HAMPTON UNIVERSITY

2025
Commencement Communiqué

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Greetings – University Registrar

Dear Graduates and Prospective Graduates:

It is with great pleasure that we offer congratulations to those of you who have completed or will successfully complete requirements for your degree. This is a very significant achievement for you, one that deserves our highest commendation. We are proud of the commitment and sustained effort you have demonstrated in achieving this goal. Your Hampton University family extends its heartfelt congratulations for all that you have achieved during your attendance at "Our Home by the Sea."

This communiqué is provided for you to ensure that your graduation activities will be both enjoyable and "stress-free." Please read and follow what is outlined in this communiqué. We hope that the Commencement Ceremony on May 11, 2025, 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,

Regina Cotter

Regina Cotter
University Registrar

HAMPTON UNIVERSITY
ALUMNI AFFAIRS
& PARENT RELATIONS

Greetings Member of the Class of 2025:

The Hampton University Office of Alumni Affairs & Family Engagement and the National Hampton Alumni Association, Inc. (NHAA, Inc.) congratulates you during this season of commencement! As you approach graduation, then start your new career and the next phase of your life, we want to encourage you and your fellow classmates to connect with your new alumni family, and become an active member of the NHAA Inc.

We look forward to welcoming you into our beloved Alumni Family, here at your *Home by the Sea*, where you will be able to network with over 30,000 alumni worldwide. Before you set sail from our picturesque campus, stop by the Alumni House and provide us with your contact information. We will also provide you with information about the NHAA, Inc., including chapter locations and programs that are available online at, https://www.nhaainc.org/, so you can network with Hamptonians in your new city.

Connect with us on social media. When you return to Hampton for homecoming, reunions, and other occasions, be sure to stop by the Office of Alumni Affairs & Family Engagement to fellowship and to provide updates such as a new address, an additional degree or new job. This will help us maintain accurate records so you can receive the *Alumni Magazine*, invitations, reunion, and special mailings from your alma mater and you also might see yourself in an upcoming newsletter or publication. You can also contact us about your great career accomplishments post-graduation. You can always reach our office at 1-888-HU FORCE, send us an email at alumni@hamptonu.edu, or visit us online at http://oaa.hamptonu.edu/.

On behalf of the Office of the Alumni Affairs and Family Engagement and the National Hampton Alumni Association, Inc., we again say, congratulations! Always remember the *Education for Life* that Hampton has provided to you and the many doors and opportunities ahead that will open for you. And, forever let your *life do the singing!* These opportunities will be boundless because your potential is limitless.

In the Hampton Spirit,

Matthew A. White '07
Assistant Vice President of
Alumni Relations & Family
Engagement

FOLLOW US Stay Connected

IMPORTANT DATES AND DEADLINES

March 1-17	Jostens accepting online orders for academic regalia. **Extended to March 17 as of 2/27/25. Hampton University HAMPTON, VA - Graduation Caps & Gowns	Jostens**
March 15	May 2025 Graduation Application Deadline
April 1	Deadline for All Direct Subsidized and Unsubsidized Student Loan Exit Counseling for May 2025, Candidates for Graduation. All Exit Loan counseling is conducted online. You can complete this process through April 1 at **https://studentaid.gov**
April 1-12	Perkins Loan recipients must complete exit loan counseling by these
April 2	dates Deadline for All Account Balances and Student Fees to Be Paid
April 14	Deadline to Order Parent Certificates and Senior Banquet Tickets
April 23	End of Classes for Candidates for Graduation
April 24	Reading Day for Candidates for Graduation
April 25-30	Final Examinations for Candidates for Graduation
May 6-8	Posting of List of Approved Graduates (August & December 2024 & May 2025)
May 6-8	Posting of List of Approved Provisional Candidates (August & December 2025)
May 7-9	* Distribution of Commencement Admission Tickets (August & December 2024 & May 2025)
May 7-9	*****Distribution of Senior Banquet Tickets and Parent Certificates (August & December 2024 & May 2025)
May 7-9	*****Distribution of Academic/Financial Clearance Cards (August & December 2024 & May 2025)
May 9	Commencement Rehearsal (9:00 a.m. to 12 noon) at the Convocation Center
May 9	Senior Banquet
May 11	Ceremony begins at 10:00 am. You must have a Financial Clearance Card.

Your valid student ID must be presented

APPROVED LIST OF AUGUST AND DECEMBER 2024 GRADUATES AND MAY 2025 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 begin posting the approved list of students eligible to participate in the commencement exercise and those eligible to receive honor cords on the HU Graduation Countdown Website after 5pm on May 6 through May 8, 2025.

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.

