

HAMPTON UNIVERSITY

COLLEGE OF



VIRGINIA BEACH

STUDENT SCHEDULING GUIDE

SPRING 2009

PLEASE KEEP

ALL STUDENTS MUST PRE-REGISTER

**Pre-Registration begins October 27, 2008
and ends November 21, 2008.**

October 27th thru 30th - Seniors, Honors College, Student Support Services,
Athletes, & Section 504 Participants

October 31th thru November 5th - Juniors

November 6th thru November 11th - Sophomores

November 12th thru 18th - Freshman

November 19th – 21st Make-Up Period

Graduate- See Graduate College for your Pre-Registration schedule

Exact dates and times of Pre-Registration can be found online at
<http://www.hamptonu.edu/student-services/registrar/registration.htm>

TABLE OF CONTENTS

Release of Information Policy..... I

Veteran Affairs Educational Benefits Information..... II

Notices..... III-IV

HUNet (Web Registration Instructions)..... V-XIII

Pre-Registration By HUNet Schedule for Spring 2008..... XIV-XV

Student Early Registration Instructions..... XVI-XVII

Registration Requests Not Accepted By HUNet..... XVIII

General Information..... XIX-XX

Taking Courses at Another Institution..... XXI-XXII

Refunds..... XXIII

Grievance Procedure for Undergraduate
and Graduate Students..... XXIV

MASTER SCHEDULE of COURSES..... 1-4

Courses

(BIOV) Biology..... 1

(COMV) Speech Communication..... 1

(CSCV) Computer Science..... 1

(ENGV) English..... 1

(HISV) History..... 1

(HUMV) Humanities..... 1

(MATV) Mathematics..... 1

(MSCV) Military Science..... 1

(NURV) Nursing..... 1-4

(PEDV) Physical Education..... 4

(PSYV) Psychology..... 4

(SOCV) Sociology..... 4

(SPAV) Spanish..... 4

Building Translations (main campus)..... 5

Map (main campus)..... 6

I

RELEASE OF INFORMATION POLICY

This is to inform students that Hampton University intends to comply fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the corrections of inaccurate or misleading information and complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. The policy can be read in the Office of the University Registrar. This office also maintains a directory of record which lists all education records maintained on students by this institution.

Hampton University designates the following information as public or directory information. Such information may be disclosed by the institution at its discretion.

name, address, telephone number, dates of attendance, previous institution(s) attended, major field of study, awards, honors, (including Dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar, First Floor, Whipple Barn no later than 10 days after classes have started. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Hampton University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

II

Office Of The Registrar Hampton University Veteran Information

Veteran Affairs

The University provides assistance to veterans and active duty service personnel who will utilize Veterans Administration educational benefits. Such persons should contact the Office of the Registrar Administration Certifying Official to discuss the procedures for applying for their VA benefits.

Under the VA policy, all schools are required to evaluate a student's prior training, education and experience; grant appropriate credit where due; and reduce the length of the program proportionately. Therefore, all VA students must furnish official documentation(including DD Form 295 or 214) reflecting prior education and training for evaluation by the University within two terms of their enrollment. A veteran's failure to do so may delay the processing of the required document and payments. (See related section in the University catalog on Veterans' Credit).

The VA does not pay the University for veteran's tuition and fees. Therefore, veterans are responsible for timely payments of tuition and related expenses. Any changes in enrollment (add, drop, withdrawal, course cancellation) must be promptly reported, or the VA assess the student with an overpayment of benefits.

How to Apply

If you have received benefits at Hampton University in the past, you will need to complete a form called "Request for Certification for Veterans Affairs (V.A.) Educational Benefits" and turn this form in to the Office of the University Registrar. This form must be completed by all V.A. beneficiaries at least once per academic year. Before completing the Veterans affairs Educational Benefits form, please read the information sheet for Veterans Affairs Educational Benefits. Active duty beneficiaries must submit a form for each term for which he/she seeks benefits. If a student has a break in his/her enrollment, a form must be submitted for each term in which he/she seeks benefits.

If you have never received benefits at Hampton University but received them at another school, you will need to complete the following forms: "Request for Certification for Veterans Affairs Educational Benefits" and "Request for Change of Program or Place of Training."

If you have never received V.A. educational benefits before, you will need to complete V.A.'s application and Hampton University's "Request for Certification for Veterans Affairs Educational Benefits."

If you are a reservist, you will also need to obtain a Notice of Basic Eligibility (NOBE) from you reserve unit and attach it to your application materials.

All forms and application materials should be submitted to the University Registrar. Forms should be completed in their entirety with a legal signature and accompanying date.

III
SPECIAL NOTICE

News Brief

News Brief

NEWS BRIEF

STUDENT HEALTH SERVICES

A **physical examination**, completed in its' entirety, must have been submitted on a Hampton University **medical form**. **Proof of immunization** against the specific diseases listed on the immunization section of the form is **mandatory**. This immunization requirement is based upon recommendations from the American College Health Association and the Center for Disease Control. Your **compliance** to these requirements will ensure that your pre-registration and/or registration activities will proceed without a **“hold flag”** from Student Health Services.

IV
NOTICE

All students are expected to pre-register. There is a \$100.00 fee for not pre-registering.

All Continuing Students are expected to register on Wednesday or Thursday, December 10 or 11, 2008 according to the below schedule if you did not receive a financially cleared registration notice.

Pre-registration schedules will be destroyed for all students who fail to be cleared by December 11, 2008.

Late registration is January 14, 2009, 10:00 a.m. – 2:00 p.m. and 3:00 p.m. - 7:00 p.m.. There is a \$400.00 late fee that must be paid at the time of registration. If your courses are dropped, you will pay an additional \$100.00. You will be considered as a student who did not pre-register. Please be prepared to pay these fees. There will be no registration after January 14, 2009.

All graduation applications for May 2010 must be in the Registrar's Office by April 28, 2009.

Registration Schedule for Spring 2009

Continuing students are to return according to the below schedule.

December 10, 2008

If your last names begins with:	TIME
A - M	10:00 a.m. - 2:00 p.m.
N - Z	3:00 p.m. – 7:00 p.m.

December 11, 2008

If your last names begins with:	TIME
N - Z	10:00 a.m. - 2:00 p.m.
A - M	3:00 p.m. – 7:00 p.m.

V

REGISTRATION PROCESS

HUNet

HUNet is the Online Registration Process

Go to the Hampton University Home Page (www.hamptonu.edu)
and click on the **Current Students** tab

The system will prompt you through the registration process.

