REGISTRATION

INFORMATION

SPRING 2014

CONTINUING STUDENTS

HAMPTON UNIVERSITY
Hampton, Virginia 23668
(757) 727-5324

Hampton University
Hampton, Virginia 23668

OFFICE OF THE UNIVERSITY REGISTRAR
(757) 727-5324

Dear Continuing Student:

We hope that you have had a pleasant and productive semester. We are busy preparing for your arrival. This booklet is designed to answer questions about registration, Business Office services and other important issues about the University.

Please read and keep this booklet handy for future references. It contains the following information:

- Registration Information
- University Calendar, Spring 2014
- Auxiliary Enterprises and Other Services
- Greetings from the Dean of Men and Dean of Women
- Business Office Services and Information
- Student Personal Property Plan
- Release of Information Policy
- Parent Release Form
- Code of Conduct
- University Map
- Campus Parking Regulations

The above items are very important and should be reviewed at your earliest convenience.

We are committed to making your stay at Hampton University a pleasant and rewarding one. The registration process has been refined and to assure a smooth and quick process, we ask that you adhere to all of the registration instructions.

If you have any questions, do not hesitate to contact the Registrar's Office by phone, (757) 727-5324, or e-mail **registrar@hamptonu.edu.**

Sincerely,

Jorsene S. Cooper,
University Registrar

HAMPTON UNIVERSITY

Hampton, Virginia 23668

Dean of Men
(757) 727-5303

Dean of Women
(757) 727 – 5486

Dear Student:

This greeting is sent to remind you to observe the guidelines established by our offices regarding check in for on-campus students and commuting students as outlined in the Spring Registration information contained in this mailing.

We also take this opportunity to remind each of you to abide by the tenets of the **Code of Conduct**. A copy of this important document is included. You are further reminded that you may obtain a copy of the **Official Student Handbook (2004 Revision)** from the office of the Dean of Men or Dean of Women and will be required to sign the Student Handbook Acknowledgement Receipt. It is essential that you become fully aware of its contents and that you carefully follow the ethical standard that it projects for becoming a successful ***Hamptonian***. The **Student Dress Code** is also enclosed in this booklet. Be certain that you become familiar with and adhere to its contents.

If you have been assigned to on-campus housing, you are reminded to arrive on the check-in day noted for your alphabet in the Registrar's information. If you do not arrive within the 24-hour reporting period noted in the Housing Procedures, your room space will be forfeited.

If you will be living off-campus, you are to check-in, following the procedures indicated by the Registrar.

Thank you for your compliance in this regard. Have a pleasant Winter break.

Sincerely,

Woodson H. Hopewell, Jr.
Dean of Men

Jewel B. Long
Dean of Women

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

- **Letter to Student**
- **Dean of Men/Dean of Women**
- **Dress Code**

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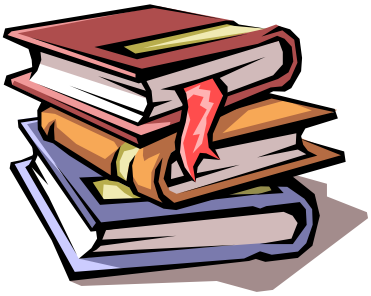

REGISTRATION

STEPS AND PROCEDURES

SPRING 2014

Office of the Registrar

CONTINUING STUDENTS

DATES

REGISTRATION ACTIVITIES

In order for us to serve you better, it is very important for you to remember all the dates and times listed below.

January 9 – 10	**STUDENT CENTER** Continuing Students Registration-Payment of Fees according to assigned alphabet
January 10	Pre-registration Courses Dropped for all students who are not financially cleared by 4:00 p.m.
January 9 – 17	**ADD AND DROP PERIOD**
January 13 (9:00 a.m. - 4:00 p.m.)	**Classes Begin at 8:00 a.m.** **LATE REGISTRATION** **(STUDENT CENTER)** **Late Registration begins** at 9:00 a.m. There is a late fee of $500 that must be paid at the time of registration. (Continuing Students will be charged the $400 late fee plus $100.00 Non Pre-registration fee.)
January 14	**Late Registration ends** at 4:00 p.m.
January 17	**Add/Drop Period ends** at 4:00 p.m. Consult advisor for adds or drops before 4:00 p.m. Last day to drop courses to receive financial adjustment to your account
January 20	**Holiday - Dr. Martin Luther King Jr.'s Birthday**

January 20 - 26	No registration activity. Registrar's Office will be verifying student information
January 27 – March 24	Course Withdrawal Period-**WP/WF** recorded on record. REMINDER: Bring all Withdrawal Forms to the Registrar's Office before 4:00 p.m. for processing.

