HAMLINE UNIVERSITY

SUMMER 2014 REGISTRATION FORM for UNDERGRADUATE COURSES

This form is for Non-Degree Seeking Students (Visitors/Adult Specials) registering for Undergraduate courses only.

Return completed form

- **by fax** to 651-523-2585
- **by mail** to Hamline University, Undergraduate Summer Registration MS-A1750, 1536 Hewitt Ave, St. Paul MN 55104-1248
- **in person** to Student Administrative Services, East Hall 113

Call Student Administrative Services at 651-523-3000 with registration questions. Phone registration not accepted.

Hamline ID/Social Security Number:_____

Preferred E-mail (required):_____

Name:_____
Last *First* *Middle*

Address:_____
Street *City* *State* *Zip + 4*

Home Phone: (_____)_____ Work Phone: (_____)_____

Date of Birth (month/day/year):_____ Gender: ☐ Female ☐ Male

Enrollment Status: ☐ I have never taken a course at Hamline.
☐ I have taken a course at Hamline.
If previously enrolled under a different name, what name?_____

Please register me in the following course(s):

TERM: Summer 2014

Subject & Course Code (e.g COMM 1110)	*Section Number (e.g. 01)*	*CRN (e.g. 51430)*	*Course Title (e.g. Public Speaking)*

Student signature:_____ Date:_____

Instructor signature:_____

(Instructor's signature is required once the term has begun or if the course has prerequisites, special registration restrictions, etc. Printed e-mail approval is accepted in lieu of instructor signature and should be attached to completed registration form prior to submission.)

Payment Information:

Full payment is due Monday, June 2, 2014.

Electronic online payment is available through Piperline. Please see www.hamline.edu/billing for more information.

Electronic payment options:

- ACH E-check payments for no fee—you will need your bank routing and account numbers.
- Credit card payments via Visa, MasterCard, Discover or American Express with a 2.75% convenience fee.

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Prospective Summer 2014 Term Students:

The Summer 2014 session is divided into 3 terms:

Summer I - begins June 2, 2014 and ends June 26, 2014.
Summer II - begins July 7, 2014 and ends on July 31, 2014.
Summer III - begins June 2, 2014 and ends on August 8, 2014.

Tuition is $614 per semester credit (most courses are 4 semester credits.) Tuition is discounted to $589 per semester credit if you register by May 9, 2014. If you are interested in taking a course at Hamline, please complete and submit the Summer 2014 Registration Form for Undergraduate Courses available at www.hamline.edu/registrar/forms.

Registration for Non-Degree Seeking (Visitors/Adult Specials) students begins on Monday, February 17, 2014. If we are unable to place you in your chosen course, we will notify you via e-mail immediately.

To view our course listings on the web, go to www.hamline.edu/classschedules. This site will also allow you to track enrollment in each course as registration occurs.

After you are registered, you will receive two e-mails: one with your Hamline ID number and one with your Piperline PIN. Together, your Hamline ID and PIN will allow you access to Hamline's secure student portal called *Piperline* (www.hamline.edu/piperline) where you can view your class schedule, final grades, make payments, etc.

Full payment is due Monday, June 2, 2014.

Drop and Withdrawal:

The dates listed in the table below under the column heading "100% refund" are the last days to drop for those terms. After those dates, students must withdraw, a grade of "W" is assigned and the percent of tuition refunded is based on the number of days passed since the start of the term. See the table below:

	100% refund	**75% refund**	**50% refund**	**25% refund**	**0% refund**
Summer Term I	June 3, 2014	June 4, 2014	June 5, 2014	June 6, 2014	June 9, 2014
Summer Term II	July 8, 2014	July 9, 2014	July 10, 2014	July 11, 2014	July 14, 2014
Summer Term III	June 5, 2014	June 6, 2014	June 9, 2014	June 10, 2014	June 11, 2014

Students wishing to cancel their registration (drop or withdraw) must submit to the Registration and Records office an Undergraduate Add/Drop/Withdraw form available at www.hamline.edu/registrar/forms. Please note: Instructor signature/approval (e-mail approval accepted) is required for all drops and withdrawals.

If you have any questions, please contact our Student Administrative Services at 651-523-3000 or registrar@hamline.edu.