



Howard University

Office of Residence Life &
University Housing

Welcome Packet



Mission Statement

The Office of Residence Life is committed to creating and supporting a rich learning environment in a community of care and mutual respect that will empower students to be ***engaging citizens through fostering their development of lifelong skills.***



WELCOME MESSAGE

Welcome to The Mecca!

As you prepare to make your way to Howard University for what is certain to be a memorable academic year, we are excited that our residence hall will be your home away from home. It is much more than a place for you to get needed sleep—it is also where you study, hang out and begin to form your new community of friends.

Over the past few months, our Residence Life team has been busy getting ready for your arrival. Here, you will have many opportunities to explore all that our campus has to offer. Your residence hall is one of the first places where you will make an impact upon those living and learning around you.

The information shared in this packet is your Guide to Move-In Day Success. You will find important details about the check-in process, parking and unloading requirements, campus safety, and much more. We encourage you to read through all of the information, so that you are fully prepared to enjoy a safe and exciting Move-In experience.

Be sure to connect with us on social media to view the “Countdown to Move-In Days” video series. You can see them on Instagram at @hureslife1867 and @hu__studentaffairs. It’s a fun way of introducing you to some of the people, places and spaces at Howard University that you will soon be very familiar to you.

We wish you safe travels and look forward to meeting you soon.

Office of Residence Life & University Housing

Campus Map



Residence Halls and Locations

Please check the link to see the time you are scheduled to move in. It is imperative that you adhere to the assigned days and times to assure room readiness.

All Move-In schedules may be viewed [here](#).



First Time In College

RESIDENCE HALLS – FTIC*



Charles R. Drew Hall



The Harriet Tubman
Quadrangle (The Quad)



George W. Cook Hall



College Hall South

*On occasion, and in consideration of space availability, students may be assigned to residence halls typically designated for a different class year. These decisions are made carefully, with the goal of ensuring students are accommodated in a residential environment.

If overflow is required, students will be placed in room types closest to their preferred price.



College Hall North

Continuing Students

RESIDENCE HALLS – Continuing*



College Hall South



AXIS



George W. Cook Hall



Bethune Annex

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Howard Plaza Towers
East and West

RESIDENCE HALLS – Continuing*



The Lanes
DC Union Market



Mazza GrandMarc
College Park, MD



Vie Towers
Hyattsville, MD

- All single rooms with shared bathroom and living room.
- Shuttle service and student support will be available.

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If overflow is required, students will be placed in room types closest to their preferred price.

Additional Information about the Residence Halls



The Axis

(888) 409-1012

2225 Georgia Ave NW, Washington, DC 20001

Building Manager: Ms. Onawola (she/her)

Contact: axishoward.info@campusapts.com

Submit Maintenance Request: <https://theaxishoward.residentportal.com/>



Bethune Annex

(888) 409-0097

2225 Fourth Street, NW, Washington, DC 20059

Building Manager: Mr. Scarborough (he/him)

Contact: bethuneannex.info@campusapts.com

Submit Maintenance Request: <https://bethuneannex.residentportal.com/>



College Hall North (CHN)

(888) 600-4660, extension 1

2229 4th Street, NW, Washington, DC 20059

Building Manager: Ms. Ray (she/her)

Contact: collhall.info@campusapts.com

Submit Maintenance Request: <https://collegehall.residentportal.com/>



College Hall South (CHS)

(888) 600-4660, extension 2

2205 4th Street, NW, Washington, DC 20059

Temp Manager: [Ms. Giboney](#)

Contact: collhall.info@campusapts.com

Submit Maintenance Request: <https://collegehall.residentportal.com/>



Cook Hall

(888) 409-0182

601 Fairmont Street, NW, Washington, DC 20059

Building Manager: Mr. Brown

Contact: cookhoward.info@campusapts.com

Submit Maintenance Request: <https://cookhall.residentportal.com/>



Drew Hall

(888) 409-0118

511 Gresham Place, NW, Washington, DC 20059

Building Manager: Mr. Brown

Contact: drehoward.info@campusapts.com

Submit Maintenance Request: <https://drehall.residentportal.com/>



The Harriet Tubman Quadrangle (Quad – Baldwin, Crandal, Fraizer, Truth, & Wheatley)

(888) 409-1042

2455 4th Street, NW, Washington, DC 20059

Temp Building Manager: Mr. Hobson (he/him)

Contact: quadhoward.info@campusapts.com

Submit Maintenance Request: <https://thequadhoward.residentportal.com/>



Howard Plaza Towers (East & West)

(888) 409-0224

2251 Sherman Avenue NW, Washington, DC 20001

Building Manager: Ms. Vaught (she/her) (East) & Ms. Barnes (she/her) (West)

Contact: towershoward.info@campusapts.com

Submit Maintenance Request: <https://howardplazatowers.residentportal.com/>



Mazza Grandmarc

(888) 568-9177

9530 Baltimore Ave, College Park, MD 20740

General Manager: Ms. Frazier

Contact: mazza.leasing@campusapts.com

Submit Maintenance Request: <https://mazzagrandmarc.residentportal.com/>

Special Programs: Mazza Summer Bridge

What to Bring to Campus

Please check [the link here](#) to view all suggested items as well as those not allowed.

