HAMPTON UNIVERSITY

PROFESSIONAL/PHARMACY STUDENTS

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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 your 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 12, 2013 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,

Jorsene S. Cooper
University Registrar

The Office of Alumni Affairs

Dear Member of the Class of 2013:

Congratulations on achieving this very important milestone in your life! The Office of Alumni Affairs and the National Hampton Alumni Association, Inc. (NHAA, Inc.) are delighted to welcome you to our Hampton University alumni family. Upon graduation we encourage you to become an active member of NHAA, Inc., stay connected to your *Home by the Sea* and network with over 26,000 alumni worldwide.

During graduation practice on Friday, May 10, 2013, the Office of Alumni Affairs and NHAA, Inc. will give you a Hampton University Alumni ID Card and a list of the NHAA, Inc. Board of Directors. These items will be placed in your seat so you can take advantage of the benefits immediately. Complete information about the NHAA, Inc., including chapter locations, events, programs, and more are also available online at http://www.hamptonu.edu/alumni/nhaa/.

Before you leave Hampton's beautiful campus, please provide us with your contact information and remember to 'like, follow and connect" with us online. When you return to Hampton for homecoming, reunions, and other occasions, be sure to stop by the Office of Alumni Affairs to fellowship and to provide us with updates such as a new name or 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 Office of Alumni Affairs at (757) 727-5425 or 1-888-HU FORCE, send us an email at 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 becoming an alumnus of this prestigious institution. Hampton University has provided you with an *Education for Life* and the competitive edge that will open doors worldwide. Now, let your life do the singing!

In the Hampton Spirit,

Stay Connected to Your Home by the Sea

Sharon G. Fitzgerald
Director of Alumni Affairs

IMPORTANT DATES AND DEADLINES

February 14	May 2013 graduation application deadline
February 27	Deadline to pickup academic regalia
March 15	Deadline to order Parent Certificates and Banquet Tickets
April 8-12	**Perkins Loan** recipients must complete exit loan counseling by these dates
April 1-May 3	**Stafford** Exit loan counseling conducted online
April 12	Deadline for all account balances and student fees to be paid
April 23	End of classes for candidates for graduation
April 24	Reading Day for candidates for graduation
April 25- 30	Final Examinations for candidates for graduation
May 6-10	Posting of List of Approved Graduates, Candidates (August & December 2012 & May 2013)
May 8-10	Distribution of Commencement Admission Tickets (August & December 2012 & May 2013)*
May 8-10	Distribution of Academic/Financial Clearance Cards (August & December 2012 & May 2013)*
May 6-10	Posting of List of Approved **Provisional** Candidates (August & December 2013)
May 8-10	Distribution of Commencement Admission Tickets for Provisional Candidates (August & December 2013)*
May 8-10	Distribution of Academic/Financial Clearance Cards for Provisional (August & December 2013)*
May 10	Commencement Rehearsal (9:00 a.m. to 12 noon)*
May 12	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 Financial Clearance Card.)

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

APPROVED LIST OF AUGUST AND DECEMBER 2012 GRADUATES AND MAY 2013 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 Registrar, 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 Stone Building, Whipple Barn, and also on the HU Website. Posting will continue May 6 through May 10, 2013.

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.

INDIVIDUAL SCHOOL CEREMONY
(Issuance of Diplomas)

(August and December 2012 Graduates and May 2013 Graduates only)

The School of Pharmacy will hold a ceremony immediately following the University Commencement exercise for the purpose of issuing diplomas (The graduates must present their Financial Clearance Cards). The Dean will conduct this ceremony.

COLLEGE/SCHOOL	**SITE**
Pharmacy	Booker T. Washington Lawn

INCLEMENT WEATHER SITE

1. In the event of inclement weather, the school ceremonies will begin approximately 15 minutes following the main commencement ceremony in the Convocation Center. The sites listed below will be used as overflow sites with satellite streaming.

INCLEMENT WEATHER
OVERFLOW SITES

Holland Hall *tickets required
University Memorial Church
Armstrong Hall Little Theatre
Student Center Ballrooms
Ogden Hall

INSTRUCTIONS FOR AUGUST AND DECEMBER 2013 PROVISIONAL CANDIDATES

A provisional student is not eligible to have his or her name called or to be present on stage to receive the diploma at the Awarding of Degrees Ceremony.

