

**Viewing and/or agreeing to the Five College agreement:**

The screenshot shows a student portal interface with several sections: Personal Info, Financial Info, Timecards, Courses, Registration, and My Budget. A red callout box with the text "Click on 'Five College Requests'" has an arrow pointing to the "Five College Requests" link in the Registration section. The link is circled in red. Other links in the Registration section include "Search/Register for Courses", "Express Registration", "Register and Drop Sections", "Manage My Classes", and "Declaration/Withdrawal Form".

The screenshot shows the "Five College Enrollment Requests" page on the Hampshire College website. The page has a header with "HAMPSHIRE COLLEGE" and "LOGOUT". The main content area is titled "Five College Enrollment Requests" and contains three sections: "Policies and Procedures", "Enrollment Requests", and "General". A red callout box with the text "If you have not already, you must read and accept the terms and conditions in order to proceed with the Five College request process." has an arrow pointing to the link "Five College agreement completed for the term(s) 2012S or 2012J on 10/26/2011." in the "Policies and Procedures" section. The link is circled in red. The footer contains "Menu - FAQ - Logout", copyright information, and contact details for Hampshire College.

## 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;

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### Viewing the instructions on how to request Five College courses:

## Five College Enrollment Requests

- Policies and Procedures
  - [Five College agreement completed for the term\(s\) 2012S or 2012J on 10/26/2011.](#)
  - [Instructions](#)
- Enrollment Requests
  - [View Status of all Your Requests](#)
  - [Submit an Enrollment Request](#)
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[Web browser policy for Hampshire College](#)

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

## Five College Course Instructions

### 1. Find the course(s) for which you wish to enroll.

The forms on TheHub allow you to enter a request to enroll in a specific Five College course. However, if you're searching for a course or just wish to browse the offerings from another college, please use any one of the following sites as TheHub does not provide searching for Five College courses.

- [Amherst College course search](#). Select "Find Courses" in upper left corner. According to Amherst College policy, you may enroll in a maximum of two courses a semester at Amherst.
- [Mt. Holyoke College course search](#). Select "Search for Classes" at top of page.
- [Smith College course catalog](#). Smith has many different search options available.
- [UMass course catalog](#). Select "Search Schedule/Browse Catalog" in upper right corner.
- [The Five College catalog](#). This site allows you to search for courses across all five colleges at the same time. Review the Interchange Registration link posted on the sidebar of this site carefully. You may also list courses by individual school on this course site.

**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.**

### 2. Get the exact data to enroll.

Write down the course number, title, instructors, and meeting times to be sure you request the correct course. Also note if a course is **linked** having a corequisite lab, discussion or other course which must be taken at the same time.

### 3. Discuss your choices with your advisor.

The advisor approval on TheHub will authorize you to submit Five College Course Requests. During preregistration, you may submit a maximum of two requests. During add/drop, you may submit additional requests, except that you will be limited to two courses at Amherst College at any time.

### 4. Check instructor permission carefully.

If the course requires instructor permission for students at that institution, you **MUST** obtain the permission of the instructor during the request period and submit it to Central Records. Your request will **NOT** be submitted without this permission. For any courses requiring instructor permission, or for any interchange request periods during which you must obtain signatures, you will be instructed to print out a form to obtain the instructor's signature.

### 5. Check your status on TheHub.

When you submit a request, Central Records will be notified. They will review your request, verify that you have the necessary advisor and instructor approvals, and then notify the host college. You can check the status of your requests at any time on TheHub.

**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/>

HAMPSHIRE COLLEGE LOGOUT  
*thehub*

## Five College Enrollment Requests

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Search for the class you would like to request.

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.

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.

## Five College Requests

Select the college and subject for which you wish to view courses or [return to main menu](#).

**Please note:** This form is only displaying subjects and courses being taught for the semester 2012S. You may change terms to view subjects and/or courses being offered in other terms.

2012S ▾ Smith College ▾ Afro-American Studies ▾

Select a course from the list below and **click SUBMIT REQUEST** at the bottom of the form to save your request for enrollment. Courses marked with ✓ are already on your list of requests.

Select	Course	Title	Credits	Meeting Info
<input checked="" type="checkbox"/>	2012S AAS-111-01	Intro to Black Culture	4.00	TTh 03:00-04:20
<input type="checkbox"/>	2012S AAS-202-01	Topics in Black Studies	4.00	TTh 10:30-11:50
<input type="checkbox"/>	2012S AAS-245-01	The Harlem Renaissance	4.00	WF 02:40-04:00
<input type="checkbox"/>	2012S AAS-278-01	The 60&APOS;S Afro-Am in US 1954-70	4.00	TTh 01:00-02:50
<input type="checkbox"/>	2012S AAS-335-01	Sem Free Blacks U.S. Pre-1865	4.00	T 03:00-04:50
	This course requires instructor permission			
<input type="checkbox"/>	2012S AAS-366-01	Sem Contemp Topics Afr-Am St	4.00	T 01:00-02:50
	This course requires instructor permission			
<input type="checkbox"/>	2012S AAS-366-02	Sem Contemp Topics Afr-Am St	4.00	W 07:00-09:30
	This course requires instructor permission			
<input type="checkbox"/>	2012S AAS-400-0	Special Studies		
	This course requires instructor permission			

[Submit Request](#)

Click on "Submit an Enrollment Request."