SATISFACTORY/UNSATISFACTORY AND AUDIT PERIOD

January 17	Change to Satisfactory/Unsatisfactory ends at 4:00 p.m.
February 3	Change to audit ends at 4:00 p.m.

CONTINUING STUDENTS

I. PRE-REGISTERED AND FINANCIALLY CLEARED (Paid by December 3, 2013)
A Registration Notification Form will be mailed to you indicating your financial status. Please bring this form with you:

Please Follow the Instructions Below:

Financially Cleared On-Campus/Off-Campus

1. On Campus Students-report to your assigned residence hall between the hours of 9:00 a.m. and 8:00 p.m., January 9-10, 2014 with your Financially Approved Registration Form.

2. Check this form for accuracy. Off-Campus Students – Make any necessary corrections using HUNet. On-Campus – The Office of the Dean of Men or Women must correct all on-campus changes. Permanent address changes must be completed with the Registrar.

3. Make copies of this form for your personal records.

4. On-Campus students must submit this Registration Notification Form to the residence assistant when obtaining room key.

5. Print an updated copy of your schedule from the Web.

6. ID Cards must be validated and encoded for the meal plan by the Office of University Police in the Student Center Auditorium.

If your intentions change about returning to the University, please notify the Registrar's Office in writing immediately. This process will avoid any unnecessary charges.

STUDENTS WILL BE CHARGED FOR ALL COURSES THAT REMAIN IN THE SYSTEM. CLASSES START JANUARY 13, 2014.

II. PRE-REGISTERED AND NOT FINANCIALLY CLEARED

CONTINUING UNDERGRADUATE STUDENTS

REGISTRATION PROCESS

REPORT TO THE STUDENT CENTER BALLROOM. Check in by the alphabet of your last name according to the following schedule: Students will not be allowed to register outside of their assigned times. All late students will register during the late registration period and pay the late fee of $500.00. The late fee must be paid at the time of late registration.

Thursday, January 9, 2014		(9:00 a.m. – 3:00 p.m.)	
C, G	9:00 a.m.	D - F	1:00 p.m.
M	10:00 a.m.	W	2:00 p.m.
K - L	11:00 a.m.	Q - R	3:00 p.m.

Friday, January 10, 2014		(9:00 a.m. – 3:00 p.m.)	
S	9:00 a.m.	T,U,V,X,Y,Z	1:00 p.m.
N	10:00 a.m.	O - P	2:00 p.m.
A, B	11:00 a.m.	H - J	3:00 p.m.

REGISTRATION STEPS

a) Obtain a Statement of Fees. Check the statement for a stamped **"Financially Approved On Campus"** or **"Financially Approved Off Campus"**. If it is stamped, continue with steps E, F, and G.

b) If Statement of Fees is not stamped, report to the Cashier.

c) Pay Cashier.

d) Exit Student Center.

e) Print schedule using any PC.

f) Report to the Student Center Auditorium for ID picture, encoding of ID for meal plan and car decal.

g) Report to assigned residence, if on campus, with your Registration Notification Form and your Financially Approved On Campus Statement.

h) Correct off campus address using HUNet. (Corrections to on campus address will be completed by Dean of Men or Dean of Women.)

III. DID NOT PRE-REGISTER

REPORT TO THE STUDENT CENTER BALLROOM, check in by the alphabet of your last name according to the following schedule:

Thursday, January 9, 2014		(9:00 a.m. – 3:00 p.m.)	
C, G	9:00 a.m.	D - F	1:00 p.m.
M	10:00 a.m.	W	2:00 p.m.
K - L	11:00 a.m.	Q - R	3:00 p.m.

