



Application to Take Courses with HU Online

Instructions for Hampton University Main Campus Advisors:

When one of your students approaches you about taking a course with HU Online, you will first need to check a few things before giving the below form to the student:

- 1. Academic Status-** Please make sure to check if your student is able to take courses with Hampton University before filling out the form. **If your student has been academically dismissed, they cannot take courses with HU Online until after they have completed the reinstatement requirements on Hampton University Main Campus.** https://www.hamptonu.edu/student-services/financialaid/suspended_students.cfm
- 2. Student Level- Only Graduating Seniors can take courses with HU Online in Fall and Spring Sessions.** Freshmen through seniors can take courses with HU Online in Winter and Summer Sessions.
- 3. Student Credit Check-** You will need to check to see if your student has not exceeded the 6 credit hour limit per academic year for HU Online. **The maximum amount of credits a Main Campus student can take with HU Online is 18 credits, so please make sure that your student has not exceeded this limit.**
- 4. Course Availability-** You will need to check HU Online's Academic Calendar for the list of available courses per semester. **Please note that HU Online courses are typically 8 week sessions and are asynchronous.** You can also view the available courses on HUNet under the Class Schedule link, and select the Online Semester they wish to enroll in. <https://home.hamptonu.edu/online/academic-calendar/>
- 5. Course Alignment-** Once you review HU Online's Academic Calendar webpage or HUNet for available courses, check your student's curriculum for their program to make sure that what course or courses they select align with it.

Once you have checked all of these things, please review the available courses and complete the following form with your student. You must make sure to include the following information printed clearly on the top of the form for efficient processing:

1. Student's First and Last Name
2. HUID number
3. Their student classification, major, addresses and phone number
4. Hampton University Email address (**We will not send emails to student's personal email addresses**)
5. Session Number and Semester for Fall or Spring Semester
6. Summer or Winter written in Semester if enrolling in one of those semesters
7. Academic Year
8. Anticipated Graduation Date

For the bottom part of the form, make sure to include the following information printed clearly for efficient processing:

1. The HU Online CRN number for the selected course
2. The Subject and Course Number (ENGO 101)
3. The Title of the Course (Written Communication I)
4. Hampton University Main Campus Equivalent Subject and Course Number (ENG 101)
5. Hampton University Main Campus Equivalent Course Title (Written Communication I)
6. Answer the "Have you ever taken HU Online courses before?" question, and if the answer is yes, include the credit hours taken with HU Online.
7. Answer the "Are you in your last 30 hours at Hampton University Main Campus?" question.
8. Answer the "Is this course being offered at Hampton University Main Campus?" question.

Then the form must be approved, signed, and dated by the Department Chairperson of the student's major, School Dean of student's major, and the Assistant Provost for it to be considered completed. The form must be completed before the last day of registration for HU Online to be processed in time. HU Online Registration Deadlines can be found on their academic calendar: <https://home.hamptonu.edu/online/academic-calendar/>

MAIN CAMPUS STUDENTS

Application to Take Courses at HU Online **Instructions and Procedures Checklist**

I. Advisor Check In

You will need to meet with your advisor for your major and have them complete the previously listed steps with you so that the form is filled out properly.

You must make sure to include the following information printed clearly on the top of the form for efficient processing:

1. Student's First and Last Name
2. HUID number
3. Your student classification, major, addresses and phone number
4. Hampton University Email address (**We will not send emails to student's personal email addresses**)
5. Session Number and Semester for Fall or Spring Semester
6. Summer or Winter written in Semester if enrolling in one of those semesters
7. Academic Year
8. Anticipated Graduation Date

For the bottom part of the form, make sure to include the following information printed clearly for efficient processing:

1. The HU Online CRN number for the selected course
2. The Subject and Course Number (ENGO 101)
3. The Title of the Course (Written Communication I)
4. Hampton University Main Campus Equivalent Subject and Course Number (ENG 101)
5. Hampton University Main Campus Equivalent Course Title (Written Communication I)
6. Answer the "Have you ever taken HU Online courses before?" question, and if the answer is yes, include the credit hours taken with HU Online.
7. Answer the "Are you in your last 30 hours at Hampton University Main Campus?" question.
8. Answer the "Is this course being offered at Hampton University Main Campus?" question.

II. Signatures

1. Obtain the signature of your Department Chair.
2. Obtain the signature of your Dean.
3. Obtain the signature of the Assistant Provost.

III. Documentation that must accompany the form:

A letter of justification for taking the course(s) if:

- a) You have less than 30 hours of coursework to complete at HU.
- b) The course you want to take at HU Online is offered at Hampton University Main Campus that semester.

Once all the signatures are obtained and all information gathered, email the form before the last day to register to huoadmissions@hamptonu.edu for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.

IV. Important notes:

1. Transfer course credit will **not** be approved retroactively.
2. Students cannot transfer more than six (6) credit hours from HU Online **per academic year**.
3. Only those courses receiving prior approval will be accepted for transfer credit.
4. The student is responsible for ensuring that the required signatures are obtained and that the application is forwarded via email **before the last day to register** to HUOadmissions@hamptonu.edu for processing and copy is delivered to the Main Campus Office of the Registrar, 149 Whipple Barn.



Date _____

HAMPTON, VIRGINIA

APPLICATION TO TAKE COURSES AT HAMPTON U ONLINE

PLEASE NOTE: You can only transfer a total of six (6) credit hours to the main campus per academic year, with a maximum of 18 credits. Only GRADUATING SENIORS can take courses in Fall and Spring Sessions. All grade levels can take courses in Winter and Summer Sessions.

NAME _____ STUDENT ID NUMBER _____ CLASSIFICATION _____ MAJOR _____

ADDRESS _____; _____
(Campus or Local) (Street, City, State, Zip) (Permanent or Home) (Street, City, State, Zip); (Phone - Area Code and Number)

Hampton University Email: _____

I wish to apply for permission to take the following course(s) at HU Online, Hampton, VA 23668, during the _____ Session or the _____ semester of the 20 _____ - 20 _____ academic year. My anticipated graduation date is _____.

Hampton University ONLINE				Hampton University MAIN CAMPUS			
CRN Number	Course Number	Course Title	Credit Hours		Course Number	Course Title	Credit Hours

Have you ever taken HU Online courses before? YES _____ NO _____ If yes, how many? _____

Are you in your last 30 hours at Hampton University Main Campus? YES _____ NO _____

Is this course being offered at Hampton University Main Campus YES _____ NO _____

*** ONLY GRADES OF "C" OR BETTER ARE ACCEPTED AS TRANSFER CREDIT. TRANSFER CREDIT WILL NOT BE COUNTED TOWARDS GPA.**

() Approved
() Not Approved _____ Date _____

() Approved
() Not Approved _____ Date _____

Department Chairperson (OF MAJOR)

School Dean (OF MAJOR)

() Approved
() Not Approved _____ Date _____

Assistant Provost

IT IS THE STUDENT'S RESPONSIBILITY TO REQUEST THAT AN OFFICIAL TRANSCRIPT BE MAILED TO HAMPTON UNIVERSITY'S REGISTRAR.

Once all the signatures are obtained and all information gathered, email the original form to HUUadmissions@hamptonu.edu for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.