

Welcome to the Online Five College Interchange Request!

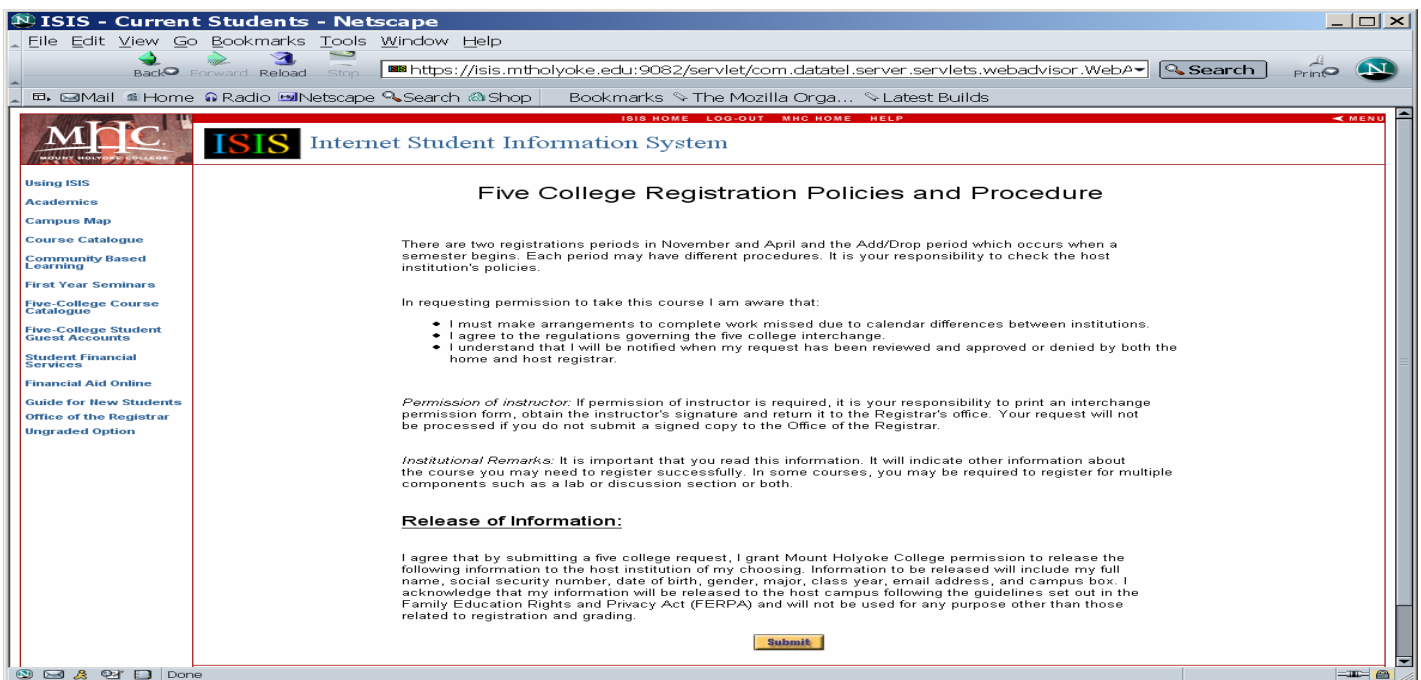
Please read the instructions below carefully and in its entirety before you attempt to use this system. An important additional resource for you is the Registrar's website, Five College Registration page. These pages state the Mount Holyoke interchange policies as they pertain to a Mount Holyoke student.

The request option is not a search for classes, you must search for classes using the Five College Course Catalog or go to the Amherst College, Hampshire College, Smith College or University of Massachusetts registrar's websites. All offer a search for classes option on their sites. Once you know what course you would like to submit a request for, you may return to the **ISIS** home page to submit your request.

1) Go to the **ISIS** home page. Click on **Interchange Request** located under the **Student Options**.

