



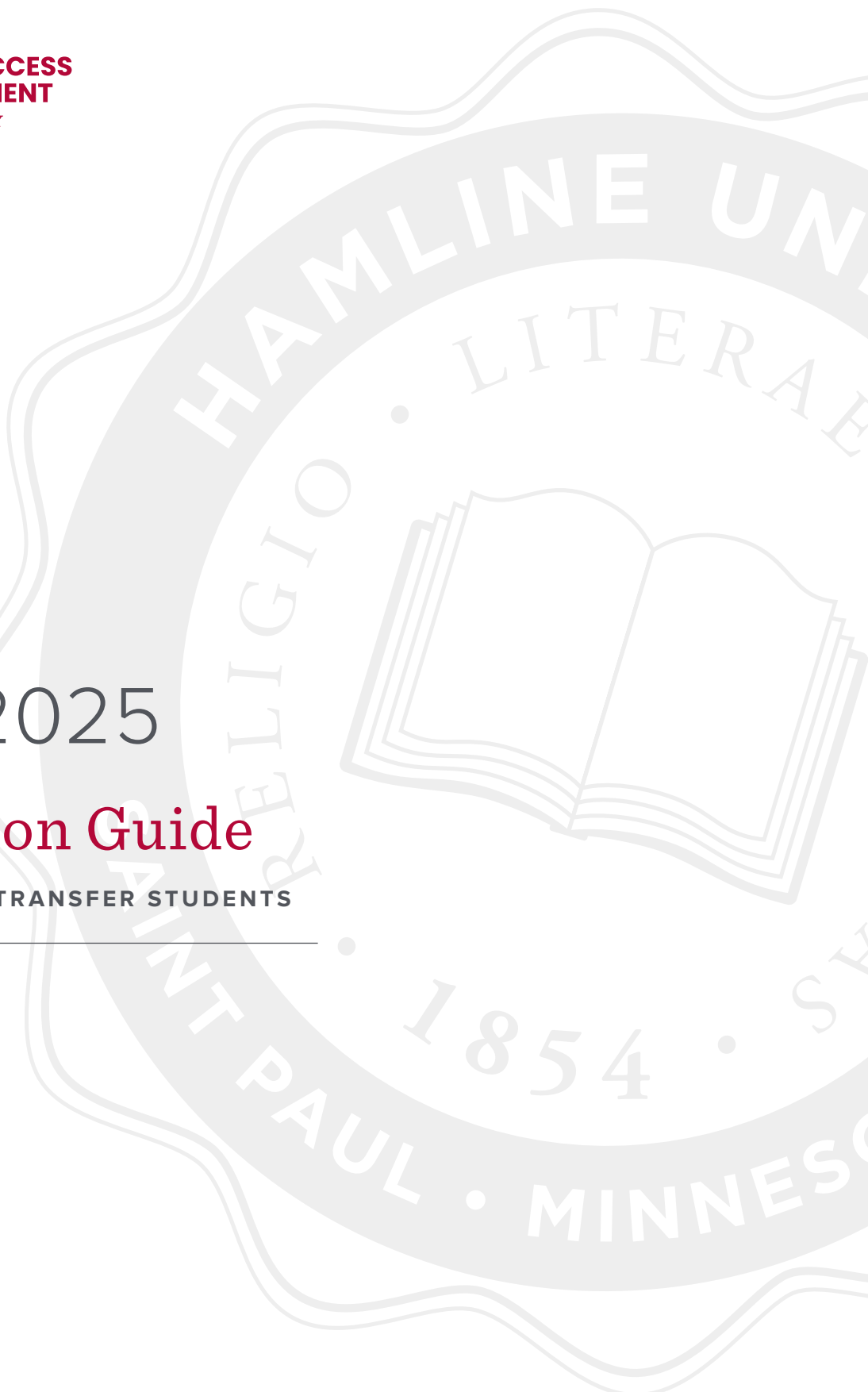
Center for  
**ACADEMIC SUCCESS  
AND ACHIEVEMENT**  
HAMLINE UNIVERSITY

2024–2025

## Registration Guide

INFORMATION FOR TRANSFER STUDENTS

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# Registration Guide

## ACADEMIC ADVISING

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## Credit Transfer Information

Use these two tools to check how your credits transfer to Hamline.

### Transfer Evaluation System

**Transfer Evaluation System (TES)** includes schools from across the country. It shows how credits transfer to Hamline, including whether they are equivalent to Hamline courses or whether they fulfill a specific Hamline Plan requirement. Select your transfer institution, and you will be able to view every course you have transferred to Hamline. To see more details about a particular course, select “view”. Any Hamline Plan requirements that are met will be listed in the “notes” section at the top.

### Transferology

A useful feature of **Transferology** is the “Find a replacement course”. Here you can select the Hamline course you would like to transfer. Once you have chosen the course, Transferology generates a list of all the courses in Minnesota (use the filter to select another state) that will transfer as a direct equivalent to the Hamline course you selected.

