

REGISTRATION INFORMATION

SPRING 2014



**HAMPTON UNIVERSITY
COLLEGE OF VIRGINIA BEACH**

Hampton University
Hampton, Virginia 23668

OFFICE OF THE UNIVERSITY REGISTRAR
(757) 727-5324

Dear Student:

Welcome to the Hampton University family. We are very excited about you attending the College of Virginia Beach, and we are committed to providing you with an “*Education for Life*”.

This registration booklet is being provided to you to assist you with the registration process. This booklet contains the following information:

- Registration Information
- University Calendar, Spring 2014
- Auxiliary Enterprises and Other Services
- Business Office Services and Information
- Release of Information Policy
- Parent Release Form
- Code of Conduct
- Dress Code

Please read and adhere to the information listed in this booklet.

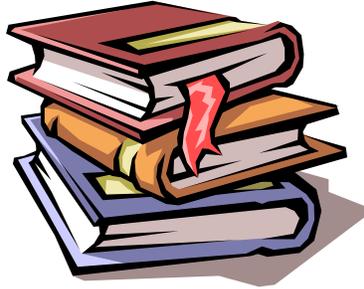
If you have any questions or concerns, please feel free to contact Dr. John Waddell, Director of the College of Virginia Beach at (757) 727-5097, or the Office of the Registrar (757) 727-5324. You may also visit our web site at www.hamptonu.edu/cofwb or e-mail us at registrar@hamptonu.edu.

Sincerely,

Jorsene S. Cooper
University Registrar

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REGISTRATION

STEPS AND PROCEDURES

SPRING 2014

Office of the Registrar

**Hampton University
College of Virginia Beach
Town Center**

**Registration Time
By Last Name**

December 5, 2013

A-M	10:00 a.m. – 2:00 p.m.
N-Z	3:00 p.m. – 7:00 p.m.

January 15, 2016 (Late Registration)

A-M	10:00 a.m. – 2:00 p.m.
N-Z	3:00 p.m. – 7:00 p.m.

Registration Procedures

- 1. Report to the Town Center Parking Deck and take the North elevators to the 10th floor or check with a security officer for the best way to reach Hampton University, located on the 10th floor of the Town Center.**
- 2. Report to station one and receive a copy of your address form. Please check this form for accuracy.**
- 3. Report to station two and obtain a Statement of Fees from the fee assessors.**
- 4. Report to station three and pay cashier the amount listed on your Statement of Fees.**
- 5. Report to an advisor for course advisement if this step has not already been completed.**
- 6. Please use a personal computer with Internet capabilities to enter your courses. Personal computers are located on the 10th floor of the Town Center for our convenience, or you may use your own personal computer at home. Please be sure to print a copy of your schedule for your records.**
- 7. Please obtain an ID card from University Police before you leave the building.**

**All hold flags must be cleared before a student can register for courses.
(Representatives will be available to remove holds on the day of registration.)**

**04 – Registrar’s Office – No Address on File
07 – Business Office – Fees Have Not Been Satisfied
12 – Student Health – Health Requirement Not Completed**

RELEASE of INFORMATION POLICY

The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the corrections of inaccurate or misleading information and complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. The policy can be read in the Office of the University Registrar. This office also maintains a directory of record which lists all education records maintained on students by this institution.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. **To withhold disclosure, written notification must be received in the Office of the Registrar, First Floor, Whipple Barn, no later than 10 days after classes have started.** Forms, requesting the withholding of "Directory Information", are available in the Registrar's Office.

This is to inform students that Hampton University intends to comply with the Family Educational Rights and Privacy Act of 1974, as amended, and has designated the following information as public or directory information. Such information may be disclosed by the institution at its discretion.

- Category I** name, address, telephone number, dates of attendance, class
- Category II** previous institutions(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates)
- Category III** past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth

**OFFICE OF THE REGISTRAR
HAMPTON UNIVERSITY**

The United States Family Educational Rights and Privacy Act II of 1974 states that a student must authorize, in writing, the release of his academic record.

RELEASE OF A STUDENT'S ACADEMIC RECORD TO PARENTS

I, _____ ,
(PRINT FULL NAME OF STUDENT)

_____, direct Hampton University to release my
(SOCIAL SECURITY NUMBER)

grades and all other information included within my academic records to:

_____, _____
(NAME OF RELATIVE) (RELATIONSHIP)

(ADDRESS OF PARENT/GUARDIAN)

whose name and address I shall maintain with the Registrar as my next-of-kin, in Hampton University's computer-based address system.