ISSUANCE OF DIPLOMAS

*(August and December **2024** and **May 2025** Graduates **only**)*

Immediately following the University Commencement exercise, students will process to Holland Hall to obtain their diploma.

All graduates will be issued a total of **11** tickets for the Convocation Center.

INSTRUCTIONS FOR MAY, AUGUST AND DECEMBER 2024 PROVISIONAL CANDIDATES

A provisional student will have his or her name called but will not receive the diploma until **all** degree requirements have been met.

In order to participate in the en masse Commencement Ceremony as a provisional candidate on Sunday, May 11, 2025, at 10:00 a.m., all August and December 2025 provisional applicants must meet the following qualifications:

- A graduation application must already be on file for August or December 2025.
- All August and December 2025 candidates must sign a participants' roster held on file in the Office of the Registrar. The schedule for signing is Tuesday, April 1, 2025 through Friday, April 25, 2025, 9:00 a.m.-5:00 p.m., in the Office of the Registrar.
- All August and December 2025 candidates must pre-register for Summer and/or Fall 2025.
- The student must be currently enrolled for the Spring 2025 semester.
- The student must have completed all required coursework and **require only six (6) hours** or fewer to complete degree requirements after the Spring 2025 semester.
- All students must have a cumulative GPA of 2.000 or higher after the Spring 2025 grading period.
- Students must have all financial obligations paid by April 5, 2025.
- All students who have been loan recipients must complete an exit interview with the Financial Aid Office and Office of Collections. [See page 11.]

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 after 5:00 p.m. in front of the Whipple Barn and on the HU Website, according to the following schedule:

August & December Provisional 2025 Candidates: May 6-8, 2025

The "*Provisional*" **status will be indicated on the lists posted.**

COMMENCEMENT CEREMONY
(*All Participants*)

The Commencement Ceremony will be held on Sunday, May 11, 2025 at 10:00 a.m. in the Convocation Center.

ARRIVAL TIME: All student participants **must be assembled by 8:45 a.m.** at Armstrong Stadium 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: This year the en masse ceremony will be held in the Convocation Center. Seating is limited 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 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. For your safety, **cellular phones are not permitted during the processional.**

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 12:00 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 Stadium at 9:00 a.m. Friday, May 9 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 Stadium on Sunday, May 11 at 8:45 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 12 and 13 for distribution). A valid ID 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 after the Conferring of the Degrees. 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: white collared shirts with ties, black shoes, black dress slacks, and no jeans. Students that self-identify as Trans or Non-Binary: please aim for your polished, professional look that is true to who you are. Attire may include the following: black suits with shirt or blouse, long black trousers with shirt or blouse, black dress, skirt with shirt or blouse, and neckties. 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. **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 change.**

9. All participants should report to Armstrong Stadium at 8:45 a.m., May 11th and assemble with their Dean in assigned areas.

COMMENCEMENT FINANCIAL REQUIREMENTS
(All Participants)

All account balances and student fees must be paid by April 4, 2025. 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 Fee (all levels): $50.00

Academic Regalia:

Bachelor's Regalia *	$85.00
Master's Regalia Unit*	$94.00
Doctorate Regalia Unit w/ Tam*	$154.00
PhD Doctorate Regalia Unit with Cap*	$113.00

Binding Costs for Graduate Candidates - Main Campus:

Main Campus Master's Thesis Binding	$100.00 **($50 each) (2 copies minimum)(all main campus master's programs except for Chemistry)** **3 copies minimum for Chemistry students**: $162.00 total **($50.00 each for first two and $62.00 for the third)**
Main Campus Doctoral Dissertation Binding	$100.00 **($50.00 each) (2 copies minimum)**

Transcripts: $10.00 each
(order online at www.getmytranscript.com)

***For questions regarding regalia, please contact your Campus Bookstore at (757) 727-5446**

Students must present a valid student I.D. to pick up their Regalia.

EXIT COUNSELING REQUIREMENTS

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

- **Mandatory Stafford Loan (**Direct Subsidized and Unsubsidized) **Exit Counseling may be conducted ONLINE.**
- **April 1st is the deadline for all candidates for graduation to complete exit counseling for financial clearance**

https://studentaid.gov

- **Manage My Direct Loans**
- **Complete 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.

FEDERAL PERKINS LOAN RECIPIENTS must complete a two-part Exit Counseling Requirement.

PART ONE---Attend an Exit Interview session. Whipple Barn, Room 116
April 1-12, 2024.

***Contact the Collection Office to schedule a session (757) 727-5797**

PART TWO---Complete the online counseling **@www.heartlandecsi.com**

No student will be permitted to participate in the Commencement Ceremony if exit loan counseling has not been completed. The Office of Financial Aid and Scholarships, the Office of Collections, and the Office of the Registrar must clear students before the Business Office will release a Financial Clearance Card.

