

FALL 2011



1867

HOWARD

UNIVERSITY

Continuing Students
REGISTRATION MANUAL

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LATE REGISTRATION OVERVIEW FOR FALL 2011

(Enrollment = Selection of classes and payment)

Continuing students were required to select and enter their classes for fall 2011 during the General Registration period which took place April 4 – April 17. **A late registration fee of \$175 is assessed for continuing students who register after the General Registration period.** You have the ability to complete registration:

- **August 18th – August 26th**

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

IMPORTANT DATES

July 15th	First deferred payment due for fall 2011
August 18th	Residence halls open for continuing students
August 18th – August 22th	Late registration for all students (late fee assessed)
August 22th – August 26th	Change of program
August 22rd	First day of classes
August 26th	Last day to change class without a “W”
August 28th	Last day to request Total Withdrawal with 100% refund of tuition and fees

LATE REGISTRATION PROCEDURES

Continuing Students = Students who were enrolled at Howard University in spring 2011 and are eligible to return for fall 2011.

- **Continuing students who did not select courses during General Registration (GR) are assessed a \$175 Late Registration Fee.**
- **Students who do not satisfy their financial obligation by paying the required amount by July 15, 2011 are assessed a \$100 Late Payment Fee.**

Follow these steps to register:

- Select proposed courses from the fall 2011 *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 BisonWeb <https://banweb.howard.edu>. 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 Fall 2011 is August 26, 2011.**

Save and print out your Fall 2011 course schedule.

- Review your schedule carefully to ensure that it reflects the correct courses (including sections, days, and times), credit/audit, and/or pass/fail hours, charges.

Verify on BisonWeb your account status and the amount of payment due

- 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 have questions regarding your financial aid, check your status on the web at www.howard.edu/enrollment/financialaid before contacting the Office of Financial Aid, Scholarships and Student Employment in the Administration Building, Suite 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	202-806-6700	www.coas.howard.edu
Ms. Annette Davis	202-806-6987	
Ms. Linda Jones	202-806-9736	
Ms. Thelma Paige-DeNeal	202-806-7041	Fine Arts
School of Business	202-806-1500	www.bschool.howard.edu
Ms. Karen Hampton	202-806-1658	
School of Communications		www.howard.edu/schoolcommunications/
Mr. Lincoln Brown	202-806-7355	
Ms. Bernadette Terry-Williams	202-806-4044	
School of Education	202-806-7340	www.howard.edu/schooleducation
Ms. Raena Morgan	202-806-7340	
	202-806-5783	
College of Engineering, Architecture, and Computer Sciences	202-806-6565	www.founders.howard.edu/CEACS/
Dr. Lawanda Peace	202-806-6638	
College of Pharmacy, Nursing, and Allied Health Sciences	202-806-6530	www.cpnahs.howard.edu
Dr. Trevor Leiba	202-806-6310	Allied Health Sciences
Ms. Dashed Hardy	202-806-4859	Nursing
Mr. 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/

PAYMENT OPTIONS

1. PAYMENT IN FULL (July 15, 2011)

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 July 1, 2011. The remaining balance is due by Tuesday, October 25, 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)

Howard University offers a 5-month installment plan for the fall and spring semesters. There is a \$25 non-refundable enrollment fee and a \$50 deferred payment fee assessed which will be assessed to the student accounts of all participants. This plan is managed by Nelnet Business Solutions and offers several benefits:

1. Payment Methods – Payments may be made by Discover, MasterCard or American Express or automatic bank payment (ACH)
2. Convenience – Automatic payments deducted from a checking/savings account or credit/debit card
3. Easy Access – The installment plan can be monitored online or you can call a dedicated customer service representative
4. Peace of Mind – Arrangements are made to satisfy the Fall 2011 balance and students have secured validation

The fall installment plan begins in June and the last payment is scheduled for October; the spring installment plan begins in November and the last payment is scheduled for March. Monthly payments are made on the 5th of each month. If you sign up after the first established deadline, a down payment will be required.

To assist with the registration process, a how-to-guide

(<http://www.howard.edu/bisonweb/documents/HU%20Installment%20PlanTraining%20Guide.5.18.pdf>) has been created for your benefit. For additional help, customer service representatives are available Monday through Thursday, 7:30 am to 7:00 pm (CST) and Friday 7:30 am to 5:00 pm. They can be reached at 1-800-609-8056.

