Welcome to Howard University!

SPRING 2021
NEW & TRANSFER STUDENT ORIENTATION BOOKLET

#HowardU
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Dear Bison,

Congratulations on your acceptance to Howard University! You are a member of an entering class with stellar academic records and histories of overall achievement.

Your hard work, sacrifice, and commitment earned you a spot in one of our most selective entering classes. It is that same ethic of hard work and academic excellence that will serve you well as you embark upon your undergraduate journey.

Howard University is a comprehensive research university with over 6500 undergraduates whose majors range from Accounting to Theatre Arts. With six undergraduate colleges and more than 70 programs of study, you are now a member of a vibrant and rigorous academic community. The Howard faculty is comprised of scholars who are experts in their fields, first-rate researchers, and dedicated teachers. What you will learn during the next four years will prepare you to think critically, act responsibly, and lead in a way that will distinguish you as a Howard graduate.

Your academic success is the Office of Undergraduate Studies’ (OUS) single focus. We offer a range of academic support services and programs that will complement your hard work. Academic advising, free tutoring, study skills courses, and seminars are just a few of OUS’ programs. Our proactive and comprehensive approach to academic support is based upon our belief in your ability to meet and even exceed our faculty’s high expectations of you.

Your first step toward academic success at Howard begins with New Student Orientation. Our mandatory New Student Orientation program is offered in three phases: Virtual Orientation, Summer Orientation and Fall Orientation. Each phase is designed to provide you with the necessary information, resources and tools that will help you to achieve your academic goals.

Visit our website at ous.howard.edu to access all Orientation materials. You will find information about registration for our other orientation programs, placement examinations, and related academic policies and procedures that will place you on the path to academic success at Howard.

In the Office of Undergraduate Studies, your academic success is our number one priority and your number one responsibility. The OUS team looks forward to being your academic partner from today until graduation and beyond.

Sincerely,

Melanie Carter, PhD
Associate Provost of Undergraduate Studies
Welcome and congratulations on your acceptance to Howard University! We are excited that you will be joining our Bison Family.

Admission into Howard University is as competitive as it has ever been, so take a moment to celebrate your achievement and consider the journey you are preparing to embark on as a Bison. At Howard, you will benefit from and contribute to a rich legacy that empowers you and enriches the lives of those you engage from this point forward.

As an incoming student, we know that you have tons of questions, so it is imperative that you join us for New Student Orientation and thoroughly read the New Student Orientation Booklet.

This booklet includes a great deal of valuable information that you should review and includes information on many “taking care of business items” that you must complete prior to arriving on campus for New Student Orientation and move-in August. Additionally, continue to check for email and/or physical mail correspondence from the university, as we provide you with essential information for joining the Howard University community.

I am delighted that you have chosen to attend Howard University. I look forward to seeing you very soon. I’d encourage you to review all the materials closely and if you should have any questions, please feel free to e-mail: orientation@howard.edu or call (202) 806-4029.

Sincerely,

Joan M. Browne, Ph.D.
Office of Undergraduate Studies, Orientation, Transfer and Transition Programs
New Student Orientation (NSO) is designed for all incoming first-year and transfer students. It introduces you to Howard University, where you will have the opportunity to learn more about HU’s academic programs, student support services, meet student leaders and connect with future classmates.

All new students are expected to complete and attend our New Student Orientation Programs. These programs include Bison Prep (Summer Online Orientation) and Bison Week (Fall Orientation).

Our goal and hope are that you and your family have a seamless transition to Howard University and becoming a part of the Bison family! If you have any further questions or concerns pertaining to New Student Orientation, contact the Center for Academic Excellence at (202) 806-4029 or orientation@howard.edu.

About Howard

Founded in 1867, Howard University is a private, research university comprised of 13 schools and colleges. Students pursue studies in more than 120 areas leading to undergraduate, graduate and professional degrees. To date, Howard has awarded more than 120,000 degrees in the arts, the sciences, and the humanities. The historic main campus sits on a hilltop in Northwest Washington blocks from the storied U Street and Howard Theatre. We are two miles from the U.S. Capitol where many students intern, and scores of alumni shape national and foreign policy.
*Please Note:*

All OFFICIAL Howard University events will be communicated via email. Events shared with you otherwise, are not official Howard events.
Are You Bison Ready?

