DIVISION OF STUDENT AFFAIRS
NEW STUDENT GUIDE
2015-2016

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DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at Howard University serves a critical role in ensuring the education of the whole student and achieving the academic mission of the institution. The Division is committed to achieving this critical, educational role and to providing a wide array of operationally efficient and cutting edge programs and services that support students’ academic endeavors from orientation to graduation.

Howard University continues to be concerned about the overall quality of student life. This is evidenced by the myriad of services and activities that are available to enhance and facilitate the development of a well-rounded student. With our emphasis on the development of the “Whole” person, the Howard University Division of Student Affairs provides a cadre of services and programs assisting students in the classroom, in services to the community, in the success of the organizations in which they participate, and in positive relationships with others. We place heavy prominence on Howard’s legendary tradition of student engagement in the critical issues not only at the university level, but also on the local, national and international level which are unmatched by any student body in the world. In furtherance of the University’s mission, the Division of Student Affairs is committed to providing, from orientation to graduation, an exceptional co-curricular experience, supportive of the academic programs and reflective of our core values of truth, excellence, leadership, and service.

THE DIVISION OF STUDENT AFFAIRS INCLUDES:

- Office of the Vice President for Student Affairs,
- University Counseling Service,
- Office of Residence Life,
- Office of Student Services,
- Office of Student Life & Activities,
- Student Health Center,
- Armour J. Blackburn University Center,
- Intramurals & Club Sports
MISSION:
The Office of Residence Life shall provide technical and operational assistance in a continuing effort to upgrade student living conditions. Provide quality service by maintaining, preserving, and improving the condition of the Residence Halls that house the University’s student population. Provide efficient and effective services, address student concerns and maintain a clean and safe environment in the Residence Halls.

OVERVIEW:
Residence Life is an agency of the University that provides residential housing for a mixture of approximately 4,000 students throughout eight Residence Halls. The eight halls comprise of female, male, and co-ed living arrangements. Each Residence Hall is equipped with amenities such as high-speed internet access, cable, ResNet computer labs, exercise equipment, vending machines, laundry facilities, and lounge areas.

VIEW HOUSING SELECTIONS:
1. Log into your Bisonweb account
2. Select Student Services
3. Select Housing
4. Select View Application

FALL 2015 MOVE-IN SCHEDULE FOR FRESHMEN & NEW ENTRANTS:

Thursday, August 13, 2015
10:00 a.m. - 3:00 p.m.
School of Communications, College of Engineering, Architecture, & Computer Science

Friday, August 14, 2015
10:00 a.m. - 3:00 p.m.
School of Business, School of Education, and College of Nursing and Allied Health Sciences

Saturday, August 15, 2015
8:00 a.m. - 12:00 p.m.
College of Arts and Sciences (Last Names A-L)

Saturday, August 15, 2015
12:00 p.m. - 4:00 p.m.
College of Arts and Sciences (Last Names M-Z)
Bethune Annex Hall
2225 4th Street, N.W.
Washington, D.C. 20059
(202) 806-6001
Ms. Yetunde Akinola, Residence Hall Manager

College Hall North
2229 4th Street, N.W.
Washington, DC 20059
(888)-600-4660
Ms. Nicole Heard – Area Manager

College Hall South
2205 4th Street, N.W.
Washington, DC 20058
(888)-600-4660
Ms. Nicole Heard – Area Manager

Cook Hall
601 Fairmont Street, N.W.
Washington, D.C. 20059
(202) 806-7392
Mr. Joseph Emmanuel – On Call Manager

Drew Hall
511 Gresham Place, N.W.
Washington, D.C. 20059
(202) 806-7379
Mr. Joseph Emmanuel – On Call Manager

Howard Plaza Towers
2251 Sherman Avenue, N.W., Room P-12
Washington, D.C. 20001
(202) 797-7148
Ms. Joann Watson – General Manager

Slowe Hall
1919 3rd Street, N.W.
Washington, D.C. 20001
(202) 806-4035
Mr. Kenyatta Hobson, Residence Hall Manager

Tubman Quadrangle
2455 4th Street, N.W.
Washington, D.C. 20059
(202) 806-7388
Ms. Kini Spady – Residence Hall Manager
ATTENTION NEW STUDENTS!

