Course Registration Resources

Policies and procedures:  www.hampshire.edu/centralrecords

Searching for courses:
- thehub.hampshire.edu – Search for Courses (no login required; best for Hampshire)
- The instructions in the Five College Requests menu contain the following links to the Five College** search for classes as well as the individual college/university sites:
  - https://www.fivecolleges.edu/courses -- search all 5 colleges at once (best for Five College courses) includes only courses open to interchange registration
  - Amherst: https://www.amherst.edu/course_scheduler (You will need course information to search)
  - Mount Holyoke: https://www.mtholyoke.edu/lits/mymoutholyoke
  - Smith: http://catalog.smith.edu/ (Select “Catalogs & Schedules” to see Smith classes)
  - UMass: http://spire.umass.edu (Select “Search Classes/Catalog” – **do not try to login**)

Hampshire Course Registration
- To find your time to begin registering: login to TheHub; check Approvals and Holds
- To speed up your registration, use Search/Register for Courses, which functions as a “shopping cart” until registration opens.
- When registration is open use either:
  - Register and Drop Sections (add or waitlist HC courses; drop HC and 5C courses)
  - OR
  - Express Registration: enter only the 6-digit synonym (next to course # on the search for classes, e.g. (123456)

- **IF YOU ARE WAITLISTED:** REMEMBER TO CHECK YOUR HAMPSHIRE EMAIL EVERY DAY!!! After you receive an email giving you 24 hours to accept a space from a waitlist, use Manage My Waitlist on theHub to register for the course.

Five College Course Requests
- Read and sign the agreement on TheHub (you only need to do this once a semester).
- Read the instructions for general info as well as course searching
- Submit requests for courses – note that “linked” courses, those with labs, discussions, etc., require multiple requests
- During add/drop print a permission form for ALL courses. (during pre-reg, only instructor permission courses require a signature)
- Bring form to class for signature and return to central records, or you can attach an email to the request form with specific permission to take the course. Emails from faculty granting permission should include your name and the name of the course.
- Return to central records BY THE DEADLINE. Late Five College requests cannot be processed.
- Take the bus – parking is limited. Visit http://www.umass.edu/transit/schedules.html for a schedule. Route 39 is the Smith/Hampshire/Mount Holyoke route; Route 38 is for Mount Holyoke/Hampshire/Amherst/UMass. **

Questions? Visit https://www.hampshire.edu/central-records/the-office-of-central-records, call us at x5421 or stop by to see us in the Lemelson Building M-F, 8:30–4:30.

Rev 7/27/16
The Central Records office is located in the Lemelson Building. We are open Monday through Friday, from 8:30 a.m. to 4:30 p.m. You can reach us at 413-559-5421 or centralrecords@hampshire.edu.

It is the responsibility of Central Records office to provide students access to their academic records; communicate policies and procedures; prepare transcripts; schedule classroom space; certify enrollment and/or graduation; provide course registration for Hampshire and Five Colleges; and prepare other College records and statistics.

Come to Central Records to:
- Obtain course registration forms and assistance
- Request transcripts
- Request enrollment certification letters
- Update your address
- Ask Division I, II, III questions

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