FAST AND EASY

ALL REGISTERED COURSES WILL APPEAR ON THE SCREEN

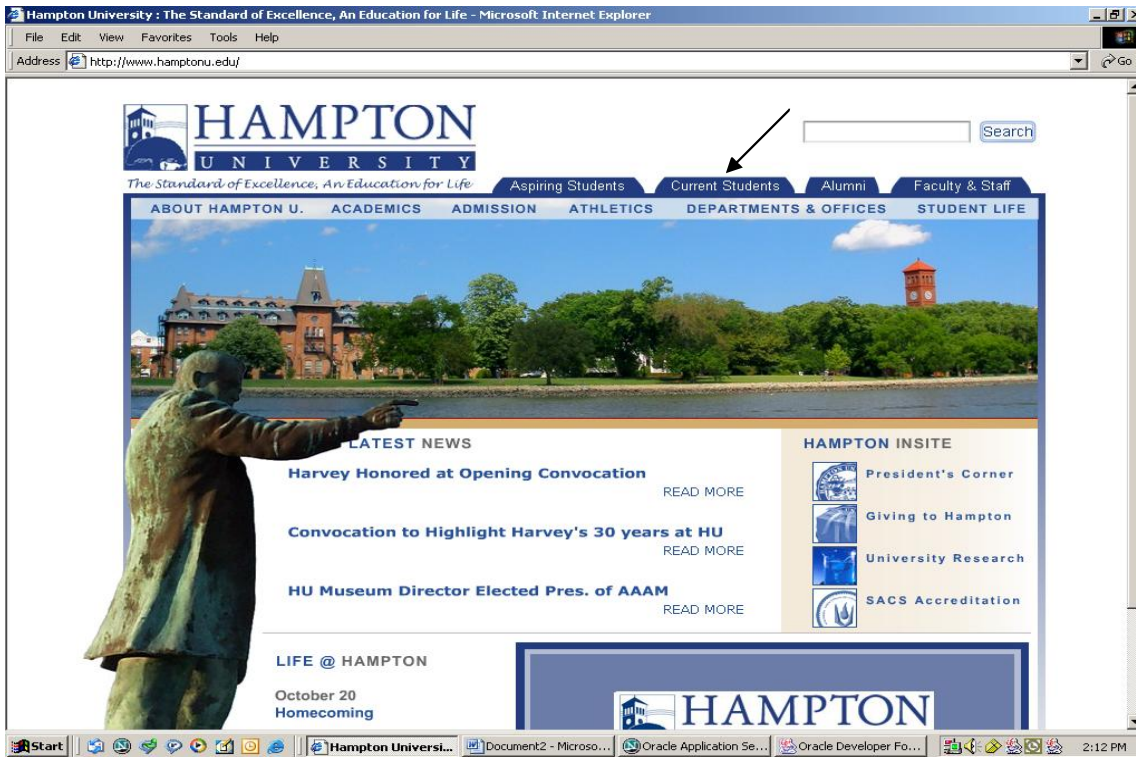
ALL OPEN AND CLOSED SECTIONS WILL BE DISPLAYED

ALL HOLDS WILL BE IDENTIFIED

VI

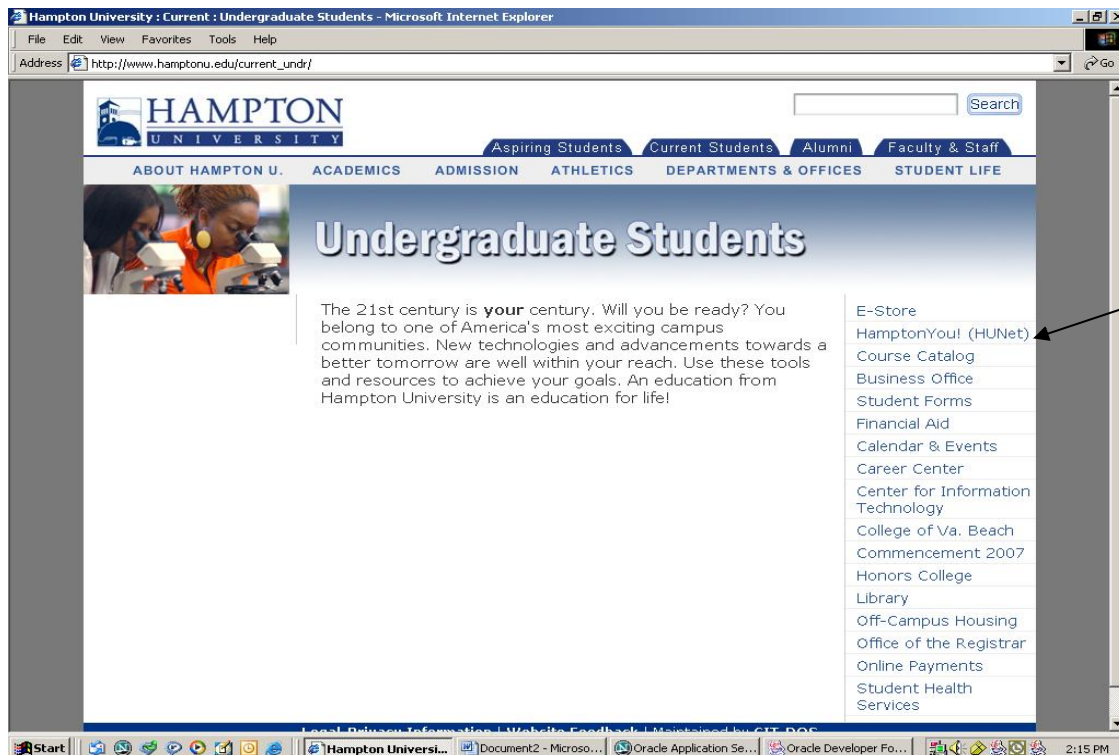
GO TO HAMPTON UNIVERSITY HOMEPAGE:

[WWW.HAMPTONU.EDU](http://www.hamptonu.edu)



CLICK WHERE INDICATED BY ARROWS

- ▶ **CLICK ON CURRENT STUDENTS TAB**
 - ▶ **WHEN THE TAB OPENS, CLICK ON EITHER "GRADUATE" OR "UNDERGRADUATE"**
-
- ▶ **CLICK ON HAMPTONYOU (HUNET)**



VII

The screenshot shows the Hampton University homepage. On the left, a navigation menu includes links for 'Blackboard', 'Check Email', 'HUNet Administrative Services (New HUNet Admin)', 'Pipeline (Old HUNet)', 'HU e-Store', 'HU Main Website', and 'e-learning by Element K'. An arrow points to 'HUNet Administrative Services'. The main content area has several sections: 'Welcome to the new Hampton You! Portal', 'Attention Freshman! Important Resources!' with links to 'Freshman Studies Communiqué & Online Registration Guide' and 'Freshman Studies Web Page', 'Attention all Students:' with links to 'Important Information from the Office of the Registrar' and 'Important Information - Registration Fee Changes', and a 'Computer Security Notice - Broadband Internet Users' section with a 'Security Alert' and a link to 'Click here to read the article at SearchSecurity.com'. On the right, there is a 'Current Hampton Weather' section with a forecast and a map, and a 'word of the day!' section for 'terrestrial'.

▶ **ON THE LEFT OF THE SCREEN, CLICK ON *HUNET ADMINISTRATIVE SERVICES (NEW HUNET ADMIN)***

The screenshot shows the HUNet login page. The main heading is 'HUNet'. Below it, there is a list of links: 'Enter Secure Area', 'Prospective Students', 'Apply for Admission', 'General Financial Aid', 'Class Schedule', and 'Course Catalog'. An arrow points to 'Enter Secure Area'. At the bottom left, it says 'RELEASE: 7.3'. At the bottom right, it says 'powered by SUNGARD SGT HIGHER EDUCATION'. The browser's address bar shows 'https://hunet.hamptonu.edu/prod/twblwblbis.P_GenMenu?name=homepage'.

▶ **CLICK ON THE FIRST OPTION "ENTER SECURE AREA"**

VIII

User Login - Microsoft Internet Explorer

Address: https://hunet.hamptonu.edu/prod/twbkwbis.P_WWWLogin

HUNet

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login Forgot PIN?

RELEASE: 7.3

powered by
SUNGARD SCT HIGHER EDUCATION

- ▶ **TYPE IN YOUR STUDENT ID NUMBER IN THE BOX LABELED “USER ID”**
- ▶ **TYPE IN YOUR PERSONAL PIN CODE IN THE BOTTOM BOX.**

Main Menu - Microsoft Internet Explorer

Address: https://hunet.hamptonu.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Wachira+A.+Reed,+to+HUNet!<%2Fb><Oct+03,+200702%34

HUNet

Personal Information Student and Financial Aid

Search Go SITE MAP HELP EXIT

Welcome, Student, to HUNet! Last web access on Oct 03, 2007 at 02:33 p.m.

Personal Information
Update addresses; contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

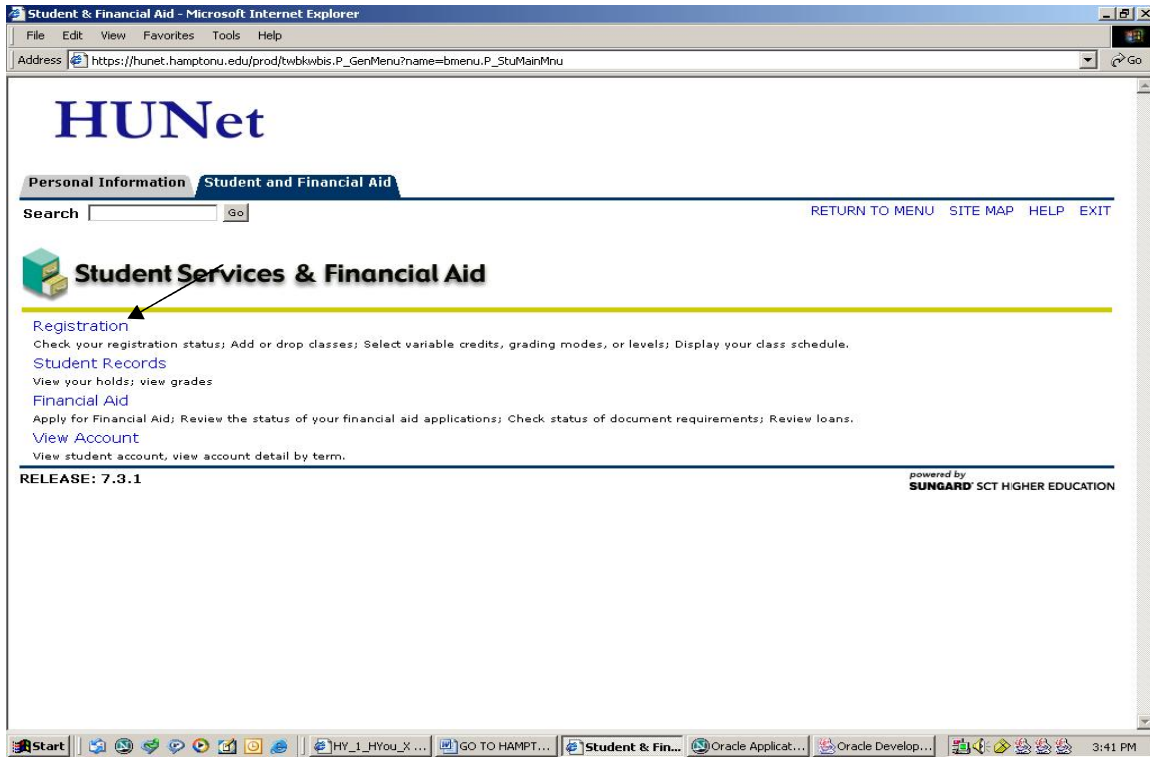
[Return to Homepage](#)

