

HAMPTON UNIVERSITY



GRADUATE STUDENTS

TABLE OF CONTENTS

Greetings from the University Registrar.....	01
Important Dates and Deadlines	02
Approved List of August and December 2008 Graduates and May 2009 Candidates	03
Individual School Ceremony (Issuance of Diplomas).....	03
Inclement Weather Site	04
Commencement Ceremony.....	05
Instructions (Rehearsal and Day of Commencement)	06
Commencement Financial Requirements	07
Exit Loan Counseling	07-08
August and December 2008 Graduates and May 2009 Candidates Distribution Schedule	09
Readmission Requirements, CSRT, Completing Degree Requirements at Another Institution	10
Consortium Registration, Transcripts, Request for a Name Change.....	11
Wheelchairs	12

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 master'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 10, 2009, 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,

Jorsene S. Cooper
University Registrar

IMPORTANT DATES AND DEADLINES

February 24-26	Deadline to order academic regalia
April 6-10	Perkins Loan recipients must complete exit loan counseling by these dates
April 6-10	Exit loan counseling conducted
April 10	Deadline for all account balances and student fees to be paid
April 22	End of classes for Candidates for Graduation (May 2009 Candidates)
April 23	Reading Day for Candidates for Graduation (May 2009 Candidates)
April 24-29	Final Examinations for Candidates for Graduation (May 2009 Candidates)
May 5-7	Posting of List of Approved Graduates, Candidates (August & December 2008 & May 2009)
May 6-8	Distribution of Commencement Admission Tickets (August & December 2008 & May 2009)*
May 6-8	Distribution of Academic/Financial Clearance Cards (August & December 2008 & May 2009)*
May 8	Commencement Rehearsal (9:00 a.m. to 12 noon)*
May 10	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 Financial Clearance Card.)

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

APPROVED LIST OF AUGUST AND DECEMBER 2008 GRADUATES AND MAY 2009 CANDIDATES FOR COMMENCEMENT

In order for a student's name to appear on the approved list for participation in commencement exercises, the student must: **be financially cleared by the Business Office, be academically cleared by the Registrar, and 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 5, at 5:00 p.m. in front of Stone Building and also on the HU Website. Posting will continue from May 5 through May 7, 2009.

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 2008 Graduates and May 2009 Graduates only)*

The Graduate College 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

**Graduate College
Virginia Beach Graduate**

**Ogden Hall
Ogden Hall**

INCLEMENT WEATHER SITE

In the event of inclement weather, the individual school ceremony will follow the schedule below.

The school ceremony will begin immediately following the main commencement ceremony.

INCLEMENT WEATHER SITE SCHOOL CEREMONY

SITE	SCHOOL CEREMONY
Ogden Hall	Graduate College/Virginia Beach Graduate and Professional/Pharmacy

COMMENCEMENT CEREMONY

(All Participants)

The Commencement Ceremony will be held on Sunday, May 10, 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.** The procession will start promptly at 9:15 a.m.!

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 Candid Color, the professional photographer contracted by the University.

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 the 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 8 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. Graduate students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the Graduate College dean immediately upon arrival at Armstrong Hall lawn on May 10 at 8:30 a.m. in order to be placed correctly in the line to march.
2. The Graduate College will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see page 9 for distribution). A valid I.D. 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: dresses of appropriate length, dark shoes, skin tone or dark stockings, no pants or jeans; Men: collared shirts with ties, dark shoes, dark 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, graduate students who have completed all degree requirements should go directly to the Graduate College diploma site and prepare to participate in the College Ceremony. (See page 3 for ceremony site.) 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 changes.
11. In case of inclement weather, all participants should report to the Convocation Center at 9:00 a.m., May 10 and assemble with their Dean in assigned areas. (See page 4 for inclement weather site.)

COMMENCEMENT FINANCIAL REQUIREMENTS (All Participants)

All account balances and student fees must be paid by April 10, 2009. 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:

Master's Degree	\$50.00
Master's Academic Regalia	\$52.00
Doctorate Degree	\$50.00
Doctorate Academic Regalia	\$52.00
Master's Thesis Binding (5 copies)	\$75.00
Doctoral Dissertation Binding (5 copies)	\$85.00

Transcripts:	\$ 3.00 – online (current students only)
	\$ 5.00 – by mail or in person

EXIT COUNSELING REQUIREMENTS

(These two requirements must be met as they pertain to you.)