As you start your college journey at Howard University, use the Checklist below to ensure a seamless transition to the Bison community!

New Student Checklist

- Email Account
  Bison Email is the official email for Howard University. You can get your login information from BisonWeb, under Personal Information and View E-Mail Address. All Howard Communication will be sent to your Bison Web.

- Bison Web
  Access your BisonWeb. This portal provides access to course registration, student accounts, financial aid, grades and transcript information.

- Submit Immunization forms

- Complete Language Placement Exam (optional)

- Apply for Housing

- Submit College Transcripts

- Complete Virtual Orientation (Virtual Howard) by January 11
  Available January 04, 2021 at orientation.howard.edu

- Complete Handshake Profile by January 12, 2021
Transfer Credits

Howard University accepts academic courses from regionally accredited colleges and universities as transfer credits. For a new student entering Howard University, and upon receipt of the student’s official transcript(s), transfer credits will be evaluated by using the following criteria.

Transfer courses must be of comparable content, academic level, and scope to the curricular offerings at Howard University. Credit hour(s) assignment to transfer courses will be semester credit hours. If the originating institution is other than the semester system, the appropriate conversion of credit hour(s) will take place by the Office of Enrollment Management.

Students must have earned a grade of “C” or higher in academic courses in order for the courses to be transferred to Howard University. For transfer course credits that are discipline specific, the Office of Enrollment Management will request a review and assignment of the transfer credits by the specific discipline. The maximum of 60 credit hours from an accredited institution can be transferred.

Credit hours are transferable to Howard University, not grades. Therefore, grades for academic courses transferred will not be included in the overall GPA of a student.

All transcripts from international institutions must be evaluated by World Educational Services (WES).

Please submit all transcripts to the Office of the Registrar as soon as possible for processing.

Credits that are not initially accepted to Howard University may be appealed through a Transfer Course Petition. To determine if the course is equivalent to HU Courses, you need to submit a copy of the course description from the previous institution with the transfer course petition for the department chair that teaches the course.

Click here to access The Transfer Course Petition!!!

(Note: Howard University requires that the last 30 credit hours for an undergraduate degree be taken at Howard University).
Transcripts & Immunization

Each year, Howard University welcomes hundreds of high achieving students who have earned college and/or advanced credits. To learn more about Howard University's transfer credit policies, please review the information below, or click here.

FINAL TRANSCRIPTS
Howard University accepts academic courses from regionally accredited colleges and universities as transfer credits.

CREDIT BY ADVANCED PLACEMENT (AP) EXAMINATION:
New students entering Howard University may receive course credit for academic courses completed in secondary schools under the Advanced Placement Program administered by the College Board. AP score must be sent directly from the College Board to the Office of the Enrollment Management.

CREDIT BY INTERNATIONAL BACCALAUREATE (IB) EXAMINATION:
Howard University will evaluate and award course credits for an IB examination score. IB certificate must be sent directly to the Office of Admissions.

IMMUNIZATION REQUIREMENTS
It is our pleasure to announce that we are now utilizing Med+Proctor for verification of your immunizations and medical requirements for Howard University. This system is a cloud-based, fully automated and user-friendly platform that is both HIPAA and FERPA compliant. All incoming students are required to use Med+Proctor to submit medical/immunization records.

1. Register
   a. Visit medproctor.com and click “register” to start a new account. Search and select Howard University to get started and follow the directions to register a new account.

2. Download
   a. Fill out any required personal, medical or insurance information. Download the required forms and follow directions provided.

3. Upload
   a. Log back into your Med+Proctor account and upload a copy of your forms. Make sure your forms are complete and legible. You will receive an email confirmation once the forms have been reviewed.
The Language Placement Exam (LPE) is administered in the following languages: Arabic, Chinese (Traditional and simplified), Spanish, French, German, and Japanese. It is administered through AVANT’s Placement Assessment program. AVANT's Placement Assessment is a web-based system, and the exam may be taken from any web-based computer. A practice exam is available.

Every student who has studied a language and is planning to take the same language at Howard University is REQUIRED to take the Language Placement Examination (LPE).

