

**HAMPTON UNIVERSITY**  
**SUMMER SESSION**  
**COURSE REQUEST FORM**

Ms. \_\_\_\_\_  
 Mr. \_\_\_\_\_  
 Name (Last, First, Middle) PLEASE PRINT CLEARLY Date (Month, Day, Year)

Local Address-Number & Street Student ID Number

City State Zip Code Telephone Number-Local

Major \_\_\_\_\_  
\*SU-Satisfactory/Unsatisfactory  
 \*AU-Audit  
 \*RI-Repeat  
 \*Must be entered by the Registrar

Course Request Worksheet Grade Type DRP=Drop VAR=Variable VL=Level

Course Request Worksheet													Grade Type			DRP=Drop	VAR=Variable	VL=Level	Day	Time	Bldg/Room
Course Call No.				Course Code				Number		Section	L V L	Cr. Hrs.	*SU *AU *RI	A D D	D R P	V A R					
														R	D	V					
														R	D	V					
														R	D	V					
														R	D	V					
														R	D	V					

TOTAL CREDIT  ⚡ (ADD ⚡ (VARIABLE CREDIT COURSE)  
 Please Circle R, D OR V

Term: \_\_\_ \_\_\_ \_\_\_ e.g. 202220 would indicate that year is 2022 and the session is Summer session.

Students must complete the Course Request Advisement Form to register for courses on HUNet. (See instructions in the right column.)  
 Registration is not completed until the student has submitted a stamped Fee Assessment Form and received a computer generated class schedule from the Office of the Registrar.

The tuition charge will be based on courses of record for which the student is registered on the last day for adding courses. After this date, there will be no cancellations of tuition charges for students still enrolled.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUMMER SESSION DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**Instructions for Using Web Registration**

**Go to <http://www.hamptonu.edu>; click Current Students, then HUNet;**

**Click on New HUNet Admin**

**The system will guide you through the process.**

**Detailed instructions are also listed in the Student Scheduling Guide.**

**Please contact the Office of the Registrar at (757) 727-5324 if you encounter any problems.**