

# **HAMPTON UNIVERSITY UNDERGRADUATE**



**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 a bachelor's 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](mailto: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,

**Brint Martin**  
Director of Alumni Affairs

*Stay Connected to Your Home by the Sea*



## 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 Certificate Forms, and Banquet Tickets
- April 3-14** Perkins Loan recipients must complete exit loan counseling by these dates
- April 6** Deadline to order Academic Regalia
- 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 3-14 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-May 3** 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 Senior Banquet Tickets (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 Senior Banquet Tickets for Provisional Candidates (August & December 2017)
- May 10-12** \*Distribution of Academic/Financial Clearance Cards (August & December 2016 & May 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 12** Senior Banquet (Jerome H. Holland Physical Education Center, 6:30 pm)
- May 14** Commencement (Participants report at 8:30 am Procession starts at 9:15 am Ceremony begins at 10:00 am. 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) and 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 and those eligible to receive honor cords on May 9 at 5:00 p.m., in front of Whipple Barn, in the Student Center, and also on the HU Website. Posting will continue from May 9 through May 11, 2017.

**NOTE: The University policy allows undergraduate applicants to participate in the Commencement exercise if they are six (6) hours or fewer from completion of requirements and have a cumulative grade point average (CGPA) of 2.00 or higher. Additional requirements for these students are listed on page 6.**

**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 CEREMONIES (Issuance of Diplomas)** *(August and December 2016 Graduates and May 2017 Graduates only)*

Each school 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 School Dean will conduct this ceremony.

#### **COLLEGE/SCHOOL**

#### **SITE**

Business	Holland Hall
Engineering and Technology/Architecture	
Professionals	Armstrong Hall, Little Theatre
Liberal Arts and Education	Convocation Center
Science	Armstrong Stadium
Nursing/Virginia Beach Undergraduate Nursing	Student Center Ballrooms
Journalism/Communications	Ogden Hall
Graduate College/Doctoral (MA,MS, MT and EdS report to their respective schools)	Booker T. Washington Lawn
Pharmacy	Eva C. Mitchell Lawn
University College	University Memorial Church

## **INCLEMENT WEATHER SITES**

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

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

# INSTRUCTIONS FOR MAY, 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 May, August and December 2017 provisional applicants must 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, 2017 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 Summer and/or Fall 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 2017 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 7, 2017.
- ◆ All students who have been loan recipients must complete an exit interview with the Financial Aid Office and Office of Collections. See page 11

**The Office of the Registrar will begin posting the approved list of students eligible to participate in the en masse Commencement Ceremony as provisional participants after 5:00 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 those 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.**

**PICTURES:** Photos may not be taken in front of the commencement stage and picture taking is restricted to the Hampton University photographer, the media, and employee(s) of the professional photographer contracted by the University.

All students are expected to demonstrate appropriate behavior consistent with Hampton University's Code of Conduct. 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.

# Policy Regarding Honors Cords Designations

## Undergraduate Academic Regalia

Academic regalia worn by graduating seniors during the University-wide commencement exercise may be complemented by designations of honors representing only University Honors (Summa Cum Laude, Magna Cum Laude, Cum Laude, and Honors) and the Honors College. The color designations will be as follows:

Summa Cum Laude	-	Gold
Magna Cum Laude	-	Blue
Cum Laude	-	White
Honors	-	Green
Honors College	-	Orange

Designations for other honors and honors organizations may be worn during the academic school ceremony at which diplomas are issued. Graduates of the Honors College may wear an approved Honors Medallion at the academic school ceremony.

The Administrative Council must approve all designations.

# **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. Undergraduate students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the school 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 Business Office will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see pages 12 and 13 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 shirts with ties, 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.
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, participants who have completed all degree requirements should go directly to their respective diploma sites and prepare to participate in the individual School Ceremony. (See page 4 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 must 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 5 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.)