(Student's Signature)

(Date)

Business Office Services and Information



HAMPTON UNIVERSITY
Hampton, Virginia 23668

To get information on tuition and fees, visit the Business Office's webpage by clicking [here](#).

**AUXILIARY
ENTERPRISES
AND
OTHER SERVICES**

**HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668
(757) 727-5210**

Auxiliary Enterprises is a self-supporting unit which provides services that support the educational mission of the University. We are located in room 106 in the Wigwam Building. Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Our units are operated as follows:

COLLEGIATE BOOKSTORE

HAMPTON HARBOR

(757) 727-5446

Hours: 8:00 a.m. – 6:00 p.m. Monday – Friday

10:00 a.m. – 2:00 p.m. Saturday

UNIVERSITY SHOP

STUDENT CENTER

(757) 728-6200

Hours: 1:00 p.m. – 5:00 p.m. Monday – Friday

ALSO OPEN FOR SPECIAL EVENTS

HOMECOMING AND COMMENCEMENT

The Collegiate Bookstore provides students at the College of Virginia Beach with online textbook purchases. Students should go to the University's main webpage and click on Online Resources and HU e-store, then textbooks. Textbooks are delivered to the Virginia Beach campus on a next-day basis.

**GENERAL
INFORMATION**

HAMPTON UNIVERSITY

SPRING SEMESTER...2014

JANUARY

Monday, 6 Second Semester Begins - Faculty Returns
 Wednesday, 8 New Students Arrive - 9am
 Thursday, 9 - Friday, 10 Graduate Evening Registration (4pm - 7pm)
 Continuing Undergraduates and Graduate Students
 (Students must arrive according to the pre-determined schedule)
 Classes Begin
 Monday, 13 Late Registration/Late Fee Applied
 Monday, 13 - Tuesday, 14 Late Registration - VA Beach (10am - 2pm and 3pm - 7pm)
 Wednesday, 15 Late Fee Applied
 Friday, 17 End of Add and Drop Period
 Monday, 20 Holiday - Dr. Martin Luther King, Jr.'s Birthday
 Sunday, 26 Founder's Day

MARCH

Monday, 3 - Friday, 7 Midterm Evaluations
 Friday, 7 Midterm Evaluations End
 Saturday, 8 Spring Vacation Begins
 Sunday, 16 Spring Vacation Ends
 Sunday, 9 - Saturday, 15 MEAC Basketball Tournament
 Monday, 17 Classes Resume
 Wednesday, 19 - Friday, 21 Black Family Conference
 Monday, 24 End of period to withdraw from classes with records showing
 withrew passing or withdrew failing
 Monday, 24 - Friday, April 18 Early Registration for Fall Semester

APRIL

Friday, 4 High School Day
 Friday, 18 Early Registration Ends
 Saturday, 19 Honors Day
 Tuesday, 22 End of Classes
 Wednesday, 23 Reading Day
 Thursday, 24 - Wednesday, 30 Final Examinations

MAY

Friday, 2 Last Set of Grades Due (7:59am)
 Sunday, 11 Commencement

SUMMER SEMESTER...2014

MAY

Friday, 16 Registration - Ten-Week Session - Pharmacy
 Monday, 19 Classes Begin - Ten-Week Session - Pharmacy
 Friday, 23 End of Add and Drop Period - Ten-Week Session - Pharmacy
 Wednesday, 28 Registration for First Four, Six & Eight Week Sessions - VA Beach
 Friday, 30 Registration for First Four Week Sessions - Main Campus

JUNE

Monday, 2 Classes Begin - Eight-Week Session - VA Beach
 Monday, 2 Classes Begin - First Four-Week Session
 Friday, 6 End of Add and Drop Period - First Four-Week Session
 Monday, 9 End Course Withdrawal - Ten-Week Session
 Monday, 16 Registration for Six-Week Session - Main Campus
 Tuesday, 17 Classes Begin - Six-Week Session
 Thursday, 19 Course Withdrawal Period Ends - First Four-Week Session
 Friday, 20 Pre-College Students Arrive
 Monday, 23 Pre-College Students Register
 Tuesday, 24 End of Add and Drop Period - Six-Week Session
 Friday, 27 Classes Begin - Pre-College
 Friday, 27 End of Add and Drop Period - Pre-College
 Friday, 27 Course Withdrawal Period Ends - Eight-Week Session
 Friday, 27 Final Examinations - First Four-Week Session
 Monday, 30 Classes Begin - Second Four-Week Session