**HOW TO REMOVE A MEDICAL HOLD**

Howard University complies with the DC law, which requires all students to have documentation of completing the mandatory immunizations. All students who do not meet the immunization requirements will be placed on MEDICAL HOLD. This medical hold may result in interruptions in your academic schedule and/or affect your eligibility for University housing. It is your responsibility to avoid being placed on medical hold by providing the Student Health Center (SHC) with documentation of the required immunizations. You may verify that your immunizations are complete by reviewing the following:

CHECKLIST OR REQUIRED IMMUNIZATIONS AND TUBERCULOSIS (TB) SCREENING:

- PPD (Tuberculosis skin test) or TB blood test (T-spot or Quantiferon Gold) within 6 months of starting at HU. If you have a history of a positive PPD, submit a copy of a CXR report within 6 months of starting at HU
- Tetanus (TdaP) within the past 10 years
- Two (2) MMR (Measles, Mumps, Rubella) after your first birthday or copy of immune blood titers
- Three (3) Hepatitis B vaccines or a copy of immune blood titers
- Two (2) Varicella vaccines or History of Chicken pox (month/year) documented by a Medical Provider or a copy of immune blood titers

If you have not submitted the required information, please submit the missing documentation immediately! You can submit the information via fax to (202) 806-7416.

THIS IS OFFICIAL NOTIFICATION THAT A MEDICAL HOLD WILL BE PLACED ON YOUR ACCOUNT IF DOCUMENTATION OF THE ABOVE IMMUNIZATIONS AND TB SCREENS ARE NOT SUBMITTED TO THE STUDENT HEALTH CENTER BEFORE REGISTRATION BEGINS.

TO VERIFY YOUR MEDICAL HOLD STATUS:
- Login to BisonWeb
- Select Student Services
- Select Student Records
- Select View Holds
We at the Student Health Center would like to extend a warm welcome to all the students and their families. Please note that ALL entering students are required to complete a medical history as well as an immunization and Tuberculosis screening certificate signed by a licensed health care provider. Please note that there is a separate immunization and Tuberculosis Screening Certificate form for students entering health professions schools as opposed to those entering Non-Health Professions schools. Enclosed in this package are all the forms that you will need to document the health requirements. If you have not received the forms with this letter, please access our website, www.howard.edu/studenthealth, for the most updated information and forms on the University’s health requirements. You should take this letter, a copy of all your immunization records, and the enclosed health-related forms to your health care provider for review; this will allow your health care provider to complete the forms appropriately.

Compliance with the immunization requirements is MANDATORY and your medical clearance is a prerequisite for registration. Therefore, you should complete all medical requirements prior to coming to our campus. The forms should be submitted directly to the Student Health Center as soon as possible but no later than July 1 for fall entrants and no later than December 1 for spring entrants to avoid a medical hold and any unnecessary delays in your registration. Students may mail the completed forms to the Student Health Center and/or fax the forms to the Student Health Center (202-806-7416). Students should retain a copy of all documents submitted to the Student Health Center.

If for some reason a student is unable to complete the immunization requirements before presenting to Howard’s campus, students may come to the Student Health Center for assistance in meeting the immunization requirements. However, this may result in unnecessary delays in housing and registration. It is strongly advised to complete the immunization requirements before presenting to Howard.

