

HAMLIN UNIVERSITY DEGREE EVALUATION

Generating an Undergraduate Degree Evaluation

Student Instructions

How to generate a degree evaluation using Pipeline:	
Step 1—Locate the degree evaluation in Pipeline	<ul style="list-style-type: none"> log into Pipeline (www.hamline.edu/pipeline) select Student Services/Student Records/Degree Evaluation
Step 2—Process an evaluation	<ul style="list-style-type: none"> select a term (should be the latest term for which you have course registration) view your current curriculum/program of study information 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) 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) NOTE: the evaluation will not process if you do not click the radio button next to Program choose a term (this may be your anticipated graduation term, or the latest term for which you have registered for courses) click Generate Request
Step 3—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. 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 in Pipeline	<ul style="list-style-type: none"> same as above
Step 2—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 you have registered for courses) click Generate Request
Step 3—View the evaluation	<ul style="list-style-type: none"> same as above

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Interpreting an Undergraduate Degree Evaluation - Detail Requirements

A Pipeline degree evaluation has two main parts: a Program Evaluation table, and Areas for each portion of your degree (for example: 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.	
Total Required	<ul style="list-style-type: none"> indicates your progress toward the minimum of 128 credits required for your degree
Required Institutional	<ul style="list-style-type: none"> indicates the number of Hamline credits earned, at least 56 are required
Last Number Institutional Required...Out of Last Earned	<ul style="list-style-type: none"> the senior residency policy requires that 28 out of your final 32 credits be taken at Hamline, through ACTC cross-registration, or through a Hamline-sponsored study away program
GPA Requirements	<ul style="list-style-type: none"> indicates a required overall GPA of 2.0 and your actual GPA
Transfer	<ul style="list-style-type: none"> indicates the number of transfer credits used in the evaluation
Met Column (yes or no)	<ul style="list-style-type: none"> indicates whether you have fulfilled the requirement
Section 2—Area Column Headings:	
Met (yes or no)	<ul style="list-style-type: none"> indicates whether each individual requirement has been satisfied or not
Condition	<ul style="list-style-type: none"> indicates 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 required course
Attribute	<ul style="list-style-type: none"> lists the course attribute for the required course
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 for the specific course, if applicable
Required Courses	<ul style="list-style-type: none"> lists the number of courses needed to meet the specific requirement, if applicable
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 the source of the course used to meet the requirement <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 your 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">• Comments regarding special circumstances specific to you may appear at the start of an area
Hamline Plan (each Hamline Plan requirement has its own separate area)	<ul style="list-style-type: none">• shows courses taken that meet the each Hamline Plan requirement• an explanatory comment will appear after each Hamline Plan designation that is not met
Majors	<ul style="list-style-type: none">• shows the requirements and courses taken for the major• one area will appear for each major you have declared, 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 a completed program requirements sheet 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 you have declared
Minors	<ul style="list-style-type: none">• shows the requirements and courses taken for the minor• one area will appear for each minor you have declared• most interdisciplinary minors cannot be evaluated in Piperline until a completed program requirements sheet 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 you have declared
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 BA/BBA/BFA/BS 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.