

MAIN CAMPUS STUDENTS

Application to Take Courses at *HamptonU Online* **Instructions and Procedures Checklist**

I. Signatures

1. Obtain the signature of your Department Chair.
2. Obtain the signature of your Dean.
3. Obtain the signature of the Assistant Provost.

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 University College, W.O. Lawton Building 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 University College, W.O. Lawton Building 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)

Email: _____

I wish to apply for permission to take the following course(s) at HamptonU Online, Hampton, VA 23668, during the _____ 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 ___

Is this course being offered at Hampton University Main Campus YES ___ NO ___

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

() Approved _____
 () Not Approved _____ Date _____
 Department Chairperson (OF MAJOR)

() Approved _____
 () Not Approved _____ Date _____
 School Dean (OF MAJOR)

() Approved _____
 () Not Approved _____ Date _____
 Assistant Provost

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 University College, W.O. Lawton Building for processing and bring a copy to the Main Campus Registrar's Office, 149 Whipple Barn.