In order to participate in the en masse Commencement Ceremony as a provisional candidate on Sunday, May 12, 2013, at 10:00 a.m., all August and December 2013 provisional applicants will have to meet the following qualifications:

- A graduation application must already be on file for August or December 2013.
- All August and December 2013 candidates must sign a participants' roster held on file in the Office of the Registrar. The scheduled times for signing are 9:00 a.m., Monday, April 1, 2013 through Friday, April 5, 2013, by 5:00 p.m. each day in the Office of the Registrar.
- All August and December 2013 candidates must pre-register for August and/or December 2013.
- The student must be currently enrolled for the Spring 2013 semester.
- The student must have completed all required coursework and **require only six (6) hours** or fewer to complete degree requirements after the Spring 2013 semester.
- All students must have a cumulative GPA of 2.000 or higher after the Spring 2013 grading period.
- Students must have all financial obligations paid by April 12, 2013.
- All students who have been loan recipients must complete an exit interview with the Financial Aid Office and Office of Collections.

The Office of the Registrar will post the approved list of students eligible to participate in the en masse Commencement Ceremony as provisional participants at 1:00 p.m. in front of the Stone Building, Whipple Barn, and on the HU Website according to the following schedule:

August & December Provisional 2013 Candidates: Monday, May 6
The "*Provisional*" **status will be indicated on the lists posted.**

PLEASE NOTE: Students given a provisional clearance will not be eligible to participate in the individual School ceremonies that follow the en masse ceremony at 10:00 a.m., Sunday, May 12, 2013.

COMMENCEMENT CEREMONY
(*All Participants*)

The Commencement Ceremony will be held on Sunday, May 12, 2013 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: In the event of inclement weather, the en masse ceremony site will be the Convocation Center. Seating is limited and available on a first-come, first-served basis to guests holding admission tickets for that building only. Guests are not allowed to sit on the floor level, with the exception of guests requiring handicapped assistance or modifications. The ushers will direct these guests, along with ONE attendant, to designated seats. **Family and friends are prohibited from holding seats or sectioning off blocks of seats.**

PICTURES: Photos may not be taken in front of the commencement stage and picture taking is restricted to the Hampton University photographer, the media, and employee(s) of Candid Color, the professional photographer contracted by the University.

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). Shuttle buses will transport persons to campus from the downtown parking facilities from 7:30 to 9:30 a.m.

At the conclusion of the Commencement activities, shuttle buses departing from the Convocation Center, will transport visitors back to the downtown parking facilities from 1:00 to 2:30 p.m. 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 10 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. Rehearsal will last until 12:00 noon. Students are not to leave before rehearsal has ended. Professional/School of Pharmacy students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the Professional/School of Pharmacy's dean immediately upon arrival at Armstrong Hall lawn on May 12, at 8:30 a.m., in order to be placed correctly in the line to march.

2. The Professional/School of Pharmacy will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see page 9 for distribution). A valid I.D. card is needed to obtain the Clearance Card. This Financial Clearance Card must be presented upon entering the site for the Commencement Ceremony. This card will serve two purposes: (1) to admit students to the Commencement Ceremony and (2) to call students' names during the individual school 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: collared shirt with tie, 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 are not 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.

9. Following the en masse Commencement Ceremony, Professional/School of Pharmacy students who have completed all degree requirements should go directly to Professional/School of Pharmacy diploma site and prepare to participate in the individual College Ceremony. (See page 5 for ceremony sites.) The Financial Clearance Card will be used to call names and for receipt of diplomas.

10. Diplomas that are not issued will be mailed to the student's permanent address on record in the Registrar's Office. The Office of the Registrar should be informed of any address change.

11. In case of inclement weather, all participants should report to the Convocation Center at 9:00 a.m., May 12, and assemble with their Dean in assigned areas. (See page 6 for inclement weather sites).

COMMENCEMENT FINANCIAL REQUIREMENTS
(All Participants)

All account balances and student fees must be paid by April 12, 2013. 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:

Doctorate Degree	$50.00
Master Academic Regalia	$56.50 or 28.25 if you participated in Opening Convocation
Doctorate Academic Regalia	$67.50 or $33.75 - if you participated in Opening Convocation
Master's Thesis Binding (5 copies)	$75.00
Doctoral Dissertation Binding (5 copies)	$85.00

Transcripts:

$ 10.00 – online, by mail or in person

Students must present a valid ID card to pick up their Regalia

EXIT COUNSELING REQUIREMENTS

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

- **Mandatory SStafford tudent Loan counseling may be conducted ONLINE April 1 through May 3, 2013.**

http:www.hamptonu.edu/studentservices/financialaid/exitcounseling.cfm

- **Tools and Resources**
- **Exit Counseling**

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

- www.hamptonu.edu
- Department & Offices
- Financial Aid
- Exit 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.

Mandatory

- Perkins Loan recipients must attend an Exit Interview session during the week of April 8-12, 2013.