Friday, January 10, 2014		(9:00 a.m. – 3:00 p.m.)	
S	9:00 a.m.	T,U,V,X,Y,Z	1:00 p.m.
N	10:00 a.m.	O - P	2:00 p.m.
A, B	11:00 a.m.	H - J	3:00 p.m.

REGISTRATION STEPS

i) Obtain a Statement of Fees. Check the statement for a stamped **"Financially Approved On Campus"** or **"Financially Approved Off Campus"**. If it is stamped, continue with steps E, F, G, H and I.

j) If Statement of Fees is not stamped, report to the Cashier.

k) Pay Cashier.

l) Exit Student Center.

m) Report to your advisor and complete a Course Request Form.

n) Please use a personal computer with internet capabilities to enter your courses. Personal Computers are located on the fifth floor of the Harvey Library.

o) Report to assigned residence, if on campus, with your Registration Notification Form and your Financially Approved On Campus Statement.

p) Off Campus students should check local address and make any necessary corrections using HUNet. On Campus address corrections will be entered by the Dean of Men or Dean of Women.

q) Report to Student Center Auditorium for validation of ID, ID picture, encoding of ID for meal plan and car decal.

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 2013-2014 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

ALSO OPEN FOR SPECIAL EVENTS

HOMECOMING AND COMMENCEMENT

The Collegiate Bookstore conveniently serves the student body by supplying books, computers, school supplies, souvenirs, imprinted merchandise for sororities and fraternities, and basic health and beauty aids. The Gift Shop in the Convocation Center is operated by the Collegiate Bookstore and open for special events.

LINEN SERVICES

HARKNESS HALL

Hours: 8:30 a.m. – 4:30 p.m. Tuesday and Friday

Auxiliary Enterprises provides sheets, blankets, pillows and pillowcases to all students residing on campus. If you do not return these items, the cost will be added to your student account.

MAIL ROOM

STONE BUILDING

Hours: 10:00 a.m. – 3:00 p.m. Monday - Friday

10:00 a.m. – 12:00 p.m. Saturday

The Mail Room is a service provided to effectively distribute mail on and off-campus. Mail is delivered to all residence halls on a daily basis. Any certified or registered mail may be picked up from the Mail Room during normal hours of operation.

TELECOMMUNICATIONS

STONE BUILDING

(757) 727-5094 or "0"

Office Hours: 8:00 a.m. – 7:00 p.m. Monday – Friday

Telecommunications serves to provide an efficient working telephone system for all students residing on campus and to manage all telephone equipment throughout the residence halls, including pay telephones. Any necessary repairs or replacements of telephone equipment will be handled in a timely manner. Telecommunications also offers phone mail to students on a semester basis. Applications may be picked up at the Telecommunications Office. Long distance service is provided through AT&T – ACUS, which issues a Personal Security Code (PSC) to charge long distance calls. To obtain your PSC code, dial 1-800-445-6063. Students are billed directly by ACUS.

RESIDENTIAL HALL FURNISHINGS

Auxiliary Enterprises provides all residential furnishings. Report all problems to your residence hall director for repair or replacement of damaged furniture.

VENDING MACHINES

Auxiliary Enterprises also provides all vending machines campus wide. These vending machines are a privilege provided for the convenience of all and are to be properly used at all times.

UNIVERSITY CAFETERIA

GOURMET SERVICES, INC.

(757) 727-5218

Office Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday

Gourmet Services, Inc. is contracted by Hampton University to provide nutritious meals by courteous staff members for the student community. Students who require special diets will also be accommodated. The student ID card serves as a meal ticket.

Monday – Friday	-	Breakfast – 7:00 a.m.-9:30 a.m.
		Continental Breakfast-9:30 a.m.–11:00 a.m.
		Lunch-11:00 a.m.-2:30 p.m.
		Dinner-5:00 p.m.-8:30 p.m.
Saturday-Sunday	-	Brunch-9:00 a.m.-1:00 p.m.
		Dinner-4:00 p.m.-6:00 p.m.