- ◆ **Student Loan Exit Counseling will be conducted from April 6 through April 10, 2009.**

Where: Student Center, 2nd Floor

When: Monday, April 6th *1st Session 11:00 a.m. or *2nd Session 3:00 p.m.

Wednesday, April 8th *1st Session 11:00 a.m. or *2nd Session 3:00 p.m.

Friday, April 10th *1st Session 11:00 p.m. or *2nd Session 3:00 p.m.

*These sessions will start promptly at the designated times and will last approximately one hour. Students who are late or miss the first 15 minutes of a session must attend another session.

- ◆ **Perkins Loan recipients must complete the exit interview between April 6 and 10, 2009. For more information, contact the Office of Collections at (757) 727-5679.**

Where: Student Center, 2nd Floor

When: Monday - Friday (April 6-10) 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:30 p.m.

- ◆ **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 2008 GRADUATES AND MAY 2009 GRADUATE 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 6 (Wednesday)	Graduate College, Wigwam Rm 203	9:00 a.m. - 6:00 p.m.
May 7 (Thursday)	Graduate College, Wigwam Rm 203	9:00 a.m. - 6:00 p.m.
May 8 (Friday, after rehearsal)	Convocation Center	1:30 p.m. - 4:00 p.m.

ADMISSION TICKETS

Students must present a valid ID card in order to receive academic admission tickets. Graduate students will receive a total of eight (8) admission tickets -- (Four (4) for the Convocation Center and four (4) for Holland Hall).** Tickets are only needed in the event of inclement weather.

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

May 6-7 (Wednesday & Thursday)	Graduate College, Wigwam 203	9:00 a.m. - 6:00 p.m.
May 8 (Friday)	Graduate College, Wigwam 203	1:00 p.m. - 6:00 p.m.

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

ACADEMIC REGALIA (McGrew Towers)

February 24 (Tuesday)	Rooms A & B	10:00 a.m. - 4:00 p.m.
February 25 (Wednesday)	Rooms A & B	10:00 a.m. - 4:00 p.m.
February 26 (Thursday)	Rooms A & B	10:00 a.m. - 4:00 p.m.

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

**Auxiliary Enterprises is located in the Wigwam Bldg. at (757) 727 5210.
Contact Jostens at 1 (800) 854-7464, should you have any questions.**

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 Dean of the Graduate College. These students must meet the requirements of the current catalog. After being readmitted, the student must contact the Office of the Registrar at (757) 727-5324 for additional information.

CSRT REGISTRATION

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

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. In order to receive a CSRT registration form from the Office of the Registrar, an Application to Take Courses at Another Institution must be on file.

COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

The Academic 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 and received in the Office of the Registrar.
3. The student must complete the CSRT registration process at the Office of the Registrar in accordance with the registration deadlines.
4. The student must receive a minimum grade of "B" in order for Hampton to accept and record the credit hours. 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 3.00 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 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.

TRANSCRIPTS

Graduates are issued one unofficial transcript free of charge. These transcripts will be mailed approximately four weeks after the May Commencement Ceremony. The fee for an additional transcript is \$3.00 if requested online (for current students only) or \$5.00 for mail-in or in-person requests. Personal checks are not accepted. Instructions for requesting transcripts are listed below.

1. Please complete online form and pay online.
2. Please complete a written request if not using online services.
3. Please include your name, contact number, last four digits of your social security number (or entire student ID number) and dates of attendance at Hampton University. Also indicate if the transcript should be an official or unofficial one.
4. List address to where transcript is to be sent.
5. Submit a money order or cashier's check made payable to Hampton University.
6. Please submit request in a timely manner.
7. Enrolled students must use their current "pin numbers" when using the online service.

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.

WHEELCHAIRS

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

**Paradapt Equipment Service
1927 East Pembroke Ave
Hampton, VA 23663
(757) 722-7700**

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