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Student Self-Service Guide

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Introduction to Hampshire College Self-Service

Hampshire College Self-Service is a new device friendly interface to academic information.

Students will be using Self-Service for Spring 2026 planning and registration. Your plan (ie. "preferred" courses) is your shopping cart of courses you "plan" to take.

Before meeting with your advisor, you should plan for 5-8 courses each term. You may end up in only 4 courses, but you want to discuss options with your advisor in case a class is waitlisted.

Login to Self-Service at https://selfservice.hampshire.edu/student

For Spring 2026, you will need to...

- Plan courses of interest to you (including alternative courses)
- Meet with your advisor and clear any holds
- Register for your planned courses

How do I create my course plan?

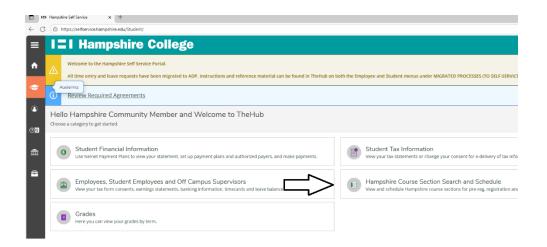
Login to self-service at https://selfservice.hampshire.edu/student

There are a few ways a student can add courses to their plan:

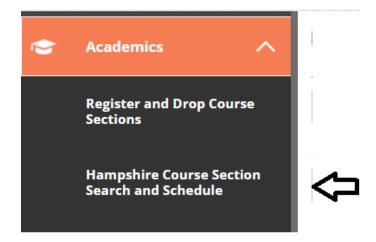
- Hampshire Course Section Search and Schedule
- Academics Register and Drop Course Sections

Hampshire Course Section Search and Schedule

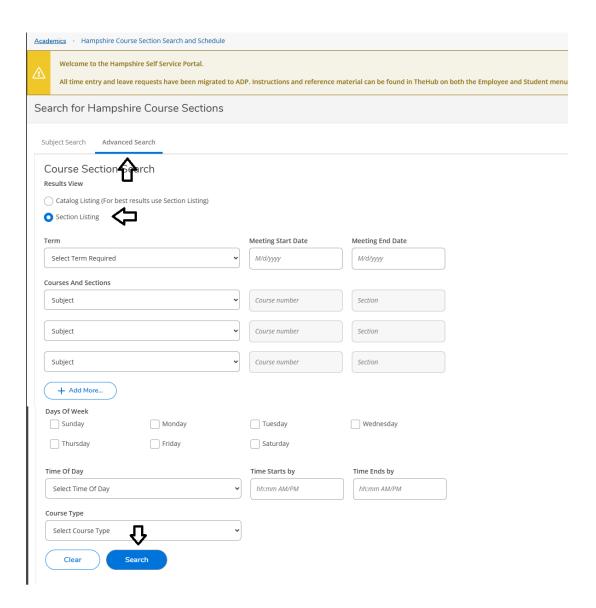
After you login to self-service, click on HAMPSHIRE COURSE SECTION SEARCH AND SCHEDULE.



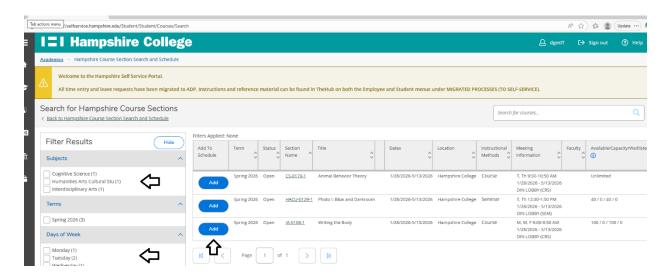
You can also get to it in Academics.



You will want to use the **Advanced Search** combined with the **Section Listing** options on this form. It is recommended that you do not enter any criteria...just click on the **SEARCH** button at the bottom...



Once the sections (classes) are displayed, the best results can be viewed by using the filters on the left side...



