

## Registering for Courses

The screenshot displays the Hampshire College 'thehub' website interface. At the top, the college name 'HAMPSHIRE COLLEGE' and logo 'thehub' are visible. Navigation links include 'LOG OUT', 'MAIN MENU', 'DEFAULT MENU', and 'CONTACT US'. The main content area is titled 'STUDENTS MENU' and is organized into several sections:

- Personal Info:** E-Checkin, Emergency Contact Info, New Student To Do List, Vehicle Registration, Housing Assignments, Emergency Notification Information, Race/Ethnicity Update, Privacy of Records, Campus Box, Bicycle Registration.
- Financial Info:** Setup/Edit E-Billing Access, My Documents, Account Bill, 1098 Electronic Consent, View My 1098-T Forms, Meal Plans.
- Timecards:** Enter a Timecard, Time History, W-2 Statements, Pay Stub.
- Courses:** Search for Courses, My class schedule, Approvals and Holds, Academic History, Course/Divisional Evaluations, Advisor Information Page.
- Registration:** Search/Register for Courses, Express Registration, Register and Drop Sections, Manage My Waitlist, Five College Requests, Declaration of Intention Form.

A red callout box with the text 'Click on "Search/Register for Courses".\*' has an arrow pointing to the 'Search/Register for Courses' link in the Registration section, which is also circled in red.

\*Please note: As of May 2012, the “express registration” option is no longer available.

Search for courses by level within school. You can choose from: First year tutorials, 100 level exploratory courses, 200 level foundational courses, or 300 level advanced seminars and courses or co-curricular courses.

### Search/Register for Courses

You may search for courses by term or date. It is recommended that you search for courses by term.

Term   
Starting On/After Date  Ending By Date

You may search for a course using the course number.

Search for courses by school.

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search by meeting time.

Courses Meeting After  Courses Ending Before   
Mon  Tue  Wed  Thu  Fri  Sat  Sun

Search for courses that meet on a certain day.

Enter a word or combination of words that appear in the course title.

Course Title Keyword(s)   
Instructor's Last Name

After you have chosen which classes to search for; click "Submit".

SUBMIT

Once a search is completed and the results have been returned to you, you can add it to your list of "Preferred Sections" by clicking on the column titled "Select".

Click on the blue link under "Section Name and Title" to see a course description and information about prerequisites.

## Section Selection Results

Select Section(s)	Term/Status /Books	Faculty	Section Name and Title	Meeting Information	Distribution/Skills	Available Capacity Waitlist
<input checked="" type="checkbox"/>	2011F Open Satisfies Distribution Crosslisted with LS-0111-1 <a href="#">Textbook information</a>	Y. Fang K. Johnson	<a href="#">IA-0111-1 (143353) Elementary Chinese I</a>	09/07/2011-12/15/2011 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 05:00PM - 05:50PM, Franklin Patterson Hall, Room 103	Multiple Cultural Perspectives <b>Culture, Humanities, and Languages</b>	3/20/0
<input type="checkbox"/>	2011F Open Prerequisites Required Crosslisted with LS-0311-1 <a href="#">Textbook information</a>	Y. Fang K. Johnson	<a href="#">IA-0311-1 (143561) Third Year Chinese I</a>	09/07/2011-12/14/2011 Course Monday, Tuesday, Wednesday 04:00PM - 04:50PM, Franklin Patterson Hall, Room 103	Multiple Cultural Perspectives	1/12/0

SUBMIT

To submit your choices, click "Submit". They will appear on the next screen as "Preferred Sections".

## Register and Drop Sections

During the first week of course preregistration for spring and fall terms, you may register for four academic courses, including a maximum of two Five College courses. This limit applies during the add/drop periods. However, according to Amherst College policy, students may register for a maximum of two Amherst College courses per semester.

The course limit for January term is one academic course. For the first week of January registration, you will be limited to either enrolling in or waitlisting a single course. After that time, you will be able to add, drop and enroll from waitlists until you have finalized your registration for a course by the deadline.

Co-curricular courses are not included in course limits.

Note: Courses are only displayed here for the registration term(s) currently open. Check "My Class Schedule" to see other terms.

Remember that you can't actually Register or Waitlist for any course until the start date/time for your individual registration. So it's fine to create requests in advance of your registration access time, but you won't have success with certain actions until your registration time has begun.

You can preregister for 4 academic courses, including a maximum of two Five College courses.

Click on the arrow under the column titled "Action", select the appropriate action (Register, Remove from List, Waitlist).

Please note that once a waitlist has begun, you must add yourself to the waitlist and wait for notification of an available space via email. Be sure to check your email daily.

### Preferred Sections - You are NOT registered for these

Action	Term	Section Name and Title	Meeting Information	Faculty	Available Capacity Waitlist
<input type="button" value="▼"/> RG Register RM Remove from List WL Waitlist	Fall 2011	<a href="#">IA-0111-1 (143353) Elementary Chinese I</a>	09/07/2011-12/15/2011 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 05:00PM - 05:50PM, Franklin Patterson Hall, Room 103 <b>Satisfies Distribution</b> Crosslisted with LS-0111-1 <a href="#">Textbook information</a>	Y. Fang K. Johnson	3/20/0

### Your Current Courses - If you click the DROP box you will be REMOVED from that course.

Drop	Term	Pass/ Audit	Section Name and Title	Meeting Information	Faculty
<input type="checkbox"/>	Fall 2011		<a href="#">ANTH-112-A (143751) Social Anthropology</a>	09/07/2011-12/15/2011 <a href="#">Textbook information</a>	To be Announced

Click "Submit" once you have selected your action.

Courses for which you are already registered for appear here under "Your Current Courses". Click on the box under "Drop" to drop a course you are currently registered for.

Once you have submitted the action, a message will appear indicating whether the action was successful or unsuccessful, and if it was unsuccessful, why it was unsuccessful.

Hint: If you are having trouble registering/preregistering, instead of trying to register for multiple courses at once, try registering for each course one at a time.

### Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Meeting Information	Faculty
Fall 2011	Registered for this section		<a href="#">IA-0111-1 (143353)</a> <a href="#">Elementary Chinese I</a>	09/07/2011-12/15/2011 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 05:00PM - 05:50PM, Franklin Patterson Hall, Room 103 <b>Satisfies Distribution</b> <b>Crosslisted with LS-0111-1</b> <a href="#">Textbook information</a>	Y. Fang K. Johnson

Here are all of the sections for which you are currently registered:

Term	Pass/ Audit	Section Name and Title	Meeting Information	Faculty
Fall 2011		<a href="#">AC-FLT-1 (143516)</a> <a href="#">Registered Full Time</a>	09/07/2011-01/19/2012 <a href="#">Textbook information</a>	To be Announced
Fall 2011		<a href="#">ANTH-112-A (143751)</a> <a href="#">Social Anthropology</a>	09/07/2011-12/15/2011 <a href="#">Textbook information</a>	To be Announced
Fall 2011		<a href="#">IA-0111-1 (143353)</a> <a href="#">Elementary Chinese I</a>	09/07/2011-12/15/2011 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 05:00PM - 05:50PM, Franklin Patterson Hall, Room 103 <b>Satisfies Distribution</b> <b>Crosslisted with LS-0111-1</b> <a href="#">Textbook information</a>	Y. Fang K. Johnson

Courses you are currently registered for show here.

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Meeting Information	Faculty
		You are not currently waitlisted in any courses.		

Courses you are currently waitlisted for show here.

Please note, you must attend courses for which you are on the waitlist, as faculty will not write evaluations for students who have missed too many classes.

If you are on a waitlist for a course, you will be notified by email when a space becomes available. You must register yourself on TheHub within 24 hours of the time the email was sent to avoid being dropped from the waitlist.

OK