

SPRING 2011



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
Enrollment Management/Records	
Enrollment Management/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 2011

(Enrollment = Selection of classes and payment)

- **Freshmen students** entering spring 2011 will register **January 6th – January 7th**

New and transfer students should follow the instructions that is 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 2011 must register while on campus during orientation. They must meet with their academic advisors prior to registering. Advisors will be available beginning Thursday, January 6th.

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

MINI CALENDAR

December 13th	First deferred payment due for Spring 2011 for continuing students
January 5th	Residence halls open for new and transfer students
January 6th – 7th	Web available to new and transfer students to select and enter classes
January 10th	First day of classes
January 10th – 14th	Late Registration for all students (\$175 late fee assessed)
January 10th – 14th	Change of Program (add/drop period)
January 16th	Deadline 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 Enrollment Management/ 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 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 that has Adobe Acrobat 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.bs.school.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 www.founders.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 EM/Admission via e-mail at admission@howard.edu. 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
Dr. Annette Davis	202-806-6987	Educational Advisory Center
Linda Jones	202-806-9736	Office of the Dean
Thelma Paige-DeNeal	202-806-7041	Division of Fine Arts
School of Business	202-806-1500	www.bschool.howard.edu
Tya Boyden	202-806-1518	Office of Student Affairs
Jacqueline Deckard	202-806-1569	Office of Student Services
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
Mrs. Raena Coaxum-Morgan	202-806-7340	Office of the Dean
Layone McNeil	202-806-5783	Undergraduate Student Services
College of Engineering, Architecture, and Computer Sciences	202-806-6565	www.founders.howard.edu/CEACS/
Kevin Sewell	202-806-6398	Office of Student Services
Dr. Lawanda Peace	202-806-6638	Office of Student Services
College of Pharmacy, Nursing, and Allied Health Sciences	202-806-6530	www.cpnahs.howard.edu
Dr. Trevor Leiba	202-806-6310	Allied Health Sciences
Dashelle Hardy	202-806-4859	Nursing
Rajan Ninan	202-806-6530	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 13, 2010 – 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 1st deferred payment amount for the semester by December 13th, 2010. The remaining balance is due by Tuesday, March 15th 2011. **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 non-refundable fee for participation in this plan.

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. 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

- 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 loan awards to be disbursed, students must:
 1. Complete their loan entrance interview
 2. Sign their promissory note(s)
- 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 St. 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 **January 14th, 2011**.

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 Cashier's Office in the Administration Building, Room 115, to pick up your card. Students in professional schools should contact their respective schools for direct deposit information.

COURSE OVERRIDES

- Course Override forms 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 course 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.
- Period to complete course overrides is **January 10th through January 14th**

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 10th through January 14th** students may officially withdraw from courses without a “W.”
- The deadline for 100% refund of tuition/fees is January 16th.
- **After January 14th** 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 10th - 14th**) must pay this fee.
- **Late Payment Fee: \$100.00**
Continuing students who do not pay by the due date of December 13th must pay this fee.

OFFICIAL ENROLLMENT

- Official enrollment occurs when:
 - ✓ Course selection has been completed
 - ✓ Payment for tuition, fees and other charges has been made
 - ✓ Student has been validated by Student Accounts.
- Only validated students are officially enrolled at Howard University.
- Student’s name will appear on the official class roster.
- **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	EM/Admission (Administration Building Room 111)	202-806-2755
Academic Records	EM/Records (Administration Building Room 104)	202-806-2705
Student Loans	Student Financial Services (Administration Building Room 218)	202-806-2570
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

Records: 202-806-2705 Transcript Academic Recording Certification of Enrollment Consortium/Domestic Exchange Program	Direct fax: 202-806-4466
Admission: 202-806-2755 Campus Tours Recruitment	Direct fax: 202-806-4467
Student Accounts: 202-806-2600 202-806-2610	Direct fax: 202-806-5182
Student Financial Services: 202-806-2570	Direct fax: 202-806-5279
Financial Aid: 202-806-2820 Scholarships Student Employment	Direct fax: 202-806-2818

OTHER OFFICES

Athletics	Telephone: 202-806-7140
Bank of America (Located on Georgia Ave.)	Telephone: 202-624-4484
International Student Services	Telephone: 202-806-7517
Student Activities	Telephone: 202-806-5990
Residence Life	Telephone: 202-806-6131
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.

Fall 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://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)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