RELEASE: 7.3

powered by
SUNGARD SCT HIGHER EDUCATION

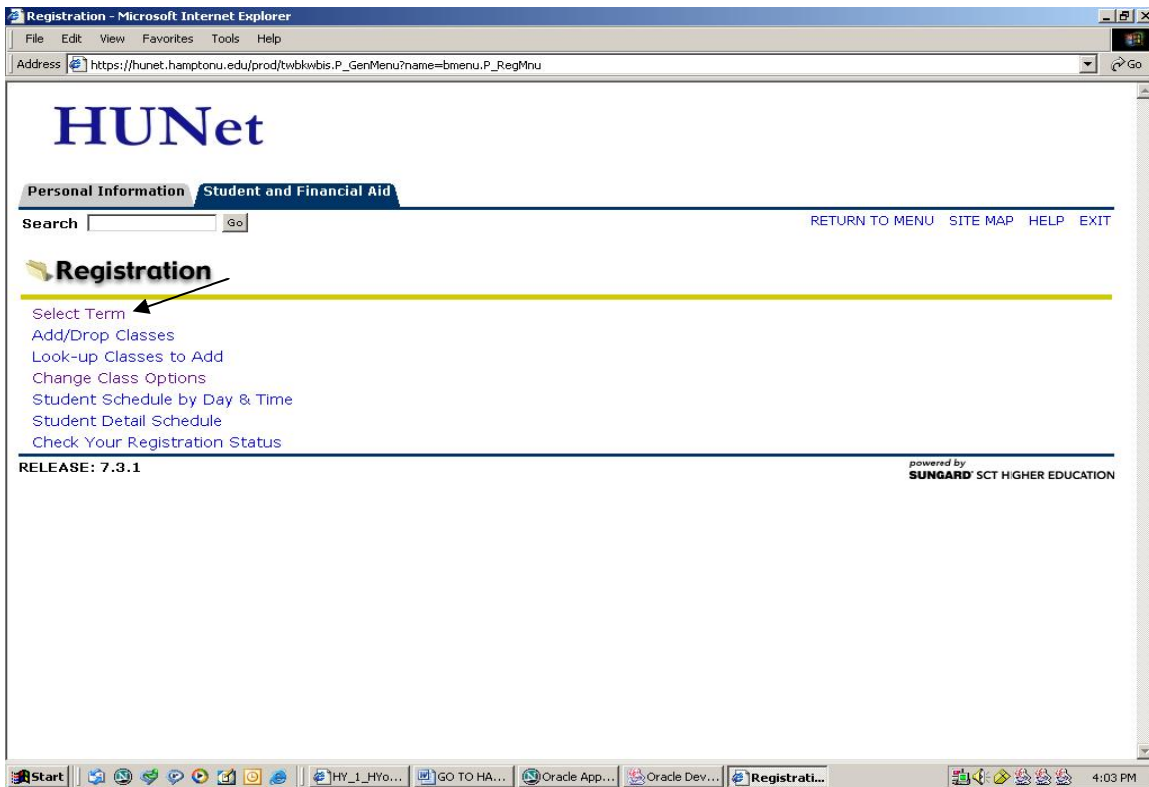
- ▶ **CLICK ON “STUDENT & FINANCIAL AID”**

IX



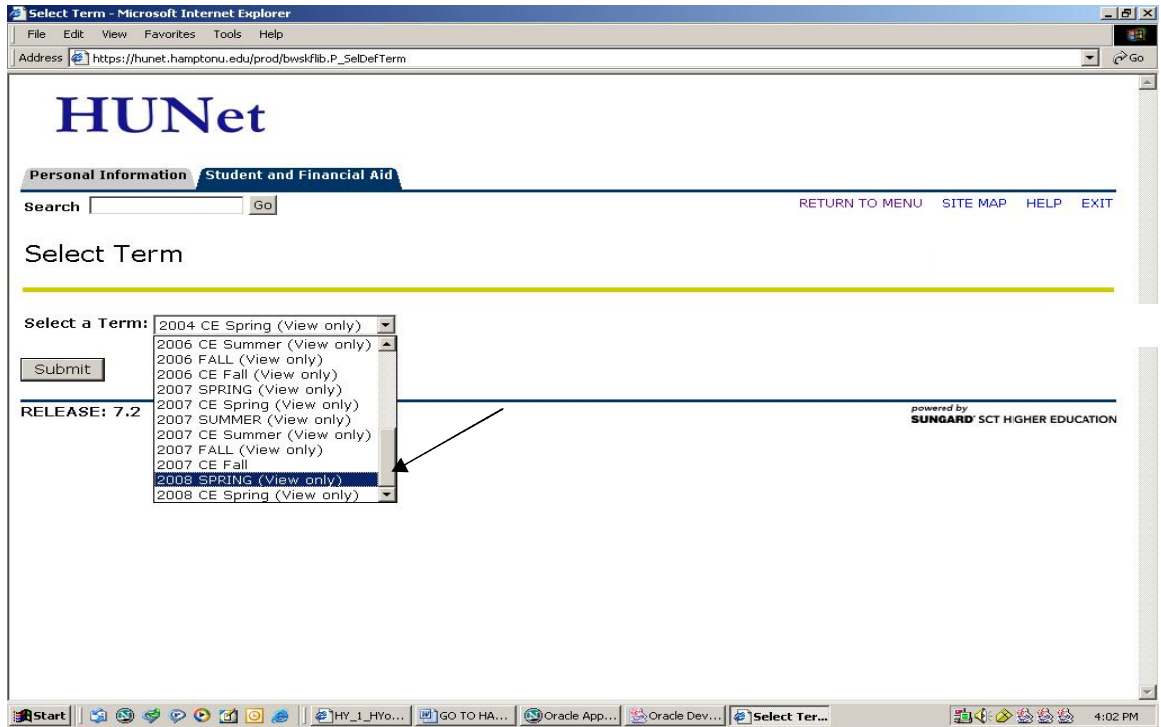
The screenshot shows a Microsoft Internet Explorer browser window titled "Student & Financial Aid - Microsoft Internet Explorer". The address bar contains the URL: https://hunet.hamptonu.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu. The page features the HUNet logo at the top left. Below the logo, there are two tabs: "Personal Information" and "Student and Financial Aid", with the latter being the active tab. A search bar is located below the tabs, followed by navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Student Services & Financial Aid". Underneath, there are four links: "Registration" (with a description: "Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule."), "Student Records" (with a description: "View your holds; view grades"), "Financial Aid" (with a description: "Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans."), and "View Account" (with a description: "View student account, view account detail by term."). At the bottom left, it says "RELEASE: 7.3.1" and at the bottom right, it says "powered by SUNGARD SCT HIGHER EDUCATION". The taskbar at the bottom shows several open applications, including "HY_1_HYo...", "GO TO HAMPT...", "Student & Fin...", "Oracle Applicat...", and "Oracle Develop...". The system clock shows 3:41 PM.

