

FALL 2011



1867

HOWARD

UNIVERSITY

New Students
REGISTRATION MANUAL

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NEW REGISTRATION OVERVIEW FOR FALL 2011

(Enrollment = Selection of classes and payment)

Freshmen students entering fall 2011 will register **Monday, August 15 –Wednesday, August 17.**

New freshman students 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.

If you have any 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 for continuing students
August 13th	Residence halls open for new and transfer students
August 15th – 17th	Web available to select and enter classes
August 22nd	First day of classes
August 18th – 26th	Late Registration for all students (\$175 late fee assessed)
August 22th – 26th	Change of Program Period (add/drop courses)
August 28th	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 the Office of Admission?
- ✓ Responded promptly to all offices that have contacted you – e.g. 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 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.bschool.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 the Office of Admission. 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.

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.

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	
School of Business	202-806-1500	www.bschool.howard.edu
Ms. Karen Hampton	202-806-1575	
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	202-806-5783	
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	
Dashelle Hardy	202-806-4859	

PAYMENT OPTIONS

1. PAYMENT IN FULL (July 15, 2011 – 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 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.
- The last day to complete a course override is **Friday, August 26th**

COURSE WITHDRAWAL

- **Officially enrolled 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 status indicator of "UW" (Unofficial Withdrawal) or NR (Never Reported) to any student who has stopped attending a course 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 Monday, August 22nd through Friday, August 26th** students may officially withdraw from courses without financial responsibility.
- The deadline for 100% refund of tuition/fees is **Sunday, August 28th**.
- **After Friday, August 26th** students may withdraw from courses and will receive a “W” for each course..
- 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 (**August 18th - 26th**) must pay this fee.
- **Late Payment Fee: \$100.00**
All students who do not pay by the due date of July 15th 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 the Office of Student Financial Services..
- **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)	202-806-2600
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)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