### Undergraduate Academic Regalia:

Bachelor's / Associate's Unit \* \$71.00

Degrees: \$50.00

Transcripts: \$ 10.00 – online, by mail or in person

**\*Note, Units 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](http://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. Whipple Barn, Room 116  
**April 3-14, 2017.**

**\*Contact the Collection Office to schedule a session (757)727-5610**

**PART TWO---**Complete the online counseling @[www.heartlandeci.com](http://www.heartlandeci.com)

**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 UNDERGRADUATE CANDIDATES DISTRIBUTION SCHEDULE

## ACADEMIC REGALIA (Student Center 2<sup>nd</sup> Floor) Pickup Dates/Times

May 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. All academic regalia should be purchased online before April 6.**

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.

\*LIMITED academic regalia will be available for purchase.

## 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

**2017 graduates must present a valid HU ID card and 2016 graduates must present a valid state ID or drivers license. Duplicate financial clearance cards will not be issued.**

**Financial clearance cards must be presented upon entering the site for the commencement ceremony.**

## ADMISSION TICKETS (Undergraduate)

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

HU Main Campus	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
Graduate College	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
University College	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
Pharmacy	(8 total)	(4 for Convocation Center, 4for Holland Hall)**
Virginia Beach	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**

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

## UNDERGRADUATE BANQUET TICKETS

May 10-11 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 12 (Friday)	Convocation Center	1:30 pm – 4:00 pm

Please complete the Parent Certificate Form and the Senior Banquet Reservation Form and return to the Office of Special Projects, McGrew Towers Conference Center, before April 3, 2017. If there are any questions, please call (757) 727-5681.

**Students must present a valid ID card in order to receive senior banquet tickets. Parent Certificates will be distributed to graduates at the individual diploma ceremonies.**

# AUGUST AND DECEMBER 2017 PROVISIONAL CANDIDATES DISTRIBUTION SCHEDULE

## ACADEMIC REGALIA (Student Center 2<sup>nd</sup> Floor) Pickup Dates/Times

May 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. All academic regalia should be purchased online before April 6.**

\*Auxiliary Enterprises is 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 410, 511 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 612 (Friday)	Convocation Center	After rehearsal – 5:00 pm

**Provisional candidates must present a valid ID card. Duplicate financial clearance cards will not be issued. Financial clearance cards must be presented upon entering the site for the commencement ceremony.**

## ADMISSION TICKETS

May 10,11 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 12 (Friday)	Convocation Center	1:30 pm – 4:00 pm

## PARENT CERTIFICATES

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

**Students must present a valid ID card in order to receive admission tickets. Tickets are only needed in the event of inclement weather.**

HU Main Campus	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
Graduate College	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
University College	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
Pharmacy	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**
Virginia Beach	(8 total)	(4 for Convocation Center, 4 for Holland Hall)**

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

## UNDERGRADUATE BANQUET TICKETS

May 10, 11 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 12 (Friday)	Convocation Center	1:30 pm – 4:00 pm

**Please complete the Senior Banquet Reservation Form and return to the Office of Special Projects, McGrew Towers Conference Center, by April 3, 2017. If there are any questions, please call (757) 727-5681. Students must present a valid ID card in order to receive senior banquet tickets.**

# August and December 2016 Graduates & May 2017 Undergraduate 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 3, 2017 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

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**Hampton University  
Takes Pleasure in Presenting This Certificate  
Of Appreciation to**

---

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

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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**

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Major: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Student's Permanent Phone Number: \_\_\_\_\_

Home Address of Parent(s)/Guardian(s): \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_



# Senior Banquet Order Form (All Participants)

Banquet Date: May 12, 2017 at 6:30p.m.  
Jerome H. Holland Physical Education Center

Space is limited. Requests are processed in order of receipt. Only seniors and their parent(s) or guardian(s) may attend. Each senior will be issued three (3) banquet tickets, one for the graduate and two for guests. If no one will be attending the dinner with you please request only one ticket. If there are any questions, please call the Office of Special Projects at McGrew Conference Center (757)727-5681.

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PRINT NAME CLEARLY

---

PRINT LOCAL ADDRESS

---

PHONE NUMBER

---

SIGNATURE

I will need \_\_\_\_\_ ticket(s).  
(The maximum number of tickets to be issued is three (3), one for you, and two for guest.)

Please complete and return to the address below by April 3, 2017.

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

# IMPORTANT INFORMATION FOR UNDERGRADUATE CANDIDATES

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**Note:** The appearance of a name on any list in the Commencement program must not be considered as conclusive evidence of graduation. Persons who have met all requirements for a particular degree and whose name appears on the list in the program will receive the degree indicated.

## DEGREE AUDIT CAPP – (Curriculum Advising and Program Planning) Check HUNet

**STUDENTS MUST FULLY MEET ACADEMIC REQUIREMENTS AS INDICATED IN THE APPROPRIATE CATALOG AND SUPPLEMENTS.**

**The audit serves two purposes:**

- (1) To indicate to the student the requirements which have been completed and
- (2) To show remaining requirements in the degree curriculum.

Bachelor's degree applicants and department chairpersons will review a graduation audit to confirm remaining degree requirements. The student should review the audit with his or her advisor and have the departmental chairperson notify the Office of the Registrar, in writing, of any discrepancies.

The **student must ensure** that all work is completed, (i.e. waivers/substitutions, change of grades, and transfer credits, etc.) and that official documentation reaches the Office of the Registrar. The Deans and Chairs have a schedule issued from the Office of the Registrar that lists the deadlines for this information. **It is the student's responsibility to check with the major advisor and ensure that the deadlines are met.**

## NON-COMPLETION OF DEGREE REQUIREMENTS

Students who do not complete degree requirements will receive an unsuccessful packet. This packet will contain dated materials concerning the completion of degree requirements. Unsuccessful packets will be mailed to the permanent address. Students who are within 6 hour or fewer from meeting their degree requirements will receive Provisional status, and will be allowed to participate in the en masses ceremony. **The student will be required to update their graduation application to the expected term of completion. Students must be enrolled the semester in which they intend to graduate and have an updated application on file in the Office of the Registrar. The Application deadline for May 14, 2017 graduation, is February 13, 2017.**

# 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 the Director 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.

## CRT REGISTRATION

All students who have an updated application on file for graduation must be enrolled the semester they anticipate graduation. The CRT 000-01 registration is a zero-credit course used to keep a graduating candidate's academic record active at Hampton University. The cost of this registration is \$150.00

This course is required for all candidates who must complete any coursework that is not inclusive of normal matriculation at Hampton University or candidates who have received permission to complete their final courses at another institution.

CRT registration is required if, an Application to Take Courses at Another Institution is on file and it must be completed prior to the student taking the course away.

**The deadline for the CRT registration is February 13, 2017.**

## COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

**Each catalog states that the final 30 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 departmental 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 CRT registration is February 13, 2017.**

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.

# CONSORTIUM REGISTRATION

A student who registers for courses at Tidewater Consortium Schools must be a continuing student with a cumulative GPA of 2.00 or higher. The student must be registered as a full-time student at Hampton University **and meet all course prerequisites.**

After obtaining the signatures of the major advisor, chair, Dean and the Registrar at Hampton University, the student must take the form to the other institution to complete the registration process. The consortium registration form must clearly indicate the host school course numbers and the appropriate Hampton University equivalent course numbers.

## 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.

## 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 additional transcripts is \$10.00 and can be requested online, by 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](http://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.**

## **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**

## **SENIOR SURVEY**

All graduating seniors are asked to take the Senior Survey. If you have questions, feel free to contact Mrs. Bessie Willis of the Career Counseling and Planning Center at 757-727-5331. The surveys will be administered in a classroom setting.