

Topic, Keywords

Submit

- [Apply](#)
- [Visit](#)
- [Give](#)

- [Admission](#)
- [Academics](#)
 - [Financial Aid & Bursar](#)
 - [Schools & Colleges](#)
 - [Fields of Study](#)
 - [Libraries](#)
 - [Provost & CAO](#)
 - [Faculty Development](#)
 - [HU Stands](#)
 - [Research](#)
 - [Dates and Deadlines](#)
 - [Office of the Registrar](#)
 - [About the Consortium](#)
 - [Add, Drops & Withdrawal](#)
 - [Contact the Office of Registrar](#)
 - [Diploma Request Procedures](#)
 - [Enrollment Certification and Degree Verification](#)
 - [FERPA](#)
 - [Forms](#)
 - [Graduation](#)
 - [Registration](#)
 - [Transcripts](#)
 - [Transfer Credit Articulation Agreements](#)
 - [CeCredential Overview](#)
 - [Academic Accreditation](#)
 - [Academic Standing](#)
 - [Satisfactory Academic Progress](#)
 - [Humanities & Social Sciences Scholars Program](#)
 - [Student Academic Grievance Procedure](#)
 - [Student Achievement](#)
- [News](#)
 - [The Dig](#)
 - [Publications](#)
 - [Howard Magazine](#)
 - [Bison Beat](#)
 - [The Hilltop](#)
 - [Social Media](#)
 - [Contact the PR Team](#)
- [Calendars](#)
 - [Charter Day](#)
 - [2024 Charter Day Dinner](#)
 - [2024 Charter Day Honorees](#)
 - [2024 Charter Day Sponsors](#)
 - [Events](#)
 - [Commencement](#)
 - [Homecoming](#)
- [About](#)
 - [About Howard](#)
 - [About D.C.](#)
 - [Alma Mater](#)
 - [History](#)
 - [Howard at a Glance](#)
 - [Mission & Core Values](#)
 - [Administration](#)
 - [Department of Public Safety](#)
 - [Office of the Secretary](#)

- [Title IX Office](#)
- [Office of Corporate Relations](#)
- [Office of the Chief Financial Officer](#)
- [Office of Audit and Compliance](#)
- [Health & Medicine](#)
 - [External Affairs](#)
- [Policies](#)
- [President](#)
 - [The Journey](#)
 - [Speaking Engagements](#)
- [Career Opportunities](#)
 - [Apply](#)
- [Faculty/Staff Profiles](#)
- [Centers & Institutes](#)
- [HU Community](#)
 - [Athletics](#)
 - [HU Bookstore](#)
 - [HU Middle School](#)
 - [Hospital](#)
- [University Strategic Plan](#)
- [Contact](#)

Information for

- [Current Students](#)
- [Faculty & Staff](#)
- [Alumni](#)
- [Parents](#)

Social

- [Facebook](#) 
- [Twitter](#) 
- [Instagram](#) 
- [Youtube](#) 

1. [Back to Home](#)
2. [Office of the Registrar](#)

Registration

[Section Menu](#)

[Office of the Registrar](#)

- [About the Consortium](#)
- [Add, Drops & Withdrawal](#)
- [Contact the Office of Registrar](#)
- [Diploma Request Procedures](#)
- [Enrollment Certification and Degree Verification](#)
- [FERPA](#)
- [Forms](#)
- [Graduation](#)
- [Registration](#)
- [Transcripts](#)
- [Transfer Credit Articulation Agreements](#)
- [CeCredential Overview](#)

For all registration information, please see the areas below. If you have questions specifically about your academic program, please contact your advisor for your school or college. To view the Dynamic Schedule without logging into BisonWeb click below

[View Schedule of Classes](#)

