



Transfer Student Handbook

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Office of Retention and Transfer Student Services

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<http://www.hamline.edu/rtss>

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Hello and Welcome to Hamline University!

As a transfer student, you have already experienced college life; however, like any institution of higher education, Hamline has its own academic, social and cultural style. This handbook will give you basic policy information and an overview of programs and services offered at Hamline. This guide is designed to include information relevant specifically to transfer students.

Beyond this handbook, other resources are available for you when trying to locate information quickly. Hamline's website has information about policies, programs and services through the university. Many essential forms may be downloaded from the website as well. My office has a website (<http://www.hamline.edu/rtss>) designed specifically to answer questions that many transfer students have and provide information you need.

Throughout the year, Hamline hosts a series of events for transfer students, aptly named our "TRANSFERmation" program. Event information will be posted on the website mentioned above, on CLA-announce (our daily all-student email announcements), and Inside Hamline. This series of events is an extension of your initial orientation to Hamline and helps you get information about the Hamline Plan, academic advising, various campus programs and services, and program opportunities. Another way to keep up with events specific to transfer students besides the website is by joining the TRANSFERmation group on Facebook.

We are excited that you've chosen Hamline and are here to help you as you begin your first semester with us. We hope your experience at Hamline exceeds all of your expectations; that you will be engaged intellectually and socially, and ultimately prepared you to lead a life of leadership, scholarship and service.

All the best,
Monita Mohammadian Gray
Director of Retention and Transfer Student Services
mgray03@hamline.edu

Mission

To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

Values

Hamline University recognizes its roots in the traditions and values of the United Methodist Church and aspires to the highest standards for:

- creation, dissemination, and practical application of knowledge
- rigor, creativity, and innovation in teaching, learning, and research
- multicultural competencies in local and global contexts
- the development and education of the whole person
- an individual and community ethic of social justice, civic responsibility, and inclusive leadership and service

Vision

Hamline University will be recognized as a diverse, learning-centered university that is:

- rooted in the tradition of liberal education
- dynamic and actively inclusive
- locally engaged and globally connected, and
- invested in the personal and professional growth of persons

The Hamline Tradition

Hamline University was Minnesota's first university, founded in 1854 by a group of visionary Methodist ministers and educators to provide education, leadership, and service to the frontier peoples of the Minnesota territory. Hamline's affiliation with the United Methodist Church complements its liberal arts tradition by encouraging the exploration of spiritual values within a social and cultural context. From that exploration comes an emphasis on the individual development of personal values.

Hamline prepared Minnesota's first teachers, lawyers, judges, physicians, public administrators, and business people. We have continued this tradition for over 150 years. We encourage the exploration of spiritual values within a social and cultural context. We foster ethical leadership in service to society.

Hamline University offers bachelor's, master's, doctorate, and juris doctor degrees-as well as certificates, professional development, and continuing education courses-to a diverse and select group of women and men. Today we are a high-quality, top ranked liberal arts university with more than 4,500 students within the College of Liberal Arts, School of Law, Graduate School of Education, Graduate School of Liberal Studies, and School of Business.

Diverse and Positive Environment

Students who come to Hamline find a welcoming, safe, supportive, and diverse learning environment. The Hamline University Board of Trustees, the president, faculty, and staff are committed to "inviting, supporting, and affirming cultural diversity on campus," where all "university programs and practices, academic and co-curricular, shall be designed to create a learning environment in which cultural differences are valued."

Examples of this commitment in the College of Liberal Arts and School of Business include:

- A Center for Multicultural and International Student Affairs (MISA) that provides services, resources, and opportunities for students to learn about, embrace, and celebrate diverse ethnic, racial, and cultural identities.
- Hamline University Conference on Race and Ethnicity (HUCORE), an annual retreat for undergraduate students to learn about issues of race, racism, and racial justice.
- Admission officers trained to recruit (locally and nationally) students of color.
- A full-time director of disability services for students with physical or learning challenges.
- An annual "Commitment to Community" lecture series, organized entirely by Hamline students, featuring notable speakers such as Cornel West, Winona LaDuke, and Kweisi Mfume.
- A week-long World Fest celebration to celebrate and increase awareness about the many cultures present on campus.
- Student organizations that fit the needs and respect the lifestyles of many different groups.

- Ongoing support from the administration for diversity and community programs and projects, including a collaborative partnership with the Penumbra Theatre Company, Minnesota's only African-American theatre company and only one of three in the nation to offer a full season of performances.
- A cultural-breadth requirement in the academic curriculum.

ACADEMICS

This section introduces you to the Academic Services you will encounter here at Hamline and provides vital information regarding services, offices and programs. Please keep in mind that these descriptions are brief overviews and any questions you have should be directed to contacts listed for each entity.

ASSOCIATED COLLEGES OF THE TWIN CITIES (ACTC)

Hamline University participates in a consortium of five Twin Cities private liberal arts colleges (Hamline, Macalester, St. Catherine, and St. Thomas in Saint Paul, and Augsburg in Minneapolis) called the Associated Colleges of the Twin Cities (ACTC). The association has grown increasingly prominent in recent years. The purpose of the consortium is to employ the strengths of each college to the best advantage of all. The educational opportunities available to Hamline students are substantially increased as a result of these cooperative efforts. Such programs as those in East Asian Studies, Latin American Studies, Urban Studies, and Women's Studies have been facilitated as a result of the cooperative arrangement. Cross-registration without additional cost to the student is available, provided the coursework is relevant to a Hamline degree. There is regular bus service between the five campuses. During each year 1,500 to 2,500 students from the five colleges cross-register. For more information see the Academic Standards and Policies section or contact Student Administrative Services. Information is also available at www.hamline.edu/actc

BLACKBOARD

Hamline utilizes an online learning management system called Blackboard. Many professors and instructors use Blackboard for communicating with their classes. Here you may access course materials including lessons, syllabi, discussion boards, tests and other information related to your Blackboard courses. However, not all instructors choose to use Blackboard. You should have an easy time navigating the system as it is not heavily loaded with information, but if you need assistance with Blackboard, resource materials available at:

http://www.hamline.edu/hamline_info/offices_services/technology/knowledgebase/blackboard/index_blackboard.html

Assistance is available Monday to Friday from 9a.m. to 5p.m. at (651) 523-2782
For after hours assistance, please contact the Help Desk at (651) 523-2220

BOOKSTORE

The Hamline University Bookstore provides new and used textbooks for courses offered in the School of Business, School of Education, College of Liberal Arts, and the Graduate School of Liberal Studies. Textbooks can be ordered online through the bookstore website or purchased in the store. The Bookstore buys books back every day at the highest possible prices and carries Hamline gear, gift items, supplies and recreational reading selections.

Contact info: Alyssa Sommer, Manager
Bush Student Center, MS-C1922
(651) 523-2270
hbookstore@hamline.edu
www.hamlineuniversitybookstore.com

BUSH LIBRARY

The Bush Library is a tremendous resource for all Hamline students. The materials available seem endless as Hamline maintains a print collection of over 130,000 books and 1,300 periodical subscriptions. Hamline's subscription online databases are also extensive-Hamline students annually log over 200,000 database searches! In addition, the Bush Library has ready access to the major libraries in the state through various online library catalogs and a daily, metropolitan courier service. Periodical articles and books not available in the Bush Library are available both through the state network and through a national network. Undergraduate students may also check out materials and study at the Hamline University Law Library.

Besides research, you can utilize the library for private study, group study, and casual conversation. Bush Library has an excellent reference service and delights in helping students master the skills of information literacy.

Hamline's reference staff is available to help students with library research throughout the day and evening, seven days a week.

The Library also houses other offices: Center for Academic Services, Computer Support Services, College of Liberal Arts Dean's Office, ITS Helpdesk, University Archives, and Writing Center.

A well-equipped TV studio, used to support student productions, presents a regular campus TV show and creates educational materials. It is housed in the basement of Bush Library.

Contact info: Diane Clayton, Co-Director
Julie Rochat, Co-Director
(651) 523-2373
www.hamline.edu/bushlibrary

CENTER FOR ACADEMIC SERVICES (CAS)

Hamline University's Center for Academic Services (CAS) serves multiple functions vital to student success. The CAS offers academic advising, tutoring, and academic skills programs. The CAS serves as a resource for you and your professors who have questions about your progress toward graduation and related academic matters

Katie Adams, Director
Jason Jacobson, Assistant Director
Mike Noreen, Senior Academic Advisor
Lisa Nordeen, Coordinator, Academic Skills and Tutoring Programs
Sandra Immerman, Program Coordinator

Contact info: Bush Library, Lower Level
(651) 523-2912
www.hamline.edu/cas

DEAN OF STUDENTS OFFICE

At Hamline, you have the added support of the Dean of Students Office. It is the goal of the Dean of Students Office and staff to enhance student life within our Hamline community by providing excellent services and programs.

General Responsibilities of the Dean of Students Office:

- Advocate and main administrative contact for students (graduate and undergraduate);
- Administrative support contact for HUSC, Oracle and the Media Board;
- Point of contact for students who want to talk about issues of harassment, discrimination, and sexual misconduct;
- Point of student contact for formal complaints in non-academic issues;
- Emergency Loan Application Process starts here (up to \$500 per term);
- Consultation with students wishing to transfer;
- Background and disciplinary clearance
- Produce publications specific to students needs;
- Oversight of Dining Services and the Bookstore

Contact info: Alan L. Sickbert, Dean of Students
Patti Klein, Assistant Dean of Students
Bush Student Center, Rooms 106, 107, 108
(651) 523-2421
Email: an-studentaffairs@gw.hamline.edu

DISABILITY SERVICES OFFICE

Hamline University is committed to the success of all its students. The Disability Services Office exists to ensure success for you if you have a qualifying disability. To be eligible for accommodations, you must have a documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental

impairment that substantially limits one or more major life activity such as self-care, walking, seeing, hearing, speaking, or learning. A qualified student with a disability is defined by Section 504 as anyone who meets the academic and technical standards required for admission or participation in a post-secondary institution's programs and activities.

The process of qualifying for accommodations can be worrisome or frightening, but the Disability Services staff is very knowledgeable and easy to work with. Students who require accommodations should contact Kate Rainbolt, Director of Disability Services, at (651) 523-2521, Elise Meger, Assistant Director of Disability Services, at (651) 523-2740.

Contact info: Kate Rainbolt, Director
Elise Meger, Assistant Director
GLC Rooms 123 and 125W
(651) 523-2521 or (651) 523-2740
Fax/TTY: 651-523-2403
krainbolt01@hamline.edu
emeger01@hamline.edu
www.hamline.edu/disabilityservices

EMAIL

As a Hamline student, you are required to use your official Hamline e-mail (Google Mail) account and are responsible for any messages sent to your Google Mail account. Many official university notices will be sent only via e-mail such as issues related to registration, graduation, and important deadlines. In addition, many instructors require the use of e-mail in their classes. For more information see www.hamline.edu/googlemail.

FACULTY ADVISING

Each student at Hamline has an academic advisor who is a faculty member. Your faculty advisor helps you develop academic and career goals and assists in planning a course of education appropriate to your goals. Your advisor is a primary resource for consultation and information on courses, majors, curriculum requirements, and other academic concerns.

As an upper-class student, your advisor will usually be a faculty member in the department of your major(s). You choose your advisor, and you may change advisors at any time in accordance with your academic interests or personal preferences.

HANCOCK-HAMLIN COLLABORATION

Since 1991, when it became the first University-elementary partnership of its kind in the nation, the Hancock-Hamline Collaboration has been working to create an integrated campus where college begins in kindergarten. 97.5% of Hancock students want to go on to higher education, and Hamline students and staff immerse themselves in an urban learning environment that helps them to be active members of their community.

Vision:

Bridging Snelling Avenue, Hancock-Hamline University Collaborative Magnet School and Hamline University are one integrated campus. We are known as an international peace site that gathers the energies and aspirations of a diverse population from near and far. Each member of our community is both a teacher and a student, engaged in a journey of life-long learning on a campus that provides a rich variety of resources to support that learning. Whether child or adult, long-time resident or new arrival, we bring our own unique talents and perspectives and take away a commitment to knowledge, service, and community.

Programs

HU Work Study--America Reads/America Counts
Hand in Hand
Academic Pairings
Collaborative Mini-Grants
Joint Service-Learning Projects

Collaboration Overview

College Begins in Kindergarten
Hancock-Hamline Scholarship Fund
Advisory Board
Snelling Connection
History of the Collaboration

Earth Day Festival

Archives

Links to these topics can be found at: www.hamline.edu/hamline_info/centers/hancock/index

Contact info: Hana Tesfaye, Hancock-Hamline Collaboration Coordinator and Volunteer Service,
Wesley Center for Spirituality, Service and Social Justice
(651) 523-2836
www.hamline.edu/hamline_info/centers/hancock

HONORS SOCIETIES

Alpha Kappa Delta

Founded in 1920, this national society promotes interest in the study of sociology, social research, and social service.

Alpha Psi Omega

This is one of the largest national honor societies in the United States. Membership is granted only to fully accredited institutions with a four-year curriculum in theatre and drama leading to a degree.

Beta Beta Beta

Founded in 1922, this national biology honorary society stimulates scholarship, disseminates scientific knowledge, and promotes biological research.

Brooks-Osnes Leadership Society

Founded in 2004, this Hamline honor society is named after Hamline Presidents Jabez Brooks (1854-1857) and Larry Osnes (1988-2004) and recognizes student leadership.

Iota Iota Iota

Established in 1992, Iota Iota Iota recognizes the outstanding academic achievements of students in women's studies, and members strive to maintain the values central to women's studies: egalitarianism, inclusiveness, and a celebration of the diversity of women's experiences. Hamline is home to the Omicron chapter of this national honor society.