GENERAL STATEMENT TO ALL RESIDENT STUDENTS

REGARDING INSURANCE PROTECTION

FOR YOUR PERSONAL PROPERTY

Please be aware that Hampton University ***does not*** provide insurance coverage for your personal property while residing in residence halls. Please consult your Homeowner's or Renter's Insurance Company and arrange this coverage. Several companies provide suitable residence hall only personal property insurance.

GENERAL

INFORMATION

HAMPTON UNIVERSITY

SPRING SEMESTER...2014

JANUARY

Monday, 6	Second Semester Begins - Faculty Returns
Wednesday, 8	New Students Arrive - 9am
	Graduate Evening Registration (4pm - 7pm)
Thursday, 9 - Friday, 10	Continuing Undergraduates and Graduate Students (Students must arrive according to the pre-determined schedule)
Monday, 13	Classes Begin
Monday, 13 - Tuesday, 14	Late Registration/Late Fee Applied
Wednesday, 15	Late Registration – **VA Beach** (10am - 2pm and 3pm - 7pm)
	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 withdrew 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
	End of Add and Drop Period – Six-Week Session
Tuesday, 24	Classes Begin – Pre-College
Friday, 27	End of Add and Drop Period – Pre-College
	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.

All University Police Officers employed by the University Police Department are sworn through the Circuit Court of the City of Hampton, have completed the required curriculum at the Police Academy, in accordance with Virginia State Law, and have the same arrest and enforcement authority as any other law enforcement officer.

I. General

A. The parking and Traffic Regulations of Hampton University are designed to best maintain an orderly flow of traffic on campus and to best utilize the existing parking facilities. To accomplish these goals, it is necessary for all students, faculty, and staff to become familiar with the regulations and abide by them. These regulations are applicable to all students, faculty, and staff of the University and to all visitors.

B. University Police Officers are responsible for the enforcement of these regulations, and all records of parking registration and violations are maintained in the Traffic Administration Office.

C. All vehicles are required to display current decals on bumpers. Vehicles that do not have decals or parking permits are subject to be towed. Parking permits can be obtained from the Traffic Administration Office, located in the rear of Whipple Barn.

D. Decals are non-transferable unless authorized by the Traffic Administration Office.

E. Hampton University accepts no responsibility for a vehicle or its contents while parked or operated on University grounds.

F. Faculty, staff, and students will have their operation of a vehicle and parking privileges suspended for the remainder of a semester should the accumulate 3 unpaid parking tickets. Students will not be allowed to register for a future semester, graduate or obtain services form the university until all parking tickets are paid.

G. **Cottage parking areas are for those who reside in specific cottages only.**

H. Students, faculty, and staff who do not have a vehicle registered on campus, cannot receive a temporary parking permit.

I. Students needing to go to the infirmary must stop by the University Police Office, located in the rear of Whipple Barn, to get a temporary permit.

J. University Police will no longer accept telephone calls from faculty, staff, or students requesting parking out of their designated areas. You must come to the University Police Office to obtain a permit.

K. All summer session students may park in any student lot except the cottage parking areas.

L. Obtaining a temporary permit by false pretenses will constitute a $100.00 fine.

M. Parking rules and regulations are in effect ***at all times***, including holidays and University breaks.

N. **All University citations must be paid in full within 10 days of the date of issue. Original receipts must be given to the Traffic Administration Office for proper credit. Citations will no longer be applied to student accounts.**

II. Registration of Vehicles

A. All motor vehicles (automobiles, trucks, motorcycles), owned or operated by students, faculty, or staff must be registered with the University Police.

B. All students, faculty, and staff who have purchased a University decal must affix the decal to both the front and rear bumpers of their vehicle. (A metal plate may be attached to the front and rear license plates of the vehicle to display decals). No temporary permits will be issued.

C. Individuals may register only those vehicles of which they are the owner. Individuals may also register an immediate family member's vehicle of which they are the primary operator. Persons registering vehicles must be prepared to show positive proof of ownership and insurance listing a current expiration date and vehicle at the time of registration. Also needed are drivers license and current class schedule. ID cards are not accepted.

D. When two or more persons in a family are employed at the University, each person will register their vehicle separately, paying full amount of the registration fee.

