

# HAMPTON UNIVERSITY



**UNDERGRADUATE STUDENTS**

## **TABLE OF CONTENTS**

|   |    |
|---|----|
| Greetings from the University Registrar.....  | 01 |
| Office of Alumni Affairs .....  | 02 |
| Important Dates and Deadlines .....   | 03 |
| Approved List of August and December 2008 Graduates and May 2009 Candidates .....           | 04 |
| Individual School Ceremonies (Issuance of Diplomas).....                                    | 04 |
| Inclement Weather Sites .....   | 05 |
| Instructions for Provisional August and December 2009 Candidates .....                      | 06 |
| Commencement Ceremony.....  | 07 |
| Arrival Time.....   | 07 |
| Order of Procession and Seating .....   | 07 |
| Pictures and Parking Facilities .....   | 07 |
| Policy Regarding Honors Cords Designations.....   | 08 |
| Instructions (Rehearsal and Day of Commencement) .....                                      | 09 |
| Commencement Financial Requirements .....   | 10 |
| Exit Loan Counseling .....  | 10 |
| August and December 2008 Graduates and May 2009 Candidates Distribution Schedule .....      | 11 |
| August and December 2009 Provisional Candidates Distribution Schedule .....                 | 12 |
| Parent(s)' Certificate Order Form .....   | 13 |
| Senior Banquet Order Form.....  | 14 |
| Important Information, Degree Audit and Non-Completion of Degree Requirements .....         | 15 |
| Readmission Requirements, CSRT, Completing Degree Requirements at Another Institution ..... | 16 |
| Consortium Registration, Transcripts, Request for a Name Change.....                        | 17 |
| Wheelchairs and Senior Survey .....   | 18 |

## **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 bachelor'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

## The Office of Alumni Affairs

Dear Members of the Class of 2009:

Congratulations on achieving this important milestone in your lives. I wish you much continued success in all of your future endeavors.

During graduation practice on Friday, May 8, 2009, the Office of Alumni Affairs and the National Hampton Alumni Association, Inc. will present to you an Alumni ID Card and an Alumni Council Directory. These invaluable items will be placed in your seats; be sure to put them in a safe place for future references. The Alumni ID Card offers discounts from area businesses and provides access to Hampton University's campus. The Alumni Council Directory will inform you of the nearest alumni chapter in your area as well as give you contact information for alumni. Upon graduation we encourage you to join a local alumni chapter and become an active member of the National Hampton Alumni Association.

As you visit the University for homecomings, reunions, and other occasions, keep us updated with your current address so that you will receive materials and publications that will keep you apprised of the University's happenings. Also, you may visit the Alumni Affairs website at <http://oaa.hamptonu.edu/>, join the Alumni Online Community, and sign up for Email for Life to keep in touch with fellow Hamptonians. 'Stay Connected' to your alma mater by contacting this office directly; you may call (757)727-5425, or call toll-free 1-888-HU FORCE (1.888.483.6723) and by e-mail at [alumni@hamptonu.edu](mailto:alumni@hamptonu.edu).

On behalf of the Office of the Alumni Affairs and the National Hampton Alumni Association, Inc., we congratulate you on becoming an alumnus of this prestigious institution. Hampton University has provided you with an *Education for Life*. A Hampton University Education will give you the competitive edge!

In the Hampton Spirit,

Mildred Sharpe Swann  
Director of Alumni Affairs

## **IMPORTANT DATES AND DEADLINES**

- February 24-26** Deadline to order academic regalia
- February 26** Completion of Parent(s)' Certificate Forms
- 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)
- April 28** End of classes for Continuing Students (August and December 2009 Candidates)
- April 29** Reading Day for Continuing Students (August and December 2009 Candidates)
- April 30-May 2** Final Exam Schedule (August and December 2009 Candidates)
- May 4-6**
- 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 Senior Banquet Tickets (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 Senior Banquet Tickets for Provisional Candidates (August & December 2009)\*
- May 6-8** Distribution of Academic/Financial Clearance Cards (August & December 2008 & May 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 8** Senior Banquet (Jerome H. Holland Physical Education Center, 6:30 p.m.)
- 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 a 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 and those eligible to receive honor cords 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.

**NOTE: The University policy allows undergraduate applicants to participate in the Commencement exercise if they are six (6) hours or less from completion of requirements and have a cumulative grade point average (CGPA) of 2.00 or higher. Additional requirements for these students are listed on page 6.**

**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**)*

Each school 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 School Dean will conduct this ceremony.

### **COLLEGE/SCHOOL**

### **SITE**

**Business**  
**Engineering and Technology**  
**Liberal Arts**  
**Science**  
**Nursing**  
**Journalism/Communications**  
**Education and Continuing Studies**  
**Graduate College/Virginia Beach Graduate**  
**Professional/Pharmacy**  
**Virginia Beach Undergraduate**

**Holland Hall**  
**Armstrong Hall, Little Theatre**  
**Convocation Center**  
**Armstrong Stadium**  
**Booker T. Washington Lawn**  
**Bemis Lawn**  
**Student Center Ballrooms**  
**Ogden Hall**  
**Ogden Hall**  
**Booker T. Washington Lawn**

## INCLEMENT WEATHER SITES

In the event of inclement weather, individual school ceremonies will follow a “staggered” schedule. (Refer to the table below).

