

J-1 Enrollment Guide Fall 2017 and Spring 2018



HAMPTON
UNIVERSITY

LETTER

Dear Future Hamptonian,

Congratulations on your acceptance to Hampton University. The education you will receive at this university will position you for a lifetime of excellence!

The information in this booklet has been prepared to assist you with the enrollment process as you transition to college. We encourage you to read this guidebook in its entirety, and adhere to the submission of required documents and deadlines. The required forms are the Admission Reply Form, the Advance Deposit Envelope (with fee), and the Housing Application. Additionally, you must complete the process for Medical Clearance by May 1, 2017. (Refer to pages 19-20 of this guide). To reserve your space in the class, please complete, and submit all of the required forms to their respective office by May 1, 2017. **Keep in mind that you can get a jump start on orientation activities by paying your advance deposit by March 1, 2017. (See Page 2.)**

Please note that this University reserves the right to rescind the admission of any student whose medical record indicates that he/she may pose a threat to him or herself, or the community at large. Students admitted provisionally are required to submit the Pre-College/Summer Bridge Enrollment Form and the \$500 non-refundable summer school deposit by May 1, 2017.

It is imperative that you review the pages reserved for the Hampton University Code of Conduct and the Student Dress Code. We believe that joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for your community.

Lastly, information is included on the Summer Pre-College program and several University musical organizations. If you are interested in any of these programs, please read the pages dedicated to these interests carefully, and respond accordingly.

Congratulations once again. We look forward to receiving your response(s) and to welcoming you to your "Home by the Sea".

With warmest regards,

Angela Nixon Boyd

Angela Nixon Boyd
Dean of Admission

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/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 Student 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 possibly 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 humane 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.

STUDENT DRESS CODE

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes 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 demonstration 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 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:

1. Do-rags, stocking caps, skullcaps and bandanas (prohibited at all times on the campus of Hampton University except in the privacy of the student's living quarters);
2. Head coverings and hoods for men in any building;
3. Baseball caps and hoods for women in any building. This policy item does not apply to headgear considered as a part of religious or cultural dress;
4. Bare feet;
5. Shorts that reveal buttocks;
6. Shorts, all types of jeans at programs dictating professional or formal attire, such as Musical Arts, Fall Convocation, Founder's Day, and Commencement;
7. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;
8. Men's undershirts of any color worn outside of the private living quarters of the residence halls;
9. Sports jerseys without a conventional tee-shirt underneath; and
10. Men and Women's pants that show underwear.

DRESS CODE: PROCEDURES FOR CULTURAL OR RELIGIOUS HEAD COVERINGS

1. Students seeking approval to wear headgear as an expression of religious or cultural dress may make a written request for a review through the Office of the Chaplain.
2. The Chaplain will forward a recommendation to the Vice President for Student Affairs for final approval.
3. Students that are approved will then have their new ID card picture taken by University Police with the headgear being worn.

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 Office of the Dean of Judicial Affairs and Housing for the attention of the Vice President for Student Affairs.

NOTE

1. Notify the Business Office and the International Office if your contact information changes.

The University will send you several important mailings over the course of the year, and it is critical that you notify us if your contact information changes. Whether you inform us by traditional mail, fax, or e-mail, be sure to include your full legal name, your student ID number, your date of birth, your new telephone number, and/or the date on which your new address will become effective.

International Office

Email Address: Internationaloffice@hamptonu.edu

Fax: 757.637.2572

Address: 130 Phenix Hall, Hampton University 100 East Queen Street, Hampton, VA 23668

Business Office

Email Address: businessoffice@hamptonu.edu

Address: Whipple Barn, Hampton University 100 East Queen Street, Hampton, VA 23668

2. Refer to the medical clearance page in this document for instructions on achieving medical clearance.

ADMISSION REPLY FORM

REPLY FORM FOR ADMITTED STUDENTS

We ask that you promptly complete and return this form even if you cannot accept our offer of admission. Return this form to the Office of Admission using the self-mailer on the reverse side of this form.

SPECIAL ADMIT

- I will enroll at the University and understand that I must arrive on the designated Report Date.
- I will attend the Summer Bridge program at Hampton University.
- Defer my admission until _____ (Not to exceed 1 year of the offer).
- I will not attend Hampton University in the fall. Instead I will attend:

_____.

I have submitted my advance deposit in the envelope provided for the Business Office.

I will submit my advance deposit by May 1, 2017

FULL LEGAL NAME (please print) Male Female

PERMANENT ADDRESS _____

_____ Zip Code _____

HAMPTON UNIVERSITY I.D. NUMBER _____

SIGNATURE _____

FULL NAME OF PARENT OR LEGAL GUARDIAN

ADDRESS OF PARENT OR LEGAL GUARDIAN (if different from yours)

_____ Zip Code _____

PARENT E-MAIL ADDRESS _____

RELATIONSHIP

(please check one) Parent Legal Guardian

*If you attend another college or university during your deferment, you must notify the Hampton University Office of Admission and submit transcripts prior to your new term of entry.

HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668
JUDICIAL AFFAIRS AND HOUSING ON-CAMPUS HOUSING
APPLICATION

This application is being submitted for August _____ January _____ Male Female
Year Year

Name _____
Last First Middle

HU ID# _____ Age _____ Date of Birth _____ Major _____

Home Address _____
Street City/State Zip Code

E-mail address _____

Telephone No. (____) _____ Hobbies/Special Interests _____

List any scholarships accepted: _____

Describe any conditions that require special attention: _____

Name of person to contact in case of emergency: _____

Phone/Cell Phone _____ Relationship _____

Housing application will not be processed without complete emergency contact information—Name, Phone/Cell Phone, Relationship

Have you ever been a resident student at Hampton University? Yes No

If so, when? _____

Building Preference(s) 1st _____ 2nd _____

Room type preference: q Double q Single*

Do you have a choice of roommate? Yes No Name: _____

Please think about your answers carefully and answer as accurately as possible.

- ____ 1. While Residence Halls are smoke-free environments, due to allergies and strong personal preferences, please answer with care.
a. I am a smoker. b. I am a non-smoker c. I am a non-smoker, but willing to live with a smoker.
- ____ 2. How would you characterize the sleeping habits you would prefer your roommate to have?
a. Prefer a "day person" (early to bed, early to rise). b. Prefer a "night person" (late to bed, late to rise).
- ____ 3. Unlike your room at home, your residence hall room serves not only as a place to sleep, but as a living room and a place to entertain friends. How will your room look?
a. Everything in its place most of the time. b. Things will pile up until I get into a cleaning mood. ____
4. Study locations vary (i.e., library, room). Which reflects your study plans?
a. I plan to study several hours a day in my room. b. I do not plan to study much in my room ____ 5. I prefer studying:
a. With soft music b. With the television or stereo on at any volume. c. In a quiet area ____ 6. Some people need more privacy than others. How do you feel?
a. I would prefer as much privacy as possible. b. I would not mind visitors in my room at almost any time.

Check Current Status (Be sure to check to send the application to the appropriate office.):

Special Admit

***A limited number of singles are available and assigned on a first come-first served basis with respect to date of payment of advance deposit fees. There is an additional per semester fee for single accommodations.**

The above information is solicited in an effort to match student personalities as closely as possible. However, there may be circumstances where the availability of housing makes this impossible. If disability related accommodations are being requested, please contact the Office of the Director of Compliance and Disability Services at 757-727-5493 or visit their website <http://www.hamptonu.edu/compliance/> for more information.

Date _____ Applicant's Signature _____

----- **DO NOT WRITE BELOW THIS LINE** ----- Room
Assignment _____ Room No. _____ Roommate _____

HAMPTON UNIVERSITY
55 E. TYLER STREET • HAMPTON, VA 23668
(757) 727-5315
HEALTH CENTER

Dear Incoming Student:

We are pleased to announce Med + Proctor, an electronic medical clearance platform, as our way to clear all students medically for enrollment. Med + Proctor is HIPPA and FERPA compliant and your confidential medical information will remain secure.

There is a \$10.00 fee to set up your Med + Proctor account. We feel the process will streamline your clearance process and allow you to focus on other important matters as you for prepare for a successful tenure at Hampton University. Additionally, the membership provides lifetime access to your immunization data that can be shared with others as you designate.

Once you have paid your advance deposit, then you will receive information on how to set up your @my.hamptonu.edu email account. You will need an active @my.hamptonu.edu email address to register for medical clearance through the Med + Proctor site. An email invitation from Med + Proctor will be sent to your @my.hamptonu.edu email account to start the process.

We think you will find the website easy to follow. Simply download the medical forms and complete the required information; please ensure the exam and immunization forms are fully completed and signed by your medical provider. Then simply upload your information to the Med + Proctor website. Do not bring your completed forms to the Health Center. You must upload the forms to the Med + Proctor site. You may scan the information into to your computer or even upload pictures of the documents straight from your smart phone!

Please note the deadline is May 1st for the entering fall semester and January 1st for the spring semester each year. Remember once you pay the advance deposit, then you can set up your @my.hamptonu.edu email address. Please check your assigned email for your invitation, and feel free to contact the Health Center at (757)727-5315 if you have any questions.

Sincerely,

Karen T. Williams, M.D.

Karen T. Williams, M.D.
Director, Health Center



HAMPTON

UNIVERSITY

THE STANDARD OF EXCELLENCE

All incoming students must use Med+Proctor to submit medical/immunization records.

You will need an active @my.hamptonu.edu email address to register.



Step 1: Register



Visit medproctor.com and click "register" to start a new account. Type in your school email address to get started and follow the directions to register a new account.

Step 2: Download



Fill out any required personal, medical or insurance information. Download the required forms and follow the directions provided.

Step 3: Upload



Log back in to your Med+Proctor account and upload a copy of your forms. Make sure your forms are complete and legible. You will receive an email confirmation once the forms have been reviewed.