JULY

Friday, 4 Independence Day - Holiday
 Monday, 7 Course Withdrawal Period Ends for Second Four-Week Session,
 Six-Week Session and Pre-College
 Wednesday, 9 End of Add and Drop Period - Second Four-Week Session
 Friday, 25 Final Examinations - Ten-Week Session, Six-Week Session,
 Eight-Week Session, Pre-College, and Second Four-Week Session
 Friday, 25 Summer Sessions End

CODE OF CONDUCT

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, the following are expected of each member of the Hampton Family:

1. To respect himself or herself.

...Each member of the Hampton Family will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural matrix from which Hampton University was born. It is only through these appreciations that the future of our University can be sustained indefinitely.

2. To respect the dignity, feelings, worth, and values of others.

...Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Therefore, to accost, cajole, or proselytize students, faculty or staff, parents or others, to engage in gender and sexual harassment, use vile, obscene or abusive language or exhibit lewd behavior, to possess weapons such as knives or firearms, or to be involved in the possession, use distribution of and sale of illegal drugs is strictly prohibited and is in direct violation of the Hampton University Code, on or off campus.

3. To respect the rights and property of others and to discourage vandalism and theft.

...Each member of the Hampton Family will refrain from illegal activity, both on and off campus, and will be subject to all applicable provisions listed in the *Faculty Handbook*, *Personnel Policies Manual for Administrative/Professional and Non-exempt Employees*, the *Official Handbook*, and the Hampton University Code.

4. To prohibit discrimination, while striving to learn from differences in people, ideas, and opinions.

...Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, religion, disability, ethnic heritage, socio-economic status, political, social, or other affiliation or disaffiliation, or sexual preference.

5. To practice personal, professional, and academic integrity, and to discourage all forms of dishonesty, plagiarism, deceit, and disloyalty to the Code of Conduct.

...Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action which could possible include dismissal from the University.

6. To foster a personal professional work ethic within the Hampton University family.

...Each employee and student of the Hampton Family must strive for efficiency and job perfection. Each employee must exhibit a commitment to serve and job tasks must be executed in a human and civil manner.

7. To foster an open, fair and caring environment.

...Each member of the Hampton Family is assured equal and fair treatment on the adjudication of all matters. In addition, it is understood that intellectual stimulation is nurtured through the sharing of ideas. Therefore, the University will maintain an open and caring environment.

8. To be fully responsible for upholding the Hampton University Code.

...Each member of the Hampton Family will embrace all tenets of the Code and is encouraged to report all code violators.

HAMPTON UNIVERSITY STUDENT DRESS CODE

This code is based on the theory that learning to use socially acceptable manners and to select attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors improve the quality of one's life, contribute to optimum morale, and embellish the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstrations of appropriate manners and dress insures that Hampton University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise students at Hampton University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

1. Classroom, Cafeteria, Student Center and University offices - neat, modest, casual, or dressy attire.
2. Formal programs in Ogden Hall, the Convocation Center, the Little Theater, Dett Auditorium and the Memorial Chapel - business or dressy attire.
3. Interviews - business attire.
4. Social/Recreational activities, Residence hall lounges (during visitation hours) - modest, casual or dressy attire.
5. Balls, Galas, and Cabarets - formal, semi-formal and dressy respectively.

Examples of inappropriate dress and/or appearance include but are not limited to:

1. **Caps, do-rags or hoods for men and women in classrooms, the cafeteria, Student Center or other indoor activities. This policy item does not apply to headgear considered as a part of religious or cultural dress or traditional ladies' headdress. Do-rags, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Hampton University (except in the privacy of the student's living quarters).**
2. Midriffs or halters, mesh, netted shirts, tube tops or cut-off tee shirts in classrooms, cafeteria, Student Center and offices;
3. Bare feet;
4. Short shorts;
5. Shorts, blue or other type jeans at major programs such as Musical Arts, Fall Convocation, Commencement, or other programs dictating professional, dressy, or formal attire,
6. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;
7. Undershirts, for men, of any color outside of the private living quarters of the residence halls.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Dean of Men or Dean of Women for the attention of the Dean of Students.¹

¹ Revised Dress Code Policy Approved May 4, 2001