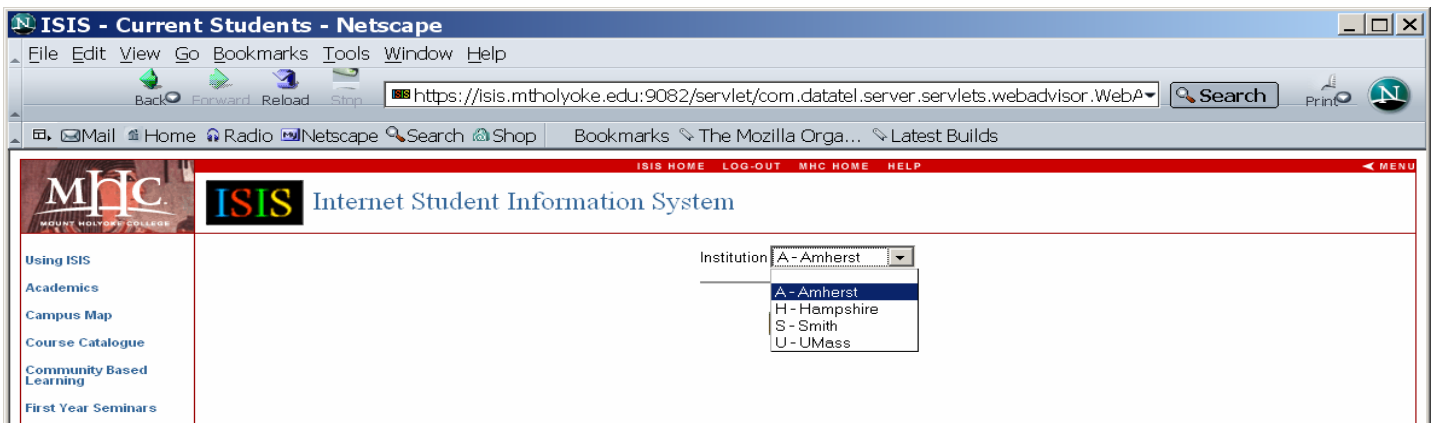
Need screen shot of isis home with five college option

2) **The screen below will be returned to you.** This page includes information that is important to your registration request and should be reviewed very carefully. The last paragraph of this page authorizes the Mount Holyoke College's Office of the Registrar to release biographical data about you to the host institution of your choosing. Choosing to proceed by clicking on the submit button is considered your authorization for the information to be released.

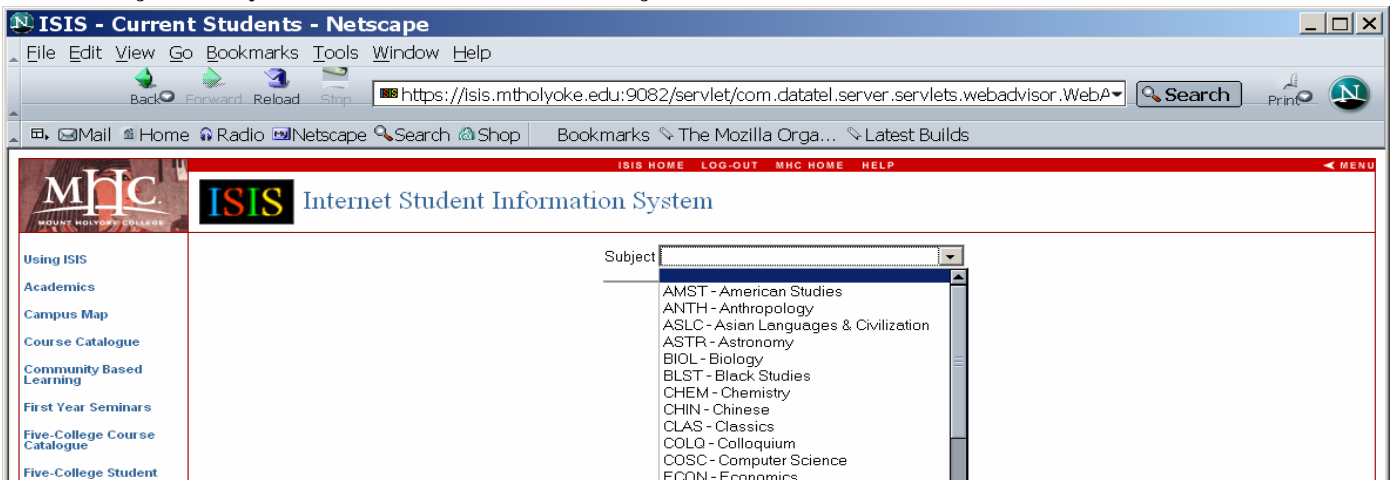


3) Select a host institution by clicking on the down arrow. Click the **Submit** button.