Mail Information

Below please find required contact information when sending mail.

Mailing Address:

Student Name

Residence Hall Name

Residence Hall Address

Howard University

Washington, DC and Zip Code

Wish and Mazza have a private mail system that uses the official address for those properties. Please see Building Managers for additional information.

Preparing for Move In

Residence Hall Move-In Checklist

Please be reminded that the following must be completed before you are permitted to move into your residence hall.

1. Register for Classes
1. Confirm Medical Clearance
2. Sign Residence License Agreement (RLA)
3. Purchase Renters Liability Insurance – Minimum 300K policy

Register for Classes: Please make certain that you have completed registration for classes. All students are REQUIRED to be registered and full-time if staying in University Housing. Those that are not registered or process a withdrawal will have 24 hours to move out of the residence halls on and off campus.

- September 5, Friday - LAST DAY TO REGISTER FOR FALL 2025.
- January 30, Friday - LAST DAY TO REGISTER FOR SPRING 2026.

Medical Clearance: Immunizations must be current. If you have not done so, log into the Student Health Portal and set up your account. If you have any questions after doing so, please visit www.hustudenthealth.com or email studenthealthforms@howard.edu.

The **Residence License Agreement (RLA)**: The RLA is provided directly to each student from Residence Life via Starrez and Douc Sign to be completed, signed, and returned electronically.

Renter's Insurance is required of all students living in residential housing and must be obtained prior to move-in. As noted in your housing agreement, Howard University does not assume any financial responsibility for the personal property of students.

Traffic Routes and Parking Locations

Please review the link [here](#) for your move-in day traffic patterns and routes.

Check-In and Room Key Retrieval Process

1. Students will be verified by Howard staff at their car or prior to joining the check-in registration line. This verification confirms your status to move in and that you have completed the requirements. To avoid overcrowding, only the student should be in the registration line; family members must stay with the car and/or items to be unloaded.
2. Students must have access to their move in QR code via Starrez prior to their arrival at the check in table.
3. Students will visit tables for Check in, Key Pick Up, Wrist Bands, Meal Ticket, Bison ID, and POM safety devices. The final stage in the rotation is completing the move-in forms and receiving additional materials to be filled out at a later date.
4. Students will have a maximum of 15 minutes to unload your items in front of the building. Students have the option to get a storage bin and return to their cars to load items.
5. Once the car is unloaded, park in the designated parking lot. You will have a maximum of 45 minutes to unpack. Please adhere to the above times to avoid towing.
6. Students and families must wear the wristbands provided by Residence Life to enter and exit the buildings. Students may have up to three guests (this includes children). All non-residents must vacate the residence halls by 8 p.m.
7. It is important for all students and families to follow these guidelines to have a smooth move in experience.

Residence Hall Living

SHARED LIVING SPACE

Roommates share space, but more importantly they share a larger part of their college experience with each other. To promote a positive and considerate relationship, roommates should achieve a basic understanding and agreement, in order to maintain a comfortable and respectful living environment.

Roommates are urged to discuss their living arrangements at the beginning of the semester. A "Roommates Cooperative Agreement" is provided in the residence hall for this purpose.

RESIDENCE HALL STAFFING

Building Manager: Each residence hall is under the supervision of a Building Manager who is responsible for the overall direction of the residence hall, including internal housing assignments. The Building Manager is a full-time Howard University employee.

Graduate Assistants (GA): The Graduate Assistant assists the Building Manager with all operations of the assigned residence hall. They plan programs, supervise activities, and hold conferences with residents. The GA has complete authority in the absence of the Building Manager.

Resident Assistants (RA): The Resident Assistant works under the supervision of the Building Manager and Graduate Assistants. They live in the residence halls where they plan programs, hold floor meetings, and help their residents adjust to group living. They serve as a means of communication between staff members and individual residents.

Front Desk Receptionists: The Front Desk Receptionist covers the main desk of each residence hall in combined shifts of 24 hours a day, seven days a week. They greet visitors to the residence hall and receive and dispense mail and packages when there isn't a dedicated mail room.

