

## 5. REGISTRATION

Research consistently shows that strong academic advising plays a key role in improving student retention. It is important that faculty and staff pay close attention to student retention. Ensuring that your advisees are registered—and are making satisfactory progress in their degree program—is an important responsibility of every faculty advisor. During advising and registration weeks in particular, it is important to let Academic Advising know the status of any unregistered advisees, or any advisees that are not on your radar. Additionally, Academic Advising will likely contact you for status updates on your unregistered advisees. It is important to stay in regular contact with your advisees, so that you are able to provide this information.

### GENERAL REGISTRATION INFORMATION

Hamline University designates the two weeks prior to the first day of registration as *Advising Weeks* for undergraduate students. Registration and Records emails registration information to students two to three weeks prior to *Advising Weeks*. They also email registration guidelines and instructions to faculty advisors at this time, including information on how to access advisees' alternate registration PINs.

- Advisors should encourage advisees to schedule appointments during *Advising Weeks*. Additionally, students should be encouraged to be prepared to discuss their goals, graduation requirements, and class selections.
- Advisors should give advisees their alternate registration PINs at the end of the advising meetings. This alternate registration PIN provides access to the Pipeline registration system. Students may register online once their registration queue is active. Eligibility is based on the total number of earned plus in-progress credits.
- **Advisors should not email or otherwise give PINs to students without advising them prior to registration.**
- For registration dates, please visit [hamline.edu/registration](http://hamline.edu/registration). In the *Undergraduate* section, select *Registration Guide*, then *Undergraduate Academic Calendar* in the Undergraduate section.
- Students are allowed to enroll in 12-18 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. If students choose to register for more than 18 credits, they will be charged the part-time per-credit rate for each credit beyond 18. There are exceptions to the additional charges. If registration for any of the courses listed below pushes their credit load above 18 credits, they will not be additionally charged for those courses:
  - 0.5 credit seminars: BIOL 5950 & 5951; CHEM 5950 & 5951; MATH 5920 & 5930; PHYS 5900 & 5910
  - Theatre Production Experience: THTR 1010 & 3010
  - Honors Seminar: HONS 1000
  - Departmental Honors: DEPT 5010

- Music Performance Studies: MUS 3500-3730; MUS 5500-5730

## **ACADEMIC ADVISING'S ROLE IN REGISTRATION ADVISING**

- Academic Advising advisors are happy to meet with an advisor and advisee as an additional form of training and support. We are also happy to meet individually with an advisor at any time.
- Academic Advising advisors conduct degree audits for all new transfer students when they matriculate. We also try to meet individually with each new transfer student before they begin their first semester at Hamline.
- Academic Advising further supports faculty advisors by meeting with any continuing students who wish to discuss registration, major planning, or other advising matters. We also assist students in understanding their degree evaluations. Advisors are always welcome (and are encouraged) to join these meetings.

## **WEB REGISTRATION**

Students may register via Piperline using their alternate registration PINs on their appointed registration date. If a student wishes to register for a class for which he or she has not met the prerequisite(s), the student must obtain the instructor's signature on an Add/Drop/Withdraw form. The student must then submit the Add/Drop/Withdraw form to Student Administrative Services (SAS).

## **ACTC CROSS-REGISTRATION**

Please visit the ACTC website at [actc-mn.org](http://actc-mn.org) for more information. Please keep in mind that ACTC cross-registration:

- Is only available to full-time baccalaureate degree-seeking students
- Requires a signed ACTC cross-registration form; forms are available at SAS and Academic Advising, or can be downloaded from [hamline.edu/registrar/forms](http://hamline.edu/registrar/forms); completed forms are returned to SAS for processing (see sample in the forms section of this guide)
- Is not available to incoming first-year students during their first semester (unless the student wants to take a foreign language that is not offered by Hamline University, on a space available basis)
- Is not available for the College of St. Catherine's Weekend College
- Is only allowed if the course is not offered at Hamline University, or in some cases, if there is a time conflict (refer student to Registration and Records)
- Is not permitted for independent study courses or private music lessons
- Is intended for only one course per semester unless a student has had a flexible curriculum approved by the Undergraduate Curriculum Committee; in such cases, advisors may sign more than one ACTC cross-registration form for the semester
- Is not an option during the summer session
- Is a winter term option only at the University of St. Thomas

- Is only available during a specific time—please see Registration and Records’ published deadline; if the pre-registration deadline is missed, students must follow the add/drop procedures once classes begin

## **CHANGING REGISTRATION**

Once classes begin, until the published deadline to add or drop classes, students may change their registration without notation on their transcripts (see *Undergraduate Academic Calendar* for dates). Most students finalize their schedules within two or three days of the term’s beginning. Instructors have the prerogative to deny enrollment in their class during the add period (if, for instance, it is too late to catch up on missed material). The following page offers guidelines on add/drop/withdraw procedures.

# HAMLIN UNIVERSITY

## PROCEDURE TO ADD/DROP/WITHDRAW

**ADD/DROP/WITHDRAW and PASS/NO PASS GRADING OPTION** forms are found at Student Administrative Services (East Hall 113), Academic Advising (Bush Library, lower level), and online at [hamline.edu/registrar/forms](http://hamline.edu/registrar/forms).

**ADDING AND DROPPING:** If you wish to change your registration after classes begin, you may add classes through the tenth day with an Add/Drop/Withdraw form, and you may drop classes online through the tenth day. Fill out the section pertaining to adding or dropping a course. If you wish to both add and drop courses, you may do so on the same form. You must complete the form and submit it to Student Administrative Services before the end of the add/drop period. Please refer to the online academic calendar for dates: go to [hamline.edu](http://hamline.edu), select *Logins*, then *Academic Calendars*. As mentioned in the *Undergraduate Bulletin* ([bulletin.hamline.edu](http://bulletin.hamline.edu)), add/drop and withdraw dates for partial term classes are adjusted accordingly.

**CHANGING FROM ONE SECTION TO ANOTHER OF THE SAME COURSE:** To change sections of the same class, use the Add/Drop/Withdraw form as described above.

**WITHDRAWING:** Once the add/drop period has ended, you may still withdraw from a course with a “W” or withdrawal notation on your transcript. In order to do so, you must complete an Add/Drop/Withdraw form and return it to Student Administrative Services by the deadline.

**WITHDRAWING FROM ALL CLASSES:** If your intent is to take a leave of absence or withdraw entirely from Hamline, contact Academic Advising (651-523-2912, lower level of Bush Library) to discuss your options and process your request. You will not be allowed to withdraw from ALL your classes online or with an Add/Drop/Withdraw form. Be aware that after the tenth day of classes, tuition accrues per day up to a certain point, and therefore, you should speak with an advisor as soon as you begin contemplating your options.

**PASS/NO PASS GRADING OPTION:** To designate a Pass/No Pass grading option, you must complete a PASS/NO PASS GRADING OPTION FORM and return it to Student Administrative Services by the end of the last day of the add/drop period. **Please note: professors are under no obligation to offer a Pass/No Pass grading option; students may only take one class Pass/No Pass per year.** Please refer to the Undergraduate Bulletin ([bulletin.hamline.edu](http://bulletin.hamline.edu)) for further information.