

# HAMPTON UNIVERSITY



**GRADUATE 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 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 13, 2012 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 2012:

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 11, 2012, the Office of Alumni Affairs and the National Hampton Alumni Association, Inc. will present to you an Alumni ID Card and a list of the National Hampton Alumni Association Board of Directors. 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 List of the Board of Directors will inform you of the national officers as well as give you their contact information. Upon graduation we encourage you to contact a board member regarding contact information of the local alumni chapter in your area and subsequently, to become an active member of the National Hampton Alumni Association, Inc.

As you visit the University for Homecoming, 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, call toll-free 1-888-HU FORCE (1.888.483.6723), and/or 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 alumni 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 14** May 2012 graduation application deadline
- February 16** Deadline to order academic regalia
- April 9-13** Perkins Loan recipients must complete exit loan counseling by these dates
- April 1-30** Exit loan counseling conducted
- April 13** Deadline for all account balances and student fees to be paid
- April 24** End of classes for all students
- April 25** Reading Day for all students
- April 26-  
May 2** Final Examinations for all students
- May 7-11** Posting of List of Approved Graduates, Candidates (August & December 2011 & May 2012)
- May 9-11** Distribution of Commencement Admission Tickets (August & December 2011 & May 2012)\*
- May 9-11** Distribution of Academic/Financial Clearance Cards (August & December 2011 & May 2012)\*
- May 11** Commencement Rehearsal (9:00 a.m. to 12 noon)\*
- May 13** Commencement (Participants report at 8:30 am Procession starts at 9:15am Ceremony begins at 10:00 am you must have Financial Clearance Card.)

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

# **APPROVED LIST OF AUGUST AND DECEMBER 2011 GRADUATES AND MAY 2012 CANDIDATES FOR COMMENCEMENT**

In order for a student's name to appear on the approved list for participation in commencement exercises, the student must **(1) be financially cleared by the Business Office, (2) be academically cleared by the Registrar, and (3) 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 post the approved list of students eligible to participate in the commencement exercise on May 7, at 5:00 p.m. in front of Whipple Barn, in the Student Center, and also on the HU Website.

**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 2011 Graduates and May 2012 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 Admission Ticket and Financial Clearance Cards.) The Dean will conduct this ceremony.

**COLLEGE/SCHOOL**

**SITE**

**Graduate College/Virginia Beach Graduate/  
Professional/Pharmacy/Architecture**

**Booker T. Washington Lawn**

## **INCLEMENT WEATHER SITE**

1. In the event of inclement weather, the school ceremonies will begin approximately 15 minutes following the main commencement ceremony in the Convocation Center. The sites listed below will be used as overflow sites with satellite streaming.

### ***INCLEMENT WEATHER OVERFLOW SITES***

Holland Hall *Tickets required
University Memorial Church
Armstrong Hall Little Theatre
Student Center Ballrooms
Ogden Hall

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

# COMMENCEMENT CEREMONY

*(All Participants)*

The Commencement Ceremony will be held on Sunday, May 13, 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.**

**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. Visitors will not be allowed to park on campus and should 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). Additional parking and shuttle services will be available at the Veteran's Affairs Medical Center, the Hampton Convention Center, and Strawberry Banks from 5:30 to 8:30 a.m.

At the conclusion of the main Commencement Ceremony, shuttle buses departing from the drop off site, will transport visitors back to various parking facilities. 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 11 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; students are not to leave before rehearsal has ended.
2. The Graduate College will issue an Academic/Financial Clearance Card to candidates participating in the commencement exercises (see page 12 for distribution). A valid I.D. card is needed to obtain the Clearance Card. This Financial Clearance Card and Admission Ticket must be presented upon entering the site for the Commencement Ceremony. These cards 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: black dresses of appropriate length, solid **black** shoes, skin tone or dark stockings, no pants or jeans; Men: collared shirts with ties, **black** shoes, black 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. Women will not be allowed to carry purses during the procession.
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 5 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 must 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 13 and assemble with their Dean in assigned areas. (See page 6 for inclement weather site).

