

## MAIN CAMPUS STUDENTS

### Application To Take Courses At HamptonU Online Instructions and Procedures Checklist

#### **I. Signatures**

- Obtain the signature of your Department Chair.
- Obtain the signature of your Dean.
- Obtain the signature of the Assistant Provost if you are a senior and/or the course you want to take at HamptonU Online is offered at Hampton University Main Campus during that semester.

#### **II. 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 HamptonU Online is offered at Hampton University Main Campus that semester.
  
- Once all the signatures are obtained and all information gathered, take the original form to the Online college for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.**

#### **III. Important notes:**

1. Transfer course credit will **not** be approved retroactively.
2. Students cannot transfer more than six (6) credit hours from HamptonU Online.
3. Only those courses receiving prior approval will be accepted for transfer credit.
4. The student is responsible for ensuring that the required signatures are obtained and that the application is forwarded to the Online College for processing and copy is delivered to the Main Campus Office of the Registrar, 149 Whipple Barn.

**HAMPTON UNIVERSITY  
HAMPTON, VIRGINIA**

Date \_\_\_\_\_

APPLICATION TO TAKE COURSES AT HAMPTON U ONLINE

**PLEASE NOTE: You can only transfer a total of six (6) credit hours to the main campus.**

NAME \_\_\_\_\_ STUDENT ID NUMBER \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_ MAJOR \_\_\_\_\_

ADDRESS \_\_\_\_\_;  
 (Campus or Local) (Street, City, State, Zip) (Permanent or Home) (Street, City, State, Zip); (Phone - Area Code and Number)

I wish to apply for permission to take the following course(s) at \_\_\_\_\_ HamptonU Online \_\_\_\_\_ Hampton, VA 23668  
 (College or University) (City, State, Zip)  
 during the 20\_\_ Summer Session or the \_\_\_\_\_ semester of the 20\_\_ - 20\_\_ academic year. My anticipated graduation date is \_\_\_\_\_.

Hampton University ONLINE			Hampton University MAIN CAMPUS		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours

Have you ever taken HU Online courses before? YES \_\_\_ NO \_\_\_ If yes, how many? \_\_\_\_\_

\*\*\*Are you in your last 30 hours at Hampton University Main Campus? YES \_\_\_ NO \_\_\_ (See Below) \*\*\*

\*\*\*Is this course being offered at Hampton University Main Campus? YES \_\_\_ NO \_\_\_ (See Below) \*\*\*

**\* ONLY GRADES OF "C" OR BETTER ARE ACCEPTED AS TRANSFER CREDIT. TRANSFER CREDIT WILL NOT BE COUNTED TOWARDS GPA.**

( ) Approved \_\_\_\_\_ Date \_\_\_\_\_ ( ) Approved \_\_\_\_\_ Date \_\_\_\_\_  
 ( ) Not Approved \_\_\_\_\_ Date \_\_\_\_\_ ( ) Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson (OF MAJOR)

School Dean (OF MAJOR)

( ) Approved

( ) Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Assistant Provost (If Necessary) \*\*\*

**\*\*\*This request requires the Assistant Provost's signature if the student is seeking permission to take a course at HamptonU Online during the semester when that same course is being offered at HU main campus and/or if you have less than 30 hours of coursework to complete at HU.**

IT IS THE STUDENT'S RESPONSIBILITY TO REQUEST THAT AN OFFICIAL TRANSCRIPT BE MAILED TO HAMPTON UNIVERSITY'S REGISTRAR.  
 Once all the signatures are obtained and all information gathered, take the original form to the Online College for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.