**Once you have requested the course, you will be shown the Five College Request Statuses page:**

**FIVE COLLEGE REQUEST STATUSES**

View your Five College enrollment requests are listed below or [return to main menu](#).

**PLEASE NOTE: You must print any instructor permission forms listed below, have them signed by the instructor at the host campus and return to Central Records during the current preregistration period before your request will be processed.**

**PLEASE NOTE:** Five College registration policies and practices vary from institution to institution. Your enrollment in a course is not guaranteed until classes actually begin. This includes courses that you have requested and are registered for during preregistration.

**Pending Requests**

College	Action Course Title	Meets	Status	Date/Time	Instructor Permission Form	Cancel
Smith College	Add 2012S AAS-111-01 Intro to Black Culture	TTh 03:00-04:20	Requested	10/26/2011 09:18AM	Not required	<input type="checkbox"/>

**Completed Requests**

College	Action Course Title	Meets	Status	Date/Time
You have no completed requests at this time.				

You may drop any Five College course for which you are registered through TheHub during any registration or add/drop periods. To drop or cancel a request at any other time, you must obtain a form in the Central Records office.

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.

## Five College Request Statuses

View your Five College enrollment requests are listed below or [return to main menu](#).

**PLEASE NOTE:** You must print any instructor permission forms listed below, have them signed by the instructor at the host campus and return to Central Records during the current preregistration period before your request will be processed.

**PLEASE NOTE:** Five College registration policies and practices vary from institution to institution. Your enrollment in a course is not guaranteed until classes actually begin. This includes courses that you have requested and are registered for during preregistration.

### Pending Requests

College	Action Course Title	Meets	Status	Date/Time	Instructor Permission Form	Cancel
Smith College	<a href="#">Add</a> 2012S AAS-111-01 Intro to Black Culture	TTh 03:00-04:20	Requested	10/26/2011 09:20AM	Not required	<input type="checkbox"/>
Smith College	<a href="#">Add</a> 2012S AAS-335-01 Sem Free Blacks U.S. Pre-1865	T 03:00-04:50	Requested	10/26/2011 09:20AM	<a href="#">Print form</a>	<input type="checkbox"/>

[Cancel Pending Request\(s\)](#)

### Completed Requests

If you request a course that requires instructor permission, you must click on the blue "Print form" link.

The screenshot shows a browser window with the 'Five College Request Statuses' page. A modal window titled 'Five College Instructor Permission Form' is open. The form contains the following information:

Student Information	
Home Campus	Hampshire College
Student	Roberta P Stuart
Transaction	H*40885 recorded 10/26/2011 09:20AM
Session	8831608220523733840295806001122826139885 at 10/26/2011 09:22:51

  

Course Information	
Host Campus	Smith College
Semester	2012S
Course/Section	AAS-335-01
Title	Sem Free Blacks U.S. Pre-1865
Credits	4.00
Meeting Info	T 03:00-04:50
Instructor	Louis Wilson
Permission	Signature:

Below the form is a 'Close Window' button. In the background, the 'Five College Request Statuses' page is visible, showing a table of pending requests. The 'Print form' link for the second request is circled in red.

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:

HAMPSHIRE COLLEGE LOGOUT  
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### Five College Enrollment Requests

- Policies and Procedures
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### Five College Request Statuses

View your Five College enrollment requests are listed below or [return to main menu](#).

**PLEASE NOTE:** You must print any instructor permission forms listed below, have them signed by the instructor at the host campus and return to Central Records during the current preregistration period **before** your request will be processed.

**PLEASE NOTE:** Five College registration policies and practices vary from institution to institution. Your enrollment in a course is not guaranteed until classes actually begin. This includes courses that you have requested and are registered for during preregistration.

#### Pending Requests

College	Action Course Title	Meets	Status	Date/Time	Instructor Permission Form	Cancel
Mt. Holyoke College	Add 2012S AFRAM-100-01 The Civil Rights Movement	T 01:15PM-04:05PM	Requested	10/26/2011 09:24AM	Not required	<input type="checkbox"/>

[Cancel Pending Request\(s\)](#)

#### Completed Requests

College	Action Course Title	Meets	Status	Date/Time
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## Cancel Five College Request(s)

Use the form below to cancel a Five College request or [return to main menu](#).

**PLEASE NOTE:** Cancelled requests cannot be reinstated once processed. If you cancel a request in error, you must submit a new request.

College	Course/Title	Meets	Status	Date/Time
Mt. Holyoke College	2012S AFRAM-100-01 The Civil Rights Movement	T 01:15PM-04:05PM	Requested	10/26/2011 09:24AM

Are you **positive** you want to cancel this request?

Yes

No

Yes

Process Form

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**Click "Yes" and  
"Process Form" to cancel  
the request.**

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.