Students who are required to take the Language Placement Exam must email the Center for Tutoring & Learning Support Services at tlss@howard.edu for instructions and access to take the test.
Handshake

Howard University’s official internship and job-search site, Handshake is a comprehensive career development portal that offers hundreds of job listings, employer networking events, and other career related services. It provides students with information and resources for job market preparation. Students may register for annual career fairs, on-campus interviews, and other activities hosted by the Office of Career Services. Follow the steps below to take advantage of the opportunities provided.

Login Instructions

Step 1: Activate your account

Your account is already created for you at the beginning of the academic year. All you need to do is go to Howard’s Handshake page using this URL: https://howard.joinhandshake.com/login. Once you're on your school page, click on the blue login tab: ‘HU Student Login’ and use the same credentials you use to log into your Howard University email ending in 'bison.howard.edu.'

Step 2: Complete your profile

Because we created your account ahead of time, some of your information will already be in your Handshake profile from your admissions records. Verify all pre-loaded information is correct. If you find an error in any of your profile data, contact the Office of Career Services at careerservices@howard.edu. A competitive Handshake profile is at least 85% complete. This should be your goal as soon as you gain access to the account.

Step 3: Complete your profile.

After you've completed your profile, you'll need to have a public resume available to employers who are looking for talented Howard University students. You may also upload a cover letter or a statement of your career interests. Even if there are no jobs available to you in your Freshman year, you will need to have a competitive profile to apply for scholarships and be invited to other networking events throughout the year. Remember, the more information you add to your profile, the easier it will be for employers to find you and to decide if you are a match for current openings.

Step 4: Search Internships. Jobs, Scholarships

From the landing page, use the top search bar and filters to look for companies and internships you're interested in learning more about or applying to.
Virtual Howard is our online, self-guided tutorial about Howard University. It covers all the important information about critical student services that are available to you and your family. Each module has important information you need to know as an informed student.

Guest may also complete the module. The full module will only take about 2 hours to complete. Students can also close out and complete the module later. Following some modules, students may need to complete a questionnaire to advance to the next module.

To complete Virtual Howard visit between January 04 and January 11: https://orientation.howard.edu.
The Office of Student Services is a multi-functional office that supports the mission of the Division of Student of Student Affairs by creating academic and socially accessible environment in two critical areas: Disability Services and Veteran Affairs.

Disability Services seeks to improve the educational development of students with disabilities and to enhance understanding and support within the university. We assure that qualified students with disabilities have equal access to all University programs and have reasonable accommodations to services.

Veteran Affairs serves as a liason between the Howard University student veterans and the U.S. Department of Veteran Affairs. We assist student veterans with processing of VA forms for veteran benefits, advising on procedural requirements and certifying enrollment of student veterans to the Department of Veteran Affairs.
Bison E-mail

Bison E-mail accounts are automatically created for new students. Your Howard e-mail account is powered by Google and has 25GB of space.

Your Bison e-mail address is the e-mail Howard University will use to communicate and conduct all University business with you. If you have a 3rd party account such as Gmail or Yahoo and would like to send and/or receive your Bison e-mail, we recommend the utilization of the forwarding or add account option. This way your Bison e-mail account will receive important correspondence from the University personal 3rd party emails simultaneously.

**HOWARD WI-FI NETWORK ACCESS LOGIN INFO FOR NEW/TRANSFER STUDENTS**

**New/Transfer Students**

**HOWARD Computer Login/Wi-Fi Access**
Username: firstname. lastname  
Password: HU+Lowercase initials of first name and last name + MMDD of DOB.  Example: HUjs0101

**Bison Email**
Username: firstname.lastname@bison.howard.edu  
Password: HU+lowercase initials of first name and last name + MMDD of DOB.  Example: HUjs0101

**How to Access Your Bison Email Account:**
Go to www.howard.edu -> Click “Students” -> Click “Email” icon to sign-in, -> Input your Username and Password.

***To change your password at any time, go to secure.howard.edu, sign-in with your computer login, Click “Preferences” in the upper right-hand corner, and then Click “General” tab in the upper left-hand corner.***

*NOTE*: It is imperative that you utilize your Howard issued e-mail address as it is now mandatory in order to conduct business with Howard University.