Environmental Services: The public areas and bathrooms are cleaned by the Environmental Management Staff. Residents are responsible for the care and cleaning of their own rooms and baths in rooms or suites. Environmental Management Staff are responsible for providing clean and attractive surroundings in the residence hall.

Residence Hall Closures (please keep the information below in mind when making travel arrangements)

Fall Semester Closing: During Winter Break, the Residence halls are closed. Refer to the academic calendar for the specific dates.

The residence halls will remain open during the Thanksgiving Holiday and Spring Break, although visitation will be suspended during this time.

Spring Semester Closing: All students are required to check out by the official Residence Hall closing date, which is typically the day after the Commencement ceremony (**refer to the academic calendar for specific dates**).

Summer School Closing: For students residing in summer school housing, there are specific checkout dates corresponding to the session(s) for which they are enrolled. Students are urged not to apply for summer school housing if they cannot move out on (or before) these dates.

NOTICE: The Residence Hall Agreement indicates that failure to check out on time may jeopardize a student's future residency in the residency halls and/or result in additional fines. It is important that students adhere to the residential policies and procedures to allow our teams to avoid delays in room readiness for the next semester.

Early Checkout:

Students who check out of University housing are subject to the Room Charge Adjustment Schedule. Note: the amount a student may be refunded is in relation to the date and time that he/she officially checks out of the residence hall.

Room Charge Adjustment Schedule: (Refunds for Checkout) Students with current housing assignments may only relinquish housing due to withdrawal, deferral, suspension, graduation, study abroad, or active military status. Students will remain responsible for all charges if they decide to move out of the hall for any other reason. Students may try to locate another student without housing to transfer to their residence hall unit to. For each semester, room rate refunds for validated students who

check out of the residence halls will follow the tuition refund schedule located in the academic calendar [here](#).

- Fall 2025:
 - September 5, Friday - Deadline to withdraw from the university to receive 100% refund of tuition/fees. To fully withdraw from the university students must do so via BisonHub and Request an Institutional Withdrawal (<https://howard.edu/registrar/withdrawal>)
 - September 19, Friday - Deadline to withdraw from the university receive 50% refund of tuition/fees. Deadline to withdraw from the university to receive 50% refund of tuition/fees. To fully withdraw from the university students must do so via BisonHub and Request an Institutional Withdrawal (<https://howard.edu/registrar/withdrawal>)
 - October 24, Friday - Deadline to withdraw from the university to receive 25% refund of tuition/fees. To fully withdraw from the university students must do so via BisonHub and Request an Institutional Withdrawal (<https://howard.edu/registrar/withdrawal>)
- Spring 2026
 - January 30, Friday - Deadline to withdraw from the university to receive 100% refund of tuition/fees. To fully withdraw from the university students must do so via BisonHub and Request an Institutional Withdrawal (<https://howard.edu/registrar/withdrawal>)
 - February 13, Friday - Deadline to withdraw from the university to receive 50% refund of tuition/fees. To fully withdraw from the university students must do so via BisonHub and Request an Institutional Withdrawal (<https://howard.edu/registrar/withdrawal>)
 - March 6, Friday - Deadline to withdraw from the university to receive 25% refund of tuition/fees. To fully withdraw from the university students must do so via BisonHub and Request an Institutional Withdrawal (<https://howard.edu/registrar/withdrawal>)

Bison One Card & Meal Plans

Getting Your BISON ONE Card

The Bison One Card is the official Howard University ID card for active or registered students.

The [Bison One Card Portal](#) is the way to manage your Bison One Card account. Students can display their virtual ID, view account balance, view transaction history, create low balance warnings, deposit Bison Bucks using a credit card or bank account, deactivate a lost ID card, and even create guest access.

How to Submit Your Photo:

Students can upload their photo by logging into the Bison One Card Portal, the photo will be immediately added to your account once approved. A valid ID card (US government-issued ID or valid Passport) is required to receive an initial card.

PHOTO REQUIREMENTS:

Color photos only

Full face and eyes open

Must look directly at camera

Background must be white or blue

No glasses or obstructions to face
No hats or non-religious headwear
Recent photo (taken within 1 month)

How to access Your Bison One Card:

1. Download the Atrium Campus Connect App in the Apple App Store or Google Play store and log in with your Howard credentials.
2. Go to the 'Settings' menu and select the button at the top left.
3. Select Display Virtual ID. Your virtual ID will be visible and refreshed every 5 minutes.