▶ **CLICK ON "REGISTRATION"**

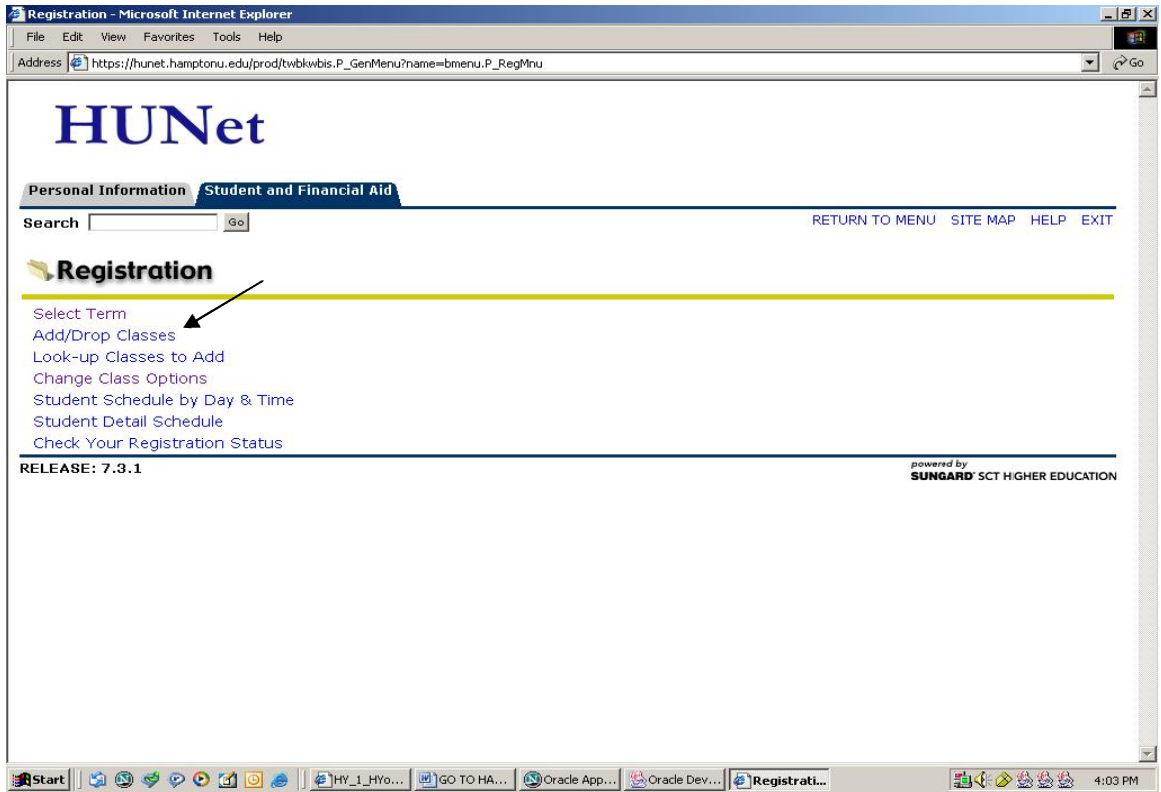


The screenshot shows a Microsoft Internet Explorer browser window titled "Registration - Microsoft Internet Explorer". The address bar contains the URL: https://hunet.hamptonu.edu/prod/twbkwbis.P_GenMenu?name=bmenu.P_RegMnu. The page features the HUNet logo at the top left. Below the logo, there are two tabs: "Personal Information" and "Student and Financial Aid", with the latter being the active tab. A search bar is located below the tabs, followed by navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Registration". Underneath, there are seven links: "Select Term", "Add/Drop Classes", "Look-up Classes to Add", "Change Class Options", "Student Schedule by Day & Time", "Student Detail Schedule", and "Check Your Registration Status". At the bottom left, it says "RELEASE: 7.3.1" and at the bottom right, it says "powered by SUNGARD SCT HIGHER EDUCATION". The taskbar at the bottom shows several open applications, including "HY_1_HYo...", "GO TO HA...", "Oracle App...", "Oracle Dev...", and "Registrati...". The system clock shows 4:03 PM.

▶ **CLICK ON SELECT TERM**



- ▶ **SELECT CURRENT TERM (2009 SPRING)**
(NOTE: DO NOT SELECT ANY OPTION WITH "CE" BY IT. THIS IS NOT FOR THE GENERAL POPULATION OF STUDENTS)



- ▶ **CLICK ON ADD/DROP CLASSES**

XI

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

To view the list of courses that are cancelled, click the link provided: [Cancelled Courses](#)

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds]

RELEASE: 7.0

powered by SUNGARD SCT HIGHER EDUCATION

- ▶ **YOU ARE NOW READY TO TYPE IN THE CRN NUMBERS OF THE COURSES THAT YOU WISH TO REGISTER FOR. IF YOU DO NOT KNOW THE CRN NUMBERS, YOU MAY CLICK ON CLASS SEARCH TO LOCATE THEM.**

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

Subject: ACCOUNTING Art BIOLOGY

Course Number: []

Title: []

Credit Range: [] hours to [] hours

Part of Term: []

Non-date based classes only

Start Time: Hour [00] Minute [00] am/pm [am]

End Time: Hour [00] Minute [00] am/pm [am]

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

- ▶ **IN THE SUBJECT BOX, SCROLL TO FIND A SUBJECT YOU WANT TO TAKE (You may choose only the courses with VA BCH beside them.)**
- ▶ **CLICK ONCE ON THAT SUBJECT (IT WILL BE SHADED AFTER YOU CLICK IT)**
- ▶ **CLICK CLASS SEARCH AT THE BOTTOM LEFT CORNER.**

XII

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
COMMUNICATION

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Loc
NR	34088	COMM	103	41	M	3.000	Oral Communication	M	05:30 pm-10:30 pm	30	10	20	0	0	0	0	0	0	Donald Roberts (P)	08/06-10/06	HH
NR	34064	COMM	103	91	M	3.000	Oral Communication	R	05:15 pm-10:15 pm	30	10	20	0	0	0	0	0	0	Teyshana M. Lowery (P)	08/06-10/06	LA
<input type="checkbox"/>	34031	COMM	103	92	M	3.000	Oral Communication	R	05:15 pm-10:15 pm	30	1	29	0	0	0	0	0	0	TBA	10/15-12/15	LA
NR	34114	COMM	250	41	M	3.000	Interpersonal Communication	W	05:30 pm-10:30 pm	30	5	25	0	0	0	0	0	0	Deborah R. Reese (P)	08/06-10/06	HH
<input type="checkbox"/>	34187	COMM	250	72	M	3.000	Interpersonal Communication	TBA		50	2	48	0	0	0	0	0	0	Deborah R. Reese (P)	10/15-12/15	ON

Register Add to Worksheet Class Search

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

RELEASE: 7.3.1 powered by SUNGARD SCT HIGHER EDUCATION

ABOVE IS A SAMPLE OF WHAT YOU MIGHT SEE AS YOU DO YOUR CLASS SEARCH

- ▶ **When you find your course, click in the open box by the course, scroll to the bottom of the screen and click REGISTER. (If there is no open box or there's a "C", then the class is closed.**
- ▶ **Repeat this procedure for each class.**
- ▶ **When you have completed your schedule, it is strongly recommended that you print a copy for your records.**

XIII

Courses you have registered for! (SAMPLE)

None	12478	MEI	220	02	Undergraduate	2.00	Standard Letter Grade	Audio Recording II	**Web Registered** on Oct 30, 2003
None	11297	ORC	101	01	Undergraduate	1.00	Standard Letter Grade	Orchestra	**Web Registered** on Oct 30, 2003
None	11785	SOC	205	04	Undergraduate	3.00	Standard Letter Grade	Intro To Soc	**Web Registered** on Oct 30, 2003
None	10536	EDU	302	60	Undergraduate	.00	Standard Letter Grade	Laboratory	**Web Registered** on Oct 30, 2003

Total Credit Hours: 18.00

Billing Hours: 18.00

Maximum Hours: 18.00

Date: Jan 30, 2004 02:45 pm

Add Classes

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes

Class Search

Reset

The above screen will verify the courses for which you have registered. You will also be allowed to drop a course if there is a conflict or add additional courses if you need more hours.

TO ACCESS AND PRINT A SCHEDULE

▶ **CLICK ON THE STUDENT AND FINANCIAL AID TAB**

- ✓ **Click on Registration**
- ✓ **Click on Student Detailed Schedule and click on the print icon.**

XIV

PRE-REGISTRATION SCHEDULE

FOR USING

HUNet REGISTRATION SYSTEM

Starting at 9:00 a.m.

(Advisement starts on October 27, 2008)

SENIORS

October 27-30, 2008

JUNIORS

October 31-Nov. 5, 2008

SOPHOMORES

November 6-11, 2008

FRESHMEN

November 12-18, 2008

NOTE: Please follow the schedule. The times listed are the *start times*. You may register by HUNet anytime after the start time during the pre-registration period. Once the pre-registration period has ended then you will no longer be able to use HUNet. HUNet is our online registration system. Go to the Hampton University Home Page (www.hamptonu.edu) and click on HUNet.

MAKE UP PERIOD FOR PRE-REGISTRATION

(For those students unable to meet the regular schedule)

November 19 - 20 9:00 a.m. - 11:00 p.m.

November 21 9:00 a.m. - 5:00 p.m.

NO ALPHABETICAL SCHEDULE

OPEN TO ALL STUDENTS

HUNet ends at 5:00 p.m. on November 21, 2008. Please be advised and obtain your pin number by 4:00 p.m. Advisors will not be available for last minute questions answered after 4:00 p.m. Pin problems must be resolved by 4:00 p.m. and courses entered by 5:00 p.m.

XVI

STUDENT EARLY REGISTRATION

SPRING 2009

OCTOBER 27 – NOVEMBER 21, 2008

NOTICE: Pre-registration is open to all currently enrolled students. The registration process takes place according to student classification. HUNet will be available starting at 9:00 a.m, Monday – Friday. The system will close at 5:00 p.m. on the last day of registration, November 21, 2008. You may register for courses any time continuously after the start of your eligibility time. Graduate students may register any time during the pre-registration period.