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 electronic checks or credit card payments on-line via the Bison Web at www.howard.edu. Please have your student identification number and PIN available.

- **ELECTRONIC FUNDS TRANSFER**

Funds may be submitted electronically to the University to satisfy an outstanding balance to be

applied to a student's account. Students should confirm receipt of the transfer by reviewing their student account via Bison web. To ensure proper posting, **include the student's name and eight-digit Howard University ID number** AND use the following information:

Bank

Bank of America
730 15th Street NW
Washington, DC 20005

ABA Number

026009593

Howard University Account Number

1933194600

Note: All funds from foreign countries must be converted to U.S. dollars prior to transmission.

• **FINANCIAL AID**

- o Financial aid is awarded to students after they have completed a Free Application for Student Assistance (FAFSA), have demonstrated a need for federal student aid, and have provided all supporting documentation, if required.
- o For students' loan awards to be disbursed, they must have:
 1. Completed their loan entrance interview,
 2. Signed their promissory note(s), and
 3. Be Validated.
- o **Students are responsible for paying any costs that financial aid does not cover.**

REFERENCE INFORMATION

BOOKSTORE ACCOUNTS

- Students may deposit money with the bookstore to open an account.

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 the Office of Financial Aid before finalizing any changes.
- Change of Program may adversely affect students' eligibility for aid.
- Courses cannot be added after **Friday, August 26th, 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 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

- **Officially enrolled students should not stop attending** a course without officially withdrawing. It is the policy of Howard University that all faculties, at the midterm, assign status indicators of "UW" (Unofficial Withdrawal) or NR (Never Reported) to any student who has stopped attending or who has never reported to class. Students who fail to officially withdraw will adversely affect their grade point averages through the failing grades they will earn at the end of the semester.
- **From August 22nd through August 26th** students may officially withdraw from courses without financial responsibility.
- The deadline for 100% refund of tuition/fees is **August 28th**.

- **After August 26th** students will receive a “W” for each course withdrawn.
- 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**
Continuing students who register for the first time after General Registration will be assessed this fee.
- **Late Payment Fee: \$100.00**
 - Students who do not satisfy their financial obligation by paying the required amount by July 15, 2011 are assessed a \$100 Late Payment 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.**
- **The appearance of the student’s name on the official class roster as a paid student verifies official student status.**
- **Students who are not officially enrolled (validated) are not permitted to participate in class or reside in University housing.**

REGISTRATION HOLDS

Students should contact the following offices to remove holds that prevent them from registering:

Medical	Student Health Center (Georgia Ave. and W St.)	202-806-7559
Admission	Office of Admission (Administration Building, 111)	202-806-2755
Student Financial Services	Student Accounts (Administration Building, 115)	202-806-2705
Special Student Services	Special Student Services (Howard Center Room 725)	202-238-2420

Things You Should Know about Howard University

CHARTERED	1867
SCHOOL COLORS	Red, White, and Blue
MASCOT	Bison

CONTACT NUMBERS

ENROLLMENT MANAGEMENT

Financial Aid	Telephone: 202-806-2820
Student Accounts	Telephone: 202-806-2610 202-806-2600
Student Loans & Collections	Telephone: 202-806-2570
Registrar Transcripts Academic Recording Certification of Enrollment Consortium/Domestic Exchange Programs	Telephone: 202-806-2712
Admission: Campus Tours Recruitment	Telephone: 202-806-2755
International Student Services	Telephone: 202-806-7517

OTHER OFFICES

Athletics	Telephone: 202-806-7140
Bank of America (Located on Georgia Ave.)	Telephone: 202-624-4484
Student Activities	Telephone: 202-806-5990
Residence Life:	Telephone: 202-806-6131 Direct Fax: 202-806-4431
Special Student Services	Telephone: 202-238-2420
Student Health Center	Telephone: 202-806-7559
University Telephone Operator	Telephone: 202-806-6100

SCHEDULE PLANNING WORKSHEET

Select preferred course times based on your characteristics. If you commute, allow time for travel. Be sure to schedule time for lunch and breaks. Be sure that you do not select classes that meet at the same time, and be sure to record the **correct CRNs** for the classes that you select.

Fall 2011 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)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

