HOW TO FILE DIVISION II OFFICIALLY ON THE HUB:

Log on to the HUB. Under the student menu, click Divisional/Course Evaluations, then click DRAFT under Division II.

At the top of the page you will see in BOLD - Division II Draft Contract

The state of this document is (it should read) ongoing and NOT viewable by faculty

The HUB will auto fill the following:

Student
Term of Entry
File Date
Revision Date
You must fill out the Title

Please fill out the following in the spaces provided:

- **Areas of study** (more often Division II incorporates more than one discipline/area of study)
- **Committee**- BOTH Hampshire Faculty members, choose a chair and a member from the drop down menu, the chair will be your advisor once you are filed
- **Relevant Coursework**- You will see a list of courses with bullets you can choose next to them. These are your Division II courses. Click all that are relevant. Before this, there is a space to fill out for any other relevant courses/learning activities/fieldwork not listed. Please fill out accordingly, as the HUB needs something in the space provided in order to file.
- **Description of Division II Concentration**- This should be filled out in consultation with your Division II committee, should at least be a few paragraphs. Once again, the HUB needs something in the space provided in order to file.
- **Multiple Cultural Perspectives**- This should be filled out in consultation with your Division II committee, should be a couple of paragraphs. Once again, the HUB needs something in the space provided in order to make it "ready for faculty signatures".
- Community Engagement and Learning section at the bottom of the page:
  Evaluator Name
  Evaluator Institution
  Evaluator Title
  Community Engagement and Learning Title
  Details about what you plan to do to fulfill the requirement.

- While you may not know exactly what you are doing for this, the HUB needs something in the spaces in order to make your contract ready for signatures. Students will put TBA in those fields and then update the contract once they have fulfilled it.

Once this is all filled out make the document "ready for faculty signatures". Save the document and then EMAIL YOUR COMMITTEE so they can click the button for their signature. They will not know to sign off until you contact them.

Once your committee has signed off, you will receive an official email from Central Records with the date/time your committee signed, making you officially Division II! Congratulations!