Phi Beta Kappa

Founded in 1776, this is the oldest and most prestigious national scholastic honorary society. The Zeta Chapter at Hamline looks for demonstrated excellence in a broad liberal arts education. Minimal requirements for membership include a GPA of 3.5 for seniors and 3.75 for juniors. Candidates must have completed at least three full terms or 48 semester credits at Hamline. Members must have coursework in the physical and social sciences, humanities, and the arts. In addition they are required to have training in a foreign language and in advanced mathematics (higher algebra or above) either in high school or college.

Pi Delta Phi

Founded in 1906, this national honorary French society is for students who excel in the study of the French language and literature.

Pi Gamma Mu

Founded in 1924, this national social science honor society is for students who demonstrate outstanding scholarship in the social sciences.

Presidential Fellows

Founded in 1977, this Hamline honor society recognizes outstanding transfer students for scholarship and leadership and provides special seminars.

Psi Chi

Founded in 1929, this national honor society for psychology encourages, stimulates, and maintains superior scholarship among its members and advances the science of psychology.

Sigma Delta Pi

Founded in 1919, this national honor society includes students who excel in speaking Spanish and appreciate the Spanish culture and literature.

Torch and Cycle

Founded in 1917, this Hamline honor society inducts juniors and seniors based on leadership and scholarship.

INFORMATION TECHNOLOGY HELP

Approximately 200 computers are housed in public computing labs across the campus. The labs are open 90-100 hours a week, including a 24-hour lab in Sorin Residence Hall, and provide access to the Internet and a diverse range of software applications. Secure wireless is available in all instructional areas and areas frequented by students.

The main computer center is located in the basement of Bush Library and also houses the ITS Helpdesk which is staffed by student lab consultants. There is also a public lab in the Law School which offers software unique to the legal profession.

Public printing and photocopying is available in all computer labs managed by Information Technology Services. Specific information about public printing is available from the ITS web site (www.hamline.edu/its) or the ITS Helpdesk (651-523-2220).

In addition to the computer labs managed by Information Technology Services, many departments maintain specialized computer labs for student use. For example, the Music Department has a Music lab with keyboards and composition software, and the Physics department has an Optics lab in Robbins Science.

Residence Halls: Access to the Internet and campus network is available in all residence hall rooms either via wireless or network jack.

Contact info: ITS Help Desk
Bush Library, Lower Level
(651) 523-2220
www.hamline.edu/its

STUDENT ADMINISTRATIVE SERVICES (SAS)

The Student Administrative Services Office is a convenient, centralized administrative services office for students, faculty, and staff members of the Hamline community. It includes Financial Aid, Registration & Records, Student Accounts and the Cashier's Office.

Office Hours: Monday - Friday 8 a.m. to 6 p.m.

Cashier Hours: Monday - Friday 10 a.m. to 6 p.m.

Contact info: First floor of East Hall (formerly the Law/Graduate Building), Room 113E
(651) 523-3000
Toll-free: 800-888-2182
Fax: 651-523-2585
sasmail@hamline.edu

FINANCIAL AID

Financial Aid Office Contact Information: We are located in East Hall, Room 113E. Our office hours are Monday through Friday, 9 a.m. to 6 p.m.

Mailing Address:
Hamline University
MS-C1915
1536 Hewitt Ave
Saint Paul, MN 55104

Phone Numbers: 651-523-3000/800-888-2182	E-mail: sasmail@hamline.edu
Fax Number: 651-523-2585	Federal School Code: 002354

Office of Financial Aid Staff:

Lynette Wahl Director of Financial Aid	Cheryl Dooley Associate Director of Financial Aid
Kathy Spray Associate Director of Financial Aid	Mary Sokol Financial Aid Counselor
Joshua Nelson Financial Aid Counselor	Jeremy Cole Financial Aid Counselor

www.hamline.edu/fa

Financial assistance is granted on the basis of the student's estimated financial eligibility as measured by the Free Application for Federal Student Aid (FAFSA). Along with most other colleges and universities, Hamline uses the FAFSA to provide a fair, objective, and unbiased estimate of a student's eligibility for assistance. Assistance is granted through a combination of scholarships or grants, loans, and campus employment.

An award is made one year at a time. The exact amount of eligibility is determined each year on the basis of confidential income statements submitted by the candidates and their parents.

Students are normally allowed grant assistance for a total of eight cumulative terms, *including all previous postsecondary work*. Selected federal funds are available to eligible students maintaining at half-time course load. Half time is defined as 6 credits per term. Hamline sponsored funds are available to full time students only. Except for state grant purposes, undergraduate full-time enrollment is defined as registration for 12 or more credits each term. Eligibility for funds is determined both by the amount of demonstrated financial eligibility and maintenance of minimal satisfactory academic progress (SAP) toward a degree.

Minnesota State Grants are given by the State of Minnesota. Students are *eligible for State Grant for the equivalent of eight full time semesters in total. This total includes all previous postsecondary credits attempted or earned at other institutions*. The amount listed on the award letter is an estimate until the state officially confirms award values for students. *The estimated grant is based on full-time enrollment of fifteen credits per semester and will be pro-rated if registered for less*. However, winter term credits may be combined with either fall or spring semester to achieve fifteen credits. The grant is credited to your account after the funds are forwarded to Hamline University by the state. State grant deadlines are listed on the Hamline University Financial Aid website.

Application Procedures for Financial Aid

Students who wish to apply for financial assistance should proceed as follows:

Each student should file the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov indicating that he or she wants the results sent to Hamline University (FAFSA Code

#002354). A Hamline application and supporting income tax information may be required. Hamline's FAFSA filing priority deadline is April 20.

Certain amounts are reserved each year from the financial aid budget specifically for transfer students. Transfer students are therefore encouraged to apply. The same application procedures apply. It will take one to two weeks for the FAFSA to be processed by the respective need analysis service. Applicants should allow for this lapse of time so that the data will arrive at Hamline as soon as possible. Financial Aid Awards are mailed to students once a student's file is complete. All Hamline, federal, and state grant/scholarship dollars are automatically applied to the student's account per term. All loans and work-study require additional applications available on the Hamline University Financial Aid website. www.hamline.edu/fa

Financial Aid Adjustments

In the event that we receive new or additional information including, but not limited to, housing, outside funding, or enrollment, your financial aid is subject to change. A revision notice will be sent to returning undergraduate students via their Hamline e-mail account.

Transfer Students

Students who have transferred credits to Hamline begin their course of study at the grade level approved by the dean's office. Coursework that has not transferred will not be reviewed as part of the maximum time frame requirement for aid eligibility.

Financial Aid for Summer Term

Financial aid is available for summer students enrolled in at least six credits. Financial aid for summer term may consist of a portion of your unused Federal Subsidized or Unsubsidized Stafford Loan, private loans, or Federal PLUS Loans. Minnesota State and Pell Grants may also be available if eligible. Contact the Office of Financial Aid at 651-523-3000 for more information on eligibility and application deadlines. If you are eligible to receive VA educational benefits during the academic year, you are probably eligible to receive them for the summer. For further information, consult the Student Administrative Services office at (651) 523-3000.

Types of Financial Aid

Scholarships and Grants

Hamline grants of various types are available to new and returning students on the basis of demonstrated financial eligibility. In addition, Hamline offers merit-based scholarships each year to incoming students. These scholarships are awarded recognizing academic excellence (Presidential Fellowship, Transfer Achievement, Phi Theta Kappa), potential for excellence in the biological sciences (Kenyon) and more. Hamline merit-based aid may be used to meet demonstrated financial need. If a student withdraws from the University and subsequently reenrolls, he/she forfeits the original merit-based scholarship. A combination of Hamline-sponsored scholarships, grants, and/or federal or state scholarships/grants may not exceed Hamline tuition. Students applying for financial aid from Hamline are expected to apply for the Pell Grant program. The Federal Supplemental Educational Opportunity Grant (FSEOG) is also available to students who demonstrate eligibility. If a student qualifies for funds from the federal and state grant programs listed above and fails to apply, Hamline has no responsibility to replace these amounts with money from its programs.

Loans

Long-term, low-interest loans are available to Hamline students through the following programs: The **Federal Perkins Loan Program** is funded by both Hamline and the federal government, and is administered by Hamline. Students are automatically considered for this loan when they apply for assistance through the school. The **Federal Direct Stafford Loan Program** is funded by the federal government. Application process is online at www.hamline.edu/fa. Please note that your financial aid award letter contains Stafford Loan(s) information based on your self-reported transfer grade level recorded on your FAFSA. Your student loan will be processed at the estimated grade level determined at the time of your admission. *If your estimated grade level changes, as a result of the credit evaluation process your loan amounts may be adjusted.*

The chart below illustrates Stafford Loan limits by grade level. Please check your credit evaluation from the Registrar's Office to determine your equivalent grade level at Hamline.

- * Up to \$5,500 for 16 - 31.99 course credits (First Year)
- * Up to \$6,500 for 32 - 63.99 course credits (Second Year)
- * Up to \$7,500 for 64 or more course credits (Third Year)

Independent Students May Qualify for these Additional Amounts

- * Up to \$4,000 for 16 - 31.99 course credits
- * Up to \$5,000 for 64 or more course credits

- The **Federal Direct Parent Loan for Undergraduate Students** (PLUS) is funded by the federal government and requires prior credit approval of the parent borrower.
- The **United Methodist Student Loan Fund** is available to students who are full members of the United Methodist Church. Students complete a loan application, available from the Office of Financial Aid.
- The **Minnesota Supplemental Educational Loan Fund** (SELF) is intended to help students who need to borrow more than is allowed under existing programs and students who have limited access to other financial aid programs. The SELF loan application is available online at www.hamline.edu/fa The SELF loan has a variable interest rate and a requirement for quarterly interest payments. A credit-worthy co-signer is required to obtain a SELF loan.

Alternative/Private Loans

There are a variety of private loans available. All private loans are based on satisfactory credit history. Visit www.hamline.edu/fa to apply online.

Student Employment

The college work-study eligibility amount needs to be earned. The amount is not guaranteed. However, having work-study eligibility increases a student's chances of securing a work-study job. The Human Resources Office holds a job fair during Piper Passages. Job postings can also be found at Hamline University Human Resources website.

Student Academic Progress (SAP)

Hamline University Financial Aid Satisfactory Academic Progress (SAP) Requirements

Financial aid eligibility is based on satisfactory academic progress (SAP) standards that Hamline University of Financial Aid is required by the U. S. Department of Education to establish, publish, and apply. The Financial Aid Office measures academic performance and enforces SAP standards to ensure that financial aid recipients progress toward completion of their degree or certificate program. Students who fail to meet these standards become ineligible to receive financial aid until all of the requirements detailed in this policy are met.

To demonstrate Satisfactory Academic Progress, a student's academic performance must meet two main SAP components. The first is a qualitative component, represented by grade point average (GPA). The second is a quantitative component measured by credit completion (the ratio between attempted and completed credits) and the maximum timeframe to complete the degree or certificate program.

► For specific information about the Satisfactory Academic Progress Requirements, go to: www.hamline.edu/shared/policies/cla_student/satisfactory_academic_progress ◀

REGISTRATION AND RECORDS

The following section pertains to Undergraduate Academic Standards and Policies. This section is rather lengthy but it is extremely important that you read and understand the Hamline Plan and how to fulfill all the necessary requirements of the plan. Please read carefully and above all, *write down any questions you have* and be sure to see someone in either the Registration and Records Office or the Center for Academic Services to get your questions answered.

Contact info: Registration and Records
East Hall, Room 113
(651) 523-3000
<http://www.hamline.edu/sas>

Center for Academic Services
Bush Library, basement
(651) 523-2912
<http://www.hamline.edu/cas>

The Hamline Plan

The following 14 sections list the Hamline University undergraduate graduation requirements. Successful completion of these requirements results in one of four degrees: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, or Bachelor of Science. Requirements for transfer students, if they are different, are noted within each section in *italic print*. Other than where specified, Hamline Plan requirements can be fulfilled by transfer coursework.

The Hamline Plan requirements do not constitute a set number of courses. Courses that fulfill Hamline Plan categories are designated with the appropriate Hamline Plan code letter(s) on class schedules, available online at www.hamline.edu/classchedules or www.hamline.edu/registrar/classes. Grades of D- or higher are required in order to receive Hamline Plan designations. All students are responsible for understanding the Hamline graduation requirements. Contact the Registration and Records office or the Center for Academic Services for clarification on any of the graduation requirements.

1. First-Year Seminar (FYSem)

All new first-year students of traditional age (will be 20 or younger during the entire first semester of enrollment) are required to take a first-year seminar in the first semester of attendance. First-year students who transfer Post-Secondary Enrollment Options (PSEO) work are not exempt from this requirement. Students may not drop or withdraw from the first-year seminar nor complete it on a Pass/No Pass grading basis.

Transfer students are exempt from this requirement unless special circumstances are determined in the admissions process.

2. Expository Writing (E)

This requirement is generally fulfilled by ENG 1110: Writing and Reading Texts, which must be completed during the first year at Hamline. Students who receive Advanced Placement (AP) or International Baccalaureate (IB) English composition credit must still register for English 1110 or a writing-intensive FYSem. The AP or IB English credits count for credit toward the degree, but Hamline faculty members believe writing is an essential skill and thus require a first-year college-writing experience. Please note that Hamline University's ENG 1110 also counts as a disciplinary breadth course in the Humanities (H).

If you are granted credit for a PSEO or College in the Schools (CIS) English composition course, this will generally satisfy your first-year writing requirement. However, you are encouraged to enroll in a writing-intensive FYSem to continue developing your college writing skills. If you have taken college courses through a PSEO program, you must have your transcript sent to Hamline to be evaluated for transferability. **Do not register for Hamline courses that you will be transferring as a result of PSEO coursework. You will not receive credit for courses that are repeated.**

3. Writing Intensive (T)

Writing-intensive courses must be taken at Hamline, and a minimum of one writing-intensive course is required each year a student is in attendance. For students who begin as first-year students at Hamline, ENG 1110 (E) is considered the writing-intensive course for the first year and one writing-intensive (T) course is required each subsequent year. (For students who begin at Hamline during the fall term, fall/spring is considered a year of attendance. For students who begin at Hamline during the spring term, spring/fall is considered a year of attendance.) Students who do not complete a writing-intensive course during a year may complete an extra writing-intensive course the following year (no petition approval is necessary); however, the reverse does not apply, i.e., students who take two writing-intensive courses in one year may not apply one to a subsequent year.