Registration Guide & Resources

Registration Step By Step Guide

1. Log Into BisonWeb
2. Select Student Services
3. Click on the Registration section
4. Click on "Look-up Classes to Add"
5. Select the term you wish to register for (DO NOT choose terms that are listed as nontraditional if you are not a student in the following programs: Online MBA, EMBA, Online MSW, and Non-Traditional Doctor of Pharmacy)
6. Choose a subject and select "Course Search" to see all courses in a subject
 - From Course Search choose the course you want to see available sections for
7. Choose "Advanced Search" to select options to narrow down your search
 - Choosing Advanced Search requires you to choose at least one subject. Once you make your selections click "Section Search"
8. The search results will show you information about the course such as:
 - CRN: Course Registration Number
 - Cap: Course Capacity (how many students are allowed to register)
 - Act: How many students are currently enrolled
 - Rem: How many seats are remaining
 - WL Cap: Capacity of the waitlist**
 - WL Act: How many students are on the waitlist
 - Sections that are closed will have a "C" under select
9. Select the course(s) you wish to register for
10. If there are any registration errors you will be shown them at the next screen. If your registration is successful, your course registration will be shown under your current schedule

**If a course has a waitlist and the number under Rem (remaining seats) is less than the waitlist, those remaining seats are being held for people on the waitlist to claim. You can add yourself to the waitlist if the waitlist still has capacity, but you will not be able to claim any remaining seats. See below for more info on Course Waitlist

Alternate PINs

Alternate PINs are issued by the advising unit of your school/college ONLY

All continuing students require an Alternate PIN to register, with the exception of Graduate students in the School of Business and the Division of Allied Health. A new Alternate PIN is generated each semester; therefore, a PIN that was issued for a previous semester will not work for the next semester registration. Please contact your **academic advisor** in your school or college to obtain your Alternate PIN.

Course Waitlist

When a section of a course fills to the enrollment limit, students attempting to register through BisonWeb will receive a registration error message that a waitlist exists. The student will then be given the option of adding themselves to the waitlist for the course, if a waitlist is available. If a student already enrolled in the course should drop, that seat will not become available for registration through BisonWeb if there is an active waitlist for the course.

Students must attempt to register for the course via BisonWeb in order to be offered the waitlist option. When a seat becomes available, the first student on the waitlist will receive an email notification to their preferred email address (students can confirm their preferred email address in BisonWeb). A student will have **twelve (12) hours** from the time of the email to register for the class through BisonWeb. It is the student's responsibility to check their **preferred email** once on a waitlist. If they do not register for the class during that time period, the seat will be offered to the next student on the waitlist. Students **MUST** have an email address on file (see the Personal Information tab in BisonWeb) or they will not receive the notification and lose their opportunity to register. **Obtaining a space on a waitlist should not be interpreted as a guarantee of getting a seat in the course.** If your waitlist position is zero, your notification has expired and you will need to drop off the waitlist and (if a space is available) reattempt to register for the course, or select alternate course options.

Please also note, the course waitlist option is no longer available once a given semester has commenced. Students attempting to register for a closed course (at its maximum capacity) will receive an 'Open- Reserved for Waitlist' error message when attempting to register. All students are encouraged to register for alternate course options with the assistance of their assigned academic advisor.

Academic Advising

All students are highly encouraged to consult with their academic advisor prior to completing course registration. Please access the link below to view information on the school or college to which you have been admitted, as indicated on your letter of acceptance from the Office of Admission

or approved intra-university/major change form from the Office of the Registrar. Your academic advisor will be able to inform you on which courses to select, how to register for them, and will issue you your **Alternate PIN** if applicable. Incoming undergraduate students are encouraged to view the [New Student Orientation](#) website for details on advising and course registration. The Office of the Registrar **does not** provide academic advising services. The [Undergraduate Advising List](#) contains the main points of contact for the student affairs/advising unit for each undergraduate school/college. Juniors and seniors generally receive advising assistance from their major/departmental advisor.

Are You Receiving Registration Error Messages via BisonWeb?

