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Continuing students were required to select and enter their classes for spring 2013 during the General Registration period which took place October 29 – November 9. 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:

- January 7th – January 11th

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

**IMPORTANT DATES**

- **December 17th**: Payment in-full due for spring 2013 (ALL students)
- **January 4th**: Residence Halls open for continuing students at 10:00 A.M. (No Weekend Residence Hall Check-In)
- **January 7th - 11th**: Late Registration for all students ($175 late fee assessed)
- **January 7th - 11th**: Change of Program (add/drop period)
- **January 7th**: First day of classes
- **January 11th**: Last day to drop class without a “W”
- **January 11th**: Deadline to request a Total Withdrawal for 100% refund of tuition and fees
LATE REGISTRATION PROCEDURES

Continuing Students = Students who were enrolled at Howard University in fall 2012 and are eligible to return for spring 2013.

Continuing students who did not select courses during General Registration (GR) are assessed a $175 Late Registration Fee. Students who do not pay the required amount by December 17th are assessed a $100 Late Payment Fee.

Follow these steps to register:

☑ Select proposed courses from the spring 2013 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 spring 2013 is January 11, 2013.**

☑ **Save and print out your spring 2013 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](http://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

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<tr>
<th>College/Major</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>College of Arts and Sciences</td>
<td>202-806-6700</td>
<td><a href="http://www.coas.howard.edu">www.coas.howard.edu</a></td>
</tr>
<tr>
<td>Annette Davis</td>
<td>202-806-6987</td>
<td>Educational Advisory Center</td>
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<tr>
<td>Linda Jones</td>
<td>202-806-9736</td>
<td>Office of the Dean</td>
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<td>Division of Fine Arts</td>
<td>202-806-7040</td>
<td><a href="http://www.art.howard.edu/">www.art.howard.edu/</a></td>
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<td>Thelma Paige-DeNeal</td>
<td>202-806-7041</td>
<td>Office of the Dean</td>
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<td>School of Business</td>
<td>202-806-1500</td>
<td><a href="http://www.bschool.howard.edu">www.bschool.howard.edu</a></td>
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<tr>
<td>Karen Hampton</td>
<td>202-806-1658</td>
<td>Office of Student Affairs</td>
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<td>School of Communications</td>
<td>202-806-7690</td>
<td><a href="http://www.howard.edu/schoolcommunications/">www.howard.edu/schoolcommunications/</a></td>
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<tr>
<td>Lincoln Brown</td>
<td>202-806-7355</td>
<td>Educational Advisory Center</td>
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<tr>
<td>Bernadette Terry-Williams</td>
<td>202-806-4044</td>
<td>Educational Advisory Center</td>
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<tr>
<td>School of Education</td>
<td>202-806-7340</td>
<td><a href="http://www.howard.edu/schooleducation">www.howard.edu/schooleducation</a></td>
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<tr>
<td>Raena Coaxum-Morgan</td>
<td>202-806-7340</td>
<td>Office of the Dean</td>
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<tr>
<td>Hallie King</td>
<td>202-806-6639</td>
<td>Office of Student Services</td>
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<tr>
<td>Lawanda Peace</td>
<td>202-806-6638</td>
<td>Office of Student Services</td>
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<tr>
<td>College of Pharmacy, Nursing, and Allied Health Sciences</td>
<td>202-806-6530</td>
<td><a href="http://www.cpnahs.howard.edu">www.cpnahs.howard.edu</a></td>
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<tr>
<td>Trevor Leiba</td>
<td>202-806-6310</td>
<td>College of Allied Health Sciences</td>
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<tr>
<td>Janine Countee</td>
<td>202-806-4859</td>
<td>Division of Nursing</td>
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<tr>
<td>Rajan Ninan</td>
<td>202-806-6530</td>
<td>College of Pharmacy</td>
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<tr>
<td>School of Divinity</td>
<td>202-806-0500</td>
<td><a href="http://www.howard.edu/schooldivinity/">www.howard.edu/schooldivinity/</a></td>
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<tr>
<td>Graduate School</td>
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<td><a href="http://www.gs.howard.edu/">www.gs.howard.edu/</a></td>
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<tr>
<td>College of Medicine</td>
<td>202-806-5677</td>
<td><a href="http://www.med.howard.edu/">www.med.howard.edu/</a></td>
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<tr>
<td>School of Law</td>
<td>202-806-8000</td>
<td><a href="http://www.law.howard.edu/">www.law.howard.edu/</a></td>
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1. **PAYMENT IN FULL**
   All charges must be paid in full by the due date: Fall semester, July 1st and Spring semester, December 17th. Any outstanding balances will be assessed a $100.00 late payment fee each month the balance remains.

