Viewing and/or agreeing to the Five College agreement:

Click on "Five College Requests"

If you have not already, you must read and accept the terms and conditions in order to proceed with the Five College request process.
Viewing the instructions on how to request Five College courses:

Click on "Instructions" to view instructions on how to request a Five College course.

Five College Policy Agreement

Once each semester you must read and agree to the following terms and conditions surrounding the Five College enrollment process before you may submit requests for enrollment:

1. I am aware that Hampshire will send required personal information to the host institution in order to process this request;
2. I am aware that I must make arrangements to complete work missed due to calendar differences between institutions;
3. I am aware that I am not permitted to make special arrangements with faculty to complete exams early or outside of the examination period;
4. I am aware that I must discuss the decision to enroll in Five College courses with my advisor and secure their approval to take any course;
5. I am aware that I must consult with the instructor to determine admissibility if permission is required;

Return to menu
Find the course information for the course you would like to request by using the Five College catalog or any of the other 4 college course catalogs/searches.

When you have the course information, be sure to check that it is not a course with multiple components. Courses with multiple components have a corequisite lab, discussion or other course which must be taken at the same time. If the course has multiple components, you must request both components.

If the course you wish to request requires instructor permission, you must obtain permission of the instructor during the preregistration or add/drop period and submit it to Central Records. During the add/drop period, all Five college courses require instructor permission.
Requesting a Five College Course:

First, log in to TheHub: [https://thehub.hampshire.edu/](https://thehub.hampshire.edu/)

1. **Search for the class you would like to request.**
2. **Click on the box corresponding to the course you would like to request.** Then click “Submit Request.” You will not be registered for the course until approval from the host institution is received by the Central Records Office.
3. **Be careful to check to see if the course you would like to request has multiple components such as a lab, discussion or other course which must be taken at the same time. If it does, then you must also request the additional component, otherwise your request will be denied.**

4. **Click on “Submit an Enrollment Request.”**
Once you have requested the course, you will be shown the Five College Request Statuses page:

To interpret the status of your request, look at the “Status Legend.”

If your request is declined during preregistration, you may try to request the class again during the Add/Drop period.

Please note that Five College registration policies and practices vary from institution to institution. Even if you have been preregistered for a course, your enrollment is not guaranteed until classes actually begin.

Status Legend:

- **Requested**: You have submitted an enrollment request but it has not yet been evaluated by Central Records.
- **Cancelled**: You have submitted an enrollment request and later cancelled it prior to evaluation by Central Records.
- **Denied**: Central Records denied this request and did not send to the host college. This could be a result of holds on your registration due to academic, financial or disciplinary actions.
- **Pending**: Central Records approved this request but it has not been sent to the host college. Requests are transmitted daily at 6:00am.
- **Transmitted**: Central Records approved this request and has sent it to the host college but we have not received a response back yet.
- **Completed**: A Drop request which has been received and transmitted to the host college.
- **Approved**: Central Records received an affirmative response from the host college. You will be enrolled in the course and it should appear on your schedule on TheHub shortly.
- **Declined**: Central Records received a negative response from the host college and you will not be enrolled in the course. There are many reasons why the host college may decline a request, but the most common is overenrollment.
If you request a course that requires instructor permission, you must click on the blue “Print form” link.

Print out the instructor permission form and get it signed by the instructor. Return the signed instructor permission form to Central Records before the end of the relevant registration period.

We will accept an email from the instructor instead of the actual signature if it clearly gives you permission to be in the course. For example, “I give (your name) permission to be in (title and course number). Have the email sent to your personal email, print it, attach it to the instructor permission form, and bring it to Central Records. If the course has multiple components such as a lab, discussion or other course which must be taken at the same time, you must also print out an instructor permission form and get it signed for the other components.
Canceling a Five College Request:

Click on “View Status of All Your Requests.”

Click on the course you would like cancel the request for, and then click “Cancel Pending Request(s).”
You cannot cancel requests after the status has been changed to “transmitted” (requests are transmitted daily at 6 am). If you decide not to take a course after Central Records registers you, you must drop it on TheHub during the add/drop period. If the add/drop period has ended, you must use a withdrawal form to drop the course.