

HAMPTON UNIVERSITY



**PROFESSIONAL/PHARMACY
STUDENTS**

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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 your 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 7	Posting of List of Approved Provisional Candidates (August & December 2009)*
May 7-8	Distribution of Commencement Admission Tickets for Provisional Candidates (August & December 2009)*
May 7-8	Distribution of Academic/Financial Clearance Cards for Provisional (August & December 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 CEREMONY (Issuance of Diplomas) *(August and December 2008 Graduates and May 2009 Graduates only)*

The School of Pharmacy 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

Professional/Pharmacy

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	Professional/Pharmacy

INSTRUCTIONS FOR AUGUST AND DECEMBER 2009 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 10, 2009, at 10:00 a.m., all August and December 2009 provisional applicants will have to meet the following qualifications:

- ◆ A graduation application must already be on file for August or December 2009.
- ◆ All August and December 2009 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, April 6, 2009 through Friday, April 10, 2009, by 5:00 p.m. each day in the Office of the Registrar.
- ◆ All August and December 2009 candidates must pre-register for August and/or December 2009.
- ◆ The student must be currently enrolled for the Spring 2009 semester.
- ◆ The student must have completed all required coursework and **require only six (6) hours** or less to complete degree requirements after the Spring 2009 semester.
- ◆ All students must have a cumulative GPA of 2.000 or higher after the Spring 2009 grading period.
- ◆ Students must have all financial obligations paid by April 10, 2009.
- ◆ All students who have been loan recipients must complete an exit interview with the Financial Aid Office and Office of Collections.

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 at 1:00 p.m. in front of the Stone Building and on the HU Website according to the following schedule:

August & December Provisional 2009 Candidates: Thursday, May 7

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 ceremony that follows the en masse ceremony at 10:00 a.m., Sunday, May 10, 2009.

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 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.

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. Professional/School of Pharmacy students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the Professional/School of Pharmacy's 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 Professional/School of Pharmacy 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, Professional/School of Pharmacy students who have completed all degree requirements should go directly to Professional/School of Pharmacy diploma sites and prepare to participate in the individual 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 change.
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 PROFESSIONAL/PHARMACY 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)	Kittrell Hall	Room 108	9:00 a.m. - 6:00 p.m.
May 7 (Thursday)	Kittrell Hall	Room 108	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.

Tickets are only needed in the event of inclement weather.

Pharmacy students will receive a total of seven (7) admission tickets. (Four (4) for the Convocation Center and three (3) for Holland Hall)**

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

May 6-7 (Wednesday & Thursday)	Kittrell Hall	Room 108	9:00 a.m. - 6:00 p.m.
May 8 (Friday)	Kittrell Hall	Room 108	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.

AUGUST AND DECEMBER 2009 PROVISIONAL CANDIDATES DISTRIBUTION SCHEDULE

ACADEMIC/FINANCIAL CLEARANCE CARDS

May 7 (Thursday)	Student Accounts, Whipple Barn	9:00 a.m. – 4:00 p.m.
May 8 (Friday, after rehearsal)	Convocation Center	1:30 p.m. – 4:00 p.m.

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.

ADMISSION TICKETS

May 7 (Thursday)	Lobby of Whipple Barn	9:00 a.m. – 4:00 p.m.
May 8 (Friday)	Convocation Center	1:30 p.m. – 4:00 p.m.

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

HI Students	(9)	(5 for Convocation Center, 4 for Holland Hall)**
CE Students	(7)	(4 for Convocation Center, 3 for Holland Hall)**
Pharmacy	(7)	(4 for Convocation Center, 3 for Holland Hall)**
Virginia Beach	(8)	(4 for Convocation Center, 4 for Holland Hall)**

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

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.

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 Office 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.

COMPLETING DEGREE REQUIREMENTS AT ANOTHER INSTITUTION

The 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 “C” 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.

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