2. **HOWARD UNIVERSITY INSTALLMENT PLAN (5 payments each semester)**
   Howard University offers a 5-month installment plan for the fall and spring semesters. When registration opens for the plan in May and October, students can sign up for the 5-month installment plan via BisonWeb. There is a $30 non-refundable enrollment fee and monthly payments are made on the 5th of each month. 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 semester charges and students who 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. If you sign up after the first established deadline, a down payment will be required. If a credit card/debit card is used, a 2.75% convenience fee, in addition to the enrollment fee, will be assessed.

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

3. **ACCEPTABLE METHODS OF PAYMENT**
   Payments may be made by credit card (Visa, American Express, MasterCard, Discover), cash, money order, cashier’s check, certified check or wire transfer (PDF). A $35.00 fee will be charged for all reversed credit card payments and returned checks. Subsequent checks will not be accepted. Checks and money orders should include the student’s name and Howard University Identification Number.

   • **By Check (Including Outside Scholarship)**
     Howard University
     Office of Student Financial Services
     MSC 590501
     Washington, DC 20059
• **Send by Wire Transfer**
  Bank of America  
  730 15th Street, NW  
  Washington, DC 20005  
  ABA#: 026009593  
  For Credit to Howard University  
  Account Number 1933194600  
  For Further Credit to:  
  Student Name

• **Send by UPS/DHL/FedEx**
  Howard University  
  Student Financial Services  
  Office of the Bursar  
  2400 Sixth St. NW Suite 218  
  Washington, DC 20059

4. **FACTORING IN FINANCIAL AID**
Authorized financial aid is factored into the registration payment and per Federal regulations **MUST** be applied to tuition and fees first. The following aid **CANNOT** be used in computing your registration payment:

- Federal Work-Study (FWS)
- Howard University Student Employment (HUSEP)
- Assistantship
- Unauthorized Federal Loans
- Parent Loan (PLUS)
- Private Loans and Scholarships

5. **THIRD-PARTY SPONSORS/SPECIAL BILLING**
Third-Party Contracts must be submitted to the Office of Student Financial Services/Student Accounts by the appropriate sponsoring agency or organization. **The Third-Party Agent is billed once a month.**
Should the sponsor not submit payment, the student is responsible for satisfying the student account.
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.
  o 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.
  o 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 Street 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 Friday, January 11th, 2013.

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/studentfinancialservices/accounts/refunds.htm. 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 Assistant Treasurer’s Office 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.
• Course override requests require the signature of the instructor of record for the course, the department chairperson, and the student’s academic advisor.
• Period to complete course overrides is Monday, January 7th through Friday, January 11th

COURSE WITHDRAWAL

• 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.
The deadline for 100% refund of tuition/fees is **Sunday, January 13th**.

After January 11th 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**
  All students who register after November 9th must pay this fee.

- **Late Payment Fee: $100.00**
  All students who do not pay by the due date of December 17th 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.

- 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**

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<td>SCHOOL COLORS</td>
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<td>MASCOT</td>
<td>Bison</td>
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</table>
CONTACT NUMBERS

ENROLLMENT MANAGEMENT

Financial Aid
Telephone: 202-806-2820

Student Accounts
Telephone: 202-806-2610
Telephone: 202-806-2600

Student Loans & Collections
Telephone: 202-806-2570

Registrar
Telephone: 202-806-2712

Transcripts
Academic Recording
Certification of Enrollment
Consortium/Domestic Exchange Programs
Telephone: 202-806-2755

Admission:
Campus Tours
Recruitment

International Student Services
Telephone: 202-806-7517

OTHER OFFICES

Athletics
Telephone: 202-806-7140

Bank of America
Telephone: 202-624-4484
(Located on Georgia Ave.)

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
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 2013 course offerings can be viewed at [http://www.howard.edu/academics/courses/](http://www.howard.edu/academics/courses/)

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Complete this sheet and use it when you are ready to enter your classes on the web.

Go to [https://banweb.howard.edu/](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

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<th>SECTION</th>
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Many of the most popular classes—such as those in Human Health Performance & Leisure Studies, 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

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