

## Course registration FAQ's

### **Q: How do I know if there are spaces available in any course?**

**A:** Use TheHub "Search for Classes." The column headed "Available/Capacity/Waitlist" gives you the number of spaces still available, the number of possible spaces in a class, and the number of students still on the waiting list. Your official roster of registered and waitlisted students is on TheHub "Courses." A "participants list" is available in Moodle but it can differ slightly from your official roster. For information videos and a reference guide to TheHub, go to <http://hamp.it/hubguide>

### **Q: Can I just add someone to my class list?**

**A:** Unless your course is listed as requiring instructor permission, Hampshire students must use TheHub to add themselves to the class or to your waitlist.

### **Q: There's a student on my list that I've never seen, and no one else can register. Can't I drop that student?**

**A:** Sorry, but no. Students are reminded to drop themselves from classes or waitlists, but there are times when they will just clutter up your roster. See below for how to add a student from your waitlist.

### **Q: How do the waiting lists work?**

**A:** Students are placed on waitlists on a first-come, first-served basis during the preregistration and add/drop periods. At any time up to the end of the add/drop period, when a space becomes available, the next student on the list will be notified via email and given 24 hours to decide whether to enroll in the class or drop off of the waitlist. Students on these lists should either be attending classes, or have contacted you regarding their interest in the course. We inform students that it is up to you to determine if students who are added very late will be able to catch up with work missed to date.

### **Q: Add/drop is ending – how can I get students on the waitlist enrolled in my course?**

**A:** For several days after add/drop ends, Central Records will accept "waitlist enrollment" forms with your signature. Central Records will enroll these students in your course, regardless of how full it may be. Forms are available in the Central Records office or on [www.hampshire.edu/centralrecords](http://www.hampshire.edu/centralrecords) under the course registration section. You may also email the information to [centralrecords@hampshire.edu](mailto:centralrecords@hampshire.edu).

### **Q: How do Five College students register for my class?**

**A:** During preregistration and add/drop, students from the other schools in the consortium submit online Five College course requests available through their home institutions. During preregistration, if there is space available Central Records will register the student and send notification of enrollment to the student's registrar. If the class is full, the student is notified by email that the request was denied. During the add/drop period at the beginning of each semester students must obtain signed permission to enroll in a class. Students will ask you to sign a form to bring to their home registrar indicating that they have your permission. Most schools will also accept an email that you send to the student, if it specifically grants permission to enroll in a particular course. Please note that Central Records will process any form you sign, regardless of how full your class may be. Since these students are often added after the end of the registration periods, many faculty choose to overenroll their classes by one or two Five College students, anticipating that others may drop. We hope that you will be able to do the same, whenever possible. If Five

College students or community members are having trouble accessing your course website, email [moodle@hampshire.edu](mailto:moodle@hampshire.edu).

**Q: Can students audit my course?**

**A:** Many courses are not recommended for audits —especially writing, language and performing or visual arts courses. However, allowing students to audit is entirely up to the instructor. Students will ask you to sign an audit form indicating your approval.