



SUMMER 2012 REGISTRATION FORM for UNDERGRADUATE COURSES

This form is for Non-Degree Seeking Students (Visitors/Adult Specials) registering for Undergraduate courses only.

Return completed form

- **by fax** to 651-523-2585
- **by mail** to Hamline University, Undergraduate Summer Registration MS-A1750, 1536 Hewitt Ave, St. Paul MN 55104-1248
- **in person** to Student Administrative Services, East Hall 113 – *formerly Law & Graduate Schools Building*

Call Student Administrative Services at 651-523-3000 with registration questions. Phone registration not accepted.

Hamline ID/Social Security Number: _____

Preferred E-mail (required): _____

Name: _____
Last First Middle

Address: _____
Street City State Zip + 4

Home Phone: () Work Phone: ()

Date of Birth (month/day/year): _____ Gender: Female Male

Enrollment Status: I have never taken a course at Hamline.
 I have taken a course at Hamline.
If I enrolled under a different name, what name? _____

Please register me in the following course(s):

TERM: Summer 2012

<i>Subject & Course Code (e.g COMM 1110)</i>	<i>Section Number (e.g. 01)</i>	<i>CRN (e.g. 51430)</i>	<i>Course Title (e.g. Public Speaking)</i>

Student signature: _____ Date: _____

Instructor signature: _____
(Instructor's signature is required once the term has begun or the course has prerequisites, special registration restrictions, etc. Printed e-mail approval is accepted.)

Payment Information:

Full payment is due Friday, June 1, 2012.

Electronic online payment is available through Pipeline. Please see www.hamline.edu/billing for more information.

Electronic payment options:

- ACH E-check payments for no fee—you will need your bank routing and account numbers.
- Credit card payments via MasterCard, Discover or American Express with a 2.75% convenience fee. *(Note that Visa is not accepted.)*

Prospective Summer 2012 Term Students:

The Summer 2012 session is divided into 3 terms:

Summer I - begins June 4, 2012 and ends June 28, 2012.

Summer II - begins July 9, 2012 and ends on August 2, 2012.

Summer III - begins June 4, 2012 and ends on August 10, 2012.

Tuition is \$580 per semester credit (most courses are 4 semester credits.) Tuition is discounted to \$555 per semester credit if you register by May 11, 2012. If you are interested in taking a course at Hamline, please complete and submit the Summer 2012 Registration Form for Undergraduate Courses available at www.hamline.edu/registrar/forms.

Registration for Non-Degree Seeking (Visitors/Adult Specials) students begins on Monday, February 13, 2012. If we are unable to place you in your chosen course, we will notify you via e-mail immediately.

To view our course listings on the web, go to www.hamline.edu/classsschedules. This site will also allow you to track enrollment in each course as registration occurs.

After you are registered, you will receive two e-mails: one with your Hamline ID number and one with your Piperline PIN. Together, your Hamline ID and PIN will allow you access to Hamline's secure student portal called *Piperline* (www.hamline.edu/piperline) where you can view your class schedule, final grades, make payments, etc.

Full payment is due Friday, June 1, 2012.

Drop and Withdrawal:

The dates listed in the table below under the column heading "100% refund" are the last days to drop for those terms. After those dates, students must withdraw, a grade of "W" is assigned and the percent of tuition refunded is based on the number of days passed since the start of the term. See the table below:

	100% refund	75% refund	50% refund	25% refund	0% refund
Summer Term I	June 5, 2012	June 6, 2012	June 7, 2012	June 8, 2012	June 11, 2012
Summer Term II	July 10, 2012	July 11, 2012	July 12, 2012	July 13, 2012	July 16, 2012
Summer Term III	June 7, 2012	June 8, 2012	June 11, 2012	June 12, 2012	June 13, 2012

Students wishing to cancel their registration (drop or withdraw) must submit to the Registration and Records office an Undergraduate Add/Drop/Withdraw form available at www.hamline.edu/registrar/forms. Please note: Instructor signature/approval (e-mail approval accepted) is required for all drops and withdrawals.

If you have any questions, please contact our Student Administrative Services at 651-523-3000 or registrar@hamline.edu.