Meningococcal disease, a potentially fatal bacterial infection, has received much media discussion over the past several years. Even though the vaccine does not protect the student from all the strains that cause this form of meningitis, up to 83% of all cases in adolescents and young adults could have been potentially prevented by this vaccine. The CDC recommends that college students, particularly freshmen living in residence halls, be educated about meningitis and the benefits of vaccination. The recommendation further states that information about the disease and vaccination is appropriate for other undergraduate students who also wish to reduce their risk for the disease. Meningitis is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death. Currently, the District of Columbia health department regulations mandated that all students entering a college for the first time must receive the meningococcal vaccine. We strongly recommend that all students planning to live in university housing receive the meningococcal vaccine before arriving on campus.

Please visit our website www.howard.edu/studenthealth and learn about access to health care at Howard University.

We look forward to your arrival!

David Bowman, M.D.
Director, Student Health Services
The Howard University Intramural, Recreation & Club Sports Program (H.I.P.) involves numerous components that provide the Howard University community with a wide array of recreational experiences. These include: intramural sports, club sports, outdoor adventure trips, fitness programs and informal recreational activities. There are more than thirteen (13) different sports activities for individuals who wish to involve themselves in non-competitive/competitive sports and free-play activities. Most intramural and club sports activities are scheduled in the evenings and on weekends.

For general information, activity schedules, entry dates, and program times please contact Mr. Dexter Harris. Phone (202) 806-4126. Email: Dexter.harris@howard.edu

The Armour J. Blackburn University Center is a community organization and program that provides services, conveniences and amenities to the members of the university family, students, faculty, staff, administrators, alumni and the community. It is designed to provide experiences to enrich co-curricular living and learning. Programs and activities in the Blackburn University Center, which includes intramural, recreation and club sports activities, are planned to stimulate and promote a broader social and academic understanding of university and life experiences.

The Blackburn University Center provides leisure time activities, cultural programs, Fine Arts Programs and serves as a laboratory where social interaction and cultural exchanges can occur outside the classroom. Intramural, Recreation and Club Sports provides the campus community with a structured outlet for relaxation and leisure time recreational activities. The Blackburn University Center houses a fine arts gallery which presents exhibitions by local, national and international artists; a digital auditorium; a restaurant; a cafeteria; the Punch-Out (snack bar); a ballroom; meeting rooms; and lounges. Located on the basement level in the Blackburn University Center is the recreation center, which houses the bowling lanes.
UNIVERSITY COUNSELING SERVICE

AYANA WATKINS-NORTHERN, PH.D., DIRECTOR

6th & Bryant Streets NW, Washington, DC 20059
Phone (202) 806-6870. Fax (202) 806-7299

Operation hours: 8:00 AM to 6:00 PM. Walk-in intake hours: Monday, Wednesday, Friday 10:00 a.m. to 4:00 p.m.

UCS CRISIS LINE OPERATES ALL AFTER HOURS DURING THE WEEKDAYS, ALL WEEKENDS AND ALL HOLIDAYS. THE CRISIS LINE NUMBER IS (202) 345-6709 OR (202) 714-7471.

The University Counseling Service (UCS) fosters the student's healthy development of autonomy and well-being. The following information provides details about some of our procedures and policies:

ELIGIBILITY FOR SERVICES
The University Counseling Services are available to all currently enrolled Howard University students through student health insurance. Spouses may be included in sessions with the enrolled student, if appropriate. We primarily offer short term counseling and psychotherapy. We will provide referrals to community providers who have experience working with college students when extended services are requested or indicated. We can also help you determine when group counseling or group psychotherapy will be the most beneficial in addressing your concerns.

COUNSELING SERVICES
The Howard University Counseling Service offers a range of professional services for students wanting help with psychological issues, personal concerns, interpersonal issues, and crises. Students are first seen by an intake counselor. Services are offered in the form of individual and/or group sessions, depending on what is indicated as the best intervention. Referral to on-campus and/or off-campus support sources may be decided if clinical needs are beyond what we can provide.

FIRST MEETING
Once you come in, you will be asked to complete a brief intake form and meet with an intake counselor. This information will help us better understand your situation and plan service. Then, we will schedule an appointment based on schedules.