BisonWeb Error Messages & Troubleshooting Tips

BisonWeb Error Messages

When attempting to register for courses via BisonWeb, students may encounter errors that prevent registration. Restrictions have been applied to courses for various academic and administrative reasons. Unfortunately, the Office of the Registrar cannot assist in resolving most registration error messages. In general, students should **consult with the advising unit** of their school/college for assistance with navigating the registration process. Please see the following registration error messages:

BisonWeb Error	Description
“C”	<p>Course is filled to capacity. Please choose an available section of the course. You may also choose to waitlist the course if this option is available. Please note that students on the waitlist will be given priority consideration for course override approval.</p> <p>Unfortunately, students cannot generally be overridden into closed courses. For courses with a waitlist, students who are on the waitlist will be notified by the Office of the Registrar via email if a seat is available (please monitor your main and spam/junk inbox of your preferred email account). For courses that are at their maximum capacity, please contact your Academic Advisor for assistance with identifying <i>alternate</i> course options, if necessary.</p>
“SR”	<p>You are not eligible to register. Please review your student status. Please refer to the General Registration Schedule and the University Calendar for registration availability information. For additional assistance, you may consult with your Academic Advisor to review your student status.</p>
CRN is Invalid	<p>Please refer to the Schedule of Classes for the correct CRN.</p>
Holds on your record that prevent registration	<p>Registration is prohibited due to student account holds. To view holds via BisonWeb, select “Student Records,” then “View Holds.” You will not be able to register until all holds that prevent registration have been released. Only the office that placed the hold on the account can release it.</p> <p>Please contact the office that placed the hold. For example:</p> <ul style="list-style-type: none"> • Bursar/SFS Hold (bursarhelp@howard.edu) • Conduct Hold (studentconduct@howard.edu) • Admission Hold (admission@howard.edu)
Can't Drop Last Class	<p>If you are attempting to withdraw from all of your classes, you must submit a total withdrawal form. You cannot drop all of your classes via BisonWeb.</p> <p>If you are attempting to add additional classes and receive this error, the class you are attempting to register is either:</p> <ol style="list-style-type: none"> 1. Closed or the waitlist is full, or 2. Has some other restriction from this list that must be resolved with your academic advisor or with the assistance of the department teaching the course.
Instructor Signature	<p>You must contact the course instructor to obtain written permission to register for the class. To permit registration via BisonWeb the registration approval should be submitted to your Academic Advisor for processing.</p> <p>If approved, your course instructor must submit written permission to your Academic Advisor for processing.</p>

BisonWeb Error	Description
Maximum Hours Exceeded	<p>Undergraduates in good academic standing are limited to a specific number of credit hours per semester depending on their school or college. You must meet specific requirements to request that your maximum credit hours be increased. Approval from the appropriate Academic Advisor or Dean must be received in the Office of the Registrar to increase your maximum credit hours. Excess tuition rates may be associated with registering beyond the specific maximums.</p> <p>For credit increases at or below the general maximum (e.g., 21 credit hours for undergraduate students), please consult with your Academic Advisor for further assistance.</p> <p>For all credit hour increases above the maximum (e.g., 22 or more credit hours for undergraduate students), please consult with the Academic Advisor or Academic Dean of your school/college.</p>
Prerequisite and Test Score Error	<p>A prerequisite course or exam score is required for enrollment in this class. Your Academic Advisor will determine if an override is warranted. Your advisor should process a system override, if approved. A Course Override Form should not be submitted for this restriction.</p> <p>Please consult with your Academic Advisor for further assistance.</p>
Course Restrictions	<p>All exceptions to the following restrictions require the appropriate approval and should be processed by the appropriate department or Academic Advisor. A Course Override Form should not be submitted:</p> <ul style="list-style-type: none"> • LEVEL: This course is restricted to a certain level (e.g., undergraduate, graduate, law school or PhD candidates). • DEGREE: This course is restricted to a certain degree (e.g., BA, BS, MA, MS, MPA, MBA, JD, PhD or MD). • FIELD OF STUDY - MAJOR, MINOR, CONCENTRATION: This course is restricted to certain majors, minors or concentrations. The major department is the only office that can give permission to register. • CLASS: This course is restricted to certain classifications (e.g., juniors or seniors). The department must allow access to this course. • COLLEGE: This course is restricted to a certain college. Permission must be granted by the school/college. • DEPARTMENT: Contact the office of the academic department offering the course to obtain permission to register for the class. The department or your advisor should process a system override, if approved. <p>Please consult with your Academic Advisor or the appropriate department.</p>
Time Conflict	<p>BisonWeb does not allow students to register for courses that either meet at the same time or overlap. Written approval from the instructor of record is required and should be given to your Academic Advisor to receive permission to register via BisonWeb.</p> <p>If approved, your course instructor must submit written permission to your Academic Advisor for processing.</p>
Special Grading Options (Audit)	<p>Courses that have more than one grading option automatically default to the standard letter grade mode, (A-F). If a different grading mode is desired, such as Audit, the change must be requested using a Course Audit Form.</p>
Academic standing prohibits registration	<p>You may be academically suspended. Please review your academic history via BisonWeb and contact your Academic Advisor for additional information.</p> <p>Please consult with your Academic Advisor for further assistance.</p>


BisonWeb Error	Description
You are not permitted to register at this time	<p>Course registration via BisonWeb is available at 9 a.m. on designated days. Please refer to the General Registration Schedule and the University Calendar for registration availability information. If you are a traditional student (e.g. you are a regular undergraduate/graduate student), please ensure that you select 'Spring 2024' and not the nontraditional term when attempting to register.</p> <p>If you were attempting to register between 9 a.m. and 11:59 p.m., registered and earned grades for the previous semester, and/or officially notified of readmission for the term you are registering into, please contact the Office of the Registrar for further assistance.</p> <p>If you were not registered/earned grades for the semester prior to the term you are registering for, a returning student application may be required for readmission consideration. You may consult with your Academic Advisor for further assistance with determining your status and course requirements for graduation.</p>

BisonWeb Holds

Have A Hold On Your Account?

Please see the below contacts based on the Hold Type. The reason column gives a reason for why the hold was placed, originator indicates the office that placed the hold, and the processes affected details all the processes you will not have access to until the hold is cleared by the originator.

- Admission (Undergraduate Student) - admission@howard.edu
- Admission (Graduate Student) - hugsadmission@howard.edu
- Bursar - bursarhelp@howard.edu
- Dean's - the Dean of your school/college
- Financial Aid - finaid@howard.edu
- International Student - pugbong@howard.edu or rachel.berlin@howard.edu
- Medical - studenthealthforms@howard.edu
- Residence Life - HUreslife@howard.edu
- SFS (Collections, Balance Due, Student Accounts) - bursarhelp@howard.edu
- Student Affairs - studentaffairs@howard.edu
- Student Conduct - StudentConduct@howard.edu

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- [Twitter](#) 
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- [Youtube](#) 

- [Admission](#)
- [Academics](#)
- [The Dig](#)
- [Events](#)
- [About](#)
- [Contact](#)

- [Apply](#)
- [Visit](#)
- [Give](#)

- [Current Students](#)
- [Faculty & Staff](#)
- [Alumni](#)
- [Parents](#)

- [Careers](#)
- [Library](#)
- [HU Hospital](#)
- [Middle School](#)
- [Bookstore](#)
- [Title IX](#)

- [Web Accessibility Support](#)

Contact Us

Howard University

2400 Sixth Street NW

Washington, DC 20059

Phone: [202-806-6100](tel:202-806-6100)

Howard University Hospital

2041 Georgia Avenue NW

Washington, DC 20060

Phone: [202-865-6100](tel:202-865-6100)

Undergraduate Admission

admission@howard.edu

Toll Free: [1-800-822-6363](tel:1-800-822-6363)

Phone: [202-806-2763](tel:202-806-2763) or [202-806-2755](tel:202-806-2755)

Fax: [202-806-4465](tel:202-806-4465)

Graduate Admission

hugsadmission@howard.edu

Toll Free: [1-800-822-6363](tel:1-800-822-6363)

Phone: [202-806-6800](tel:202-806-6800)

Fax: [202-806-4465](tel:202-806-4465)

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Feedback or questions? [Contact Digital Strategy and Web Services](#)