

# HAMPTON UNIVERSITY

## GRADUATE STUDENTS



2020

Commencement

Communiqué

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## Greetings – University Registrar

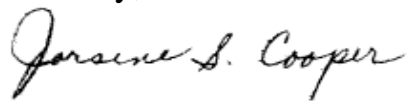
Dear Graduates and Prospective Graduates:

It is with great pleasure that we offer congratulations to those of you who have completed or will successfully complete requirements for a master's degree. This is a very significant achievement for you, one that deserves our highest commendation. We are proud of the commitment and sustained effort you have demonstrated in achieving this goal. Your Hampton University family extends its heartfelt congratulations for all that you have achieved during your attendance at "Our Home by the Sea."

This communiqué is provided for you to ensure that your graduation activities will be both enjoyable and "stress-free." Please read and follow what is outlined in this communiqué. We hope that the Commencement Ceremony on May 10, 2020 will be a joyful and memorable experience for you and your family.

If you have questions regarding the material enclosed, please call the telephone numbers provided throughout this publication. Again, congratulations to you and your families.

Sincerely,

A handwritten signature in cursive script that reads "Jorsene S. Cooper".

Jorsene S. Cooper  
University Registrar

## The Office of Alumni Affairs

Dear Member of the Class of 2020:

Congratulations for being on the cusp of such a major accomplishment! Hampton University's Office of Alumni Affairs (OAA) and the National Hampton Alumni Association, Inc. (NHAA, Inc.) look forward to welcoming you into our beloved Alumni Family. Upon graduation we encourage you to stay connected to your *Home by the Sea*, become an active member of the NHAA, Inc., and network with over 30,000 alumni worldwide.

During graduation practice on Friday, May 8, 2020, you will receive a free Hampton University Alumni ID Card and a list of NHAA, Inc. regions. These items will be placed in your seat, allowing you to take advantage of the benefits immediately. Complete information about the NHAA, Inc., including chapter locations and programs are available online at <http://www.hamptonu.edu/alumni/nhaa/> so you can network with Hamptonians in your new city.

Before you leave Hampton's beautiful campus, please provide us with your contact information and remember to connect with us on social media. When you return to Hampton for homecoming, reunions, and other occasions, be sure to stop by the OAA to fellowship and to provide updates such as a new address, an additional degree or new job. This will help us maintain accurate records so you can receive the *Alumni Magazine*, invitations, and special mailings from your alma mater. You can always call the OAA at 1-888-HU FORCE, send us an email at [alumni@hamptonu.edu](mailto:alumni@hamptonu.edu), or visit us online at <http://oaa.hamptonu.edu/>.

On behalf of the Office of the Alumni Affairs and the National Hampton Alumni Association, Inc., I congratulate you again on your matriculation at this prestigious institution. Hampton University has provided you with an *Education for Life* and the competitive edge that will open doors worldwide. Now, finish strong, go forth and let your life do the singing!

In the Hampton Spirit,

**Brint Martin**  
Director of Alumni Affairs

*Stay Connected to Your Home by the Sea*



## **IMPORTANT DATES AND DEADLINES**

<b>January 2</b>	Jostens Accepting Online Orders for Academic Regalia
<b>February 17</b>	May 2020 Graduation Application Deadline
<b>March 19-20</b>	Senior Salute 2020
<b>April 6-17</b>	Perkins Loan recipients must complete exit loan counseling by these dates
<b>April 30</b>	Deadline for All Direct Subsidized and Unsubsidized Student Loan Exit Counseling For May 2020, Candidates for Graduation. All Exit Loan counseling is conducted online. You can complete this process April 1-30 at <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a>
<b>April 3</b>	Deadline for All Account Balances and Student Fees to Be Paid
<b>April 22</b>	End of Classes for Candidates for Graduation
<b>April 23</b>	Reading Day for Candidates for Graduation
<b>April 24-29</b>	Final Examinations for Candidates for Graduation
<b>May 6-8</b>	Posting of List of Approved Graduates, Candidates (August & December 2019 & May 2020)
<b>May 6-8</b>	Distribution of Academic/Financial Clearance Cards (August & December 2019 & May 2020)*
<b>May 8</b>	Commencement Rehearsal (9:00 a.m. to 12 noon)
<b>May 10</b>	Commencement (Participants report at 8:30 a.m., procession starts at 9:15 a.m. Ceremony begins at 10:00 a.m. You must have a Financial Clearance Card.)*

**\*Your valid student ID must be presented\***

# **APPROVED LIST OF AUGUST AND DECEMBER 2019 GRADUATES AND MAY 2020 CANDIDATES FOR COMMENCEMENT**

In order for a student's name to appear on the approved list for participation in commencement exercises, the student must **(1) be financially cleared by the Business Office, (2) be academically cleared by the Graduate College, and (3) have completed an exit interview with the Financial Aid Office and Office of Collections if the student has been a loan recipient.** The Office of the Registrar will begin posting the approved list of students eligible to participate in the commencement exercise on May 6, at 5:00 p.m. in front of Whipple Barn, in the Student Center, and also on the HU Website.