Where to Use Your Bison One Card:

Students can utilize your Bison One Card at the following locations:

- All Howard University Dining locations – Utilizing your meal plan, dining dollars, or Bison Bucks, you can eat at any of our world-class dining locations
- All Howard University Libraries - Check out materials from Howard libraries as well as print from computers and make copies.
- Howard University Shuttle - Show your ID to ride the Shuttle Bus
- Howard University Residence Halls – Show your ID to security on staff at your residence halls.
- GrubHub – Connect your Bison Bucks to your Howard University Grub Hub account to get free delivery
- Howard University Laundry Services – You get laundry points at the beginning of each semester. You will need to download the Speed Queen App from the Apple App Store or the Google Play Store to do your laundry. You can connect your Bison Bucks to the account. If you spend all your laundry points, you can utilize Bison Bucks

Notices

Photos submitted to the Bison One Card Office become the property of Howard University, will be used for official and administrative purposes only, and are not returned.

The Bison One Card is the property of Howard University and is governed by the rules and regulations set forth by the Howard University.

The Bison One Card is not transferable, must not be used by anyone other than the issued cardholder, and must be carried while on Howard University property.

Meal Plan – Selected via Starrez after receiving a housing assignment

Meal (dining) plans are designed specifically to meet the needs of our students and to be convenient, flexible, and loaded with options.

HU Dining offers a variety of clearly labeled vegan and vegetarian options at multiple dining stations. Each dining hall has a dedicated vegan or plant-based station that offers desserts as well. The Blackburn Center is home to NuVegan, a vegan twist on soul food favorites, as well as Halal Shack, which offers a tasty falafel rice or zoodle bowl.

Students receive greater value per meal with a plan and there's no need to carry cash or a credit card—it's all on your Bison One Card. Meal plans are charged to student accounts.

If students want to enjoy a meal with friends or just a snack on the go – there is a plan to fit every appetite. Explore our meal plan options to choose the best plan.

All students assigned to a Required Meal Plan Residence Hall are required to purchase a Meal Plan during the fall and spring terms. Commuters are not required to purchase a meal plan, however, several are available to enhance your campus experience. Commuters are eligible to register for any meal plan.

Personal eating habits, class schedule and leisure activities should all be considered when choosing a Meal (dining) Plan. If students are accustomed to eating three full meals a day, or prefer to eat small meals throughout the day, our Traditional 19 meal plan may be the perfect fit. If there is a tendency to skip breakfast, eating only two meals a day, the Traditional 14 meal plan with fewer meal swipes will be a better choice. If students want maximum Dining Dollars to spend at national brands, coffee shops, and our convenience stores, a plan with more Dining Dollars would be best.

Dining Dollars are funds that can be used at all HU Dining locations including the Markets and are conveniently loaded onto your Bison One Card. Dining Dollars may be reloaded in increments of \$50 to students currently on a meal plan. Dining Dollars expire at the end of each semester. Bison Bucks is a prepaid, stored value account available to Bison One Card holders. There are no transaction fees or minimum balances associated with the account. Just load and use at a variety of places.

Dining Halls & Meal Plans

The Department of Dining Services provides nutritious meals for our students, faculty, and staff. Students who live in residence halls that require a meal plan must purchase a specific meal plan (i.e., the *Traditional 14*).

Blackburn Café and Bethune Annex Café dining facilities offer an all-you-care-to-eat option during a single mealtime. Both locations provide an array of food options to better meet a student's dietary needs. You may contact the Department of Dining Services directly at (202) 806-2109 with further questions regarding dietary restrictions.

***Accepted forms of payment: Meal Swipes, Dining Dollars, Bison Bucks, Cash, Credit**

For questions about Bison One Card or your meal plan, email onecard@howard.edu

STUDENT PROGRAMMING

The only Howard University-sanctioned events will be organized and sponsored by University Departments. Please be wary of non-university sanctioned events that frequently target Howard students. We encourage residence hall students to participate in **Move-In Week** activities planned by the Office of Residence Life; **Bison Week** organized by the Office of Campus Life; and **Welcome Week** activities that are hosted by various student organizations.

RESIDENCE HALL RULES AND GUIDELINES

Students are expected to adhere to the Student Code of Conduct. Students are subject to housing fines for damage and behavior including broken furniture, tampering with emergency equipment, not following policies, etc...

Co-Educational Visitation

Residents are responsible for their guests' actions during their visit. All guests must be *signed in and signed out* of the building and escorted at all times while in the building. The start of visitation will be announced by your Building Manager and is only inclusive of Howard University students. Visitation typically begins 2 weeks after the end of the registration period.

