

# HAMLIN UNIVERSITY DEGREE EVALUATION

## Generating an Undergraduate Degree Evaluation

### Student Instructions

#### How to generate a degree evaluation using Pipeline:

<b>Step 1—Locate the degree evaluation process</b>	<ul style="list-style-type: none"> <li>• log into Pipeline (<a href="http://www.hamline.edu/pipeline">www.hamline.edu/pipeline</a>)</li> <li>• select Student Services</li> <li>• select Student Records</li> <li>• select Degree Evaluation</li> </ul>
<b>Step 2—Process an evaluation</b>	<ul style="list-style-type: none"> <li>• select a term (should be the latest term for which you have course registration)</li> <li>• view your current curriculum/program of study information</li> <li>• click the Generate New Evaluation link at the bottom of the page (note that you can also select a What-if Analysis if you are considering adding or changing majors and minors, see below for specific instructions)</li> <li>• click the radio button next to Program (if you are pursuing a teaching license or certificate program you will have more than one current program—if so, select the one you wish to evaluate) <b>NOTE: the evaluation will not process if you do not click the radio button next to Program</b></li> <li>• choose a term (this may be your anticipated graduation term, or the latest term for which you have registered for courses)</li> <li>• click Generate Request</li> </ul>
<b>Step 3—View the evaluation</b>	<ul style="list-style-type: none"> <li>• select the desired display and submit—General Requirements displays information regarding overall requirements and a summary of the courses used; Detail Requirements displays the individual requirements for each area evaluated (i.e. Hamline Plan, majors, minors, breadth of study) and the courses used to meet each specific requirement</li> </ul>

#### How to process a What-if Analysis using Pipeline:

<b>Step 1—Locate the degree evaluation process</b>	<ul style="list-style-type: none"> <li>• same as above</li> </ul>
<b>Step 2—Select a student for evaluation</b>	<ul style="list-style-type: none"> <li>• same as above</li> </ul>
<b>Step 3—Process an evaluation</b>	<ul style="list-style-type: none"> <li>• click the What-if Analysis link at the bottom of the page</li> <li>• select an entry term (this should be the current term) and continue</li> <li>• select a program from the drop-down menu (this corresponds to the degree being sought) and continue</li> <li>• select a major from the drop-down menu and submit or add more if you wish to add majors, minors, or concentrations</li> <li>• continue to add more until you have selected all of the desired information to evaluate and submit your selections</li> <li>• choose an evaluation term (this should be the latest term for which you have registered for courses)</li> <li>• click Generate Request</li> </ul>
<b>Step 4—View the evaluation</b>	<ul style="list-style-type: none"> <li>• same as above</li> </ul>

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## Interpreting an Undergraduate Degree Evaluation

### Student Instructions

### Detail Requirements

A Pipeline degree evaluation has two main parts: a Program Evaluation table, and Areas for each portion of your degree (for example, residency credits, Hamline Plan courses, major courses, minor courses, and breadth of study)

#### Section 1—Program Evaluation Table:

This section lists general student information used in the evaluation such as your program, degree, majors, minors, expected graduation date, and the date the evaluation was run.

<b>Total Required</b>	<ul style="list-style-type: none"><li>indicates your progress toward the minimum of 128 credits required for the B.A. or B.S. degree</li></ul>
<b>Required Institutional</b>	<ul style="list-style-type: none"><li>indicates the number of Hamline credits earned, at least 56 are required</li></ul>
<b>Last Number Institutional Required...Out of Last Earned</b>	<ul style="list-style-type: none"><li>the senior residency requirement mandates that your final 32 credits be taken at Hamline or through ACTC cross-registration</li></ul>
<b>GPA Requirements</b>	<ul style="list-style-type: none"><li>indicates a required overall GPA of 2.0 and your actual GPA</li></ul>
<b>Transfer</b>	<ul style="list-style-type: none"><li>indicates the number of transfer credits used in the evaluation</li></ul>
<b>Met Column (yes or no)</b>	<ul style="list-style-type: none"><li>indicates whether you have fulfilled the requirement</li></ul>

