

Hamline University
College of Liberal Arts
Office of the Dean

Student Guidelines:
Scheduling an appointment with the
Interim Associate Dean

1. Before scheduling an appointment with the interim associate dean regarding a concern with a professor or a course in general, a student will need to have first met with (1) the professor involved, (2) the department chair and (3) the administrative head.
2. Before scheduling an appointment with the interim associate dean regarding a concern with course scheduling or transfer credits, a student will need to have first met with (1) someone in Academic Advising and/or (2) someone in Student Administrative Services.
3. The student should contact the Executive Assistant, Laurie Schwaab:
 - in person in Bush Library 201
 - via phone at (651) 523-2206
 - via e-mail at lschwaab01@hamline.edu
4. The student will need to provide the following information:
 - name
 - telephone number
 - e-mail address
 - brief summary of the need for the meeting, including the names of all involved parties (*All information is strictly confidential.*)
5. The student should contact the Executive Assistant as soon as possible if (s)he will be late or unable to keep the scheduled appointment.