SMOKING & ALCOHOL

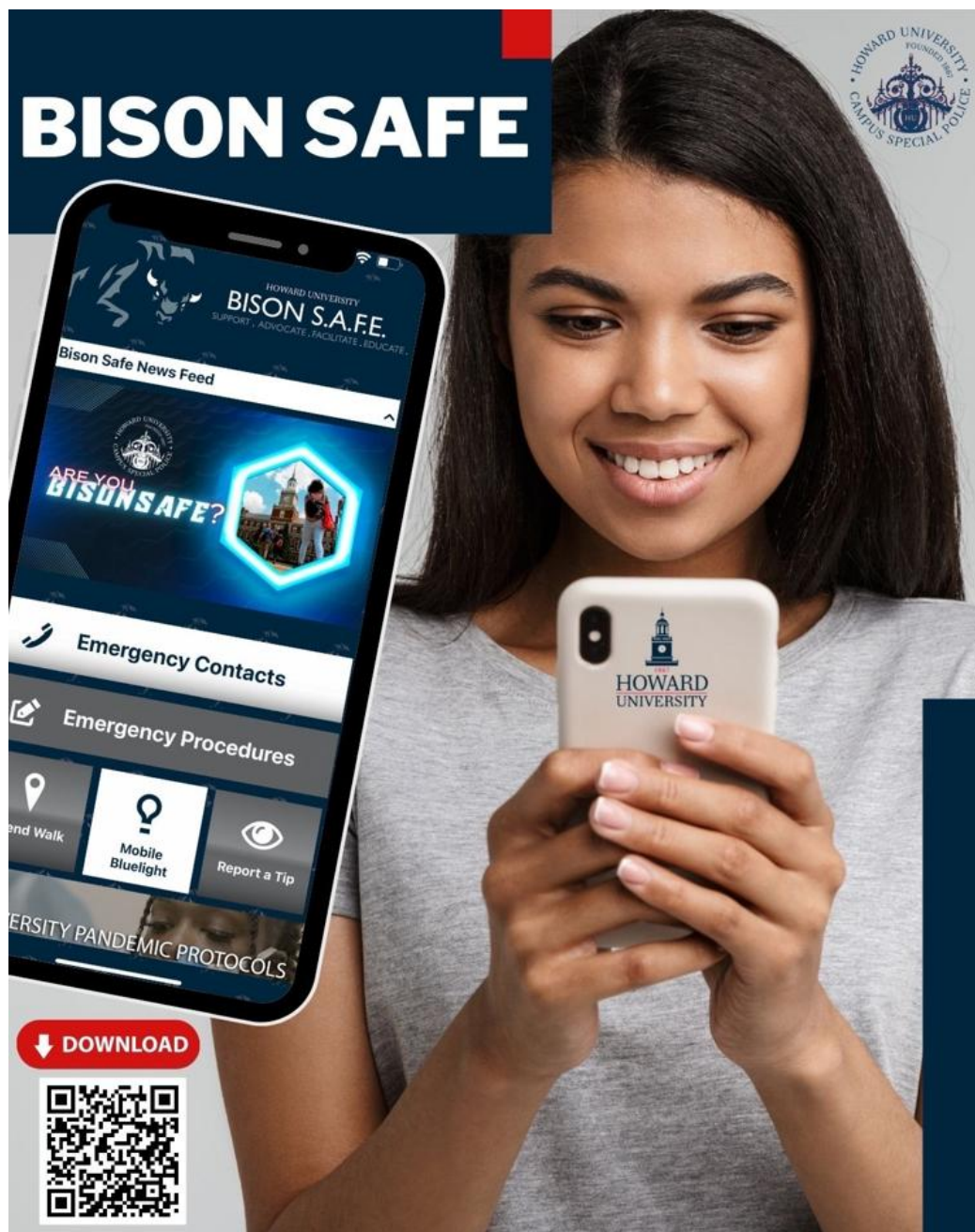
Smoking and Alcohol is not permitted in the residence halls. Residents who violate University regulations in the residence halls are subject to possible fines, immediate removal from the residence halls, and additional disciplinary actions. No refunds will be issued to violators of this policy.

ILLEGAL DRUGS AND WEAPONS

Residents who violate Howard University regulations by possessing or using weapons or illegal drugs, are subject to immediate dismissal from the residence halls and further sanctions. No refunds will be issued to violators of this policy.

In January of 2020, Howard University announced the launch of Bison Safe, a mobile app designed to enhance the University's ability to communicate with the campus community in the event of an emergency.

The app, downloadable from the App Store (iOS) and Google Play, offers several features that are highlighted in this blog post.



See you at the Move-in Experience!



Welcome to the Herd!