One writing-intensive course is required within the major department; if double majors are declared, one in each major department must be completed.

Exception: Students enrolled in a Hamline-approved off-campus program for a full year do not have to complete a writing-intensive course for that year.

Transfer students do not transfer writing-intensive courses to Hamline; however, one per year in attendance at Hamline is required. Transfer students needing six full-time (minimum of 12 credits) semesters to complete the Hamline degree must complete three writing-intensive courses in addition to satisfying the Expository Writing (E) requirement. Transfer students needing four or five full-time (minimum of 12 credits) semesters to complete the Hamline degree must complete two writing-intensive (T) courses in addition to satisfying the Expository Writing (E) requirement. Transfer students needing fewer than four full-time (minimum of 12 credits) semesters to complete the Hamline degree must complete one writing-intensive (T) course (and are encouraged to complete two) in addition to satisfying the Expository Writing (E) requirement. Transfer students who complete summer classes to accelerate graduation are not exempt from the above requirements.

4. Speaking Intensive (O)

Two speaking-intensive courses are required. These can be taken at any time and in any academic department.

Transfer students who transfer fewer than 64 semester credits are required to take two speaking-intensive courses. One speaking-intensive course can be transferred to Hamline; one must be taken at Hamline. Students transferring as juniors (64 or more semester credits) are required to take only one speaking-intensive course, but it must be taken at Hamline.

5. Computer Intensive (C)

One computer-intensive course is required. It can be taken at any time in any department. It is recommended that it be taken in the major department if possible.

6. Formal Reasoning (R)

One formal reasoning course is required. Formal reasoning courses can usually be found in Mathematics, Management & Economics, Philosophy, and Psychology.

7. Disciplinary Breadth

Two courses (typically four credits each) are required in each disciplinary breadth discipline below for a total of eight courses. Once a student has matriculated at Hamline, any remaining disciplinary breadth requirements must be taken on Hamline's campus. Note: Courses taken through the ACTC exchange program may not be used to fulfill these requirements.

Fine Arts (F) Two fine arts four-credit courses are required. Music performance, ensemble, or music lessons fine arts courses that are fewer than four credits must be taken enough times to equal eight credits in order to fulfill the fine arts requirement. Fine arts courses can usually be found in Studio Art, Art History, Music, Theatre Arts, and Anthropology. Three-credit transfer courses may satisfy one fine arts requirement.

Humanities (H) Two humanities courses are required. Humanities courses can usually be found in English, Modern Languages, Philosophy, and Religion.

Natural Science (N) Two natural science courses that include labs are required. Courses in Biology, Chemistry, and Physics all have year-long introductory sequences for majors (see course descriptions for sequencing). These three departments, as well as Anthropology, offer science courses designed for non-science majors. Students who have had the appropriate science background in high school are eligible to take the science major courses.

Social Science (S) Two social science courses are required. Social Science courses can usually be found in Anthropology, Communication Studies, Education, History, Legal Studies, Management & Economics, Political Science, Psychology, and Sociology.

8. Cultural Breadth (G, I, L)

There are three categories of cultural breadth:

- Gender, race, age, class, minority ethnic identity, ability, sexual orientation (G)
- International issues (I)
- Language and culture studies, sign language, study abroad (L)

Students must take a total of three separate cultural breadth courses, from at least two different cultural breadth categories. (Note: If one course covers two cultural breadth categories, it may only be used to satisfy one cultural breadth requirement.)

9. Individual Ability in Learning (Q)

One individual ability in learning course is required. Courses designated with a Q can be used to fulfill this requirement. An independent study, honors project, advanced seminar, or collaborative research project may also be used. Although this requirement is typically fulfilled by one of the ways listed, it is possible for a student (with the written agreement of a faculty member) to attach this requirement to any course, project, or internship. Courses using the personalized system of instruction (PSI) do not fulfill this requirement. *Transfer students fulfill this requirement at Hamline under the direction of a Hamline faculty member.*

10. LEAD: Leadership, Education, and Development (W)

One LEAD experience is required, but students are strongly encouraged to take more. This requirement provides a way to explore the connections among the liberal arts and work. Some ways the LEAD requirement may be fulfilled include traditional internships; LEAD (W) classes; LEAD-approved apprentice teaching, service learning, collaborative research, or international internships; all HECUA (Higher Education Consortium for Urban Affairs) internships; and LEAD-approved student initiated and designed projects. All LEAD work must be done in consultation with a faculty member. *Transfer students fulfill this requirement at Hamline under the direction of a Hamline faculty member.*

11. Major Requirements

A major is a field of concentration, ranging from 32-74 credits, depending on its requirements. At least 16 credits in a student’s major must be taken at Hamline. A major must be declared by the end of the sophomore year. Students must be aware of the requirements for their major as outlined in the Hamline Bulletin and are expected to meet the major requirements that are in effect at the time they declare. Grades of C- or higher are required for all major courses, and the GPA for all major courses together must average 2.0 or better. Undergraduate program sheets listing requirements for each major are available at www.hamline.edu/ugrequirements.

Transfer students must take at least 16 credits in their major at Hamline. Transfer students must meet with a faculty advisor upon arrival at Hamline to determine the transferability of their major courses. Written approval of major courses by the advisor is recommended as soon as possible after the first advising appointment. Advisors approving transfer work have the right to ask the student for course descriptions and have the option to defer the decision to the department chair.

Hamline Majors (degree awarded is noted):

American Law and Legal Systems (Law School Early Admissions Program) (BA)	International Business (BBA)
Anthropology (BA)	Latin American Studies (BA)
Art (BA)	Legal Studies (BA)
Art History (BA)	Management (BBA)
Biochemistry (BS)	Marketing (BBA)
Biology (BA or BS)	Mathematics (BA or BS)
Chemistry (BA or BS)	Music (BA)
Communication Studies (BA)	Philosophy (BA)
Creative Writing (BFA)	Physical Education (BA)
Criminal Justice (BA)	Physics (BA or BS)
East Asian Studies (BA)	Political Science (BA)
Economics (BA)	Psychology (BA)
English (BA)	Religion (BA)
Environmental Studies (BA)	Social Justice (BA)
Exercise and Sports Science (BA)	Social Studies (BA)
Finance (BBA)	Sociology (BA)

French (BA)	Spanish (BA)
General Business (BBA)	Theatre Arts (BA)
German (BA)	Urban Studies (BA)
Global Studies (BA)	Women's Studies (BA)
History (BA)	

Individually designed majors can be developed by students who have other needs and goals, if the courses are available (see Flexible Curriculum Option). Hamline offers minors in most of the above categories as well as African-American Studies, Computer Science, Conflict Studies, and Education. See www.hamline.edu/ugrequirements for a list of all majors and minors.

Certificate programs are available in Conflict Studies, Forensic Sciences, International Journalism, and Paralegal Studies.

Double Degrees

The double degree is the concurrent awarding of two different baccalaureate degree types (e.g., B.A. and B.S.). If a student completes two majors within one degree type, he/she will be awarded a double major (one degree with two majors), not two degrees regardless of the number of credits earned. (See Double Majors below.) A double degree may not be earned with the same major (e.g., a B.A. and B.S. in Physics). Following the conferral of both degrees, the student will receive two diplomas.

A Hamline University student may earn two different degrees if the following criteria are met:

- Degree types must be different
- At least 140 credits must be completed
- Both sets of degree requirements must be fulfilled before either degree is awarded

Subsequent Degrees

Some students decide to return to their studies after they have received their first baccalaureate degree. A student returning to Hamline University to complete a second baccalaureate degree must apply for admission and meet admission criteria for that degree. Once a degree is conferred, a student may not return to add a minor to that degree.

To receive a second baccalaureate degree, a student must complete (1) all degree requirements not satisfied by the previous degree and (2) a minimum of 12 additional credits taken in residence at Hamline University. Coursework seven or more years old approved by the academic department might apply toward the second baccalaureate degree. A student returning to complete a second baccalaureate degree is not eligible to participate in commencement.

Double Majors

A double major is the awarding of one degree with two majors. A student must declare both majors and fulfill all requirements of each in addition to satisfying all university requirements. Double majors must be within the same degree (e.g., both must be either a B.A. or B.S.). Following the conferral of the degree, the student transcript will note one baccalaureate degree with two majors.

Students pursuing two majors must:

- complete a writing-intensive (T) course in both major departments
- have at least four unique courses in both majors or four unique courses in the concentration if one or both majors are interdisciplinary
- complete 84 credits outside both major departments—in these cases, each major will usually count outside the other

Majors Available within the Associated Colleges of the Twin Cities (ACTC)

A major that Hamline does not offer may be completed at any of the other four ACTC colleges if it is obviously within the liberal arts tradition (examples are classics at the University of St. Thomas or geology at Macalester College). Additionally, a major of up to eight specialized courses with a specific career orientation may be completed at one of the other ACTC colleges provided the student also has an appropriate liberal arts major at Hamline. Students who wish to complete a major at another ACTC college

must submit a flexible curriculum major proposal to the Academic Affairs Committee. The form is available at www.hamline.edu/registrar/forms.

Flexible Curriculum Option

The flexible curriculum option is offered for students who wish to develop a major or minor that is unique to their needs, but which satisfies the spirit and intent of Hamline's graduation requirements. Such a major or minor might involve a coherent interdepartmental sequence of courses that addresses a particular topic or theme.

The flexible curriculum option requires the approval of an appropriate Hamline faculty advisor and the Academic Affairs Committee. Students should be prepared to state why their proposal is important to their program or educational intellectual development. Flexible curriculum proposal forms can be obtained in the Registration and Records office or at www.hamline.edu/registrar/forms and must be approved no later than the end of the junior year.

12. Minor Requirements

A minor is not required to graduate from Hamline although many students take advantage of the opportunity to complete minors. Most minors require five or six courses. Students completing a minor that is similar to their major must have at least three unique courses in the minor that are not used in the major or interdisciplinary major concentration. Multiple minors with overlapping coursework must also have three unique courses in each minor. Grades of C- or higher are required for all minor courses, and the GPA for all minor courses together must average 2.0 or better.

Transfer students must seek approval from their minor department chair for transfer work to apply toward a Hamline minor.

13. Breadth of Study Requirement

(credits outside the major department)

Students must complete a total of 84 credits outside of their major department. These credits can come from any course that does not have the designation of their major department.

Majors that require supporting courses from other departments may count those courses toward the breadth of study requirement. Interdisciplinary majors usually have an area of concentration. The concentration courses and any courses that have the designation of the major department are counted as inside the major; supporting courses from other departments count as outside the major for the purposes of the breadth of study requirement. When completing an interdisciplinary major that does not have a concentration, all courses not from the major department and all courses not specified as required will count toward breadth of study.

If students choose to take courses that are within their major department but are not going to use them toward their major, these will not count toward the breadth of study requirement. Students completing double majors must have 84 credits outside each major department. In these cases, each major will usually count outside the other.

14. Residency Credits

All Hamline students are required to complete a minimum of 128 credits to graduate and obtain a minimum cumulative grade point average (GPA) of 2.0. Students are allowed to accumulate a maximum of 34 residency credits per academic year and a maximum of 8 total residency credits during a given summer. Students may take additional non-residency credits during the academic year that will apply toward all other requirements except residency credits (see section Z., Residency Credit Policy, for further information).

Students who do not complete the allowed 34 residency credits during an academic year at Hamline may take extra residency credits in the following years to make up for the lost credit.

The last 32 residency credits-and at least 56 total residency credits-must be completed at Hamline or within the ACTC exchange, Hamline approved off-campus programs, or HECUA.

Transfer students can consider courses transferred to Hamline as residency credit. A minimum of 56 residency credits at Hamline (or within the ACTC exchange) is required to graduate. Sixty residency credits graded A-F are required to be eligible for Latin honors at graduation.

Other Academic Standards and Policies

(Note: Changes in the following standards and policies may go into effect periodically. The following are policies that apply specifically to undergraduate students; however, additional Hamline University policies apply as well. Visit www.hamline.edu/policies for more information.)

A. Academic Calendar

The 2010-2011 Academic Calendar can be found in the front of the Bulletin. Please note that this calendar is subject to change. Please check www.hamline.edu/academiccalendar for the latest information.

Hamline follows a 4-1-4 academic calendar. During each of the 15-week fall and spring terms a student has a normal schedule of four 4-credit courses. Students have the option of taking one 4-credit course in the one-month winter term. In a nine-month academic year a student typically completes 32 semester credits. New students normally begin classes in either the fall or spring term. The calendar offers flexibility in curriculum planning and opens the way for the student to combine a variety of off-campus experiences with classroom learning. Many students have used the winter term for independent study projects requiring off-campus study, or for study abroad.

Summer session is considered separate from the regular academic year. During summer, two four-week terms and an overlapping ten-week term are scheduled. Summer study at Hamline enables students to make up credits, accelerate progress toward their degrees, take courses that might be difficult to schedule in a regular term, or take advantage of reduced summer tuition.

Students should consult the summer term website at www.hamline.edu/undergraduate/summer for further information.

B. Academic Integrity and the Hamline University Academic Honor Code

Every member of the Hamline University community—students, faculty, administrators, and staff—is responsible for upholding the highest standards of academic integrity at all times. The assumption that academic work is an honest reflection of one's knowledge and skills is fundamental to the integrity and to the value of a Hamline diploma.

Hamline University students are expected to comply with the Academic Honor Code. Dishonesty of any kind in relation to academic work threatens the integrity of the academic enterprise and is subject to disciplinary action by the university. Disciplinary action can include failure for an assignment, failure for the class, or suspension from the university.

