



ETIQUETTE ET SAVOIR-FAIRE

- Include your ID# on all university correspondence
- Use your university email address when communicating with faculty, staff, and administrators
- Address faculty, staff, and administrators by their title (Dr., Professor, Mr., Ms., etc.)
- Allow 48 hours for a response to an email before following up
- When you follow up on an email or have additional questions to a previous email, always include the original email thread
- Read all communication thoroughly; check your HU emails regularly
- Read the attached COAS Bison FAQ to know who to contact for your specific academic needs
- Get familiar with your student handbook, be sure to read it!
- Know who to contact! (Consult the COAS Bison FAQ for more information).
 - o Send billing questions to the Office of the Bursar
 - o Send Financial aid questions (loans, grants, scholarships, etc.) to the Office of Financial Aid
 - o Send grades or transcripts questions to the Office of the Registrar
 - o Send grade concerns to your instructor; if there is no resolution, please direct your concern to the respective department chair
- Make sure to track your graduation requirements. Howard University does not have a fall graduation recognition ceremony.
- Engage in your learning! Inquire about service, leadership, study abroad, and internship opportunities! Inquire about the COAS ASA Ambassador Program and the COAS ASA Network of Excellence!
- Familiarize yourselves with the requirements of your scholarship(s), such as GPA or credit completion requirements