

· Spirituality & Writing Certificate Series · Course Registration Form ·

Graduate School of Liberal Studies, Hamline University. 1536 Hewitt Ave, St. Paul MN 55104  
Fax: 651/523-2490. Phone for questions: 651/523-2047. Email: gls@hamline.edu

**Student Information** *Required information (please print):*

Hamline ID/Social Security Number: *(required)*: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City State Zip*

E-mail: *(required)* \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

**Enrollment Status:**

- I am currently a Hamline University student. If yes, which program? \_\_\_\_\_
- I am an alum of the Graduate School of Liberal Studies (MALS or MFA)
- I have taken classes with but am not a graduate of Hamline.     I have never taken a class at Hamline.

**Educational Background:**

List institution attended and degree earned *(BA required)*: \_\_\_\_\_

**Course & Credit Option Information** *(Complete title information and select one credit option):*

**Course Title:** \_\_\_\_\_

- Graduate Credit Section**             **Non-Credit Section**             **Audit Section**

**Payment Information:**

Please charge \$ \_\_\_\_\_ to my:     Visa     MasterCard     Discover     Am Express

Credit Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorizing signature \_\_\_\_\_ or

A check for \$ \_\_\_\_\_ payable to *Hamline University* is enclosed.

Charge my Hamline University student account *(current Hamline students only)*.

## Spirituality & Writing Certificate Series · Policies & Procedures

### CREDIT OPTIONS

Students have three registration options: Hamline University graduate credit; no-credit, with evaluation; or audit, which receives no academic credit and no evaluation. Student who take a course either for graduate credit or non-credit are expected to participate at the same level. The only difference is the graduate level credit a student will or won't receive after successful completion. Both students participate in all classroom activities, projects, and assignments and receive feedback on their work. Students who audit a course will not receive academic credit, but will receive the designation "AU" on Hamline University transcripts

Students must possess a bachelor's degree to earn graduate credit. Work expected of those opting for credit will be equivalent to campus-based courses in Hamline's Graduate School of Liberal Studies.

### TUITION & FEES

2009/2010 tuition rate: \$416 per credit for the for-credit option; \$1000 (or \$500 for a 2 credit course) flat rate for the non-credit option; \$500 to audit. Winter (January) & Summer (June) Term classes are typically 2 credits; Fall & Spring Term courses are typically 4 credits. Texts and course packets at additional cost may also be required. Those considering a payment plan should call Student Administrative Services 651-523-3000 for details.

### REGISTRATION/TUITION DEADLINE

Registration & tuition payment deadlines follow the official academic calendar: [www.hamline.edu/academiccalendar](http://www.hamline.edu/academiccalendar). Students are responsible for following the deadlines as noted by the official academic calendar.

### CANCELLATION:

If a course does not reach minimum enrollment, it will be canceled at least seven days prior to the first session. Tuition paid will be refunded or held for another course.

**WITHDRAWAL:** In accordance with the Official Academic Calendar, restrictions on refunds apply. Please call Student Administrative Services at 651-523-3000 for details. [www.hamline.edu/academiccalendar](http://www.hamline.edu/academiccalendar).

**EVALUATION:** Letter grade or Pass/No Pass option must be specified at the first class (credit section). No-Credit section is Pass or No Pass only. Outside assignments will be required of all registrants, regardless of grading system.

**APPLICATION TO DEGREE PROGRAM:** Only courses taken for credit and earning a letter grade may be considered for future transfer into a Hamline University degree program. Grades earned must be a B- or better. Application and admission to a degree program are required.

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### Questions?

Contact the Graduate School of Liberal Studies at 651/523-2047, Fax 651/523-2490, or E-Mail: [gls@hamline.edu](mailto:gls@hamline.edu). Website: [www.hamline.edu/gls](http://www.hamline.edu/gls)