Academic dishonesty includes cheating, plagiarizing, making multiple submissions, fabricating information, using materials in an unauthorized manner, misrepresenting academic records (including forgery), and facilitating academic dishonesty in others. The Academic Honor Code and student conduct policies are available online at www.hamline.edu/policies.

C. Academic Load

The typical program of study consists of 32 credits distributed annually over fall, winter, and spring terms. See section Z., Residency Credit Policy, for further information about academic load and/or residency policy.

The maximum credit load allowed is 20 credits in the fall or spring terms, 5 credits in the winter term, and 8 credits in the summer term. (Exception: registration in a 0.5 credit mathematics or science seminar (5000-level) or theatre production experience is allowed beyond the maximum credit load.)

D. Accreditation

Hamline University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Commission is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504 and can be reached at 312-263-0456 or 800-621-7440.

Hamline University is also accredited by the:

- American Bar Association
- Association of American Law Schools
- American Chemical Society
- National Association of Schools of Music
- National Council for Accreditation of Teacher Education

- University Senate of the United Methodist Church
- Minnesota Department of Education/Board of Teaching

The university holds memberships in the:

- Association of American Colleges and Universities
- Association of Graduate Liberal Studies Programs
- Association of Independent Liberal Arts Colleges for Teacher Education
- American Association of Colleges for Teacher Education
- American Association of Collegiate Registrars and Admission Officers
- American Association of Higher Education
- Associated New American Colleges
- American Council on Education
- College Board of Council for Advancement and Support of Education
- Minnesota Association of Colleges for Teacher Education
- National Association for College Admission Counseling
- National Council on Undergraduate Research

Hamline University is approved for attendance of non-immigrant foreign students under the Immigration and Nationality Act.

E. Adding, Dropping, and Withdrawing from Courses

The deadlines for adding and dropping courses are listed on the annual academic calendar at www.hamline.edu/academiccalendar. Students who withdraw from courses after the drop deadline receive a grade of W. Registrations dropped during the first two weeks of fall or spring term and the first two days of winter and summer terms are not permanently recorded. For partial term classes, add, drop, and withdraw dates are adjusted accordingly. For information related to withdrawal from Hamline University, please see section T., *Leave of Absence or Withdrawal from the College* below.

F. Attendance

Students are expected to attend the first class meeting of a course for which they are registered. The instructor may deny admittance to students who do not attend the first class; however, the student is still responsible to drop the class with the Registration and Records office. Thereafter, students are responsible to their instructors for class attendance and for all required work in each course, including work missed because of absence. In dealing with class absences, the instructor may require make-up or additional work; may lower the student's final grade in the course; or may advise the student to withdraw. Students are not permitted to attend classes for which they are not registered.

G. Classification and Status of Students

First-Year status: 0 to 31.99 credits

Sophomore status: 32.00 to 63.99 credits

Junior status: 64.00 to 95.99 credits

Senior status: 96 credits and above

Full-time status for Hamline undergraduate students is defined as a minimum of 12 semester credits per fall or spring term; half-time status is defined as a minimum of 6 semester credits per term.

H. Commencement

One commencement ceremony is held each year at the end of the spring term to honor Hamline graduates.

Seniors who complete degree requirements with the exception of 8 or fewer credits remaining may participate in commencement only with approval of the registrar. All requirements for the degree must be completed before the beginning of the first day of class of the following academic year.

Clearance of all financial obligations is essential in order to receive a diploma. Diplomas are distributed within six to eight weeks following commencement.

I. Course and Credit Value

The standard unit of measurement is the credit. The majority of classes carry a value of 4 credits. Some courses are valued at 0.5, 1, or 2 credits. Credit values are indicated on schedules and class listings.

Academic credit is a measure of the total minimum time commitment required of a typical student in a particular course of study. Total time consists of various components: time spent in scheduled course activities organized by an instructor (lectures, discussions, workbooks, videotapes, laboratories, studios, fieldwork, etc.); time spent in group activities related to course requirements; and time spent reading, studying, problem solving, writing, and otherwise preparing for the course.

For purposes of transferring credits, 6 quarter credits or 1 term credit is equivalent to 4 credits. Quarter credits may be converted into credits by dividing the number of quarter credits by 1.5 (or multiplying by 0.667). Term credits may be converted into credits by multiplying the number of term credits by 4. Applicants transferring credits should check with the Office of Undergraduate Admission to determine credit equivalence. Once application acceptance has occurred, check with Registration and Records to confirm credit equivalence.

J. Course Evaluations

All students are expected to participate in the online course evaluation process that the College of Liberal Arts, School of Business, and School of Education administer. Students should consider course evaluations to be part of the work of the course, just like exams and assignments. Individual professors, the Faculty Personnel Committee, and the Dean's office staff read these evaluations carefully and make personnel decisions and curricular changes as a result of student feedback.

K. Course Numbers and Course Types

The first digit of each course number indicates the course level. The criteria for determining course levels are:

- 1XXX: introductory level courses
- 3XXX: intermediate level courses primarily intended for sophomores, juniors, and seniors
- 5XXX: advanced level courses primarily intended for juniors and seniors. Most 5000-level courses have prerequisites

1. ACTC (Associated Colleges of the Twin Cities) Cross-Registration Exchange Program

(Course numbers vary) Hamline students who wish to register for courses during the regular academic year under the cross-registration exchange program with Augsburg, Macalester, College of St. Catherine, and University of St. Thomas may do so in the Student Administrative Services office. This process takes place during the stated registration periods. To participate, Hamline students must be full-time, undergraduate degree-seeking students and may enroll in one course per term as long as it is not offered at Hamline during the same term. Courses taken through ACTC may not be used to fulfill Hamline's disciplinary breadth requirements. Consult Student Administrative Services for specific policy information.

All courses taken under this program are considered to be Hamline courses, provided the work is relevant to a Hamline degree, and are recorded on the student's Hamline record. Credits and grades earned are included in the calculation of the grade point average. The ACTC exchange program is not in effect for summer school classes. For further information, please see www.hamline.edu/actc.

2. Apprentice Teaching

(Course number 4030) Students may earn up to 4 apprentice teaching credits, graded on the Pass/No Pass system. Apprentice teachers assist faculty with their teaching responsibilities. Registration forms are available in the Student Administrative Services office or at www.hamline.edu/registrar/forms and are due by the last day to add classes in the term of registration.

3. Collaborative Research

(Course number 4010, or as designated by a specific department)

Collaborative research projects offer students the chance to pursue independent study in greater depth with a faculty member, often in conjunction with the professor's own research. These projects are commonly precursors to Departmental Honors. Proposal forms are available in the Student Administrative Services office or at www.hamline.edu/registrar/forms and are due by the last day to add classes in the term of registration.

4. Departmental Honors

(Course number 5010, or as designated by a specific department)
Departmental Honors study is available to selected students. Refer to Departmental Honors at Graduation (section R below).

5. Independent Study

(Course numbers 1970, 3970, 5970)

An independent study project is designed by the student to pursue an area of study not covered by the established curriculum. Independent study projects are designated with the course numbers 1970, 3970, or 5970 and are graded on the A-F scale. They are usually registered in a designated academic department but can be taken for interdisciplinary credit (INTD) if listed as such on the proposal form. All independent studies done for credit fulfill the Individual Ability in Learning requirement (Q) of the Hamline Plan.

Students are expected to describe in advance the questions they propose to investigate or goals they hope to achieve, what they intend to do to carry out these investigations or achieve these goals, and the criteria for evaluating the results. Offered without class attendance and with a minimum of formal supervision by an instructor, independent study is important in the educational program at Hamline because it enables students to use critical tools they have developed in investigating areas not covered by the regular curriculum.

Independent studies normally carry 4 credits. Students are expected to do the equivalent amount of work for 4 credits, usually involving 80-120 hours. Proposal forms are available in the Student Administrative Services office or at www.hamline.edu/registrar/forms and are due by the last day to add classes in the term of registration.

6. Individual Study

(Course numbers are as designated in the curriculum section)

If a class is not offered during the term the student needs to take it, students may take the class on an individual study basis with instructor permission. Instructors work individually with students to complete the coursework.

Individual study requires instructor approval; however, instructors are not obligated to teach their classes in this format. Individual study is graded on the A-F letter grading system. Forms are available in the Student Administrative Services office or at www.hamline.edu/registrar/forms and are due by the last day to add classes in the term of registration.

7. Internships

(Course numbers 3960, 3990, or 5990)

Internships are student planned and directed learning experiences that provide opportunities to integrate academic, professional, and personal skill development. The internship program provides students with supervised, meaningful work in a professional setting. Every approved internship requires a minimum of 120 hours (150 hours for Legal Studies internships) of work at the internship work site and completion of academic and reflective work done under the supervision of Hamline faculty. Students must submit a LEAD Learning Agreement (LLA) to the Career Development Center (CDC) by its designated due date for all registered internships.

Students may opt to complete one of two types of internships:

- a. Individual Internships: Internships that are completed by students independent of a seminar or practicum class. Students may register for a 4-credit or non-credit internship. All registered internships fulfill the LEAD requirement (“W”) of the Hamline Plan. Individual internships are graded using the designation HP (high pass), P (pass), or N (no credit). These grades are not calculated in the GPA. With instructor permission, a student may opt to be graded on the A-F grading scale by indicating this choice on the LEAD Learning Agreement form. (The form must be submitted by the due date in order to use the A-F grading scale.)
- b. Seminar or practicum classes: Internships that are completed as part of a seminar or practicum class. These courses satisfy major, minor, or certificate requirements. A total of 4 credits are granted for the internship and the seminar class combined. The seminar or practicum courses may

have a different course number designated by the department in which it is offered. Please refer to the departments' curricular offerings for more information.

Registration for an internship is due by the last day to add classes for that term. In order to receive credit, a LEAD Learning Agreement must be completed and filed with the Career Development Center by the LLA due date. Learning agreements and assistance with the internship process are available at the Career Development Center. No more than 12 internship credits can be applied toward a degree. All internship credits are considered to be interdisciplinary credits (INTD) unless approved for major credit by a department chair.

8. Special Topics Courses

(Course numbers 1980, 3980, 5980)

Courses designated with these numbers are Special Topics and are not part of the regular university curriculum. A student's major or minor advisor or department chair must grant permission to use Special Topics courses toward major or minor requirements.

Any academic department may offer topics courses; they are generally new or experimental courses. A Special Topics course can be offered two times before it must be approved through the undergraduate faculty to become a standard part of the curriculum and awarded its own course number.

L. Course Prerequisites and Schedules

Many courses require previous coursework (e.g. MATH 3560, Modern Geometry, has a prerequisite of MATH 1180, Calculus II). Prerequisites are listed with each course description in the Bulletin and on the Piperline online schedule.

Course schedules are available to students through the Hamline website at www.hamline.edu/classchedules and at www.hamline.edu/registrar/classes. Where course descriptions and prerequisites differ between an online course description and the printed Bulletin, the online version takes precedence.

M. Coursework Taken at Other Institutions

A student registered at Hamline in a degree program should consult his or her advisor and the Registration and Records office to obtain a Course Substitution/Prior Approval for Transfer Credit form before enrolling for academic work at another institution. The form is also available at www.hamline.edu/registrar/forms. The purpose of this consultation is to gain assurance in advance that the proposed study will be accepted for transfer to Hamline. In some cases, credits transferred to Hamline may be applicable to graduation requirements. The chair of the major department must approve academic work to be credited toward the major.

Hamline will accept course credit provided the work is graded C- or better and is relevant to a Hamline degree. Credit in narrowly vocational courses is not transferable.

Nursing, mental health, chemical dependency, law enforcement, military, and other focused professional program credits are transferable up to a limit of 32 credits if the course content is suitable for a liberal arts program. Consult the Registration and Records office for details.

A transfer student who chooses to retake a Hamline course that is equivalent to a course accepted for transfer credit may do so on an audit or zero-credit basis. The student may request the repeat only for the purpose of ensuring competency in a foreign language or other discipline before enrolling in continuation courses, and no additional credit or grade point average impact will result.

Grade points earned at another institution are not transferable to Hamline. In other words, coursework grades from other institutions will not affect the Hamline GPA with the following exceptions:

(1) courses taken through the ACTC exchange program including the ACTC/University of Minnesota Language Program; (2) all courses sponsored by the Upper Midwest Association for Intercultural Education (UMAIE) during the winter term; (3) integral Hamline programs sponsored by other institutions. This applies only to work taken while registered as a degree-seeking Hamline student.

Transcripts and other documents submitted from other institutions and agencies are the property of Hamline University and will not be reissued to applicants, students, alumni, or other parties.

N. Dean's List

The Dean's List policy in this Bulletin applies to all students regardless of matriculation term. The Dean's List recognition at the end of either fall or spring term is based on the following criteria:

- a term GPA of 3.500 or higher;
- satisfactory completion of at least 16 credits;
- a minimum of 16 credits graded on the A-F scale.

Courses that are graded HP/P/N will not be counted towards the 16 credits needed to make the Dean's List. A student is excluded from the Dean's List if an N or F or I grade is received. Courses taken in January (winter term) or during the summer do not count toward the required credits for either fall or spring term.

O. Final Examinations

Final examinations are held at the end of each term according to a schedule established by the Registration and Records office. No final examination may be taken before the regularly scheduled time. Students are not required to take more than two final exams per day in any given term. Students who are scheduled to take more than two final exams on the same day should show their student class schedule to their instructors, and instructors will make reasonable accommodations to adjust the student's exam dates.

P. Four-Year Assurance of Graduation

First-year students at Hamline University may enter into a partnership with the institution to ensure completion of their bachelor's degree within four years. The student and the university share the responsibility for the success of this endeavor. Should Hamline fail to meet its responsibilities and provided the student fulfilled her/his responsibilities, the university will provide the additional course or courses needed to complete the degree in the following academic year—at no additional tuition cost.*

A college education requires significant individual responsibility on the part of students. Hamline has in place a proven system of support to facilitate student choice and aid in the attainment of student intellectual development and educational goals. The Hamline Plan, faculty advisors, and academic and student services help students develop and find success in a four-year time frame. The Four-Year Assurance of Graduation does not apply to transfer students.

Student Responsibilities

- Each year students must successfully complete 32 semester credits.
- Students must satisfactorily earn at least a 2.00 GPA each term (passing all major courses with grades of C- or better).
- Students must consult with faculty advisors on a regular basis to ensure the timely completion of requirements.
- Students must declare a degree major by the end of the sophomore year** and work in a timely fashion to complete Bulletin stated requirements.
- Students must file an Intent to Graduate form by the end of their junior year with the Registration and Records office.
- Students must register for classes at the times scheduled by the Registration and Records office (within two weeks of the start of open registration).

Hamline Responsibilities

- Hamline will provide course offerings necessary for students' fulfillment of the Hamline Plan.
- Hamline will provide faculty advising and advising support for degree programs.***
- Hamline will provide tuition-free coursework in the fifth academic year if the university fails to meet the above obligations.

* Fees and Room and Board are not included.

** Although many Hamline students declare double majors and finish within four years, Hamline cannot assure that a student will complete more than one major in four years. This assurance does not require Hamline to provide additional coursework beyond the fourth year to complete a double major or double degree.

*** The four-year assurance policy does not extend to special programs such as education certification, Early Admission Law, 3-2 program in engineering, or any other licensure or certificate program.

Q. Grade Definitions and Grading Information

Grade	Honor Points	Definitions
A	4.0	Excellent
A -	3.7	
B +	3.3	
B	3.0	Good
B -	2.7	
C +	2.3	
C	2.0	Fair
C -	1.7	
D +	1.3	
D	1.0	Barely Passing
D -	0.7	
F	0.0	
HP	*	Failing-no credit
P	*	High Pass
		Pass-(Equal to a C- grade or better), internships, credit by Examination and student teaching courses.
N	*	No credit
W	*	Withdrawn
EX	*	Term registered, final grading into later term.
I	*	Incomplete-indicates further work is to be completed. Unless Finished by the terms of the incomplete contract, the grade Becomes F or N.
AU	*	Audit

* *Not computed in GPA.*

Grades must be a C- or higher to apply to major, minor, or certificate requirements. Graduation requirements are not considered complete until all courses have final grades (no incompletes; no ungraded courses).

1. Auditing Courses

Full-time students may audit courses without extra charge with permission of the instructor involved. Such auditing must be recorded with the Registration and Records office. A \$100 fee is charged for part-time and special students choosing to audit. An audit registration form is available in Student Administrative Services or at www.hamline.edu/registrar/forms. A final grade of AU is assigned to the student's permanent record. No credit is earned. An audit is irreversible; once registration is entered on an audit basis, it cannot be changed to a credit basis.

2. Grade Changes/Appeal

Faculty members may apply to change a student's initial grade up to a year after the grade was initially due. The requested change is pending approval of the respective Dean's office.

A student pursuing a grade appeal first addresses the concern to the faculty member involved, next to the department chairperson, and then to the respective Dean's office.

3. Incompletes

Regularly scheduled courses, independent studies, and internships are to be completed within one term. With an instructor's approval, a student may take an incomplete ("I") in a course. An "I" will be given only in unusual circumstances that are beyond the control of the student. An "I" cannot be granted for failing or uncompleted work (a substantial portion of the work must have already been completed). An instructor must update an "I" to a final grade within four months after the end of the registration term (or by August 31 if the student intends to graduate in the summer). Otherwise, the "I" will convert to an "F" grade.

If an "I" has been converted to an "F," the student may complete the necessary coursework, at the instructor's discretion, within one year in accordance with the grade change policy. The student may not complete coursework after that time.

Note: All instructors enter "I" grades via Piperline before a term's grading deadline. However, for undergraduate students, the instructor must also file an agreement for an incomplete (completed between

the undergraduate student and the instructor) with his/her department chair before the final grade deadline for the term. The form is available at www.hamline.edu/registrar/forms.

4. Pass/No Pass Grading Option

Students are allowed one P/N course for every academic year at Hamline. Students must declare their intent to take a course P/N by the official drop/add date of that term.

The card must be signed by the student's advisor, the course instructor, and delivered to the Student Administrative Services office by the published deadline. Once declared, the P/N decision is irreversible.

A grade of P is given only for courses that would otherwise be graded C- or higher. Not all courses may be taken on a P/N basis (first-year seminar, for example). Instructors are under no obligation to offer a P/N option in a class. Courses required in a student's major should not ordinarily be taken P/N and some departments do not allow P/N options to majors. Please note that some professional schools and other graduate programs may convert P grades into C grades. Students on academic probation may not take a course P/N. Internships and student teaching do not count in the student's one-per-year limit.

5. Repeat of D, F, or N Grades

Only those courses in which grades below a C- were received may be repeated for credit/GPA purposes. All grades earned remain permanently on the transcript record; however, only the grade and credit recorded for the last time the D, F, or N graded course is taken are used in the calculation of the cumulative GPA and credits earned. Students incur normal tuition charges for repeated courses. When a repeated course is a transfer course, the repeated grade is not counted in the Hamline GPA.

6. Grade Reports, Transcripts, and Records

Grade reports are available for students to view on the university's secure website (Piperline at www.hamline.edu/piperline). Midterm grades are reported for fall and spring terms only and are not part of a student's permanent record. Final grades are available approximately two weeks after the last day of the term.

Students' records are confidential and information is released only at the request of the student or of appropriate institutions and officials. For the protection of current and former students, all transcript requests must be submitted in writing and personally signed. No transcript will be released until all financial obligations to Hamline have been met. A transcript request should be submitted at least three days in advance of the date on which it is needed, one week in advance during registration and commencement periods. For more information, see www.hamline.edu/transcript. Once students are awarded their undergraduate degrees from Hamline, no changes can be made to their official academic records.

Transcripts and other documents submitted from other institutions and agencies are the property of Hamline University and will not be reissued to applicants, students, alumni, or other parties.

R. Honors at Graduation

1. Departmental Honors at Graduation

A student with a minimum GPA of 3.25 in his/her major (exceptions to be made at the discretion of the department chair), and who has demonstrated a competency for pursuing independent work, may become a candidate for departmental honors at graduation. Departments have the option to institute a higher minimum GPA requirement and earlier deadlines for honors candidates. Check the appropriate major pages in the curriculum section of this *Bulletin* for GPA variations.

Students can obtain a copy of the honors guidelines and proposal form from the Registration and Records office or at www.hamline.edu/registrar/forms. Students who wish to pursue departmental honors must consult with the department chair prior to submitting a proposal form. The proposal form must be submitted by May 1 of the spring term of the junior year. (See the guidelines for exceptions to the May 1 deadline.) Wide latitude is allowed a department in interpreting what constitutes an honors project; however, it should exhibit distinctive scholarship, originality of thought, relevance to a major issue in the discipline, and competent writing ability when projects are in written form. An honors project should be a capstone experience for the student of high ability.

Departmental faculty recommends candidates for departmental honors. An examining committee of at least four members, including one member from another department and one member from another institution, will be appointed by the dean upon recommendation by the project advisor. Upon successful

defense to the examining committee, the candidate will be recommended to the faculty as worthy of the Bachelor of Arts diploma with distinction in the field named.

2. General Honors at Graduation (Latin Honors)

In recognition of superior attainment in scholarship, three grades of Latin honors are awarded at graduation. Diplomas are inscribed cum laude, magna cum laude, and summa cum laude, based on these minimum cumulative GPA requirements: cum laude, 3.500; magna cum laude, 3.750; summa cum laude, 3.900. GPAs are not rounded for calculating Latin honors.

Only A-F grades earned in Hamline courses and under cross-registration with ACTC colleges are used in computing grade point averages and determining eligibility for honors at graduation.

To graduate with honors at Hamline, a student must complete at least 60 credits graded on the A-F grading system at Hamline. Courses graded P/N are not included in the computation of the Hamline cumulative GPA, and are therefore not counted toward the 60-credit minimum. Latin honors are awarded only upon completion of all degree requirements.

S. Intent to Graduate

To satisfy student responsibilities outlined in the Hamline Four-Year Assurance of Graduation partnership (see section P above), students must file an Intent to Graduate form by the end of their junior year with the Registration and Records office. This form is available to download at www.hamline.edu/registrar/forms.

T. Leave of Absence or Withdrawal from the College

Students may request a leave of absence for academic, personal, or medical reasons. Requests for leaves of absence should be made to the Center for Academic Services.

Undergraduate students who withdraw from the university must obtain written permission from the Center for Academic Services. Refunds and course cancellations will be arranged only upon such written permission. A student who later wishes to return must apply for readmission through the Office of Undergraduate Admission.

U. Petitions

Students may request an exception to academic policy by submitting a petition to the Academic Affairs Committee. Submission of a petition does not guarantee approval. Petitions must be submitted in writing using a Petition of Academic Policy form available in Student Administrative Services or available to download at www.hamline.edu/registrar/forms. Specific directions regarding required signatures and supporting documentation are listed on the form.

V. Piperline and Email

All Hamline University students are expected to access the university's secured website (Piperline) to perform various administrative functions. Upon acceptance of admission to Hamline, students are issued their Piperline PIN and provided with a Hamline University email account. Piperline is used by students to check class schedules, register, obtain grade reports, view updated course descriptions, make payments to student accounts, update addresses, and various other non-academic functions. Piperline is available at www.hamline.edu/piperline.

All students are required to use their official Hamline email accounts and are responsible for any message sent to their official Hamline email account. Many official university notices will be sent only via email such as issues related to registration, graduation, and important deadlines. In addition, many instructors require the use of email in their classes. For more information see www.hamline.edu/email. Students should also maintain their current addresses and phone numbers by either filling out a change form in Student Administrative Services (or form available for download at www.hamline.edu/registrar/forms) or by updating the information on Piperline.

W. Probation and Suspension, Academic

Academic probation is intended as a means to identify, notify, and extend help to students who seem for whatever reason to be jeopardizing the possibility of their eventual graduation. It is not intended to be a punitive sanction against students who fail to meet the scholastic standards noted below.

Students may be placed on academic probation for any of the following reasons:

- a cumulative GPA lower than 2.0 at the end of any term;

- a term GPA lower than 1.7 at the end of any term;
- more than one F or N grade in any one term;
- an unsatisfactory progression rate for completion of course credits.

Academic probation or suspension status affects student athletes' eligibility to compete. Student athletes should contact the Hamline University athletic compliance director with concerns regarding the NCAA and MIAC eligibility policy.

The Student Progress Committee makes all decisions regarding probation and suspension.

Students who are placed on academic probation at the end of a term have the next term enrolled in which to remove themselves from probation. Students not removed from probation within this period are subject to dismissal (suspension) from the university.

After a minimum of one semester of suspension, a student may apply for readmission to Hamline University through the Office of Undergraduate Admission.

X. Registration

Students are required to register at specified times that the Registration and Records office publishes annually. Returning students register for fall term during April of the prior academic year, and during November for winter and spring terms. Registration priority is based on the number of credits completed and in progress at the time of registration. New students register for their first semester with the Center for Academic Services.

Students are responsible for accurate registration; credit can be received only in those courses for which a student is properly registered. A student is held responsible for every course for which he or she registers unless the course is officially cancelled. Hamline reserves the right to cancel any courses offered during the academic year when it becomes necessary.

During the published registration periods, students may register for a maximum of 19 credits in the fall and spring terms, and 5 credits in the winter term. The purpose of this 19 credit limit is to effectively manage course enrollments. Students may add and drop courses on a space-available basis on Pipeline up to the beginning of each term. Add/drop cards are used to make changes once a term has begun. Students may not exceed 20 credits in fall or spring terms but may make schedule adjustments up to a 20 credit maximum once classes begin through the end of the add/drop period. The academic calendar (see www.hamline.edu/academiccalendar) is published annually and contains specific dates and deadlines for registration and related activities.

Instructor permission is required to register for a course after it has ended. Registration requests up to one year after a course has ended will be considered via the petition process; later requests will be denied. More registration information is also available from the Online Registration Guide at www.hamline.edu/registration.

Y. Release of Student Information

Access to student records, which complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), is described below. For more FERPA information, see www.hamline.edu/ferpa.

1. Definitions

Record: A record includes any data or information about you and related individuals, regardless of the media used to create or maintain the record.

Education Records: Education records include records maintained by the institution but exclude records maintained by individuals and available only to those individuals or designated substitutes (that is, "personal files"). Your education records are located and maintained by administrators in one or more of the following offices: Admissions; Center for Academic Services, Alumni Relations; Financial Aid; Registration and Records; Student Accounts, and faculty advisors' offices. Note: The Registration and Records office is the only university office authorized to issue official transcripts and certify students' enrollment status. All requests for such documentation must be directed to Student Administrative Services.

Public Information: Public information (also called "directory" information) includes your name, student ID number, address, e-mail address, phone number, dates of attendance, class standing, full-time or part-time enrollment status, photographs, previous institutions attended, major/minor field of study, degrees, honors, and awards, date and place of birth, and athletic participation. Records of arrests and/or convictions are public records and thus not subject to university policy. Note: If you wish to restrict the

release of your directory information, you must do so by notifying the Undergraduate Registrar (Law/Grad 113).

2. Release in Emergencies

The confidentiality of all records may be broken in an emergency if deemed necessary by the severity of the emergency, the usefulness of the records, and the extent to which time is critical.

3. Release to You

Your records are available to you with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of your parents' financial status; records related to your student employment that are subject to other laws and are administered by the Human Resources office; medical and psychological records (which will be released only to a healthcare professional designated by you) and, if you signed a voluntary waiver of access, letters of recommendation related to admission, candidacy for awards, and candidacy for employment - these records may be used only for the purpose originally intended. You may see any of your available records within 45 days after submitting a written request to the Registration and Records office, either in person or by mail. You will receive an interpretation of the record upon request, at or after the time that access is granted.

4. Release to Others

Except as specified below, your records will be released only upon completion of a consent form or letter you have signed. Any such release will include a notice that further release by the recipient is prohibited by law. A record of the release will be maintained.

Records about you will be released without your consent to your parents if you are a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research (provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher); to agencies responsible for accreditation of the institution or its programs; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

5. Retention of Records

Hamline University reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

Z. Residency Credit Policy

All Hamline students are required to complete 128 residency credits in order to graduate. Full-time students may earn up to 34 residency credits per year toward these 128 required residency credits, though many students will take just 32 credits per year. Any credits transferred in count toward the residency requirement; however, students must complete a minimum of 56 credits at Hamline. Students may distribute their credits through fall, winter, and spring terms (e.g., 16 fall, 4 winter, 12 spring; 16 fall, 0 winter, 16 spring, etc.).

For no additional charge, on a space-available basis, students may take additional non-residency credits (up to 20 credits in fall and spring terms and up to 5 credits in winter term). Credits taken in addition to the 34 residency credits in an academic year will apply toward a major and minor, the Hamline Plan curricular requirements, breadth of study requirements, and will be used in GPA calculation. However, a maximum of 34 credits may be counted annually toward the 128 residency credits required for graduation. Students who wish to accelerate their graduation may do by completing courses during summer terms. A maximum of 8 residency credits may be earned in the summer per year.

Transfer students must take at least 56 residency credits at Hamline or within the ACTC consortium to earn a Hamline degree. Sixty credits graded A-F are required for transfer students to be eligible for Latin honors at graduation.

Transfer of Credit

The Registration and Records office, using official transcripts from a student's previous schools, works with the faculty to determine the requirements met by transfer work. Only transfer work from regionally accredited colleges and universities will be considered for transfer.

Information about the accreditation of colleges/universities in the north central region is available at www.ncahigherlearningcommission.org. Transcripts and other documents submitted from other institutions and agencies are the property of Hamline University and will not be reissued to applicants, students, alumni, or other parties.

Classes will be evaluated on a course-by-course basis. Courses must be considered college-level, relevant to a liberal arts degree, and a student must have earned a C- or above. If a course is taken as Pass/No Pass, and the school awards a Pass for grades below a C-, a letter must be submitted from the institution's registrar indicating the student would have received a C- or above before transfer credit is awarded. Please note that acceptance of credit may be for elective credit only; equivalency to Hamline courses is determined by individual departments. Students transferring credit will not receive credit twice for similar courses taken at Hamline. Grade point averages do not transfer.

A transfer student who chooses to retake a Hamline course that is equivalent to a course accepted for transfer credit may do so on an audit or zero-credit basis. The student may request the repeat only for the purpose of ensuring competency in a foreign language or other discipline before enrolling in continuation courses, and no additional credit or grade point average impact will result.

A maximum of 64 semester credits may be brought in from two-year colleges. Credit in narrowly vocational courses is not transferable. Nursing, mental health, chemical dependency, law enforcement, military, and other focused professional program credits are transferable up to a limit of 32 semester credits if the course content is suitable for a liberal arts program. 1.5 quarter credits equal 1 semester credit.

Students must earn at least 56 semester credits at Hamline in order to receive a Hamline degree (60 credits at Hamline are required to earn Latin Honors). A minimum of 16 semester credits in a student's major must be taken at Hamline. The credit amount of transfer courses will not change if equivalency to a Hamline course is granted (i.e. a 3 credit course granted equivalency to a 4 credit Hamline course will remain at only 3 credits).

Articulation manuals showing Hamline course equivalencies for local community colleges are available at: www.hamline.edu/cla/admission/transfer/guide.html. These articulation manuals are subject to change. Students earning credits at other institutions may be asked to provide copies of appropriate course catalogs or syllabi to assist in the evaluation transfer credit.

Transcripts from foreign schools must be submitted to an outside agency for course-by-course evaluation and processing before an evaluation can be completed. The agency must be a member of the National Association of Credential Evaluation Services (NACES). Three commonly used agencies are World Education Service (WES) online at www.wes.org, Educational Credential Evaluators (ECE) online at www.ece.org, or American Association of Collegiate Registrars and Admissions Officers (AACRAO) online at www.aacrao.org/international/foreignEdCred.cfm. These organizations usually charge students a fee for these services.

Students who have transferred in course work which they would like to have approved for their major or minor (which did not previously articulate as such) should follow these steps:

1. Obtain a copy of the course syllabus and/or course description from the official course bulletin of the institution where the course was taken.
2. Obtain a Course Substitution/Prior Approval for Transfer Credit form available online at www.hamline.edu/registrar/forms or at the Student Administrative Services office.
3. Have the course reviewed by their major/minor advisor or the chair of the department.
4. If the chair or advisor in the major/minor department approves the course he or she will sign the form.
5. Return the signed form to the Student Administrative Services office.

Students who have transferred in course work that they would like evaluated for Hamline Plan requirements (which did not previously articulate as such) should follow these steps:

1. Obtain a copy of the course syllabus. If a student no longer has a copy of the syllabus he or she may have to contact the former institution or instructor in order to provide a more complete description of the course than the course description provides.

2. Attach a memo and/or the Course Substitution/Prior Approval for Transfer Credit form (available at www.hamline.edu/registrar/forms or at the Student Administrative Services office) to the syllabus listing the course and the desired Hamline Plan designation(s).
3. Submit the memo and syllabus to the Student Administrative Services office to the attention of the Transfer Articulation Coordinator.
4. The Transfer Articulation Coordinator will work with the faculty to review the course and will e-mail the decision.

Additional information is at www.hamline.edu/undergraduate/admission/transfer

STUDENT ACCOUNTS

Mission: Support the learning environment at Hamline University by providing the campus community with personable, timely, efficient, and accurate financial services.

Function:

- Bill and collect tuition and fees for all students
- Services offered by the Student Accounts Office include:
 - Three payment plans: semester, installment, and prepayment
 - Special Payment Agreements
 - Perkins Loan Program (Disbursement through collection)
 - Refund checks from financial aid proceeds
 - Process insurance, MPIRG, and other waivers

Contact info: Judy Dehnel, Director
(651) 523 -2930
www.hamline.edu/studentaccounts

OFF-CAMPUS PROGRAMS AND STUDY ABROAD

Off-Campus Programs serves College of Liberal Arts, School of Business, School of Education, and Graduate School in Liberal Studies students on off-campus international and domestic programs for fall, winter, spring and summer. There are also some possibilities for a full-year off-campus study. The office maintains an extensive study abroad library for those interested in researching the options. In addition, the office maintains information for all post-graduate scholarships such as: Fulbright, Truman, Rhodes, etc.

Contact info: Kari Richtsmeier, Assistant Dean, Off-Campus and Study Abroad Programs
740 Snelling Ave
(651) 523-2245
www.hamline.edu/cla/off_campus/index

PIPERLINE

All Hamline University students are expected to access the university's secured Web site (Piperline) to perform various administrative functions. Upon acceptance of admission to Hamline, students are issued their Piperline PIN and provided with a Hamline University e-mail account. Piperline is used by students to check class schedules, register, obtain grade reports, view updated course descriptions, make payments to student accounts, update addresses, and various other non-academic functions. Piperline is available at www.hamline.edu/piperline.

TSEM

This course, designed specifically for new transfer students or transfer students who have completed one semester at Hamline, is intended to offer an introduction to the intellectual, social, and cultural nature of Hamline University. Students will be actively involved in discovering information and tools that will assist them in developing and achieving their educational goals throughout their time at Hamline. This course will help students form relationships with their peers and identify ways to connect to the academic and co-curricular life at the university. Instructor approval required.

STUDENT LIFE

This section introduces you to the Student Life Services you will encounter here at Hamline and provides vital information regarding services, offices and programs. Please keep in mind that these descriptions are brief overviews and any questions you have should be directed to the contacts listed for each entity.

ATHLETICS

Hamline University offers intercollegiate and intramural athletics as well as individual fitness opportunities. From team sports to individual activities, Hamline gives you the opportunity to have fun, get exercise, and form friendships outside of the residence hall and classroom.

At the Lloyd W.D. Walker Fieldhouse, you have many options for physical activity. There are three courts for basketball, tennis, and volleyball as well as a gymnastics training center, strength and fitness training center, and sports medicine center. You can also use the building's three racquetball courts, jogging track, swimming pool, and the adjacent Hutton Arena.

Intercollegiate sports include (for men) baseball, basketball, cross country, football, ice hockey, soccer, swimming and diving, tennis, and track and field; (for women) basketball, cross country, fastpitch softball, gymnastics, soccer, ice hockey, swimming and diving, tennis, track and field, and volleyball.

Contact info: Bob Beeman, Director of Athletics
Walker Fieldhouse
Stephanie Harris, Sports Information Director
(651) 523-2033
www.hamline.edu/hamline_info/athletics/index

CAMPUS LIFE CENTER

The Campus Life Center brings together the offices of Residential Life, Student Leadership and Activities, Campus Recreation and Orientation and First-Year Programs to enhance your experience and that of all students by providing leadership opportunities, programs, and services that impact all aspects of life on campus for residential and commuter students. At this current time, the sections of the Campus Life Center are not together in one office but are all supervised by Patti Klein, Assistant Dean of Students.

RESIDENTIAL LIFE

The majority of transfer students will be assigned a room in an area in Drew Hall designated as a transfer community. Drew Hall is a coed dormitory-style residence hall with double rooms and single gender community bathrooms on each floor.

The transfer community was designed to meet the unique needs of transfer students. These students have already had a college experience but need to be oriented to Hamline University. Placing transfer students together provides an opportunity for them to form social networks with other students in the same situation. The resident advisor on this floor will create programs designed to meet the specific needs of transfer students.

Spaces in the Hamline apartments are limited; however eligible transfer students may ask to have their name added to our wait list. Eligible students must transfer in with junior or senior status, or they must be 25 years of age or older. Students who will be living with their spouse or same-sex domestic partner are also eligible to live in the Hamline apartments.

Students living in the residence halls are required to have a meal plan. The housing and meal plan contract is for the entire academic year.

You are encouraged to visit the website www.hamline.edu/housing or contact the Residential Life Office for more information.

Contact info: Javier Gutierrez, Director
Manor House, Lower Level, Room 026
(651) 523-2061
www.hamline.edu/housing

STUDENT LEADERSHIP AND ACTIVITIES

The Office of Student Leadership and Activities provides students with opportunities to immerse themselves in a variety of on- and off-campus activities. Working collaboratively with students, staff, and faculty, the office encourages the involvement of students in co-curricular programs to complement their academic experience. Students may become engaged and empowered at Hamline through student organizations, paraprofessional activities, and campus programs.

There are over 60 clubs and organizations that students may join. Organizations cover a wide variety of interests related to the performing arts, social justice/service, publications, multicultural, special interest, and academic majors. Clubs are responsible for programming a number of activities throughout the year such as speakers, concerts, movie nights, and off-campus trips. These activities are almost always free and open to all undergraduate students.

The office also works to develop and recognize student leadership on the campus. The Leadership Summit, the HU-LEAD program and the Women's Leadership Retreat are just some of the leadership development programs aimed at students who are looking to develop their leadership skills and get more involved on campus. Students can also be involved with the Hamline Undergraduate Student Congress (HUSC), the undergraduate student. HUSC works with faculty, staff, and administration to make sure students voices are heard. There are approximately 30 elected and appointed positions within HUSC including an executive board, representatives from each class, student of color representatives, commuter representatives, nontraditional student representatives, and an international student representative.

In addition to working with students and student organizations, the Office of Student Leadership and Activities also coordinates a variety of campus programs including Homecoming Week and Family Weekend.

Contact info: Wendy Burns, Director
Bush Student Center, Main Level
(651) 523-2420
www.hamline.edu/studentactivities

CAMPUS RECREATION

Campus Recreation is responsible for the development and implementation of a comprehensive recreation program which incorporates Intramural Sports activities, competitive Sport Clubs, fitness and other special events. Students, staff, and faculty are eligible to participate in a variety of competitive and open Intramural Leagues and Tournaments which include: flag football, soccer, volleyball, basketball, kickball, and many more. Students will also have the opportunity to join one of the student-lead Sport Clubs, some of which compete against other colleges/universities across the region.

INTRAMURAL ACTIVITIES:

Intramural Leagues

Fall – Sand Volleyball League, 7-on-7 Flag Football League, 5-on-5 Basketball League, Ultimate Frisbee League, Indoor Soccer League

Spring – Outdoor Soccer, 3-on-3 Basketball League, Indoor Volleyball, 4-on-4 Flag Football League

Additional Intramural Activities

Racquetball, Midnight Soccer, Open Recreation, International Dodgeball Tournament, Badminton, Kickball, Pickleball, Disc Golf, Ultimate Frisbee, NFL Pick 'Em, Madden '11 Tournament, College Football Bowl Pick 'Em, NCAA Basketball Pick 'Em, and more!

FITNESS CLASSES:

Turbo Kick – Popular aerobic kickboxing class that combines hip hop flavor with kickboxing.

Zumba – A fitness program that fuses latin dance to provide a fun and effective cardio workout.

SPORT CLUBS:

Women's Lacrosse (Competitive)

Students interested in playing at a competitive intercollegiate level

Men's Lacrosse (Competitive)

Students interested in playing competitive intercollegiate lacrosse.

Ultimate Frisbee (Competitive)

Frisbee enthusiasts play and compete regionally

Men's Ice Hockey (Competitive)

A fun and competitive opportunity for those who wish to continue playing the sport of Ice Hockey against regional colleges and universities.

Rock Stars (Recreational)

Dedicated to the sport of rock climbing, sponsors educational programs and trips to both indoor and outdoor rock climbing venues

Hamline University Gaming Society (Recreational)

HUGS is committed to providing a forum for students interested in a variety of gaming options

Quidditch (Recreational)

Students interested in playing the sport of Muggle Quidditch, an increasingly popular adaptation of Wizard Quidditch from the Harry Potter book series.

Cycling Club – “Spokes” (Recreational)

Coordinates trips and training for biking enthusiasts of all skill levels

Outdoor Recreation Club (Recreational)

Meets weekly to plan exciting and diverse activities such as rock climbing, winter camping, cross-country and downhill skiing, biking, hiking and rollerblading

Contact info: Lamar Shingles, Coordinator of Campus Recreation

Campus Recreation – Bush Student Center

(651) 523-2817

Student Center Front Desk – Bush Student Center

(651)-523-2420

campusrec@hamline.edu

www.hamline.edu/campusrec

CAREER DEVELOPMENT CENTER (CDC)

Supports transfer students in their career exploration and planning, in light of the specific demands of and challenges facing transfer students. Through individual appointments, credit-bearing classes, and other ongoing events and programs, the CDC assists students in all of the following areas:

- Selection of a major or course of study;
- Career counseling and planning
- Internships, part-time employment, and summer jobs;
- Resumes, cover letters, and job search assistance;
- Professional interviewing skill development;
- On-campus recruiting opportunities and job fairs;
- Graduate school search and application;

Contact info:

Drew Science, Room 113

(651) 523-2302

www.hamline.edu/cdc

CLA ANNOUNCE

CLA Announcements are daily all-student email announcements that will update you on upcoming events, services and general “need to know” information. Please read these as they will keep you in the loop regarding Hamline life!

COMMUTER CONNECTIONS

Commuter Connections is located in the basement of Bush Student Center (in the HUB Lounge) and provides a place for commuter students to go between classes. From watching TV on the big-screen to heating up your lunch, Commuter Connections is a home away from home.

For more information regarding the Commuter Connections, please email Ana Sontag, Graduate Assistant for Orientation and First Year Programs, at asontag01@hamline.edu.

Contact info: Jayne Sommers, Director
Adam Zagoria-Moffet
Bush Student Center, Lower Level
(651) 523-2957

COUNSELING AND HEALTH SERVICES

COUNSELING SERVICES

Counseling Services seeks to promote students' personal growth and emotional well-being.

- Common concerns addressed include: anxiety, stress, depression, self-esteem, relationship difficulties, and family issues
- Counseling services are provided by staff members with doctoral-level training in psychology
- All Hamline students are eligible to receive counseling services
- Counseling is confidential and free of charge
- Office hours are M-F, 8:00am-5:00pm (closed during the noon hour)
- Services are available by appointment (including same-day crisis appointments)

HEALTH SERVICES

Health Services seeks to support all students in their academic pursuits by promoting their physical health and personal growth.

- Along with offering health promotion, preventative education, and immunizations, health services staff can provide assessment, treatment, and care recommendations for a wide range of illnesses and injuries
- Medical equipment (e.g., crutches, humidifiers, heating pads, wheelchair) is available for temporary loan to students
- All health services are confidential
- Office hours are M-F, 8:00am-5:00pm (closed during the noon hour)
- Services are available by appointment
- Questions regarding health insurance purchased through Hamline should be directed to Collegiate Insurance Resources at 1-800-322-9901 or www.specrisk.com/Hamline

Contact info: Hussein Rajput, Ph.D., L.P., director
Manor House, Room 016, MS-C1908
651-523-2204
www.hamline.edu/chs

DINING SERVICES

Dinning Services at Hamline offer you a variety of meal plan memberships as either a residential or commuter student. Dinning Services also offers on-campus employment for students with work study eligibility.

The dining program at Hamline offers a wide variety of options as well as many different restaurants on campus to visit. Whether you need a cup of Joe in the morning, want to grab a quick bite as you head to class, or meet friends for dinner, the dining option on campus are a great value, outstanding quality, and a wonderful convenience for students, faculty, and staff. To get the latest and greatest on Hamline University Dinning Services, visit our website: www.hamline.campusdish.com. From all-you-can-eat buffets to salads on the go or our amazing desserts and pastries, we are sure to tempt your taste buds.

Hamline offers many meal plan options for both residential students (those live on campus) and commuters. The options are meant to provide as much flexibility for a student as possible. For residential students there are 2 weekly plans and 3 block plans. The weekly plans are the 14 and 10. With these plans you get a set number of meals per week, and then each time you enter Sorin Dining Hall and have your Hamline ID scanned, a meal is deducted from your dining account. The Sorin cashier can tell the students at any time how many meals they have left. When choosing a weekly meal plan, it is very important to remember that meals not eaten during the course of the week do not carry over into the next week. An advantage to the weekly plans is that you would always know how many meals you have for the entire semester. The most popular weekly plan is the 14, which works well for those students who are not on campus on weekends, have off-campus jobs, or who choose to sleep in and miss breakfast. For counting purposes, the dining week runs from Monday breakfast through Sunday dinner.

The two residential block meal plans offered are the Unlimited, the 225 Block and the 100 Block (for students classified as a sophomore or hire based on credits). With these plans the number of meals is based per semester and not by the week, which allows more flexibility for students who aren't sure how many meals they may eat each week. However, a student would want to budget their meals so that they do not run out of meals before the end of the semester. Based on a 17-week semester, a student on the 225 plan should budget 13 meals per week to eat. An advantage to the block plans is that a student can eat 12 meals one week and then five meals the next without losing any meals. *Note - All meal plans listed above also include declining balance dollars. The amount of declining balance depends on what meal plan you sign up for.*

Commuter students can choose any of the residential plans or they can also choose from the 100 or the 50 block plan. The 100 plan is 100 meals per semester and the 50 plan is a one time purchase of 50 meals. The 50 plan does not reset for the next semester, so students would need to reapply for another 50 plan if they use all of their meals and declining balance. The Declining Balance Plan is an option where students can just put money on their dining account. Declining balance dollars work on the same principle as bank debit cards. Each time you make a food or meal purchase, the total cost of your meal is subtracted from the dollar balance in your account. Declining balance may be used at any dining location. Additional declining balance dollars may be added to any meal plan.

Contact info: Gayle Hanson, Director of Dining Services
Sorin Hall, Main Level
(651) 523-2453
www.hamline.campusdish.com

DIVERSITY INTEGRATION

The diversity of ethnic groups, social classes and intellectual traditions is central to the education that Hamline imparts. The Office of Diversity Integration works to recognize the equality and dignity of each individual, to promote civil dialogue between groups and to promote a progressive agenda for higher education locally as well as globally. The Associate Vice President for Diversity Integration works with students, faculty, and staff in developing and coordinating diversity-centered programs, forums, and campus-wide events; initiating training and development opportunities; supporting curricular, pedagogical, and scholarly innovation; consulting on best practices in the recruitment, retention, and development of diverse students, faculty, and staff; providing leadership in establishing a welcoming campus culture and climate for persons from diverse communities; creating and sustaining a clearinghouse and archive of diversity materials and resources; and forging external partnerships with organizations and groups in the larger community.

Contact info: Poonam Arora, Ph.D. Associate Vice President
Old Main Hall, main floor, Room 111
651-523-2051
www.hamline.edu/diversity

DREW FINE ARTS COMPLEX

Anne Simley Theatre

Students of all majors may participate in theatre performances or as a part of the production crews. The 300-seat Simley Theatre is one of the best-equipped college stages in Minnesota. Our facilities include a large scene shop with equipment for both steel and wood construction, the costume shop stores hundreds of period costumes used in performances and our control booth houses state of the art lighting and sound equipment. A Studio Theatre in Drew Hall serves as the production base for a regular series of student

directed one-acts and original works. In addition to theatre work, the department has a dance ensemble that performs twice a year and a small television station that produces a weekly show as well as serving as a production base for the creation of original student films.

Contact info: Bill Wallace, Department Chair
Ms Marilyn Washenberger, Division of Fine Arts Secretary
(651) 523-2293 Ms. Washenberger
(651) 523-2405 Prof. Wallace
(651) 523-2905 Box Office
http://www.hamline.edu/cla/acad/depts_programs/theatre/index.html

Art Gallery

Hamline's art collection includes works of early expressionists Edvard Munch and Emil Nolde; French cubists Ferdinand Leger and Marie Laurencin; Mexican muralist Diego Rivera; and abstract expressionist pieces by Arshile Gorky, Hans Hoffman, Willem deKooning, and Adolf Gottlieb. Also included are contemporary works by Andy Warhol, James Rosenquist, John Chamberlain, and Richard Stankiewicz; graphic works by Francisco Goya, Pablo Picasso, William Stanley Hayter, and Mauricio Lasansky; and Midwest artists such as Cameron Booth and Paul Manship. African art is also well represented in Hamline's collection by both recent acquisitions and a number of objects collected by a Hamline missionary in the 1890s. Art exhibitions are on campus frequently. The gallery hours are 10:00am to 4:00pm weekdays.

Contact info: Leonardo Lasansky, Department Chair
1536 Hewitt Ave
(651) 523-2386
www.hamline.edu/cla/acad/depts_programs/art_art_history/art_arthist_home

HAMLIN MPIRG

The Minnesota Public Interest Research Group (MPIRG) is a student-directed and -funded, non-profit, non-partisan organization. MPIRG provides students with a statewide voice on issues of environmental and consumer protection and social justice through education and social change. More information will be provided with the fall billing in July or can be obtained at www.mpirg.org. The annual fee of \$8.25 is charged to the accounts of undergraduate and law students in the fall semester but can be waived through Pipeline.

HAMLIN UNIVERSITY STUDENT CONGRESS (HUSC)

Thank you for your interest in Hamline Undergraduate Student Congress! HUSC serves as a representative of every student on campus in regards to university affairs. Each student is welcome to attend, debate, and vote during our General Assembly meetings. These meetings are held every other Tuesday morning at 11:20am in Drew Science 118. Please stop by and contribute to the important work of student government!

HUSC is the governing body of the Hamline undergraduate students; therefore we serve as an organized medium for expressing student concerns to the administration. Another key responsibility of HUSC is overseeing and funding the majority of student organizations on campus.

Student input and ideas are extremely valuable to us. There are many ways for you to voice your opinion, including: attending a General Assembly meeting, sending an email to the HUSC Hotline (husc@hamline.edu), stopping by the HUSC office (in Student Center basement), or contacting any of the representatives or Executive Board members. Please take advantage of student government as our job is to represent you. We need to hear your ideas!

We certainly encourage students to get involved in an official position within HUSC as well. As transfer students, you bring a unique and seasoned perspective to our congress. You are eligible to fulfill any open position within the Congress which represents your constituency group. If you are interested in getting involved in the Student Congress, please feel free to email us at husc@hamline.edu, or to contact me directly at jeaton02@hamline.edu. Thank again for your interest, and welcome to Hamline!

Hope to see you soon at a meeting!

Joel Eaton
HUSC President

Hamline Undergraduate Student Congress (HUSC) is the student governing body of the undergraduate college. The Congress is comprised of class representatives and members from many student organizations.

Any Hamline student may speak and vote on issues before Congress, whether or not one is an elected representative. Some of HUSC's responsibilities are to allocate student activities fees to fund campus organizations, appoint student representatives to the standing committees of the college to ensure student input into matters of campus governance, to serve as the official "voice" of the undergraduate students on issues of campus-wide importance, and to pass legislation referred to it by student groups, the faculty, or an administrative body.

Contact info: - www.hamline.edu/husc
Bush Student Center, HUB

INSIDE HAMLIN

Inside Hamline is Hamline University's internal newsletter. It is sent to all faculty, staff, and students each Monday, and to faculty and staff Wednesday and Friday. During summer Inside Hamline is sent weekly (to all faculty, staff, and students during J-term, and to faculty and staff during summer). For more information on how to submit an event or announcement go to www.hamline.edu/ih

MAIL SERVICES

Mail services provide the following services:

- Mailboxes (all undergraduate students and students living on campus are required to have one)
- US Postal services with the exception of registered and delivery confirmation services
- FedEx express, UPS ground and express, courier service
- Faxing
- Assistance and information on all mailed-related questions

Contact info: Alma Dancer, Director
Student Center Basement
(651) 523-2215

www.hamline.edu/hamline_info/offices_services/campuses_grounds/mailservices/index

MULTICULTURAL AND INTERNATIONAL STUDENT AFFAIRS (MISA)

The Center for Multicultural and International Student Affairs (MISA) helps create and sustain an inclusive community that appreciates, celebrates and advances multiculturalism, internationalism, and diversity at Hamline University. We support, empower, and promote the success of students of color, international students, and other diverse populations. In partnership with community members, our initiatives help prepare students to live, serve and succeed in a global, multicultural world.

Specifically, we offer:

- Activities that assist students of color and international students in their transition to and success at Hamline, including Student of Color Orientation, International Student Orientation, MISA Lunch Series, the annual awards banquet and the “Voice & Vision” newsletter;
- Assistance, advice and counsel for international students on immigration and visa regulations, processes and matters;
- Eleven student organizations that support and advocate for issues of diversity, multiculturalism, internationalism and inclusion, including Multicultural Alliance, Asian American Coalition (APAC), FUSION Multiracial Student Association, Hispanic and Latino Organization (HALO), Hamline African Student Association (HASA), Hamline American Indian Student Society (HAISS), Hmong Student Association (HSA), International Student Organization (ISO), PRIDE Black Student Alliance, Students for a Free Tibet and Commitment to Community. These organizations are open to all undergraduate students.
- Traditional cultural awareness and history events for the entire university community, including Hispanic Heritage Month, Native American Awareness Week, Black History Month, Asian Heritage Month, Kwanzaa Celebration and Hmong New Year.
- Other university-wide activities and programs which provide opportunities for participants to learn about diversity and social justice issues, including World Fest, Social Justice Symposium, Dr. Martin Luther King, Jr. Commemoration, *This is My Story* Monthly Conversation Series, Global Connections Retreat and the Hamline Undergraduate Conference on Race & Ethnicity (HU-CORE).