Communication with Hamline is encouraged in order to double-check equivalencies listed on TES or Transferology. If you have any questions concerning TES or Transferology, contact [transferarticulation@hamline.edu](mailto:transferarticulation@hamline.edu).

## An Introduction to Advising

The academic advising program at Hamline helps you develop and achieve your college and career goals. You may also contact your advisor when personal problems are interfering with academic life or when you wish to discuss life after Hamline—careers or graduate school. Your advisor may not have all the answers, but they can refer you to the appropriate resources or people more knowledgeable about your concerns.

If you are undecided about a major, you will be assigned to an advisor in the [Center for Academic Success and Achievement \(CASA\)](#). If you change majors or find that you are working more closely with a different faculty member in the department, you should change advisors. You may have more than one advisor if you pursue multiple majors or are involved in certain pre-professional programs (e.g. education and pre-medicine).

If you are ready to **declare your major**, you can submit the [online declaration form](#). You will need to be logged into your Hamline Google account to complete the form. The form is sent to the department chair who will approve the declaration and determine who your advisor will be. You and the advisor will receive an email confirmation.

You should meet regularly with your advisor during the academic year. Your first meeting should take place shortly after you arrive at Hamline. You should also meet during pre-registration advising weeks, when your course schedule requires revisions, and whenever questions or concerns about your studies or related matters arise. It is your responsibility to arrange your advising meetings. Faculty members at Hamline designate office hours each week to meet with students.

Contact your advisor during office hours to arrange an appointment. Attend each advising meeting well-prepared. If you plan to work on your course schedule, bring all



*Anytime you have a question, you can seek out your faculty advisor for advice on courses, majors, curriculum requirements, and other academic matters.*

necessary materials to the meeting. Be familiar with the class schedule; read the Academic Standards and Policies, and Graduation Requirements: The Hamline Plan sections in the [Undergraduate Bulletin](#).

Your advisor will expect you to be forming ideas about the courses you wish to take, your major, and your ultimate goals. Think about your academic and personal values and abilities, and be prepared to discuss them during advising meetings.

Your advisor is there to provide information and make suggestions but not to make decisions for you. Your education is your responsibility; academic advising helps you meet that responsibility.

*Now is the time  
to begin thinking about  
possible majors and  
directions for your life.*



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# Registration Instructions

Please take time now to read the Academic Standards and Policies section of the [Undergraduate Bulletin](#). Select “Academic Standards and Policies”.

As you read the [Undergraduate Bulletin](#), pay close attention to the following key points:

- A total of 128 credits (transferred credits plus Hamline credits) are required for graduation
- Courses taken through the Associated Colleges of the Twin Cities (ACTC) exchange, Hamline study away, and Higher Education Consortium for Urban Affairs (HECUA) programs are counted as residency credits
- Students must take at least 56 credits at Hamline or within the ACTC consortium to earn a Hamline degree
- A minimum of 60 Hamline credits graded on an A to F scale must be completed to be eligible for graduation honors (cum laude, magna cum laude, summa cum laude)
- Full-time students generally earn 32 residency credits per year and can distribute these across fall and spring terms
- Students are allowed to enroll in 12 to 18 credits per term for the same tuition cost and can enroll in up to 20 credits per term for an additional fee
- Students can also elect to enroll in a 4-credit winter (J-term) course for an additional fee

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## 1 Determine your degree standing

### Hamline Plan requirements

Academic progress in [Workday](#) lists all of your previous courses that have transferred to Hamline. You can find a key to the Hamline Plan letters on page 4. If any of your transfer courses do not appear in Workday, contact your admission counselor for guidance.

If any of your courses have not yet been evaluated for [Hamline Plan](#) credit or some of your work is not on the transcript, contact your admission counselor for guidance.

### Major requirements

You can find the requirements for your major (if you have chosen one) on the [undergraduate program requirements](#) web page.

### Credit requirements

Note the total number of transfer credits on your internal transcript. Remember, you will need 128 credits to graduate.

## 2 Find your language placement

If you're thinking of taking Chinese or Spanish, it's important that you choose a class at the level that's right for you. First, complete the online [language level assessment](#). The assessment is free and must be completed before you register for a language class. While you may repeat a course as a review, you will not receive credit twice for the same course.

## 3 Choose your courses

Look at your Hamline Plan Worksheet and your major requirement sheet. What [Hamline Plan](#), major, and breadth of study requirements do you have remaining? You should choose courses that will fulfill these outstanding requirements. The courses being offered this term are listed in [Workday](#) under “Find course sections for registration”.

As a general rule, you should register for a mix of major and non-major courses. Do not register for Hamline courses that are equivalent to courses you will be transferring. You will not receive credit for repeated courses. If you're not sure if a course is equivalent, contact [transferarticulation@hamline.edu](mailto:transferarticulation@hamline.edu). For other questions about reviewing your transcript, call CASA at 651-523-2912 or email [advising@hamline.edu](mailto:advising@hamline.edu).

