# REGISTRATION

Research consistently shows that strong academic advising plays a key role in improving student retention. It is important that faculty and staff pay close attention to student retention. Ensuring that your advisees are registered—and are making satisfactory progress in their degree program—is an important responsibility of every faculty advisor. During advising and registration weeks in particular, it is important to let Academic Advising know the status of any unregistered advisees, or any advisees that are not on your radar. Additionally, Academic Advising will likely contact you for status updates on your unregistered advisees. It is important to stay in regular contact with your advisees, so that you are able to provide this information.

## GENERAL REGISTRATION INFORMATION

Hamline University designates the two weeks prior to the first day of registration as *Advising Weeks* for undergraduate students. Registration and Records emails registration information to students two to three weeks prior to *Advising Weeks*. They also email registration guidelines and instructions to faculty advisors at this time, including information on how to access advisees' alternate registration PINs.

- Advisors should encourage advisees to schedule appointments during *Advising Weeks.* Additionally, students should be encouraged to be prepared to discuss their goals, graduation requirements and class selections.
- Advisors should give advisees their alternate registration PINs at the end of the advising meetings. This alternate registration PIN provides access to the Piperline registration system. Students may register online once their registration queue is active. Eligibility is based on the total number of earned plus in-progress credits.
- **Advisors should not email or otherwise give PINs to students without advising them prior to registration**.
- For registration dates, please visit www.hamline.edu/registration. Select *Registration Dates and Calendars* in the Undergraduate section.
- Note that students are allowed to register online for up to 19 credits. If they wish to take a course that will bring the total to 20 credits, they must add that course on the first day of classes by obtaining the instructor's signature.

## ACADEMIC ADVISING'S ROLE IN REGISTRATION ADVISING

- Academic Advising advisors are happy to meet with an advisor and advisee as an additional form of training and support. We are also happy to meet individually with an advisor at any time.
- Academic Advising advisors conduct degree audits for all new transfer students when they matriculate. We also try to meet individually with each new transfer student before they begin their first semester at Hamline.
- Academic Advising further supports faculty advisors by meeting with any continuing students who wish to discuss registration, major planning, or other advising matters. We also assist students in understanding their degree evaluations. Advisors are always welcome (and are encouraged) to join these meetings.

## WEB REGISTRATION

Students may register on Piperline using their alternate registration PINs on their appointed registration date. If a student wishes to register for a class for which he or she has not met the prerequisite(s), the student must obtain the instructor's signature on an Add/Drop/Withdraw card. The student must then submit the Add/Drop/Withdraw card to Student Administrative Services (SAS).

## ACTC CROSS-REGISTRATION

Please visit the ACTC website at www.actc-mn.org for more information. Please keep in mind that ACTC cross-registration:

- Is only available to full-time baccalaureate degree-seeking students
- Requires a signed ACTC cross-registration form; forms are available at SAS and Academic Advising, or can be downloaded from www.hamline.edu/registrar/forms; completed forms are returned to SAS for processing (see sample in the forms section of this guide)
- Is not available to incoming first-year students during their first semester (unless the student wants to take a foreign language that is not offered by Hamline University, on a space available basis)
- Is not available for the College of St. Catherine's Weekend College
- Is only allowed if the course is not offered at Hamline University, or in some cases, if there is a time conflict (refer student to Registration and Records)
- Is not permitted for independent study courses or private music lessons
- Is intended for only one course per semester unless a student has had a flexible curriculum approved by the Undergraduate Curriculum Committee; in such cases, advisors may sign more than one ACTC cross-registration form for the semester
- Is not an option during the summer session
- Is a winter term option only at the University of St. Thomas
- Is only available during a specific time—please see Registration and Records' published deadline; if the pre-registration deadline is missed, students must follow the add/drop procedures once classes begin

## CHANGING REGISTRATION

Once classes begin, until the published deadline to add or drop classes, students may change their registration without notation on their transcripts (see *Academic Calendar* for dates). Most students finalize their schedules within two or three days of the term's beginning. Instructors have the prerogative to deny enrollment in their class during the add period (if, for instance, it is too late to catch up on missed material). The following page offers guidelines on add/drop/withdraw procedures.