open for new and transfer students
<b>January 11<sup>th</sup> – 15<sup>th</sup></b>	Late Registration for all students (late fee applied)
<b>January 11<sup>th</sup> – 15<sup>th</sup></b>	Change of Program (add/drop period)
<b>January 11<sup>th</sup></b>	First day of classes
<b>January 11<sup>th</sup></b>	Last day to change class schedule a 100% refund of tuition and fees

## CHECKLIST

**Review the following checklist to make sure that you have addressed all items needed for you to complete the early registration process.**

**Have you.....**

- Memorized your Howard University ID number?
- Requested that your final high school transcript showing proof of graduation be sent to E/M Admission?
- Responded promptly to all offices that have contacted you – e.g. EM/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 on line?
- 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) that you may need to bring to campus with you?
- Obtained access to a computer that has Adobe Acrobat so that you can register online?

**If you are ready to register, read the following information carefully before you proceed to your school/college website.**

**Be sure to follow directions precisely.**

## SELF-ADVISING INFORMATION FOR NEW FRESHMAN

### 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.

- College of Arts and Sciences [www.coas.howard.edu](http://www.coas.howard.edu)
- School of Business [www.bschool.howard.edu](http://www.bschool.howard.edu)
- School of Communications <http://www.howard.edu/schoolcommunications>
- School of Education [www.howard.edu/schooleducation](http://www.howard.edu/schooleducation)
- College of Engineering, Architecture And Computer Science [wwwFOUNDERS.howard.edu/CEACS](http://wwwFOUNDERS.howard.edu/CEACS)
- College of Pharmacy, Nursing, and Allied Health Sciences [www.cpnahs.howard.edu](http://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 EM/Admission via e-mail at [Admission@howard.edu](mailto:Admission@howard.edu). If you have other questions, please contact the appropriate office(s) listed at [www.howard.edu/academics](http://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. Also jot down questions as they arise. 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.**

## **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.

<b>Year(s) of High School Study</b>	<b>Placement Level</b>
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](http://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.

## School/College Contact Information

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

Dr. Annett 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**

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

### **School of Education**

Mrs. Raena Coaxum-Morgan	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. Lawanda Peace	Office of Student Services	<a href="http://wwwFOUNDERS.howard.edu/CEACS/">wwwFOUNDERS.howard.edu/CEACS/</a>	202-806-6638
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### **College of Pharmacy, Nursing, and Allied Health Sciences**

Dr. Treva Leiba	Allied Health Sciences	<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– CONTINUING STUDENTS)

### 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 by 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 Downloadable 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, 2010.

### 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.
- Academic Dean designates individual 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**  
New students who register after November 13<sup>th</sup> **must pay** this fee.
- **Late Payment Fee: \$75.00**  
All new 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's account.
- **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)     | 806-2712 |
| • 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<br>of exceptional quality to students of<br>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 will commute from off campus, 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 2010 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://bannerweb.howard.edu/> to begin entering your classes.

**Your computer must have Adobe Acrobat. Be sure to save and print your final schedule.**

**PREFERRED SCHEDULE**

<b>CRN</b>	<b>SUBJECT/COURSE NAME CREDIT HRS</b>	<b>SECTION</b>	<b>DAY/TIME</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**

<b>CRN (CRN)</b>	<b>SUBJECT/COURSE NAME</b>	<b>SECTION</b>	<b>REPLACEMENT FOR ( COURSE)</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____