Our initiatives are inclusive, but some programs and services are specifically targeted toward students of color and international students.

Contact info: Carlos D. Sneed, Assistant Dean/Director
1475 Hewitt Avenue
(651) 523-2423
(651) 523-2608 (fax)
www.hamline.edu/multicultural

OFFICE OF RETENTION AND TRANSFER STUDENT SERVICES

The Office of Retention and Transfer Student Services understands that transfer students have already had some college experience and know what it is like to be a college student. Our job is to help transfer students understand what it is like to be a Hamline student, to navigate a new campus, new policies and procedures, and a new campus culture. We understand that students may have many questions about their transfer credits, financial aid, academic advising, how the Hamline Plan works, how to get involved at Hamline, and this is the office to help you find the resources you need to answer those questions.

This office is also responsible for improving student retention by working with the academic departments and student affairs across campus to review current programs and services and implement ways to make your Hamline experience better.

Contact info: Monita Mohammadian Gray, Director
Bush Student Center, Room 109
(651) 523-2835
www.hamline.edu/hamline_info/offices_services/student_relations/studentaffairs/retention_transfer/index.html

OMBUDS SERVICES

The ombudsman is a confidential, neutral, and informal resource to whom all students, faculty, and staff can bring any university-related problems, concerns, or complaints. The ombudsman functions as an alternative to existing university problem solving services and processes and exists to help address issues in a productive manner. The ombudsman will listen to the issue and help to identify steps that Hamline University offers to reach a fair resolution.

The ombudsman can function in a number of ways; as a sounding board, as a resource assistant, as a confidential advisor, as a facilitator of discussions or meetings or as an informal mediator or negotiator.

Contact info: Molly McAvoy, Ombudsman
Manor House, Lower Level, Office 31
(651) 523-2555
www.hamline.edu/ombuds

PRESIDENT'S OFFICE

Welcome to Hamline University!

It is my great privilege, as the president of this outstanding university, to invite you to explore the many extraordinary opportunities Hamline offers its students, faculty, and staff, and the significant connections Hamline is making in the community.

I invite you to spend some time on our site to get a feel for life at Hamline University, and then to visit our intimate campus and learn more about Hamline in person. I welcome the opportunity to meet you.

Best regards,
Linda N. Hanson, Ed.D
President

Contact info: Linda Hanson, President
Old Main
(651) 523-2202
president@hamline.edu
www.hamline.edu/president

PUBLICATIONS

Hamline University has a variety of publications that are produced by fellow students.

Fulcrum Journal

A yearly compilation of artwork, poetry and short stories. All students are invited to submit work and help with production.

<http://www.fulcrumonline.org/>

The Oracle

The Oracle is a student newspaper that comes out once a week (during fall and spring semesters) in which you are encouraged to join the team if you would like. The Oracle is always looking for help!

<http://www.hamlineoracle.net/>

SAFETY AND SECURITY SERVICES

The Office of Safety and Security Services is open 24 hours a day serving the campus community. The office is located in 128 Drew Hall and is staffed by 20 professionals and approximately 15 student staff. Professional staff includes a director, assistant director, office manager, three supervisors, staff dispatchers and patrol officers.

Additionally, students serve in positions as dispatchers. The office is responsible for the general safety and security of the Hamline University campus and is the first to respond for emergencies until assistance is available by police, fire, or medical emergency personnel.

The Office of Safety and Security Services also provides students, staff and faculty with their university ID cards. Their office also provides escort services, jump starts and a variety of other services. Visit the Safety and Security Web Site at www.hamline.edu/security

The Office of Safety and Security maintains a close working relationship with university campuses, local, state, and federal law enforcement agencies.

Contact Info: Shirleen Hoffman, Director
Drew Hall
MS-C1905
(651) 523-2100

STUDENT CAMPUS EMPLOYMENT/HUMAN RESOURCES

A wide variety of campus employment opportunities are available for eligible students. To be eligible for campus employment during the academic year, a Hamline University student must be degree-seeking, registered for at least half-time status for each full term worked, and eligible to work in the U.S. To be eligible for summer employment, a student must be registered for at least half-time status or pre-registered for the fall term and eligible to work in the U.S.

Students who have received a (6450) Federal or State Work Study award are invited to attend a Job Fair that is held during Piper Passages Days. Students who have been awarded a (6400) Hamline Work Study Award are encouraged to check the job postings on the Human Resources website for all on campus positions. If openings exist during the school year, students without work-study awards are eligible to apply at various campus offices and departments. There are numerous opportunities for off-campus employment in the neighboring community and in the Saint Paul/Minneapolis metropolitan area if you have a (6450) Federal or State Work Study Award. Inquiries about both on- and off-campus employment should be directed to the Human Resources office.

International students may face work restrictions both on and off-campus due to visa status or other legal considerations. The International Student Advisor and the Center for International Students and Scholars can assist with these questions.

Contact info: Lori Larkin, Manager Student Employment
Old Main, Lower Level
(651) 523-2210
www.hamline.edu/hamline_info/offices_services/administration/hr/hr_home

STUDENT CENTER/FRONT DESK

The A.G. Bush Student Center serves as the focal point of campus activities. It contains the post office, Hamline University bookstore, chapel, Dean of Students Office, Office of Student Leadership & Activities, Retention and Transfer Student Services, the swimming pool, and two lounge areas with TV's, computer kiosks, etc. It is filled with activity, excitement and warmth.

The Student Center Front Desk provides students with a place to go for general information about the campus, events, or student organizations; sales for discount movie tickets, bus passes; discount tickets for special local events; information about and tickets for upcoming student organization events; game rental including billiards.

Contact info: Bush Student Center, Main Level
(651) 523-2420

STUDENT CONGRESS

See Hamline University Student Congress (HUSC) p. 32

STUDENT ORGANIZATIONS

Welcome to Hamline, new students and transfer students!!

Involvement in student organizations can be one of the best parts of your college experience! Because you are coming into the Hamline community in the middle of the school year, it might sound intimidating to seek out organizations with which to be involved, but involvement on campus will make your transition quicker and easier! Org meetings and events are a great place to meet other students and to keep busy! There are also lots of leadership experience to be gained and practical skills that can be developed by your involvement in orgs. That kind of "out of the classroom" experience is essential to your time here!

If you are interested in checking out some orgs, refer to the contact info sheet to get in touch with org leaders. Also, keep your eyes and ears open! There are lots of events advertised around campus! Finally, as Student Organizations Chairperson for HUSC, I would be happy to chat with you about what different orgs are up to so you can get an idea of the orgs in which you may be interested. Feel free to contact me via email at bwelch01@hamline.edu.

Breauna Welch
Student Organizations Chairperson
Hamline Undergraduate Student Congress

*You will find a list of all current Hamline Student Organizations in the appendix of this handbook.

SUNDIN MUSIC HALL

Sundin Music Hall is adjacent to a newly renovated rehearsal space and private practice rooms. The facility amenities include digital recording equipment, a seven-foot Hamburg Steinway piano, a nine-foot Yamaha concert grand piano and orchestral and percussion equipment.

Regular performances by the Hamline University Department of Music Ensembles (A Cappella Choir, Women's Chorale, Classical Winds, Orchestra and Jazz) are scheduled each year. Other concert events include the Keyboard Conversations® with Jeffrey Siegel, the Artaria String Quartet and *The Musical Offering*. Many Twin Cities arts organizations including the Schubert Club consider Sundin Music Hall their preferred concert venue. This year the men's chorus Cantus will perform two concerts, the Minnesota Guitar Society will present 9 concerts and the Lyra Baroque orchestra will play 5 concerts. In addition, the Chopin Society of Minnesota will anchor their winter series here in Sundin Music Hall.

Sundin Music Hall is available to you if you wish to present a program for the campus or the public. There is a preferred rental rate for student organizations and campus departments. Please contact Sundin Hall for assistance in planning and execution.

Contact info: 1531 Hewitt Avenue, St. Paul, MN 55104

(651) 523-2197
www.hamline.edu/hamline_info/sundin/index

WALKER FIELDHOUSE

Please refer to “athletics” for more information.

THE WESLEY CENTER FOR SPIRITUALITY, SERVICE AND SOCIAL JUSTICE

Rev. Nancy Victorin-Vangerud, Ph.D., Director
nvictorinvangerud01@hamline.edu, 651-523-2750
Staff Offices: 742 Snelling Ave (just south of Super-America!)
Mailing Address: MS A-1735

Named after John Wesley, the founder of the United Methodist Church, The Wesley Center for Spirituality, Service and Social Justice aims to give life to Wesley’s legacy, “Do all the good!” Wesley Center staff and programs include the Hancock-Hamline Collaboration, McVay Youth Partnership, Service-Learning and Civic Engagement, Volunteer Service, and Religious and Spiritual Life. Our purpose is to connect the pursuit of the common good with growth of the whole person through compassionate action and courageous reflection.

RELIGIOUS AND SPIRITUAL LIFE PROGRAMS

As a United Methodist related university, Hamline welcomes people of all religious traditions as well as those with none. Recognizing that Hamline’s campus community is religiously diverse, Religious and Spiritual Life programs are committed to: promoting compassion, justice, and concern for the common good; building bridges; fostering spiritual exploration and growth; providing personal, emotional and spiritual support. Throughout the year, we offer programs and events for Hamline students to participate in, such as:

- Gospel Choir
- Jewish Student Life
- Mahle Scholars Program
- Multifaith Student Alliance
- Muslim Students Group
- Wesley Scholars Program
- Zen Meditation

The RSLO offers student employment experiences for students interested in working in a multi-faith environment during their years of study.

Contact info:

Megan Dimond, Coordinator of Religious and Spiritual Life Programs
mdimond01@hamline.edu, (651) 523-2315
www.hamline.edu/rslo

.Rev. Nancy Victorin-Vangerud, University Chaplain
nvictorinvangerud01@hamline.edu, (651) 523-2750
Rabbi Esther Adler, Associate Chaplain for Jewish Life
eadler01@hamline.edu, (651) 523-2867

SERVICE LEARNING AND CIVIC ENGAGEMENT

Service-learning is learning to participate in, and, contribute to community. It develops one’s sense of social responsibility, self-confidence, critical thinking, conflict resolution, and cross-cultural and leadership skills. Service-learning influences career choices, personal values, social justice, and the world. Student initiated programs include “Catalyst: Be the Change” service-learning spring break trips; Election Action; STOVE (Students Together Organize Volunteer Efforts) and Students Mobilize to End Homelessness.

Contact info: Sharon Jaffe, Coordinator of Service Learning and Civic Engagement
(651) 523-2483
www.hamline.edu/oslv

MCVAY YOUTH PARTNERSHIP

The McVay Youth Partnership, “Youth VOICE,” is an after-school program where Hamline students serve as mentors and role models working with inner-city, middle-school youth three afternoons per week in partnership with area churches. The churches provide the place to meet and the snack, and Hamline provides the personnel and programming. McVay Fellows are typically juniors and seniors who have demonstrated leadership and have had previous experience working with youth. They work in teams of three, and are responsible for planning and leading the programming. The Fellows are assisted by McVay Interns who bring their own unique talents to the program, and work one to two afternoons per week. All staff receives training, and participate in weekly Monday night meetings.

Contact info: Jane Krentz, Director
jkrentz01@hamline.edu, (651) 523-2071
www.hamline.edu/mcvay

WOMEN’S RESOURCE CENTER (WRC)

The Women’s Resource Center (WRC), established in 1983, is a place for Hamline women and men to get together to work toward making the world a better place for everyone. The purpose of the WRC is to focus on nonpartisan social and intellectual action and educational programming directed toward the issues of women’s health, children and family, careers and internships, as well as to further education about current social topics relating to women. The WRC serves as a resource base to meet the needs of women on campus and to educate the university on the contributions of women to society. Past WRC activities include the celebration of Women’s History Month, topical “coffee talks” and other speakers, and book discussion groups.

Services include: free condoms (male and female, latex and non-latex), dental dams, lubes, and information on breast cancer, eating disorders, birth control, Plan B, sexual and physical abuse, rape and sexual harassment, women’s and studies programs.

Contact info: Dr. Kristin Mapel Bloomberg
Professor and Chair, Women’s Studies
Bush Student Center, Lower Level
(651) 523-2042
www.hamline.edu/personal/dhudson/eng3370/339s00/johnson/WRC/

Here is a list of some acronyms used at Hamline:

ABM	American Building Maintenance
ACTC	Associated Colleges of the Twin Cities
AHA	Associations of Hamline Alumni
APAC	Asian Pacific American Coalition
C2C	Commitment to Community
CAS	Center for Academic Services
CDC	Career Development Center
CEUT	Center for Excellence in Urban Teaching
CGEE	Center for Global Environmental Education
CLA	College of Liberal Arts
DRI	Dispute Resolution Institute
EOSP	End of the Semester Party
EOYP	End of the Year Party
GLS	Graduate School of Liberal Studies
HALO	Hispanic and Latino Organization
HEAT	Hamline Entertainment and Activities Team
HR	Human Resources
HSA	Hmong Student Association
HSB	School of Business
HSE	School of Education
HUB	Hamline University Basement
HUSC	Hamline Undergraduate Student Congress, College of Liberal Arts
IT	Information Technology
MIAC	Minnesota Intercollegiate Athletic Conference
MISA	Center for Multicultural and International Student Affairs
MPIRG	Minnesota Public Interest Research Group
NAIA	National Association of Intercollegiate Athletics
NASA	Native American Student Association
NCAA	National Collegiate Athletic Association
NCGA	National Collegiate Gymnastics Association
OSLV	Office of Service Learning and Volunteerism
PAA	Piper Athletic Association
RSLO	Religion and Spiritual Life Office
SAS	Student Administrative Services
SAS	Student Administrative Services
SBA	Student Bar Association, School of Law
UR	University Relations
WFH	Walker Fieldhouse