# COMMENCEMENT FINANCIAL REQUIREMENTS (All Participants)

All account balances and student fees must be paid by April 13, 2012. 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	\$55.00 or \$27.50 - if you participated in Opening Convocation
Doctorate Degree	\$50.00
Doctorate Academic Regalia	\$65.00 or \$32.50 - if you participated in Opening Convocation
Master's Thesis Binding (5 copies)	\$75.00
Doctoral Dissertation Binding (5 copies)	\$85.00

**Transcripts:** \$10.00 – online, by mail or in person

**Student must present a valid student id to pick up their Regalia.**

# EXIT COUNSELING REQUIREMENTS

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

- ◆ **Mandatory Student Loan Exit Counseling may be conducted from April 1 through April 30, 2012**

<https://studentloans.gov/myDirectLoan/index.action>

- **Tools and Resources**
- **Exit Counseling**

**You may also access the Exit Counseling link through the Financial Aid homepage:**

- [www.hamptonu.edu](http://www.hamptonu.edu)
- Department & Offices
- Financial Aid
- Exit Counseling

Online Exit Loan Counseling sessions usually take 20 minutes to complete. Be sure to print or save the confirmation page at the end of your session for your records. Please be aware that it takes 24-48 hours for Exit Counseling holds to be removed once you have successfully completed your session.

- ◆ **Perkins Loan recipients must complete the exit interview between April –9-13, 2012. For more information, contact the Office of Collections at (757) 727-5610.**

**Where:** Student Center, 2<sup>nd</sup> Floor

**When:** Monday – Friday (April 9-13) 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 2011 GRADUATES AND MAY 2012 GRADUATE CANDIDATES DISTRIBUTION SCHEDULE**

## **ACADEMIC REGALIA (McGrew Towers) Order Date/Time**

February 14 (Tuesday)	Rooms A & B	10:00 am – 4:00 pm
February 15 (Wednesday)	Rooms A & B	10:00 a.m. – 4:00 pm
February 16 (Thursday)	Rooms A & B	10:00 a.m. – 4:00 pm

**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.**

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 9, 10 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 11 (Friday)	Convocation Center	1:30 pm – 4:00 pm

## **ADMISSION TICKETS**

May 9, 10 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 11 (Friday)	Convocation Center	1:30 pm – 4:00 pm

**Students must present a valid ID card in order to receive admission tickets.**

## **\*\* Inclement Weather site – (Must Present Tickets)**

GC Students/Virginia Beach(8) (4 for Convocation Center, 4 for Holland Hall)\*\*  
Professional/Pharmacy/Architecture (8) (4for Convocation Center, 4for Holland Hall)\*\*

**PARENT CERTIFICATES** will be distributed on Sunday May 13, 2012 at the individual school ceremonies.

## **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.

## **CRT REGISTRATION**

**All** students who have an updated application on file for graduation must be enrolled the semester they anticipate graduation. The CRT 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 CRT registration form from the Office of the Registrar, an Application to Take Courses at Another Institution must be on file prior to the student taking the course away.

## 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, school dean, and the Graduate College Dean, and submitted to the Office of the Registrar prior to the student taking the class away. **The deadline for transfer credits is April 23, 2012.**
- 3.
4. The student must complete the CRT registration process at the Office of the Registrar in accordance with the registration deadlines. **The deadline for CRT registration is February 14, 2012.**
5. 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. The transcript will be mailed approximately four weeks after the May Commencement Ceremony. The fee for an additional transcript is \$10.00 if requested online for mail-in or in-person. Personal checks are not accepted. Instructions for requesting transcripts are listed below.

- 1. You can now order your transcripts online, for more information visit our website at [www.hamptonu.edu/student-services/registrar](http://www.hamptonu.edu/student-services/registrar), or you can type or print a legible letter to include your: Full Name, maiden name, if married, or any other name, Social Security Number or Student ID Number, dates of attendance, graduation date, Return Address, and daytime Telephone Number. A Money order or cashier's check must accompany your written request and must be made payable to Hampton University. Personal checks will not be accepted and will be returned.**
- 2. You must include the address to which the transcript is to be mailed and be sure to sign and date your request.**
- 3. Transcripts are \$ 10.00 per copy. FED-EX in the US is an additional cost of \$15.25. FED-EX will not deliver to post office boxes. To fax your transcripts, there is an additional cost of \$7.00.**

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**