Note: If you select *UMass***, you must follow the directions at the end of this documentation to complete a request.

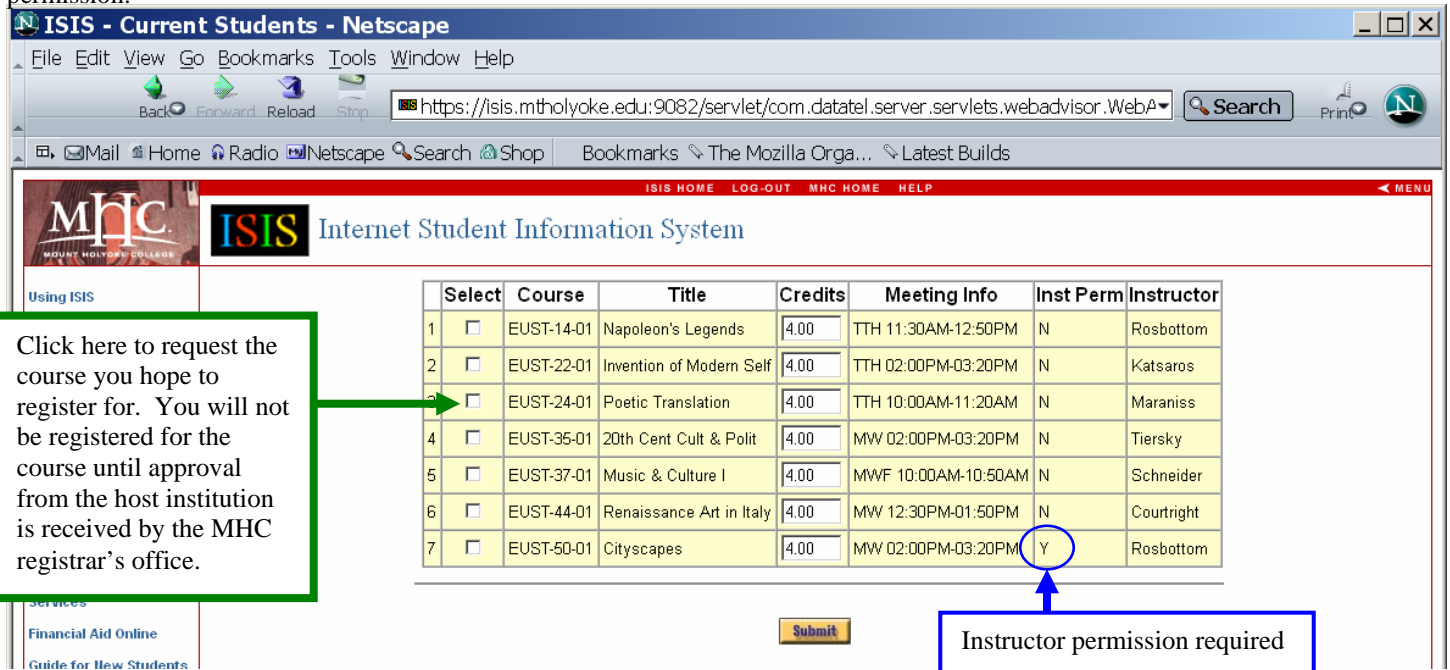


4) Select a subject from your selected host institution's subject list. Click the Submit button.



5) A list of courses offered at the host institution under the subject selected will be returned to you. Select the course you would like by clicking the box in the Select column. Click the submit button.

