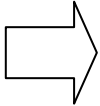


HOW TO REQUEST A HAMLINE LAW TRANSCRIPT VIA PIPERLINE

Log in to Pipeline using your student ID number beginning with a 9 and your PIN. If you can't remember your PIN, click the "Forgot PIN" button to be prompted with your security question. If you need further assistance to log in to Pipeline, contact the ITS helpdesk at 651-523-2220.

Select **Student Services**



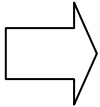
Student Services Financial Aid Services Student Account Services Personal Information Additional Services

HELP EXIT

Welcome, Law S. Student, to the Hamline Pipeline System! Last web access on Oct 22,2012 at 04:02 pm

Services for Admitted Students

Pay your deposit; Waive health insurance and other optional fees; Provide immunization documentation; Update your address and contact information; View your financial aid award; Use Roommate Finder



Student Services

Register; View your academic records; Perform Course/Instructor Evals; Request Enrollment Verification; Request a Transcript; Look for textbooks.

Select **Student Records**



Student Services Financial Aid Services Student Account Services Personal Information Additional Services

RETURN TO MENU HELP EXIT

Student Services

Course/Instructor Evaluations

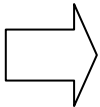
Enter evaluation information about one or more classes that you are enrolled in.

Admissions

File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

Registration

Check your registration status; Add or drop classes; Display your class schedule; Look for textbooks.



Student Records

Transcript Requests; View your holds; Display your grades and transcripts;

Career Services

Career Services Office

Additional Student Services

Request Enrollment Verification.

Immunizations

Provide immunization documentation (required by Minnesota State Law)

RELEASE: 8.5.1

Choose **Request Official Transcripts**



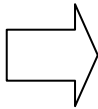
[Student Services](#) [Financial Aid Services](#) [Student Account Services](#) [Personal Information](#) [Additional Services](#)

[RETURN TO MENU](#) [HELP](#) [EXIT](#)

Student Records

Access to Student Accounts information has moved.

A new menu has been created to access your Student Account information. To access, go to the main menu and select "Student Account Services" or select the "Student Account Services" tab from above.



- [View Online Transcript](#)
- [Request Official Transcripts](#)
- [View Status of Transcript Requests](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [View Holds](#)
- [Degree Evaluation](#)
- [View Student Information](#)
- [Course/Instructor Evaluations](#)

RELEASE: 8.5.1

Type the transcript recipient's name, company, or position in the **Issue to** box. What you type here will appear on your transcript—be sure to capitalize properly, and don't type anything silly, like "I don't know yet."




[Student Services](#) [Financial Aid Services](#) [Student Account Services](#) [Personal Information](#) [Additional Services](#)

[RETURN TO MAIN MENU](#) [HELP](#) [EXIT](#)

Select Recipient

9702307 Law S. Student
Mar 20,2013 11:26 am

 Please enter the name of the person or organization to which the transcript will be sent. For example: Claire Smith or General Motors.

Applicable law requires that you submit a signature to request a transcript. By clicking on the **Continue** button, you will be submitting an electronic signature.

Issue to:

[[View Holds](#) | [Academic Transcript](#)]

RELEASE: 8.5.1

Click **Continue**.

On the next page, enter the transcript type (Law). If you're ordering a PDF transcript, you don't need to enter an address since we don't mail PDFs. Skip the address fields and click **Continue**.

[RETURN TO MAIN MENU](#) [HELP](#) [EXIT](#)

Select Transcript Type and Enter Recipient Mailing/Contact Information

9702307 Law S. Student
Mar 20, 2013 11:50 am



Click on the dropdown list to select the transcript type.

Please note: if your record at Hamline includes work reflected on more than one transcript type, you will need to submit multiple requests.

Undergraduate	Undergraduate
Graduate	Graduate School of Education Graduate School of Liberal Studies School of Business Professional Development for Educators
Law	School of Law

Once you've selected the appropriate transcript type, enter the mailing address of the individual or organization to which the transcript is being issued.

Please note: if you need to send your transcript to multiple recipients, you will need to submit multiple requests.

Lastly, click on the **Continue** button.

* indicates required field

Transcript Type: *

Law

Issued To:

Hiring Manager

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

None

Zip or Postal Code:


On the next screen, choose the delivery method. If you want a PDF transcript, choose **Electronic Transcript** in the **Delivery Method** drop down menu. There is no need to order multiple copies of the same PDF transcript.

Once the secure PDF transcript is generated, retrieval instructions will be emailed to your preferred email address. For recent and current students, this will be your Hamline email address. All others, please read the blue section below.

[RETURN TO MAIN MENU](#) [HELP](#) [EXIT](#)

Specify Number of Copies and Delivery Method

9702307 Law S. Student
Mar 20, 2013 12:02 pm

 Specify the number of copies (up to 5).

Select the method of delivery.

Pick-up	Hold transcript for pick-up. Transcripts must be picked-up at the Student Administrative Services Desk or at the Law School Office of the Registrar (School of Law transcripts only) within 30 days of request.
Mail	Transcript will be mailed to the recipient/address specified in the previous screens.
Via Email (School of Law transcripts only)	Instructions for retrieving an official certified digitally signed PDF transcript via Pipeline will be emailed to the requester's preferred email address of record(*) .

Paper transcripts are processed within 1-2 business days.

You may not use this form to arrange for rush delivery. To arrange for rush delivery services, please contact the Student Administrative Services Desk **in person** or call the School of Law Office of the Registrar (School of Law transcripts only).

(*)The preferred email address of record for current students and recent graduates is the Hamline University-issued email account (GoogleMail). If you graduated or stopped attending more than 6 months ago, please verify your email address **before** requesting your transcript (Click the **Personal Information** link above and then click on the **Update E-Mail Address(es)** link. If you have more than one email address, the one you have entered most recently will be considered your preferred email address.

* indicates required field

Number of Copies (Up to 5):


Delivery Method:

Be sure to click **Submit Request** on the final screen.

Student Services Financial Aid Services Student Account Services Personal Information Additional Services

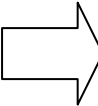
RETURN TO MENU HELP EXIT
9702307 Law S. Student
Mar 20,2013 12:16 pm

Confirm Request Information

 Please review the information below.
To make corrections, click the browser's **Back** button.
Your request will be submitted when you click the **Submit Request** button.

Issued to:	Hiring Manager
Course Levels:	All course levels
Copies Ordered:	1
Official Transcript:	Yes
Delivery Method:	Electronic Transcript
Cost of Order:	No charge
Print Transcript:	As soon as possible

RELEASE: 8.5.1




To check on your transcript request, go back to the student records menu and click **View Status of Transcript Requests**.

Student Services Financial Aid Services Student Account Services Personal Information Additional Services

RETURN TO MENU HELP EXIT

Student Records

 **Access to Student Accounts information has moved.**
A new menu has been created to access your Student Account information. To access, go to the main menu and select "Student Account Services" or select the "Student Account Services" tab from above.

- View Online Transcript**
- Request Official Transcripts**
- View Status of Transcript Requests**
- Midterm Grades**
- Final Grades**
- Grade Detail**
- View Holds**
- Degree Evaluation**
- View Student Information**
- Course/Instructor Evaluations**

RELEASE: 8.5.1

