HAMPTON UNIVERSITY

UNDERGRADUATE 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 a bachelor'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 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 Certificate Forms, and Banquet Tickets
April 8-12	Perkins Loan recipients must complete exit loan counseling by these dates
April 1–May3	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 Senior Banquet Tickets (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 Senior Banquet Tickets for Provisional Candidates (August & December 2013)
May 8-10	*****Distribution of Academic/Financial Clearance Cards (August & December 2012 & May 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 10	Senior Banquet (Jerome H. Holland Physical Education Center, 6:30 pm)
May 12	Commencement (Participants report at 8:30 am Procession starts at 9:15 am Ceremony begins at 10:00 am you must have a 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) and 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 and those eligible to receive honor cords on May 6 at 5:00 p.m., in front of Whipple Barn, in the Student Center, and also on the HU Website. Posting will continue from May 6 through May 10, 2013.

NOTE: The University policy allows undergraduate applicants to participate in the Commencement exercise if they are six (6) hours or fewer from completion of requirements and have a cumulative grade point average (CGPA) of 2.00 or higher. Additional requirements for these students are listed on page 6.

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 CEREMONIES (Issuance of Diplomas)

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

Each school 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 School Dean will conduct this ceremony.

COLLEGE/SCHOOL	SITE
Business	Holland Hall
Engineering and Technology	Armstrong Hall, Little Theatre
Liberal Arts	Convocation Center
Science	Armstrong Stadium
Nursing/Virginia Beach Undergraduate Nursing	Student Center
Journalism/Communications	Ogden
Education and Continuing Studies	Bemis Lawn
Graduate College/Virginia Beach Graduate/ Professional/Pharmacy/Architecture	Booker T. Washington Lawn

INCLEMENT WEATHER SITES

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

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

INSTRUCTIONS FOR MAY, 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 May, August and December 2013 provisional applicants must 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 begin posting 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, the 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 those 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. 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.

Policy Regarding Honors Cords Designations

Undergraduate Academic Regalia

Academic regalia worn by graduating seniors during the University-wide commencement exercise may be complemented by designations of honors representing only University Honors (Summa Cum Laude, Magna Cum Laude, Cum Laude, and Honors) and the Honors College. The color designations will be as follows:

Summa Cum Laude	-	Gold
Magna Cum Laude	-	Blue
Cum Laude	-	White
Honors	-	Green
Honors College	-	Orange

Designations for other honors and honors organizations may be worn during the academic school ceremony at which diplomas are issued. Graduates of the Honors College may wear an approved Honors Medallion at the academic school ceremony.

The Administrative Council must approve all designations.

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. Undergraduate students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the school 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 Business Office will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see pages 11 and 12 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 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.

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, participants who have completed all degree requirements should go directly to their respective diploma sites and prepare to participate in the individual School Ceremony. (See page 4 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 must 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 5 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.)

Undergraduate Academic Regalia:	
Bachelor's / Associate's	$52.00 - If you did not participated in Opening Convocation $26.00 - if you did participate in Opening Convocation
Master's Academic Regalia	$56.50 or $28.25 - if you participated in Opening Convocation
Degrees:	$50.00
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 Stafford Loan Exit Counseling may be conducted ONLINE April 1 through May 3, 2013.**
  - **http://www.hamptonu.edu/studentservices/financialaid/exit_counseling.cfm**
  - Tools and Resources Exit Counseling

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

- www.hamptonu.edu
- Departments & Offices
- Financial Aid
- Exit Counseling

Online Exit Loan Counseling sessions usually take 20 minutes to complete. Please 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 the 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 UNDERGRADUATE CANDIDATES DISTRIBUTION SCHEDULE

ACADEMIC REGALIA (McGrew Towers) Pickup Dates/Times

February 26 (Tuesday)	Rooms A & B	10:30 am – 3:30 pm
February 27 (Wednesday)	Rooms A & B	10:30 am – 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 (Wednesday)	Convocation Center	9:00 am – 4:00 pm
May 9 (Thursday)	Convocation Center	9:00 am – 4:00 pm
May10 (Friday, after rehearsal)	Convocation Center	1:30 pm – 4:00 pm

ADMISSION TICKETS (Undergraduate)

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.

HU Students	(8)	(4) for Convocation Center, 4 for Holland Hall)**
GC Students	(8)	(4 for Convocation Center, 4 for Holland Hall)**
CE Students	(8)	(4 for Convocation Center, 4 for Holland Hall)**
Pharmacy	(8)	(4 for Convocation Center, 4for Holland Hall)**
Virginia Beach	(8)	(4 for Convocation Center, 4 for Holland Hall)**

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

UNDERGRADUATE BANQUET 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

Please complete the Parent Certificate Form and the Senior Banquet Reservation Form and return to the Office of Special Projects, McGrew Towers Conference Center, before March 1, 2013. If there are any questions, please call (757) 727-5681.

Students must present a valid ID card in order to receive senior banquet tickets. Parent Certificates will be distributed to graduates at the individual diploma ceremonies.

AUGUST AND DECEMBER 2013 PROVISIONAL CANDIDATES DISTRIBUTION SCHEDULE

ACADEMIC REGALIA (McGrew Towers) Pickup Dates/Times

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

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

Auxiliary Enterprises is 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 am – 4:00 pm
May10 (Friday, after rehearsal)	Convocation Center	1:30 pm – 4:00 pm

ADMISSION TICKETS

May 8 & 9 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May10 (Friday)	Convocation Center	1:30 pm – 4:00 pm

PARENT CERTIFICATES

Will be distributed on Sunday May 13, 2012 at the individual school ceremonies

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

HU Students	(8)	(4 for Convocation Center, 4 for Holland Hall)**
GC Students	(8)	(4 for Convocation Center, 4 for Holland Hall)**
CE Students	(8)	(4 for Convocation Center, 4 for Holland Hall)**
Pharmacy	(8)	(4 for Convocation Center, 4 for Holland Hall)**
Virginia Beach	(8)	(4 for Convocation Center, 4 for Holland Hall)**

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

UNDERGRADUATE BANQUET 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

Please complete the Senior Banquet Reservation Form and return to the Office of Special Projects, McGrew Towers Conference Center, by March 1, 2013. If there are any questions, please call (757) 727-5681.Students must present a valid ID card in order to receive senior banquet tickets.