The first school ceremonies will begin immediately following the main commencement ceremony. Second school ceremonies will start 30 minutes after the conclusion of the first school ceremonies. Please allow first ceremony participants to exit the building before entering for the second ceremony.

### *INCLEMENT WEATHER SITES SCHOOL CEREMONIES*

| SITES                         | FIRST SCHOOL CEREMONY  |
|-------------------------------|--|
| Convocation Center            | Liberal Arts   |
| Holland Hall                  | Science  |
| University Memorial Church    | Nursing and Virginia Beach Nursing Undergraduate                   |
| Armstrong Hall Little Theatre | Engineering and Technology   |
| Student Center Ballrooms      | Education and Continuing Studies                                   |
| Ogden Hall                    | Graduate College/Virginia Beach Graduate and Professional/Pharmacy |

| SITES              | SECOND SCHOOL CEREMONY    |
|--------------------|---------------------------|
| Convocation Center | Business                  |
| Ogden Hall         | Journalism/Communications |

## **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 ceremonies that follow 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. 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.

## Policy Regarding Honors Cords Designations

### Undergraduate Academic Regalia

Academic regalia worn by graduating seniors during the University-wide commencement exercise may be complemented by designations of honors representing only University Honors (Summa Cum Laude, Magna Cum Laude, Cum Laude, and Honors) and the Honors College. The color designations will be as follows:

|                 |   |        |
|-----------------|---|--------|
| Summa Cum Laude | - | Gold   |
| Magna Cum Laude | - | Blue   |
| Cum Laude       | - | White  |
| Honors          | - | Green  |
| Honors College  | - | Orange |

Designations for other honors and honors organizations may be worn during the academic school ceremony at which diplomas are issued. Graduates of the Honors College may wear an approved Honors Medallion at the academic school ceremony.

The Administrative Council must approve all designations.

# **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. Undergraduate students who are unable to participate in rehearsal, but plan to participate in the ceremony should report to the school 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 Business Office will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see pages 11 and 12 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, participants who have completed all degree requirements should go directly to their respective diploma sites and prepare to participate in the individual School Ceremony. (See page 4 for ceremony sites.) 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 5 for inclement weather sites.)

# 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.

## FEEES

(All fees must be paid before a transcript or diploma can be issued.)

|  |  |
|--|--|
| <b>Undergraduate Academic Regalia:</b> | \$42.00  |
| <b>Degrees:</b>                        |  |
| Bachelor's                             | \$50.00  |
| Associate's                            | \$50.00  |
| <b>Transcripts:</b>                    | \$ 3.00 – online (for current students only)<br>\$ 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, 2<sup>nd</sup> Floor

**When:** Monday, April 6<sup>th</sup> \*1<sup>st</sup> Session 11:00 a.m. or \*2<sup>nd</sup> Session 3:00 p.m.  
Wednesday, April 8<sup>th</sup> \*1<sup>st</sup> Session 11:00 a.m. or \*2<sup>nd</sup> Session 3:00 p.m.  
Friday, April 10<sup>th</sup> \*1<sup>st</sup> Session 11:00 p.m. or \*2<sup>nd</sup> 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, 2<sup>nd</sup> 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 UNDERGRADUATE CANDIDATES DISTRIBUTION SCHEDULE

## ACADEMIC/FINANCIAL CLEARANCE CARDS

|                                 |                                |                       |
|---------------------------------|--------------------------------|-----------------------|
| May 6 (Wednesday)               | Student Accounts, Whipple Barn | 9:00 a.m. – 4:00 p.m. |
| 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 (located in the Wigwam Bldg. at (757) 727 5210)  
**Contact Jostens at 1 (800) 854-7464, should you have any questions.**

## ADMISSION TICKETS (Undergraduate)

|                                |                       |                       |
|--------------------------------|-----------------------|-----------------------|
| May 6-7 (Wednesday & 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)** |
| GC Students    | (8) -- (4 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)**

## UNDERGRADUATE BANQUET TICKETS/PARENT(S)' CERTIFICATES

|                                |                       |                       |
|--------------------------------|-----------------------|-----------------------|
| May 6-7 (Wednesday & 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. |

Please complete the Parent(s)' Certificate Form and the Senior Banquet Reservation Form and return to the Office of Special Projects, McGrew Towers Conference Center, before February 26, 2009. If there are any questions, please call (757) 727-5681.

**Students must present a valid ID card in order to receive senior banquet tickets.  
Parent(s)' Certificates will be distributed to graduates at the individual diploma ceremonies.**

## **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)**

### **UNDERGRADUATE BANQUET TICKETS/PARENT(S)' CERTIFICATES**

|                  |                       |                       |
|------------------|-----------------------|-----------------------|
| 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. |

Please complete the Senior Banquet Reservation Form and return to the Office of Special Projects, McGrew Towers Conference Center, before February 26, 2009. If there are any questions, please call (757) 727-5681.

Students must present a valid ID card in order to receive senior banquet tickets.

# PARENT(S)' CERTIFICATE ORDER FORM

*(August and December 2008 Graduates and May 2009 Undergraduate Candidates)*

The graduation fees include the cost of one certificate per student. This certificate may be addressed using the format of "Mr. and Mrs. Thomas W. Green," "Mrs. Mary Green," or any other names indicated.

- ◆ Additional certificates may be ordered by completing more than one form.
- ◆ There is a \$5.00 fee for more than one certificate.
- ◆ Payment is accepted via money order, cashier's check (made payable to Hampton University), or credit card.
- ◆ We do not accept personal checks or cash.

Please complete and return to the Office of Special Projects, PO Box 6396, Hampton University, Hampton, VA 23668, **before February 26, 2009**. If there are any questions, please feel free to call (757) 727-5681.

**Hampton University  
Takes Pleasure in Presenting This Certificate  
of Appreciation to**

\_\_\_\_\_  
Please Print Parent(s)' Name(s)

**As**

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name

**Completes Degree Requirements at Hampton University  
Your Commitment and Sacrifice in Making This Day  
Possible Merits Our Highest Commendation  
Presented at Hampton, Virginia, this 10<sup>th</sup> Day of May, 2009**

Major \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Address of Parent(s) or Guardian(s):  
\_\_\_\_\_

\_\_\_\_\_  
City                                      State                                      Zip Code

Student's Permanent Phone Number: \_\_\_\_\_

PLEASE RETURN TO:  
Office of Special Projects  
PO Box 6396, Hampton, VA 23668  
Tel. # 757-727-5681 – Fax # 757-727-5643  
Drop-offs and Faxes Welcome

# **SENIOR BANQUET ORDER FORM**

*(All Participants)*

**MAY 8, 2009**

**Jerome H. Holland Physical Education Center**

**Space is limited. Requests are processed in order of receipt. Only seniors and their parent(s) or guardian(s) may attend. Each senior will be issued three (3) banquet tickets, one for the graduate and two for guests. If no one will be attending the dinner with you, please request only one ticket. If there are any questions, please call (757) 727-5681.**

---

**PRINT NAME CLEARLY**

---

**PRINT LOCAL ADDRESS**

---

**PHONE NUMBER**

---

**SIGNATURE**

**I will need \_\_\_\_\_ ticket(s). (The maximum number of tickets to be issued is three (3), one for you, and two for guests.)**

**Please complete and return to the address below before February 26, 2009.**

**Office of Special Projects  
Hampton University  
PO Box 6396  
Hampton, VA 23668**



# IMPORTANT INFORMATION FOR UNDERGRADUATE CANDIDATES

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**Note:** The appearance of a name on any list in the Commencement program must not be considered as conclusive evidence of graduation. Persons who have met all requirements for a particular degree and whose name appears on the list in the program will receive the degree indicated.

## DEGREE AUDIT CAPPS – (Curriculum Advising and Program Planning System) Check HUNet

**STUDENTS MUST FULLY MEET ACADEMIC REQUIREMENTS AS INDICATED IN THE APPROPRIATE CATALOG AND SUPPLEMENTS.**

The audit serves two purposes:

- (1) To indicate to the student the requirements which have been completed and
- (2) To show remaining requirements in the degree curriculum.

Bachelor's degree applicants and department chairpersons will review a graduation audit to confirm remaining degree requirements. The student should review the audit with his or her advisor and have the departmental chairperson notify the Office of the Registrar, in writing, of any discrepancies.

The **student must ensure** that all work is completed, (i.e. waivers/substitutions, change of grades, and transfer credits, etc.) and that official documentation reaches the Office of the Registrar. The Deans and Chairs have a schedule issued from the Office of the Registrar that lists the deadlines for this information. **It is the student's responsibility to check with the major advisor and ensure that the deadlines are met.**

## NON-COMPLETION OF DEGREE REQUIREMENTS

Students who do not complete degree requirements will receive an unsuccessful packet. This packet will contain dated materials concerning the completion of degree requirements. Unsuccessful packets will be mailed to the permanent address. **Students must be enrolled the semester in which they intend to graduate and have an updated application on file in the Office of the Registrar.**

# 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 Director 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.

## 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 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

**Each catalog states that the final 30 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 departmental 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.

# CONSORTIUM REGISTRATION

**A student who registers for courses at Tidewater Consortium Schools must be a continuing student with a cumulative GPA of 2.00 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, chair, Dean 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 additional transcripts 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**

## **SENIOR SURVEY**

All graduating seniors are required to take the Senior Survey by April 17, 2009 and December 10, 2008 for December graduates. The Survey is on-line and will be e-mailed to you with instructions on November 24, 2008. If you have questions, feel free to contact Ms. Regina Gibbons of Institutional Research at 727-5977.