You may view your Howard-issued e-mail address via BisonWeb; click Personal Information, click View E-Mail Addresses. If you do not see a Howard issued email address, contact the ETS Help Desk.

The “Howard” Wi-Fi network is a secure network that provides access to a variety of University resources. Your username and password are required to access the “Howard” Wi-Fi network.

The ETS Website provides more information about the IT Services & Support offered here at Howard University.

**ETS Helpdesk:**
Phone support: (202) 806-2020  
Walk-in support: Help Desk@ iLAB  
Bryant Street Entrance, 1st Floor Office
List of Majors

Below is a list of four year degree programs Howard University provides!

AcAccounting (B.B.A.)
African Studies (B.A.)
Afro American Studies (B.A.)
Art History (B.A.)
Art (B.F.A.)
Biology (B.S.)
Clinical Laboratory Science (B.S.CLS.)
Chemistry (B.S)
Chemical Engineering (B.S.)
Civil Engineering (B.S.CIV)
Computer Engineering (B.S.Comp.Eng.)
Computer Information Systems (B.A.)
Computer Science (B.S.)
Criminology (B.A.)
Economics (B.A.)
Electrical Engineering (B.S.Elec.Eng.)
Elementary Education (B.S.)
English (B.A.)
Finance (B.B.A.)
French (B.A.)
Health Education (B.S.)
Health Management (B.S.)
Health Sciences (B.S.)
History (B.A.)
Human Development (B.S.)
Human Performance (B.S.)
Interdisciplinary Studies - (B.A.)
International Business (B.B.A.)
Leisure Studies (B.S.)
Mathematics (B.S.)
Management (B.B.A.)
Marketing (B.B.A.)
Mechanical Engineering (B.S.Mech.Eng.)
Media Journalism, Film and Communications (B.A.)
Music (B.M.)
Nutritional Sciences (B.S.)
Nursing (BSN)
Philosophy (B.A.)
Physics (B.S.)
Political Science (B.A.)
Psychology (B.S.)
Radiation Therapy (B.S.R.T.)
Sociology (B.A.)
Spanish (B.A.)
Strategic, Legal, & Management Communication (B.A.)
Supply Chain Management (B.B.A.)
Theatre Arts (B.F.A.)
# Academic Advisers

## COLLEGE OF ARTS & SCIENCES

<table>
<thead>
<tr>
<th>Classifications &amp; Major(s)</th>
<th>Adviser</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>Undecided Majors/Exploratory Program</strong></td>
<td>Mrs. Joanne Douglas</td>
<td><a href="mailto:Jozanne.douglas@howard.edu">Jozanne.douglas@howard.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mr. Usher Moses</td>
<td><a href="mailto:Usher.moses@howard.edu">Usher.moses@howard.edu</a></td>
</tr>
<tr>
<td><strong>Freshmen &amp; Sophomores: Biology, Chemistry, Physics, Mathematics</strong></td>
<td>Ms. Avante Chestnut</td>
<td><a href="mailto:Avante.chestnut@howard.edu">Avante.chestnut@howard.edu</a></td>
</tr>
<tr>
<td><strong>Freshmen &amp; Sophomores: Political Science, Psychology</strong></td>
<td>Ms. Faith Harrison</td>
<td><a href="mailto:Faith.harrison@howard.edu">Faith.harrison@howard.edu</a></td>
</tr>
<tr>
<td><strong>Freshmen &amp; Sophomores: Philosophy, History, English, Foreign Language, Interdisciplinary Studies (IDS), African American Studies, African Studies, Criminology, Economics, Health Education, Human Performance, Leisure Studies</strong></td>
<td>Mr. Joshua Rideaux</td>
<td><a href="mailto:Joshua.rideaux@howard.edu">Joshua.rideaux@howard.edu</a></td>
</tr>
<tr>
<td><strong>Juniors &amp; Seniors: Natural Science Majors &amp; Graduation Clearance</strong></td>
<td>Ms. Shaunda Young</td>
<td><a href="mailto:Shaunda.young@howard.edu">Shaunda.young@howard.edu</a></td>
</tr>
<tr>
<td><strong>Juniors &amp; Seniors: Social Science Majors &amp; Academic Probation</strong></td>
<td>Mr. Byron Jackson</td>
<td><a href="mailto:Byron.jackson@howard.edu">Byron.jackson@howard.edu</a></td>
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## SCHOOL OF BUSINESS

