

HAMLIN UNIVERSITY DEGREE EVALUATION

Advisor Instructions—Generating a CLA Degree Evaluation

How to generate a degree evaluation using Pipeline:

Step 1—Locate the degree evaluation process	<ul style="list-style-type: none"> • log into Pipeline (www.hamline.edu/pipeline) • select Faculty Services • read the Faculty FERPA Statement and continue • select Advisor Menu • select Degree Evaluation
Step 2—Select a student for evaluation	<ul style="list-style-type: none"> • select a term, usually the current or next upcoming term • enter the student ID or search for the student by name and submit (note that the name search is not case sensitive) • verify that you have chosen the correct student and submit
Step 3—Process an evaluation	<ul style="list-style-type: none"> • view the student’s current program of study • click the Generate New Evaluation link at the bottom of the page (note that you can also select a What-if Analysis for a student considering adding or changing majors and minors, see below for specific instructions) • click the radio button next to Program (a student may have more than one current program, particularly if they are pursuing a certificate or license—if so, select the one you wish to evaluate) • choose a term (this may be the anticipated graduation term, or the latest term for which a student has registered for courses) • click Generate Request
Step 4—View the evaluation	<ul style="list-style-type: none"> • 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. residency, Hamline Plan, majors, minors, breadth of study) and the courses used to meet each specific requirement

How to process a What-if Analysis using Pipeline:

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

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Advisor Instructions—Interpreting a CLA Degree Evaluation

Detail Requirements

Section 1—General Requirements:	
This section lists general student information used in the evaluation such as Program, Degree, Majors, Minors, etc.	
Total Required	<ul style="list-style-type: none"> indicates progress toward the minimum of 128 credits required for the B.A. degree
Required Institutional	<ul style="list-style-type: none"> indicates the number of Hamline credits, 56 are required
Last Number Institutional Required...Out of Last Earned	<ul style="list-style-type: none"> the senior residency requirement mandates that a student's final 32 credits be taken at Hamline or through ACTC cross-registration
GPA Requirements	<ul style="list-style-type: none"> indicates a required overall GPA of 2.0 student's actual GPA
Transfer	<ul style="list-style-type: none"> indicates the number of transfer credits used in the evaluation
Met (yes or no)	<ul style="list-style-type: none"> indicates whether the requirement has been satisfied
Section 2—Area Column Headings:	
Met (yes or no)	<ul style="list-style-type: none"> indicates whether the individual requirement has been satisfied or not
Condition	<ul style="list-style-type: none"> logical statement that lists whether the requirement is an 'and' or an 'or'
Rule	<ul style="list-style-type: none"> indicates that the requirement includes multiple components or is a choice from several courses
Subject	<ul style="list-style-type: none"> lists the subject code for the requirement
Attribute	<ul style="list-style-type: none"> lists the course attribute for the requirement (NOTE: writing intensive attribute shows as a 'T' not 'w')
Low	<ul style="list-style-type: none"> lists the specific course number required or the lowest course number accepted if a range is applicable
High	<ul style="list-style-type: none"> lists the highest course number accepted if a course range is applicable
Required Credits	<ul style="list-style-type: none"> lists the number of credits required
Required Courses	<ul style="list-style-type: none"> lists the number of courses required
Term/Subject/Course/Title/Attribute/Credits/Grade	<ul style="list-style-type: none"> 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
Source	<ul style="list-style-type: none"> indicates where the course was located in the system <ul style="list-style-type: none"> T—transfer course H—academic history (Hamline course) R—registration (in progress course) P—petition (reflects an adjustment to the student's requirements, usually a waiver or course substitution)

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.

Area Text	<ul style="list-style-type: none">• student-specific comments may appear at the start of an area
Hamline Plan (each Hamline Plan requirement has a separate area)	<ul style="list-style-type: none">• shows courses taken that meet the Hamline Plan requirements• an explanatory comment will appear after each Hamline Plan designation that is not met• writing intensive attribute will display as 'T' instead of 'w'
Majors	<ul style="list-style-type: none">• shows the requirements and courses taken for each major• one area will appear for each major, usually in alphabetical order• if a major requires a minimum number of credits, the credit requirement will be listed first• most interdisciplinary majors cannot be evaluated in Piperline until an advisor-approved list of courses is submitted to Registration & Records
Major Writing Intensive	<ul style="list-style-type: none">• shows the course which meets the writing intensive requirement in the major• one writing intensive area will appear for each major
Minors	<ul style="list-style-type: none">• shows the requirements and courses taken for each minor• one area will appear for each minor• most interdisciplinary minors cannot be evaluated in Piperline until an advisor-approved list of courses is submitted to Registration & Records
Breadth of Study	<ul style="list-style-type: none">• lists the courses taken which meet the breadth of study requirement for the major• one breadth of study area will appear for each major
Residency	<ul style="list-style-type: none">• 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)• total credits at lower left includes in-progress credits• NOTE: total required credits of 128 can be met while residency is not met
Additional Courses	<ul style="list-style-type: none">• lists the courses taken that are left over or do not fulfill any specific requirement• incomplete or extended courses will be listed here

Note about certificates and licensure:

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