An advisement registration hold is placed on the record of all students. All students must meet with an academic advisor prior to registering for courses.

EARLY REGISTRATION INSTRUCTIONS:

- 1. MEET WITH YOUR ACADEMIC ADVISOR AND COMPLETE YOUR REGISTRATION FORM. SOME SCHOOLS WILL REQUIRE ADDITIONAL SIGNATURES. PLEASE BE SURE TO OBTAIN ALL REQUIRED SIGNATURES AND YOUR REGISTRATION ADVISEMENT PIN BEFORE PROCEEDING TO HUNet.**
- 2. TAKE COMPLETED SCHEDULE TO HUNET AND ENTER YOUR COURSES.**
- 3. PLEASE FOLLOW THE HUNET REGISTRATION SCHEDULE.**
- 4. IF YOU HAVE ANY PROBLEMS WITH HUNET OR EMAIL, PLEASE CALL THE ATM HELP DESK AT (757) 728-6931**

PLEASE OBSERVE THE FOLLOWING:

- 1. IF A COURSE HAS A LAB, YOU MUST LIST THE LAB IN ALL INSTANCES. THERE IS NO PROVISION FOR REGISTERING ONLY FOR THE LECTURE PORTION OF A COURSE AS THE COURSES ARE LINKED.**
- 2. ALWAYS BE SURE THAT THE TIME LISTED STRICTLY COINCIDES WITH THE SECTION OF THE COURSE REQUESTED. NOTE ALSO THAT SOME CLASSES ARE SCHEDULED FOR OTHER THAN THE USUAL “MWF” OR “TR” AXIS.**
- 3. UNDER NO CIRCUMSTANCES MAY A CONFLICT IN COURSES BE SCHEDULED BASED UPON EARLY OR LATE DEPARTURE FROM ANOTHER CLASS OR INDIVIDUAL ARRANGEMENTS MADE WITH INSTRUCTOR(S) OR FOR ANY OTHER REASON(S).**
- 4. IF YOU ARE CONSIDERING CHANGING YOUR MAJOR, IT WILL BE TO YOUR ADVANTAGE TO DO SO BEFORE EARLY REGISTRATION FOR THE NEXT SEMESTER.**
- 5. PLEASE COMPLETE THE STUDENT REGISTRATION WORKSHEET OR COURSE REQUEST FORM FIRST AND THEN ACCESS THE WEB TO ENTER YOUR COURSES IN HUNET.**
- 6. CHECK AND RECHECK THE COURSE REQUEST FORM. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THIS FORM IS FILLED IN CORRECTLY.**

XVIII

REGISTRATION REQUESTS NOT ACCEPTED BY HUNet

Students with unusual registration requests that cannot be entered via HUNet must have proper written authorization. Requests are listed below:

<u>Specific Request</u>	<u>Required Signature</u>
1. Variable credit above minimum (e.g. 3 in 1-3 Hr. course)*	Advisor
2. 19 hours per semester	School Dean
3. S/U Registration	Advisor
4. Audit Registration	School Dean
5. Repeat of course with prior credit (usually a "D" originally)	Advisor
6. 20 hours or more per semester	Provost

Procedure to be followed during the registration period of a term:

**** (REGISTRATION TAKES PLACE AT COLLEGE OF VIRGINIA BEACH)**

1. Obtain the appropriate form(s) and receive approval by the appropriate official(s).
2. Take the form(s) signed by the appropriate official to the Registrar's Station

*You should be able to request variable credit courses on HUNet, but if you have problems, follow the procedures above.

Note 1: There is no waiver procedure for exceeding 13 semester hours for the student so placed.

XIX

GENERAL INFORMATION

The Grading System

Letter Grade	Numerical Grade	Quality Points
A+	98-100	4.1
A	94-97	4.0
A-	90-93	3.7
B+	88-89	3.3
B	84-87	3.0
B-	80-83	2.7
C+	78-79	2.3
C	74-77	2.0
C-	70-73	1.7
D+	68-69	1.3
D	64-67	1.0
D-	60-63	0.7
F	Below 60	0.0

- I - Incomplete work. Not computed in . . . Not Applicable to cumulative grade point average (GPA) but converts to "F" if work is not completed within a year. Student does not need to be enrolled to remove an "I" grade.
- S - Satisfactory at the "C" thru higher grade (2.00) - Not computed in the cumulative GPA grade point average.
- U- Unsatisfactory at the "C-" thru "F" grade - Not computed in the cumulative GPA grade point average.
- WP - Withdrew Passing - Not counted in cumulative average.
- WF - Withdrew Failing - Not counted in cumulative average.
- Z - Blank/No grade submitted.

Satisfactory/Unsatisfactory (S/U) Option

Any course, except those specified by the college or the student's major department, may be taken under the Satisfactory/Unsatisfactory(S/U) grading system. Satisfactory means that the student has achieved at the "C" or higher academic level. Unsatisfactory means that the student has achieved at the "C-" - "F" level. A student cannot take more than two courses on S/U per semester, and not more than 18 semester hours of S/U credit can be applied to degree requirements. School Deans or departments may set lower limits for their students. Students should also be aware that most employers and graduate schools will not favorably consider applicants who excessively use the nontraditional grading options. Departments may offer entry level, developmental courses on a S/U basis. The S/U basis may not be used for a repeated course or any lecture course in major discipline.

Withdrawal from Classes

For each term, deadlines have been set to define the period in which a student may withdraw from a course with a grade of "**WP**" (*Withdraw Passing*) or "**WF**" (*Withdraw Failing*). The deadlines are indicated on the academic calendar located on the inside of this bulletin. The vehicle for this application to the Registrar is the completed Course Withdrawal Form.

Withdrawal from the University

A student ceases to attend all classes and is no longer considered enrolled in the University. A student who withdraws before the end of the course drop period will have his or her entire semester's registration record removed from the permanent record. Withdrawal after the end of the drop period, but before 4:00 p.m. on the last day of classes, will result in a grade of "**WP**" or "**WF**" for each course. Withdrawal after the last day of classes results in grades earned for the term being recorded in the permanent record. The vehicle for this application to the Registrar is the completed Petition of Separation Form.

XXI

TAKING COURSES AT ANOTHER INSTITUTION

- a.** The Tidewater Consortium of Higher Education affords students the opportunity to take enrichment courses, not taught at the home school, at another member institution. Certain restrictions and regulations of the Consortium, the host schools, and Hampton University College of Virginia Beach apply. This opportunity is only open to students with a grade point average of 2.000 or better and is designed to make available a wider variety of upper-division, elective courses.
- b.** A student may elect to take a course at any institution of higher education. To protect the student and to ensure that the student is able to have the course and its credit--not quality points--transferred back to his program at Hampton University College of Virginia Beach, the students must secure permission from his or her academic advisor, department chairperson, and school dean before the end of the Hampton semester before taking the courses at the other school. Only grades of "C" or better will transfer back to the College of Virginia Beach. Standard forms and instructions may be obtained in each department.
- c.** Transactions to the student's record, e.g., transfer credit, can only be posted to the student's record if the student is currently registered when the transaction is received in the Registrar's Office. The appropriately approved, posted transaction will appear on the student's record when the current term is completed and the grades are processed.
- d.** The cumulative grade point average of each student will be calculated on work (courses) taken at Hampton University College of Virginia Beach. All credits earned at other institutions, including those earned by students seeking reentry to the University, as well as those with approved permission to take courses at another institution, will be treated/classified as transfer credits. They may be used to reduce the number of hours required for graduation. However, they will not be used in calculating the cumulative grade point average.

GOOD ACADEMIC STANDING

Students whose cumulative averages are equal to or greater than the average for their tenure and who have met their financial obligations, and whose conduct is in keeping with the standards of membership in the university will be considered in good academic standing. Students in good academic standing are entitled to continue registration and class attendance and are eligible to apply for a degree upon completion of the necessary requirements. They are entitled to all the privileges of membership in the university, including residence, class attendance, examinations, participation in student activities (except as set forth below) and use

XXII

of facilities under the regulations of the university. They are entitled to receive regular reports of their progress, to have transcripts and other official documents issued upon request, and to use the placement and other student services of the university. Any student on academic probation may be retained in accordance with the university's regulations.

A student placed on probationary status is allowed to retain status as a student with the following provisions:

1. The students may not register for more than thirteen hours per semester. Exceptions to this rule must be approved by the Provost.
2. The student may not participate in extracurricular activities that are not class related; and the student may not travel in the name of the university or at university expense. Exceptions to this rule must be approved by the Provost.
3. All upper-class students placed on probation at the end of the semester must process through the Counseling Center at the beginning of the Fall or Spring semester.
4. All Freshman students placed on probation must process through Freshman Studies at the beginning of the Fall or Spring semester.