August and December 2012 Graduates and May 2013 Undergraduate Candidates

The graduation fees include the cost of one certificate per student. This certificate may be addressed using the format of "Mr. and Mrs. Thomas W. Green," "Mrs. Mary Green," or any other names indicated.

- Additional certificates may be ordered by completing more than one form.
- There is a $5.00 fee for more than one certificate.
- Payment is accepted via money order, cashier's check (made payable to Hampton University), or credit card.
- We do not accept personal checks or cash.
- Parent Certificates will be distributed with the degrees at the individual school ceremonies

Please complete and return to the Office of Special Projects, PO Box 6396, Hampton University, Hampton, VA 23668, **by March 15, 2013**. If there are any questions, please feel free to call (757) 727-5681.

Hampton University
Takes Pleasure in Presenting This Certificate
of Appreciation to

_____
Please Print Parent(s)' Name(s)

As

_____
First Name Middle Initial Last Name

Completes Degree Requirements at Hampton University
Your Commitment and Sacrifice in Making This Day
Possible Merits Our Highest Commendation
Presented at Hampton, Virginia, this 12th Day of May 2013

Major _____ Today's Date: _____

Home Address of Parent(s) or Guardian(s):

_____
_____
_____

City_____State_____ Zip Code_____

Student's Permanent Phone Number: _____

PLEASE RETURN TO:
Office of Special Projects
PO Box 6396, Hampton, VA 23668
Tel. # 757-727-5681 – Fax # 757-727-5643
Drop-offs and Faxes Welcome

SENIOR BANQUET ORDER FORM

(All Participants)

MAY 12, 2013

Jerome H. Holland Physical Education Center

Space is limited. Requests are processed in order of receipt. Only seniors and their parent(s) or guardian(s) may attend. Each senior will be issued three (3) banquet tickets, one for the graduate and two for guests. If no one will be attending the dinner with you, please request only one ticket. If there are any questions, please call (757) 727-5681.

_____

PRINT NAME CLEARLY

_____

PRINT LOCAL ADDRESS

_____

PHONE NUMBER

_____

SIGNATURE

I will need _____ ticket(s). (The maximum number of tickets to be issued is three (3), one for you, and two for guests.)

Please complete and return to the address below by March 15, 2013.

Office of Special Projects
Hampton University
PO Box 6396
Hampton, VA 23668
Tel. # 757-727-5681 – Fax # 757-727-5643
Drop-offs and Faxes Welcome

IMPORTANT INFORMATION
FOR
UNDERGRADUATE CANDIDATES

Note: The appearance of a name on any list in the Commencement program must not be considered as conclusive evidence of graduation. Persons who have met all requirements for a particular degree and whose name appears on the list in the program will receive the degree indicated.

DEGREE AUDIT

CAPP – (Curriculum Advising and Program Planning)
Check HUNet

STUDENTS MUST FULLY MEET ACADEMIC REQUIREMENTS AS INDICATED IN THE APPROPRIATE CATALOG AND SUPPLEMENTS.

The audit serves two purposes:

(1) To indicate to the student the requirements which have been completed and
(2) To show remaining requirements in the degree curriculum.

Bachelor's degree applicants and department chairpersons will review a graduation audit to confirm remaining degree requirements. The student should review the audit with his or her advisor and have the departmental chairperson notify the Office of the Registrar, in writing, of any discrepancies.

The **student must ensure** that all work is completed, (i.e. waivers/substitutions, change of grades, and transfer credits, etc.) and that official documentation reaches the Office of the Registrar. The Deans and Chairs have a schedule issued from the Office of the Registrar that lists the deadlines for this information. **It is the student's responsibility to check with the major advisor and ensure that the deadlines are met**.

NON-COMPLETION OF DEGREE REQUIREMENTS

Students who do not complete degree requirements will receive an unsuccessful packet. This packet will contain dated materials concerning the completion of degree requirements. Unsuccessful packets will be mailed to the permanent address. Students who are within 6 hour or fewer from meeting their degree requirements will receive Provisional status, and will be allowed to participate in the en masses ceremony. **The student will be required to update their graduation application once they have completed their degree requirements. Students must be enrolled the semester in which they intend to graduate and have an updated application on file in the Office of the Registrar. The Application deadline for May12, 2013 graduation, is February 14, 2013.**

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 Director 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.

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 course used to keep a graduating candidate's academic record active at Hampton University. The cost of this registration is equivalent to one credit of tuition for the specified term.

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. In order to receive a CRT registration form from the Office of the Registrar, an Application to Take Courses at Another Institution must be on file. **The deadline for the CRT registration is February 14, 2013.**

COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

Each catalog states that the final 30 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 departmental 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.

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.

CONSORTIUM REGISTRATION

A student who registers for courses at Tidewater Consortium Schools must be a continuing student with a cumulative GPA of 2.00 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, chair, Dean 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.

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.

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 additional transcripts is $10.00 and can be requested online, by 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.

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

SENIOR SURVEY

All graduating seniors are asked to take the Senior Survey. If you have questions, feel free to contact Mrs. Vivian Wrenn David of the Career Counseling and Planning Center at 757-727-5331. The surveys will be administered in a classroom setting.