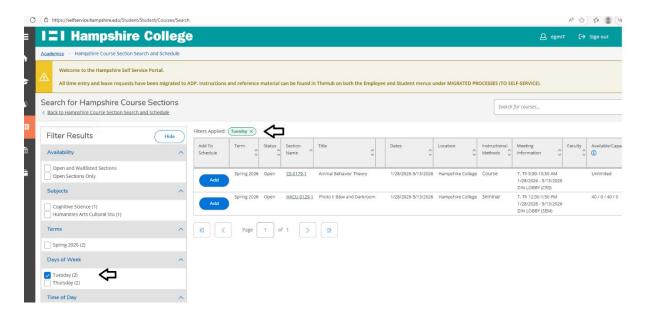
To add a course to your plan, click on the blue ADD button.

Filter information

Please specify the correct **term** filter. You may want to filter on 1 or 2 **subjects** or for classes that meet on a **Monday**. Combining filters is perfectly fine.

The number in parenthesis is the total number of sections that are displayed that have that value. For example, there are 2 sections listed that meet on a Tuesday. They may also meet on other days as well.

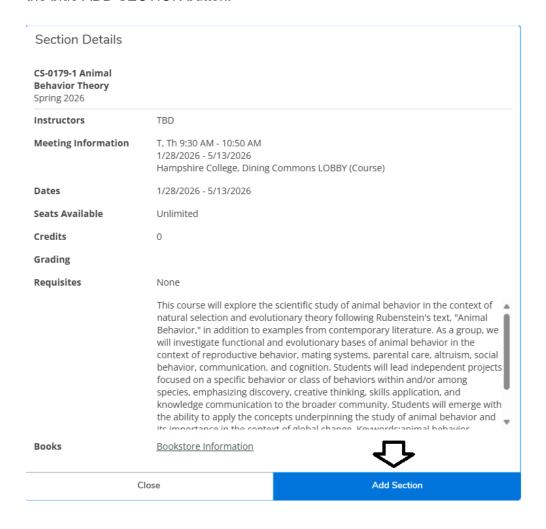
When you have a filter engaged, you will see it displayed.



Click on the green X (or un-check the filter box) to remove the filter.

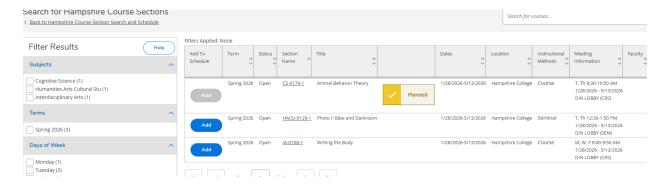
To add a section to your plan, click on the blue ADD button.

The section details will be displayed. To continue with adding the section to your plan, click on the blue ADD SECTION button.



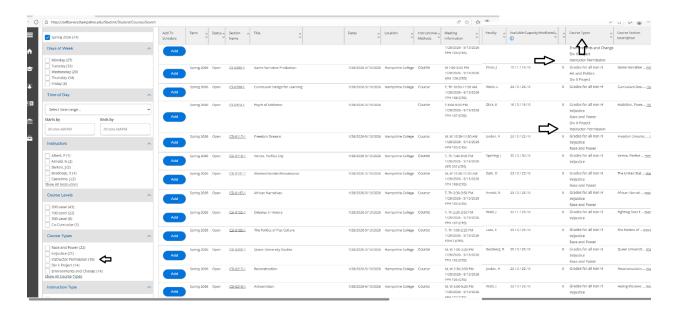
Click the CLOSE button if you wish to cancel.

After the section has been successfully added to your plan, you will see it in all search results.



WARNING: Adding the courses to your Course Plan DOES NOT mean you have registered yourself in it. You will need to complete the following steps to finalize your registration. First is to meet with your advisor. Then register for the courses in your plan.

If a class requires **instructor permission**, you will see it under "course types". You can filter on it as well.



To request permission, fill out the form here.

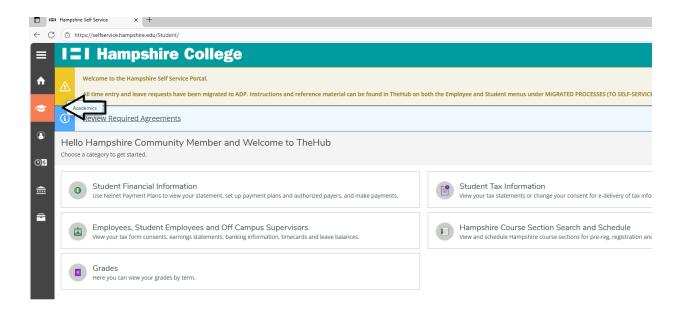
https://hampshire.co1.qualtrics.com/jfe/form/SV_eDSoQTJiTtwEBzE

Then check your PETITIONS AND WAIVERS form in Self-Service for a reply.