CONFIDENTIALITY
The University Counseling Services is HIPAA compliant and no information, written or oral, will be released to other persons without the students written permission. All interviews and counseling sessions are CONFIDENTIAL. Information provided to our staff will not be included in academic records. The exceptions to this practice are:

• When a counselor believes you present an imminent danger to yourself or others.
• When the life or safety of a readily identifiable third person is endangered.
• When a counselor believes that a child or vulnerable adult is being subjected to abuse, neglect, or exploitation.
• When disclosure is made necessary by legal proceedings.

Howard University Counseling Service is subject to the legal requirements of confidentiality and ethical codes of the American Psychological and/or American Psychiatric Associations.
STUDENT SERVICES
ELAINE HEATH, PH.D., DEAN

2225 Georgia Avenue, NW, Suite 725, Washington, DC 20059
Phone (202) 238-2420, Fax (202) 588-9755, TTD Services (202) 238-2425
Operation hours: 9:00 a.m. to 5:00 p.m.

The Office of Student Services is a multi-functional office that supports the mission of the Division of Student Affairs in three important areas, students with disabilities, veteran’s affairs and judicial affairs, by creating an academic and socially accessible environment.

DISABILITY SERVICES
Howard University is committed to providing access and reasonable accommodations to persons with documented disabilities in accordance with the American with Disabilities Act (ADA) of 1990, section 504 of the Rehabilitation Act of 1973, and in accordance with other pertinent federal, state and local disability and antidiscrimination law. The university, through its disability services, in the office of student services will coordinate support services to assist students with disabilities to maximize their educational potential through their awareness of available services. Students, who need accommodations relative to their disabilities, and assistance in their academic program of study, must officially notify the office of special student services at the time of initial enrollment or at any time during their enrollment at Howard University. It is strongly encouraged that students with disabilities contact the OSS at the beginning of the academic year to ensure that appropriate services can be established. The office of student services will inform the student of all policies, procedures, requirements and documentation needed to secure accommodations in accordance with ADA regulations.

VETERAN AFFAIRS
Howard University is approved through the office of student services by the District of Columbia state-approving agency to file for benefits for students determined to be eligible by the veteran’s administration to receive such funds. Each semester upon validation, eligible students should report to the Office of Student Services in order to initiate the filing of required documentation.

JUDICIAL AFFAIRS
All students are expected to adhere to and uphold standards of ethical behavior. Individuals who do not will be subject to the Student Code of Conduct as administered by the Office of Student Services. The document outlines prohibited behaviors and procedures for responding to and adjudicating such matters. As a member of the university community, the student code of conduct also applies to students who reside off campus and are subject to the same disciplinary action.

Please contact the Office of Student Services as soon as possible for complete instructions and procedures for all services.
The Office of Off-Campus Housing and Community Engagement (OCHCE) seeks to enhance sophomore and above classified students whom reside off campus with rewarding, experiential learning and growth experiences reflective of the University’s core values of Truth, Excellence, Leadership and Service. As residential citizens in a diverse local and global community it is of paramount importance that our off campus Bison represents the ideas of mutual respect, community awareness, and engagement as they continue to serve as exemplars of the University.

**STUDENT RESPONSIBILITIES:**
1. Registering Address
   Student residing in off-campus property must register with the off-campus housing office and must keep the registration of the local address current. All Howard University students are required to update their current address information each semester with the Office of the Registrar.

2. Updating Address
   2. To update “Personal Information” students should log into Bison Web to “Update Addresses and Phone Numbers” information. Failure to comply could result in holds being placed on your account at the request of the Office of Student Services and/or the Office of Off Campus Housing and Community Engagement.