**Applicants who have met all requirements for a particular degree and whose names appear on the approved list of graduates will receive the degree indicated.**

**INCLEMENT WEATHER INSTRUCTIONS WILL BE POSTED AT A LATER DATE.**

## COMMENCEMENT CEREMONY (*All Participants*)

The Commencement Ceremony will be held on Sunday, May 10, 2020 at 10:00 a.m. in Armstrong Stadium.

**ARRIVAL TIME:** All student participants **must be assembled by 8:30 a.m.** at Armstrong Hall lawn and must have their Financial Clearance Card with them in order to march. **Duplicate Financial Clearance Cards will not be issued.**

**ORDER OF PROCESSION:** (A University marshal will precede each group.)

- (1) Platform Party
- (2) Administration/Faculty and Staff
- (3) College/School Graduates

**SEATING:** Family and friends are prohibited from holding seats or sectioning off blocks of seats.

All students are expected to demonstrate appropriate behavior consistent with Hampton University's Code of Conduct and dress code for official events. No talking is permitted after the procession starts. **Cellular phones are not permitted.**

**PARKING FACILITIES:** In an effort to minimize the traffic on campus for Commencement Sunday, we are asking visitors (to the campus) to take advantage of the parking available in downtown Hampton, and other external sites. Free parking will be available on a first-come, first-served basis at all parking facilities in downtown Hampton and the Settler's Landing Road garage (across from the Virginia Air and Space Museum) from 7:30 to 9:30 a.m.

At the conclusion of the main Commencement Ceremony, shuttle buses departing from the drop off site will transport visitors back to various parking facilities. In addition, Lot 11 (at the Convocation Center) on campus has been designated for handicapped parking.

## **INSTRUCTIONS (Rehearsal and Day of Commencement)**

*(All Participants)*

1. Participants should report to Armstrong Hall lawn at 9:00 a.m. Friday, May 8 with caps and hoods for rehearsal. Participants will assemble by departments in sections designated in the letter of instructions to be published. Deans and department chairs will provide information as necessary; students are not to leave before rehearsal has ended.
2. Academic and Financial Clearance Cards will be issued to candidates participating in the commencement exercises. [See page 9 for distribution.] A valid ID card is needed to obtain the Clearance Card. This Financial Clearance Card must be presented upon entering the site for the Commencement Ceremony. **DUPLICATE FINANCIAL CLEARANCE CARDS WILL NOT BE ISSUED.**
3. **All** candidates are required to wear appropriate academic regalia.
4. Students in academic regalia must wear auxiliary clothing that harmonizes with the black gown. Women: black dresses of appropriate length, solid black shoes, skin tone or dark stockings, no pants or jeans; Men: white collared shirts with ties, black shoes, black dress slacks, and no jeans. Anyone failing to meet these guidelines (carrying flowers or wearing sorority or fraternity Kente cloth stoles, attachments, corsages, ribbons, scarves, etc. with his or her academic attire) will be escorted from the procession. Academic regalia should be worn with limited jewelry. Large earrings, bangles, chains, pins and other pieces are inappropriate and will not be allowed. Women will not be allowed to carry purses during the procession.
5. Caps are worn with tips in a horizontal position (not tilted) with tassels on the right side of the cap. Hoods are carried on the right arm with the border touching the fingers.
6. Women should keep their caps on throughout the ceremony. Men should remove their caps during the invocation, replace them following the invocation, remove them again for the benediction, and replace them for the remainder of the ceremony.
7. Specific instructions for the conferring of degrees will be announced and practiced during rehearsal.
8. At the end of the en masse Commencement Ceremony, participants will follow the marshals in the recessional from the site. Aisles must be kept clear at all times throughout the ceremony, the processional, and the recessional.



