



College of ARTS AND SCIENCES

FRESHMAN REGISTRATION MANUAL *Self-Advising Information for Freshmen*

This manual acquaints you with the General Education Curriculum of the Howard University College of Arts and Sciences and explains how to choose and register for courses for your fall semester schedule.

ADVISING

DECIDED MAJORS

Those of you who HAVE DECIDED on a major should contact your major department for a faculty advisor. Your counselor/advisor will help you plan your academic program, register for courses, answer questions about academic procedures, and advise you about selecting a major. It is your responsibility to check with your counselor/advisor whenever you have questions about academic matters. These counselors are available daily from 9 AM to 4:00 PM EST in the Educational Advisory Center, Room 110 Locke Hall, (202- 806-6985). Your success as a student depends in part on how well you listen to your counselor's advice.

UNDECIDED MAJORS

Before you arrive on campus, if you are an UNDECIDED major, the College will assign you to a counselor in the Educational Advisory Center based on your last name according to the following alphabetical breakdown:

A - D	MS. PATRICE LEE
E - Ji	MS. BLACKWELL
Jo - Q	MS. THOMAS
R - Z	MRS. NORMA SCHWARTZ

DEGREE AND MAJOR PLANS

If to date you have not chosen a major, now is the time to begin thinking about possible choices. One goal of the college is to guide you as you explore several academic disciplines before you chose a major and to help you make a wiser choice because of this experience.

THE GENERAL EDUCATION CURRICULUM

For your information, a copy of the General Education Curriculum can be accessed at www.coas.howard.edu/requirements.html

ALL students in the College of Arts and Sciences are required to take general education courses to meet competencies in verbal, analytical and applied life skills.

IMPORTANT NOTE

Be sure to have a state or school issued picture identification, your Howard University ID number, and important documents with you when you call your counselor or come to campus.

CHOOSING YOUR FALL SEMESTER COURSES

Unless you are exempted from these requirements, you should register for the following program designed for students who have NOT DECIDED on a major. If you **have chosen** a major, you should register for the courses suggested by **your** major department. Use the Schedule of Classes available on the web, to choose courses and times.

ENGLISH 002	3 CREDITS
FOREIGN LANGUAGE	4 CREDITS
MATHEMATICS	3 CREDITS
2 DIVISIONAL COURSES	6 CREDITS
<i>Choose from Natural Sciences Div. D, Social Science Div. B, or Humanities Div. A</i>	
HEALTH / ACTIVITY	1 CREDIT
HEALTH HUMAN PERFORMANCE AND LEISURE STUDIES	
FRESHMAN SEMINAR	1 CREDIT

	18 CREDITS

A full course load is 12 – 18 credits. Feel free to reduce your program to as few as 12 credits if you are uncomfortable with 18 credits.

ADVANCED 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. Students cannot register for Math courses until the Math Placement Examination is taken. **Read and follow the instructions carefully.**

You must use Internet Explorer. Use of other browsers or mobile platforms to take the Math Placement Examination will result in errors and you will not be able to retake the Examination or register for Math classes until you get to campus to resolve the errors. You will be fully responsible for any late registration fees incurred.

- The Math Placement Exam should be accessible from your Blackboard account. Go to <http://blackboard.howard.edu/>.
- Please read the instructions for logging in.
- Once you are past the login screen, you will see a link to "Math Placement Exam" in the green margin on the left side. Click on that link to see the instructions. You may want to try the sample problems to get an idea of the content and format.
- To start the test, click the link below the instructions at the bottom of the page.
- Each of the three parts of the exam is listed as a separate test. Take each test in turn.
- Write down your score after taking each test to use in the "Recommendation" section at the end.
- Before you start the exam, PLEASE read the instructions.

Score and placement will be immediately available to you on the web once the examination is completed.

ENGLISH

To enroll in Freshman English, students must exceed the cut-off score for the ACT or the SAT.

PLACEMENT VARIABLE	CUT-OFF SCORE
ACT English test score	18 and above
SAT Writing Score	450 and above

Students who do not meet the cut-off score cannot register for 002 until they have successfully completed the Verbal course offered by the Center for Academic Reinforcement (CAR). This course can be accessed on Bison Web under the subject heading "Academic Reinforcement."