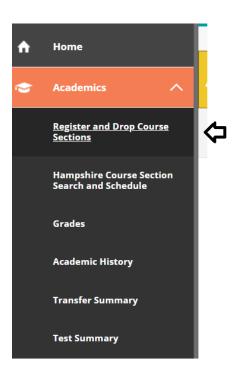
You can add an Instructor Permission section to your plan, but you will not be able to register for it unless permission is granted.

Academics - Register and Drop Course Sections

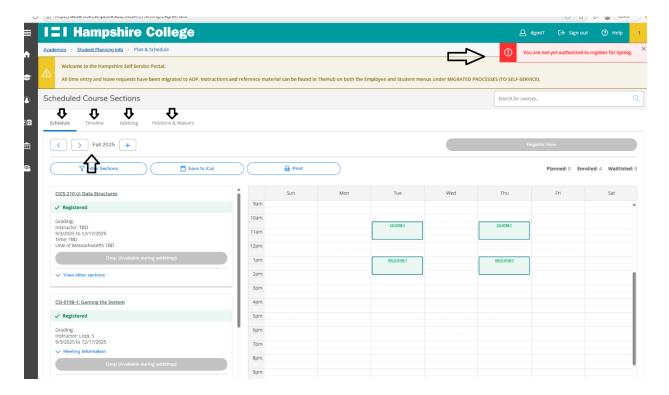
After you login to self-service, click on ACADEMICS on the left side.



This will expand your Academic options. Choose REGISTER AND DROP COURSE SECTIONS. This allows access to your full plan (and history).



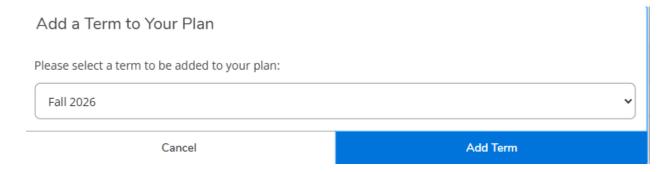
Your current schedule will be displayed.



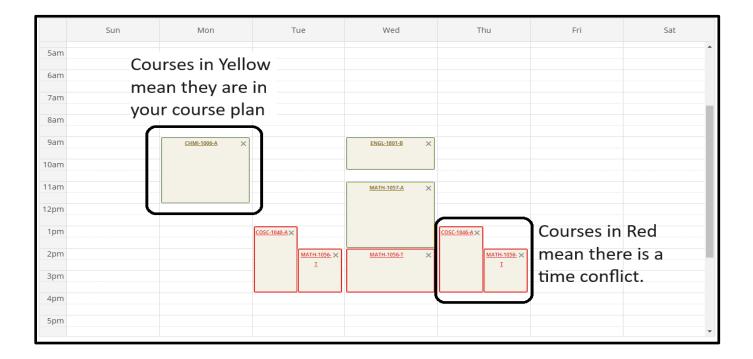
Any hold affecting your ability to register will appear in **RED** at the top right of the form.

Current registrations will appear in the grid in GREEN.

You can scroll through historical and future terms using the blue arrows. If your future term is not listed, click on the blue plus (+) button to add it from the drop-down list.



Planned courses will appear in YELLOW (or TAN).

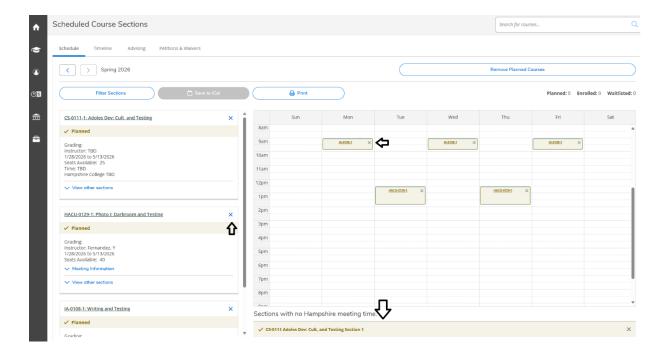


Classes with time conflicts will appear in RED.

