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/mymountholyoke
    - (select "Search for Mount Holyoke classes")
    - 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
    - You can use Search/Register for Courses in advance of your time to begin, which functions as a "shopping cart" until registration opens.
- When registration is open use:
    Register and Drop Sections (add or waitlist HC courses; drop HC and 5C courses) or start with Search and Register if you have not created a shopping cart in advance.

- **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. If you do not accept the seat within 24 hours from the time the email was sent, your name will be dropped from the waitist. You can re-add your name but it will appear at the bottom of the list of students on the waitist.
- If you decide not to enroll in a course you are waitlisted for, go to Manage My Waitlist and remove your name from the list.

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
- Get Permission to enroll which is required for all Five College courses. You can submit permission in two ways:
    - Have the instructor of the course email explicit permission for you to enroll in the course to centralrecords@hampshire.edu
    - Have the instructor of the course email explicit permission for you to enroll in the course to you and YOU forward the email to centralrecords@hampshire.edu

Email centralrecords@hampshire.edu with questions.

Central Records Staff:

Rachael Graham, Director of Central Records

Hannah Mazzarino, Associate Director of Central Records

Dorothy Grimm, Registration Coordinator

Isabelle Tremblay, Senior Transcript Coordinator