Be sure to check the *Inst Perm* column if a Y is recorded in this field permission of instructor is required. Once you have submitted your five college request, you must submit either an email from the professor or a completed *Instructor Permission Form* available on the registrar's website under either Forms or Five College Registration. Your request will not be processed if you do not submit permission.



6) Your selection will be returned to you for confirmation. Click on the submit button to confirm. You may return at any time to this screen (titled *Interchange Request Status* under the ISIS Student options) to see if your request has been processed. If your request is rejected by the host institution, you will be notified as soon as the Mount Holyoke College registrar's office is notified. We will include the reason for the refusal as well.

The screenshot shows a Netscape browser window titled "ISIS - Current Students - Netscape". The address bar contains the URL: `https://isis.mtholyoke.edu:9082/servlet/com.datatel.server.servlets.webadvisor.WebA`. The page content includes the MHC logo and the title "Internet Student Information System". A navigation menu on the left lists various services. The main content area displays "Pending Requests" with the following table:

Institution	Course	Title	Status	Status Date	Instructor Permission
1	2007S BLST-47-01	Colnl & Pst Colnl Afric	Requested	11/12/06 12:42PM	N
2	2007S CHEM-201-01	organic	Requested	11/12/06 12:43PM	N
3	2007S CLT-294-01	TALES WITHIN TALES WITHIN TALE	Requested	11/12/06 12:45PM	N

Below the table, there is a section for "Completed Requests" with a table header: `Institution Course Title Status Status Date`. A "Submit" button is located at the bottom right of the page.

NOTE: You are not officially registered for the course until you have received an email indicating that the course has been added to your schedule for that term. We will not register you for the course until we have been notified by the host institution that they have honored your request. A sample of that notification is below.

Subject: Subject: Minnie Mouse – 2007 Registration Changes
 Date: Tues, 14, Nov 2006 23:45:09 – 0500 (EST)
 From: registrar@mtholyoke.edu
 To: mmouse@mtholyoke.edu

Below is a list of the changes you made to your schedule on 11/13/06.

ADDED – H.HCU-100: Comic Book Drawing for term 2007/SP

7) The screen below will be returned to you once your complete your request. You should return to the ISIS home page to submit another request or registration of your selected Mount Holyoke College courses. Be sure to log out when you have completed your registration.

The screenshot shows a Netscape browser window titled "ISIS - Message - Netscape". The address bar contains the same URL as the previous screenshot. The page content includes the MHC logo and the title "Internet Student Information System". A navigation menu on the left lists various services. The main content area displays a message: "Your process is complete; press the ISIS HOME button to continue."

****UMass requests:**

- 1) If you would like to register for a UMass course, you should first go to their Search for Classes option through SPIRE. The address to that site is <https://spire.umass.edu/psp/heproda/EMPLOYEE/HRMS/?cmd=login>, click on the title "Search Schedule/Browse Catalog" located in the upper right hand corner of the screen. UMass requests must be completed by you, be prepared with the following information prior to entering **ISIS**. The required information is: Class Number (5 Digit number) Subject, Course Number, Section Number, Course Title and Credits.
- 2) When UMass is selected on the "Institution" screen on **ISIS**, the screen below will be returned to you. You must enter all information on this screen. All lines are required and your request will not be accepted if you do not fill in information on all lines. The required term information should be entered following the Mount Holyoke format which is the year, slash, semester. An example of this is 2007/SP.
- 3) Click Submit.

The screenshot shows a Netscape browser window titled "ISIS - Current Students - Netscape". The address bar contains the URL: <https://isis.mtholyoke.edu:9082/servlet/com.datatel.server.servlets.webadvisor.WebA>. The page content includes the MHC logo and the text "ISIS Internet Student Information System". A navigation menu on the left lists various services. The main content area is titled "UMass Course Request" and contains a form with the following fields:

UMass Course Request	
Class Number (5 digits)	<input type="text"/>
Subject	<input type="text"/>
Course Number	<input type="text"/>
Section Number	<input type="text"/>
Course Title	<input type="text"/>
Credits	<input type="text"/>
Term (example: 2007/FA, 2007/SP)	<input type="text"/>
<input type="button" value="Submit"/>	