Time conflicts are not necessarily bad. They typically occur when there is concern that at least 1 of the courses may be waitlisted. You will have to choose only 1 of the courses that conflict with each other. You can also waitlist for 1 and register in the other.

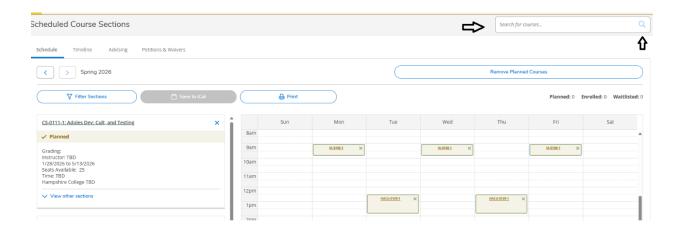
You can remove a course from your plan by clicking on the X in the calendar or on the left side of the form.

You can remove ALL courses from your plan by clicking on the REMOVE PLANNED COURSES button.

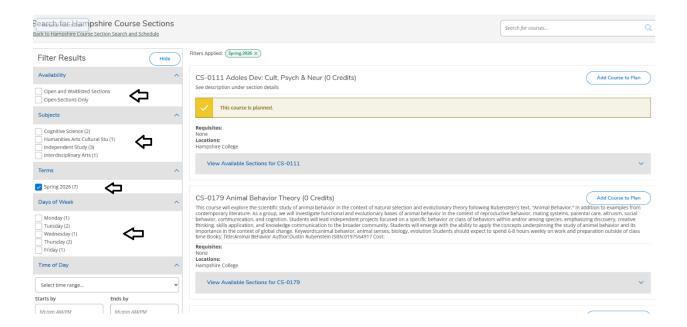


Courses with no set meeting times will be listed below the grid.

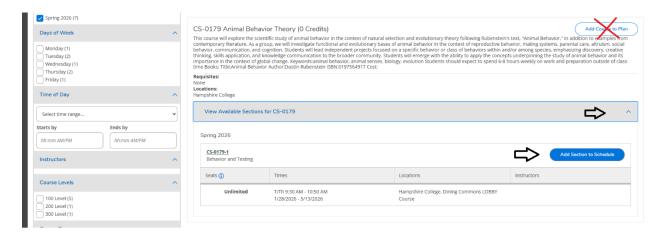
To add courses to your plan using SCHEDULE, you can enter a course (eg. HACU-0129), any part of the title (eg. "Psych") or enter nothing in the lookup, but still clicking on the magnifying glass icon (recommended).



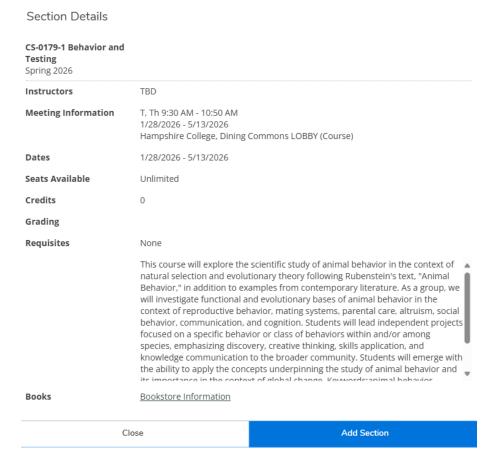
Once the list of courses is displayed, filiter on the term that you want to plan. This will remove any courses not being offered this term.



Find a course that you are interested in and click on the gray bar to see information about the sections. Use the filters if it's helpful to narrow your searches.