**RESOURCES:**
- Community Living Tips
- Renters’ Rights & Responsibilities Information
- Community Living Seminars
- Community Safety & Security Information
- Transportation Resources
- Conflict Resolution Service

**SAVE THE DATE:**
- Open House (August 2015)
- Address Verification Deadline (September 2015)
- Off Campus Living Educational Sessions (Monthly, beginning September 2015)
- Bison Renters’ 101 – “Thinking About Moving Off Campus” (November 2015)
- Annual Off Campus Housing Fair (April 2015)
MISSION
Student Life and Activities strives to create a student-centered environment that supports the achievement of students’ academic, professional and personal goals while promoting civility, respect, integrity and equity among members of the University and greater community.

VISION
The vision of Student Life and Activities is to create a dynamic co-curricular environment that provides high quality, mission driven, values based programming that cultivates strong, prepared, innovative and confident leaders who embody the University’s rich legacy of civic engagement, school spirit, integrity and tradition.

PURPOSE
The Office of Student Life and Activities serves as an advocate for students and student organizations, provides enhanced national and local community service, personal leadership development and academic achievement by affording all students the opportunity to get involved in co-curricular activities. The Office of Student Activities facilitates several different University-Wide Committees that provide guidance to major events and student organization operations on campus.

RECOGNIZED STUDENT ORGANIZATIONS & CLUBS
A student’s matriculation here at Howard is typically a 4 year commitment, during which time, students are encouraged to get involved in the many academic, athletic, cultural, political, professional, religious, and social opportunities offered by any of the 208 Recognized Student Organizations that interest them.

During your first year, we advise you to take the time to truly discover and learn what involvement and leadership opportunities are already available within the rich and diverse groups and clubs, recognized by the University. If there is not an active group already established, stop by Student Life and Activities to find out if the group of that type was ever recognized or established.

Reactivation of an inactive recognized student organization occurs during the Fall semester only (beginning August 15 and ending October 31). Petitions to start a NEW ORGANIZATION are accepted in the Spring semester only (beginning on January 15 and ending on March 31). Recognized student organizations must have open membership policies unless they are constitutionally required to be a competitive selective organization AND have satisfied all university requirements to be recognized with such a designation. All petitions must be submitted to Student Life and Activities in Blackburn Suite 122 to initiate the recognition process.

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DO NOT GET INVOLVED WITH UNRECOGNIZED GROUPS; THESE ARE OFTEN DANGEROUS AND UNSAFE ENVIRONMENTS FOR OUR STUDENTS.
STUDENT LEADERSHIP & ACTIVITIES

First year students are expected to focus on getting adjusted academically and socially to Howard University and are eligible to join organizations with open membership only (for example: academic and professional clubs, university-wide groups or student councils, state clubs, cultural and special interest organizations). As such, Howard University has a deferred recruitment cycle. Students seeking membership into competitive selective organizations (ex: fraternities, sororities, honor societies, and similar organizations) must comply with the following: (a) be current students in good academic, financial and disciplinary standing, (b) have the required minimum cumulative grade point average of 2.7, and (c) are matriculated with a full-time status, having earned at least 24 credit hours at Howard University to be eligible. A 2.85 cumulative grade point average is necessary to be eligible to apply for membership into any of the member organizations of the National Pan-Hellenic Council—Howard University Chapter.

Transfer students must have earned at least 15 credit hours at Howard University and be classified as a sophomore to participate in the recruitment process. All students interested in joining fraternities, sororities, honor societies and similar organizations are required to attend ALL university sponsored trainings and educational workshops to be eligible and cleared for participation. Additionally, organizations may have individual, national and/or council constitutional requirements for membership. Please refer to the organizational or council constitution in order to determine if there are additional organizational requirements (for example: a higher GPA or credit hour requirement).

There is a sixty-five (65) new member limit for organizations and a fifty (50) new member limit for NPHC organizations participating in the membership intake/recruitment process. Organizations in compliance with their respective Inter/ National requirements, governing councils and University polices reserve the right to select any number of new members within but not exceeding the indicated university limit.