AUGUST AND DECEMBER 2024 GRADUATES, MAY 2025 UNDERGRADUATE, GRADUATE & PROFESSIONAL/PHARMACY CANDIDATES & AUGUST & DECEMBER 2025 PROVISIONAL CANDIDATES DISTRIBUTION SCHEDULE

ACADEMIC/FINANCIAL CLEARANCE CARDS

May 7 (Wednesday)	Convocation Center	9:00am – 4:00 pm
May 8 (Thursday)	Convocation Center	9:00am – 4:00 pm
May 9 (Friday)	Convocation Center	after rehearsal until – 5:00 pm

2025 candidates must present a valid HU ID card and 2024 graduates must present a valid state ID or driver's license. Duplicate financial clearance cards will not be issued. Financial clearance cards must be presented upon entering the site for the commencement ceremony.

ADMISSION TICKETS**

May 7-8 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 9 (Friday)	Convocation Center	after rehearsal – 4:00 pm

Students must present a valid ID card in order to receive admission tickets. Tickets are required for all guests.

HU Main Campus	(11 tickets)
Graduate College	(11 tickets)
HU Online	(11tickets)
Pharmacy	(11 tickets)

UNDERGRADUATE BANQUET TICKETS & PARENT CERTIFICATES

May 7-8 (Wednesday & Thursday)	Convocation Center	9:00 am – 4:00 pm
May 9 (Friday)	Convocation Center	after rehearsal – 4:00 pm

Please complete the Parent Certificate Form and the Senior Banquet Reservation Form and return via email to sheila.taylor@hamptonu.edu or to the Office of Special Projects, McGrew Towers Conference Center, before April 14, 2025. If there are any questions, please call (757) 727-5681.

August and December 2024 Graduates & May 2025 Undergraduate Candidates

The Graduation fees include the cost of one (1) 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 (1) 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.
- Parent Certificates will be distributed with the Admission and Senior Banquet Tickets.
- If there are any questions, please call the Office of Special Projects at McGrew Conference Center (757)727-5681.
- Please return by April 14, 2025: **Email to: sheila.taylor@hamptonu.edu**

Office of Special Projects
McGrew Conference Center

Hampton University
Takes Pleasure in Presenting This Certificate
Of Appreciation to

_____

Please Print Parent(s)'/Presentee(s)' Name

As

_____

Please Print Your 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 11th Day of May 2025

_____

School:_____ Major:_____ Today's Date:_____

Student ID:_____ Student's Phone Number:_____

Home Address of Parent(s)/Guardian(s):

_____

City:_____State:_____Zip Code_____

Senior Banquet Order Form
(All Participants)

Banquet Date: May 9, 2025 at 6:00p.m.

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 the Office of Special Projects at McGrew Conference Center (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 by **April 14, 2025**

Email: sheila.taylor@hamptonu.edu

Office of Special Projects
McGrew Conference Center

IMPORTANT INFORMATION
FOR
UNDERGRADUATE CANDIDATES

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.

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**.

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.

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 course used to keep a graduating candidate's academic record active at Hampton University. The cost of this registration is $150.00.

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.

CRT registration is required if an Application to Take Courses at Another Institution is on file and it must be completed prior to the student taking the course away.

The deadline for the CRT registration is March 15, 2025.

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. Requests must be received in the Office of the Registrar prior to the student taking the courses away. The deadline for transfer credits is **April 26, 2025.**

3. 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 March 15, 2025.**

The student must receive a minimum grade of "C-" in order for Hampton to accept and record the credit hours. All major courses must be completed with a grade of "C" or higher. 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.

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.

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 additional transcripts is $10.00 and can be requested online. Personal checks are not accepted. Instructions for requesting transcripts are listed below.

1. **You can order your transcripts online by going to www.getmytranscript.com and click on Hampton University.**
2. **Follow online instructions.**
3. **If you are unable to request online, you may send a letter which should include: Your full name, maiden name, if married, or any other name, your social security number or student ID number, dates of attendance, graduation date, return address, and daytime telephone number, also include the address and name of the person who should receive the transcript. Do not forget to sign and date your request. 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. (Reminder: The fastest process is using the online request system)
4. **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.**

The processing of transcripts may take longer than expected at the beginning or end 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.

WHEELCHAIRS

The University does not provide wheelchairs. Anyone desiring the use of a wheelchair may contact one of the local pharmacies.

SENIOR SURVEY

All graduating seniors are asked to take the Senior Survey. If you have questions, feel free to contact Mrs. Bessie Willis of the Career Counseling and Planning Center at 757-727-5331. Surveys will be administered in a classroom setting.