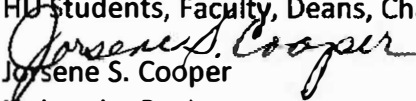


HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

OFFICE OF THE UNIVERSITY REGISTRAR
(757) 727-5324

MEMORANDUM

TO: HU Students, Faculty, Deans, Chairpersons and Staff
FROM: 
Jorsene S. Cooper
University Registrar
RE: COURSE WITHDRAWAL FOR SPRING 2020 AND PRE-REGISTRATION FOR
SUMMER AND FALL 2020
DATE: March 20, 2020

In my last communique, I indicated that the Course Withdrawal Period would extend from April 6 to April 10, 2020 and the Pre-registration Period for Summer and Fall 2020 would begin April 13 and end on April 22, 2020. This correspondence comes to make you aware of the changes in these processes that we will follow to implement electronic Course Withdrawal and Pre-registration.

- **End Date for Course Withdrawal, April 10, 2020**

While the Course Withdrawal Period was initially scheduled to end on Friday, March 13, 2020, ***the End Date for Course Withdrawal is now Friday, April 10, 2020.*** To allow students to continue the withdrawal process, the student will access and complete the standard fillable **Course Withdrawal Form** available on the HU website under Student Forms. Once the student has completed the form, he/she should email it to the Course Instructor, who then forwards it to the Department Chairperson. The form will then be submitted to the Office of the Registrar.

- **Pre-registration for Summer and Fall 2020, April 13-28, 2020**

The **Course Request Form** will be used for Pre-registration course selection for the Summer Session and for the Fall 2020 semester. All faculty advisors will conduct advising sessions via BlackBoard Collaborate Ultra. During these sessions, faculty advisors will complete the following procedures:

1. The student will access and complete the standard fillable **Course Request Form** available on the HU website under Student Forms prior to the advisement session. Through the BlackBoard Community Gradebook, students will submit the form in the assignment link.

2. The faculty advisor will review the requested courses and audit the student's transcript.
3. The faculty advisor will then schedule a BlackBoard Collaborate session via AppointmentQuest, GoogleForm, Setmore, and the like, with the student and send a link to the student confirming the appointment for a BlackBoard Collaborate advisement session.
4. During the Blackboard Collaborate Session, the advisor will record the discussion and provide the PIN number in the comment section of BlackBoard Collaborate. Using the PIN number, the student will enter HUNET to add classes to their Fall 2020 and/or Summer 2020 academic schedules.
5. The faculty advisor must upload the final **Course Request Form** in the student's assignment link for future reference.

Thank you in advance for your patience and cooperation.