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**TO:** CLA Faculty Advisors  
**FROM:** Katie Adams, Director of Academic Services  
Jason Maher, Assistant Registrar  
**DATE:** October 2007  
**RE:** Winter and Spring 2008 Registration and Advising Information

**REGISTRATION INFORMATION** - - Registration for Winter and Spring 2008 begins Monday, November 12. Enclosed are:

- Alternate Registration PIN labels for your advisees.
- List of your advisees with their Alternate Registration PINs. (Keep this until Open Registration ends on January 29, 2008 in case any of your advisees lose their PIN.)

**IMPORTANT - NEW INFORMATION!** - - There are two big changes to the registration process:

- 1) NEW! In-progress credits will count toward credit totals to determine registration priority. Also, graduating seniors now have registration priority. See the CLA Open Registration Timetable on the following page for more information.
- 2) NEW! Open Registration (online registration via Pipeline) will continue right up to the start of the term. The last day of Open Registration for the Winter 2008 term is Tuesday, January 1. The last day of Open Registration for the Spring 2008 semester is Tuesday, January 29. Again, refer to the CLA Open Registration Timetable on the following page for more information.

**HELPFUL LINKS** - -

- [www.hamline.edu/registration](http://www.hamline.edu/registration) - all registration information and materials (schedules, instructions, forms, etc.) are available here. Click on the red "College of Liberal Arts (CLA)" link.
- [www.hamline.edu/registrar/forms](http://www.hamline.edu/registrar/forms) - download CLA student forms including registration forms and the Intent to Graduate form
- [www.hamline.edu/fac\\_staff](http://www.hamline.edu/fac_staff) - Pipeline degree evaluation instructions and other useful information
- [www.hamline.edu/clarequirements](http://www.hamline.edu/clarequirements) - view requirements for each major, minor, and certificate
- [www.hamline.edu/actc](http://www.hamline.edu/actc) - information on ACTC Cross-Registration

*Note: This document with live links is also available at [www.hamline.edu/fac\\_staff](http://www.hamline.edu/fac_staff)*

**ADVISING INFORMATION** - - October 29 – November 9 are Advising Weeks. Please keep the following in mind:

- If there has been a last minute change of advisor the Center for Academic Services will e-mail the student's alternate registration PIN to the new advisor.
- Pipeline degree evaluation is an excellent tool for checking a student's progress toward graduation. Familiarize yourself with an advisee's transcript before reviewing the degree evaluation. If you notice discrepancies and have related advising questions, please contact Katie Adams (2896), Amina Dioury (2450) or Jason Jacobson (2417). If there are discrepancies that require manual adjustment (such as course substitutions, residency credit, breadth of study, etc.) please contact Gwenn Sherburne (2588).
- You may want to suggest that all sophomore, junior, and senior advisees bring printed degree evaluations to the advising appointments, as well as their internal transcripts.

- All students who are anticipating graduating by the end of Fall 2007 should have an Intent to Graduate on file at Registration & Records. If an advisee's label says "Intent to Graduate has been filed" or there is no mention of the Intent to Graduate form then no further action is required. If an advisee's label says "INTENT TO GRADUATE NEEDED" then an intent-to-graduate form must be filed. The Intent to Graduate form can be found at [www.hamline.edu/registrar/forms](http://www.hamline.edu/registrar/forms).
- Please remember that students may count up to 34 credits per academic year toward residency (and up to 8 credits during the summer term). If they fall behind during an academic year, they may catch up in the summer or in subsequent years.
- Encourage sophomores and juniors to challenge themselves with 3000-level courses.
- First year students should prepare a list of several alternate course selections. Check to be sure they have satisfied the first-year expository writing requirement (English 1110); if not, remind them to register for Eng 1110 in the Spring.

**CLA OPEN (WEB) REGISTRATION  
CONTINUING STUDENTS  
WINTER-SPRING 2008**

Note: Piperline registration is available at 7 a.m. on the opening dates below

<i>Class Standing</i>	<i>Dates</i>
<i>*in progress credits count toward class standing</i>	
<b>Graduating Seniors</b> (winter or spring graduates) <i>Note: intent to graduate for winter or spring 2008 must be on file by November 1 to qualify for November 12 registration as a Graduating Senior</i>	Monday, November 12 until first day of term
<b>Seniors</b> (96+ credits)	Tuesday, November 13 until first day of term
<b>Continuing Post-Baccalaureate</b>	Tuesday, November 13 until first day of term
<b>Juniors</b> (64-95.99 credits)	Thursday, November 15 until first day of term
<b>Sophomores</b> (32-63.99 credits)	Tuesday, November 20 until first day of term
<b>Continuing First Years</b> (<32 credits)	Tuesday, November 27 until first day of term
<p><i>Not sure about the date when registration opens for you?</i></p> <ol style="list-style-type: none"> <li>1. Log in to Piperline</li> <li>2. Select Student Services</li> <li>3. Select Registration</li> <li>4. Check Your Registration Status for the date</li> </ol>	<p><i>NOTE: After registration, continuing students can make schedule changes via Piperline (no fee). If a class is restricted or closed, an add/drop card with instructor signature is required; submit it to Student Administrative Services (Law Grad 113) for processing before the first day of term. Starting the first day of term, instructor and advisor signatures are required.</i></p> <p><i>After the first day of the term, continuing students not yet registered will be charged a \$50 fee upon registration.</i></p> <p><i>IMPORTANT: To meet the Hamline four-year assurance of graduation partnership, students must register within two weeks of their open date above.</i></p>

**IMPORTANT! Check your registration status in Piperline ([www.hamline.edu/piperline](http://www.hamline.edu/piperline)) soon for any holds that will prevent you from registering (e.g., administrative, account, immunization, academic probation, etc.). You will want to resolve them before your registration date arrives**