Howard University Exchange Program
Application Packet for Fall 2009 Semester

February 2009

Dear USC/ HBCU Exchange Applicant,

Thank you for your interest in the USC/ Howard University Exchange Program. Participation in this program is a very exciting opportunity. Before you can participate there are a few steps that need to be completed.

In this packet, you will find the requirements for the Howard University Exchange Program, as well as the necessary forms that need to be completed. Please remember that in order to be considered for participation in the USC/Howard University Exchange Program, your completed application must be turned in to CBCSA by Friday, March 13, 2009 (no exceptions). A completed application does not guarantee participation in the HBCU program. All completed applications will be reviewed thoroughly. If you have any questions, please contact me in CBCSA (213) 740-8257.

Good Luck!

Sincerely,

Syreeta N. Aboubaker, M.S.W.
Assistant Director
HBCU Exchange Program Coordinator
Howard University Exchange Program Checklist

Requirements to participate in the exchange program:

- Student must have a minimum of a 2.8 cumulative GPA.
- Must have completed 48 units at USC, before admission into the exchange program. (Second Semester Sophomores and up.)
- One letter of recommendation from university official or professor. *The letter should state why they feel you should participate in the program and what you would bring to the exchange. Also any attributes or characteristics that make you an exceptional student.

Steps to take before leaving for the exchange:

**Enrollment:**

1. Register for classes at USC as if you will be attending for that semester.
2. Meet with your academic advisor; double-check the courses that you have selected.
3. If you have declared a major, meet with your departmental advisor to review remaining degree requirements.
4. Make sure your classes correspond with the classes you have selected at the exchange institution.

**Other Important Business:**

5. Clear your fee bill with USC. Make sure that you have no outstanding charges or that you have made payment arrangements with USC.
6. Check the status of your health insurance and make sure you are covered.
7. Return all USC library books and clear all holds.
8. Meet with David Utterback in Financial Aid at utterbac@usc.edu.

DEADLINE: Friday, March 13, 2009 (No Exceptions)
Howard University Exchange Program
Application (Part 1)

Please type or print

Name: _____________________________________________________________

Last     First    Middle

Student ID # _____ - _____ - _______                                     Gender: M ____ F____

Birthdate: _____/_____/_______

Local Address: ______________________________________________________

______________________________________________________

City    State    Zip

Telephone #:   (_____) ____________________

Home

(_____) ____________________

Cell Phone

USC Email Address: ____________________________@usc.edu

Emergency Contact

Name: _____________________________________________________________

Relationship to Student: ____________________________________________

Address: _________________________________________________________

______________________________________________________________

City          State     Zip

Telephone #: (_____) ____________________

Home

(_____) ____________________

Work

(_____) ____________________

Cell Phone
Academic Information

USC Major: ____________________________________________________________

School/Department major is under: _________________________________________

Corresponding Major/Department at Exchange Institution:
________________________________________________________________________

Minor(s): _______________________________________________________________

Cumulative GPA: _______

Semester for which you are applying: School Year: ___________
   Fall ____    Spring ____

Faculty or Advisor Reference:

Name: ___________________________   Name: _____________________________

Department: ______________________   Department: _______________________

Telephone #: ______________________   Telephone #: ______________________

*************** OTHER APPLICATION REQUIREMENTS***************

1.) Essay- In a very detailed manner, discuss how you feel the exchange program experience will enhance your college career (maximum of 2 pages typed).

2.) Resume- Include academic and extracurricular activities, programs, internships, organizations, and honors that pertain to you and your success.

3.) Unofficial copy of your transcript or STARS report.

4.) One letter of recommendation (it can be from an above reference).
Howard University Exchange Program  
Step-by-Step Registration

To find out what classes Howard is offering, complete the following steps…

☐ Go to www.howard.edu  
☐ Click on Prospective Students  
☐ Under the Explore column, click schedule of classes  
☐ Go to Step 2, click on Fall 2008  
☐ Choose degree program (e.g. College of arts and Sciences)  
☐ Choose course (pay attention to whether the course is undergrad or graduate)  
☐ Select a class and only use information needed for the pre-approval form (i.e. African-American Studies and scroll down until you find the class that you are looking for.)

To look for another class, repeat these steps.

*Please note that Howard University’s Fall 2009 schedule will not be available until the end of February. Use the Fall 2008 schedule to determine the types of courses that may be offered in the Fall 2009 and select about eight (8) different courses so that you have options.

