



Center for  
HAMLINE UNIVER

2024–2025

Request for

INFORMATION FOR TRANSFER STUDENTS

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## Credits Information

University of Minnesota  
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).



## Determine your degree standing

### Hamline Plan

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

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

### Credits

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

## 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.

## 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.

### Steps

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

# H G R S O T S S

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.

## H H L S

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

## H M s s o

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.

## H V s o

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.

## A I s s

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.



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