XXIII

REFUNDS

Refund of Tuition, Room and Board Fees: Refund for students withdrawing from the University for any reason will be made in accordance with the scale listed below. The application, matriculation, and the advance deposit fees are **Non-refundable Fees.**

<u>Days</u>	<u>% of Refund</u>
1-7	100
8-14	92
15-21	84
22-28	76
29-35	68
36-42	60
43-over	0

NOTE: The official end of late registration is also the end of the drop period for financial adjustments for students not withdrawing from school.

XXIV

HAMPTON UNIVERSITY HAMPTON, VIRGINIA

GRIEVANCE PROCEDURE FOR HAMPTON UNIVERSITY UNDERGRADUATE AND GRADUATE STUDENTS

STEP ONE START AT THE SOURCE OF THE PROBLEM

- a) Schedule a conference with the instructor of the course.
- b) Be prepared to discuss issues of concern clearly. Do not speculate.
- c) Proceed to the next level of authority if the problem or concern is not resolved.

STEP TWO SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR

Repeat **b** and **c** as stated in Step One.

STEP THREE SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT

Repeat **b** and **c** as stated in Step One.

STEP FOUR SCHEDULE A CONFERENCE WITH DEAN OF THE SCHOOL

Repeat **b** and **c** as stated in Step One.

STEP FIVE SCHEDULE A MEETING WITH GRIEVANCE COUNCIL OF SCHOOL

Repeat **b** and **c** as stated in Step One.

STEP SIX SCHEDULE A CONFERENCE WITH THE PROVOST OR DESIGNEE

If steps one through five have been omitted, the Provost will refer the case back to the step that was omitted.

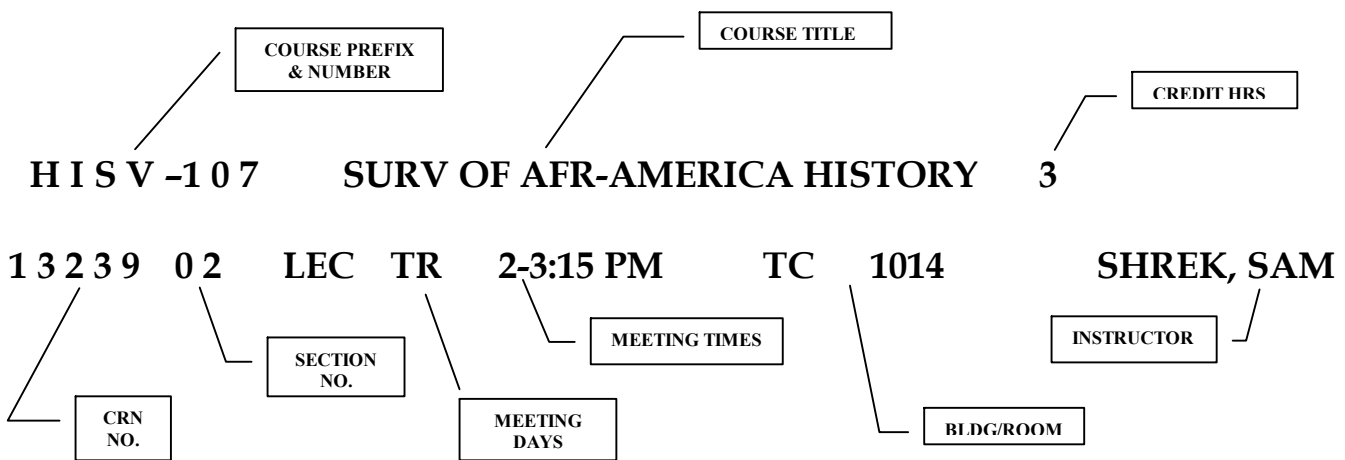
N.B.

Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help you learn while maintaining high academic and ethical standards.

It is recommended that each learner: "Follows the counsel of those wise faculty members who have dedicated their lives to meeting the needs of students who are willing to take responsibility for their own education.

ATTENTION: PLEASE READ

The following is a sample of a course as it may appear in the Spring 2009 Scheduling Guide. Please refer to this example when viewing the scheduling guide in order to understand how to interpret the course information listed.



Hampton University

2009 Spring Class Schedule

College of Virginia Beach

<u>SUBJ</u>	<u>CRSE</u>	<u>TITLE</u>	<u>COLLEGE</u>	<u>DIVISION</u>	<u>DEPARTMENT</u>				
BIOV 304		Gen Microbiology	College of Virginia Beach		BIOLOGY				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22320	01	O	Gen Microbiology	4.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
22321	60	O	Laboratory	.000	TBA	TBA	TBA	TBA	STAFF
			Laboratory						
COMV 103		Oral Communication	College of Virginia Beach		FINE AND PERFORMING ARTS				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23304	01	O	Oral Communication	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
CSCV 120		Intro to Computers	College of Virginia Beach		COMPUTER SCIENCE				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23073	01	O	Intro to Computers-Online	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
ENGV 102		Writ Comm II	College of Virginia Beach		ENGLISH				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22767	01	O	Writ Comm II	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
HISV 106		World Civ II	College of Virginia Beach		HISTORY				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22340	01	O	World Civ II	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
HUMV 202		Humanities II	College of Virginia Beach		MUSIC				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22457	01	O	Humanities II-Online	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
			Course is Online						
MATV 109		College Mathematics I	College of Virginia Beach		MATHEMATICS				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23306	01	O	College Mathematics I	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
MATV 117		Pre Calculus Mathematics I	College of Virginia Beach		MATHEMATICS				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23307	01	O	Pre Calculus Mathematics I	3.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
MSCV 202		Foundations of Tactical Ldrshp	College of Virginia Beach		MILITARY SCIENCE				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23156	02	O	Foundations of Tactical Ldrshp	2.000	TBA	TBA	TBA	TBA	STAFF
			Lecture						
23157	60	O	Laboratory	.000	TBA	TBA	TBA	TBA	STAFF
			Laboratory						
NURV 105		Nurs & the Nature of Persons	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22290	01	O	Nurs & the Nature of Persons	2.000	T	1000-1150am	TC	1005	Harrison B
			Lecture						
NURV 202		Nutrition & Dietetics	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22293	01	O	Nutrition & Dietetics	3.000	M	0900-1150am	TC	1005	Johnson D
			Lecture						
NURV 203		Comput in Pharmacotherap Lab	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22793	01	O	Comput in Pharmacotherap Lab	1.000	T	0100-0150pm	TC	1005	Toliver T
			Lab (with credit)						
NURV 204		Pharmacotherap & Prcss of Nurs	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22794	01	O	Pharmacotherap & Prcss of Nurs	2.000	TBA	0200-0350pm	TC	1005	Toliver T
			Lecture						

<u>SUBJ</u>	<u>CRSE</u>	<u>TITLE</u>	<u>COLLEGE</u>	<u>DIVISION</u>	<u>DEPARTMENT</u>				
NURV 221		Med Terminol For Health Prof	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23388	01	O	Med Terminol For Health Prof	3.000	R	0100-0350pm	TC	1005	Gardiner R
			Lecture						
NURV 300		Spec Topics Nursing	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22625	02	O	Spec Topics Nursing	2.000	W	1000-1150am	TBA	TBA	Gardiner R
			Lecture						
22626	04	O	Spec Topics Nursing	2.000	R	0200-0350pm	TC	TBA	Brown L
			Lecture						
23389	03	O	Spec Topics Nursing	2.000	M	0200-0350pm	TBA	TBA	Toliver T
			Lecture						
23390	07	O	Spec Topics Nursing	2.000	T	0100-0250pm	TBA	TBA	Harrison B
			Lecture						
NURV 303		Physical Assessment	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22623	01	O	Physical Assessment	2.000	W	0900-1050am	TC	1018	Saunders D
			Lecture						
22834	02	O	Physical Assessment	2.000	W	0900-1050am	TC	1018	Saunders D
			Lecture						
NURV 304		Physicl Assess Practicum	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22624	01	O	Physicl Assess Practicum	2.000	W	1100-0100pm	TC	1018	Saunders D
			Lecture						
22835	02	O	Physicl Assess Practicum	2.000	W	1100-0100pm	TC	1018	Saunders D
			Lecture						
NURV 335		Promo Wellness Across Lifspn I	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22305	01	O	Promo Wellness Across Lifspn I	4.000	R	0800-1150am	TC	1015	Gardiner R
			Lecture						
23391	02	O	Promo Wellness Across Lifspn I	4.000	R	0800-1150am	TC	1015	Daniels W
			Lecture						
NURV 336		Promo Welln In Comm II Pract	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22306	01	O	Promo Welln In Comm II Pract	4.000	M T	0700-0250pm	TBA	TBA	Gardiner R
			Lecture						
22307	02	O	Promo Welln In Comm II Pract	4.000	M T	0700-0250pm	TBA	TBA	Gardiner R
			Lecture						
22308	03	O	Promo Welln In Comm II Pract	4.000	M T	0700-0250pm	TBA	TBA	Daniels W
			Lecture						
22309	04	O	Promo Welln In Comm II Pract	4.000	M T	0700-0250pm	TBA	TBA	Daniels W
			Lecture						
NURV 337		Wellness Promo Tech Info II	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22310	01	O	Wellness Promo Tech Info II	3.000	W	0100-0350pm	TC	1006	Gardiner R
			Lecture						
22311	02	O	Wellness Promo Tech Info II	3.000	W	0100-0350pm	TC	1006	Gardiner R
			Lecture						
NURV 399		Nursing Internship	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22797	01	O	Nursing Internship	3.000	T	0900-1150am	TC	1011	Brown L
			Internship						
23016	02	O	Nursing Internship	3.000	T	0900-1150am	TC	1011	Brown L
			Internship						
23017	03	O	Nursing Internship	3.000	T	0900-1150am	TC	1011	Brown L
			Internship						
23018	04	O	Nursing Internship	3.000	T	0900-1150am	TC	1011	Brown L
			Internship						
NURV 403		Trnds Iss & Ldrshp Nrsng	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22462	01	O	Trnds Iss & Ldrsh Nrsng-Online	2.000	TBA	TBA	TBA	TBA	Bradley-Laster
			Lecture						

