Registration Worksheet

Use this worksheet in conjunction with the *Undergraduate Bulletin* at http://bulletin.hamline.edu. Completion of this worksheet will prepare you for class registration and facilitate your online registration.

For up to date class schedules and enrollments, visit http://www.hamline.edu/classschedules, and select the desired term from the drop-down menu next to Undergraduate Program. Click on any class to see the day/time, location, current enrollment, etc.

Most students take four, 4-credit courses for a total of at least 16 credits. Most find this a busy but accomplishable course load. Full-time student status is at least 3 classes, totaling 12 semester credits. If you receive the Minnesota State Grant, full-time status is at least 15 credits (see the Financial Aid Office if you are receiving a state grant and intend to take fewer than 15 credits). Be sure to list courses that are fewer than four credits in value, and/or lab sections for which you would like to register. These courses may include music lessons and ensembles, seminars, and physical education activities courses. You may pre-register for a sum total of 19 credits (a fifth, four-credit class, for a total of 20 credits, may be added on the first day of the term).

Course Selections and Alternates

Subject code	Course number	Section number	5 digit CRN	Course Title	Days	Times	Credit Value
Example:							
PSCI	*1110*	*01*	*15463*	*American Government and Politics*	*MWF*	*8:00-9:00 a.m.*	*4.0*
Course Selections:							
Alternate Course Selections:							

Total Number of Desired Credits: _____

Registration Help:
Call (651-523-2912) or email (advising@hamline.edu) Academic Advising (Lower Level, Bush Library). Check out the FAQs http://www.hamline.edu/offices/academic-services/registration-faqs.html.

TIPS:

- Submit lecture and lab selection CRNs together.
- Athletes: Talk to your coach about practice times.
- Be sure NOT to register for classes you've already taken elsewhere.
- Make sure to click "Submit Registration" to process your course selection(s).
- When you are done, go to the Student Detail Schedule in Piperline and verify your final schedule. Print a copy for your records.

Academic Advising
Phone: 651-523-2912
advising@hamline.edu

INSTRUCTIONS FOR PIPERLINE REGISTRATION

Piperline

You will need your Hamline ID and your Piperline PIN in order to register:

1. Your Piperline PIN was included in your admission letter.
2. If you misplace your Piperline PIN, you may reset it online at the Piperline login page.

Begin Registration

1. Login to Piperline as usual (www.hamline.edu/piperline; Login to Secure Area)
2. Open www.hamline.edu/classschedules for the latest class information (Select appropriate term from Undergraduate drop down menu)
3. From the Student Services menu, select Registration, then Select the appropriate term
4. Within the Registration menu you will be able to register for your classes (Register/Add/Drop Classes), and verify/print your schedule (use the Student Detail Schedule)
5. For classes with separate lecture and lab CRNs: enter BOTH the lecture and the lab CRNs then click Submit

Registration Errors – scroll down to view errors

Should you have any registration errors, they will be reflected below your registered list of classes with a STOP sign. To determine the specific error, scroll right to the Status field in the last column. A possible "Action" which allows you to resolve your error is reflected in the pull down column on the left. If you wish to drop a class, simply click "Drop" from the pull down menu. Below are some of the errors you may encounter and the actions required to resolve them:

Status Message	Action
CLOSED SECTION	You have selected a class that is closed. Select another section of the same class, another class, or *call Academic Advising at 651-523-2912 if it is on the list of saved seats*. You may also check back on Piperline for openings (students may have dropped).
MISSING PREREQUISITE(S)	Select a different class – you haven't yet met the requirement(s) for this course. *If you believe you have, please call Academic Advising*.
CORQ_SUBJ xxxx REQ	You have selected a course that requires a lab or vice versa. Start over. Enter BOTH the lecture CRN and the lab CRN, then click submit.
DUPLICATE CRN	You have entered the same course twice. Only one of the sections will be saved when you exit.
MAXIMUM HOURS EXCEEDED	You have attempted to register for more credits than you are allowed.
TIME CONFLICT	There is a time conflict between two or more of your classes. Choose one of them.
INSTRUCTOR SIGNATURE REQUIRED	You will need to obtain your instructor's signature to register.
LEVEL RESTRICTION	You may not take this class – you are only eligible to register for undergraduate classes.

Successful Piperline Registration

For courses for which you are successfully registered two identifiers appear:

1. Under the ACTION heading, "NONE" will appear indicating no action needs to be taken.
2. Under the STATUS heading, "Web Registered" and the date will appear.

- You must click "Submit Registration" to save your final schedule.
- After completing the registration process, go into the Student Detail Schedule and verify your final schedule. Print a copy for your records!

Additional Notes:

- Most natural science classes are only recommended for majors, pre-med students, or those especially interested in the field. All natural science departments, as well as Anthropology, offer courses designed for non-majors. If you register for a science class that is intended for majors, an advisor may contact you to ensure that it is an appropriate choice. Read course descriptions thoroughly; most classes that are intended for non-majors will say so in the description.
- Be sure to read the relevant Curriculum section for your major in the current Hamline *Undergraduate Bulletin* (http://bulletin.hamline.edu); review course sequencing and select appropriate courses, depending on your potential major(s)

Problems or questions? Call Academic Advising at 651-523-2912