Students who must enroll in CAR Verbal will receive three (3) credit hours for the course. Students who successfully complete the

course will be better prepared to complete the Freshman English courses (002 and 003) and the third writing requirement courses successfully, even as the 3 credit hours will not count toward the credit hours required for graduation.

Pre-requisite or Test Score Error

If a "Pre-requisite or test score error" appears when you attempt to register for English 002, your ACT or SAT scores either fall below the cut-off, or these scores do not appear in your Banner student profile.

If you do not meet the cut-off score requirement, you must register for CAR Verbal, and you must complete it successfully before being allowed to register for English 002.

If you meet the cut-off score requirement, the Department of English can lift the hold and register you in an open English 002 section. To have the hold lifted, you will be required to log on to your College Board (for the SAT) or ACT account and show that your SAT score for the Writing Section is 450 or above or that your ACT English test score is 18 or above.

WORLD LANGUAGES AND CULTURES

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
1 - 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 requirement 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 questions about appropriate placement.

ADVANCED STANDING

Students who receive a score of 3 or higher (except Biology which requires a score of 4 and English which requires a score of 5) in any of the ADVANCED PLACEMENT (AP) examinations of the College Entrance Examination Board may be eligible, in the area of each examination, for advanced placement and credits toward graduation as determined by the appropriate department.

If you receive a score of 5 in AP English Language, provide an official copy of your scores (in hard copy or electronically) to the Department of English (Locke 248), and you will be placed in English 076 (offered in the Spring only to COAS Honors students) or in English 003 (for non-COAS Honors students). If you receive a score of 5 in AP English Literature, you will receive credit for English 014 (Intro to Humanities I), and you may enroll immediately in English 015 (Intro to Humanities II). In both instances, a copy of your AP scores should have been sent to the Educational Advisory Center.

The College of Arts and Sciences also awards advanced placement and credits to entering students for a score of 4 or higher on the INTERNATIONAL BACCALUREATE (IB) higher level (HL) Examination. Advance Standing is also awarded for the GENERAL CERTIFICATE OF EDUCATION (GCE) advanced level and the COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). These examinations must be taken **prior** to matriculation at Howard University or another college. Please consult your counselor/advisor regarding specific courses and credits that you may be eligible to receive.

Suggested Courses by Major

ADMINISTRATION OF JUSTICE

DR. E. QUIMBY
equimby@howard.edu
(202) 806-6815

Freshman Seminar	1
English 002	3
Foreign Lang.	4
Division A	3
Division B	3
Mathematics	3
Total	17

AFRICAN STUDIES

DR. M. CHAM
mcham@howard.edu
(202) 238-2328

Freshman Seminar	1
English 002	3
Foreign Language	4
Division A	3
Mathematics (D)	3
African World 101	3
Physical Education	1
Total	18

AFRO-AMERICAN STUDIES

DR. G. CARR
gcarr@howard.edu
(202) 806-7242

Freshman Seminar	1
English 002	3
Division A	3
Afro-Am. Studies 005	3
Mathematics	3
Foreign Language	4
Physical Education	1
Total	18

ANTHROPOLOGY

DR. A. PAYNE-JACKSON
apj07@comcast.net
(202) 806-6854

See Presidential Commission on Academic Renewal (PCAR)
Changes to COAS Programs:
www.coas.howard.edu/pcar.html

BIOLOGY

DR. F. AMPY
fampy@howard.edu
(202) 806-6933

Freshman Seminar	1
Biology 101	4
Mathematics 007	4
Chemistry 003	4
Chemistry 005	1
English 002	3
Total	17

CHEMISTRY

DR. F. AYORINDE
fayorinde@howard.edu
(202) 806-6900

Freshman Seminar	1
Chemistry 003	4
Chemistry 005	1
English 002	3
Mathematics 007 or 156	4
Division A	3
Total	16

CLASSICS

DR. R. HOCK
(202) 806-6725
rhock@howard.edu

See Presidential Commission on Academic Renewal (PCAR)
Changes to COAS Programs:
www.coas.howard.edu/pcar.html