#### Section 2—Area Column Headings:

<b>Met (yes or no)</b>	<ul style="list-style-type: none"><li>indicates whether each individual requirement has been satisfied or not</li></ul>
<b>Condition</b>	<ul style="list-style-type: none"><li>indicates whether the requirement is an 'and' or an 'or'</li></ul>
<b>Rule</b>	<ul style="list-style-type: none"><li>indicates that the requirement includes multiple components or is a choice from several courses</li></ul>
<b>Subject</b>	<ul style="list-style-type: none"><li>lists the subject code for the required course</li></ul>
<b>Attribute</b>	<ul style="list-style-type: none"><li>lists the course attribute for the required course (NOTE: writing intensive attribute shows as a 'T' not 'w')</li></ul>
<b>Low</b>	<ul style="list-style-type: none"><li>lists the specific course number required or the lowest course number accepted if a range is applicable</li></ul>
<b>High</b>	<ul style="list-style-type: none"><li>lists the highest course number accepted if a course range is applicable</li></ul>
<b>Required Credits</b>	<ul style="list-style-type: none"><li>lists the number of credits required for the specific course, if applicable</li></ul>
<b>Required Courses</b>	<ul style="list-style-type: none"><li>lists the number of courses needed to meet the specific requirement, if applicable</li></ul>
<b>Term/Subject/Course/Title/Attribute/Credits/Grade</b>	<ul style="list-style-type: none"><li>lists the term code, subject code, course number, title, course attribute (if required), number of credits, and grade of the course used to meet the requirement</li></ul>
<b>Source</b>	<ul style="list-style-type: none"><li>indicates the source of the course used to meet the requirement<ul style="list-style-type: none"><li>T—transfer course</li><li>H—academic history (Hamline course)</li><li>R—registration (in progress course)</li><li>P—petition (reflects an adjustment to the your requirements, usually a waiver or course substitution)</li></ul></li></ul>

**Section 3—Area Requirements (in the order they will appear in the evaluation):**

This section includes all of the individual areas (components) of a student's course of study being evaluated.

<b>Area Text</b>	<ul style="list-style-type: none"><li>• Comments regarding special circumstances specific to you may appear at the start of an area</li></ul>
<b>Hamline Plan (each Hamline Plan requirement has its own separate area)</b>	<ul style="list-style-type: none"><li>• shows courses taken that meet the each Hamline Plan requirement</li><li>• an explanatory comment will appear after each Hamline Plan designation that is not met</li></ul>
<b>Majors</b>	<ul style="list-style-type: none"><li>• shows the requirements and courses taken for the major</li><li>• one area will appear for each major you have declared, usually in alphabetical order</li><li>• if a major requires a minimum number of credits, the credit requirement will be listed first</li><li>• most interdisciplinary majors cannot be evaluated in Piperline until an advisor-approved list of courses is submitted to Registration &amp; Records</li></ul>
<b>Major Writing Intensive</b>	<ul style="list-style-type: none"><li>• shows the course which meets the writing intensive requirement in the major</li><li>• one writing intensive area will appear for each major you have declared</li></ul>
<b>Minors</b>	<ul style="list-style-type: none"><li>• shows the requirements and courses taken for the minor</li><li>• one area will appear for each minor you have declared</li><li>• most interdisciplinary minors cannot be evaluated in Piperline until an advisor-approved list of courses is submitted to Registration &amp; Records</li></ul>
<b>Breadth of Study</b>	<ul style="list-style-type: none"><li>• lists the courses taken which meet the breadth of study requirement for the major</li><li>• one breadth of study area will appear for each major you have declared</li></ul>
<b>Residency</b>	<ul style="list-style-type: none"><li>• shows a maximum of 34 credits earned each academic year, and a maximum of 8 credits earned each summer (exceptions are made for transfer work)</li><li>• total credits at lower left includes in-progress credits</li><li>• NOTE: total required credits of 128 can be met while residency is not met</li></ul>
<b>Additional Courses</b>	<ul style="list-style-type: none"><li>• lists the courses taken that are left over or do not fulfill any specific requirement</li><li>• incomplete or extended courses will be listed here</li></ul>

**Note about certificates and licensure:**

Certificate and/or licensure evaluations will not appear as part of the B.A. or B.S. degree evaluation, they are processed separately. If you are pursuing a certificate or license, you may evaluate it by selecting that program when generating an evaluation.