E. When employees of the University wish to register an additional vehicle for his/her sole use, they do so at no extra cost.

F. Employees' dependents who are students must register their vehicles as students.

G. Lost, stolen, damaged or transfer decals will be replaced for $2.00.

H. The person to whom a vehicle is registered is responsible for payment of all violation notices issued to that particular vehicle.

I. All vehicles registered and operated on campus must be properly licensed and inspected for mechanical condition in accordance with the laws of the State in which the vehicle is registered for operation.

J. Failure to register a vehicle constitutes a violation of these regulations and will result in the vehicle being towed from campus at the owner's expense.

K. Cost of fines will not be applied toward the payment of registration fees.

L. Persons found to have been involved with falsification of a vehicle registration will be fined $100.00 and will be subject to additional disciplinary actions.

M. Enforcement of current decals will begin on the first day of classes for each semester, including summer sessions.

III. Parking Regulations

A. Resident Decals

1. Resident students must park in resident student lots only. Resident students are not allowed to park in time zones between 7:00 a.m. and 5:00 p.m.
2. Resident students are prohibited from using automobiles for travel to and from residence halls, classes, the cafeteria, the library, athletic events on campus, and all other activities on campus except between the hours of 5:00 p.m. and 7:00 a.m. weekdays and on holidays.
3. Resident vehicles found parked east of Cemetery Road between the hours of 7:00 a.m. and 5:00 p.m. will be subject to tow or wheel lock.
4. Resident vehicles found traveling east of Cemetery Road between the hours of 7:00 a.m. and 5:00 p.m. will be ticketed with a $25.00 fine.
5. There will be only 400 resident decals sold per school year. Any resident student, regardless of classification, wishing to obtain a decal after the allotted number will be issued a Lot 11 decal.

B. Commuter and Lot 11 Decals

1. Commuting and Lot 11 student will not be allowed to park or drive their vehicle on campus between the hours of 7:00 a.m. and 5:00 p.m.
2. Commuting and Lot 11 students must park in Lot 10 or 11 only.
3. Commuting and Lot 11 vehicles found parked on campus between the hours of 7:00 a.m. and 5:00 p.m. will be subject to tow or wheel lock.
4. Commuter and Lot 11 vehicles found traveling through campus between 7:00 a.m. and 5:00 p.m. will be ticketed with a $25.00 fine.

C. Graduate Students

1. Graduate students will be allowed to park in the gravel Lot 20 and Lot 2 at 4:00 p.m.
2. Graduate students may park in any student lot, excluding cottage parking areas unless the reside in that specific cottage.

D. Freshmen and Sophomores

1. Only Lot 10 and 11 decals will be issued to freshmen and sophomore students that qualify.
2. Qualifications for this decal will be for employment and health purposes only.

E. Faculty and Staff

1. All Faculty and Staff lots are reserved for the sole use of vehicles with permits assigned to them. Vehicles without assigned parking permits will be towed.
2. **Reserved parking spaces are reserved for 24 hours, 7 days a week.**
3. **Persons with reserve decals must park in their designated parking space.**
4. Faculty and staff will be assigned to only one parking space in one lot.

F. Visitor Spaces and Lots

1. All parking lots and spaces designated "visitor" are for the sole use of off-campus visitors to the University between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday.

G. Prohibited Parking Areas – No vehicle may be parked at any time in/on these areas:

1. a NO PARKING zone
2. a FIRE LANE
3. any yellow-curbed or painted area
4. an area within fifteen (15) feet in any direction of a fire hydrant
5. on the grass
6. any area not specifically designated for vehicular parking.

All above violations will constitute a $50.00 wheel lock fee.

IV. Traffic Regulations

A. The speed limit for all campus roadways is 15 m.p.h., unless specifically posted otherwise at a given location.

B. Vehicles will be operated only upon roadways, drives and designated parking lots. Any individual operating a vehicle so as to endanger the life, limb, or property of any person will be in violation, and may be charged on a State traffic summons.

C. Any accident on the campus involving a motor vehicle must be reported to the Campus Police immediately, regardless of the extend of damages involved.