To Find course descriptions complete the following steps…

☐ Go to www.howard.edu  
☐ Go to the Explore column  
☐ Click on Disciplines & Fields of Study  
☐ Choose Department  
** Locating course descriptions vary per department

On this website you will also find other information about Howard like an academic calendar, school policies, student life, etc.

Housing Information

Per information from Howard Exchange students, you want to request to live in:  
- Bethune Annex  
- Howard Plaza Towers

We have been told that you do not want to live in Meridian Hill.

For more information contact Howard University’s Housing Office at (202) 806-6131.
Howard University Exchange Program
Course Pre-Approval Form

Name: ________________________________________________
SID#: _________________________________________________
Major: ________________________________________________
Year Entered USC: _____________________________________

Look carefully at the Schedule of Classes for Howard University for the semester that you wish to attend. Choose several courses that you would like to take and then fill out the designated areas below. Please be very precise with the information you provide, e.g. give the exact course number and name listed in the other college’s catalog. Choose six to eight courses in case one or two are not offered once you arrive on campus.

Your goal is to achieve 16-18 units (maximum) of study while you are away. It is advisable that you work with your major advisor to ensure your department at USC will accept the courses offered at your college of choice. The Articulation Officer will verify general transferability and general education credit.

Example:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Title</th>
<th>Course Number</th>
<th>Course Units given at other institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>Intro to Psychology</td>
<td>Psyc-050</td>
<td>3 Units</td>
</tr>
</tbody>
</table>

What do you want to use this course for?

☐ Major/ Minor

☐ GE Requirement

☐ Elective

□ Major/ Minor

☐ GE Requirement

☐ Elective

USC Equivalent Course: ___________________

Department Advisor’s Signature

Print Name

Signature

Date

Articulation Officer’s Signature

Edwenna R. Werner, Ph.D

Print Name

Signature

Date

Comments:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

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Howard University Exchange Program
Verification Checklist

Name: ___________________________  USC ID: _______________________

Please secure the following signatures and return this form with the Howard University Exchange Application by the required deadline.

Financial Aid Office - This student has gotten clarity on their Financial Aid package.

David Utterback
Print Name ___________________________  Signature ___________  Date ___________

University Housing Residents: Housing Office - This student has spoken to you about the necessary procedures for release from their USC Student Housing Contract.

Maria Flores
Print Name ___________________________  Signature ___________  Date ___________

*****************************************************************

Student Accounts- As of this date, this student is in good financial standing and is eligible to register. (Only Valid With Original Stamp and Signature)

_________________________________________  _____________________________  ___________
Print Name ___________________________  Signature  Date ___________
Howard University Exchange Program

Semester Away Housing Release & Semester Housing Application Information

Housing Release Request – Fall 2009

- The program must be a USC-sponsored program (i.e. you are registered for units while you are away), and a University sponsor has confirmed your participation in the program.

- The official Housing Release & Housing Application form must be returned to the Housing Services Office in Parking Structure “X” before your cancellation can be processed. April 3, 2009 is the deadline to be considered for a refund of the $400 Confirmation Payment. After April 3, no refund will be given.

  Please pick up the official Housing Release & Housing Application form from CBCSA in STU 415.

- Once this form is returned, you will need to complete a Contract Release Request form at the Housing Services Office to finalize your contract release and check-out date.

- To check out, please take your copy of the Contract Release Request form along with your keys to your Customer Service Center before 5p.m. on the date shown on the bottom of the Contract Release form. Note: You will not be released from your contractual and financial obligations until you have returned your keys with a completed and signature-approved Contract Release Request form.

- Please contact us in writing or by e-mail by April 10, 2009 if you wish to have this release request withdrawn and keep your housing assignment for Fall 2009.

- Please note that the last day to request housing cancellations for Fall 2009 without a refund is May 1, 2009.

Requirements for USC Housing – Spring 2010

To apply for USC Housing for the academic period after your Semester Away program, you must meet and complete the following requirements:

- The program must be a USC sponsored program (i.e. you are registered for units while you are away), with a University sponsor. This form must be on file with the Housing Services office prior to your leaving for your program.

- The program duration must be for a single semester. Students participating in a year-long program may apply for housing for the year they are returning to USC, but lose the priority status given to returning students.

- You must have an active USC Housing contract for Fall 2009 in order to be eligible for housing in Spring 2010.

Additional information is on the official Housing Release & Housing Application, which can be picked up in CBCSA in STU 415.