# COMMENCEMENT FINANCIAL REQUIREMENTS (All Participants)

All account balances and student fees must be paid by April 3, 2020. Payments can be made by money order, cashier's check, MasterCard, Visa, Discover, Wire Transfer, or American Express. All transactions should be made payable to Hampton University and mailed to the Office of the Treasurer, Hampton University, Hampton, VA 23668. **The University does not accept personal checks.** Students with outstanding balances will not be able to participate in the Commencement Ceremony.

## FEES

(All fees must be paid before a transcript or diploma can be issued.)

### Graduation Fees:

Master's Degree	\$ 50.00
Master's and Specialist Academic Regalia Unit *	\$ 59.50
Doctorate Degree	\$ 50.00
PMD and DPT Doctorate Academic Regalia Unit *	\$102.50
PHD Doctorate Academic Regalia Unit *	\$ 73.25
Master's Thesis Binding (2 copies minimum)	\$ 50.00 (\$25.00 each)
Doctoral Dissertation Binding (2 copies minimum)	\$ 50.00 (\$25.00 each)
Master's Thesis Binding for <b>Nursing</b> and <b>Chemistry</b> Students (3 copies minimum)	\$ 75.00 (\$25.00 each)
<b>Transcripts:</b>	\$ 10.00 – online, by mail or in person

**\*Unit includes Cap, Gown, and Tassel**

**\*For questions regarding regalia, please contact your Campus Bookstore at (757) 727-5446**

**Student must present a valid student I.D. to pick up their Regalia.**

# EXIT COUNSELING REQUIREMENTS

(These two requirements must be met as they pertain to you.)

- ◆ **Mandatory Stafford Loan** (Direct Subsidized and Unsubsidized) **Exit Counseling** may be conducted **ONLINE**.
- ◆ **April 30<sup>th</sup>** is the deadline for all candidates for graduation to complete exit counseling for financial clearance

<https://studentloans.gov/myDirectLoan/index.action>

- **Manage My Direct Loans**
- **Complete Counseling**

**You may also access the Exit Counseling link through the Financial Aid homepage:**

- [www.hamptonu.edu](http://www.hamptonu.edu)
- Department & Offices
- Financial Aid
- Loans
- Entrance and Exit Loan Counseling

Online Exit Loan Counseling sessions usually take 20 minutes to complete. Be sure to print or save the confirmation page at the end of your session for your records. Please be aware that it takes **24-48 hours for Exit Counseling holds to be removed** once you have successfully completed your session.

**FEDERAL PERKINS LOAN RECIPIENTS must complete a two-part Exit Counseling Requirement.**

**PART ONE---**Attend an Exit Interview session. Whipple Barn, Room 116  
**April 6-17, 2020.**

**\*Contact the Collection Office to schedule a session (757) 727-5610**

**PART TWO---**Complete the online counseling @[mycampusloan.com](http://mycampusloan.com)

**No student will be permitted to participate in the Commencement Ceremony if exit loan counseling has not been completed.** The Office of the Registrar, the Office of Financial Aid and Scholarships, and the Office of Collections must clear students before the Business Office will release a Financial Clearance Card.

# **AUGUST AND DECEMBER 2019 GRADUATES AND MAY 2020 GRADUATE CANDIDATES DISTRIBUTION SCHEDULE**

## **ACADEMIC REGALIA (Student Center 2<sup>nd</sup> floor) Pickup Date/Time**

May 7	Aerobics Room	10:30 am – 3:00 pm
May 8	Aerobics Room	8:30 am – 2:00 pm

**Students must present a valid ID card in order to receive academic regalia. All academic regalia should be purchased online before April 3.**

Auxiliary Enterprises is located in the Wigwam Bldg. Phone: (757) 727 5210)

To order your caps and gowns online, please visit:

<http://www.jostens.com/apps/store/customer/1119901/Hampton-University/>

**For any questions regarding your online order, contact Jostens Customer Care Center at 1(800) 854-7464.**

Students must present a valid ID card in order to receive Academic/Financial Clearance Cards.

The clearance card is available for distribution on the following dates and times:

## **ACADEMIC/FINANCIAL CLEARANCE CARDS**

May 6 (Wednesday)	Convocation Center	9:00am – 4:00 pm
May 7 (Thursday)	Convocation Center	9:00am – 4:00 pm
May 8 (Friday)	Convocation Center	after rehearsal until – 5:00 pm

**2020 candidates must present a valid HU ID card and 2019 graduates must present a valid state ID or driver's license. Duplicate financial clearance cards will not be issued. Financial clearance cards must be presented upon entering the site for the commencement ceremony.**

## READMISSION REQUIREMENTS

Former students in good standing who have been away from the University for one semester or more (excluding the summer) must reapply for admission by contacting the Dean of the Graduate College. These students must meet the requirements of the current catalog. After being readmitted, the student must contact the Office of the Registrar at (757) 727-5324 for additional information.

