

Registration & Records Information for Undergraduate Instructors

Accessing Your Pipeline Class Rosters

Class rosters are available via your Pipeline account. If you have not received a Hamline ID and PIN, call Human Resources at 523-2210. If you have forgotten your PIN, enter your User ID first, and then click the Forgot PIN? button. If you get an authorization failure message, call Student Administrative Services at 651/523-3000 and request a PIN reset. If Pipeline is down after hours (before 8 a.m. or after 6 p.m.), call Safety and Security at 651/523-2100 and ask them to call the Pipeline pager.

To view class rosters, go to www.hamline.edu/pipeline, click "Login to secure area" and enter your PIN (also your social security number without hyphens). Once you are in Pipeline:

- ✓ Click on Faculty Services
- ✓ Read the confidentiality statement and click Continue
- ✓ Click Term Selection. Using the pull-down menu, select the term, and click Submit Term
- ✓ Click CRN Selection (CRN stands for course reference number). Using the pull-down menu, select the course (CRN) and click Submit CRN
- ✓ From the menu, click Summary (or Detail) Class List—each choice will provide a class roster with differing data listed.
- ✓ To print your roster, scroll down to the Text Format Roster link on the bottom of the roster. Click on this if you want a list of names that is easy to cut and paste in a spreadsheet or other grade book format.

Class Registration Changes

Students are responsible for registration changes. Such changes include drops due to non-attendance. To accomplish registration changes, students complete add/drop cards that require signatures from the advisor and the instructor. Consult with your department chair if you need help sorting out student requests to add your class.

Please check the classroom capacity before you add more students than the enrollment maximum that has been set for your class (displayed on your Pipeline roster). Kristen Neurer in Scheduling (2523) can assist in finding a larger room. If you decide to increase the class size, notify the Bookstore (2270).

Midterm and Final Grades

Aimee Herbes, Grading Coordinator (2931), or Gwenn Sherburne, Associate Registrar (2221), will send you reminders for midterm and final grade deadlines. (Midterm grades are issued during fall and spring terms only.) You will enter grades directly in Pipeline.

Final Exams (Fall and Spring Terms)

The final exam time for each class has been scheduled along with the class meeting time(s). When you view your class meeting times on Pipeline, you should see an additional meeting time that has a date in the finals period. No final exam session is scheduled for classes that meet for half the term and classes that are fewer than 4 credits.

E-mailing Your Class

There are two different methods used to e-mail students in your class. Most instructors prefer Method A below because they can add additional recipients, they receive a copy in their "sent e-mail" folder, and they do not have to log in to Pipeline.

- ✓ Method A: Use the following algorithm to send an email to your class.
"class"-term&year-subjectcode-course#-section

For example, the Fall 2008 ENG 1110 (section 02) address would be:

class-fa08-eng-1110-02@hamline.edu

NOTE: Management & Economics courses omit the ampersand!

class-fa08-me-1210-01@hamline.edu

Method A will send an e-mail to the registered students and to the instructor(s). Your class e-mail address(es) appear in the "List of Hamline E-mail Lists" page in Pipeline (via the Personal Information menu).

- ✓ Method B: Pull up your class roster from the Pipeline Faculty Services menu Pipeline. Click on the "Send email to class" link on the summary or detail class roster in Pipeline. (You may want to copy/save the text of your e-mail in a Word document since you do not get a copy of the email yourself.)