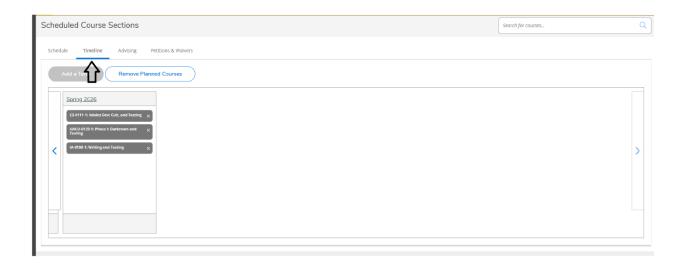


To continue with adding the section to your plan, click the blue ADD SECTION TO SCHEDULE button. You then get a final confirmation to click the blue ADD SECTION button.



Alternative view of my plan

You can click on TIMELINE to see a different view of your plan.



Use the blue arrows to scroll through terms.

Note: Terms with AC-FLT are for administrative purposes. They can be ignored.

To add additional classes to your plan, you can perform a search directly by entering some criteria in the search window or enter nothing in the window and click the magnifying glass icon.

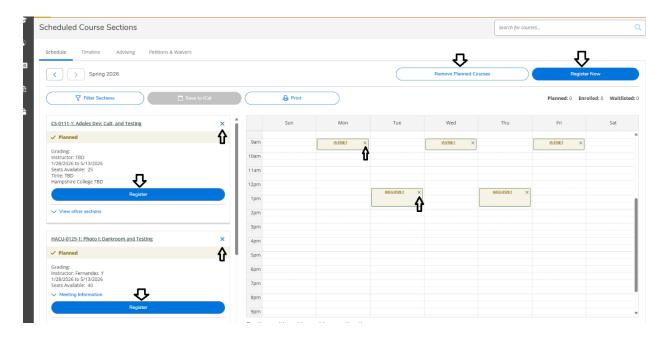
Click the X by the course to remove it from your plan or click on REMOVE PLANNED COURSES to remove all of them from your plan.

After performing a lookup/search, you can click on the blue ADD button to add courses to your plan.

How do I register for classes?

When it is your time to register, you will see a REGISTER NOW button.

Click on the register now button to register for **all the courses** that you have in your student plan. You will be unable to do so, however, if you have conflicting courses in your plan.



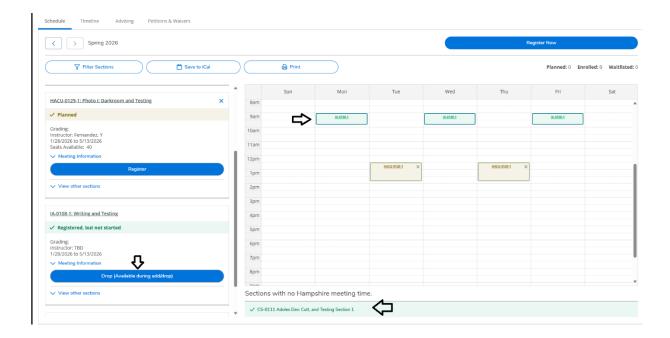
Alternatively, you can click on the **register button under each course** (listed along the left side of the form).

Use the search window to add sections to your plan.

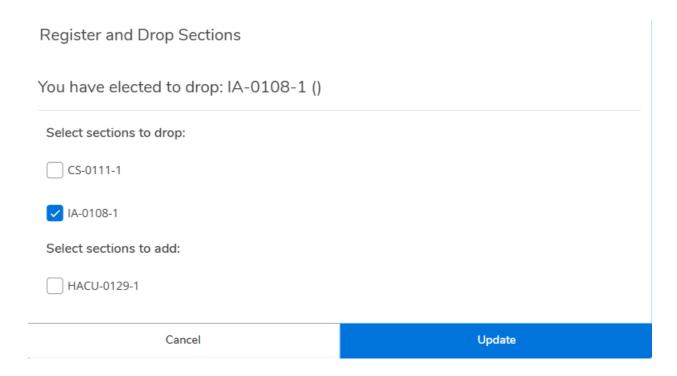
Use the X to delete a course from your plan.

Click the blue button to register.

Once you have been registered, the courses in your calendar will change to green.



To drop a course, click on the blue DROP button and select your options.



Advising (coming soon)

We are not yet ready to open up access to this part of Self-Service, but expect this and more in the near future.

Petitions & Waivers in Self-Service

Click on Petitions & Waivers. This is an inquiry only form that shows the status of your permission requests.

