

## HAMPTON UNIVERSITY STUDENT COUNSELING CENTER SPRING 2011 TRANSFER STUDENT WELCOME MESSAGE

Congratulations on your acceptance to Hampton University! The Student Counseling Center (SCC) staff would like to take this opportunity to welcome you to your NEW "Home By The Sea." The SCC is headquarters for Transfer Students; however, if you have declared an academic major, your authoritative guidance will come from the Department in which it is located. If you have not declared a major, we (the SCC) provide your guidance. Because our objective is to make your transition as smooth as possible, we have prepared this letter to assist you to complete enrollment processes smoothly. Adhering to the directions for the tasks given below will save you time and energy, and prevent impediments to timely completion.

All of the due dates mentioned in this letter were provided to you in the Enrollment Guide sent to you by the Office of Admission, and we trust that you have met all of them. We would also suggest that you go to the University webpage, [www.hamptonu.edu](http://www.hamptonu.edu), and type "registration guide" in the search box to access the Freshmen Studies Office's "Communiqué and Registration Guide." Although it is for freshman students, it is filled with much useful information about Hampton.

The elements to be discussed below are: transcripts and transcript evaluation, medical clearance, deposits and housing, and new student orientation.

- Submit Your Final Transcript  
When you applied to Hampton University, you submitted your admissions application with official transcripts from any colleges you attended. If you have taken any courses since then, and/or are currently taking Fall 2010 courses, the University needs those as well. You must arrange for those courses to be reported to the Admissions Office as soon as you receive them so that the courses can be evaluated. In the meantime, give your departmental advisor or the SCC Academic Counselor the course numbers, titles, and catalog descriptions. They will be able to take them into consideration when advising you.
- Note: Students who transfer with 30 or more credits need not register for University 101 (UNV 101).
- The Transcript Evaluation Process  
Upon receipt of your materials, the Office of Admissions forwards a copy of your transcripts to your major department (for example, Accounting, Psychology, etc.). Students who have not decided on a major are classified as "Undecided," and are advised by the Student Counseling Center Academic Counselors until a major has been decided upon. Next, an advisor in your department evaluates your transcripts and sends the official evaluation to the Office of the Registrar. The Registrar's office then logs your transfer credits into the system. Once that has been done, you may go to HU Net to view which courses have been accepted and credited to you.

Please note that the aforementioned process may be lengthy. Therefore, you are encouraged to contact your department to follow up on the status of your transcripts prior to your arrival. If you are unable to contact your advisor, you

may fax a copy of your transcripts to Ms. Carpenter, for an unofficial evaluation. This unofficial evaluation will at least allow her to advise you on what classes to register for, if you have not already registered. Again, this should be done prior to your arrival. Please remember to include your name and contact number on your fax. The SCC fax number is (757) 637-2375.

- Medical Clearance  
Students must be medically cleared in order to enroll at Hampton University. Students not medically cleared will encounter medical holds on their accounts which will block their registering for classes. Please mail your completed medical form found in the Hampton University Enrollment Guide to the Medical Director, Hampton University Health Center, 55 East Tyler Street, Hampton, VA 23668, if you have not already done so. Also, you may call the Health Center at (757) 727-5315 to confirm that they have received your medical forms.
- Advance Deposit  
Please note that all enrolling students, including those who receive financial aid, must pay the \$600.00 deposit, if you are planning to live on campus. The deposit for those planning to live off campus is \$525.00. Not paying the proper deposits will impede housing and registration. Deposits may be sent to Hampton University Business Office, Hampton, VA 23668.
- Housing  
According to the Dean of Men and the Dean of Women, room assignments are disseminated once the \$600.00 deposit has been received by the University. Not paying the deposit will affect housing. If you have paid your deposit and still have not been provided a room assignment, please contact the Dean of Men (757) 727- 5303 or the Dean of Women (757) 727-5486 respectively.
- Spring semester tuition payment  
Initial tuition fees are due on December 1, 2010. If fees are not paid by December 1st then one should come prepared to pay the proper fees during on-site registration on January 5, 2011. If you have any questions concerning fees, please contact Student Accounts, 1-800-624-3327. Please direct questions related to Financial Aid to that office at (757) 727-5332.
- New Student Check-in and Orientation  
Wednesday, January 5<sup>th</sup> is the check-in date for New and Transfer Students. Remember to bring all documents related to your admission to Hampton University with you. (If you do not have at least an accordion expansion file for organizing your documents, now is the time to get one.)

There is a 1 to 2 day orientation for New and Transfer Students tentatively scheduled from Wednesday, January 5, 2011 thru Friday, January 7, 2010. Advisement and registration for Spring 2011 will take place during this time. Classes begin Monday, January 10, 2011. In mid-December, you will receive a reminder card with confirmed dates for arrival, orientation and registration. Upon arrival, you will receive a “New Student Orientation Program Schedule” outlining all details relative to orientation.

Finally, keep in mind that Hampton may do things differently from the way they were done at the college or university from which you have transferred. Follow Hampton's instructions, and make no assumptions about anything! Since you will be expected to comply with Hampton's expectations and regulations, it is very important to ask your questions. There will be occasions when an official or staff member does not have the answer you need, and will transfer you to someone whom they think will be able to help you. Please be assured that the intention is to give you the service you need.

The Student Counseling Center is headquarters for Transfer Students. If you have any questions regarding the content of this letter, or something not covered, please call us at 757-727-5617. Again, welcome to the Hampton University family in your Home By The Sea.

Linda I. Kirkland-Harris, Ph.D.  
SCC Director and Transfer Student Coordinator