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Karen Hampton</td>
<td><a href="mailto:Karen.hampton@howard.edu">Karen.hampton@howard.edu</a></td>
</tr>
<tr>
<td>Melissa Gould</td>
<td><a href="mailto:Melissa.gould@howard.edu">Melissa.gould@howard.edu</a></td>
</tr>
<tr>
<td>Troy Prince</td>
<td><a href="mailto:Troy.prince@howard.edu">Troy.prince@howard.edu</a></td>
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## SCHOOL OF COMMUNICATIONS

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Mikeisha Best</td>
<td><a href="mailto:Mikeisha.best@howard.edu">Mikeisha.best@howard.edu</a></td>
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## SCHOOL OF EDUCATION

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Brandy Jackson</td>
<td><a href="mailto:Brandy.jackson@howard.edu">Brandy.jackson@howard.edu</a></td>
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## COLLEGE OF ENGINEERING & ARCHITECTURE

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Caryn Cabaniss</td>
<td><a href="mailto:Caryn.cabaniss@howard.edu">Caryn.cabaniss@howard.edu</a></td>
</tr>
<tr>
<td>Kourtney Britton</td>
<td><a href="mailto:Kourtney.britton@howard.edu">Kourtney.britton@howard.edu</a></td>
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## COLLEGE OF NURSING & ALLIED HEALTH SCIENCES

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Suzy Guerrier-Adams (Nursing)</td>
<td><a href="mailto:Sguerrier-adams@howard.edu">Sguerrier-adams@howard.edu</a></td>
</tr>
<tr>
<td>Trevor Leiba (Allied Health Sciences)</td>
<td><a href="mailto:Tleiba@howard.edu">Tleiba@howard.edu</a></td>
</tr>
</tbody>
</table>
Important Contact Information

(OUS) Center for Academic Excellence
Carnegie Building, 2nd Floor
undergraduatestudies@howard.edu / 202-806-4029

(OUS) Tutoring and Learning Support
AS-B Building, 1st Floor
tlss@howard.edu / 202-806-7634

Counseling Services
C.B. Powell Building, Resource Center
m_e_barnes@howard.edu / 202-806-6870

Dining Services
Blackburn Center
202-806-7400

Office of Financial Aid
Administration Building, Suite, 205
finaid@howard.edu / 855-490-2875

International Student Services
Administration Building, Room G-10
pugbong@howard.edu / 202-806-2777

Center for Career & Professional Success
C.B. Powell Building
careerservices@howard.edu / 202-806-7513

Residence Life & University Housing
College Hall North, Lower Level
hureslife@howard.edu / 202-806-6131

Office of the Registrar
Administration Building, 1st Floor
registrar@howard.edu / 202-806-2705

Office of Bursar
Administration Building, Suite 218
bursarhelp@howard.edu / 855-490-2875

Student Employment (Federal Work Study)
C.B. Powell Building
FWS.jobs@howard.edu / 202-806-7513

Division of Student Affairs
2400 Sixth Street, Second Floor
studentaffairs@howard.edu / 202-806-2100
Schools and Colleges

School of Business
2600 6th Street NW
(202) 806-1575

School of Communications
Advising Office Location: 525 Bryant Street NW Suite 222
(202) 806-4044

School of Education
2441 4th Street NW
(202) 806-7340

College of Engineering and Architecture
2366 6th Street NW
(202) 806-6565

College of Nursing and Allied Health Sciences
516 Bryant Street NW
(202) 806-5431

College of Arts and Sciences
(Center for Academic Excellence – Academic Advising)
2395 6th Street NW - Carnegie 2nd Floor
(202) 806-4029

College of Arts and Sciences
(Pre-Professional Advising)
1st Floor Locke Hall
(202) 806-6985

Division of Fine Arts
Childers Hall
(202) 806-7040