- Where Academy Building , 4th Floor
- When Monday – Friday (DAILY SESSIONS) **9:00 10:00 11:00 1:00 2:00 3:00 4:00**

  Evening session Wednesday: **5:00 pm-6:00 pm** other times by appointment.

- For more information, contact the Office of Collections at (757) 727-5610.

- **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 2012 GRADUATES AND MAY 2013 PROFESSIONAL/PHARMACY CANDIDATES DISTRIBUTION SCHEDULE

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 8 (Wednesday)	Convocation Center	9:00 am - 6:00 pm
May 9 (Thursday)	Convocation Center	9:00 am - 6:00 pm
May 10 (Friday, after rehearsal)	Convocation Center	1:30 pm - 4:00 pm

ADMISSION TICKETS

Students must present a valid ID card in order to receive academic admission tickets.
Tickets are only needed in the event of inclement weather.
Pharmacy students will receive a total of eight (8 admission tickets. Four 4 for the Convocation Center and four 4 for Holland Hall)**

Tickets are available for distribution on the following dates and times:

May 8-9 (Wednesday & Thursday)	Convocation Center	9:00 am - 6:00 pm
May 10 (Friday)	Convocation Center	1:00 pm - 6:00 pm

**Inclement Weather site – (Must Present Ticket)

PARENT CERTIFICATES

Will be distributed on Sunday May 12, 2013 at the individual school ceremonies

ACADEMIC REGALIA (McGrew Towers) Pickup Dates/Time

February 26 (Tuesday)	Rooms A & B	10:30am - 3:30 pm
February 27 (Wednesday)	Rooms A & B	10:30am - 3:30 pm

Students must present a valid ID card in order to receive academic regalia.

Auxiliary Enterprises (located in the Wigwam Bldg. at (757) 727 5210)
Contact Jostens at 1 (800) 854-7464, should you have any questions.

AUGUST AND DECEMBER 2013 PROVISIONAL CANDIDATES DISTRIBUTION SCHEDULE

ACADEMIC REGALIA (McGrew Towers) Pickup Dates/Time

February 26 (Tuesday)	Rooms A & B	10:30am - 3:30 pm
February 27 (Wednesday)	Rooms A & B	10:30am - 3:30 pm

Students must present a valid ID card in order to receive academic regalia.

Auxiliary Enterprises (located in the Wigwam Bldg. at (757) 727 5210)
Contact Jostens at 1 (800) 854-7464, should you have any questions

ACADEMIC/FINANCIAL CLEARANCE CARDS

May 8, 9 (Wednesday & Thursday)	Convocation Center	9:00 a.m. – 4:00 pm
May 10 (Friday, after rehearsal)	Convocation Center	1:30 p.m. – 4:00 pm

ADMISSION TICKETS

May 8-9 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 10 (Friday)	Convocation Center	1:30 pm – 4:00 pm

Students must present a valid ID card in order to receive admission tickets. Tickets are only needed in the event of inclement weather.

Pharmacy (8 - 4 for Convocation Center, 4 for Holland Hall)**

PARENT CERTIFICATES

Will be distributed on Sunday May 12, 2013 at the individual school ceremonies

**** Inclement Weather site – (Must Present Ticket)**

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 for mail-in or in-person. Personal checks are not accepted. Instructions for requesting transcripts are listed below.

1. **You can now order your transcripts online, for more information visit our website at www.hamptonu.edu/studentservices/registrar, or www.getmytranscript.com**
2. **you can type or print a legible letter to include your: Full Name, maiden name, if married, or any other name, Social Security Number or Student ID Number, dates of attendance, graduation date, Return Address, and daytime Telephone Number. 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.**
3. **You must include the address to which the transcript is to be mailed and be sure to sign and date your request.**
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. To fax your transcripts, there is an additional cost of $7.00.**

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.

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 Office of Admissions. These students must meet the requirements of the current catalog. After being readmitted, the student must contact the Office of the Registrar for additional information.

COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

The 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 and school dean. Requests must be received in the Office of the Registrar prior to the student taking the courses away. **The deadline for transfer credits is April 22, 2013.**

3. The student must complete the CRT registration process at the Office of the Registrar in accordance with the registration deadlines. **The deadline for the CRT registration is February 14, 2013.**

4. The student must receive a minimum grade of "C" in order for Hampton to accept and record the credit hours. Hampton University does not record grades and quality points from another institution. Only the equivalent credit hours are accepted.

WHEELCHAIRS

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

Paradapt Equipment Service
1927 East Pembroke Ave
Hampton, VA 23663
(757) 722-7700

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