



## **INSTRUCTIONS FOR PIPERLINE REGISTRATION**

### **Pipeline**

You will need your Hamline ID and your Pipeline PIN in order to register:

1. Your Pipeline PIN was included in your admission letter.
2. If you misplace your Pipeline PIN, you may reset it online at the Pipeline login page.

### **Begin Registration**

1. Login to Pipeline as usual ([hamline.edu/pipeline](http://hamline.edu/pipeline); Login to Secure Area)
2. Open [hamline.edu/classsschedules](http://hamline.edu/classsschedules) for the latest class information (Select appropriate term from Undergraduate drop down menu)
3. From the Student Services menu, select Registration, then Select the appropriate term
4. Within the Registration menu you will be able to register for your classes (Register/Add/Drop Classes), and verify/print your schedule (use the Student Detail Schedule)
5. For classes with separate lecture and lab CRNs: enter BOTH the lecture and the lab CRNs then click Submit

### **Registration Errors – scroll down to view errors**

Should you have any registration errors, they will be reflected below your registered list of classes with a STOP sign. To determine the specific error, scroll right to the Status field in the last column. A possible “Action” which allows you to resolve your error is reflected in the pull down column on the left. If you wish to drop a class, simply click “Drop” from the pull down menu. Below are some of the errors you may encounter and the actions required to resolve them:

#### **Status Message**

#### **Action**

CLOSED SECTION

You have selected a class that is closed. Select another section of the same class, another class, or *call Academic Advising at 651-523-2912 if it is on the list of saved seats*. You may also check back on Pipeline for openings (students may have dropped).

MISSING PREREQUISITE(S)

Select a different class – you haven’t yet met the requirement(s) for this course. *If you believe you have, please call Academic Advising.*

CORQ\_SUBJ xxxx REQ

You have selected a course that requires a lab or vice versa. Start over. Enter BOTH the lecture CRN and the lab CRN, then click submit.

DUPLICATE CRN

You have entered the same course twice. Only one of the sections will be saved when you exit.

MAXIMUM HOURS EXCEEDED

You have attempted to register for more credits than you are allowed.

TIME CONFLICT

There is a time conflict between two or more of your classes. Choose one of them.

INSTRUCTOR SIGNATURE REQUIRED

You will need to obtain your instructor’s signature to register.

LEVEL RESTRICTION

You may not take this class – you are only eligible to register for undergraduate classes.

### **Successful Pipeline Registration**

For courses for which you are successfully registered two identifiers appear:

1. Under the ACTION heading, “NONE” will appear indicating no action needs to be taken.
2. Under the STATUS heading, “Web Registered” and the date will appear.

- You must click “Submit Registration” to save your final schedule.
- After completing the registration process, go into the Student Detail Schedule and verify your final schedule. Print a copy for your records!

### **Additional Notes:**

**Problems or questions? Call Academic Advising at 651-523-2912**

- Most natural science classes are only recommended for majors, pre-med students, or those especially interested in the field. All natural science departments, as well as Anthropology, offer courses designed for non-majors. If you register for a science class that is intended for majors, an advisor may contact you to ensure that it is an appropriate choice. Read course descriptions thoroughly; most classes that are intended for non-majors will say so in the description.
- Be sure to read the relevant Curriculum section for your major in the current Hamline *Undergraduate Bulletin* ([bulletin.hamline.edu](http://bulletin.hamline.edu)); review course sequencing and select appropriate courses, depending on your potential major(s)