## CRT REGISTRATION

**All** students who have an updated application on file for graduation must be enrolled the semester they anticipate graduation. The CRT 000-01 registration is a zero-credit hour course used to keep a graduating candidate's academic record active at Hampton University. The cost of this registration is \$150.00.

This course is required for all candidates who must complete any coursework that is not inclusive of normal matriculation at Hampton University or candidates who have received permission to complete their final courses at another institution. CRT registration is required if an Application to Take Courses at Another Institution form is on file and if the form were approved prior to the student taking the course away. **The deadlines for the CRT registration are July 10, 2020 (August 2020) and October 9, 2020 (December 2020).**

## COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

**The Academic Catalog states that the final semester hours must be completed at Hampton University.** If a student has received permission from his or her department to complete the final course credits at another institution, the following criteria must be met:

1. The student must file an updated application for graduation in accordance with deadlines.
2. An Application to Take Courses at Another Institution must be approved by the department chairperson, school dean, and the Graduate College Dean, and submitted to the Office of the Registrar prior to the student taking the class away. **The deadlines for transfer credits are August 21, 2020 (August 2020) and December 11, 2020 (December 2020).**
3. The student must complete the CRT registration process at the Office of the Registrar in accordance with the registration deadlines. **The deadlines for CRT registration are July 10, 2020 (August 2020) and October 9, 2020 (December 2020).**

The student must receive a minimum grade of “B” in order for Hampton to accept and record the credit hours. All major courses must be completed with a grade of “B” or higher. Hampton University does not record grades and quality points from the transfer school. Only the equivalent credit hours are accepted.

# CONSORTIUM REGISTRATION

**A student who registers for courses at Tidewater Consortium Schools must be a continuing student with a cumulative GPA of 3.00 or higher. The student must be registered as a full-time student at Hampton University and meet all course prerequisites.**

After obtaining the signatures of the major advisor and the Registrar at Hampton University, the student must take the form to the other institution to complete the registration process. The consortium registration form must clearly indicate the host school course numbers and the appropriate Hampton University equivalent course numbers.

## TRANSCRIPTS

Graduates are issued one unofficial transcript free of charge. The transcript will be mailed approximately four weeks after the May Commencement Ceremony. The fee for an additional transcript is \$10.00 if requested online, by mail, or in person. Personal checks are not accepted. Instructions for requesting transcripts are listed below.

- 1. You can order your transcripts online by going to [www.getmytranscript.com](http://www.getmytranscript.com) and click on Hampton University.**
- 2. Follow the online instructions.**
- 3. If you are unable to request online, you may send a letter to the Office of the Registrar which should include: Your full name, maiden name, if married, or any other name, your social security number or student ID number, dates of attendance, graduation date, return address, and daytime telephone number, also include the address and name of the person who should receive the transcript. Do not forget to sign and date your request. A money order or cashier's check must accompany your written request and must be made payable to Hampton University. Personal checks will not be accepted and will be returned. (Reminder: The fastest process is using the online request system)**
- 4. Transcripts are \$ 10.00 per copy. FED-EX in the US is an additional cost of \$15.25. FED-EX will not deliver to post office boxes.**

The processing of transcripts may take longer than expected at the **beginning** or **ending** of a term. Planning ahead allows sufficient time for a transcript to be processed and received at the requested destination.

Requests for transcripts and diplomas will be held until **all debts owed** the University are satisfied.

## REQUEST FOR A NAME CHANGE

All requests to change a name on official records at Hampton University must be accompanied by one of the following notarized documents:

- Copy of court order
- Copy of marriage certificate
- Statement from legal officer certifying name change

The request, which can be made by letter or by completing a Change-of-Name form, should be mailed to: **Office of the Registrar, Hampton University, Hampton, Virginia 23668**. To ensure accurate and complete student records, a student should continue to register under his/her name of record until the appropriate documentation has been received and the request has been processed.

## **WHEELCHAIRS**

The University does not provide wheelchairs. Anyone desiring the use of a wheelchair may contact the agency listed below:

**Roberts Home Medical Company  
700 Thimble Shoals Boulevard  
Newport News, VA 23607  
(757) 599-9080**