Hamline University Data Request Guide		
This table indicates which Hamline offices respond to requests for different types of data.		
Type of Request	**Office Responsible**	**Contact Person**
Mail/email/informational/networking lists of undergraduate alumni by year, geographic region, activity, etc.	Alumni Relations	Craig Cahill
Mail/email/informational/networking lists of Law alumni by year, geographic region, activity, etc.	Alumni Relations	Craig Cahill
Mail/email/informational/networking lists of School of Education alumni by year, geographic region, activity, etc.	Alumni Relations	Craig Cahill
Mail/email/informational/networking lists of School of Business alumni by year, geographic region, activity, etc.	Alumni Relations	Craig Cahill
Mail/email/informational/networking lists of GLS alumni by year, geographic region, activity, etc.	Alumni Relations	Craig Cahill
Mail/email/informational/networking lists of university trustees, volunteers, or donors	Alumni Relations	Craig Cahill
Solicitation lists for any non-student/staff/faculty constituencies	Alumni Relations	Craig Cahill
Information about students' parents, including contact information	Dean of Students	Kim LeMere
Lists of students, including contact information, from Hamline students or from entities outside of Hamline.	Dean of Students	Kim LeMere
List of students who have a certain scholarship.	Financial Aid	Cheryl Dooley
Information regarding faculty/staff	Human Resources	Steve Rose
Number of major/minor/certificate recipients or seekers	Institutional Research	Tracy Williams
Number of graduates	Institutional Research	Tracy Williams
Historical class enrollment reports	Institutional Research	Tracy Williams
Institutional enrollment data (including demographic data, average grade data, etc.)	Institutional Research	Tracy Williams
Summarized data or statistics for both Hamline and non-Hamline entities	Institutional Research	Tracy Williams
List of major/minor/certificate recipients or seekers	Registration & Records	Gwenn Sherburne
List of graduates or pending graduates	Registration & Records	Gwenn Sherburne
List of students for official university communications and other business. (Non-Hamline requests and requests from Hamline students go to Dean of Students Office)	Registration & Records	Gwenn Sherburne
Undergraduate Admission/Enrollment reports per term through census date	Undergraduate Admission	Terra Jackson
Lists of applied/admitted/deposited undergraduate students from faculty, departments, or student organizations	Undergraduate Admission	Terra Jackson
Undergraduate inquiry data for Hamline offices	Undergraduate Admission	Terra Jackson
Mailing or other list of students living in Hamline housing	Res Life	Nancy Klein
Data or lists regarding currently registered law students	Law Registrar	Colleen Clish
Law Admission/Enrollment reports per term through census date	Law Admission	Amy Luitjens
Lists of applied/admitted/deposited law students from faculty, departments, or student organizations	Law Admission	Amy Luitjens
Law inquiry data for Hamline offices	Law Admission	Amy Luitjens
Graduate/postbacc Admission/Enrollment reports per term through census date	Graduate Admission	Mike Hand
Lists of applied/admitted/deposited graduate/postbacc students from faculty, departments, or student organizations	Graduate Admission	Mike Hand
Graduate/postbacc inquiry data for Hamline offices	Graduate Admission	Mike Hand
All requests for financial or budget data	Finance	John Brown
Compiled by the Hamline Data Standards Committee		
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