

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:
 - <http://www.fivecolleges.edu/sites/courses/>– search all 5 colleges at once (best for Five College courses) includes only courses open to interchange registration
 - Amherst: <https://www.amherst.edu/academiclife/registrar> (Course Scheduler to search; links to closed courses and course times and locations)
 - Mount Holyoke: <https://isis.mtholyoke.edu> (for students, Search for Classes)
 - Smith: www.smith.edu/registrar (Catalogs & Schedules)
 - UMass: spire.umass.edu (Search for 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)
- When you receive an email giving you 24 hours to accept a space from a waitlist, use Manage My Waitlist. REMEMBER TO CHECK YOUR HAMPSHIRE EMAIL EVERY DAY!!!

Five College Course Requests

- Read and sign the agreement on TheHub
- 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. Check out <http://www.umass.edu/transit> for a schedule. Route 39 is the Smith/Hampshire/Mount Holyoke route; Route 38 is for Mount Holyoke/Hampshire/Amherst/UMass. **

Questions? Check out www.hampshire.edu/centralrecords, call us at extension 5421 or stop by to see us in Cole Science Center M-F 8:30 – 4:30.