



**Hampton University  
Hampton, Virginia 23668**

**COURSE REQUEST FORM**

Office of the University Registrar  
registrar@hamptonu.edu

Printed Name: (last, first, middle)	Date			
Local Address: Number & Street OR Room Number & Campus Residence	Student ID Number			
<table border="0" style="width:100%;"> <tr> <td style="width:33%;">City</td> <td style="width:33%;">State</td> <td style="width:33%;">Zip Code</td> </tr> </table>	City	State	Zip Code	Local Telephone Number
City	State	Zip Code		
Major	Minor			

**COURSE REQUEST WORKSHEET**

Course Call No. (five digits)	Course Code (three letters)	Number (three digits)	Section (two digits)	Level	Credit Hours	Registrar Only SU AU RI	A D D	D R P	V A R	Days	Time	Room
<b>TOTAL CREDIT HOURS</b>						<b>Please place "X" in A D or V above.</b>						

Term (check one): \_\_\_\_\_ Year: \_\_\_\_\_ Alternate Pin: \_\_\_\_\_

Select your Current Classification

Student Signature	Date	
Advisor/Dean's Signature	Date	
Assistant Provost (if necessary)	Date	

Office of the Registrar  
Steps for Spring 2022 Registration

**End Date: 5:00 PM, January 21, 2022**

- 1. The University has extended the registration process until January 21, 2022. During this extension, the University is allowing students to have their financial hold lifted, temporarily, to add courses using HUNet.**
- 2. Students must be financially and medically cleared by 5:00 PM, Friday, January 21, 2022.**

**Registration**

- 3.** The student completes the Course Request Form (the Fillable Form may be accessed under Student Forms on the web site). [Information for Current Students \(hamptonu.edu\)](#)
4. The student secures a copy of the Curriculum Outline for his/her major (located on the web, in the Academic Catalog in force when the student first enrolled or when the student changed his/her major).
5. The student emails the Course Request Form and Curriculum Outline to the Advisor/School Dean.
6. The Advisor/School Dean approves the form and list the student's registration/alternate PIN number on the form.
7. The Advisor/School Dean emails the approved form back to the student.
8. The student enters the courses and prints the schedule.
9. If you have a financial or medical hold, please email [business.office@hamptonu.edu](mailto:business.office@hamptonu.edu) or [healthcenter@hamptonu.edu](mailto:healthcenter@hamptonu.edu)
- 10. Courses will be dropped after 5:00 PM, Friday, January 21, 2022 on all students not financially and medically cleared.**

Please use the link listed below to assist you with the financial clearance process/  
online payment\*

<https://mycampus.hamptonu.edu/HAMPTON-UNIVERSITY/Pre-Login>

select Online Payment – Students at bottom of this page

## Email Addresses for School Deans

Business	<a href="mailto:jtgschoolofbusiness@hamptonu.edu">jtgschoolofbusiness@hamptonu.edu</a>
Engineering and Technology	<a href="mailto:set@hamptonu.edu">set@hamptonu.edu</a>
Journalism and Communications	<a href="mailto:shsjc@hamptonu.edu">shsjc@hamptonu.edu</a>
Liberal Arts and Education	<a href="mailto:libarts@hamptonu.edu">libarts@hamptonu.edu</a>
Nursing	<a href="mailto:sonadmin@hamptonu.edu">sonadmin@hamptonu.edu</a>
Pharmacy	<a href="mailto:pharmacy@hamptonu.edu">pharmacy@hamptonu.edu</a>
Science	<a href="mailto:sosdeansoffice@hamptonu.edu">sosdeansoffice@hamptonu.edu</a>
Graduate College	<a href="mailto:hugrad@hamptonu.edu">hugrad@hamptonu.edu</a>