ECONOMICS

DR. R. GREEN
rgreen@howard.edu
(202) 806-6717

Freshman Seminar	1
English 002	3
Mathematics	3
Division A	3
Division B or Econ I	3
Foreign Language	4
Total	17

ENGLISH

DR. D. WILLIAMS
d_williams@howard.edu
(202) 806-6730

Freshman Seminar	1
English 002	3
Mathematics	3
Foreign Language	3 / 4
Division A	3
Division B	3
Total	16 / 17

HEALTH, HUMAN PERFORMANCE AND LEISURE STUDIES

DR. D. CORBETT
dcorbett@howard.edu
(202) 806-7142

Freshman Seminar	1
English 002	3
Mathematics	3
Foreign Language	4
Division A	3
Physical Activity	1
Total	15

HISTORY

DR. E. MEDFORD
emedford@howard.edu
(202) 806-9326

Freshman Seminar	1
English 002	3
Foreign Language	4
Mathematics	3
Division A	3
History 001	3
Physical Education	1
Total	18

MATHEMATICS

DR. A. YAKUBU
ayakubu@howard.edu
(202) 806-6830

Freshman Seminar	1
English 002	3
Division A or Division B	3
Philosophy 051	3
Mathematics 156 (Calculus I)	4
Physical Education	1
Total	15

PHILOSOPHY

DR. P. GOODIN
pgoodin@howard.edu
(202) 806-6811

Freshman Seminar	1
English 002	3
Foreign Language	4
Afro Am. Studies 005	3
Physical Education	1
Division A	3
Total	15

PHYSICS AND ASTRONOMY

DR. P. MISRA
pmisra@howard.edu
(202) 806-5830

Freshman Seminar	1
Physics 013	3
Physics 023	1
Mathematics 156	4
English 002	3
Foreign Language	4
Total	16

POLITICAL SCIENCE

DR. D. HARRIS
dharris@howard.edu
(202) 806-6720

Freshman Seminar	1
English 002	3
Political Science 001	3
Division A	3
Mathematics	3
Foreign Language	4
Total	17

PSYCHOLOGY

DR. A. CAMPBELL
acampbell@howard.edu
(202) 806-6805

Freshman Seminar	1
Intro. To Black Diaspora I	3
English 002	3
Mathematics	3
Division A	3
Division B (Sociology 001)	3
Physical Education	1
Total	17

SOCIOLOGY

DR. I. LIVINGSTON
ilivingston@howard.edu
(202) 806-6853

Freshman Seminar	1
English 002	3
Foreign Language	4
Division A	3
Intro to Sociology	3
Division D (Math)	3
Physical Education	1
Total	18

WORLD LANGUAGES AND CULTURES

Dr. J. DAVIS
jdavis@howard.edu
(202) 806-6758

Freshman Seminar	1
English 002	3
Foreign Language	3 / 4
Division A	3
Division B	3
Mathematics	3
Physical Education	1
Total	17 / 18

Division of Fine Arts students should contact their Department for Advising.

*Please see www.coas.howard.edu/requirements.html for **Divisional Requirements***

REGISTRATION INSTRUCTIONS

1. Students must take the Math Placement Examination before they can register for Math courses.
2. Students must fulfil all Medical record obligations before they can register.
3. Select courses based on the suggested program for undecided majors or the courses recommended by your major department for decided majors using the placement information provided in this manual.
4. Access the web to identify specific course numbers and course meeting times.
5. Enter your program on BISON WEB. (See checklist below

for registration requirements.)

6. Print out your program to confirm your course selection.
7. Pay your bill by the due date.
8. Phone your counselor at (202) 806-6985/86, if you need assistance.

IMPORTANT NOTE:

Be sure to have a state or school issued picture identification, your Howard University ID number, and important documents with you when you call your counselor or come to campus. assistance.

CHECKLIST

HAVE YOU...

- Paid your \$300 Enrollment Fee?*
- Submitted your final high school transcript, showing proof of graduation?*
- Taken the math placement exam on the web?*
- Submitted your medical records or health history form?*
- Carefully reviewed and followed the registration procedures?*
- Printed a copy of the classes that you selected?*
- Memorized your Howard University ID number?*
- Had all of your questions answered?*