<u>SUBJ</u>	<u>CRSE</u>	<u>TITLE</u>	<u>COLLEGE</u>	<u>DIVISION</u>	<u>DEPARTMENT</u>				
NURV	404	Trends, Issues & Ldrshp	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22463	01	O	Trends, Issues & Ldrshp-Online	2.000	TBA		TBA	TBA	Bradley-Laster
			Practicum						
NURV	405	Transition Theory	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22314	01	O	Transition Theory-Online	6.000	TBA		TBA	TBA	Bradley-Laster
			Lecture						
NURV	406	Transition Theory-Practicum	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22315	01	O	Transitn Theory-Practcm-Online	6.000	TBA		TBA	TBA	Bradley-Laster
			Practicum						
NURV	407	Portfolio Seminar I	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22316	01	O	Portfolio Seminar I-Online	4.000	TBA		TBA	TBA	Bradley-Laster
			Seminar						
NURV	415	Community Health Nursing	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22317	01	O	Community Hea Nursing-Online	4.000	TBA		TBA	TBA	Harrison B
			Lecture						
NURV	417	Cmmnty Hlth Nrsng Prctcm	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22318	01	O	Cmmnty Hlth Nrsng Prctcm-Online	4.000	TBA		TBA	TBA	Harrison B
			Lecture						
NURV	418	Issues in Research Seminar	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22467	01	O	Issues in Research Seminar	2.000	T	0100-0250pm	TC	1011	Saunders D
			Seminar						
NURV	419	Professional Developmnt	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22473	01	O	Professional Developmnt	2.000	T	0100-0250pm	TC	1018	Harrison B
			Lecture						
NURV	425	Manage Hea-Alertntns Acr Lifspn	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22464	01	O	Manage Hea-Alertntns Acr Lifspn	4.000	R	0900-1250pm	TC	1011	Harrison B
			Lecture						
23062	02	O	Manage Hea-Alertntns Acr Lifspn	4.000	R	0900-1250pm	TC	1011	Brown L
			Lecture						
23186	03	O	Manage Hea-Alertntns Acr Lifspn	4.000	R	0900-1250pm	TC	1011	Holmgaard J
			Lecture						
NURV	426	Manag Alertntns in Health Comm	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22465	01	O	Manag Alertntns in Health Comm	4.000	W F	0700-0250pm	TBA	TBA	Harrison B
			Practicum						
22798	02	O	Manag Alertntns in Health Comm	4.000	W F	0700-0250pm	TBA	TBA	Brown L
			Practicum						
22799	03	O	Manag Alertntns in Health Comm	4.000	W F	0700-0250pm	TBA	TBA	Harrison B
			Practicum						
22800	04	O	Manag Alertntns in Health Comm	4.000	W F	0700-0250pm	TBA	TBA	Holmgaard J
			Practicum						
22801	05	O	Manag Alertntns in Health Comm	4.000	W F	0700-0250pm	TBA	TBA	Holmgaard J
			Practicum						
22802	06	O	Manag Alertntns in Health Comm	4.000	W F	0700-0250pm	TBA	TBA	Harrison B
			Practicum						
NURV	427	Hea Mgt Tech/Info II	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22466	01	O	Hea Mgt Tech/Info II	3.000	R	0200-0450pm	TC	1006	Brown L
			Lecture						

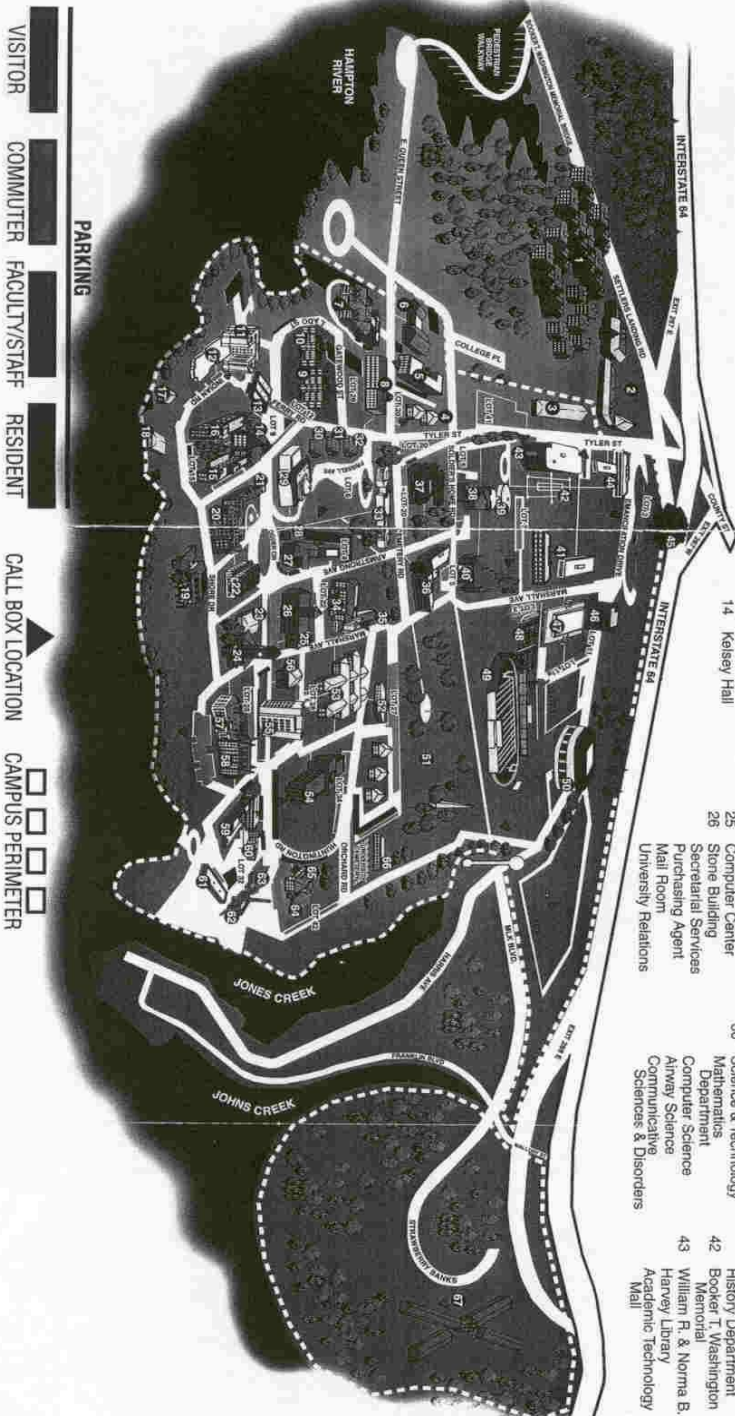
<u>SUBJ</u>	<u>CRSE</u>	<u>TITLE</u>	<u>COLLEGE</u>	<u>DIVISION</u>	<u>DEPARTMENT</u>				
NURV	427	Hea Mgt Tech/Info II	College of Virginia Beach		NURSING				
****CONTINUED****									
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23063	02	O	Hea Mgt Tech/Info II	3.000	R	0200-0450pm	TC	1006	Harrison B
Lecture									
NURV	435	Manag Alt in Hea Acr Lfspn I	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23397	02	O	Manag Alt in Hea Acr Lfspn I	4.000	M	0900-1250pm	TC	1015	Saunders D
Lecture									
NURV	436	Mgt of Alt Hea in Comm I	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23398	01	O	Mgt of Alt Hea in Comm I	4.000	R	0700-0650pm	TBA	TBA	Saunders D
Lecture									
23399	02	O	Mgt of Alt Hea in Comm I	4.000	R	0700-0650pm	TBA	TBA	Saunders D
Lecture									
23400	03	O	Mgt of Alt Hea in Comm I	4.000	R F	0700-0250pm	TBA	TBA	STAFF
Lecture									
23401	04	O	Mgt of Alt Hea in Comm I	4.000	R	0700-0650pm	TBA	TBA	Toliver T
Lecture									
23402	05	O	Mgt of Alt Hea in Comm I	4.000	R	0700-0650pm	TBA	TBA	Toliver T
Lecture									
23403	06	O	Mgt of Alt Hea in Comm I	4.000	S	0700-0650pm	TBA	TBA	STAFF
Lecture									
NURV	437	Hea Mgt Tech/Info I	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23404	01	O	Hea Mgt Tech/Info I	3.000	T	0900-1150am	TC	1018	Lott S
Lecture									
23405	02	O	Hea Mgt Tech/Info I	3.000	T	0900-1150am	TC	1018	Toliver T
Lecture									
NURV	510	Conceptural Approach Nurs	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22505	01	O	Conceptural Approach Nurs	2.000	TBA	TBA	TBA	TBA	Condon E
Lecture									
NURV	512	Org Behav/Grp Role Thrpy	College of Virginia Beach		NURSING				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22506	01	O	Org Behav/Grp Role Thrpy	3.000	TBA	TBA	TBA	TBA	Burns D
Lecture									
PEDV	103	Yoga	College of Virginia Beach		PHYSICAL EDUCATION				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23303	01	O	Yoga	1.000	TBA	0500-0650pm	TBA	TBA	STAFF
Lecture									
PSYV	311	Human Growth & Development	College of Virginia Beach		PSYCHOLOGY				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23305	01	O	Human Growth & Development	3.000	TBA	TBA	TBA	TBA	STAFF
Lecture									
PSYV	346	Stat I: Intr to Sta Met	College of Virginia Beach		PSYCHOLOGY				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
22341	01	O	Stat I: Intr to Sta Met	3.000	TBA	TBA	TBA	TBA	STAFF
Lecture									
SOCV	205	Intro to Soc	College of Virginia Beach		SOCIOLOGY				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23308	01	O	Intro to Soc	3.000	TBA	TBA	TBA	TBA	STAFF
Lecture									
SPAV	101	Elementary Spanish	College of Virginia Beach		MODERN FOREIGN LANGUAGE				
<u>CRN</u>	<u>SEC</u>	<u>S</u>	<u>TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
23309	01	O	Elementary Spanish	3.000	TBA	TBA	TBA	TBA	STAFF
Lecture									