V. Violations and Penalties

A. Parking fines-all fines are to be paid at the Cashier's window in the Administrative Services Center.

1. False Registration - $100.00
2. Altered Parking Permit - $50.00
3. Reckless Driving - $50.00 & suspension of campus driving privilege for 1 year
4. Failure to comply with instructions of University Police - $50.00
5. Operating a vehicle on campus without University registration - $25.00
6. Failure to stop for a sign - $25.00

7. Speeding - $25.00
8. Improper Parking - $10.00
9. Unauthorized use of University decal - $100.00
10. Parking Overtime - $10.00
11. Parking against flow of traffic - $10.00
12. Failure to affix decal to vehicle - $10.00
13. Obstructing Traffic - $20.00
14. Parked in wheel lock zone - $50.00
15. No operator license in possession - $25.00
16. Handicap Parking - $100.00
17. Loud Music - $25.00
18. Improper Equipment - $20.00
19. Driving on campus before 5:00 p.m. - $25.00

Fines and fees are subject to change without notification.

B. Appeals

1. Any person who feels a traffic violation or parking ticket issued by a University Police Officer is unjust may complete a "Violation Appeal Form" which may be obtained from the University Police Office within seven days from the date of the ticket. Appearance is not mandatory at the Traffic Appeals Board hearing. A person may let their written appeal stand on its own merit or they may appear before the Board. It is optional.

C. Towing – Vehicles will be towed at the owner's expense for the following:

1. Unregistered Vehicles
2. Parking in Faculty/Staff lots between 7:00 a.m. and 5:00 p.m.
3. Creating a traffic hazard or blocking other vehicles.

D. Abandoned Vehicles

1. Vehicles that have been left unauthorized for a period in excess of 30 days and show no signs of being used, will be considered abandoned. The owner will be notified to remove such vehicle from the University. The University Police department will tow the vehicle at the owner's expense.

E. Vehicle Immobilizers (Wheel locks)

1. Immobilizers will be used to aid in the enforcement of motor vehicle traffic rules and regulations. The wheel locks cause no damage to cars but make them immobile.
2. A fee of fifty ($50.00) dollars is charged for removal of the wheel lock.
3. All wheel lock fees must be paid in cash before the wheel lock will be removed from the vehicle.
4. A fine of $100.00 plus loss of parking and driving privileges on the campus for the remainder of the school year will be levied for the unauthorized removal of the wheel lock.
5. If fines are not paid and wheel locks removed within one (1) day, the vehicle will be towed off campus, wheel lock fines will be forwarded to the Business Office for collection, and the cost of towing will be assumed by the owner.

VI. Special Parking

A. Authorization for parking in other than designated lots may only be granted through the Traffic Administration Office between the hours of 7:30 a.m. and 4:30 p.m. After hours and weekend requests should be directed to the University Police.

B. Permits and Passes

1. Visitor Passes are available in the Traffic Administration Office between 7:30 a.m. and 4:30 p.m.
2. Temporary passes are available for a charge of $5.00 per week, not to exceed five (5) consecutive weeks for new employees. Temporary employees (those not employed by the University) are to pay $5.00 per week not to exceed $40.00 per school year. Temporary passes may be purchased at the Parking Administration Office. Monday through Friday, 7:30 a.m. to 4:30 p.m. Persons with vehicles that are registered may obtain a temporary permit at no cost in case of an emergency.
3. Disabled Vehicles – any person having a temporary disabled vehicle must report same to the Traffic Administration Office. Traffic Administration will allow temporary parking for no longer than 5 days, but will require notification and prior approval. A vehicle may not be left with notes on windshields or simply parked where the vehicle breaks down. After hours and weekend requests for assistance should be directed to the University Police.

Traffic Administration Office – Hampton University
The Hampton University Traffic Administration Office and the University Police Department are located in the rear of Whipple Barn.

The University Police provides protection and service to the members of the University community and to University guests. University Police Officers provide 24-hour patrol of the University grounds. By doing so, officers can respond to any call for emergency assistance within a matter of minutes.

Traffic Administration Office	**727-5358**
University Police Department	**727-5300/5259**
Emergency	**727-5666**

Revised 07/02

OFFICE OF THE REGISTRAR
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