GETTING INVOLVED & IMPORTANT THINGS TO DO

• Use your @BISON.HOWARD.EDU email. Lots of great things & important information is sent via your university email address – LEARN IT & USE IT!
• LEARN THE ALMA MATER & The Motto: Veritas Et Utilitas (TRUTH & SERVICE), every Bison should know it!
• Take control of your student involvement! Start your Student Leadership & Involvement Co-Curricular Transcript by setting up a Collegiatelink profile: https://howard.collegiatelink.net/
• ATTEND ORIENTATION & WELCOME WEEK ACTIVITIES! These events get you adjusted, provide great networking & involvement opportunities & help you BOND WITH YOUR CLASS and other BISON!
• VOLUNTEER for the Yearbook, Hilltop, Homecoming, Alternative Spring Break and other University sponsored activities
• Attend Convocation, Charter Day, and Commencement activities! REMEMBER GRADUATION IS THE GOAL!
• HAVE BISON PRIDE! SUPPORT ATHLETICS & CLUB SPORTS!

FRESHMAN PAGEANT

Are you into pageants OR being the student representative for your class? If so, you should participate in the Freshmen Pageant! The 2015 Freshmen Pageant is taking place Sunday, September 20, 2015 and we are looking for you to be crowned as our next Mr. & Miss Freshman. For more information, send an e-mail to mrandmisshoward@gmail.com.

MASCOT TRYOUTS

Howard University is looking for the next person to be our mascot. We are looking for someone who is spirited, energetic and ready to have fun. If you think you have what it takes, come to Mascot Tryouts taking place Welcome Week 2015 and the first week of class. The official information will be released closer to the date on howard.collegiatelink.net.

Academic success is very important at Howard University. Students seeking leadership positions in student organizations must ensure that they satisfy the minimum cumulative GPA requirement of 2.7 and are current students in good academic, financial and disciplinary standing with the university.
QUICK REFERENCE

Office Of The Vice President For Student Affairs
2400 6th St., NW (Suite 201),
Washington, DC 20059
(202) 806-2100

Office Of Student Life & Activities
Armour J. Blackburn University Center, Suite 122,
Washington, DC 20059
(202) 806-5990

Office Of Residence Life
2401 4th Street, NW
Washington, DC 20059
(202) 806-6131

Office of Student Services
2225 Georgia Avenue, NW, Suite 725,
Washington, DC 20059
(202) 238-2420

Office of Off-Campus Housing & Community Engagement
2401 Fourth Street, NW, Lower Tubman Quadrangle,
Washington, DC 20059
Phone (202) 806-9216

University Counseling Service
6th & Bryant Streets NW,
Washington, DC 20059
Phone (202) 806-6870

Student Health Center
2139 Georgia Avenue, NW (Suite 201)
Washington, DC 20059
Phone (202)-806-7540

Armour J. Blackburn University Center
2397 6th St., NW,
Washington, DC 20059
Phone (202) 806-5979

Financial Aid
2400 6th St., NW (Second Floor),
Washington, DC 20059
(202) 806- 2570

Enrollment Management
2400 6th St., NW (First Floor),
Washington, DC 20059
(202) 806-2705

Office of Undergraduate Studies
Carnegie Building (Second Floor)
Washington, DC 20059
(202) 806-2509

Office of Admissions
2400 6th St., NW (First Floor),
Washington, DC 20059
(202) 806-2755

Howard University Operator
(202) 806-6100

Office of Campus Police and Public Safety
(202) 806-1100

Office of the Provost
(202) 806-2550
Dr. Anthony K. Wutoh, Provost & Chief Academic Officer

Title IX
www.titleix.info
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

CONSTANCE M. ELLISON, M.S., PH.D.
VICE PRESIDENT FOR STUDENT AFFAIRS

2400 6TH STREET, NW (SUITE 201)
WASHINGTON, DC 20059
PHONE (202)-806-2100
FAX (202)-806-9302
WWW.HOWARD.EDU/STUDENTAFFAIRS
TWITTER: @HUSTUDENTAFFAIR
FACEBOOK.COM/HOWARD.STUDENTAFFAIRS