ENROLLMENT STEPS:

- A. Complete Health Form with the help of your primary physician.
- B. Complete Housing Form.
- C. Complete Admission Reply Form
- D. Respond to Registrar's Office Email (the one that includes the pin number and your new email address.)
- E. Make out two cashier's checks, one for the school deposit of \$600 made out to 'Hampton University' and one for your dorm supplies fee of \$100 made out to 'Hampton University's International Office' (account number for a phone payment is as follows: 990018820208703075667518.)
- F. Send all forms and all University checks in one package to the International Office at Hampton University.
- G. Pay the I-901 fee at www.fmjfee.com.
- H. Pay the 'Visa Processing Fee' online. You may have to wait 4 hours to access your receipt then return to the site for a receipt. Print this out. (Steps for Singapore natives: <http://www.ustraveldocs.com/sg/sg-niv-visaapply.asp>) or <https://www.usembassy.gov/> and pick your country.
- I. Complete the DS-160 online, <https://ceac.state.gov/genniv/>.
- J. Set an appointment with the consulate (you will need the 'Visa Processing Fee' receipt number, your passport number and the 10 digit barcode from the DS-160 confirmation page.)
- K. At your consulate meeting bring your DS-2019, your acceptance letter, your home country's identification, visa appointment confirmation letter or page, DS-160 confirmation page, your visa fee receipt page, a 2X2 photograph, your passport and all previous passports; tell the consulate representative you are traveling based on a sports management exchange agreement between Hampton University and Nanyang Polytechnic University
- L. Purchase your round trip plane ticket to ORF or PHF. Call: 405.923.4555 (Ms. Haysbert,) 757.285.2519 (Dr. Ma,) Or 757.645.8982 (Ms. Lau) to be picked up. Email the International Office at Internationaloffice@hamptonu.edu to set your check in date (the day you will be on campus.)
- M. At the port of entry in the airport make sure your DS-2019 is marked J-1/ DS, if not have the official change it.
- N. Before your check-in with the International Office print off the I-94 online, by visiting the following site: <https://i94.cbp.dhs.gov/I94/#/home> (use your passport and visa information.)
- O. Bring your financial and medical clearance forms and present to the Traffic Office to receive your student I.D. Card. You will receive your room assignment by email.
- P. Follow the below steps to register your laptops and mobile devices:
 - 1. http://docs.hamptonu.edu/student/Residential_Network_Device_Registration_Guide_2013020893638.pdf
 - 2. http://docs.hamptonu.edu/student/Mobile_Device_Registration_Guide_2013020893502.pdf
- Q. Download Hampton University's My Campus phone application to view your student account and blackboard via smart phone.
 - 1 <https://mycampus.hamptonu.edu/web/mycampus/getting-started>
- R. Await email on Mandatory Check In date and time from the International Office.

BUDGET

http://docs.hamptonu.edu/student/2016-2017_Schedule_of_Fees_20160229150439.pdf

| SEMESTER (4 MONTHS) BUDGET | |
|-----------------------------|---|
| TRAVEL | \$2,000.00 MAX (BOOKED 1 MONTH IN ADVANCE) |
| PERSONAL EXPENSES AND BOOKS | \$1,500.00 |
| VISA PROCESSING FEE | 160.00 |
| SEVIS I-901 FEE | 180.00 |
| MAIL | 32.48 USD BASED ON UPS EXPRESS SAVER (2 DAYS, .42KG, 100 USD VALUE) |
| APPLICATION FEE | 35.00 |
| INSURANCE | 1,048 |
| CABLE | 95.00 |
| ROOM PHONE | 15.00 |
| DORM SUPPLIES/FEE | \$100.00 |
| MATRICULATION FEE | \$100.00 |
| HEALTH APPLICATION | \$10.00 |
| COMPREHENSIVE FEE | \$1,281.00 |
| TECHNOLOGY | 125.00 |
| ROOM | \$2,917.00 |
| BOARD (MEALS) | \$2,692.00 |
| TOTAL | \$12,290.48 |

BUSINESS OFFICE INFORMATION

Payments for the fall semester are due no later than August 1, 2017. The Business Office will send a bill to your permanent address this summer. ***Please indicate on the Advance Deposit Envelope if you are interested in the deferred payment plan.***

If you have any questions concerning, charges on your bill, pirate power card, deferred payment plan, student insurance and refunds, please contact Student Accounts at 1-800-624-3327 or (757) 727-5661.

IMPORTANT NOTE: Please note new undergraduate students will be **automatically enrolled** in the University sponsored Student Health Insurance Plan and the annual premium will be billed to the student account, unless proof of adequate health insurance coverage is submitted. Students who already have health insurance for the entire academic year and meet the above requirements must submit a waiver by September 1, 2017 and the waiver request must be approved to avoid being enrolled in the Student Insurance Plan. It is the responsibility of the student to verify whether or not the charge has been billed to your student account. All new students and parents are encouraged to visit our Business Office website at www.hamptonu.edu/businessoffice/tuition_fees.cfm for a comprehensive explanation of fees.