

Application to Take Courses with Hampton U Global (formally HU Online)

Instructions for Hampton University Main Campus Advisors:

When one of your students approaches you about taking a course with Hampton U Global, you will first need to check a few things before giving the below form to the student:

1. Academic Status- Please make sure to check if your student is able to take courses with Hampton University before filling out the form. If your student has been academically dismissed, they cannot take courses with Hampton U Global until after they have completed the reinstatement requirements on Hampton University Main Campus.

https://www.hamptonu.edu/student-services/financialaid/suspended_students.cfm

2. Student Level- Only Graduating Seniors can take courses with Hampton U Global in Fall and Spring Sessions. Freshmen through seniors can take courses with Hampton U Global in Winter and Summer Sessions.

3. Student Credit Check- You will need to check to see if your student has not exceeded the 6 credit hour limit per academic year for Hampton U Global. The maximum amount of credits a Main Campus student can take with Hampton U Global is 24 credits, so please make sure that your student has not exceeded this limit.

4. Course Availability- You will need to check Hampton U Global's Academic Calendar for the list of available courses per semester. Please note that Hampton U Global courses are typically 8 week sessions and are asynchronous. You can also view the available courses on Hampton U Experience using the Registration Dashboard, and select the Online Semester they wish to enroll in. <https://home.hamptonu.edu/online/academic-calendar/>

5. Course Alignment- Once you review Hampton U Global's Academic Calendar webpage or HUNet for available courses, check your student's curriculum for their program to make sure that what course or courses they select align with it.

Once you have checked all of these things, please review the available courses and complete the following form with your student. You must make sure to include ALL requested information printed clearly on the form for efficient processing.

The form must be approved, signed, and dated by the Department Chairperson of the student's major, School Dean of student's major, and the Assistant Provost for it to be considered completed. The form must be completed before the last day of registration for Hampton U Global to be processed in time. Hampton U Global Registration Deadlines can be found on their academic calendar: <https://home.hamptonu.edu/online/academic-calendar/>

Application to Take Courses with Hampton U Global

MAIN CAMPUS STUDENTS - Instructions and Procedures Checklist:

I. Advisor Check In

You will need to meet with your advisor for your major and have them complete the previously listed steps with you so that the form is filled out properly. You **must** make sure to include ALL required information printed clearly on the form for efficient processing.

II. Signatures

1. Email the form to the Administrative Assistant in the Department Chair's office, OR...
2. Obtain the signature of your Department Chair.
3. Obtain the signature of your Dean.
4. Obtain the signature of the Assistant Provost.

III. Documentation that must accompany the form:

A letter of justification for taking the course(s) if:

- a) You have less than 30 hours of coursework to complete at HU.
- b) The course you want to take at Hampton U Global is offered at Hampton University Main Campus that semester.

If you are working with a paper copy:

Once all the signatures are obtained and all information gathered, email the form before the last day to register to huoadmissions@hamptonu.edu for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.

IV. Important notes:

1. Hampton U Global course credit will not be approved retroactively.
2. Students cannot take more than six (6) credit hours at Hampton U Global per academic year.
3. Only those courses receiving prior approval will be accepted for credit.
4. The student is responsible for ensuring that the required signatures are obtained and that the application is forwarded via email before the last day to register to HUOadmissions@hamptonu.edu for processing and copy is delivered to the Main Campus Office of the Registrar, 149 Whipple Barn.

3 Verified by Provost's Office ____
 5 Received by Hampton U Global ____
 6 Received by Registrar ____



HAMPTON, VIRGINIA

DATE: _____

APPLICATION TO TAKE COURSES AT HAMPTON U GLOBAL

****PLEASE NOTE: Only GRADUATING SENIORS can take courses in Fall and Spring Sessions.**
All classifications can take courses in Winter and Summer Session.

****PLEASE NOTE: You can only take a total of six (6) credit hours at Hampton U Global per academic year, with a maximum of 24 credit hours overall.**

NAME: _____ STUDENT ID# _____ CLASSIFICATION: _____ MAJOR: _____

CUMULATIVE GPA: _____ CURRENT # OF SEMESTER HOURS: _____ ANTICIPATED DATE OF GRADUATION: _____

LOCAL ADDRESS: _____ PERMANENT ADDRESS: _____

UNIVERSITY EMAIL: _____ PHONE NUMBER: _____

Select the session you wish to attend (verify the Add/Drop Period deadline): Fall I Fall II Winter Spring III Spring IV Summer

1. Have you ever taken Hampton U Global Courses before? Yes No If yes, how many? _____
2. Are you in your last 30 hours at Hampton University Main Campus? Yes No *If 'No' see below. If 'Yes', how many hours left? _____
3. Is this course being offered at Hampton University Main Campus? Yes No *If 'Yes' see below.

*Justification is required if you answered 'No' to #2, or 'Yes' to #3: _____

HAMPTON U GLOBAL

HAMPTON UNIVERSITY MAIN CAMPUS

CRN#	Course #	Course Title	Credit Hours	CRN#	Course #	Course Title	Credit Hours

____ Approved
 ____ Not Approved _____ Date: _____

1 Department Chair of MAJOR

____ Approved
 ____ Not Approved _____ Date: _____

2 School Dean of MAJOR

____ Approved
 ____ Not Approved _____ Date: _____

4 Assistant Provost for Student Support

COMPLETED FORM NEXT STEPS (if using a hard copy):

1. Email approved form to: HUOadmissions@hamptonu.edu
2. Take form to the Main Campus Registrar's Office in Whipple Barn