Use the timetable on page 2 of the Hamline Plan Worksheet to draft your schedule. By using this timetable, you will avoid time conflicts in your schedule. Keep the timetable for your reference.

For each course chosen, read the description in Workday and the eligibility requirements. You may not register for courses if you have not completed the requirements.

### Step-by-step course selection

You must complete the new student onboarding steps in [Workday](#) before you may proceed with these registration steps.

Please have available:

- 1) This PDF
- 2) The Workday instructional handout included with your registration information
- 3) The Hamline Plan Worksheet and timetable included with your registration information
- 4) An internet connection and access to Workday

You are now ready to create a saved schedule.

Finally, you should call 651-523-2912 to schedule an individual appointment with CASA to register for your selected classes. During this appointment, we can review your transfer work, finalize your schedule, and determine a realistic graduation date. Most transfer students find this meeting extremely useful in planning their time at Hamline. Our office is open year-round.

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# Hamline Graduation Requirements for Transfer Students

For further information, see the [Undergraduate Bulletin](#).

## First-year seminar

Waived for transfer students.

## First-year writing (E)

If you did not transfer in a course equivalent to FYW 1120 Composition and Research, you must enroll in FYW 1120 during your first semester at Hamline.

## Writing-intensive courses (W)

You choose one writing-intensive course each academic year at Hamline, one of which must be in your major.

## Speaking (oral) intensive (O)

Two courses required.

Courses may be taken at any time; at least one must be completed at Hamline. If you transfer in 64 credits or more, you only need one speaking-intensive course, but it must be taken at Hamline.

## Formal reasoning (R) and quantitative reasoning (M)

Two courses or one course that carries both designations.

## Disciplinary breadth

Eight courses required.

Two courses each in the fine arts\*, humanities, natural sciences (one with a lab), and social sciences.

\*Note: Eight credits total in the fine arts. If transferring fine arts courses worth fewer than four credits, please contact an academic advisor in CASA.

## Diversity (D)

Two courses required.

Through diversity courses, you will engage in intellectual discourse and reflection about and across differences, and you will be able to demonstrate knowledge and understanding of diverse cultures and reflect on your own and others' social identities (gender, race, ethnicity, religion, sexual orientation, dis/ability, class, etc.).

## Global citizenship (G)

One course required.

Global citizenship courses equip you to become an informed, open-minded, and socially responsible citizen who seeks to understand how your actions affect both local and global communities and to address the world's most pressing issues collectively and equitably.

## Independent critical inquiry and information literacy (Q)

One course required.

Through this category, you will complete a critical inquiry project and integrate multiple perspectives in presenting information.

## Collaboration (C)

One course required.

You must complete one course that focuses on developing and strengthening collaborative skills by engaging with team-based processes.

## Liberal Education as Practice (LEAP)

One course or registered experience required.

The LEAP requirement provides you with hands-on experiences to connect your academic skill set with the world of work. LEAP experiences include internships, collaborative research projects, and courses including community-based experiential components. You are encouraged to participate in LEAP experiences in your major and to engage in more than one LEAP experience during your Hamline career.

## Breadth of study

48 credits completed outside of your major department.

## Major

A field of concentration, ranging from 8 to 17 courses, depending on program requirements. At least 16 credits in your major must be completed at Hamline. Major requirements can be on the [undergraduate program requirements](#) web page.

Please note that indicating an intended major on your registration form does not constitute formal declaration of your major.

## Credit requirements

All Hamline students are required to complete a minimum of 128 credits to graduate (see the [Undergraduate Bulletin](#) for details).

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## Handy Hamline Links

- [Transfer Evaluation System](#)
- [Undergraduate Bulletin](#)
- [Center for Academic Success and Achievement](#)
- [Academic Advising](#)
- [Academic calendars](#)
- [Policies](#)
- [Forms to download](#)
- [Major/minor program requirement sheets](#)

## Hamline Mission

At Hamline University, our mission is to create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values, and skills for successful lives of leadership, scholarship, and service.

## Hamline Vision

Hamline University will be recognized as a diverse, learning-centered university that is:

- Rooted in a tradition of liberal education.
- Dynamic and actively inclusive.
- Locally engaged and globally connected.
- Invested in the personal and professional growth of persons.

## Academic Integrity

Hamline University students are expected to comply with the legal and ethical standards of the university. Dishonesty of any kind in relation to academic work threatens the integrity of the academic enterprise and is prohibited and subject to disciplinary action by the university. Such dishonesty includes cheating on examinations, plagiarism, ghostwriting, and falsifying official information requested by the university concerning one's academic background or status.

If you have questions about registration, please contact us:

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Center for Academic Success and Achievement  
Hamline University  
651-523-2912  
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[advising@hamline.edu](mailto:advising@hamline.edu)

