

HAMPTON UNIVERSITY

PROFESSIONAL/PHARMACY STUDENTS



2017

Commencement

Communiqué

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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 your 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 14, 2017 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,

A handwritten signature in cursive script that reads "Jorsene S. Cooper".

Jorsene S. Cooper
University Registrar

The Office of Alumni Affairs

Dear Member of the Class of 2017:

Congratulations for being on the cusp of such a major accomplishment! Hampton University's Office of Alumni Affairs (OAA) and the National Hampton Alumni Association, Inc. (NHAA, Inc.) look forward to welcoming you into our beloved Alumni Family. Upon graduation we encourage you to stay connected to your *Home by the Sea*, become an active member of the NHAA, Inc., and network with over 30,000 alumni worldwide.

During graduation practice on Friday, May 12, 2017, you will receive a free Hampton University Alumni ID Card and a list of NHAA, Inc. regions. These items will be placed in your seat allowing you to take advantage of the benefits immediately. Complete information about the NHAA, Inc., including chapter locations and programs are available online at <http://www.hamptonu.edu/alumni/nhaa/> so you can network with Hamptonians in your new city.

Before you leave Hampton's beautiful campus, please provide us with your contact information and remember to connect with us on social media. When you return to Hampton for homecoming, reunions, and other occasions, be sure to stop by the OAA to fellowship and to provide updates such as a new address, an additional degree or new 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 OAA at 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 your matriculation at this prestigious institution. Hampton University has provided you with an *Education for Life* and the competitive edge that will open doors worldwide. Now, finish strong, go forth and let your life do the singing!

In the Hampton Spirit,

Stay Connected to Your Home by the Sea



Brint Martin
Director of Alumni Affairs

IMPORTANT DATES AND DEADLINES

- January 3** Jostens accepting online orders for academic regalia
- February 13** May 2017 graduation application deadline
- February 16-17** Senior Salute 2017
- April 3** Deadline to order Parent Certificates and Banquet Tickets
- April 13-14** Perkins Loan recipients must complete exit loan counseling by these dates
- May 1** Deadline for All Direct Subsidized and Unsubsidized Student Loan Exit Counseling for May, 2017, Candidates for Graduation. All Exit Loan counseling is conducted online. You can complete this process April 3 – 11 at <https://studentloans.gov/myDirectLoan/index.action>
- April 7** Deadline for all account balances and student fees to be paid
- April 26** End of classes for candidates for graduation
- April 27** Reading Day for candidates for graduation
- April 28-May3** Final Examinations for candidates for graduation
- May 9-11** Posting of List of Approved Graduates, Candidates (August & December 2016 & May 2017)
- May 10-12** Distribution of Commencement Admission Tickets (August & December 2016 & May 2017)*
- May 10-12** Distribution of Academic/Financial Clearance Cards (August & December 2016 & May 2017)*
- May 9-11** Posting of List of Approved **Provisional** Candidates (August & December 2017)
- May 10-12** Distribution of Commencement Admission Tickets for Provisional Candidates (August & December 2017)*
- May 10-12** Distribution of Academic/Financial Clearance Cards for Provisional (August & December 2017)*
- May 12** Commencement Rehearsal (9:00 a.m. to 12 noon)*
- May 14** Commencement (Participants report at 8:30 a.m., procession starts at 9:15 a.m. Ceremony begins at 10:00 a.m. You must have a Financial Clearance Card.)

* **Your valid student ID must be presented.**

APPROVED LIST OF AUGUST AND DECEMBER 2016 GRADUATES AND MAY 2017 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) **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 on May 9, at 5:00 p.m., in front of Stone Building, Whipple Barn, and also on the HU Website. Posting will continue through May 11, 2017.

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 CEREMONY
(Issuance of Diplomas)

(August and December 2016 Graduates and May 2017 Graduates only)

The School of Pharmacy 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 Dean will conduct this ceremony.

COLLEGE/SCHOOL

SITE

Pharmacy

Eva C. Mitchell Lawn

INCLEMENT WEATHER SITE

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

INSTRUCTIONS FOR AUGUST AND DECEMBER 2017 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 14, 2017, at 10:00 a.m., all August and December 2017 provisional applicants will have to meet the following qualifications:

- ◆ A graduation application must already be on file for August or December 2017.
- ◆ All August and December 2017 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, March 27, 2016 through Friday, April 10, 2017, by 5:00 p.m. each day in the Office of the Registrar.
- ◆ All August and December 2017 candidates must pre-register for August and/or December 2017.
- ◆ The student must be currently enrolled for the Spring 2017 semester.
- ◆ The student must have completed all required coursework and **require only six (6) hours** or fewer to complete degree requirements after the Spring 2016 semester.
- ◆ All students must have a cumulative GPA of 2.000 or higher after the Spring 2017 grading period.
- ◆ Students must have all financial obligations paid by April 87, 2017.
- ◆ 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 post 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 Whipple Barn, and on the HU Website according to the following schedule:

August & December Provisional 2017 Candidates: May 9-11, 2017
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 14, 2017.

COMMENCEMENT CEREMONY

(All Participants)

The Commencement Ceremony will be held on Sunday, May 14, 2017 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 guests 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.**

All students are expected to demonstrate appropriate behavior consistent with Hampton University's Code of Conduct and dress code for official events. 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.

INSTRUCTIONS (Rehearsal and Day of Commencement)

(All Participants)

1. Participants should report to Armstrong Hall lawn at 9:00 a.m. Friday, May 12 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. Professional/School of Pharmacy students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the Professional/School of Pharmacy's dean immediately upon arrival at Armstrong Hall lawn on May 14, at 8:30 a.m., in order to be placed correctly in the line to march.
2. The Professional/School of Pharmacy will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see page 12 for distribution). A valid ID 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: white collared shirt with tie, 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. Women are not allowed to carry purses during the procession.
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, Professional/School of Pharmacy students who have completed all degree requirements should go directly to Professional/School of Pharmacy diploma site and prepare to participate in the individual College Ceremony. (See page 5 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 should 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 14, and assemble with their Dean in assigned areas. (See page 6 for inclement weather sites).

COMMENCEMENT FINANCIAL REQUIREMENTS (All Participants)

All account balances and student fees must be paid by April 7, 2017. 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.)

Graduation Fees:

Doctorate Degree	\$50.00
Master's Degree	\$50.00
Master's Academic Regalia Unit *	\$25.00
Doctorate Degree	\$50.00
Doctorate Academic Regalia Unit *	\$90.00-\$114.00
Master's Thesis Binding (5 copies)	\$85.00
Doctoral Dissertation Binding (5 copies)	\$85.00

Transcripts:

\$ 10.00 – online, or by mail

***Unit includes Cap, Gown, and Tassel**

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** (Direct Subsidized and Unsubsidized) **Exit Counseling may be conducted ONLINE.**
- ♦ **May 1 is the deadline for all candidates for graduation to complete exit counseling for financial clearance**

<https://studentloans.gov/myDirectLoan/index.action>

- **Manage My Direct Loans**
- **Complete Counseling**

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

- www.hamptonu.edu
- Department & Offices
- Financial Aid
- Loans
- Entrance and Exit Loan Counseling

Online Exit Loan Counseling sessions usually take 20 minutes to complete. 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 your session.

FEDERAL PERKINS LOAN RECIPIENTS must complete a two part Exit Counseling Requirement.

PART ONE---Attend an Exit Interview session. Academy Building, 4th Floor
April 3-14, 2017.

PART TWO---Complete the online counseling @mycampusloan.com

***Contact the Collection Office to schedule a session (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 2016 GRADUATES AND MAY 2017 PROFESSIONAL/PHARMACY CANDIDATES DISTRIBUTION SCHEDULE

Students must present a valid ID card in order to receive Academic/Financial Clearance Cards.

The clearance card is available for distribution on the following dates and times:

ACADEMIC/FINANCIAL CLEARANCE CARDS

May 10 (Wednesday)	Convocation Center	9:00am – 4:00pm
May 11 (Thursday)	Convocation Center	9:00am – 4:00pm
May 12 (Friday)	Convocation Center	after rehearsal until – 5:00pm

ADMISSION TICKETS

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

Tickets are only needed in the event of inclement weather.

Pharmacy students will receive a total of eight (8) admission tickets: (4) for the Convocation Center and four (4) for Holland Hall **

Tickets are available for distribution on the following dates and times:

May 10 -11 (Wednesday & Thursday)	Convocation Center	9:00 am - 4:00 pm
May 12 (Friday)	Convocation Center	After rehearsal - 4:00 pm

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

PARENT CERTIFICATES

Will be distributed on Sunday May 14, 2017 at the individual school ceremonies

ACADEMIC REGALIA (Student Center 2nd floor) Pickup Dates/Time

May 9-11	Aerobics room	10: am – 3:00 pm
May 12	Aerobics room	8:30 am – 2:00 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)

To order your caps and gowns online, please visit:

<http://www.jostens.com/apps/store/customer/1119901/Hampton-University/>

For any questions regarding your online order, contact Jostens Customer Care Center at 1(800) 854-7464.

AUGUST AND DECEMBER 2017 PROVISIONAL CANDIDATES DISTRIBUTION SCHEDULE

ACADEMIC REGALIA (Student Center 2nd floor) Pickup Dates/Time

May 9-11	Aerobics room	10:00 am – 3:00 pm
May 12	Aerobics room	8:30 am – 2:00 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)

To order your caps and gowns online, please visit:

<http://www.jostens.com/apps/store/customer/1119901/Hampton-University/>

For any questions regarding your online order, contact Jostens Customer Care Center at 1(800) 854-7464.

ACADEMIC/FINANCIAL CLEARANCE CARDS

May 10 -11 (Wednesday & Thursday)	Convocation Center	9:00 a.m. – 4:00 pm
May 12 (Friday,)	Convocation Center	after rehearsal. – 5:00 pm

ADMISSION TICKETS (Convocation Center)

May 10 - 11 (Wednesday & Thursday)	9:00 am – 4:00 pm
May 12 (Friday)	after rehearsal – 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.**

Pharmacy students will receive a total of 8 tickets: (4) for Convocation Center and (4) for Holland Hall **

PARENT CERTIFICATES

Will be distributed on Sunday May 14, 2017 at the individual school ceremonies

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

August and December 2016 Graduates & May 2017 Professional Candidates

The Graduation fees include the cost of one (1) 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 (1) 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.
- ❖ If there are any questions, please call the Office of Special Projects at McGrew Conference Center (757)727-5681.
- ❖ Please return by April 43, 20167 to: Hampton University

Office of Special Projects
McGrew Conference Center
P.O. Box 6396
Hampton, VA 23668
Tel.# 757-727-5681 – Fax# 757-727-5643
Drop-offs and Faxes are Welcome

Hampton University
Takes Pleasure in Presenting This Certificate
Of Appreciation to

Please Print Parent(s)'/Presentee(s)' Name
As

Please Print Your 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 14th Day of May 2017

Major: _____

Today's Date: _____

Student's Permanent Phone Number: _____

Home Address of Parent(s)/Guardian(s): _____

City: _____ State: _____ Zip Code _____

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 an additional transcript is \$10.00 if requested online for mail-in or in-person. Personal checks are not accepted. Instructions for requesting transcripts are listed below.

- 1. You can order your transcripts online by going to www.getmytranscript.com and click on Hampton University.**
- 2. Follow online instructions.**
- 3. If you are unable to request on line, you may send a letter which should include: Your full name, maiden name, if married, or any other name, your social security number or student ID number, dates of attendance, graduation date, return address, and daytime telephone number, also include the address and name of the person who should receive the transcript. Do not forget to sign and date your request. 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. (Reminder: The fastest process is using the online request system)**
- 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.

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.

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 Office 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.

COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

The Catalog states that the final 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 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 28, 2017.**
3. The student must complete the CRT registration process at the Office of the Registrar in accordance with the registration deadlines. **The deadline for the CRT registration is February 13, 2017.**
4. The student must receive a minimum grade of “C-” in order for Hampton to accept and record the credit hours. All major courses must be completed with a grade of “C” or higher. Hampton University does not record grades and quality points from another institution. Only the equivalent credit hours are accepted.

WHEELCHAIRS

The University does not provide wheelchairs. Anyone desiring the use of a wheelchair may contact one of the agencies listed below:

**Roberts Home Medical Company
700 Thimble Shoals Boulevard
Newport News, VA 23607
(757) 599-9080**