MAIN CAMPUS & VA BCH BUILDING TRANSLATIONS

AC	ACADEMY
AG	AGENCY
AR	ARMSTRONG HALL
BE	BEMIS HALL
BU	BUCKMAN HALL
CC	CONVOCATION CENTER
CL	CLARK HALL
DU	DUPONT HALL
EU	FORT EUSTIS
HO	HOLLAND HALL
KI	KITTRELL HALL
LA	LANGLEY
LI	LIBRARY
MK	MARTIN LUTHER KING HALL
MO	FORT MONROE
MS	MARINE SCIENCE
OG	OGDEN HALL
OL	OLIN HALL (ENGINEERING BUILDING)
PH	PHENIX HALL
SH	SCRIPPS HOWARD BLDG
ST	SCIENCE TECHNOLOGY HALL
TC	TOWN CENTER
TU	TURNER HALL
WF	WILLIAM FREEMAN HALL
WW	WIGWAM

HAMPTON UNIVERSITY

HAMPTON, VIRGINIA 23668
757-727-5000



KEY FOR VISITORS

- 1 Hampton Harbor
- 2 Hampton Harbor Shops
- 3 Student Health Services & HUBAC
- 4 Center for Atmospheric Science
- 5 Winona Hall
- 6 Thurgood Marshall Hall
- 7 Queen St. Hall
- 8 Scripps Howard Building
- 9 Holmes Hall
- 10 White Hall
- 11 McGrew Towers
- 12 Conference Center
- 13 Modders
- 14 Kelsey Hall
- 15 Tutwiler Hall
- 16 Davidson Hall
- 17 Moorings Hall
- 18 Katharine House
- 19 Mansion House
- 20 Virginia Cleveland Hall
- 21 Kennedy Hall
- 22 Ogden Hall
- 23 Administration Building
- 24 University President's Office
- 25 VP for Business Affairs
- 26 Business Office
- 27 VP for Development
- 28 Memorial Church
- 29 Computer Center
- 30 Stone Building
- 31 Purchasing Services
- 32 Mail Room
- 33 University Relations
- 34 Relations
- 35 Office of Governmental Affairs
- 36 VP for Business Affairs
- 37 Business Office
- 38 Memorial Church
- 39 Computer Center
- 40 Stone Building
- 41 Purchasing Services
- 42 Mail Room
- 43 University Relations
- 44 Whipple Barn
- 45 Admissions
- 46 Financial Aid
- 47 Registrar
- 48 University Police
- 49 Prienx Hall
- 50 Department of Physical Therapy
- 51 Department of Music
- 52 Mass Media Department
- 53 Music Department
- 54 Dupont Hall
- 55 Biology Department
- 56 Chemistry Department
- 57 Turner Hall
- 58 Science & Technology
- 59 Mathematics
- 60 Computer Science
- 61 Airway Science
- 62 Communicative Sciences & Disorders
- 63 Whipple Barn
- 64 Admissions
- 65 Financial Aid
- 66 Registrar
- 67 University Police
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- 90 Mass Media Department
- 91 Music Department
- 92 Dupont Hall
- 93 Biology Department
- 94 Chemistry Department
- 95 Turner Hall
- 96 Science & Technology
- 97 Mathematics
- 98 Computer Science
- 99 Airway Science
- 100 Communicative Sciences & Disorders

VISITOR
COMMUTER
FACULTY/STAFF
RESIDENT
CALL BOX LOCATION
CAMPUS PERIMETER

COLLEGE OF VIRGINIA BEACH

Ms.

Mr.

Name (Last, First, Middle)

PLEASE PRINT CLEARLY

Date (Month, Day, Year)

Local Address-Number & Street

Student ID Number

City

State

Zip Code

Telephone Number-Local

Major

*SU-Satisfactory/Unsatisfactory

*AU-Audit

*RI-Repeat

*Must be entered by the Registrar

Course Request Worksheet

Grade Type

DRP=Drop

VAR=Variable

LVL=Level

Course Call No.	Course Code	Number	Section	L V L	Cr. Hrs.	*SU *AU *RI	A	D	V	Day	Time	Room
							D	R	A			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			

TOTAL CREDIT

⌵ (ADD ⌵ (VARIABLE CREDIT COURSE)

Please Circle R, D or V

Term: ____ ____ **Indicate the year and semester**
 (example: 200630, 2006 for the year and 30 for Fall)
 Semester=10 for Spring, 20 for Summer, 30 for Fall.

Indicate if you did ____ or did not ____ pre-register for this term.

Students must complete the Web Registration Process to register for courses. (See instructions in the right column and in the Student Scheduling Guide). **Students must be financially cleared before using the Web.**

The tuition charge will be based on courses of record for which the student is registered on the last day for adding courses. After this date, there will be no cancellations of tuition charges for students still enrolled.

Instructions for Using Web Registration

Go to <http://www.hamptonu.edu>: click Online Resources, then HUNet, New HUNet Admin, Enter Secure Area;

The System will guide you through the process.

Detailed instructions are also listed in the Student Scheduling Guide.

Please contact the Office of the Registrar at (757) 727-5324 if you encounter problems.

Student's Signature

Date

Advisor's Signature

Date

Dean/Chairperson's Signature (if required)

Date

Executive Vice President and Provost (if required)

Date

White - Registrar

Gold-Business Office

Yellow-Department

Pink-Student

COLLEGE OF VIRGINIA BEACH

Ms.

Mr.

Name (Last, First, Middle) **PLEASE PRINT CLEARLY**

Date (Month, Day, Year)

Local Address-Number & Street

Student ID Number

City State Zip Code

Telephone Number-Local

Major

*SU-Satisfactory/Unsatisfactory

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							D	R	A			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			
							R	D	V			

TOTAL CREDIT

⌵ (ADD) ⌵ (VARIABLE CREDIT COURSE)

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Executive Vice President and Provost (if required) **Date**

White - Registrar

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Pink-Student

**UNIVERSITY REGISTRAR
HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668**

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Hampton, Virginia**

TO: