



Welcome

Congratulations on your acceptance to the Howard University School of Social Work to pursue an online MSW!

Read on for important next steps for enrollment, field placement, student resources and more.

Complete Your Enrollment

- Sign and complete your Intent to Enroll document (you will receive details via email).
- Pay your enrollment deposit (you will receive instructions and a link via email from Howard University after signing the Intent to Enroll document).

Before You Begin Classes

You will need to complete the following tasks before you begin classes. Select each task to view instructions.

1. [Set up your Howard Email account](#): All official communication will be sent through your Howard University email address. You will need to activate your Howard email account in order to login into Bison Hub (see below).
2. [Login to Bison Hub](#): This is Howard's secure portal for registration, grades, personal information, and financial information. All details related to accessing and what to find in Bison Hub can be found [here](#).
3. [Order ALL Official Transcripts](#): Order your **official** transcripts as soon as possible or a hold could be placed on your account. If you submitted unofficial transcripts during the application process, you still need to submit official transcripts for our records.
4. [Apply for Financial Aid](#): To apply for federal student aid, complete the [Free Application for Federal Student Aid \(FAFSA\)](#) **The FAFSA code for Howard University is 001448.**
5. [Connect with Student Success](#): You will receive a welcome call from your Student Success Advisor (SSA) after you have completed the enrollment process. They will share the basics for getting started and an overview of the orientation process.
6. Register for Classes: Follow the instructions on [page 3 of the Bison Hub Resource](#).
7. [Login to the Digital Campus](#): This is where you will access your orientation course, which must be completed prior to the first week of classes, as well as your coursework for the classes you have registered for.
8. [Purchase Course Materials](#): Review your syllabus for each course you are enrolled in to find out what materials you may need to purchase.

9. [Order Your Howard Student ID](#): You can use your Howard University ID to receive student discounts and to identify yourself when interacting with University resources. View details [here](#).
10. [Prepare for your Internship](#): Each student works with a Placement Specialist to secure a required internship during the program.
11. [Important Contacts](#): Access this list of important contacts, resources, and departments.



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Howard University Email

Set Up Your University Email

All students are required to use their Howard University email accounts. Do not wait to activate your Howard University email — all communication and updates from the University will be sent to this address, including your financial aid notifications.

Check your Howard University email daily for messages about registration, news, events and updates or announcements from faculty.

After the enrollment fee (deposit) is paid, you will receive a welcome email from Howard University. This will include your Howard University email address and a temporary password. The instructions will highlight that you need to change your temporary password and then you will have access to Bison Hub. [Here](#) is a resource that helps provide an overview of Bison Hub.



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Official Transcripts

PROGRAM REQUIREMENTS FOR [OFFICIAL TRANSCRIPTS](#).

If you submitted unofficial transcripts during the application process you must submit **official** transcripts for your academic record or you may be unable to register for future classes.

Electronic transcripts can be sent

to: swappsvcs@online.howard.edu

Physical transcripts can be sent to:

Howard University
Application Processing Center
1551 Emancipation Hwy, Unit 1327
Fredericksburg, VA 22401

- What is considered as an “Official” transcript?
 - An **official transcript** is sent directly from your school, sealed or via a secure electronic service, and includes the school's seal or registrar’s signature. Copies or opened transcripts are not official.
 - **Characteristics of an Official Transcript:**
 - **Issued directly by the school** – It must come directly from the institution (not the student).
 - **Sealed and unopened** – If it's a paper copy, it must be in a sealed envelope with a school stamp or seal across the flap. Once opened, it's no longer official.
 - **Certified or notarized** – It typically bears the school’s official seal, registrar’s signature, or watermark.
 - **Secure electronic format** – If digital, it's usually sent through a secure transcript service (like Parchment, National Student Clearinghouse, or eSCRIP-SAFE) and can't be altered.



Financial Aid

Ensure you have filled out your [Free Application for Federal Student Aid \(FAFSA\)](#). The code for Howard University is 001448.

On [page 9 of the Bison Hub Resource](#) you can see a variety of other guides related to finances at Howard University, such as what to do if you see a hold, viewing aid and bills, accepting and completing financial aid, making payments, etc.

If you have any further questions, please [contact](#) the Office of Financial Aid.



Student Success

Connect with Student Success

The Student Success Team is your first point of contact for help or questions about the online program, including the online campus, registration, curriculum and more. You will receive calls from your Student Success Advisor (SSA) during your onboarding experience about orientation and Student Success Planning, in addition to receiving ongoing support from your SSA throughout your time in the program:

Welcome Call. Your orientation process starts with a welcome call from your SSA. During this call, you will go over the basics for getting started and receive an overview of the orientation process.

Student Success Planning. This will begin with a 30 minute conversation with your SSA to help your advisor get to know you better as a person and student so that they can best support you while you work toward your Master of Social Work degree. You and your SSA will discuss your goals for the program and your future career as a Social Worker, talk through your commitments outside of the program, and discuss your organizational plan for the first quarter.

Ongoing Support. Support from your Student Success Advisor does not end after onboarding and Orientation. You and your SSA will have the opportunity to check in regularly throughout your time as a Howard University student to discuss progress toward your goals, solve any issues that may arise during your program, reflect on your experience, and plan your curriculum. Be sure to save your SSA's information to your contacts so you can stay in touch each term.

If you need to reach out to the Student Success team but you aren't sure of the direct contact for your advisor, you can email the general team at SWstudentsuccess@online.howard.edu or call the hotline at 301-719-3727. The line may continue to ring if the advisors are on the phone with other students.



Register for Classes

[The Bison Hub Resource has details about registration on page 3.](#)

It is very important to stay up to date on communications around drop deadlines. Failure to drop courses by these dates will result in financial responsibility for the courses.

It is ESSENTIAL to follow your plan of study (found below) when registering for classes; the courses must be taken in a very specific order. You can connect with your Student Support Advisor on your plan of study if you are unsure.

- Traditional:
 - Full time
 - Concentration: [Direct Practice - Clinical](#)
 - Concentration: [Community, Administration, and Policy Practice - Macro](#)
 - Part time
 - Concentration: [Direct Practice - Clinical](#)
 - Concentration: [Community, Administration, and Policy Practice - Macro](#)
- Advanced Standing:
 - Full time
 - Concentration: Direct Practice - Clinical
 - Concentration: Community, Administration, and Policy Practice - Macro
 - Part time
 - Concentration: Direct Practice - Clinical
 - Concentration: Community, Administration, and Policy Practice - Macro

**Advanced Standing Plans of Study will be updated shortly, in the mean time you can connect with your SSA.



Coursework

Your Digital Campus is where you'll access coursework, attend your orientation course and weekly live classes, and meet with professors and classmates.

Orientation Course

The Digital Campus Orientation Course will walk you through important program resources, services and technology tips. Successful completion of the SSC is a **requirement** for new students and must be completed before the term begins. There will also be two live sessions via zoom as part of the orientation. Dates and details will be shared but you can ask your SSA as well.

To access the Orientation Course:

- When your Student Success Advisor creates your Digital Campus account, an email will be sent to you with instructions to set up your password for the first time. The email is titled, "Access Granted: Howard University Digital Campus powered by 2U."
- [Log in to Digital Campus](#) and input your Howard University email address.
- Select "Email" as the authentication method. This will prompt another email to your university email inbox. Click the "email" button.
- After selecting email authentication, you are prompted to return to your inbox for an email with further instructions.
- You will now finish the password reset per the instructions in this email.
- After clicking the "password reset" link in the email, you are redirected to the OneLogin login page. Create a strong password that fits within the defined password constraints.
- Students will be redirected to the OneLogin dashboard, where you will see a tile for the Digital Campus. When you click this tile, the page will redirect to the Digital Campus.
- Once logged in, the Student Success Course will be front and center on your dashboard.

Start Your Coursework as Soon as You Have Access

Student Success will give you access to your courses in Digital Campus roughly 2 weeks prior to the start of class. Students are expected to work through each week's asynchronous lectures, coursework and assignments prior to the live sessions (including Week 1 coursework).

To access your coursework and syllabi follow the same steps provided above for accessing the orientation course. If you are having trouble accessing this prior to courses starting, it is essential to reach out to your SSA so that they can assist.

Complete "Unit 1" coursework before the first live session for each course.

Your Zoom Account

All of your weekly live sessions will be hosted on Zoom, which is integrated into Digital Campus.

If you have questions or need assistance, contact Digital Campus Tech Support at 833-740-1273 or TechSupport@DigitalCampus.2u.com



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Course Materials

Check Your Syllabus

Course syllabi, located in the course Toolbox link in each of your courses in the Digital Campus, will reflect the most up-to-date information regarding your required texts.



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Student ID

Please review the information provided on the Bison One Card [website](#) regarding the process for obtaining your Howard ID Card (Bison One Card).



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Agency Based Education

Your internship is an important part of the curriculum and preparing for this commitment is an important step. Below are some details to help as you prepare:

Your Plan of Study determines when you begin your internship. The links to the Plans of Study can be found in the [“Register for Classes”](#) section of this resource.

The internship will be roughly 14-20 hours per week, typically during regular business hours. Due to this time commitment, most students do not work full time, if at all, during semesters with field placement.

There is a Field Placement team that will help identify placement opportunities near you. The placement team will reach out to provide an overview of the placement process and instruct you on what next steps to do. It is important to be responsive to the outreach from this team to ensure this doesn't delay your placement timeline. Please note that only placements approved by the Director of Agency Based Education will be honored during your program.

[Agency Based Education Manual](#)



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Important Contacts

Department	Contact
Student Success Team	Phone: 844-552-2042 Email: swstudentsuccess@online.howard.edu
Financial Aid Office	Phone: 855-490-2875 Email: gradfinaid@howard.edu
Bursar's Office (Student Account & Billing)	Phone: 855-490-2875 Email: bursarhelp@howard.edu
Accessibility Office	Phone: 202-238-2420 Website: www.howard.edu/special-student-services

If you have questions or need assistance, please reach out to Student Support at **844-552-2042** or email us at swstudentsuccess@online.howard.edu